

PREFACE

This manual on policies and procedures has been prepared to serve as a guide for members of the athletic staff at SUNY Cobleskill. It is an overview of policies and philosophy and is in no way intended to cover all questions which may arise.

The purpose of this manual is to provide all personnel with pertinent data relative to their respective duties and responsibilities within the department. It is by the observance of the rules, regulations and policies contained herein, that our objectives can be accomplished.

Introduction

As members of the NCAA, the college and athletic department are committed to conducting a quality broad based program. Included in our philosophy is the intention to follow all national governing body rules which include; but are not limited to sportsmanship, ethical behavior, and compliance standards set forth by our conference and the NCAA.

Revised: July 2013

DIRECTOR OF ATHLETICS

1. Administer and manage the day-to-day operations of the program.
2. Oversee and evaluate personnel.
3. Administration and operation of facilities.
4. Attend Conference, Regional, ECAC and NCAA meetings.
5. Administer scheduling.
6. Preparation and management of Budget.
7. Develop strategies relative to the recruitment of student-athletes.
8. Actively involved in public relations and marketing as it relates to athletic mission.
9. Oversee contest management.
10. Prepare reports for College, NEAC, State and NCAA.
11. Oversee all areas of Compliance (Institutional, NEAC and NCAA).
12. Serves as a member of the Board of Directors for the Fighting Tiger Booster Club and direct all fund raising initiatives relative to the organization
13. Serve as dept. chair for Sport and Exercise, develop budget, schedule teaching assignments, develop curriculum.

ASSOCIATE DIRECTOR OF ATHLETICS/SENIOR WOMEN'S ADMINISTRATOR

In the absence of the Director of Athletics, the Associate Director of Athletics will assume administrative responsibilities for the program. In addition, the Associate Director of Athletics is responsible for:

1. Maintaining athletic eligibility standards and records in accordance with the NEAC and NCAA.
2. Assisting the Director of Athletics in home contest management.
3. Maintaining and scheduling the college athletic facilities in accordance with New York State health codes, university and college policies.
4. Serve as Senior Women's Administrator to comply with NCAA mandates.
5. Serve as a resource to ensure the institution's compliance with Title IX issues.
6. Supervise and administer the Fitness Center
7. Serves as Head Athletic Trainer
8. Train and certify staff in First Aid and CPR, and AED.

ASSISTANT DIRECTOR OF ATHLETICS

1. Assist Director of Athletics with preparation of reports for State, NEAC and NCAA.
2. Organize and manage Camps and Recreation program.
3. Train, evaluate and supervise student workers.
4. Assist with contest management.

5. Assist Director of Athletics with scheduling.
6. Coach a varsity sport.
7. Assist Director if necessary on matters related to NCAA rules.

ATHLETIC RECRUITER

The Athletic Recruiter will work under the supervision of the Director of Athletics and in concert with the college admissions and each of the coaches within the athletic department. This person will provide successful leadership for the coordination of the college's athletic recruitment efforts and strategies, and work to establish excellent rapport with all members of the athletic and admissions department.

1. Responsible to develop, in conjunction with the athletic director, and implement a clearly outlined, systematic process for the recruitment of student athletes that clearly engages each coach and admissions staff member in such process.
2. Specific plan for each coach must be based on targeted FTE's for each sport-recruitment.
3. Working together with each coach to develop specific strategies and meet regularly to ensure that such strategies are being implemented and outcomes achieved.
4. Work to effectively communicate admissions issues relative to prospective student-athletes between the admissions and athletic department.
5. Work with athletic director and admissions to ensure Title IX goals are being met and recruitment of males, females and students of color is in balance thus ensuring a diverse group of students are admitted as student-athletes.
6. Develop a systematic approach of synergizing the department to work in a unified fashion to recruit appropriate student-athletes that fit the mission of NCAA DIII athletics; ensuring student participation in athletics with the highest priority on the educational mission/experience and academic success.
7. Develop feedback system to accomplish each of these goals and to ensure coaches have the information they need to be successful so growth and progress can continue to occur.

ATHLETIC TRAINER

1. Care, prevention and rehabilitation of athletes' injuries.
2. Attend all practices involving contact sports assigned by Athletic Director.
3. Assist Athletic Director with purchase of equipment and supplies necessary for the day-to-day operation of the training facility.
4. Attend all home games and provide appropriate care/services.
5. Prepare annual reports.
6. Work closely with Bassett Healthcare and Barb Perry regarding standing orders.
7. Instruct courses in PERS

SPORTS INFORMATION DIRECTOR

1. Prepare statistics for college/athletics use and provide to necessary outlets (NCAA, NEAC, and ECAC).
2. Work closely with college providing information for college athletic web site.

3. Prepare press releases for local media outlet.
4. Continue to develop relationship (PR) for local newspaper, radio and TV markets.
5. Attend home games and insure statistics are compiled for appropriate sports.
6. Coach a varsity sport.

STUDENT-ATHLETE/SAAC ACADEMIC COORDINATOR

1. Conduct study halls to support student-athlete academic performance.
2. Monitor all missed class time for intercollegiate sports teams.
3. Collect data on student-athlete class attendance and academic performance.
4. Coordinate and be responsible for the NCAA SAAC Committee.
5. Hold monthly meetings of SAAC Committee.
6. Develop SAAC Committee programming and community service opportunities.
7. Attend NEAC SAAC Committee meetings.
8. Coach a varsity sport.

FACULTY ATHLETICS REPRESENTATIVE (FAR)

Mission: The FAR is involved in the assurance of academic integrity in the athletics program, institutional control over the athletics program, and in the maintenance of student-athlete well-being.

SUNY Cobleskill FAR Duties:

The FAR shall provide oversight and advice regarding the administration of SUNY Cobleskill's athletic program. The FAR will:

- Meet at least once per semester with the Athletics Director to discuss issues related to academic integrity and the personal well-being of student-athletes.
- Participate in monthly meetings of the President, Provost, Vice President for Student Affairs, and Athletics Director to discuss athletics matters.
- Serve on the Intercollegiate Athletic Board.
- Serve as a source of advice and support for student-athletes.
- Inform the faculty about matters related to athletics as they affect faculty, including but not limited to admission, academic progress, and athletics policies.
- Participate in NCAA certification review and self-studies as needed.
- Support the Athletics Director and his/her designees involved with compliance activities.
 - The FAR will be consulted on NCAA infractions.
 - The FAR will be sent a copy of the inquiries and alleged or suspected rules violations.
 - The FAR will be included in official notification from the NCAA that an official inquiry is being initiated to determine if rules violations have occurred.

The FAR may attend one or more of the following if funds are available and/or if the President requests the FAR's attendance/participation.

- FARA Fall Forum in November
- NCAA Convention in January
- NCAA Regional Rules Seminars to become knowledgeable of the compliance/eligibility process.
- Searches for new coaches and athletics administrators.

INTERCOLLEGIATE ATHLETICS BOARD

The SUNY Board of Trustees policies provide for the formation of campus boards of athletic control (hereafter referred to as the Intercollegiate Athletics Board-IAB) to monitor, review, and recommend policy for the intercollegiate athletics programs. These operational guidelines are promulgated to assure compliance with University policies and the policies of the National Collegiate Athletic Association (NCAA).

I. Name:

The Board of Athletic Control shall be called the College of Agriculture and Technology at Cobleskill Intercollegiate Athletics Board. The Board is responsible to and reports to the campus President.

II. Purpose:

- A. Develops and recommends intercollegiate athletics policy.
- B. Monitors compliance with rules and regulations.
- C. Proposes changes in the intercollegiate athletics program.
- D. Plans for intercollegiate athletics participation on campus and in conferences.
- E. Assists in the development of the intercollegiate athletics budget and in turn approves and recommends for final presidential endorsement.
- F. Establishes the standards for academic progress of athletes (within NCAA, conference and college rules).
- G. Interacts with campus governance groups on intercollegiate athletics matters.
- H. Other matters appropriate to its purview to it by the campus President.

III. Composition:

A. Members

1. To ensure compliance with policies of the NCAA, as applicable, faculty and administrators combined shall comprise the majority of the voting membership of the Board.
2. To ensure adequate student representation, no less than one-third of the voting membership of the Board shall be students, including at least one male and one female member from the intercollegiate athletics teams and at least one student representative who is not a member of any intercollegiate athletics team.

3. The membership of the Cobleskill IAB shall consist of 16 members:

Ten voting members appointed from the faculty and administration, one of which shall be the Director of Athletics. Terms of appointment shall be for two years with five members appointed in alternate years; and

Six voting student members appointed annually, consisting of the following: at least one male and one female member from the intercollegiate athletics teams and at least one non-athletic team member. Students appointed to the Board must maintain a 2.0 average during the term of their appointments. They must be enrolled full-time (minimum of 12 credits per semester) and must remain in full-time status while serving on the Board.

B. Selection of Members

1. Members of the Board shall be appointed by the campus President.
2. Both the Chair of the Board and the college's voting delegate to the NCAA shall be appointed by the campus President and must be faculty members or administrators.
3. Non-voting members of the Board may be appointed at the discretion of the campus President.

VARSIITY TEAM COACHES

Duties and Responsibilities:

With regard to the conduct of intercollegiate athletics at SUNY Cobleskill, the following policy shall apply:

1. Responsibility for the day-to-day implementation of the program of a varsity athletic team shall be vested in and shall be the responsibility of the coach of such team.
2. In discharging their duties and responsibilities, coaches shall be responsible to the Director of Athletics and shall:
3. Be knowledgeable of (a) ALL policies of SUNY Cobleskill as they relate to the conduct of the College's intercollegiate athletic program as set forth in the College Catalogue and the manual for coaches, and (b) all rules of the National Collegiate Athletic Association as published by that organization.
4. Be certified in First Aid, Cardio-Pulmonary Resuscitation (CPR) and AED.
5. Conduct their teams' programs, in all particulars, on conformance with the policies of SUNY Cobleskill and the rules of the NCAA.
 - a. A coach who is found in violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA

enforcement procedures, including suspension without pay or termination of employment for significant or repetitive violations.

6. Be responsible for developing and implementing a recruiting plan that will lead to the increase of student-athletes in our intercollegiate athletic program.
7. It is the coaches' responsibility to adhere to all deadlines, and other requirements, pertaining to their sport. This includes, but is not limited to:
 - A. Reporting season results and/or other materials related to conference or regional post-season selection regardless of record.
 - B. All-Conference and All-Regional nominations.
 - C. All-American nominations.
 - D. Academic All-American nominations.
8. In implementing the programs of their teams, varsity coaches shall:
 - A. Conduct him/her in such a professional manner so as to reflect positively on the image of SUNY Cobleskill while displaying sportsmanship and ethical behavior, and to provide a positive role model for team members, spectators and the community.
 - B. With the Director of Athletics, participate in the development of the annual budget for his/her team, and in the planning for and management of "home athletic events".
 - C. With the Director of Athletics, plan trips to events held off the SUNY Cobleskill campus. As necessary, drive the teams to and from such events in the vehicles provided for that purpose; supervise students while in transit, prior to and after such event(s); and by use of the forms provided for this purpose, account for all monies spent in association with such event(s).
 - D. Personally and actively conduct and/or supervise all practice sessions or, when absent, have practice sessions conducted or supervised by an assistant coach or coaches. NOTE: practice sessions may not be held without the head coach and/or the college approved assistant coach in "active attendance".
 - E. In those sports where assistant coaches are employed, the head coach shall direct and supervise assistant coaches.
 - F. By personal contact, letters, telephone calls, and/or other appropriate means, shall endeavor, by factual presentation, to encourage the best players who can benefit by attending SUNY Cobleskill to participate on his/her team.
 - G. Have a detailed knowledge of the rules governing his/her sport which includes taking the NCAA rules test annually (see Appendix for details).

- H. Shall organize, plan and prepare for games and/or events and shall implement the same in a manner which will have the most positive impact on the outcome of the game/event.
- I. Be responsible for ALL equipment and/or supplies assigned to his/her team and at the conclusion of the season shall account for all such items.
- J. At the conclusion of the season shall be responsible for the collection of uniforms and/or other items assigned to the members of his/her team.
- K. Within two (2) weeks at the conclusion of the season, shall submit a comprehensive report to the Director of Athletics with regard to the season just completed. Forms are provided by the Director of Athletics and includes:
 - 1. Team roster with captain(s) and manager(s)
 - 2. Name(s) of coaching staff
 - 3. The schedule and results of all events in which the team participated including post-season competition
 - 4. A description of the team and individual accomplishments
 - 5. Matters of concern which should also be addressed prior to the start of the season are team schedule, equipment/supply needs, facilities for games and/or practices, travel arrangements and other matters pertinent to the successful conduct of the teams' overall program. Equipment/supply/uniform purchase request forms are available in the main athletic office.
- L. Attend and participate in the annual awards ceremony:
- M. Self-report any infractions relative to NCAA rules violations. (See Appendix for specific policies/procedures).
- 9. Varsity and/or Assistant Coaches may be required, from time to time, to temporarily live in college housing whenever student-athletes are required to be on campus and the regular student body is not.

PART-TIME COACHES
(Terms and Conditions of Employment)

For the purpose of this section, the term "Part-time Coaches" shall refer to individuals who are not full-time employees of SUNY Cobleskill assigned to the Athletic Department. These individuals could be Head Coaches or Assistant Coaches.

Appointment:

- 1. Part-time coaches shall be appointed on an annual basis, effective the beginning of the fall semester each year. This policy shall be implemented in the following manner:
- 2. The appointment, non-renewal and/or dismissal of coaches shall be by SUNY Cobleskill upon the recommendation of the Director of Athletics and approved by the Vice-

President of Student Affairs. The effective dates of coaching appointments shall be as follows:

- A. Fall Sports Teams: August 1 through December 31
(men's soccer, women's soccer, men's and women's cross country, women's volleyball)
 - B. Winter Sports Teams: September 1 through April 1
(men's basketball, women's basketball, men's and women's swimming, men's and women's indoor track and field)
 - C. Spring Sports Teams: February 1 through June 1
(baseball, softball, men's and women's outdoor track and field, men's and women's tennis, men's lacrosse, and men's and women's golf)
 - D. Coaching contracts for part-time head coaches will be signed on an annual basis prior to the above dates. These will be signed in the College Human Resources Office.
- 3. All paid coaches at the institution must have a minimum of a 2-year degree.
 - 4. Follow all NCAA and Conference rules as applicable to their roles.

Renewal:

- 1. It is the policy of the Department of Athletics that all part-time coaches be appointed for a fixed term not to exceed one (1) year.
- 2. The renewal or non-renewal of an assistant coach's appointment shall be upon the recommendation of the Head Coach of the sport in consult with the Director of Athletics.

Non-Renewal of Appointment:

The non-renewal of a part-time coaching appointment shall be on the recommendation of the Director of Athletics and the approval of the Vice-President for Student Affairs. A coach affected by non-renewal shall, upon request, be provided with a written statement from the Director of Athletics setting forth the reasons for non-renewal.

Dismissal:

For the purpose hereof, dismissal shall mean the termination for cause of a part-time coach's service prior to the conclusion of the coach's appointment term. A part-time coach may be dismissed for such reasons as gross incompetence, violation of athletic department or college policies governing the conduct of the athletic program, for violations of the rules of eligibility of the National Collegiate Athletic Association, unethical conduct or moral turpitude. Dismissal of a part-time coach shall be upon receipt of written notice by the Director of Athletics as approved by the Vice-President for Student Affairs.

Voluntary Termination:

A part-time coach wishing to terminate his/her services as a part-time coach shall give notice of resignation as soon as possible following conclusion of the sports season. Except for serious health reasons or to address matters of serious personal concern, coaches should not resign during the course of a sports season.

GENERAL GUIDELINES FOR VOLUNTEER COACHES

For the purpose of this section, the term “Volunteer Coaches” shall refer to individuals who are not full-time employees of SUNY Cobleskill and who are volunteering their time to assist the Athletic Department by taking on coaching responsibilities.

1. Volunteers must be willing to commit themselves to regular instruction or coaching time so both coach and athletes can count on them.
2. Volunteers must be in good health, of good moral character and be acquainted with principles of good sportsmanship.
3. A complete job description will be prepared for each volunteer coaching position by the Athletic Director in conjunction with the coach.
4. Volunteers should be prepared for specific tasks and responsibilities associated with the sport. The preparation should include legal liabilities, college philosophy, ethics, duration of assignment and chain of command. The Director of Athletics shall discuss such matters with the volunteer before the specific season begins.
5. The varsity coach should be involved in the selection of a volunteer assistant coach.
6. Volunteer does not treat any injuries but may use first aid, in an emergency situation, if properly trained, or accompany a sick or injured student to the college health center if directed to do so by the coach.
7. Assignments must be consistent with volunteer coach’s interest, skills, and competencies.
8. Volunteer coach must be at least 21 years of age and should be a college graduate.
9. Review/evaluation of contribution should be made on a continual basis. At the end of the specific season the assistant or volunteer should meet with the Director of Athletics.

Volunteer’s Responsibility:

1. Give personalized assistance to a student or small group of students under coach’s direction.
2. Prepare bulletin boards, “call in” game results, assist with statistics.
3. Hold current driver’s license with good driving habits; be willing to drive college vehicle to away contests after completing LENS training.
4. Assist in the recruiting of student-athletes.

5. May assist in scouting of student-athletes and of opposing teams.
6. The volunteer coach must keep all privileged information confidential.
7. Other duties assigned by the Head Coach.

APPOINTMENT OF VOLUNTEERS

Background:

The College at Cobleskill has had, on occasion, individuals serving as volunteer workers in various capacities and departments. Although little in number, it is important to realize that unless certain procedures are followed, the workers and the College face a tremendous financial risk should injury occur.

Statement of Policy:

Pursuant to Part 141.0 of the rules issued by the State Director of Budget:

It is the policy of the State that the use of volunteer workers be consistent with the needs and requirements of sound and orderly administration of State government. It is also the policy of the State that the protection of Workman's Compensation coverage be provided to all volunteer workers donating their services to the State.

Authority:

Authority to accept the services of volunteers rests, by law, with the Division of Budget. The Division of Budget, however, has granted the University's Central Administration the authority to accept the services of volunteers. Central Administration has, in turn, delegated authority for the appointment of volunteers to each campus with the requirement that the campus either report to Central Administration on a quarterly basis the names of those individuals appointed to date or obtain approval on a case-by-case basis.

Procedure:

In order to obtain protection under the Worker's Compensation Law for the volunteer and the campus, an employer-employee relationship must exist. This can only be accomplished by a formal appointment process which includes a written appointment letter when work starts followed by a thank you letter when such services cease. To insure compliance with the State's policy and SUNY Central's reporting requirements, the following procedures have been established.

1. Appointments should be initiated via memorandum from the department head, through the appropriate Vice-president or President, to secure appropriate approvals to the Office of Human Resources. The memo should include the volunteer's name, starting date and anticipated ending date, what the volunteer is to accomplish during the appointment and a statement of any anticipated costs associated with the appointment such as supplies and expenses or equipment.

2. Upon receipt of the approved request, the Office of Human Resources will obtain Central's approval and prepare the appointment letter (see example) for the President's signature.

Since the appointment letter will be open-ended (eliminating the need for renewal letters), the department head will be responsible for writing a thank you letter to volunteer(s), with a copy to the Office of Human Resources at the time such services end.

3. Based upon the above actions, the Office of Human Resources will comply with the approval/reporting requirements of SUNY Central Administration.

Rights and Privileges:

Volunteer workers who are appointed in accordance with the above procedures are covered by Section 17 of the Public Officers Law and enjoy the protection of Worker's Compensation and indemnity as it applies to State employees performing their normal duties in the course of their employment. Volunteer workers are not eligible for any other State employee benefits, although they may be issued a temporary identification card, thereby enabling them to use campus facilities available to regular employees.

Note: A sample of the Volunteer Service Request Form to be sent to "Human Resources Management" is located in the appendix.

Note: A sample Appointment Letter is located in the Appendix.

ATHLETIC PROFESSIONAL STAFF NON-COMPLIANCE PROCEDURES (Sportsmanship/Ethical Conduct)

1. Coaches who display behaviors that are not acceptable within the realm of good sportsmanship or ethical conduct will be requested to meet with the Athletic Director to discuss the occurrence and such remedies for future conduct. Based on the severity, the staff member could receive a verbal warning, a written warning and/or suspension.
2. The College will also follow NCAA rules relative to breach of sportsmanship during Intercollegiate contests.
3. A repeated occurrence and/or severe infraction can lead to termination from the University.

COACHES GENERAL OPERATING PROCEDURES

1. Office hours should be posted, adhered to and maintained.

2. Honor all appointments and meetings. When an emergency necessities cancellation, please make every effort to inform the party or parties concerned.
3. How you handle the telephone relates to our public image. Be professional and courteous at all times.
4. All local and long distance calls are for official use only. Personal calls should be brief and used only in cases of emergency.
5. Offices should be secured when not in use. When leaving the facility in the evenings and weekends, please be sure that all doors are secured behind you.
6. When using the facility during off hours and vacation periods, make sure that space requests go through the Director of Athletics and University Police if necessary.
7. Students should not be given keys to gain access to offices of any other facility. Furthermore, students should not be allowed to use office telephones, equipment or supplies for personal use.
8. Requests for keys must be made to University Police through the Director of Athletics.
9. The photocopy machine is to be used by authorized personnel only. All photocopy, graphics or printing requests should be made to the Athletic Department Secretary.
10. Physical examinations and clearance for student-athletes should be cleared by the Athletic Trainer. The Athletic Trainer will coordinate athletic physical examinations and related health problems. Student-athletes are **not allowed** to participate in any practice sessions until this clearance has been given by the Athletic Trainer.
11. All students must complete and sign (or parent if required) the Hospital Release Form.
12. All transportation travel requests should be directed to the Athletic Department Secretary.
13. All athletic equipment issued is made through the Athletic Technical Support Staff. Each athlete must sign for the equipment and is responsible for its return. (See section on Equipment Management).
14. Scheduling guidelines and guidelines for post-season competition have been established and approved by the Athletic Department.
15. All Pre-Eligibility Questionnaires must be submitted to the Associate Director of Athletics on a timely basis and no later than five days prior to competition.
16. Student-athletes must have six (6) practice dates completed prior to competition.

STUDENT ATHLETE'S RESPONSIBILITY

The coaches are responsible for working closely with the student-athlete to ensure that they have filled out all appropriate NCAA and college paperwork in order to secure eligibility. This would

include but is not limited to: Code of Conduct, Eligibility Forms, Health History, and Physical Examination.

Coaches must also be aware of the Department's Missed Class Policies and communicate this to all student athletes. See Appendix.

STUDENT ACADEMIC STANDARDS

The IAB determined that a definitive standard determining student-athlete academic eligibility be adopted. This standard, which is higher than the minimums established by the NCAA, the NEAC, and most NEAC member colleges, is designed to assure the positive academic image of our student-athletes while remaining fair to the student-athlete. It also takes into consideration both the minimum number of credit hours successfully completed and the cumulative grade point average.

1. The student-athlete must maintain his/her full-time student status throughout the semester of competition by remaining enrolled in a minimum of twelve (12.0) credit hours.
2. The student-athlete must meet the following minimum academic standards, based on the sliding scale shown below, to maintain his/her eligibility to participate in competition.

| Semesters Completed | Minimum Earned Credit Hours | Cumulative Grade Point Average |
|----------------------------|---|---------------------------------------|
| Semester 1 | 12.0 Credits | 1.50 |
| Semester 2 | 24.0 Credits | 1.75 |
| Semester 3 | 36.0 Credits | 1.90 |
| Remaining Semesters | Number of Semesters Times 12.0 Credit Hours | 2.00 |

3. The student-athlete's eligibility is to be determined each semester and appropriate eligibility forms will be completed and filed in accordance with NCAA and/or NEAC requirements.
4. Transfer credits may be used for credit; however, the grade may not be calculated into the gpa.
5. SUNY Cobleskill remedial classes may be used for credit and gpa calculations.
6. Transfer student athletes that are deemed eligible at their previous institution (per NCAA requirement) will be eligible to compete immediately, at SUNY Cobleskill. Upon completion of their first semester at SUNY Cobleskill, the student-athlete must meet all of our institutional athletic eligibility standards in order to continue to compete.

Current student athletes who go ineligible for the fall of 2012 under the new guidelines have the opportunity to appeal for reinstatement to the Vice President for Academic Affairs.

SCHEDULING

Priorities:

1. The following items should be considered a priority in preparation of the athletic schedule.
 - A. Conference commitments.
 - B. NCAA Colleges
 - C. Reducing class absences due to travel
 - D. Utilizing weekends and vacation periods to reduce loss of classes missed.
 - E. Length of trip.
 - F. Creating a balanced schedule – home and away.
2. Scheduling of all athletic contests is coordinated by the Director of Athletics with input from the respective coaches. Scrimmages may be arranged by the Head Coach with consultation of the Director of Athletics.
3. Once the schedules have been completed and contracts completed, the Director of Athletics submits the schedule for printing.
4. The Director of Athletics is responsible for sending a copy of our home schedule to the appropriate Referees Association for assignment of officials. A written confirmation of officials is required and kept on file.
5. Cancellation of Events:
 - A. For home contests cancelled in advance, the coach must notify the Director of Athletics who is responsible for contacting the other college and pertinent groups involved. They include:
 - Referees and other officials
 - Technical Associates
 - University Police
 - B. For home contests postponed due to inclement weather it is the coach's responsibility to contact the other college and the above parties, providing the Director of Athletics and/or the Associate Athletic Director cannot be notified. Rescheduling of postponed events is the responsibility of the Director of Athletics.
6. All scheduling is done by the Director of Athletics or Associate Director of Athletics.

Scheduling Guidelines:

The following guidelines shall be used when scheduling athletic contests (including mid-season and spring vacation periods).

1. Regional (within a 3-hour radius)
 - A. Class days: schedule contests no more than 100 miles or two hours one way.

- B. The college Athletic Department will make every effort to transport full teams requiring two or more vans on scheduled intercollegiate contests (not including scrimmages) a minimum of two hours one way via motor coach. Full teams will be designated by squads which have a traveling party that includes a minimum of thirteen (13) certified/eligible/healthy participants, one coach and one student manager/trainer. Teams not meeting the minimums will travel in the traditional mode which is vans. Teams requiring overnight arrangements will continue to travel in vans. Final decisions regarding this policy are made by the Director of Athletics.
- C. Overnight recommended on trips over 200 miles or four hours one way.
- D. Priority for scheduling trips over 100 miles should be on weekends.
- E. All contests should be scheduled to avoid missing classes when possible.
- F. Scheduling priorities should be in the following order:
 - 1. Conference commitments.
 - 2. Regional competition; and
 - 3. Four-year schools within 250 mile radius.

BUDGET PREPARATION

- 1. Responsibility for budget preparation lies with the Director of Athletics with input from the appropriate staff members.
- 2. All requests for money must have the approval of the Director of Athletics before the athletic department secretary can facilitate the request to the College Business Office.
- 3. Coaches must submit equipment/supplies request to the Director of Athletics by the first Monday in May. All information including number needed, sizes, uniform numbering, source and price will be submitted.
- 4. Upon review, the Director of Athletics discusses, reviews, and makes changes or approves/disapproves with the head coach.
- 5. Any and all ordering will be the responsibility of the Director of Athletics. Coaches authorizing purchases are responsible for payment in full.

INTERCOLLEGAITE ATHLETICS PROGRAM TEAM TRAVEL, PER DIEM RATES AND PROCEDURES

Credit Card/Cash Advance Procedures:

1. Team travel expenses must be paid for on the travel credit card.
2. The amount of allowable expenses will be determined by the coach and approved by the Director of Athletics based on the following:
 - a. Number of individuals traveling
 - b. Duration of travel
 - c. Destination
 - d. Number of meals
 - e. Estimated expenses for parking fees, tolls, tips, gratuities, and other appropriate travel related expenses
3. Occasionally a cash advance will need to be written for entry fees and/or greens fees.
4. Trips less than two hours will be shuttled by vans. Trips over two hours with team members that exceed 13 eligible (healthy participants) will be shuttled by bus.
5. Student-athletes must travel to and from all contests with the team. The **only** exception is with written permission at least 24 hours in advance approved by the coach and Athletic Director. This request must come from the parent/guardian.

Accounting for Cash Advances:

It is the responsibility of the coach to account for the full amount of any cash advance received. **Original receipts**, representing appropriate charges (along with any balance returned) must equal the total amount of the advance. The coach must return a completed copy of the Financial Report (with all receipts) to the Athletic Office. This report must show all expenses, either credit card charges or cash spent, and be returned the day after each trip.

Meal Allocation for Athletes

\$12.00 per travel party member for single event trips that are less than 8 hours (travel, competition, return home, etc.) – dinner.

\$21.00 if away from campus for period of time that exceeds 8 hours or vacation period on campus where overnight stay is required.

If the trip includes overnight stay at a hotel that provides a breakfast, you will receive \$4.00 per travel member as a pre-game snack (not to be combined with dinner) and \$12.00 for the dinner meal.

If you have an athletic contest on campus and the dining hall is not open three hours prior to your contest, you will be given \$5.00 for pre-game meal per participating team member.

If a team is away for a multiple day event, you **cannot** combine meal allocations over the two- or three-day period of time to use on one given meal. Meal allocation is day-by-day only.

FACILITIES

The Director of Athletics is responsible for coordinating the scheduling of all athletic activities taking place in the Athletic facilities and outside playing fields. Scheduling priorities may be changed and/or modified at the discretion of the College Administration.

Priority for Scheduling:

1. Physical Education classes
2. Intercollegiate contests
3. Intercollegiate practices
4. Intramural and Recreational activities
5. Conferences and Training Center programs
6. Information recreational activities
7. College programs other than instruction
8. Public agencies outside the college.

Guidelines:

1. All athletic facility reservations must be submitted to the Associate Athletic Director for approval.
2. All practice schedules should be approved prior to activities.
3. All off-campus agencies desiring to use the facilities must have a Revocable Permit issued by the Business Office.
4. All facilities will be deemed safe by the college and administration. If facilities do not meet NYS Health Code they would be closed until brought into compliance.

NON-COBLESKILL COLLEGE FACILITIES

Requests to use facilities not owned and operated by SUNY Cobleskill must be made to the Director of Athletics, or his designee, who shall then make an attempt to secure the facility. Requests to the Director of Athletics must be made in a timely manner and all requests are subject to the policies and approval of the facility owner.

COMPLIANCE

As an NCAA member institution, we are governed by and strictly adhere to NCAA policies as outlined in the NCAA Handbook and Casebook.

1. All questions pertaining to NCAA rule interpretations, including athletic eligibility, should be directed to the Associate Director of Athletics.
2. All questions pertaining to SUNY Cobleskill academic policies for participation in intercollegiate athletics should be directed to Director of Athletics or Associate Director of Athletics.

3. All student-athletes are required to complete eligibility forms prior to athletic competition. These forms are:
 - A. Pre-eligibility Questionnaire
 - B. Code of Conduct
 - C. NCAA Eligibility Form/Student-Athlete Statement
 - D. Healthy History Form
 - E. Hazing Policy
 - F. Student and/or Parent Insurance Release
 - G. Insurance Statement Form
4. All student athletes must pass a physical examination which must be taken within 6 months prior to participation.
5. The Associate Director of Athletics has the ultimate responsibility for checking the academic standings for all student-athletes before their first contests to insure their status as full-time students and to insure they are conforming to NCAA rules.
6. Each coach is responsible for insuring accountability for the academic eligibility of his/her student-athletes and reviewing the NEAC Eligibility Form to verify its accuracy. It is the coach's responsibility to make certain that the roster is complete and up-to-date. The coach must notify the Associate Director of Athletics immediately of any roster changes during the season.
7. Institutional rules to satisfy progress toward a degree are the following:
 - A. Student-athletes must be enrolled in a minimum of 12 credit hours throughout the season of competition.
 - B. Prior to the second full term a student must pass 12 credit hours with a GPA of 1.50 or higher.
 - C. Prior to the third full term a student must pass 24 credit hours with a GPA of 1.75.
 - D. Prior to the fourth term the student must pass 36 credits hours with a GPA of 1.9
 - E. For all ensuing terms a student-athlete must pass a cumulative of 12 credit hours per semester with a minimum GPA of 2.0.
8. Coaches, in consultation with the Athletic Academic Coordinator, are encouraged to monitor the academic progress of their student-athletes.

Note: SUNY Cobleskill has the right to implement more stringent eligibility requirements and/or additional requirements.

Institutional Rules Violation Procedures

In the event that a rules violation occurs the Director of Athletics must be notified immediately.

The Director will then begin an in-house investigation of the violation.

The Director will self-report the violation to his superior and the NCAA.

The Director will inform the campus compliance committee:

Director of Admissions
College Registrar
Director of Financial Aid
Senior Women's Administrator
Director of Athletics

Based on the severity of the violation additional steps and/or sanctions may be forthcoming.

LODGING

1. All requests for lodging must be approved by the Director of Athletics.
2. All arrangements for lodging will be made by the Department Secretary unless otherwise directed by the Director of Athletics.
3. The number of athletes per room will be determined by the Director of Athletics.
4. Student-athletes are personally responsible for any charges made to a room.
 - A. Coaches should inform the front desk at the time of check-in that all outside telephone lines, except for the one in the coach's room, are to be turned off.
 - B. Coaches should inform the front desk at the time of check-in that any "pay-per-view" programs must be paid by the student-athletes in a room and that the charges are to be paid in advance.
5. Coaches **will not** be housed with student-athletes. Arrangements will be made for the coaches to have separate rooms.

TRANSPORTATION

1. Vehicles for all away contests are procured and assigned by the Secretary to the Director of Athletics.
2. All team trip reports should be submitted to the Athletic Office by the second business day following the contest.
3. All expenditures **MUST** be validated by original receipts.

4. All van gas tanks should be filled at the facilities complex on campus before each trip. If gas is needed on a trip the coach **MUST** use the appropriate state card provided by the college (Exxon Mobil) only. **Failure to comply with this will result in the coach being responsible for re-payment to the college through their own personal funds.**
5. Keys are to be picked up in the Athletic Office before each trip and returned promptly following the trip. Mileage out and in **must** be recorded on card found in packet with keys. On this card you should note any problems with vehicle such as brakes, tires, idiot lights, etc. We will have our garage service the vehicles.
6. Upon return of the van, the coach should supervise his/her athletes in cleaning the van of all debris. Treat each vehicle like it is your own. Leave the van clean and in the type of condition you would like to have it when you use it.
7. In case of accident:
 - A. Notify police and insure that an accident report is filled out.
 - B. Notify the Director of Athletics.
8. If you break down:
 - A. Call the Director of Athletics at 518-255-5127 (office); 518-234-2492 (home) or 518-231-4863 (cell).
 - B. If it is impossible to contact anyone, it is suggested that you properly secure the vehicle and find an alternate way home for team members.
9. All persons driving athletic vehicles must possess a valid New York State Driver's License.
10. The department of athletics will only allow students to drive vehicles less than 15 passenger when accompanied by an employee of the college either within the vehicle or in caravan with the second vehicle.
 - A. Prior to driving an athletic vehicle, students must be cleared with the University Police Office and complete the LENS training program. This is an insurance company requirement.
11. All drivers must have a New York State license and a clean driving record.
12. Teams may not travel later than 12 midnight while being driven by a college employee.
13. Each vehicle includes a packet containing necessary registration information, insurance cards and gasoline credit cards. Gasoline credit cards shall be used **only** for the vehicles in which they are included in the packet.
14. When a group uses a vehicle, only members and chaperones of that group will be allowed to travel in the vehicle.

15. Team members must travel to and from the sanctioned athletic event with their team/coach. Requests for waivers of this policy must in writing (from parents or guardians only) to the Director of Athletics twenty-four (24) hours in advance of the competition.

RENTAL VEHICLES

1. Arrangements for rental vehicles will be made through the main Athletic Office.
2. Coaches who are using a rental vehicle, and purchase any insurance as part of the rental agreement, will be required to pay for that insurance coverage personally and in full.

PRINTING

Printing requests must be given to the Department Secretary. After Athletic Director's approval such printing requests will be sent on to the appropriate printing source.

RECRUITMENT POLICIES

It is the responsibility of all head coaches to assist the college in the recruitment of prospective student-athletes. Coaches must be aware of all NCAA rules relative to the recruitment of student-athletes and must also be apprised of all college and athletic department policies:

1. Utilize the department issued cell phone to contact prospects
2. When recruiting off campus secure appropriate travel orders per state regulations
3. If recruitment travel requires an overnight stay, approval must be granted by the Director of Athletics
4. Campus visits by prospects must be entered in the appropriate binder located in the AD's office
5. Meals provided on a prospect visit are limited to one meal for the prospect and his/her parents, if the visit is for the day. Two meals may be provided for the above if an overnight visit occurs. All meals should take place in campus dining facilities. Requests for prospects meals should be made at least 24 hours in advance of the visit
6. Overnight visits must be gain approval, at least 48 hours in advance, by the respective Residence Hall Director. The visit cannot exceed 48 hours.
7. SUNY Cobleskill athletics provides no entertainment that is paid for by the department outside of complimentary admission to athletic contests.

8. Additional questions should be referred to the AD

LIABILITY

The following are some suggestions to aid athletic personnel in avoiding problems resulting in possible liability:

1. All activities related to athletics must be properly supervised. A rule of thumb is the more dangerous an activity is perceived to be the greater the precaution that should be taken.
2. The Director of Athletics in conjunction with the Physical Plant will insure that reasonable care is taken in regard to the maintenance of facilities. All breakdowns and repairs should be reported to the Director of Athletics and/or Facilities Department to insure that a work order can be processed and corrections made.
3. Coach responsibility to Liability:
 - A. The coach has the duty to exercise reasonable care for the protection of his or her athletes.
 - B. Provide proper instruction in how to play the game. This includes not only the teaching of physical skills, but teaching of safety rules as well.
 - C. Each coach must establish standards of player conduct and discipline both on and off the field.
 - D. A coach must insure that an athlete is in proper physical and mental condition before he/she is allowed to participate.
 - E. Conduct practices with safety of athletes in mind and that reasonable care is taken in the conduct of drills and conditioning.
 - F. Follow proper procedures in case of serious injury, especially in trauma cases or spine injuries.
 - G. If for some reason a contest is forfeited at the site, the Coach must inform the Director of Athletics at their first possible opportunity.

EQUIPMENT MANAGEMENT PURCHASE, ISSUE AND CONTROL

1. SUNY Cobleskill has the responsibility to provide athletic equipment that is safe and in suitable condition for the purpose which it is provided.

2. The Equipment Supervisor will conduct periodic inspections of all equipment. Equipment that is in an unsafe condition that cannot be reconditioned will be discarded. Equipment in use, not deemed safe by coaches, should be brought to the attention of the Equipment Supervisor.
3. All equipment must meet NCAA standards, and all equipment should fit properly.
 - A. The Equipment Supervisor is responsible for maintaining a continuous inventory of all athletic team equipment, supplies, and all equipment designated as athletics. The Equipment Supervisor is responsible for completing an inventory with each head coach no more than two weeks after the completion of their sports season. Coaches should assist the Equipment Supervisor, when possible, to get their athletes to return equipment and uniforms as soon as possible upon completion of the season.
 - B. All requisition or purchase order forms must be submitted to the Director of Athletics for approval. Coaches should work with the Equipment Supervisor to insure that proper bidding procedures and price quotes are correct.
 - C. All incoming new supplies and equipment are to be delivered to the Athletic Office. Incoming material is checked against the purchase requisition. Approval of payment is made only made when all items are received as ordered.
 - D. Pre-season: The Equipment Supervisor is to be notified by each head coach prior to the beginning of each sports season of the equipment needed for his/her team. This information should include a description and count of the items needed as well as dates of issue.
 - E. Game Equipment: Each coach should consult with the Equipment Supervisor regarding procedures, dates, and time for issue, return and laundry of game uniforms.
 - F. Post-season: Coach should consult with the Equipment Supervisor regarding dates and times for return of all equipment. All athletes should return equipment immediately upon completion of their season and clear accounts with the Equipment Supervisor for lost, stolen, or items not returned.

EQUIPMENT ROOM POLICIES AND PROCEDURES

Personnel

The Equipment Room is a multi-functional facility. All Athletic Administration, Coaches, and Staff are permitted use of the Equipment Room. The security and sanctity of the Equipment Room is the responsibility of all its users. If use of an item in the Equipment Room is in question, obtain consent of an Equipment Staff Member before proceeding.

Students are NOT PERMITTED in the Equipment Room unless accompanied by a coach or staff member.

Uniforms

The Coach will set up a day and time to have the uniforms sized for each Student-Athlete. Each Student-Athlete will sign an "Equipment Issue" document for their apparel.

Uniforms will be picked up on the day of competition and should be issued by the Coach or Equipment Staff Member, preferably using the "Issue Window".

Immediately following a contest or return to school from a road match, the uniforms will be returned to the Equipment Room for laundering. Uniforms should be returned and placed in a laundry cart, or directly in front of the washing machines, and should be right-side out for inspection.

Water/Ice

There are a number of coolers and a limited number of water bottles. Water and Ice for practice is the responsibility of the coaching staff. Coolers and Bottles shall be returned to the Equipment Room immediately following practice and emptied for cleaning and sanitizing.

The Equipment Staff is responsible for making available Water and Ice for home contests, as well as the cleaning and sanitizing of all coolers and bottles.

ATHLETIC TRAINING PROCEDURES AND REGULATIONS

1. Every prospective student-athlete at SUNY Cobleskill must have a complete medical examination six months prior to participation on any athletic team. All athletes must complete all required institutional and NCAA paperwork prior to any participation.
2. In cases regarding any injury as a result of participation in a formal practice or contest, he/she must report it immediately to the head coach and/or certified athletic trainer.
3. The Athletic Department assumes no financial or legal responsibility for:

Any injuries or conditions not received in practice, games or travel to and from practices.

1. All athletes who are injured or ill may return to practice only after receiving permission from the athletic trainer.

Note: the coach may not, under any circumstances, allow a player to participate in a practice or contest without the approval of the athletic trainer.

4. The Athletic Trainer will keep accurate records of all injuries and distribute copies when required by SUNY Cobleskill policies.
5. Under no circumstances shall a coach allow an athlete to participate with an injury that will make the athlete vulnerable to a more serious injury or affect the general health or safety of the athlete. Coaches need to have direct contact with the Athletic Trainer on a regular basis to determine level of participation.

6. The Wellness Center may rule that an athlete has a condition that may cause a risk to an athlete's health. The Wellness Center will make all final decisions regarding participation of an athlete. A second opinion may be sought from the student-athletes personal physician and or SUNY Cobleskill Team Physician.
7. See Appendix for Emergency Plan.

VARSIITY CREDIT FOR ATHLETIC PARTICIPATION

Athletic team squad members may receive one (1) credit towards the Physical Education requirement (1 credit) for graduation. All athletes must sign a form and return to the Associate Director of Athletics. The coach/teacher must make clear his/her requirements in order for a student to receive credit for varsity participation.

The following criteria must be met:

1. All enrollees must complete a full season of participation in order to receive credit.
2. Students must obtain permission of the instructor/coach prior to enrolling for credit.
3. Students must register in advance for credit.
4. Students may NOT receive credit for both intercollegiate athletics and an activity class in the same sport.
5. All full-time coaches will continue to teach a full load of 13 contact hours per semester.
6. Scorekeepers and statisticians may NOT receive credit for varsity competition. It is suggested they enroll in Sport Management (PHED 152).

TEAM MEMBERSHIP

The following are rules that are applicable to all members of intercollegiate athletic teams must follow. It is also the expectation that coaches will enforce said rules:

1. No team members regardless of the legal age of consent may participate in legal alcoholic beverages a minimum of 24 hours prior to an athletic contest. The student athlete will be suspended for a minimum of one contest for the first infraction with possible season ending suspension for multiple infractions. Consequences may be more severe, based on individual team rules.
2. Team members who quit or are removed/suspended from a team may not join another intercollegiate team on campus until the season which the athlete was participating has concluded. .
3. No student may participate as a member of two concurrent athletic teams/seasons.

An exception to the rule are the two equine teams and this must be approved by the coach and the Director of Athletics prior to the beginning of the season.

4. Students who abuse the use of Social Media are subject to immediate suspension from intercollegiate athletics. Students should be aware the use of trademarked images by the university and athletic dept. is prohibited.