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EVALUATION
ATHLETIC SECRETARY
ASSISTANT TRAINER
HEAD WOMEN’S BASKETBALL COACH
HEAD MEN’S BASKETBALL COACH
HEAD FOOTBALL COACH
HEAD GOLF COACH (MEN’S & WOMEN’S)
HEAD TENNIS COACH (MEN’S & WOMEN’S)
HEAD COACH – WOMEN’S TRACK
HEAD COACH – MEN’S TRACK
HEAD SOFTBALL COACH
HEAD BOWLING COACH
HEAD VOLLEYBALL COACH
HEAD WOMEN’S SOCCER COACH
This manual is to articulate the Articles of Administration that governs the programs of Intercollegiate Athletics at Prairie View A&M University. These Articles are designed to be in congruent with the University’s Faculty/Staff handbook, the Procedures and Program Manuals and the Fiscal Manuals.

THE RULES AND REGULATIONS OF THE BOARD OF REGENTS, THE TEXAS A&M UNIVERSITY SYSTEM AND THE STATE OF TEXAS’ LAWS constitute the final authority on all matters related to the operation and management of the Department of Athletics at Prairie View A&M University.

Prairie View takes great pride in having achieved considerable success in Intercollegiate Athletics since its earliest days as an intercollegiate competitor. The University holds full membership in the National Collegiate Athletic Association (NCAA) and the Southwestern Athletic Conference (SWAC).

As a member of the Southwestern Athletic Conference, Prairie View A&M University participates in the following sports: (1) Baseball, (2) Basketball (Men), (3) Basketball (Women), (4) Bowling (Women), (5) Cross-Country (Men), (6) Cross-Country (Women), (7) Football, (8) Golf (Men), (9) Golf (Women), (10) Softball (Women), (11) Indoor Track & Field (Men), (12) Indoor Track & Field (Women), (13) Outdoor Track & Field (Women), (14) Outdoor Track & Field (Men), (15) Tennis (Men), (16) Tennis (Women), (18) Soccer (Women) and (17) Volleyball.
MISSION

The mission of the Prairie View A&M University Athletics Department is to enhance the quality of life for students by providing competitive activities that will produce young men and women able to become constructive, contributing members of society and to help them realize their full potential. We embrace our role as a part of the total educational experience and strive to provide programs that are not only diversified but that are specifically designed to teach athletic skill and to instill good character and sound moral values.

VISION

Fans, supporters, students and potential students will view the Prairie View A&M University Athletics program as an organization that puts the students first while focusing on sportsmanship, education and compliance.
ARTICLES OF ATHLETIC ADMINISTRATION
ARTICLE I: PHILOSOPHY AND OBJECTIVES

Section A. Purposes of These Articles of Administration

This manual is presented for compliance by all personnel in the Department of Athletics at Prairie View A&M University. Deviation from these procedures are not authorized without prior approval by the Director of Athletics, the Athletic Council, the President of the University and, when appropriate, the Chancellor of the Texas A&M University System and The Board of Regents of the Texas A&M University System.

Section B. Statement of Philosophy

1. Prairie View A&M University subscribes to the philosophy that a well-rounded program of athletics is a vital part of its total educational process and serves as a window to the world for the University.

2. The University pledges to field a representative athletic team against four-year colleges and universities that embrace comparable academic and athletic standards.

3. Student athletes shall be regarded as an integral part of the student body with individual responsibilities to project the image of Prairie View A&M University academically, socially, and athletically on and off the field of sport.

4. Good grooming and behavior are especially important when athletic teams represent the University. Therefore, every player and coach must realize that the image of the entire athletic programs and the institution, in general, is influenced by their actions.

5. The University by reason of its membership in NCAA and SWAC is guided in the articles for athletics by their published principles, policies and rules.
6. The University, as well as the Athletics Department is committed to the academic success of the student-athlete.

Section C. Objective of Intercollegiate Athletics

1. The athletic program serves as a laboratory for the development of unselfishness, self-sacrifice, loyalty and mental courage. Inherent in the above-mentioned philosophy, the following objectives of intercollegiate athletics are fostered.

   a. To develop through athletic competition, qualities of self-sacrifice, unselfishness, team loyalty perseverance, university pride, and the personal integrity needed to exist in today’s world.

   b. To enhance the tradition and reputation of Prairie View A&M University by the quality of performance and conduct of its athletic teams and spectators both at home and away at other competition sites.

   c. To provide a common interest around which students, friends, faculty and alumni can join together in support of the University.

Section D. Athletic Affiliation

1. Prairie View A&M University holds membership and is in good standing with the National Collegiate Athletic Association (NCAA) and the Southwestern Athletic Conference (SWAC), and it strives to abide by all rules and regulations of these organizations. The University administers its Athletics program in such a manner that the amateur status of its athletes is safeguarded.
ARTICLE II: ORGANIZATIONAL STRUCTURE

Section A. Organization of Administration

1. To safeguard the role of Athletic participation, the responsibility for the conduct of intercollegiate athletics is authorized by the Legislature and Governor of the State of Texas. This principle implies that the University through the Board of Regents, Chancellor of the A&M System and President of the Institution and Departmental Personnel, place implicit faith and confidence in the integrity of those persons delegated the responsibility to carry out the stipulation of all mandates.

2. The Intercollegiate Athletic Program functions as an administrative unit directly under the President, who is the Chief Executive Officer of the University.

3. An Athletic Council serves in an advisory capacity to both the President and Director of Athletics. The council recommends guidelines and procedures that serves as guides to the intercollegiate athletics program in areas such as athletic awards, scheduling of games, ticket prices, eligibility and other general athletic policies as contained in the Articles of Administration. The president of the University may direct the council to perform other duties or functions from time to time.
4. The prime function of the Compliance Officer is to organize, administer, and oversee the University’s compliance with NCAA and Southwestern Athletic Conference regulations related to academic eligibility and progress of student-athletes, athletic eligibility, financial aid, rules education of athletic personnel; and serve as resource person for all athletically related rules and regulations.

Section B. Organizational of the Department of Athletics

1. See Athletic Organizational Chart.
PRAIRIE VIEW A&M UNIVERSITY
DEPARTMENTAL OF ATHLETICS

ORGANIZATIONAL CHART

President

Athletics Compliance Officer

Athletics Director

Equipment Manager

Secretary

Receptionist/Clerk

Athletic Council

Faculty Athletics Representative

Athletic Trainer

Senior Woman Administrator

Athletic Business Manager

Sports Information Director

Academic Enhancement Officer

Recruiting Coordinator

AM/PRO Sports Advisor

Head Football Coach

Head Men's Basketball Coach

Head Men's Tennis Coach

Head Women's Basketball Coach

Head Women's Volleyball Coach

Head Women's Track Coach

Head Women's Tennis Coach

Head Men's Golf Coach

Head Men's Track/Field Coach

Head Baseball Coach

Head Women's Golf Coach

Head Women's Bowling Coach

Head Women's Softball Coach
ARTICLE III: DEPARTMENTAL POLICIES AND PROCEDURES

Section A. The employment policies of athletics program personnel are outlined below:

It is the policy of the university and Athletics Department to ensure that all coaches employed be questioned concerning their willingness to comply with all University, Conference and NCAA rules and regulations. Discussions on this policy are entertained during the interview process.

1. The NCAA compliance and enforcement department is contacted to determine whether candidates for head coaching positions have violated past NCAA rules. The search committee has the authority to contact the NCAA when hiring coaches.

2. The policy of the University is not to hire a head coach if that head coach has been officially sanctioned by the NCAA member conference for violating NCAA or conference rules. Consideration may be given at some future date.

3. The University policy requests that a statement be typed in the employment offer letter which states that violation of any NCAA or conference rules may result in disciplinary action up to and including termination of employment.

4. It is the policy of the University and Athletics Department that all coaches must participate in one annual NCAA sponsored program per year on rules/regulations and professional development. All coaches must also participate in one conference meeting a year and all conference workshops on rule interpretation prior to the beginning of their sport season. The program is sponsored by the Athletic Council.

5. The policy of the Athletics Department is that the Director of Athletics informs all personnel of the necessity to self report possible NCAA and conference violations. This is to be done twice a year; during the fall and spring.

6. The University has a policy that all personnel must be evaluated annually. Evaluation factors considered for the Athletics Department are set out by the Athletic Council and the President of the University. Some written criteria set out in job evaluations are as follows: Conference rules, NCAA rules, academic performance, administrative ability and health and safety of student-athletes and other items for evaluation.

7. The grievance process for graduation or cancellation of individual student-athletes grant-in-aid, usually start at the University with the supervisor or head
coach. From there, it moves through the chain-of-command, to the office of the President.

8. The monitoring of actual compliance with institutional policies and procedures, regarding the award of athletic grant-in-aid is done by the Financial Aid Office. The Financial Aid Office also monitors all units at the University that have grants-in-aid.

9. Provisions are made by the University to assist the athletics program. It is the goal of the University to have its total athletic program self-supporting. However, the University will assist with special items, when deemed necessary for a quality program.
Section B.

MEMORANDUM OF APPOINTMENT (NON-TENURE TRACK-DUEAL APPOINTMENT)

TO:

I am pleased to inform you that, on recommendation of the athletics director and the appropriate dean and department head, and subject to final approval by the Board of Regents, Texas A&M University System, you have been appointed to the following dual positions at Prairie View A&M University for the period indicated.

<table>
<thead>
<tr>
<th>Position(s)/Title(s)</th>
<th>Tenure Status</th>
<th>Period of Appointments</th>
<th>No. of Months</th>
<th>Total Salary</th>
</tr>
</thead>
</table>

(If Applicable)

Earlier beginning and ending dates for fall spring semesters notwithstanding, your salary will be paid in accordance with the period of employment entered above.

TERMS AND CONDITIONS

The salary amount includes compensation for each role as specified above. A change in either role may result in a change in salary and/or appointment period, which will depend upon terms of a renegotiated contract that requires the Presidents’ approval. If this position includes teaching and advisement, the attached Faculty Performance Expectation Document must be completed and attached to this Memorandum of Appointment. For non-teaching roles, an appropriate delineation of performance expectations will be provided by the immediate supervisor.

Dual appointments that include non-tenure track teaching appointments may be either nine or twelve month appointments, but are not tenure occurring. (See 12.01 Academic Freedom, Responsibility, and Tenure, p. 53). The performance of each faculty member in a non-tenure track appointment as well as the performance in a non-teaching role will be evaluated. Any continued employment must be based on clear evidence of need and of prior high satisfactory performance.

Sincerely yours,

President

☐ I accept this appointment and its terms including acceptance of performance expectations by the university and jointly by me, the Director of Athletics, and my Department Head/Dean.

___________________________  __________________________
Name                                          Date

☐ I do not accept this appointment.

___________________________  __________________________
Name                                          Date
### Proposed Coaches’ Salary Schedule

<table>
<thead>
<tr>
<th>Years of Experience/Service</th>
<th>0-2</th>
<th>3-4</th>
<th>5-6</th>
<th>7-8</th>
<th>9-10</th>
<th>11+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Football Coach</td>
<td>5,000</td>
<td>5,200</td>
<td>5,400</td>
<td>5,600</td>
<td>5,800</td>
<td>6,000</td>
</tr>
<tr>
<td>Asst. Football Coach</td>
<td>2,500</td>
<td>2,600</td>
<td>2,700</td>
<td>2,800</td>
<td>2,900</td>
<td>3,000</td>
</tr>
<tr>
<td>Head Men’s Basketball Coach</td>
<td>5,000</td>
<td>5,200</td>
<td>5,400</td>
<td>5,600</td>
<td>5,800</td>
<td>6,000</td>
</tr>
<tr>
<td>Asst. Men’s Basketball Coach</td>
<td>2,500</td>
<td>2,600</td>
<td>2,700</td>
<td>2,800</td>
<td>2,900</td>
<td>3,000</td>
</tr>
<tr>
<td>Head Women’s Basketball Coach</td>
<td>5,000</td>
<td>5,200</td>
<td>5,400</td>
<td>5,600</td>
<td>5,800</td>
<td>6,000</td>
</tr>
<tr>
<td>Asst. Women’s Basketball Coach</td>
<td>2,500</td>
<td>2,600</td>
<td>2,700</td>
<td>2,800</td>
<td>2,900</td>
<td>3,000</td>
</tr>
<tr>
<td>Head Baseball Coach</td>
<td>5,000</td>
<td>5,200</td>
<td>5,400</td>
<td>5,600</td>
<td>5,800</td>
<td>6,000</td>
</tr>
<tr>
<td>Head Golf Coach</td>
<td>5,000</td>
<td>5,200</td>
<td>5,400</td>
<td>5,600</td>
<td>5,800</td>
<td>6,000</td>
</tr>
<tr>
<td>Head Tennis Coach</td>
<td>5,000</td>
<td>5,200</td>
<td>5,400</td>
<td>5,600</td>
<td>5,800</td>
<td>6,000</td>
</tr>
<tr>
<td>Head Men’s Track Coach</td>
<td>5,000</td>
<td>5,200</td>
<td>5,400</td>
<td>5,600</td>
<td>5,800</td>
<td>6,000</td>
</tr>
<tr>
<td>Head Women’s Track Coach</td>
<td>5,000</td>
<td>5,200</td>
<td>5,400</td>
<td>5,600</td>
<td>5,800</td>
<td>6,000</td>
</tr>
<tr>
<td>Head Volleyball Coach</td>
<td>5,000</td>
<td>5,200</td>
<td>5,400</td>
<td>5,600</td>
<td>5,800</td>
<td>6,000</td>
</tr>
<tr>
<td>Head Softball Coach</td>
<td>5,000</td>
<td>5,200</td>
<td>5,400</td>
<td>5,600</td>
<td>5,800</td>
<td>6,000</td>
</tr>
<tr>
<td>Head Bowling Coach</td>
<td>5,000</td>
<td>5,200</td>
<td>5,400</td>
<td>5,600</td>
<td>5,800</td>
<td>6,000</td>
</tr>
<tr>
<td>Head Soccer Coach</td>
<td>5,000</td>
<td>5,200</td>
<td>5,400</td>
<td>5,600</td>
<td>5,800</td>
<td>6,000</td>
</tr>
<tr>
<td>Asst. Coaches: Baseball, Golf, Tennis, Men’s Track, Women’s Track, Volleyball &amp; Softball</td>
<td>2,500</td>
<td>2,600</td>
<td>2,700</td>
<td>2,800</td>
<td>2,900</td>
<td>3,000</td>
</tr>
</tbody>
</table>

All coaching salaries are based on duties and responsibilities relative to each individual assignment. Duties and responsibilities in regards to each assignment will determine the amount of money assigned to the person in that position. The more athletes assigned to coach and supervision of assistant coaches, the more money assigned to that position.
Section D. ATHLETIC ADMINISTRATORS AND COACHES:
OUTSIDE EMPLOYMENT AND PROMOTIONAL ACTIVITIES

Promotional and Speaking Activities
Athletics department staff members receive numerous requests for public appearances
and outside speaking engagements. Acceptance of such is determined by each individual
and is not controlled by University or Departmental policies. Decisions on appearances
and outside speaking engagements should be determined by whether the amount of time
taken away from normally assigned duties has a negative effect on the person’s ability to
perform those duties. At the same time, staff should be aware of the positive public
relations aspects gained when community of regional appearances and speaking
engagements are performed.

Reimbursement of Expenses
Should the requesting group be unable to pay the staff member’s expenses, normal travel
expenses will be reimbursed by the Athletics Department. Reimbursement shall not
exceed the standard departmental allowances for cost of meals, hotel and transportation.
In cases where the contacting group will pay expenses, Athletics Department staff will
not be allowed to claim (as expenses) any portion of expenses paid by the sponsoring
group.

Non-University Related Employment
Outside employment is defined generally as any compensated service or employment
paid to an Athletic Department employee by any source other than the University or the
Athletics Department. (See Reporting by Coaches of Athletically Related Income
immediately following this subsection.)

University employees are expected to complete all assigned duties as their primary
responsibility. Any outside employment must be considered compatible with University
interests and be of a nature not to conflict with or to detract from the performance of the
employee as it relates to his/her University assignment.

Reporting of Athletically related Income from Outside Sources. Summer Camps and
Military Reserve Duty

All full-time, 12-month employees employed by Prairie View A & M University
Athletics Department camps or involved in military summer assignments must submit
vacation for the time during which they are being compensated for such activities. State
of Texas Employment Statues requires that 100%, full-time, 12-month employees cannot
receive compensation in excess of 100%. All coaches and other exempt staff normally
working camps must submit vacation leaves during those periods; classified employees
cannot perform camp assignments during normal working hours and must therefore
perform camp duties outside the normal work day and be paid in accordance with normal overtime or additional compensation policies of the University.

Pursuant to NCAA regulations 11.2.2, all full-time and part-time coaches contractual agreements with Texas A & M University System shall include the stipulation that coaches must annually report (orally or in writing) all sources of athletically related income or other benefits from sources outside the University. Coaches shall report this income (or benefits) to the Athletics Director who shall, in turn, convey this information the President of the University.

Sources of additional income shall include but are not limited to:

- Income from annuities
- Sports camp income
- Housing benefits
- Country club memberships
- Income from complimentary or discretionary ticket sales
- Athletics equipment endorsements or consultation contracts

For additional information on outside employment regulations of the University, please refer to the Prairie View A&M Operating Systems and Procedures Manual. For additional information on Athletics Department staff athletically related income, please refer to NCAA regulation 11.3.2, 11.3.3, and 11.3.4 in the current NCAA manual.
ARTICLE IV: FISCAL POLICIES

All athletic funds and grant-in-aid are governed according to University policies that are used for all departments and colleges at Prairie View A&M University.

The athletic budget is reviewed and approved by the Vice President for Administration and the President of the University.

• All funds raised by athletics are processed through the University Fiscal Office.

• It is subject to review by University financial officers and auditors. The University Fiscal Office controls all purchases by athletics. The policies used by athletics are set out by the University Fiscal Office for all departments and colleges. Athletic funds are reviewed by regular institutional financial accounting personnel of the University and Texas A & M University System.

• The University usually conducts two (2) audits per year. One audit is done by the system and the other is conducted by the State.

• The University Fiscal Office prohibits any department or college at the University from maintaining a special fund or account of any type independent of the University.

• The Athletic Department’s disbursement and sale of tickets are handled by individuals independent of the athletic program. All tickets for major athletic events are subject to review by University officials in the Fiscal Office, audit teams of the Fiscal Office and/or audit teams of the A & M System and State auditors.

• All employees at the University receive a form from the University Personnel Office asking them to state any outside income or employment they might have while employed by the University. This requirement is for all coaches as well.

• The grant-in-aid policy for athletics is established by the Office of Financial Aid. This office adheres to federal, state and University policies for all students, including athletes.

The Financial Aid Office has policies and procedures that govern all departments and colleges at the University. It also, states the amount that can be spent on grant-in-aid.

Aid limitations for individuals are provided by the Financial Aid Office.
At least once a year, usually during each playing season, the Athletic Director arranges to meet personally with all student athletes who are actively participating in intercollegiate sports.

To eliminate confusion in policies and procedures of the NCAA and SWAC, the athletic director is the single point or contact through which to channel all communications. The athletic director is the official spokesperson for the Athletic Department, although statements affecting policies, rules and regulations must be brought to the attention, and have prior approval from the president, faculty athletics representative and Athletic Council.

Section A. Sources of Funds

1. Funds for financing the Athletic program are derived from four sources as follows:

   a. Student fees. Those enrolled as full-time students pay an activity fee each semester of enrollment. A portion of those fees are marked for use in the Department of Athletics. The amount of these fees is not actually known or usable until enrollment figures are finalized each semester.

   b. Gate receipts. Basically, there are only two sports which admission is charged, namely football and basketball. Admission has been charged at times on the athletic events but the administration costs have proven to be larger than gate receipts. Students who are enrolled as regular students and have paid the activity fee are admitted free to all athletic events.

   c. Guarantees. Guarantees give but little assurance of income since receiving Guarantees tend to balance with outgoing guarantees.

   d. Donations. Most of these monies are granted to the University for special and earmark purposes.

Section B. Budget Preparation

1. The Athletic Business Manager will assist the Athletic Director in the preparation of the annual budget of the Department. Each Head Coach will be given the opportunity to advise the Athletics Director and the Athletics Business Manager of matters pertaining to his/her responsibilities.

2. The proposed budget for the ensuing year, should be finalized by April 15th of each year.
3. The budget will include the following allotments for the various components of the program:
   a. Estimated receipts and income
   b. Requested expenditures by activities
   c. Administrative and overhead cost
   d. New Equipment
   e. Supplies
   f. Transportation and all travel expenses
   g. Maintenance cost

Section C. Budget Control

1. The budget control is the direct responsibility of the Athletics Director with assistance from the Athletics Business Manager. All requisitions for services, supplies, and equipment must be cleared through his office then forwarded to the Athletics Business Manager to be checked against the availability of funds. After purchase requisitions are typed, they must be signed by both Business Manager and Athletics Director before being forwarded to the Purchasing Department for funds to be encumbered.

2. The Department of Athletics will adhere to all University and State policies relative to business affairs. Any deviations that occur because of the nature of the program or activity must be granted by the Vice President for Fiscal Affairs in writing.

3. All coaches and staff members must carry out their respective programs within the funds allocated.

4. The Athletic Director, through the Business Manager, has the authority to restrict or limit expenditures at any time.

5. A transfer of funds from one budgeted item to another may not be made without authorization from the Director of Athletics.

6. The Business Manager of Athletics will keep all Head Coaches and the Director of Athletics informed on the state of the various budgets at all times.
Section D. Unlawful Expenditures

1. The State will not permit the expenditures or reimbursement of funds expended for:
   a. Tips
   b. Alcoholic beverages
   c. Entertainment
   d. Fines, speeding tickets, etc.
   e. Taxes

2. The expenditure of funds for personal use will not be permitted.

3. Reimbursements for receipted expenditures on cash register tapes will not be honored without company, signature and date of purchase.

Section E. Guarantees and Official Fees

1. The Business Manager will requisition all funds for payment of guarantees and payments of officials early in each sport session.

2. It is the duty of the SWAC Office to submit the list of officials for each game and the amounts to be paid for fees, plus expenses.

3. The Director of Athletics will distribute checks or delegate the duties to the Athletics Business Manager.

Section F. Reimbursements

1. Funds should be spent only for items authorized by purchase voucher.

2. Reimbursements are subject to approval by the Vice President for Fiscal Affairs in cases where purchase authorization for purchase was not secured in advance.
Section G. Accounting of Funds Spent

1. A strict accounting of all athletic funds is required and all funds must be utilized within budgetary limitations.

2. The expenditures of funds will wholly satisfy the laws, rules and governance established by the State of Texas, Prairie View A & M University and the Department of Athletics. Violations are considered to be a serious breach of trust.

3. All transactions, receipts and reports are subject to auditing by the Department of Athletics, the Athletic Business Manager, University Business Office, A & M System’s Business Office and Auditors provided by the State of Texas.

4. It is the policy of the Department of Athletics to keep cash transactions to a minimum.

Section H. Special Fees and Guarantees

1. Guarantee checks are not to be cashed or used to pay for trip expenses.

2. All such monies received, i.e., guarantees, gate receipts, donations, payments, etc., are to be turned in to the Athletic Business Manager, to be deposited to the account of the Department of Athletics.

Section I. Emergency Purchases

1. The purchase of any item which cannot be obtained through the regular established procedures or as an emergency must be referred to the Athletics Director who will then forward them to the Athletics Business Manager.

2. In the event that the request for an emergency purchase is justified the purchase will be authorized by the Athletics Director and made by the Athletics Business Manager after approval is received from the Purchasing Agent of the University.
Section J. Purchasing

1. All athletic equipment and supplies must be submitted on a University purchase form.

2. The University purchase form must originate with the Head coach or delegated person for ordering the desired equipment and supplies. A complete description, style or model number, sizes, delivery dates desired, unit cost and the preferred vendor must be included as a part of the form.

3. The completed University purchasing form is submitted to the Athletics Director.

4. The form is signed by the Athletics Director.

5. The form is submitted to the University purchasing agent for approval and signature to encumber necessary funds.

6. The University Business Office established a cut-off date each year for the termination of purchases for the fiscal year.
ARTICLE V: MEDICAL POLICIES

Section A. Health and Welfare of the Student-Athletes

1. The University Health Center is in direct charge of the medical program for all athletes.

2. The ultimate responsibility for the decision as to whether or not an athlete may practice or compete in sports rest with the University Health Center.

3. Medical examinations are required for all athletes. The University Health Center will perform these examinations at specified dates, at the Health Center as coordinated by the University Trainer. The cost of the examination will be charged to the Athletics Department.

4. No athlete will be permitted to check out equipment, practice or participate in any activities, until they have submitted proof of having completed the medical examination.

5. No athlete will participate in any sport if, in the judgment of the University Health Center, such participating would aggravate a physical or mental condition, endanger their health or welfare, or expose other teammates to undue risk.

6. The primary objective of the varsity athletic program will be to stress the prevention of injuries through conditioning, good preparation and by the use of good protective equipment.

7. A statement of the medical policy of the University shall be made available to all athletes at the beginning of the sport season by the Head Coaches of that sport.

8. A medical record will be retained for all athletes and this will record an accurate account of all previous injuries, illnesses, etc.

9. All arrangements for the care of injury are to be made and taken care of before an athlete leaves the University or graduates. The University, otherwise, will not accept any responsibility after such departure.

10. Medical expenses incurred by an athlete due to illness or injury in games, practice or in traveling as a team member will be covered by the University policy. The Department can legally assume no responsibility for other problems such as old injuries, accidents, or illnesses occurring at other times or for medical problems arising after an athlete leaves the University.
11. Glasses or contact lens will not be furnished, unless, when necessary from athletic funds.

Section B. Immunization Record

1. All athletes are required to have an immunization record on file prior to arrival on campus.

2. The immunization record must be filed at the University Prior to permission being granted to workout or participate in any athletic event.

3. An athlete who appears for practice, who has not submitted his report, shall be denied issuance of equipment.

Section C. University Trainer

1. The University Trainer will formulate rules for the use of the training room that will enable him to work in an atmosphere meeting professional standards.

2. The trainer will prepare first aid kits to be available at the practice field and on road trips.

3. Because of his qualifications and his close association with the University Health Center, the trainer is in a position to determine the status of the injured or ill athlete and decide whether or not they should be permitted to participate.

4. The trainer will not make medical decisions. He will refer the athlete to the University Health Center, if in the least doubt of their health.

Section D. Standby Ambulances at Games

1. The trainer shall make arrangements to have an ambulance with trained attendants at all home football games to provide for emergency care of participants.
Prairie View A&M University
Department of Athletics/Sports Medicine
Emergency Action Plan

Introduction

The purpose of the Emergency Action Plan (EAP) is to guide athletic personnel, emergency medical services and Campus Police in responding to emergency situations when they occur. It is essential that the Department of Athletics have a developed emergency plan that identifies the role of each member of the emergency response team, emergency communications, the necessary emergency equipment and the emergency protocol for each sporting venue.

Emergency Personnel

A Certified Athletic Trainer (ATC) is employed to provide leadership in the health care of the student-athlete including the emergency management of injuries/illnesses during varsity athletic participation, under the direction of the team physicians.

Coaches, staff supervisors of game management, student athletic trainers and Prairie View A&M University student trainers are required to be trained and maintain certification in first aid, CPR and the prevention of disease transmission (blood borne pathogens). These requirements are in keeping with OSHA standards. They are also guidelines established in the NCAA Sports Medicine Handbook. This training should be completed prior to being assigned to the emergency care team. However, formal training must be conducted for all new personnel within six months of their employment or assignment to the emergency care team. Their role is to provide assistance to the ATC as part of the emergency medical team in the event of an emergency. Annual review and update of the EAP is conducted with all athletic personnel so that each member of the emergency care team is aware of their respective role in the event of an emergency. The following roles are included in the EAP:

1. Immediate care of the injured/ill athlete(s)
2. Retrieval of emergency equipment
3. Activation of Emergency Medical System (EMS)
4. Directing EMS to the scene

Immediate Care of the Injured/Ill Athlete. There shall be at least one trained individual at all practices, competitive events, conditioning, and skill sessions. The minimal training is first aid, CPR and the prevention of disease transmission (blood borne pathogens). These individuals include the ATC, student athletic trainer, coaches, and staff supervisors of game management. Appropriate emergency first aid steps must be taken in accordance with the level of certification that each trained member of the emergency care team has. The Injury/Illness Emergency Protocols are included at the end of this document.

Retrieval of Emergency Equipment. Appropriate emergency equipment must be retrieved from the designated area at the athletic venue and brought to the scene by a member of the emergency care team.
Activation of EMS. One member of the emergency care team will be directed to utilize the emergency communication device (portable two-way radio, cellular phone or stationary hard-wired telephone) to contact the Campus Police Dispatch who will then activate EMS. This individual shall be trained in activating EMS. They must be calm, have a full understanding of the emergency, communicate well, and be able to identify the location of the emergency. They also must be familiar with use of the emergency communication devices and where they are located if not on their person.

Directing EMS to the Scene. The Campus Police take on the primary role of activating the EMS system and then directing the local rescue squad to the emergency scene. However, a member of the emergency care team or any member of the athletic staff may go to the appropriate location to assist the Campus Police in directing EMS to the scene.

Emergency Communications

A portable two-way radio, cellular phone, or stationary hard-wired telephone is on-site at each athletic practice and competitive event, which allows direct contact with the Head Athletic Trainer in the event of serious or life-threatening emergencies. The Head Athletic Trainer will contact Campus Police who will then activate EMS. In the event that the Head Athletic Trainer is not on-site for an athletic practice or competitive event, the head coach or qualified designee shall have a portable two-way radio, cell phone, or immediate access to a stationary hard-wired telephone for emergency use. When activating EMS via campus telephone, dial 4823. When utilizing cell phone or non-campus telephone, contact University Police Dispatch at (936) 857-4823.

Emergency Equipment

Appropriate emergency equipment must be on-hand at all athletic practices and competitive events. All assigned emergency care personnel should be aware of the location and function of all emergency equipment. Emergency supplies and equipment include, first aid supplies (e.g., dressings, bandages, tape, sling, elastic wraps, etc.), body substance isolation (BSI) materials (protective gloves, gauze, neutralizing solution, and spill kit), and crutches. Training and update on the proper use of said equipment is conducted annually prior to the beginning of the fall academic year for all emergency care personnel. The equipment is checked prior to practices and competitive events for proper function and availability. (See EAP for location of equipment available at each varsity athletic venue.)

Transportation

Emergency transportation of an injured/ill student-athlete is provided via the EMS system by contacting the Campus Police Dispatch who will in turn summon an ambulance to the scene of the emergency. An individual of the student-athletes choice may provide transportation to a local emergency room for a student-athlete with a non-life threatening injury/illness. A member of the emergency care team may provide transportation to the emergency room only if adequate emergency care coverage is maintained at the athletic venue.

EAP in the Event of Lightning
The following steps are modified from those recommended by the NCAA and the National Severe Storms Laboratory (NSSL) in the event of lightning or severe storm warning:

1. A member of the emergency care team (ATC or Athletic Director of event management) is designated to monitor threatening weather conditions and make the decision to remove a team or individuals from an athletic venue or event.

2. Monitoring should include obtaining a weather report prior to a practice or competitive event. Be aware of potential thunderstorms that may form. Be aware of National Weather Service-issued (NWS) thunderstorm “watches” and “warnings” as well as the signs of thunderstorms developing nearby. “Watch” means conditions are favorable for severe weather to develop in an area; a “warning” means that severe weather has been reported in an area and for everyone to take proper precautions.

3. Be aware of how close lightning is occurring. Count the seconds using the flash-to-bang (flash of lightning-to-clap of thunder) method. Count the seconds and divide by five, which gives you the distance, in miles, that the lightning strike occurred. By the time the flash-to-bang count is 30 seconds, all individuals should have moved to safety. Be alert at the first sign of lightning or thunder and judge the time necessary to evacuate all individuals from the athletic venue. (See EAP’s for each of the athletic venues for safe location.)
Prairie View A&M University  
Department of Athletics  
Athletic Injury/Illness Emergency Protocol

The following procedures are to be carried out by an appropriately trained student athletic trainer or certified athletic trainer. In the event that no student or certified athletic trainer is available on-site at a specific practice or event, the head coach and/or designee shall perform the duties listed below.

A. Contests and practices hosted at “home” sites:
   1. **MEDICAL EMERGENCIES**: (breathing cessation, severe bleeding, concussion with loss of consciousness, suspected neck or spinal injury, fracture, dislocation, eye or face injury, heat related illness, any other injury or illness resulting in poor vital signs such as decreased blood pressure, weak pulse, or signs of shock).
      a. Follow the Emergency Action Principles (first aid principles) and provide appropriate care.
      b. Notify Prairie View A&M University Campus Police at 4823 to request EMS.
      c. Monitor vital signs.
      d. Calm and reassure the athlete.
      e. Notify the certified athletic trainer as soon as possible.
      f. Complete an Injury/Illness Report, Medical Referral Form and/or Workman’s Compensation Form if needed.
      g. Provide follow-up care as necessary.
   2. **NON-EMERGENCIES**: (sprains, strains, concussion [with no loss of consciousness], illness, abrasions, minor cuts, contusions, etc.).
      a. Provide appropriate first aid care.
      b. Notify certified athletic trainer.
      c. Send the athlete to the appropriate medical care facility (if unable to contact a certified athletic trainer and/or unsure of the severity of the injury).
      d. Complete an Injury/Illness Report, Medical Referral Form and/or Workman’s Compensation Form if needed.
      e. Provide follow-up care as necessary.
   3. In the event a student is ill or injured and is transported to a hospital/emergency facility while participating in a university-sponsored event off campus, the following guidelines should be followed:
      a. Notify Campus Police of the student’s name, a brief description of the injury/illness, and the name and telephone number of the hospital/emergency facility where the student has been transported.
      b. Campus Police will receive all phone calls from parents or guardians and refer them to the hospital/emergency facility as appropriate.
      c. It is the responsibility of the hospital/emergency facility to notify the student’s parents or guardians with the latest and most accurate information concerning the student’s condition.
4. NOTE: When a team/program practices or hosts contests AT "HOME" SITES which are LOCATED OFF-CAMPUS (e.g., golf, volleyball, baseball, softball, bowling, tennis) the same guidelines as outlined above should be followed. It is imperative that the student athletic trainer and the head coach locate the nearest accessible telephone on-site prior to beginning the practice or contest. In the event of a medical emergency, dial (936) 857-4823 to contact Campus Police to activate EMS personnel. If injury appears to be non-emergent, make arrangements to have the athlete transported back to the athletic training room for further assessment and treatment as soon as possible but provide necessary first aid immediately on-site.

B. For contests and practice occurring AWAY FROM Prairie View A&M University:
   1. MEDICAL EMERGENCIES
      a. Follow the Emergency Action Principles (first aid principles) and provide appropriate care.
      b. Ask for the host certified athletic trainer and follow the host institution’s emergency action plan.
      c. If athlete must be transported to an emergency facility, find out what facility they will be going to and then make arrangements with the head coach to pick up the athlete after the contest ends.
      d. Do not travel to the emergency facility with the athlete. Staying with the rest of the team is the priority. In the event that more than one student athletic trainer is available, or an assistant coach or designee, it is permissible to accompany the injured athlete to the emergency facility if requested by the athlete or head coach.
      e. Notify Head Athletic Trainer at Prairie View A&M University as soon as possible.
      f. Complete an Injury/Illness Report, Medical Referral Form and Workman’s Compensation Form if needed.

   2. NON-EMERGENCIES (able to return to Prairie View A&M University without immediate medical care)
      a. Provide appropriate first aid care.
      b. Return to Prairie View A&M University and follow non-emergency management protocols established for home events.
      c. Notify Head Athletic Trainer at Prairie View A&M University upon returning.
      d. Complete Injury/Illness Report and Workman’s Compensation Form if needed.

C. MISCELLANEOUS
   1. In the event of hospitalization or surgery, hospital personnel or Head Athletic Trainer would notify the student-athlete’s parent(s) or guardian(s) as necessary and appropriate. Medical confidentiality will and must be maintained in all cases.
   2. Athletes should not report to the Prairie View A&M University Student Health Center without first attempting to consult the assigned student athletic trainer or Head Athletic Trainer and obtaining a referral form.
   3. Athletes who have been referred to the Prairie View A&M University Student Health Center or other health care provider will not be allowed to return to
participation until appropriate clearance has been given by the attending health care provider.
Emergency Action Plan in the Event of Lightning

The following steps are modified from those recommended by the NCAA and the National Severe Storms Laboratory (NSSL) in the event of lightning or severe storm warning:

1. A member of the emergency care team (ATC, coach, or staff supervisor of event management) is designated to monitor threatening weather conditions and make the decision to remove a team or individuals from an athletic venue or event.

2. Monitoring should include obtaining a weather report prior to a practice or competitive event. Be aware of potential thunderstorms that may form. Be aware of National Weather Service-issued (NWS) thunderstorm “watches” and “warnings” as well as the signs of thunderstorms developing nearby. “Watch” means conditions are favorable for severe weather to develop in an area; a “warning” means that severe weather has been reported in an area and for everyone to take proper precautions.

3. Be aware of how close lightning is occurring. Count the seconds using the flash-to-bang (flash of lightning-to-clap of thunder) method. Count the seconds and divide by five, which gives you the distance, in miles, that the lightning strike occurred. **By the time the flash-to-bang count is 30 seconds, all individuals should have moved to safety.** Be alert at the first sign of lightning or thunder and judge the time necessary to evacuate all individuals from the athletic venue.
Emergency Personnel: A certified athletic trainer (ATC) is on-site for practices and competitive events. Student athletic trainer(s) may also be present.

Emergency Communication: Portable two-way radio and cell phone (carried by Head Athletic Trainer).

Emergency Equipment: First aid supplies (athletic trainers’ kit, body substance isolation (BSI) bag, breathing devices, and crutches). The crutches are stored in the equipment storage building when not in use.

Roles of Emergency Care Team Members:


2. Emergency equipment retrieval: Appropriate to the emergency.

3. Activation of emergency medical system (EMS) by calling Campus Police at (936) 857-4823 or the Head Athletic Trainer at (936) 857-4028. Provide them with the following information:
   a. Identify yourself and your role in the emergency
   b. Specify your location and telephone number (if calling by phone)
   c. Give name(s) of injured/ill individual(s)
   d. Condition of victim(s)
   e. Time of the incident
   f. Care being provided
   g. Give specific directions to the scene of the emergency

Direction of EMS to the scene

a. Assist University Police with directing EMS to scene
b. Open appropriate gates, clear access to gates
c. Designate individual to “flag down” EMS and direct to scene
d. Scene control: keep non-emergency medical team members away from the scene

Venue Map (See attached campus map)
Prairie View A&M University  
Department of Athletics  
Track & Field Venue (PV Relays)

**Emergency Personnel:** A certified athletic trainer (ATC) is on-site for practices and competitive events. Student athletic trainer(s) may also be present.

**Emergency Communication:** Portable two-way radio and cell phone (carried by Head Athletic Trainer).

**Emergency Equipment:** First aid supplies (athletic trainers’ kit, body substance isolation (BSI) bag, breathing devices, and crutches). The crutches are stored in the equipment storage building when not in use.

**Roles of Emergency Care Team Members:**

2. Emergency equipment retrieval: Appropriate to the emergency.
3. Activation of emergency medical system (EMS) by calling Campus Police at (936) 857-4823 or the Head Athletic Trainer at (936) 857-4028. Provide them with the following information:
   a. Identify yourself and your role in the emergency
   b. Specify your location and telephone number (if calling by phone)
   c. Give name(s) of injured/ill individual(s)
   d. Condition of victim(s)
   e. Time of the incident
   f. Care being provided
   g. Give specific directions to the scene of the emergency

   **Direction of EMS to the scene**
   a. Assist University Police with directing EMS to scene
   b. Open appropriate gates, clear access to gates
   c. Designate individual to “flag down” EMS and direct to scene
   d. Scene control: keep non-emergency medical team members away from the scene

**Venue Map** (See attached campus map)

*NOTE: EMS on-site (Ambulance, ALS)*
Prairie View A&M University  
Department of Athletics  
Football Venue (Blackshear Stadium)

**Emergency Personnel:** A certified athletic trainer (ATC) is on-site for practices and competitive events. Student athletic trainer(s) may also be present.

**Emergency Communication:** Portable two-way radio and cell phone (carried by Head Athletic Trainer).

**Emergency Equipment:** First aid supplies (athletic trainers’ kit, body substance isolation (BSI) bag, breathing devices, and crutches). The crutches are stored in the equipment storage building when not in use.

**Roles of Emergency Care Team Members:**
2. Emergency equipment retrieval: Appropriate to the emergency.
3. Activation of emergency medical system (EMS) by calling Campus Police at (936) 857-4823 or the Head Athletic Trainer at (936) 857-4028. Provide them with the following information:
   a. Identify yourself and your role in the emergency
   b. Specify your location and telephone number (if calling by phone)
   c. Give name(s) of injured/ill individual(s)
   d. Condition of victim(s)
   e. Time of the incident
   f. Care being provided
   g. Give specific directions to the scene of the emergency

**Direction of EMS to the scene**
   a. Assist University Police with directing EMS to scene
   b. Open appropriate gates, clear access to gates
   c. Designate individual to “flag down” EMS and direct to scene
   d. Scene control: keep non-emergency medical team members away from the scene

Venue Map (See attached campus map)

*NOTE: EMS on-site (Ambulance, ALS)
Prairie View A&M University  
Department of Athletics/Sports Medicine  
Emergency Action Plan  
(Weight Room)  

**Emergency Personnel:** A certified athletic trainer (ATC) is on-site for practices and competitive events. Student athletic trainer(s) may also be present.

**Emergency Communication:** Portable two-way radio and cell phone (carried by Head Athletic Trainer).

**Emergency Equipment:** First aid supplies (athletic trainers’ kit, body substance isolation (BSI) bag, breathing devices, and crutches). The crutches are stored in the equipment storage building when not in use.

**Roles of Emergency Care Team Members:**
2. Emergency equipment retrieval: Appropriate to the emergency.
3. Activation of emergency medical system (EMS) by calling Campus Police at (936) 857-4823 or the Head Athletic Trainer at (936) 857-4028. Provide them with the following information:
   a. Identify yourself and your role in the emergency
   b. Specify your location and telephone number (if calling by phone)
   c. Give name(s) of injured/ill individual(s)
   d. Condition of victim(s)
   e. Time of the incident
   f. Care being provided
   g. Give specific directions to the scene of the emergency

**Direction of EMS to the scene**
   a. Assist University Police with directing EMS to scene
   b. Open appropriate gates, clear access to gates
   c. Designate individual to “flag down” EMS and direct to scene
   d. Scene control: keep non-emergency medical team members away from the scene

**Venue Map** (See attached campus map)
Prairie View A&M University  
Department of Athletics/Sports Medicine  
Emergency Action Plan  

Hosted Southwestern Athletic Conference Events  

The following procedures are to be carried out by the athletic trainer or medical physician in the event of injury or illness to a student-athlete.

1. Medical Emergencies (i.e., breathing cessation, severe bleeding, concussion with loss of consciousness, suspected neck or spinal injury, fracture, dislocation, eye or face injury, or any other type of injury resulting in poor vital signs, blood pressure, weak pulse, or signs of shock)
   
   a. Follow all the emergency and first aid care.

   b. If student trainer thinks further medical attention needs to be taken or athlete wants further evaluation, follow the steps listed below.

   (1) Notify the on-site Emergency Medical Technician or Prairie View A&M University Department of Public Safety and Emergencies. When dialing (936) 857-4823 you will need to do the following:

      (a) Identify yourself and your role in the emergency
      (b) Specify your exact location and telephone number
      (c) Give name(s) of injured athlete(s)
      (d) Give condition of the injured athlete(s)
      (e) Give time of incident
      (f) Give care being provided at that present time
      (g) Monitor athlete(s) vital signs
      (h) Keep athlete(s) calm
      (i) Complete the Athletic Injury/Illness Report form
      (j) Provide follow-up care if necessary

   (2) Call Prairie View A&M University Sports Medicine Representative, Dr. Alisa Furgatch. Once contact has been made with the Sports Medicine representative, the student trainer will follow all guidelines and directions given to them by the representative contacted.

Important Numbers:

Dr. Alisa Furgatch                          Cell (832) 797-5315; Pager (936) 525-1023
Owens-Franklin Health Center, campus       (936) 857-2511
John Mayes, ATC                              Cell (832) 423-7669
ARTICLE VI: TRAVEL POLICIES

Section A. Travel Regulations

1. Prairie View A&M University is a state agency. Coaches and staff members are employees of the State of Texas. Therefore, the travel of the athletic teams or staff members are all governed by the state statutes enacted by the State of Texas concerning travel on the part of employees. These regulations must be followed.

2. Individuals or teams traveling on official departmental business must have prior authorization from the Director of Athletics and the Vice President for Academic Affairs. The official forms requesting travel permission will be submitted as requested for approval.

3. If plans are to utilize athletic vehicles, request should be made at least three (3) days prior to the beginning of the trip.

4. Departmental personnel will receive top priority over all other uses of athletic controlled vehicles.

5. University persons other than departmental staff members may utilize athletic vehicles, but only after assurance that the Department will not be utilizing them. Those persons will not use gasoline paid for by the Department of Athletics and all vehicles must be returned clean, serviced and in the same condition as when borrowed, and at a specified time and place. Mileage fees will be charged for their uses to reimburse the Department of Athletics’ cost.
6. All individuals’ and teams’ expenses will be paid for in cash while on trips. No person is permitted to charge for goods and services or have statements of charges been forwarded to the Department of Athletics or to the University for payment.

7. Persons with teams traveling on official game trips may receive an advance of the approximate cost of the travel. When the trip has been approved by the Director or Athletics (and the Chairman of the Athletic Council), the person making the trip may draw the travel advance from the Office of Business Affairs.

8. Within five (5) days after the travel has been completed, Travel Expense Vouchers should be completed and submitted, along with all receipts, to the Athletic Business Manager. No further advances may be drawn until all previous accounts have been finalized.

9. Travel done by personal automobile is done by the per mile (.28) basis. When those costs exceed the cost of commercial travel, a personal car will not be approved or commercial rates will be paid only.

10. All personnel traveling for the Department should be thoroughly familiar with the University and Department travel regulations.

11. All Head Coaches are responsible for keeping all travel within the limits of their budgets. Travel requests are checked against current budget balances before approval.

12. Staff travel to conventions, coaching clinics and like occasions are limited, and must be in line with budgets. All such travel is subject to the
confirmation of the Director of Athletics through approval of the Athletics’ Council.

13. Advance travel monies are not available prior to individual trips. The person must travel either by per diem or by receipted expenses. In either case, the person must apply for trip approval and reimbursement, according to approved procedures after the trip is completed.

14. The Athletic Business Manager will assist in travel arrangements for team travel if requested.

15. Wives of players, coaches, or staff personnel may not travel in the vehicles with teams, nor be considered as a part of the official party.

16. It is recommended that in the event of an emergency, coaches be allowed to leave and recruit an athlete at his/her expense, and be reimbursed when he/she returns. A further recommendation is that an official charge card be administered to each head coach to be used for university purposes, only for such emergencies.

17. Requests that are submitted on time should be approved, and monies available at least 24 hours before the coach is due to depart, and not two (2) hours before the team is due to leave.

Section B. Road Trips

1. A trip itinerary will be filed by the Head Coach, scout or recruiter at least 48 hours prior to the trip. These itineraries are filed with the Director of Athletics.
2. A roster of player personnel and student managers will be submitted in duplicate at least two days prior to departure. One list will be submitted to the Vice President for Student Affairs; the other will be retained by the Department of Athletics.

3. Only those student-athletes who are eligible, physically fit and capable of performing in the scheduled competition are to accompany teams on athletic trips. Team trips are not rewards, and those student-athletes not capable and physically fit to perform cannot travel with the team.

4. In tennis, golf and track events, only those student-athletes capable of placing in the scoring shall be entered in National, Regional, or Sectional championship matches carried on trips.

5. All athletic teams leaving the campus must be under the supervision of a coach or a Faculty member. Coaches or faculty representatives must accompany their teams to and from all contests played away from the campus.

6. Student-athletes must use the transportation facilities provided by the University for all trips. Permission to leave the squad after a contest will be granted only by the Head Coach, if requested in person by the parents, who agree to assume full responsibility.

7. Whether a team eats together following a contest away from home, will be the decision of the Head Coach. On occasion, the after the game meal may be handled by granting each student-athlete an amount of cash. The amounts are predetermined by the Director of Athletics.
8. The Head Coach will negotiate payments for all services on trips where the Athletic Business Manager is not present.

9. The amount for meals per day is predetermined before each opening of school and shall be adhered to by all Coaches.

10. All Head Coaches are responsible for the arrangements for team lodging. It is incumbent on the coach to see that student-athletes are well housed at a reasonable rate.

11. Proper receipts are required for all expenditures before reimbursements can be made.

Section C. Foreign Travel

1. Trips made by teams or coaches out of the United States must have approval of the University President and/or Board of Regents.

Section D. Use of Official Vehicles

1. When traveling on official department business, an official athletic vehicle should be used if available. Personal car mileage will not be paid to an individual if an official vehicle is available.

2. The University carries public liability insurance on vehicles owned and operated by the institution. The policy carries primary protection for bodily injury liability, property damage liability and medical expenses. Employees are also covered by Workman’s Compensation for injuries incurred while performing in an official capacity.
3. When official vehicles are utilized for staff or team use, the drivers and coaches are responsible to ascertain that the following regulations are enforced:

   a. That the designated speed laws be obeyed.
   
   b. Special precautions will be taken to protect and maintain the interior, as well as the exterior of the vehicle.
   
   c. The responsibility of the proper services and lubrications necessary during the trip are carefully adhered to. (This includes gas, oil, water, anti-freeze, battery water, and proper air in tires, including the spare tire.)
   
   d. Report all accidents, as quickly as possible, upon returning to the University. If necessary, a special phone call may be in order before returning to the University.
   
   e. Total passenger load for each vehicle, should not be exceeded.
   
   f. Personal use of an official automobile is never authorized.
   
   g. University vehicles will be locked at all times, when parked and not in use. This includes stops of short duration.

**Section E. Conduct on trips**

1. The conduct of the entire traveling party, concerning dress and personal behavior, must be at the highest level at all times. All members of the traveling party are representatives of the University.

2. The Head Coach will determine the attire that is appropriate when traveling, when eating in a public dining facility, or when away from the hotel or motel room.

3. The conduct of non-playing personnel is expected to be at its highest, when in the presence of athletes.

4. Drinking, smoking or keeping late hours are not condoned by any personnel on road trips.

5. The responsibility for team and individual conduct is delegated to the Head Coach of each sport.
6. All members of the team will travel together throughout the trip.

7. Manners should be that of a lady and gentleman at all times.

8. The language used, must not embarrass even the most sensitive.

9. Student-athletes will remain in the general vicinity of other members at all times. They are not permitted to go riding with others not connected with the University without permission of the coach. This can be permitted where the athlete’s parent or close family friends are involved. The coach must be notified of the whereabouts of athletes at all times.

10. Athletes are not permitted to drive personal cars to and from athletic events, while representing the University.

11. Athletes must not remove any items from the hotel rooms that are the property of the hotel.

**Section F. Limits of Traveling Parties**

1. The official traveling party for athletic trips may not exceed the following limits. Any category may be reduced, but may not be increased without prior approval from the Athletic Director.

   a. Football
      (1) Coaches 11
      (2) Trainers 6 (Six (6) students and Head Trainer)
      (3) Student Managers 4
      (4) Players 54
      (5) Photographer 1
      (6) Sports Information Director 1
      (7) Statistician 2
      (8) Equipment Managers 2
      (9) Radio Announcers 2

   b. Basketball
      (1) Coaches 3
      (2) Trainer 1
      (3) Student Manager 1
      (4) Players 15
      (5) Sports Information Director 1
      (6) Statistician

   c. Baseball/Softball
      (1) Coaches 2
      (2) Trainer 1
      (3) Student Manager 1
(4) Players 21

d. Track (Men and Women)
(1) Coaches 2
(2) Trainer 1
(3) Student Manager 1
(4) Players: Relay Meet 25; Point Meet 30

Cross Country
(1) Coaches 2
(2) Trainer 1
(3) Student Manager 1
(4) Players 10

e. Tennis
(1) Coaches 1
(2) Trainer 1
(3) Student Manager 1
(4) Players 12

f. Golf
(1) Coaches 1
(2) Trainer 1
(3) Student Manager 1 (Driver)
(4) Players 12

g. Volleyball
(1) Coaches 2
(2) Trainer 1
(3) Student Manager 1
(4) Players 15
(5) Statistician 1

h. Bowling
(1) Coaches 1
(2) Trainer 1
(3) Student Manager 1
(4) Players 8

2. While the Director of Athletics and the Chairman of the Athletic Council are not listed in all official traveling parties, they become a member of the traveling party, whenever they desire or feel that their presence is desirable. From time to time, they should travel with the team of each sport.
3. Exception to the traveling party may be authorized by the Director of Athletics.

**Section G. Commercial Transportation**

1. Commercial transportation should be utilized for most team travel for large groups. Team sizes or (traveling parties) may be reduced for economical reasons.
ARTICLE VII: RECRUITMENT, ADMISSIONS AND ELIGIBILITY

The Athletics Department is governed by the University’s written policies for recruiting all students. In addition to those parties, the Athletic Department must follow NCAA and SWAC student recruitment policies.

The institution’s written policies contain the following:

- The President, Athletic Director and Chairman of the Athletic council have on a continuing basis, informed and/or written athletic program boosters as to what their role is and can be as it relates to contact of potential student-athletes. Athletic program boosters can only give the head coach of a sport a name of a potential student-athlete, but can make no contact with the student at all.

- Athletics follow NCAA rules regarding what a booster can do by meeting with them two or more times a year. This information is also given out by the Chairman of the Athletic Council.

- It is the policy of the Athletics Department to inform all prospective student-athletes, parents and high school coaches of the NCAA rules and SWAC rules as it relates to recruiting. Athletics, also inform them of the penalties for violation of NCAA rules. The athletic staff and coaches meet several times a year to discuss rule changes and how they might impact the program.

- In addition to Athletics Department meetings on recruiting, the coaches and athletic director, attend NCAA and SWAC conferences and meeting concerning recruiting rules and the intent of those rules.

- The Athletics Department requests that all student-athletes receiving athletic grant-in-aid inform the head coaches and athletic director of any commitment made by anyone. The students are to sign a statement stating they are free of commitments.

- The president of the University has established an Athletic Council to monitor and advise him of all activities taking place in the Athletics Department. This group consists of faculty, staff, alumni and University students not involved in athletics.

Paid visits to the campus for prospective student-athletes are reviewed by the Athletics Business Manager and approved by the Athletics Director 15 days in advance of student visits.
Admission to the University must be done by the University’s Admission Office only. No one in athletics can admit a student to the University. The Admissions Office will determine if a student meets University requirements to attend the institution. This policy applies to all students.

The University has a review board that reviews all students’ academic qualifications who are applying for an academic scholarship.

The Director of Admissions and Financial Aid is responsible for packaging all student-athletes aid, as well as aid for other University students.

The institution’s system for checking the eligibility of student-athletes contain the following provisions:

- The Department of Athletics has a person appointed to monitor all students’ progress by getting bi-weekly reports from instructors. The Athletic Council appoints personnel to monitor athletic progress.

- The athletics academic advisor, along with personnel from the registrar’s office will immediately inform the athletic director why a student-athlete dropped a course.

- The procedure for ensuring the accuracy and acceptability of any credit and grades earned from other educational institutions is the responsibility of the Registrar’s Office and the Admissions Office.

- The Compliance Officer, Athletics Director, faculty representatives and personnel from the Registrar’s Office have the responsibility of determining, if a student athlete’s eligibility meets University, NCAA and SWAC requirements.

Section A. Recruiting Policies

In Addition:

1. A phone log will be on the back of each Athletic Questionnaire. Be sure to date each call.

Visitation

2. In order for an athlete to be considered for a visit, he/she must have an ACT or a SAT test score on file at the high school or be able to show proof of having taken the test and must have registered with the NCAA clearinghouse.
Items that we must have on file before the visit
1. Transcript
2. Test scores and/or 48H form from the high school
3. NCAA Pin Number
4. NCAA verification statement and or 48H form from high school

**Signing of National Letter of Intent**
A letter must accompany the National Letter of Intent clearly stating the fact that if an athlete does not clear the clearinghouse as a qualifier or a partial qualifier the scholarship is null and void.

**Reporting to Camp of School**
No athlete can report to camp or school with the idea that Prairie View is offering him/her a scholarship unless we have the following documents on file prior to the athlete reporting.

1. A clearinghouse form – stating his/her certification of eligibility as a qualifier for Division I status.
2. A final transcript/Admissions Application & fee/ Counselor’s Recommendation Form and 48H Form.
3. All financial aid forms necessary for the completion of their folder

   I. Application
   II. Verification
   III. Loan Application
   IV. Tax forms or non-filing statement
   V. 1099 form (household)
   VI. Statement of education
   VII. Copy of Selective Service card
   VIII. Student Aid Report (SAR)
   IX. Parent separation/divorce form
   X. Final Transcript

Transfer students or students attending summer school other than Prairie View must have academic as well as a financial aid transcript sent to Prairie View.

**Returning Athletes**

All financial aid folders must be completed prior to reporting to camp. Target date for completion should be June 1st.

For the following sports: football and volleyball, each coach’s final list for athletes reporting must be submitted to the Athletics Director and Compliance Officer for
approval and signature by June 1st. The list will be returned to you by July 1st.
( Exceptions – all other sports – due date July 1st – returned to you by August 1st).

Letters for students not returning on athletic scholarship aid must be sent to them by July
1st.

All athletes must abide by and adhere to the rules and regulations of the University as
well as the Athletics Department.

Recruiters must complete an academic evaluation through the high school counselor’s
office before making a final athletic evaluation. All transcripts and 48H forms must be
submitted to the Compliance Officer for evaluation.

**ATHLETIC SCHOLARSHIPS WILL NOT BE
USED FOR RECRUITING INELIGIBLE
PLAYERS!!!!**

1. The rules of the National Collegiate Athletic Association (NCAA) and the
   Southwestern Athletic Conference (SWAC) are to be strictly enforced and
   followed in all matters, concerning recruiting of student-athletes.

2. Coaches and recruiters must keep themselves fully informed of the current
   rules and the official interpretation of the same.

3. Prospective student athletes who do not possess the desirable mental,
   physical, social and moral qualities to participate in the athletic and
   student life program at the University should not be recruited or retained
   in the athletic program.

4. It is the policy of the University, which prohibits a Coach or any
   representative, to cause a recruited athlete to believe that any assistance
   not permitted by the association and conference to which the University
   holds membership may be given.
5. An athlete may not be brought to the campus at University expense, until it is determined that they are eligible for admission.

6. No student-athlete may engage in any practice or game, until admitted to the University.

7. No coach may directly contact or initiated correspondence with a student-athlete at another senior college or university for purpose of recruiting. All correspondence emanating from a prospective transfer student received by any coach should be referred to the Athletic Director. The Athletic Director will then contact the other university by letter.

8. No consideration shall be given to race, creed, color, or origin when recruiting.

9. After a prospective student-athlete has visited the campus, the coach will file a full report on the visitation to the Athletic Director’s file and keep one report for his file.

10. No coach shall conduct or arrange any athletic practice session or test on its campus, in which prospective athletes demonstrate or display their abilities in any sport.

11. No representative of the University may arrange for or permit excessive entertainment or a prospective athlete.

12. The coach must coordinate through the University Housing, relative to campus reservations of housing, and the director of Food Services, concerning meals for the prospective athlete, well in advance of the actual
visitation. The time of arrival, departure and agenda’s should be filed with the Director of Athletics for emergency situations or calls.

Section B. Admission of Student-Athletes

1. The rules and regulations for the admission of student-athletes are the same as for non-athletes.

2. Upon the request by a Coach, recruiters or prospective student-athlete, the Office of Admissions will forward complete admission material to the prospective athlete.

3. Members of the athletic staff may not write directly to high school principals or public school superintendents, relating to transcript or class standing of prospective athletes.

4. Application fees or deposits for admission check or cash may not be handled through a member of the athletic staff. These funds should be forwarded by the student-athlete or someone upon whom he/she is legally dependent to the appropriate authorities for admission.

Section C. Letter of Intent

1. The letter of intent is a means of showing good faith on the part of the student and the university.

2. The University honors the following letters of intent:
   a. National Letter of Intent
   b. SWAC Letter of Intent
   c. Other official NCAA and NAIA Recognized Conferences
Section D. Athletic Grant-In-Aid

1. Any student-athlete that is awarded an athletic grant-in-aid, either complete or partial, must be verified on the official department of Financial Aid Agreement Form.

2. The procedure for expediting the Athletic Grant-In-Aid form is as follows:
   a. The form must first be cleared through the Compliance Office.
   b. The Athletic Director and the Financial Aid Director will then sign the grant-in-aid form and mail to the prospective student-athlete.
   c. The prospective student-athlete and his/her parent or legal guardian signs the form and return them to the department.

3. The amount or extent of the grant-in-aid shall cover the following items:
   a. Room and board
   b. Tuition and fees
   c. Book allotment

4. The duration of the grant must be explicitly specified when the grant is formed. In no case, shall a grant be for a period of more than one year duration.

5. When a Grant-In-Aid terminates before a student-athlete graduates, and the extension of the grant is contented upon certain stipulations, a decision should be made before the ending of the spring semester.

6. A grant-in-aid is binding upon the Department of Athletics and can be retracted for academic or other violations by the Head Coach and/or Athletic Director.
ARTICLE VIII: FACILITIES, EQUIPMENT AND SUPPLIES

Section A. University Property

1. All properties of the University, in essence, belong to the State of Texas and are subject of the State’s statutes covering properties.

2. The Athletics Director is responsible for all facilities (structures, spaces and fixtures) used by the Department. Those used for academics purposes are the responsibility of the Chairman of Health and Human Performances.

3. The University maintenance is under the supervision of the Director of the Physical Plant. All matters relating to maintenance repair or modifications are the responsibility of that person.

4. All requests relating to maintenance, repair and modifications are submitted from the individual to the Athletic Director who will initiate the action as requested, if he approves, since some of these costs are paid for the Department of Athletics.

5. No University property may be loaned, sold or given away, nor can any employee make disposition of any University property through exchange. All such actions must be handled by the Athletic Director or delegated.

6. No athletic personnel may use, or permit the use of, any University property, equipment or space for private use or personal gain.

7. The Athletics Director is responsible for ensuring that an inventory by the respected coaches of each sport, assisted by the equipment manager is turned in annually.
8. The Department of Athletics does not loan its equipment to outside groups. Any modification of this policy must have the approval of the Athletics Director.

9. Office furniture and equipment is the responsibility of the occupant even tough custody receipts are not issued or required.

Section B. Equipment

1. All equipment shall be recorded on inventory and is checked each year.

2. Student and faculty alike are responsible for the return of all equipment which has been made available to them.

3. All equipment must be marked with an identification number provided by the University.

4. Any equipment that is unsafe or in need of repair should be reported to the Athletics Director.

5. Game equipment may not be loaned for any purposes. Practice equipment may be loaned at the discretion of the Athletics Director.

Section C. Supplies

1. Expendable and usable supplies must be carefully protected to avoid unwarranted use.

2. All coaches and student-athletes are to give the best possible care to all supplies and equipment.

3. A complete record must be maintained by the equipment manager of all equipment and supplies that have been issued.
4. All supplies used exclusively for a sport is charged to the budget of that sport.

5. Worn out supplies or equipment should not be given to athletes without written approval of the Athletics Director.

6. Unauthorized personnel should not be permitted in the equipment storage for any reason.

7. Regular schedules should be posted for changes of uniform and materials.
Alternate Receiving Procedures for Goods not Processed through Central Receiving

Except for emergency situations, items needing assembly, very large items, perishable items, and security sensitive items when goods must be picked up by Athletics personnel or delivered to the athletic facilities, all orders processed as noted in the next two paragraphs will be delivered to Central Receiving. These exceptional situations will be noted on the receiving documentation and forwarded to the Accounts Payable Supervisor.

Athletic goods are purchased through the electronic purchasing module in FAMIS. The Head Coach/ Requestor of the Purchase for each sport/department will meet with the Athletic Director on the equipment and supply budget. The respective coach/ Purchaser will determine the needs of the particular team/area and determine the appropriate order.

The Athletic Secretary will contact Purchasing if bidding is necessary; otherwise the Athletic Secretary will enter the purchase into the purchasing module in FAMIS. Once the order has been entered in the system and a Purchase Order Number is assigned, then the goods are ordered.

In cases where it is necessary for goods to be delivered to the Athletic Department by the vendor, these alternate procedures will be applied. The Equipment Manager will verify the date and items received for accuracy against the purchase order and vendor packing list. The Head Coach, along with the Equipment Manager, will re-verify quantities, sizes, etc. for complete order accuracy. The Equipment Manager will note all inconsistencies on the packing list. The Equipment Manager will perform the following steps. Vendor communications will be documented and forwarded to Accounts Payable, along with a copy of the purchase order, packing list, and signature authorization to pay for the goods received. Accounts Payable will document receiving information in FAMIS and attach paper documentation to the invoice received from the vendor and proceed with payment processing.

Section D. Purchase of Equipment and Supplies

1. The Department of Athletics may not deviate from established University and statuary regulation in the purchase of equipment and supplies.

2. Request for purchase should initiate with the Head Coach and are submitted to the Athletics Director and the Athletics Business Manager, who will
encumber the funds and forward them to the University purchasing agent. If the purchase requires bids, the University purchasing agent will so direct.

3. The Department may refuse any or all bids if the specifications are not fully met.

4. No member of the Department of Athletics may negotiate purchase for final transactions with vendors.

**Section E. Emergency Purchases**

1. Emergency purchases must be held to a minimum, and in no case will payment be made on orders have not been approved.

2. Cash registers tapes are not acceptable for purchase certification. Reimbursements are not made without official receipt.

**Section F. Delivery Orders**

1. At least five to six weeks should be allowed for requisition, processing, and delivery of goods.

2. All orders are delivered directly to the addressee. The person receiving the goods should receipt therefore.

3. Invoices will be paid when full delivery is made on all items purchased.

4. Persons receiving goods must save invoices and bills. The receiving copy of the purchase should be signed and retained indicating a signified receipt of delivery.

5. If goods have been damaged in shipment, the vendor should be notified for corrective action.
Section G. Equipment Room.

1. All athletic equipment is under the custody of the Equipment Manager. He is responsible for the safeguarding, storage, care and insurance of all athletic equipment.

2. He is responsible only to the Athletics Director.

3. The work schedule will be approved by the Athletics Director, after consultation with the respective Head Coaches of the Department of Athletics.

4. Only authorized personnel will have access to the Equipment Room and in no case will keys be issued to or loaned to any other person for any reason.

5. The field or team manager will assist in the gathering, packing, and shipping of game equipment. While working in the equipment room, team managers are under the supervision of the Equipment Manager.

6. At the end of the sports season, the equipment will be returned to storage and the lockers cleared of all gear for cleaning.

7. Practice gear to individuals should be issued only upon surrender of a physician’s certificate of eligibility.

   THERE WILL BE NO COMPROMISE OF THIS RULE.

Section H. Keys

1. Keys to building, offices, storerooms and gates are the responsibilities of the individual to whom assigned.

2. The overall control of keys and locks is the direct responsibility of the Athletics Director.
3. Duplication of keys by anyone other than the Athletics Director is expressly prohibited.

4. Locks are not to be changed or moved by any member of the Department of Athletics without the approval of the Athletics Director.

5. Keys are not to be loaned to any person for any reason.

6. All lost keys are to be reported to the Athletics Director.

7. Final checks will not be released until all keys have been returned upon termination of employment.

Section I. Use of Facilities

1. All female sports have top priority in utilizing all athletic facilities on the campus of Prairie View A&M University before all male sports.

2. The facilities at Prairie View A&M University are constructed and maintained for use primarily by the students and faculty of the University.

3. The use of facilities by outside groups must be secondary to the official and unofficial functions of the University. Permission to use the facilities is permitted only when approved by the Athletics Director, application forms are provided for these request.

4. Smoking is not permitted in the basketball arena.

5. Glass bottles are not permitted anywhere in the Athletic Complex.

Section J. Inventories

1. The Fiscal Office will annually inventory the holdings of the Department of Athletics.
2. The Equipment Manager assisted by the respective Head Coaches are responsible for inventorying all supplies, materials, uniforms, balls and equipment each year and to provide a final report to the Athletics Director.

Section K. Dressing and Locker Room

1. Dressing rooms, training rooms and locker rooms are not to be visited during games or at half times.

2. The Head Coaches alone have the authority of permitting or inviting persons to visit the dressing room during half time or game time practice period.

Section L. Alterations, Construction, Maintenance and Repairs

1. All alterations, constructions, maintenance and/or repairs should be reported to the Athletics Director for approval.
ARTICLE IX: PUBLIC RELATIONS POLICIES

Section A. Sports Information Director

1. All news and press releases are made only through the Sports Information Director. Each coach is required and expected to become thoroughly familiar with the procedure and policies of the office of the Sports Information Director.

Section B. News Release

1. The Sports Information Director (SID) will coordinate all news releases, radio, and television interviews, and the news media.

2. Coaches and other members of the Department must cooperate fully in the coordination of their programs.

Section C. Press Day

1. A press Day for football is usually held before the first workout for the fall semester. The Head Coach should assist the Athletics Director and SID in every way possible to insure success of this program.

2. A Press Day for basketball is arranged at a time and place agreed upon between the SID, Basketball Coach and Athletics Director. This date should precede the first basketball game.

3. Press Day for other sports should be scheduled for the improvement of the public relation in all spring sports.

4. The SID will plan, coordinate and execute the press day, alone with the full cooperation of all coaches.
Section D. Sports and Press Box Brochures

1. The SID will prepare and distribute a sport brochure on each sport prior to each sport season.
2. Distribution of these brochures should be made to all opponents, press, radio, television station and all personnel at the University.

Section E. Press Box Regulation

1. Full responsibility of the press box facilities is under the discretion of the SID.
2. Refreshments and other courtesies disbursed in the press box are the responsibilities of the SID.
3. Assignments of spaces for press agencies is the sole responsibility of the SID.

Section F. Permanent Athletic History

1. The Sports Information Director is responsible for maintaining a record of all brochures, game programs, and press releases, such matters will/should be incorporated into a bound volume for each year.
2. Until such time, when the SID is housed in the Department of Athletics, these records will be housed in the office of the University Information.

Section G. Public Address System

1. The public address system at all sports events are the functions of the SID.
2. The announcers should be selected based upon experience and capabilities.
Section H. Half-Time Presentations

1. The University Band has top priority for presentation of half-time entertainment at home football games. Should the University Band relinquish its desire for this period, the control of the time automatically reverts to the Athletics Director.

2. Activities presented during half-time at home basketball games are under the direction of the Athletics Director.

3. The half-time period, as specified by NCAA rules will be rigidly followed; any exception must have the approval of the Athletics Director.

Section I. Special Considerations

1. Emergency calls to physicians and game attendants may be announced over the public address system.

2. Prospective student-athletes and their coaches should be introduced when it is possible.

Section J. Score Board Operation

1. The Athletics Director will ascertain that the scoreboard and time control devices are in good working order, prior to the season and for each game.

2. Well qualified and experienced persons should be selected to operate the controls of the scoreboard and their selection/approval is the responsibility of the Athletics Director.

3. It is recommended backup system be available for operation.

Section K. Audio-Visual Equipment

1. All audio-visual equipment is controlled, repaired and inventoried by the Director of the Learning Resources Center.
2. All matters pertaining to their use, repair or storage should be referred to the Learning Resources Center.

Section L. Invocation and Playing of the National Anthem and School Song

1. Athletes, if on the field and courts at the time of the playing of the National Anthem should remove their headgear, face the flag or music and stand attentively during the renditions.

2. The attitude of the players must reflect a high sense of pride.

3. It is the responsibility of the Head Coaches to discuss this University concern with their respective teams.

Section M. Computerized Equipment

1. The SID will use “Stat-Man” Software for future football, basketball, and baseball statistics. All requests are made through the Athletics Business Manager.

2. Usage of the software can only be operated by the SID and his assistants.

Section O. Constant Communication with Head Coaches and Assistant Coaches

1. It is imperative that constant communication with the coaches is utilized for updating and maintaining sporting events, time changes, etc.

2. Constant communication is also important for the morale of the department, and professionalism is expected on the part of the coachers and the SID.

3. Daily and/or weekly visits will be made by the coaches to the SID’s office, as well as, the SID is expected to visit the coaches daily and/or weekly for updating and exchanging information.
ARTICLE X: TICKET POLICIES

Section A. General Policies
1. Ticket sales are under the full control of the Director of Athletic Operations and coordinated with the Athletics Director.

2. The Athletics’ Council is responsible for reviewing and recommending approval of the prices of all athletics tickets based upon the recommendation of the Athletics Director.

3. The Director of Athletic Operations in coordination with the Athletics Director is charged with the duties of actually handling the details of getting all game tickets printed.

4. Play-off games or Athletic Events to determine Conference Championships are special events; and the regular student and season passes will not be honored. Such events are administered by the Conference, and the University serves only as the host institution.

Section B. Student Tickets
1. Registration of a full-time student entitles that individual admission to all home athletic events for the period validated on their Student I.D. Cards.

2. All full-time students will be issued a Student Identification Card by the University, and it must be presented for admission to all athletic events.

3. If necessary, the Athletic Council will designate the student seating section for athletic events.

4. Students must purchase tickets for all away games.
Section C. Complimentary Tickets

1. **Press passes.** Reporters, radio, and TV announcers, and photographers with proper credentials may apply for admission. The Sports Information Director will handle all such request.

2. **Parents of players.** Parents or legal guardians will be issued two (2) complimentary tickets for the sport in which their child participates, through a list at the will-call window.

3. **Wives or husbands of players.** Two (2) complimentary tickets will be issued for the sport in which they participate.

4. **Prospective student-athletes.** Prospective student-athletes will be admitted on a single game basis when invited by a University coach and approved by the Athletics Director, through a list at the will-call window.

5. **Promotional activities.** Occasionally, the Department may promote high school days, etc., and will issue invitations to groups on an individual game basis. These activities must have the approval of the Athletics Director, Athletic Council and the University President.

Section D. Faculty and Staff Tickets

1. The Director of Athletic Operations is responsible for notifying the faculty and staff when season tickets and other athletic event tickets are available for purchase.
ARTICLE XI: ATHLETIC AWARDS

Section A. Awards Policies

1. The Athletic Council shall verify the granting of all awards to specific individuals.

2. There shall be no differentiation between the so-called major sports and minor sports. All sports recognized by the Department of Athletics shall be given the same awards.

3. At the end of each sport’s season, the Head Coach of each sport shall submit within two weeks a list of persons being recommended for awards to the Athletics Director for his/her approval and that of the Athletic Council.

4. Award requirements will be reviewed regularly by the members of the Department of Athletics. Recommendations for changes will be submitted in writing to the Athletics Director, for recommendation to the Athletic Council.
ARTICLE XII: TITLE IX BASICS

Introduction
“Title IX” refers to Title IX of the Education Amendments of 1972, a Federal civil rights statute that prohibits sex discrimination in education programs, including athletics programs, that receive or benefit from Federal funding. Since nearly all educational institutions benefit from Federal funding, nearly all educational institutions must comply with Title IX. The Federal regulation implementing Title IX became effective July 21, 1975. On December 11, 1979, OCR issued an Intercollegiate Athletics Policy Interpretation to clarify the Title IX regulatory requirements for athletics programs. The Title IX statue is the law enacted by the U.S. Congress stating the general requirements for nondiscrimination on the basis of sex. The Title IX regulation, which was written by employees of the enforcement agency and submitted to Congress for review, also has the force of law and provides greater specificity. The Policy Interpretation is the enforcement agency’s policy interpreting the Title IX regulation and is afforded considerable deference by courts. The Title IX regulation and the Policy Interpretation are the two major sources for specific requirements for athletics programs. “Title IX Basics” contains the author’s interpretations of OCR’s policies in evaluating athletics programs under the Title IX and should not be considered to have the endorsement of OCR. Additionally, this text is intended as technical assistance and not legal advice. Title IX Basics highlights the most important compliance considerations and does not anticipate addressing every concern for athletics programs.

In addition, the “Clarification of Intercollegiate Athletics Policy Guidance: The Three-Part Test” is included at the end of this section. The OCR policy interpretation
clarification was issued in January 1996 and is a clarification of the 1979 policy interpretation. The clarification is designed to help member institutions understand OCR’s position on enforcing Title IX.

**Basic Concepts**

The 1979 Intercollegiate Athletics Policy Interpretation divides athletics issues into three major categories to be analyzed for compliance: sorts offerings; scholarships; and everything else, which includes 11 program areas. The three categories are:

I. Accommodation of Interests and Abilities (sports offerings).

II. Athletic Financial Assistance (scholarships).

III. Other Program Areas (everything else-11 program areas), including:

1. Equipment and supplies;
2. Scheduling of games and practice time;
3. Travel and per diem allowances;
4. tutoring;
5. coaching;
6. locker rooms, practice, and competitive facilities;
7. medical and training facilities and services
8. housing and dining facilities and services
9. publicity
10. support service; and
11. recruitment of student-athletes.

Under each of the program areas, compliance is determined by weighing several factors, which are listed in the Policy Interpretation.
ARTICLE XIII: SUBSTANCE ABUSE PROGRAM

The Prairie View A&M University Athletics Program, in concern for our student-athletes, has embarked on a Drug Education Program that began in the fall of 1989.

Student-athletes, as well as professional athletes live in an environment which often encourages, supports and even nurtures the use of alcohol, and chemical substances to the detriment of the athlete, and contributes to the development of this disease. Some student-athletes are of the opinion, that it is necessary to use drugs for recreational purposes or to improve their performance. The Prairie View A&M University Athletics Department disagrees completely with the theory that drugs are necessary for recreational purposes or will improve performance, and we will not condone the use of drugs for any purpose other than for medical reasons.

Prairie View A&M University’s Athletics Department recognizes that substance abuse can be both prevented and successfully treated. With that in mind, the Athletic Department is fully committed to provide education, testing and treatment programs to those who have a related problem. This is not an attempt to ruin anyone’s life, but an attempt to help a student-athlete solve a possible serious, life-threatening problem.

ADMINISTRATIVE CONSIDERATION

The Athletics Trainer will make periodic reports to the Athletics Director regarding the effectiveness of the drug screening and counseling program. The policies of the Athletics Department will be strictly adhered to. Any deviation from this policy will be reported to the Athletics Director by the Athletic Trainer.
SUBSTANCE ABUSE POLICY

All student-athletes will undergo drug screening during the course of the school year.

By reading the policy, all student-athletes will be informed by the:

A. Intent to test for the use of narcotics;
B. Athletics Department’s position on the use of narcotics;
C. Penalties that will be enforced for those who use narcotics;
D. The continued participation in the Prairie View A&M University Athletics Program will indicate consent to the provisions of the policy; and
E. Refusal to comply with testing will result in immediate suspension from scholarship.

DRUG SCREENING OBJECTIVES

1. The overall plan is to prevent any type of drug abuse by Prairie View A&M University student-athletes and to educate them about associated problems of drug abuse, physically, mentally, emotionally, and legally;
2. To find out whether or not drug usage involves Prairie View A&M University student-athletes;
3. To identify any student-athlete that may be involved in drugs;
4. To educate any student-athlete identified regarding the problem, both as an individual and as a team member; and
5. To make them aware of the action to be take by the athletes’ program in the event of identification.

DRUG SCREENING REASONS

Drug screening should be instituted for the following reason:

1. It is harmful to the student-athlete’s health;
2. To teach the certain unprescribed drug use is a violation of the law;
3. To evaluate, educate and rehabilitate the student-athlete and
4. To discourage the use of drugs.
PENALTIES INVOLVING DRUG USE

The first step is to inform the Athletics Director of any problem as it relates to any student.

**OFFENSE 1:** Issue warning and inform parents about their child’s’ involvement with drugs.

A. Private conference with drug coordinator.

**OFFENSE 2:** One game suspension (resulting from suspected drug or alcohol use on day of game).

**OFFENSE 3:** Two game suspension.

**OFFENSE 4:** Suspension for the remainder of the season.

**ATHLETES USING COCAINE WILL BE SENT DIRECTLY TO A DRUG REHABILITATION PROGRAM.**

All drug or alcohol related involvement will be known only by the involved athlete, head athletics trainer, athletics director, team physician and coach of the particular sport.

**WHAT’S POPULAR ISN’T ALWAYS RIGHT,**

**AND WHAT’S RIGHT ISN’T ALWAYS POPULAR**

**STAY FREE OF DRUGS**

**JUST SAY NO!**
## DRUGS OF CONCERN

<table>
<thead>
<tr>
<th>Marijuana</th>
<th>Cocaine</th>
<th>Steroids</th>
<th>Alcohol</th>
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<tr>
<td>- slow reactions</td>
<td>- loss of appetite</td>
<td>- (1) against NCAA rules</td>
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<tr>
<td>- faulty judgment</td>
<td>- loss of weight</td>
<td>- liver disease</td>
<td></td>
</tr>
<tr>
<td>- causes uncertainty about surroundings</td>
<td>- irritability</td>
<td>- nose bleeds</td>
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<tr>
<td>- remains in the body system for 2 to 4 hours</td>
<td>- narrows the blood vessels and may cause stroke</td>
<td>- promotes hepatitis</td>
<td></td>
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<tr>
<td>- unpredictable moods</td>
<td>- addiction (lifelong)</td>
<td>- reduce sperm count</td>
<td></td>
</tr>
<tr>
<td>- mental lapses</td>
<td>- tremors</td>
<td>- injury related to overstrain</td>
<td></td>
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</tbody>
</table>

2. Cocaine|        |         |         |
| - loss of appetite| - cocaine by use of needle may cause aids| - increased blood pressure|         |
| - loss of weight| - increased heart rate| - headaches|         |
| - irritability| - increased heart beat| - nausea|         |
| - narrows the blood vessels and may cause stroke| - paranoia – mental derangement| - causes acne in some cases|         |
| - addiction (lifelong)| - liver damage| - causes sterility|         |
| - tremors| - cocaine by use of needle may cause aids| - increased blood pressure|         |
| - liver damage| - increased heart rate| - headaches|         |
| - cocaine by use of needle may cause aids| - increased heart beat| - nausea|         |
| - increased blood pressure| - paranoia – mental derangement| - causes acne in some cases|         |
| - heart disease| - causes sterility| - increased facial hair|         |

## EFFECTS ON WOMEN

- deepening of voice
- shrinkage of breast
- increased facial hair
4. **ALCOHOL**
   - creates lack of rest for the mind and body…the athlete will feel like he/she does not get much rest at night…the mind will no be at rest during sleep
   - long term malnutrition
   - long term alcoholism
   - alcohol related accidents
   - addiction
   - created physical needs
   - causes ulcers
   - liver disease
   - slows thinking and reactions
   - habit of regular drinking causes addiction
   - causes insecurity
   - causes change in body chemistry
EDUCATIONAL DRUG SEMINAR

I. ORIENTATION OF DRUGS AND ALCOHOL

A. Thelma Pierre – Program Coordinator Substance Abuse Counselor for Drugs and Alcohol

COUNSELOR FOR DRUGS AND ALCOHOL

B. John Mayes – Director of Athletics Training/Sports Medicine Drug Coordinator

Thelma Pierre – Student Health Services Director
Drug Test Site Coordinator Substance Abuse Counselor

Daryl Williams - Drug & Alcohol Counselor

1. How drugs and alcohol affects performance?
2. How drugs and alcohol affects you later in life?

II. NCAA FILM

A. NCAA Film on Legalities of Drugs

III. EDUCATIONAL

A. What About Drugs?

1. Coaches’ and trainer awareness profile.
2. Random drug testing – PRETEST
3. Number of cases of substance abuse cases reported and treated.
4. Keep annual statistical recorded reflecting total number of student-athletes involved in athletics.
EVALUATION

COACHES AND TRAINER AWARENESS PROFILE

1. Has the athlete’s personality changed noticeably and are there sudden inappropriate mood changes?

2. Is he/she less responsible for chores, getting to class on time, team rules?

3. Does he/she seem to be losing old friends and hanging out with a drinking-partying group?

4. Is there trouble at school, i.e. grades dropping, skipping classes, missing school and interest lost in school activities?

5. Do you hear consistently about his drinking or questionable behavior from friends, neighbors and teachers?

6. Does he/she react belligerently to comments, criticism or remarks about his/her drinking?

7. Are there sign of major medical or emotional problems (ulcers, gastritis, liver problems, depression, overwhelming anxiety, and suicide talk)?

8. Is he/she generally dishonest?

9. Do you detect physical signs – alcohol on the breath, slurred speech, and eyeball or pupil changes?

10. Have his/her relationships with other team members deteriorated?
CONSENT TO TESTING OF URINE SAMPLES AND AUTHORIZATION FOR RELEASE OF INFORMATION

TO: Team Physicians/Athletics Trainer/ Director of Health Services
    Prairie View A&M University
    Prairie View, TX 77446

I hereby acknowledge that I received a copy of Prairie View A&M University Intercollegiate Athletics Drug Education Program. I further acknowledged that I have said program and that I understand the provisions of the program.

In consideration for the opportunity to participate in intercollegiate athletics at Prairie View A&M University, I am entering into this, the terms of this account and authorization.

I do hereby give my consent to have a sample of my urine collected during the school year of 20___, and testing for the presence of certain drugs or substances in according with the provisions of Prairie View A&M University Intercollegiate Athletics Drug Education Program. I, also, consent to have a sample of my urine collected and tested at such other times as analysis testing is required under the program during the academic year. I further authorize you to act as my physician for the limited purpose of conducting analysis testing under the program and agree that you may make a confidential release of the results of the testing to the Athletics Director at Prairie View A&M University, my parent(s) or legal guardian and the head coach of any intercollegiate sport of which I am a team member. To the extent set forth in this document, I waive any privilege I might have in connection with such information.

I understand any urine samples will be sent to a clinical laboratory authorized by Prairie View A&M University for actual testing.

In consideration for the opportunity to participate in intercollegiate athletics at Prairie View A&M University, I, also, release from legal responsibilities or liability Prairie View A&M University, its Board of Trustees, its officers, employees, representatives and agents for the release of such information and records as authorized by this form.

_________________________  /   /__
Signature                        Date

_________________________
Name (Please Print)
ATHLETICS DEPARTMENT DRUG USE POLICY

All Prairie View A&M University athletes are subject to random drug testing.

John Mayes, M.Ed., ATC, LAT
Athletics Trainer/Drug Coordinator Site Coordinator
Director of Athletics Training/Sports Medicine

Thelma Pierre
Director of Health Services
Drug Test Site Coordinator

Charles McClelland
Director of Athletics
DEPARTMENT OF
ATHLETICS
NON-COACHING STAFF
JOB DESCRIPTION
ATHLETICS DIRECTOR
JOB DESCRIPTION

Reports To:  President

Positions Directly Supervised:  Secretary
Athletics Business Manager
Sports Information Director
Assistant Athletics Director
Head Coaches (each men’s and women’s sport)
Head Trainer

Basic Function:

The Director heads the Department of Athletics, and is administratively responsible for the overall administration and management supervision of The Prairie View A&M University’s Intercollegiate Athletics Program. He reports directly to the President. He is responsible to ascertain that the program is administered and conducted in compliance with the policies and procedures established by the Southwestern Athletic Conference, National Collegiate Athletic Association, Faculty Athletic Council and the Board of Regents of the Texas A&M University System. Must ensure total compliance with guidelines of the NCAA, SWAC, and University rules, regulations, policies, procedures

Duties and Responsibilities:

A.  Oversees total departmental operations:

  1.  Submits recommendations and supporting documentation to the President and Athletic Council as necessary to make decisions regarding goals, academics, capital expansion, staffing, budget appropriations and other aspects of the men’s intercollegiate athletics program. Responsible for implementation and communication of presidential directives, including maintenance and control.

  2.  Establishes policies and procedures to ensure compliance with National Collegiate Athletic Association, Southwestern Athletic Conference and Prairie View A&M University rules and regulations.

  3.  Coordinates and supervises the men’s and women’s sports programs through each Head Coach.

  4.  Ensures that coaching and administrative staff actively supports the Department and University’s joint commitment to academic achievement for each student-athlete.
5. Coordinates scheduling for sports events, involving conference participation or revenue contracts.

6. Oversees departmental marketing.

7. Conducts long-term planning to determine the need for and feasibility of constructing or upgrading athletic facilities.

8. Represents the University at community, University, SWAC, NCAA and other national meeting.

B. Responsible for overall fiscal operations.

1. Coordinates budget preparations with all head coaches and approves final submissions for each area.

2. Monitors conformance to budget and personal expense accounts.

3. Monitors conformance to establish purchasing procedures.

C. Provides overall supervision for both professional and classified personnel.

1. Establishes and periodically refines departmental organizational structure.

2. Monitors evaluations of departmental personnel.

3. Performs salary reviews and recommends salary levels for all departmental personnel.

4. Ensures adherence to University personnel policies and procedures by departmental staff members. Approves all hiring and termination decisions.

D. Provides leadership and serves as the primary spokesperson for the men’s and women’s intercollegiate athletics program. Responsible for public relations with faculty, staff, students, alumni, sports media and the general public.

1. Spearheads fund raising efforts to provide for scholarships, facilities and equipment.

2. Serves on University or other related committees which involve intercollegiate athletics.

E. Assists the Vice President for Administration and Faculty Representative as assigned.
F. Other functions:

   a. Coordinates with Head of the Department of Health and Human Performances in the joint of using facilities, equipment and non-expandable materials and in hiring of new coaches.

   b. Responsible for the supervision and coordination of the coaching performances and all personnel within the department.

   c. Responsible for implementing established policies upon directions for the President and the Athletic Council.

   d. Responsible for establishing and maintaining proper relations with other institutions with whom athletic competitions are engaged.

   e. Continually appraises and reports on the professional competencies of all coaches and departmental personnel, and shall submit reports of same, in the spring of each year.

   f. Supervises the building, spaces, structures and fixtures assigned for use in the athletic program.

   g. Responsible for developing medical and training policies and to ascertain if they are being adhered to by coaches and athletes.

   h. Contracts for the officiating of all home athletic contests. He has the right to register complaints, should it be necessary.

   i. Prepares list of athletes, who having been approved by head coaches, qualify for varsity monograms and awards for submissions to the Athletic Council.

   j. Custodian for all athletic trophies, awards and emblems previously won by University athletic teams, and is responsible for serving and displaying them to the student body and public. He shall retain a master list of all awards previously received.

   k. Approves the use, distribution and storage of University sports film.

   l. Approves scouting, recruiting, visitation programs and trips.

   m. Approves all requisitions for monies, vehicles, repairs, etc., prior to their expenditures or use.
n. The official spokesperson of the Department of Athletics and supervises the publicity.

o. Schedules meetings of the entire personnel of the Department to discuss matters of mutual concern. He shall keep all personnel informed of matters of importance by conference campus memoranda.
ASSISTANT DIRECTOR OF
SPORTS INFORMATION/ADMINISTRATION

JOB DESCRIPTION

Reports To: Athletics Director

Positions Directly Supervised: Assistant Sports Information Director
                                 Student Assistants

Basic Function:

Responsible for the supervision of the Sport Information Office; the coordination of various media serviced; and the negotiation and administration of advertising sales. Must ensure total compliance with guidelines of the NCAA, SWAC, and University rules, regulations, policies, procedures.

Duties and Responsibilities:

A. Supervises and coordinates the affairs of the Sports Information Office.
   1. Coordinates the working relationship between the coaching staff, Student-Athletes and the media.
   2. Produces and edits brochures and programs.
   3. Updates and coordinates mailing lists to media (local, state and national)
   4. Produces fact sheets, feature information and various other publicity vehicles on all varsity sports at Prairie View A&M University.
   5. Provides updated film and video clips as needed on varsity athletics.
   6. Coordinates the operation of the football press box.
   7. Serves as host to visiting media.
   8. Produces recruiting vehicles, such as films brochures in cooperation with coaching staffs.
   9. Attends staff meetings as a representative of the public relations arm of the department.
10. Cause to be bound at the end of each school year a complete book of programs, news release, press books and like material for permanent retention in the Department Archives.

C. Assist Athletics Director in matters related to radio, television contracts, etc.
   2. Assist the Athletics Director as assigned

D. Responsible for departmental advertising.
   1. Produces and writes commercials.
   2. Coordinates the placement of advertising in newspaper and on electronic media.

E. Produces and distributes radio and television films.
   1. Assists coaches in production of recruiting films.
   2. Provides film for television specials and news programs.

F. Responsible for the education, initial interpretations and day-to-day implementation of monitoring procedures regarding the following:
   1. Institutional publication;
   2. Promotions involving student/athletes, and
   3. Publicity surrounding the recruitment and signing of prospective student/athletes.
SENIOR WOMAN’S ADMINISTRATOR
JOB DESCRIPTION

Reports To:  Athletics Director

Positions Directly Supervised:  In the absence of the Athletics Director, the Senior Woman’s Administrator assumes all of the Athletic Director’s supervisory duties and responsibilities.

Basic Function:

Responsible for assisting in the management and administration of all phases of the athletics sports program in accordance with Department, University, conference and NCAA rules and regulations; responsible for the coordination and management of various aspects of Departmental administration which involve all sports and/or personnel. Must ensure total compliance with guidelines of the NCAA, SWAC, and University rules, regulations, policies, procedures.

Duties and Responsibilities:

1. Adheres to and supervises the enforcement of all policies, procedures, rules and regulations of the Department, the University, the Conference and the NCAA, as those relate to the athletic program.

2. Serves as Title IX Coordinator

3. Supervises NCAA Needy Student Fund

4. Assists in supervision of Student Athlete Advisory Committee

5. Monitors and provides supervisory assistance for all budgets of athletic programs; submits budget recommendations for athletic programs; approves all purchase orders, travel leaves and travel voucher for sports programs in the absence of the Athletic Director.


7. Coordinates and monitors staff pass lists for football, volleyball and basketball.

8. Attends all home athletic events when schedule permits.

9. Evaluate personnel supervised.

10. Compiles data and reports as required by the Department and the University.
11. Serves on various appointed NCAA, SWAC and University committees.

12. Serves as the Departmental liaison for University and non-University disciplinary actions which involve all athletes.

13. Attends fund-raising events of Athletic Booster Clubs when schedule permits; attends other public relations events and schedules speaking engagements when schedule permits.

14. Performs various other duties as assigned by the Athletics Director.
RECRUITING COORDINATOR
JOB DESCRIPTION

Reports To: Athletics Director

Positions Directly supervised: All Coaches (on recruiting matters)

Basic Functions:

Responsible for monitoring all phases of recruiting for all sports. Must ensure total compliance with guidelines of the NCAA, SWAC, and University rules, regulations, policies, procedures.

Duties and Responsibilities:

A. Performs administrative duties, as follows:
   1. Oversees completion of NCAA forms.
   2. Assists Athletics Director in other administrative duties as assigned.

B. Performs recruiting duties, as follows:
   1. Mails out information to boosters/alumni in regards to recruiting guidelines.
   2. Holds recruiting awareness meetings with coaching and support staff.
   3. Ensures that all coaches have been given policy and procedures recruiting folder.
   4. Works closely with Compliance Officer on review of transcripts, test scores, and 48H forms to certify athletes’ eligibility for official visit.
   5. Sign all leaves involving recruiting to certify that coaches are complying with all NCAA and University rules.

1. Collects the following forms from all coaches dealing with recruiting and keep up-to-date files:
   a. Road Log
   b. Phone Log
   c. Official visit letters
   d. Official visit itinerary
   e. Sports information blank
f. Record of official visit
   g. 48H form
   h. Transcripts
   i. Test scores


8 Assists in the check-in of all athletes for preseason camps to assure compliance with NCAA rules for those eligible to report.
ATHLETIC DEVELOPMENT OFFICER
JOB DESCRIPTION

Reports To: Athletic Director

Duties and Responsibilities:

1. Raise funds for the Athletic Department for athletic scholarships and other operational expenses.

2. Become acquainted with university’s administrators.

3. Become acquainted with presidents of Prairie View A&M University Alumni Chapters.

4. Establish a mailing list of Prairie View A&M University friends and corporations.

5. Establish a mailing list of alumni, alumni chapters, university friends and corporations.

6. Develop a series of letters and follow-up letters for obtaining financial contributions.

7. Set-up appointments for university administrators, the athletic director and other athletic staff.

8. Consultant to make personal appearances needed.

9. Responsible for fund-raising through the Athletic Season card Project.

10. Flexible job hours are required.

11. Become familiar with rules and regulations of the NCAA, NAIA, and SWAC, as they apply to athletic fund-raising.

12. Become familiar with university’s rules and regulations as they apply to fund-raising.

13. Coordinate a list of financial contacts through the athletic council, as needed.

14. Serves as the official liaison with all donor support groups.
15. Attends national meetings and seminars as requested by the Athletics Director.

16. Participates in special projects initiated by the Director of Athletics.

17. Works with alumni and booster clubs in specific phases of fund-raising.

18. Speaks to various civic organizations, as requested to promote athletics.

19. Other duties and responsibilities as assigned by the athletic director.

20. Must ensure total compliance with guidelines of the NCAA, SWAC, and University rules, regulations, policies, procedures.
ATHLETICS ACADEMIC ENHANCEMENT COORDINATOR
JOB DESCRIPTION

Reports To: Athletics Director

Basic Function:

Responsible for the day-to-day administration of the Athletics Department’s academic program for student-athletes.

Duties and Responsibilities:

A. Coordinates academic assistance program for student-athletes.

1. Assists prospective student-athletes with enrollment procedures.

2. Provides departmental assistance with admissions process.

3. Provides on-going evaluation of prospective student-athletes academic eligibility status and apprizes coaches of same.

4. Ensures that students receive counseling in the choice of a major field of study and specific coursework. Evaluates student interests and abilities. Oversees attendance at study skill or developmental classes.

5. Develops and maintains tutorial and study hall programs for student-athletes. Schedules tutorial sessions and study halls. Hires and assigns tutors.

6. Keeps up-to-date information on each student-athlete’s academic progress.

7. Works with faculty and coaches, as needed, to monitor class attendance, determine and report on student progress, and perform other related tasks.

B. Ensures self-understanding and compliance with rules and regulations pertaining to academic issues.

C. Assists with reports and surveys related to academic.

D. Provides assistance with departmental liaison activities.

1. Provides liaison services with University faculty, industry, as well as admissions and registrar office personnel.

2. Assists with informing coaches on academic matters relative to student-athletes.
3. Assists with on-campus recruiting.

4. Must ensure total compliance with guidelines of the NCAA, SWAC, and University rules, regulations, policies, procedures.
COMPLIANCE COORDINATOR
JOB DESCRIPTION

Reports To: President; Athletic Director

Positions Directly Supervised: None

Basic Function:

Responsible for the prevention of violations through education, monitoring and positive support.

Overall duties and Responsibilities:

Assumes day-to-day responsibility for those aspects of the athletics operation most directly regulated by NCAA rules, including certification of initial and continuing eligibility, administration of financial aid to student-athletes and recruitment.

Develop systems in cooperation with other institutional and athletics administrators that document the specific responsibilities of individual involved in each of these three compliance areas.

Develop comprehensive and continuing rule education program to ensure that the individuals directly involved in the completion of specific tasks are knowledgeable and continually updated of NCAA rules.

Evaluate or audit compliance systems to determine that each includes the necessary checks and balances, as well as explicit administrative oversight to identify problem areas.

Responsibilities of Conference Compliance Coordinator:

1. Enforce applicable NCAA, Conference, and institutional regulations.
2. Establishes/coordinates rules education program for the conference.
3. Provides legislative and interpretative updates.
4. Creates/distributes educational material.
5. Evaluates coaches and administrators on rules knowledge.
6. Develops interpretation procedures.
7. Develop self-reporting procedures.
8. Monitor/evaluates program’s effectiveness.

9. Supervises institutional compliance reviews.

10. Conducts investigation when violations are reported.

11. Must ensure total compliance with guidelines of the NCAA, SWAC, and University rules, regulations, policies, procedures.
ATHLETIC COMPLIANCE OFFICER
JOB DESCRIPTION

Prime Function:
Organize, administer, and oversee the University’s compliance with NCAA and Southwestern Athletic Conference regulations related to academic eligibility and progress of student-athletes, athletic eligibility, financial aid, ruled education of athletic personnel; and serve as a resource person for all athletically related rules and regulations.

Duties and Responsibilities:
Administers NCAA/Conference forms.

Establishes and maintains rules education program including procedures for rules interpretations. This includes meetings with coaches on a bi-monthly basis.

Implements and monitors systems of communication, organization, documentation and accountability for the following areas:

- Initial Eligibility
- Continuing Eligibility
- Transfer Eligibility
- Financial Aid
- Recruitment
- Athletics Eligibility
- Playing and Practice Sessions

Develops procedures for self-reporting violations and processing eligibility issues.

Organizes and implements various compliance systems developed by the NCAA and Southwestern Athletic Conference.

Maintains liaison with Athletics Council.

Ensures university’s adherence to schedules and deadlines in the NCAA Compliance Calendar.

Assists with Athletic Self-Study, to include being a member of the Steering Committee and an ex-officio member of all subcommittees.

Must ensure total compliance with guidelines of the NCAA, SWAC, and University rules, regulations, policies, procedures.

Reporting Structure:
This position reports directly to the Director of the President’s Staff.
ATHLETIC SECRETARY
JOB DESCRIPTION

Reports To: Athletic Director

Positions Directly Supervised: Receptionist
Student Assistants

Duties and Responsibilities:

1. Providing secretarial and clerical services to the entire Athletic Department.

2. Production of athletic work through the use of a desktop computer.

3. Typing correspondence, reports, and other items as needed.

4. Assisting with Athletic mail-outs and distribution, by providing the needed secretarial and clerical services.

5. Athletic filing and maintenance of athletic files.

6. Mail pick-up and sorting of mail.

7. Answering telephones.

8. Recording and preparing minutes of departmental meetings and other meetings.

9. Assisting with Athletic publication by providing secretarial and clerical services as needed.

10. Become familiar with general university and athletic policies and procedures, as they relate to athletes, coaches, and staff members.

11. Providing secretarial and clerical services at athletic events as needed.

12. Providing secretarial and clerical services as needed for special athletic projects.

13. Generating data base materials as needed.

14. Providing office management as needed.

15. Involvement in completion on NCAA and SWAC reports, as needed.

16. Assist coaches and staff members with secretarial and clerical items as needed.
17. Other duties as assigned by the Athletics Director.

18. Must ensure total compliance with guidelines of the NCAA, SWAC, and University rules, regulations, policies, procedures.
ATHLETICS TRAINER/SPORTS MEDICINE PRACTITIONER
JOB DESCRIPTIONS

Reports To:  Athletics Director

Positions Directly Supervised:  Assistant Trainer
                           Student Trainers

Basic Function:
The athletic trainer is skilled in injury prevention emergency aid management, rehabilitation, conditioning, educating and counseling. Athletic trainers are considered as paramedical specialists in sports medicine. According to American College of Sports Medicine, a better title to describe the role of athletic trainer might ultimately be sports therapist or sports medicine practitioner. Sports medicine implies both clinical and training aspects of exercise or sports injuries. Sports medicine is concerned with the following:

1. Basic physiology, and biochemical, biomechanical and behavioral mechanisms associated with trauma and sports injury.
2. Improvement and maintenance of functional capabilities for daily living.
3. Prevention and rehabilitation of chronic and degenerative disease.
4. Evaluation and conditioning of individuals engaged in sports and recreational exercise.
5. Prevention and treatment of traumatic injuries related to sports, exercise and other daily activities.

The athletic trainer is skilled in administering proper emergency care and making prompt, appropriate, medical referral. When an injury occurs, the trainer can skillfully apply emergency protective devices, such as spine boards, cervical collars, bandages, and dressing. Under the directions of the physician, the trainer carries out a treatment regimen using a variety of therapeutic methods and modalities such as ultrasound, whirlpool, paraffin bath, moist heat, short-wave diathermy, electrical muscle stimulation, or other techniques to aid recovery.

Duties and Responsibilities:

1. Works cooperatively with the coaches by providing input on setting up a program of conditioning for athletes.
2. Administer first aid injured athletes.
3. Works cooperatively with the Director of Health Services in obtaining ambulances for home games (football only).

4. Works cooperatively with the Director of Health Services in setting up physical examinations for each athletic team.

5. Apply protective or injury-preventive devices, such as taping, bandaging or bracing.

6. Advise on equipment purchases along with equipment manager.

7. Supervise fitting of protective equipment along with equipment manager.

8. Works cooperatively with and under the direction of the physician about:
   a. Reconditioning procedures
   b. Operation of therapeutic devices and equipment
   c. Fitting of braces, guards, and other devices
   d. Referrals to the physician, health services, or hospital
   e. Assisting in the physical examinations and physical fitness screening

9. Direct daily training room operations including:
   a. Exercise rehabilitation and therapy programs
   b. Record keeping
   c. Requisitioning and storage of supplies
   d. Inventory and budget allocation
   e. Submits a time schedule therapy of athletes to Athletic Director each semester
   f. Post training room hours

10. Provide training coverage of athletic events, home and away for all sports.

11. Supervise and instruct assistant and student trainers.

12. Work cooperatively with Director of Health Services and physician in coordination athletic substance abuse program.

13. Act as a clinical supervisor for students working toward State Licensure in Athletic Training.

14. Conduct athletic training clinics and workshops periodically.

15. Work cooperatively with director of athletics in purchasing athletic medical insurance.

16. Must ensure total compliance with guidelines of the NCAA, SWAC, and University rules, regulations, policies, procedures.
ASSISTANT TRAINER
JOB DESCRIPTION

Reports To:  Head Trainer

Basic Function:
Condition the baseball-training program. Assists the Head Trainer with the football-training program, as well as the prevention and care of athletic injuries. Must be licensed by the State of Texas and certified by the National Athletic Trainer’s Association.

Duties and Responsibilities:

A. Oversees portions of the men’s athletics training program and assists with others.
   1. Coordinates and assists Head Trainer with training programs for all sports.
   2. Assists in the day-to-day operations of the training room. Ensures proper use of equipment and facilities by Student-Athletes, including adherence to time schedules and proper operating procedures. Issues and receives all equipment that is checked out of the training room.
   3. Must ensure total compliance with guidelines of the NCAA, SWAC, and University rules, regulations, policies, procedures.

B. Assists the Head Trainer with Student-Athlete Medical prevention and treatment activities.
   1. Maintains health/injury records on all Student-Athletes.
   2. Coordinates the treatment and care of football and baseball injuries.
   3. Arranges transportation for Student-Athletes from the Student Health Center to the hospital for treatment and/or surgery.

C. Coordinates the baseball off-season program.

D. Performs other duties for the Head Trainer, as requested.

E. Obtains required continuing education credits to fulfill state requirements for license renewal.
EQUIPMENT MANAGER
JOB DESCRIPTION

Reports To:  Athletics Director

Positions Directly Supervised:  Student Assistants

Duties and Responsibilities:

1. Supervision and maintenance of all athletic equipment.

2. Inventory of all athletic department equipment including all hardware and soft goods.

3. Supervision of laundry operation and laundry personnel.

4. Supervision of assistant and manger personnel.

5. Responsible for transportation of football equipment to game sites.


7. Coordinate summer camps.


9. Permanently mark all departmental equipment.

10. Check on the dressing room of visiting teams, with respect to cleanliness, neatness and serviceability. These duties include chalkboards, chalk and erasers. The safeguarding of valuable during games rest with the visiting team’s Manger and Coaches.

11. Responsible for the set-up and supervision of equipment for home games in all sports.

12. Must ensure total compliance with guidelines of the NCAA, SWAC, and University rules, regulations, policies, procedures.
COACHING STAFF
JOB DESCRIPTIONS
HEAD BASEBALL COACH  
JOB DESCRIPTION  

Reports To:  Athletics Director  

Positions Directly supervised:  Assistant Baseball Coach (es) & Graduate Assistants  

Basic Function:  

Responsible for the management and administration of all phases of the baseball sports program and team in a manner that uphold the philosophy and objectives of the Athletics Department and the University. Must ensure total compliance with guidelines of the NCAA, SWAC, and University rules, regulations, policies, procedures.  

Duties and Responsibilities:  

A. Performs administrative duties, as follows;  

1. Supervises and assigns job duties to assistant coach (es), and graduate assistants, and evaluates their performance.  

2. Hold team awareness meetings weekly.  

3. Maintains team discipline and morale.  

4. Make recommendations on grants-in-aid within the established scholarship allowance, (e.g., number and dollar amounts).  

5. Makes policy recommendations pertaining to baseball.  

6. Adheres to, and enforces all policies and procedures as stated in the University, Athletics Department, SWAC and NCAA rules and regulations.  

7. Works closely with, and supports the Academic Enhancement Office, relative to the academic progress of the student-athletes under supervision.  

8. Works closely with Compliance Officer on eligibility status of athletes.  

B. Performs budgetary duties, as follows:  

1. Assists the Athletics Director in the budget preparation of the baseball program managed.
2. Reviews monthly budget summary.

2. Apprizes the Business Office of all expenditures and commitments to ensure that funds are available.

4. Operates within the framework of a balanced budget.

5. Follows departmental procedures relative to purchasing and travel expenditures.

C. Performs scheduling duties, as follows:

1. Coordinates all team travel arrangements with Athletics Director and other department personnel assigned to work with team travel.

2. Coordinates scheduling with the Athletics Director.

3. Coordinates all practice schedules.

D. Performs coaching duties, as follows:

1. Attends and supervises all daily practice sessions (workout).

2. Organizes and attends all coaches’ meetings.

3. Provides coaching and coaching assignments for practices and athletic contest.

E. Performs recruiting duties, as follows:

1. Follows departmental policy and procedure for recruiting.

2. Recruits quality student-athletes in sufficient numbers to ensure the team’s performance meets NCAA, Conference and institutional goals.

3. Formulates a plan to ensure coverage of all prospective Student-Athletes on a national level. Determines a territorial recruitment plan for assistant coach (es).

4. Ensures self-understanding and compliance with all NCAA and SWAC rules and regulations pertaining to recruiting. If any doubt, seek interpretation of rules and regulations from Recruiting Coordinator, Athletics Director or Compliance Coordinator, as necessary.

5. Pass annual recruiting test.
F. Coordinates all recruiting procedures, to include:

1. Campus entertainment and visits.
2. Investigate recruiting.
4. Eligibility checks to ensure that prospective student-athletes qualify for grants-in-aid and admission by the Registrar.
5. Keeping accurate recruiting records and filing weekly reports with the Recruiting Coordinator.

G. Fulfills institutional goals, as follows:

1. Oversees the sports program directly managed in such a manner which encourage the following:
   a. Alumni support,
   b. Student support,
   c. Faculty support,
   d. Continuance of national recognition, and
   e. Generation of maximum revenue to assist the department in reaching its financial goals.
2. Schedules competitions at national level.

H. Performs public relations duties, as follows:

1. Ensures that own and assistants’ (if any) time is scheduled to include promotional obligations to outside groups.
2. Promotes athletics by attending functions and activities related to the program as designated by the Athletics Director.
3. Works with the Development Office to enlist support of alumni and university friends for their contributions and/or services to the Department.
4. Establishes and maintains a good working relationship with Athletics Department personnel.
I. Performs miscellaneous duties, as follows:

   1. Serves on University committees.
   2. Serves on Conference committees.
   3. Serves on National committees.
   4. Represents the baseball program as National meetings.
   5. Works on special projects as assigned by the Athletics Director.

J. Equipment:

   1. Coordinates inventory and ordering equipment.
   2. Supervises maintenance and upkeep of all equipment.
HEAD WOMEN'S BASKETBALL COACH
JOB DESCRIPTION

Reports To: Athletics Director

Positions Directly supervised: Assistant Coaches
Graduate Assistants.

Basic Function:

Responsible for the management and administration of all phases of the Women’s Basketball program and team in a manner that uphold the philosophy and objectives of the Athletics Department and the University. Must ensure total compliance with guidelines of the NCAA, SWAC, and University rules, regulations, policies, procedures.

Duties and Responsibilities:

A. Performs administrative duties, as follows;

1. Supervises and assigns job duties to assistant coach (es), and graduate assistants, and evaluates their performance.

2. Hold team awareness meetings weekly.

3. Maintains team discipline and morale.

4. Make recommendations on grants-in-aid within the established scholarship allowance, (e.g., number and dollar amounts).

5. Makes policy recommendations pertaining to basketball.

6. Adheres to, and enforces all policies and procedures as stated in the University, Athletics Department, SWAC and NCAA rules and regulations.

7. Works closely with, and supports the Academic Enhancement Office, relative to the academic progress of the student-athletes under supervision.

8. Works closely with Compliance Officer on eligibility status of athletes.

B. Performs budgetary duties, as follows:
1. Assists the Athletics Director in the budget preparation of the basketball program managed.

2. Reviews monthly budget summary.

**Apprizes the Business Office of all expenditures and commitments to ensure** 
that funds are available.

4. Operates within the framework of a balanced budget.

5. Follows departmental procedures relative to purchasing and travel expenditures.

C. Performs scheduling duties, as follows:

1. Coordinates all team travel arrangements with Athletics Director and other department personnel assigned to work with team travel.

2. Coordinates scheduling with the Athletics Director.

3. Coordinates all practice schedules.

D. Performs coaching duties, as follows:

1. Attends and supervises all daily practice sessions (workout).

2. Organizes and attends all coaches’ meetings.

3. Provides coaching and coaching assignments for practices and athletic contest.

E. Performs recruiting duties, as follows:

1. Follows departmental policy and procedure for recruiting.

2. Recruits quality student-athletes in sufficient numbers to ensure the team’s performance meets NCAA, Conference and institutional goals.

3. Formulates a plan to ensure coverage of all prospective Student-Athletes on a national level. Determines a territorial recruitment plan for assistant coach (es).

4. Ensures self-understanding and compliance with all NCAA and SWAC rules and regulations pertaining to recruiting. If any doubt, seek interpretation of rules and regulations from Recruiting Coordinator, Athletics Director or Compliance Coordinator, as necessary.
5. Pass annual recruiting test.

F. Coordinates all recruiting procedures, to include:

1. Campus entertainment and visits.
2. Investigate recruiting.
4. Eligibility checks to ensure that prospective student-athletes qualify for grants-in-aid and admission by the Registrar.
5. Keeping accurate recruiting records and filing weekly reports with the Recruiting Coordinator.

G. Fulfills institutional goals, as follows:

1. Oversees the sports program directly managed in such a manner which encourage the following:
   a. Alumni support,
   b. Student support,
   c. Faculty support,
   d. Continuance of national recognition, and
   e. Generation of maximum revenue to assist the department in reaching its financial goals.
2. Schedules competitions at national level.

H. Performs public relations duties, as follows:

1. Ensures that own and assistants’ (if any) time is scheduled to include promotional obligations to outside groups.
2. Promotes athletics by attending functions and activities related to the program as designated by the Athletics Director.
3. Works with the Development Office to enlist support of alumni and university friends for their contributions and/or services to the Department.
4. Establishes and maintains a good working relationship with Athletics Department personnel.

I. Performs miscellaneous duties, as follows:
1. Serves on University committees.
2. Serves on Conference committees.
3. Serves on National committees.
4. Represents the basketball program as National meetings.
5. Works on special projects as assigned by the Athletics Director.

J. Equipment:

Coordinates inventory and ordering equipment.

2. Supervises maintenance and upkeep of all equipment.
HEAD MEN’S BASKETBALL COACH
JOB DESCRIPTION

Reports To: Athletics Director

Positions Directly supervised: Assistant Basketball Coaches
Graduate Assistants

Basic Function:

Responsible for the management and administration of all phases of the Men’s Basketball program and team in a manner that uphold the philosophy and objectives of the Athletics Department and the University. Must ensure total compliance with guidelines of the NCAA, SWAC, and University rules, regulations, policies, procedures.

Duties and Responsibilities:

A. Performs administrative duties, as follows;

1. Supervises and assigns job duties to assistant coach(es), and graduate assistants, and evaluates their performance.

2. Hold team awareness meetings weekly.

3. Maintains team discipline and morale.

4. Make recommendations on grants-in-aid within the established scholarship allowance, (e.g., number and dollar amounts).

5. Makes policy recommendations pertaining to basketball.

6. Adheres to, and enforces all policies and procedures as stated in the University, Athletics Department, SWAC and NCAA rules and regulations.

7. Works closely with, and supports the Academic Enhancement Office, relative to the academic progress of the student-athletes under supervision.

8. Works closely with Compliance Officer on eligibility status of athletes.

B. Performs budgetary duties, as follows:
1. Assists the Athletics Director in the budget preparation of the basketball program managed.

2. Reviews monthly budget summary.

3. Apprizes the Business Office of all expenditures and commitments to ensure that funds are available.

4. Operates within the framework of a balanced budget.

5. Follows departmental procedures relative to purchasing and travel expenditures.

C. Performs scheduling duties, as follows:

1. Coordinates all team travel arrangements with Athletics Director and other department personnel assigned to work with team travel.

**Coordinates scheduling with the Athletics Director.**

**Coordinates all practice schedules.**

D. Performs coaching duties, as follows:

1. Attends and supervises all daily practice sessions (workout).

2. Organizes and attends all coaches’ meetings.

3. Provides coaching and coaching assignments for practices and athletic contest.

E. Performs recruiting duties, as follows:

1. Follows departmental policy and procedure for recruiting.

2. Recruits quality student-athletes in sufficient numbers to ensure the team’s performance meets NCAA, Conference and institutional goals.

3. Formulates a plan to ensure coverage of all prospective Student-Athletes on a national level. Determines a territorial recruitment plan for assistant coach (es).

4. Ensures self-understanding and compliance with all NCAA and SWAC rules and regulations pertaining to recruiting. If any doubt, seek interpretation of rules and regulations from Recruiting Coordinator, Athletics Director or Compliance Coordinator, as necessary.
5. Pass annual recruiting test.

F. Coordinates all recruiting procedures, to include:

1. Campus entertainment and visits.
2. Investigate recruiting.
4. Eligibility checks to ensure that prospective student-athletes qualify for grants-in-aid and admission by the Registrar.
5. Keeping accurate recruiting records and filing weekly reports with the Recruiting Coordinator.

G. Fulfills institutional goals, as follows:

1. Oversees the sports program directly managed in such a manner which encourage the following:
   a. Alumni support,
   b. Student support,
   c. Faculty support,
   d. Continuance of national recognition, and
   e. Generation of maximum revenue to assist the department in reaching its financial goals.
2. Schedules competitions at national level.

H. Performs public relations duties, as follows:

1. Ensures that own and assistants’ (if any) time is scheduled to include promotional obligations to outside groups.
2. Promotes athletics by attending functions and activities related to the program as designated by the Athletics Director.
3. Works with the Development Office to enlist support of alumni and university friends for their contributions and/or services to the Department.
4. Establishes and maintains a good working relationship with Athletics Department personnel.
I. Performs miscellaneous duties, as follows:

1. Serves on University committees.
2. Serves on Conference committees.
3. Serves on National committees.
4. Represents the basketball program as National meetings.
5. Works on special projects as assigned by the Athletics Director.

J. Equipment:

1. Coordinates inventory and ordering equipment.
2. Supervises maintenance and upkeep of all equipment.
HEAD FOOTBALL COACH
JOB DESCRIPTION

Reports To: Athletics Director

Positions Directly supervised: Assistant Football Coaches
Football Recruiting Coordinator

Basic Function:

Responsible for the management and administration of all phases of the football sports program and team in a manner that uphold the philosophy and objectives of the Athletics Department and the University. Must ensure total compliance with guidelines of the NCAA, SWAC, and University rules, regulations, policies, procedures.

Duties and Responsibilities:

A. Performs administrative duties, as follows;
   1. Supervises and assigns job duties to assistant coach(es), and graduate assistants, and evaluates their performance.
   2. Hold team awareness meetings weekly.
   3. Maintains team discipline and morale.
   4. Make recommendations on grants-in-aid within the established scholarship allowance, (e.g., number and dollar amounts).
   5. Makes policy recommendations pertaining to football.
   6. Adheres to, and enforces all policies and procedures as stated in the University, Athletics Department, SWAC and NCAA rules and regulations.
   7. Works closely with, and supports the Academic Enhancement Office, relative to the academic progress of the student-athletes under supervision.
   8. Works closely with Compliance Officer on eligibility status of athletes.

B. Performs budgetary duties, as follows:
   1. Assists the Athletics Director in the budget preparation of the football program managed.
2. Reviews monthly budget summary.

3. Apprizes the Business Office of all expenditures and commitments to ensure that funds are available.

4. Operates within the framework of a balanced budget.

5. Follows departmental procedures relative to purchasing and travel expenditures.

C. Performs scheduling duties, as follows:
   1. Coordinates all team travel arrangements with Athletics Director and other department personnel assigned to work with team travel.
   2. Coordinates scheduling with the Athletics Director.
   3. Coordinates all practice schedules.

D. Performs coaching duties, as follows:
   1. Attends and supervises all daily practice sessions (workout).
   2. Organizes and attends all coaches’ meetings.
   3. Provides coaching and coaching assignments for practices and athletic contest.

E. Performs recruiting duties, as follows:
   1. Follows departmental policy and procedure for recruiting.
   2. Recruits quality student-athletes in sufficient numbers to ensure the team’s performance meets NCAA, Conference and institutional goals.
   3. Formulates a plan to ensure coverage of all prospective Student-Athletes on a national level. Determines a territorial recruitment plan for assistant coach(es).
   4. Ensures self-understanding and compliance with all NCAA and SWAC rules and regulations pertaining to recruiting. If any doubt, seek interpretation of rules and regulations from Recruiting Coordinator, Athletics Director or Compliance Coordinator, as necessary.
   5. Pass annual recruiting test.
F. Coordinates all recruiting procedures, to include:

1. Campus entertainment and visits.
2. Investigate recruiting.
4. Eligibility checks to ensure that prospective student-athletes qualify for grants-in-aid and admission by the Registrar.
5. Keeping accurate recruiting records and filing weekly reports with the Recruiting Coordinator.

G. Fulfills institutional goals, as follows:

1. Oversees the sports program directly managed in such a manner which encourage the following:
   a. Alumni support,
   b. Student support,
   c. Faculty support,
   d. Continuance of national recognition, and
   e. Generation of maximum revenue to assist the department in reaching its financial goals.
2. Schedules competitions at national level.

H. Performs public relations duties, as follows:

1. Ensures that own and assistants’ (if any) time is scheduled to include promotional obligations to outside groups.
2. Promotes athletics by attending functions and activities related to the program as designated by the Athletics Director.
3. Works with the Development Office to enlist support of alumni and university friends for their contributions and/or services to the Department.
4. Establishes and maintains a good working relationship with Athletics Department personnel.
I. Performs miscellaneous duties, as follows:
   1. Serves on University committees.
   2. Serves on Conference committees.
   3. Serves on National committees.
   4. Represents the football program as National meetings.
   5. Works on special projects as assigned by the Athletics Director.

J. Equipment:
   1. Coordinates inventory and ordering equipment.
   2. Supervises maintenance and upkeep of all equipment.
HEAD GOLF COACH (MEN’S & WOMEN’S)
JOB DESCRIPTION

Reports To: Athletics Director

Positions Directly supervised: Assistant Coaches

Basic Function:

Responsible for the management and administration of all phases of the golf program and team in a manner that uphold the philosophy and objectives of the Athletics Department and the University. Must ensure total compliance with guidelines of the NCAA, SWAC, and University rules, regulations, policies, procedures.

Duties and Responsibilities:

A. Performs administrative duties, as follows;

1. Supervises and assigns job duties to assistant coach(es), and graduate assistants, and evaluates their performance.

2. Hold team awareness meetings weekly.

3. Maintains team discipline and morale.

4. Make recommendations on grants-in-aid within the established scholarship allowance, (e.g., number and dollar amounts).

5. Makes policy recommendations pertaining to golf.

6. Adheres to, and enforces all policies and procedures as stated in the University, Athletics Department, SWAC and NCAA rules and regulations.

7. Works closely with, and supports the Academic Enhancement Office, relative to the academic progress of the student-athletes under supervision.

8. Works closely with Compliance Officer on eligibility status of athletes.

B. Performs budgetary duties, as follows:

1. Assists the Athletics Director in the budget preparation of the golf program managed.
2. Reviews monthly budget summary.

3. Apprizes the Business Office of all expenditures and commitments to ensure that funds are available.

4. Operates within the framework of a balanced budget.

5. Follows departmental procedures relative to purchasing and travel expenditures.

C. Performs scheduling duties, as follows:

1. Coordinates all team travel arrangements with Athletics Director and other department personnel assigned to work with team travel.

2. Coordinates scheduling with the Athletics Director.

3. Coordinates all practice schedules.

D. Performs coaching duties, as follows:

1. Attends and supervises all daily practice sessions (workout).

2. Organizes and attends all coaches’ meetings.

3. Provides coaching and coaching assignments for practices and athletic contest.

E. Performs recruiting duties, as follows:

1. Follows departmental policy and procedure for recruiting.

2. Recruits quality student-athletes in sufficient numbers to ensure the team’s performance meets NCAA, Conference and institutional goals.

3. Formulates a plan to ensure coverage of all prospective Student-Athletes on a national level. Determines a territorial recruitment plan for assistant coach(es).

4. Ensures self-understanding and compliance with all NCAA and SWAC rules and regulations pertaining to recruiting. If any doubt, seek interpretation of rules and regulations from Recruiting Coordinator, Athletics Director or Compliance Coordinator, as necessary.

5. Pass annual recruiting test.
F. Coordinates all recruiting procedures, to include:

1. Campus entertainment and visits.
2. Investigate recruiting.
4. Eligibility checks to ensure that prospective student-athletes qualify for grants-in-aid and admission by the Registrar.
5. Keeping accurate recruiting records and filing weekly reports with the Recruiting Coordinator.

G. Fulfills institutional goals, as follows:

1. Oversees the sports program directly managed in such a manner which encourage the following:
   a. Alumni support,
   b. Student support,
   c. Faculty support,
   d. Continuance of national recognition, and
   e. Generation of maximum revenue to assist the department in reaching its financial goals.
2. Schedules competitions at national level.

H. Performs public relations duties, as follows:

1. Ensures that own and assistants’ (if any) time is scheduled to include promotional obligations to outside groups.
2. Promotes athletics by attending functions and activities related to the program as designated by the Athletics Director.
3. Works with the Development Office to enlist support of alumni and university friends for their contributions and/or services to the Department.
4. Establishes and maintains a good working relationship with Athletics Department personnel.
I. Performs miscellaneous duties, as follows:
   1. Serves on University committees.
   2. Serves on Conference committees.
   3. Serves on National committees.
   4. Represents the golf program as National meetings.
   5. Works on special projects as assigned by the Athletics Director.

J. Equipment:
   1. Coordinates inventory and ordering equipment.
   2. Supervises maintenance and upkeep of all equipment.
HEAD TENNIS COACH (MEN’S & WOMEN’S)
JOB DESCRIPTION

Reports To:  Athletics Director

Positions Directly supervised:  Assistant Coaches

Basic Function:

Responsible for the management and administration of all phases of the tennis sports program and team in a manner that uphold the philosophy and objectives of the Athletics Department and the University. Must ensure total compliance with guidelines of the NCAA, SWAC, and University rules, regulations, policies, procedures.

Duties and Responsibilities:

A. Performs administrative duties, as follows;

   1. Supervises and assigns job duties to assistant coach (es), and graduate assistants, and evaluates their performance.

   2. Hold team awareness meetings weekly.

   3. Maintains team discipline and morale.

   4. Make recommendations on grants-in-aid within the established scholarship allowance, (e.g., number and dollar amounts).

   5. Makes policy recommendations pertaining to tennis.

   6. Adheres to, and enforces all policies and procedures as stated in the University, Athletics Department, SWAC and NCAA rules and regulations.

   7. Works closely with, and supports the Academic Enhancement Office, relative to the academic progress of the student-athletes under supervision.

   8. Works closely with Compliance Officer on eligibility status of athletes.

B. Performs budgetary duties, as follows:

   1. Assists the Athletics Director in the budget preparation of the tennis program managed.
2. Reviews monthly budget summary.

3. Apprizes the Business Office of all expenditures and commitments to ensure that funds are available.

4. Operates within the framework of a balanced budget.

5. Follows departmental procedures relative to purchasing and travel expenditures.

C. Performs scheduling duties, as follows:

1. Coordinates all team travel arrangements with Athletics Director and other department personnel assigned to work with team travel.

2. Coordinates scheduling with the Athletics Director.

3. Coordinates all practice schedules.

D. Performs coaching duties, as follows:

1. Attends and supervises all daily practice sessions (workout).

2. Organizes and attends all coaches’ meetings.

3. Provides coaching and coaching assignments for practices and athletic contest.

E. Performs recruiting duties, as follows:

1. Follows departmental policy and procedure for recruiting.

2. Recruits quality student-athletes in sufficient numbers to ensure the team’s performance meets NCAA, Conference and institutional goals.

3. Formulates a plan to ensure coverage of all prospective Student-Athletes on a national level. Determines a territorial recruitment plan for assistant coach (es).

4. Ensures self-understanding and compliance with all NCAA and SWAC rules and regulations pertaining to recruiting. If any doubt, seek interpretation of rules and regulations from Recruiting Coordinator, Athletics Director or Compliance Coordinator, as necessary.

5. Pass annual recruiting test.
F. Coordinates all recruiting procedures, to include:

1. Campus entertainment and visits.

2. Investigate recruiting.


4. Eligibility checks to ensure that prospective student-athletes qualify for grants-in-aid and admission by the Registrar.

5. Keeping accurate recruiting records and filing weekly reports with the Recruiting Coordinator.

G. Fulfills institutional goals, as follows:

1. Oversees the sports program directly managed in such a manner which encourage the following:
   
   a. Alumni support,
   b. Student support,
   c. Faculty support,
   d. Continuance of national recognition, and
   e. Generation of maximum revenue to assist the department in reaching its financial goals.

2. Schedules competitions at national level.

H. Performs public relations duties, as follows:

1. Ensures that own and assistants’ (if any) time is scheduled to include promotional obligations to outside groups.

2. Promotes athletics by attending functions and activities related to the program as designated by the Athletics Director.

3. Works with the Development Office to enlist support of alumni and university friends for their contributions and/or services to the Department.

4. Establishes and maintains a good working relationship with Athletics Department personnel.
I. Performs miscellaneous duties, as follows:

1. Serves on University committees.

2. Serves on Conference committees.

3. Serves on National committees.

4. Represents the tennis program as National meetings.

5. Works on special projects as assigned by the Athletics Director.

J. Equipment:

1. Coordinates inventory and ordering equipment.

2. Supervises maintenance and upkeep of all equipment.
HEAD COACH – WOMEN’S TRACK
JOB DESCRIPTION

Reports To: Athletics Director

Positions Directly supervised: Assistant Coaches
Student Assistants

Basic Function:

Responsible for the management and administration of all phases of the women’s cross-country and track and field program and team in a manner that uphold the philosophy and objectives of the Athletics Department and the University. Must ensure total compliance with guidelines of the NCAA, SWAC, and University rules, regulations, policies, procedures.

Duties and Responsibilities:

A. Performs administrative duties, as follows;

1. Supervises and assigns job duties to assistant coach (es), and graduate assistants, and evaluates their performance.

2. Hold team awareness meetings weekly.

3. Maintains team discipline and morale.

4. Make recommendations on grants-in-aid within the established scholarship allowance, (e.g., number and dollar amounts).

5. Makes policy recommendations pertaining to track.

6. Adheres to, and enforces all policies and procedures as stated in the University, Athletics Department, SWAC and NCAA rules and regulations.

7. Works closely with, and supports the Academic Enhancement Office, relative to the academic progress of the student-athletes under supervision.

8. Works closely with Compliance Officer on eligibility status of athletes.

B. Performs budgetary duties, as follows:
1. Assists the Athletics Director in the budget preparation of the track program managed.

2. Reviews monthly budget summary.

3. Apprizes the Business Office of all expenditures and commitments to ensure that funds are available.

4. Operates within the framework of a balanced budget.

5. Follows departmental procedures relative to purchasing and travel expenditures.

C. Performs scheduling duties, as follows:

1. Coordinates all team travel arrangements with Athletics Director and other department personnel assigned to work with team travel.

2. Coordinates scheduling with the Athletics Director.

3. Coordinates all practice schedules.

D. Performs coaching duties, as follows:

1. Attends and supervises all daily practice sessions (workout).

2. Organizes and attends all coaches’ meetings.

3. Provides coaching and coaching assignments for practices and athletic contest.

E. Performs recruiting duties, as follows:

1. Follows departmental policy and procedure for recruiting.

2. Recruits quality student-athletes in sufficient numbers to ensure the team’s performance meets NCAA, Conference and institutional goals.

3. Formulates a plan to ensure coverage of all prospective Student-Athletes on a national level. Determines a territorial recruitment plan for assistant coach (es).

4. Ensures self-understanding and compliance with all NCAA and SWAC rules and regulations pertaining to recruiting. If any doubt, seek interpretation of rules and regulations from Recruiting Coordinator, Athletics Director or Compliance Coordinator, as necessary.
5. Pass annual recruiting test.

F. Coordinates all recruiting procedures, to include:

1. Campus entertainment and visits.
2. Investigate recruiting.
4. Eligibility checks to ensure that prospective student-athletes qualify for grants-in-aid and admission by the Registrar.
5. Keeping accurate recruiting records and filing weekly reports with the Recruiting Coordinator.

G. Fulfills institutional goals, as follows:

1. Oversees the sports program directly managed in such a manner which encourage the following:
   a. Alumni support,
   b. Student support,
   c. Faculty support,
   d. Continuance of national recognition, and
   e. Generation of maximum revenue to assist the department in reaching its financial goals.
2. Schedules competitions at national level.

H. Performs public relations duties, as follows:

1. Ensures that own and assistants’ (if any) time is scheduled to include promotional obligations to outside groups.
2. Promotes athletics by attending functions and activities related to the program as designated by the Athletics Director.
3. Works with the Development Office to enlist support of alumni and university friends for their contributions and/or services to the Department.
4. Establishes and maintains a good working relationship with Athletics Department personnel.
I. Performs miscellaneous duties, as follows:

1. Serves on University committees.
2. Serves on Conference committees.
3. Serves on National committees.
4. Represents the track program as National meetings.
5. Works on special projects as assigned by the Athletics Director.

J. Equipment:

1. Coordinates inventory and ordering equipment.
2. Supervises maintenance and upkeep of all equipment.
HEAD COACH – MEN’S TRACK
JOB DESCRIPTION

Reports To: Athletics Director

Positions Directly supervised: Assistant Men’s Track Coach
Graduate Assistant
Student Manager

Basic Function:

Responsible for the management and administration of all phases of the men’s cross-country and track and field program and team in a manner that uphold the philosophy and objectives of the Athletics Department and the University. Must ensure total compliance with guidelines of the NCAA, SWAC, and University rules, regulations, policies, procedures.

Duties and Responsibilities:

A. Performs administrative duties, as follows;

1. Supervises and assigns job duties to assistant coach (es), and graduate assistants, and evaluates their performance.

2. Hold team awareness meetings weekly.

3. Maintains team discipline and morale.

4. Make recommendations on grants-in-aid within the established scholarship allowance, (e.g., number and dollar amounts).

5. Makes policy recommendations pertaining to track.

6. Adheres to, and enforces all policies and procedures as stated in the University, Athletics Department, SWAC and NCAA rules and regulations.

7. Works closely with, and supports the Academic Enhancement Office, relative to the academic progress of the student-athletes under supervision.

8. Works closely with Compliance Officer on eligibility status of athletes.

B. Performs budgetary duties, as follows:
1. Assists the Athletics Director in the budget preparation of the track program managed.

2. Reviews monthly budget summary.

3. Apprizes the Business Office of all expenditures and commitments to ensure that funds are available.

4. Operates within the framework of a balanced budget.

5. Follows departmental procedures relative to purchasing and travel expenditures.

C. Performs scheduling duties, as follows:

1. Coordinates all team travel arrangements with Athletics Director and other department personnel assigned to work with team travel.

2. Coordinates scheduling with the Athletics Director.

3. Coordinates all practice schedules.

D. Performs coaching duties, as follows:

1. Attends and supervises all daily practice sessions (workout).

2. Organizes and attends all coaches’ meetings.

3. Provides coaching and coaching assignments for practices and athletic contest.

E. Performs recruiting duties, as follows:

1. Follows departmental policy and procedure for recruiting.

2. Recruits quality student-athletes in sufficient numbers to ensure the team’s performance meets NCAA, Conference and institutional goals.

3. Formulates a plan to ensure coverage of all prospective Student-Athletes on a national level. Determines a territorial recruitment plan for assistant coach (es).

4. Ensures self-understanding and compliance with all NCAA and SWAC rules and regulations pertaining to recruiting. If any doubt, seek interpretation of rules and regulations from Recruiting Coordinator, Athletics Director or Compliance Coordinator, as necessary.
5. Pass annual recruiting test.

F. Coordinates all recruiting procedures, to include:

1. Campus entertainment and visits.
2. Investigate recruiting.
4. Eligibility checks to ensure that prospective student-athletes qualify for grants-in-aid and admission by the Registrar.
5. Keeping accurate recruiting records and filing weekly reports with the Recruiting Coordinator.

G. Fulfills institutional goals, as follows:

1. Oversees the sports program directly managed in such a manner which encourage the following:
   a. Alumni support,
   b. Student support,
   c. Faculty support,
   d. Continuance of national recognition, and
   e. Generation of maximum revenue to assist the department in reaching its financial goals.

2. Schedules competitions at national level.

H. Performs public relations duties, as follows:

1. Ensures that own and assistants’ (if any) time is scheduled to include promotional obligations to outside groups.
2. Promotes athletics by attending functions and activities related to the program as designated by the Athletics Director.
3. Works with the Development Office to enlist support of alumni and university friends for their contributions and/or services to the Department.
4. Establishes and maintains a good working relationship with Athletics Department personnel.
I. Performs miscellaneous duties, as follows:

1. Serves on University committees.
2. Serves on Conference committees.
3. Serves on National committees.
4. Represents the track program as National meetings.
5. Works on special projects as assigned by the Athletics Director.

J. Equipment:

1. Coordinates inventory and ordering equipment.
2. Supervises maintenance and upkeep of all equipment.
HEAD SOFTBALL COACH
JOB DESCRIPTION

Reports To: Athletics Director

Positions Directly supervised: Assistant Coach (es)

Basic Function:

Responsible for the management and administration of all phases of the softball program and team in a manner that uphold the philosophy and objectives of the Athletics Department and the University. Must ensure total compliance with guidelines of the NCAA, SWAC, and University rules, regulations, policies, procedures.

Duties and Responsibilities:

A. Performs administrative duties, as follows;
   1. Supervises and assigns job duties to assistant coach (es), and graduate assistants, and evaluates their performance.
   2. Hold team awareness meetings weekly.
   3. Maintains team discipline and morale.
   4. Make recommendations on grants-in-aid within the established scholarship allowance, (e.g., number and dollar amounts).
   5. Makes policy recommendations pertaining to softball.
   6. Adheres to, and enforces all policies and procedures as stated in the University, Athletics Department, SWAC and NCAA rules and regulations.
   7. Works closely with, and supports the Academic Enhancement Office, relative to the academic progress of the student-athletes under supervision.
   8. Works closely with Compliance Officer on eligibility status of athletes.

B. Performs budgetary duties, as follows:
   1. Assists the Athletics Director in the budget preparation of the softball program managed.
2. Reviews monthly budget summary.

3. Apprizes the Business Office of all expenditures and commitments to ensure that funds are available.

4. Operates within the framework of a balanced budget.

5. Follows departmental procedures relative to purchasing and travel expenditures.

C. Performs scheduling duties, as follows:

   1. Coordinates all team travel arrangements with Athletics Director and other department personnel assigned to work with team travel.

   2. Coordinates scheduling with the Athletics Director.

   3. Coordinates all practice schedules.

D. Performs coaching duties, as follows:

   1. Attends and supervises all daily practice sessions (workout).

   2. Organizes and attends all coaches’ meetings.

   3. Provides coaching and coaching assignments for practices and athletic contest.

E. Performs recruiting duties, as follows:

   1. Follows departmental policy and procedure for recruiting.

   2. Recruits quality student-athletes in sufficient numbers to ensure the team’s performance meets NCAA, Conference and institutional goals.

   3. Formulates a plan to ensure coverage of all prospective Student-Athletes on a national level. Determines a territorial recruitment plan for assistant coach(es).

   4. Ensures self-understanding and compliance with all NCAA and SWAC rules and regulations pertaining to recruiting. If any doubt, seek interpretation of rules and regulations from Recruiting Coordinator, Athletics Director or Compliance Coordinator, as necessary.

   5. Pass annual recruiting test.
F. Coordinates all recruiting procedures, to include:

1. Campus entertainment and visits.

2. Investigate recruiting.


4. Eligibility checks to ensure that prospective student-athletes qualify for grants-in-aid and admission by the Registrar.

5. Keeping accurate recruiting records and filing weekly reports with the Recruiting Coordinator.

G. Fulfills institutional goals, as follows:

1. Oversees the sports program directly managed in such a manner which encourage the following:
   a. Alumni support,
   b. Student support,
   c. Faculty support,
   d. Continuance of national recognition, and
   e. Generation of maximum revenue to assist the department in reaching its financial goals.

2. Schedules competitions at national level.

H. Performs public relations duties, as follows:

1. Ensures that own and assistants’ (if any) time is scheduled to include promotional obligations to outside groups.

2. Promotes athletics by attending functions and activities related to the program as designated by the Athletics Director.

3. Works with the Development Office to enlist support of alumni and university friends for their contributions and/or services to the Department.

4. Establishes and maintains a good working relationship with Athletics Department personnel.
I. Performs miscellaneous duties, as follows:
   1. Serves on University committees.
   2. Serves on Conference committees.
   3. Serves on National committees.
   4. Represents the softball program as National meetings.
   5. Works on special projects as assigned by the Athletics Director.

J. Equipment:
   1. Coordinates inventory and ordering equipment.
   2. Supervises maintenance and upkeep of all equipment.
HEAD BOWLING COACH
JOB DESCRIPTION

Reports To: Athletics Director

Positions Directly supervised: Assistant Coach (es)

Basic Function:

Responsible for the management and administration of all phases of the bowling program and team in a manner that uphold the philosophy and objectives of the Athletics Department and the University. Must ensure total compliance with guidelines of the NCAA, SWAC, and University rules, regulations, policies, procedures.

Duties and Responsibilities:

A. Performs administrative duties, as follows;

1. Supervises and assigns job duties to assistant coach (es), and graduate assistants, and evaluates their performance.

2. Hold team awareness meetings weekly.

3. Maintains team discipline and morale.

4. Make recommendations on grants-in-aid within the established scholarship allowance, (e.g., number and dollar amounts).

5. Makes policy recommendations pertaining to bowling.

6. Adheres to, and enforces all policies and procedures as stated in the University, Athletics Department, SWAC and NCAA rules and regulations.

7. Works closely with, and supports the Academic Enhancement Office, relative to the academic progress of the student-athletes under supervision.

8. Works closely with Compliance Officer on eligibility status of athletes.

B. Performs budgetary duties, as follows:

1. Assists the Athletics Director in the budget preparation of the bowling program managed.
2. Reviews monthly budget summary.

3. Apprizes the Business Office of all expenditures and commitments to ensure that funds are available.

4. Operates within the framework of a balanced budget.

5. Follows departmental procedures relative to purchasing and travel expenditures.

C. Performs scheduling duties, as follows:

1. Coordinates all team travel arrangements with Athletics Director and other department personnel assigned to work with team travel.

2. Coordinates scheduling with the Athletics Director.

3. Coordinates all practice schedules.

D. Performs coaching duties, as follows:

1. Attends and supervises all daily practice sessions (workout).

2. Organizes and attends all coaches’ meetings.

3. Provides coaching and coaching assignments for practices and athletic contest.

E. Performs recruiting duties, as follows:

1. Follows departmental policy and procedure for recruiting.

2. Recruits quality student-athletes in sufficient numbers to ensure the team’s performance meets NCAA, Conference and institutional goals.

3. Formulates a plan to ensure coverage of all prospective Student-Athletes on a national level. Determines a territorial recruitment plan for assistant coach (es).

4. Ensures self-understanding and compliance with all NCAA and SWAC rules and regulations pertaining to recruiting. If any doubt, seek interpretation of rules and regulations from Recruiting Coordinator, Athletics Director or Compliance Coordinator, as necessary.

5. Pass annual recruiting test.
F. Coordinates all recruiting procedures, to include:
   1. Campus entertainment and visits.
   2. Investigate recruiting.
   4. Eligibility checks to ensure that prospective student-athletes qualify for grants-in-aid and admission by the Registrar.
   5. Keeping accurate recruiting records and filing weekly reports with the Recruiting Coordinator.

G. Fulfills institutional goals, as follows:
   1. Oversees the sports program directly managed in such a manner which encourage the following:
      a. Alumni support,
      b. Student support,
      c. Faculty support,
      d. Continuance of national recognition, and
      e. Generation of maximum revenue to assist the department in reaching its financial goals.
   2. Schedules competitions at national level.

H. Performs public relations duties, as follows:
   1. Ensures that own and assistants’ (if any) time is scheduled to include promotional obligations to outside groups.
   2. Promotes athletics by attending functions and activities related to the program as designated by the Athletics Director.
   3. Works with the Development Office to enlist support of alumni and university friends for their contributions and/or services to the Department.
   4. Establishes and maintains a good working relationship with Athletics Department personnel.
I. Performs miscellaneous duties, as follows:

1. Serves on University committees.

2. Serves on Conference committees.

3. Serves on National committees.

4. Represents the bowling program as National meetings.

5. Works on special projects as assigned by the Athletics Director.

J. Equipment:

1. Coordinates inventory and ordering equipment.

2. Supervises maintenance and upkeep of all equipment.
HEAD VOLLEYBALL COACH
JOB DESCRIPTION

Reports To: Athletics Director

Positions Directly supervised: Assistant Coaches
Graduate Assistants

Basic Function:

Responsible for the management and administration of all phases of the volleyball program and team in a manner that uphold the philosophy and objectives of the Athletics Department and the University. Must ensure total compliance with guidelines of the NCAA, SWAC, and University rules, regulations, policies, procedures.

Duties and Responsibilities:

A. Performs administrative duties, as follows;

1. Supervises and assigns job duties to assistant coach(es), and graduate assistants, and evaluates their performance.

2. Hold team awareness meetings weekly.

3. Maintains team discipline and morale.

4. Make recommendations on grants-in-aid within the established scholarship allowance, (e.g., number and dollar amounts).

5. Makes policy recommendations pertaining to volleyball.

6. Adheres to, and enforces all policies and procedures as stated in the University, Athletics Department, SWAC and NCAA rules and regulations.

7. Works closely with, and supports the Academic Enhancement Office, relative to the academic progress of the student-athletes under supervision.

8. Works closely with Compliance Officer on eligibility status of athletes.

B. Performs budgetary duties, as follows:
1. Assists the Athletics Director in the budget preparation of the volleyball program managed.

2. Reviews monthly budget summary.

3. Apprizes the Business Office of all expenditures and commitments to ensure that funds are available.

4. Operates within the framework of a balanced budget.

5. Follows departmental procedures relative to purchasing and travel expenditures.

C. Performs scheduling duties, as follows:

   1. Coordinates all team travel arrangements with Athletics Director and other department personnel assigned to work with team travel.

   2. Coordinates scheduling with the Athletics Director.

   3. Coordinates all practice schedules.

D. Performs coaching duties, as follows:

   1. Attends and supervises all daily practice sessions (workout).

   2. Organizes and attends all coaches’ meetings.

   3. Provides coaching and coaching assignments for practices and athletic contest.

E. Performs recruiting duties, as follows:

   1. Follows departmental policy and procedure for recruiting.

   2. Recruits quality student-athletes in sufficient numbers to ensure the team’s performance meets NCAA, Conference and institutional goals.

   3. Formulates a plan to ensure coverage of all prospective Student-Athletes on a national level. Determines a territorial recruitment plan for assistant coach (es).

   4. Ensures self-understanding and compliance with all NCAA and SWAC rules and regulations pertaining to recruiting. If any doubt, seek interpretation of rules and regulations from Recruiting Coordinator, Athletics Director or Compliance Coordinator, as necessary.
5. Pass annual recruiting test.

F. Coordinates all recruiting procedures, to include:
   1. Campus entertainment and visits.
   2. Investigate recruiting.
   4. Eligibility checks to ensure that prospective student-athletes qualify for grants-in-aid and admission by the Registrar.
   5. Keeping accurate recruiting records and filing weekly reports with the Recruiting Coordinator.

G. Fulfills institutional goals, as follows:
   1. Oversees the sports program directly managed in such a manner which encourage the following:
      a. Alumni support,
      b. Student support,
      c. Faculty support,
      d. Continuance of national recognition, and
      e. Generation of maximum revenue to assist the department in reaching its financial goals.
   2. Schedules competitions at national level.

H. Performs public relations duties, as follows:
   1. Ensures that own and assistants’ (if any) time is scheduled to include promotional obligations to outside groups.
   2. Promotes athletics by attending functions and activities related to the program as designated by the Athletics Director.
   3. Works with the Development Office to enlist support of alumni and university friends for their contributions and/or services to the Department.
   4. Establishes and maintains a good working relationship with Athletics Department personnel.
I. Performs miscellaneous duties, as follows:

1. Serves on University committees.
2. Serves on Conference committees.
3. Serves on National committees.
4. Represents the volleyball program as National meetings.
5. Works on special projects as assigned by the Athletics Director.

J. Equipment:

1. Coordinates inventory and ordering equipment.
2. Supervises maintenance and upkeep of all equipment.
HEAD WOMEN’S SOCCER COACH
JOB DESCRIPTION

Reports To: Athletics Director

Positions Directly supervised: Assistant Coaches
Graduate Assistants
Student Assistants

Basic Function:

Responsible for the management and administration of all phases of the soccer program and team in a manner that uphold the philosophy and objectives of the Athletics Department and the University. Must ensure total compliance with guidelines of the NCAA, SWAC, and University rules, regulations, policies, procedures.

Duties and Responsibilities:

A. Performs administrative duties, as follows;

1. Supervises and assigns job duties to assistant coach (es), and graduate assistants, and evaluates their performance.

2. Hold team awareness meetings weekly.

3. Maintains team discipline and morale.

4. Make recommendations on grants-in-aid within the established scholarship allowance, (e.g., number and dollar amounts).

5. Makes policy recommendations pertaining to soccer.

6. Adheres to, and enforces all policies and procedures as stated in the University, Athletics Department, SWAC and NCAA rules and regulations.

7. Works closely with, and supports the Academic Enhancement Office, relative to the academic progress of the student-athletes under supervision.

8. Works closely with Compliance Officer on eligibility status of athletes.

B. Performs budgetary duties, as follows:
1. Assists the Athletics Director in the budget preparation of the soccer program managed.

2. Reviews monthly budget summary.

3. Apprizes the Business Office of all expenditures and commitments to ensure that funds are available.

4. Operates within the framework of a balanced budget.

5. Follows departmental procedures relative to purchasing and travel expenditures.

C. Performs scheduling duties, as follows:

   1. Coordinates all team travel arrangements with Athletics Director and other department personnel assigned to work with team travel.

   2. Coordinates scheduling with the Athletics Director.

   3. Coordinates all practice schedules.

D. Performs coaching duties, as follows:

   1. Attends and supervises all daily practice sessions (workout).

   2. Organizes and attends all coaches’ meetings.

   3. Provides coaching and coaching assignments for practices and athletic contest.

E. Performs recruiting duties, as follows:

   1. Follows departmental policy and procedure for recruiting.

   2. Recruits quality student-athletes in sufficient numbers to ensure the team’s performance meets NCAA, Conference and institutional goals.

   3. Formulates a plan to ensure coverage of all prospective Student-Athletes on a national level. Determines a territorial recruitment plan for assistant coach (es).

   4. Ensures self-understanding and compliance with all NCAA and SWAC rules and regulations pertaining to recruiting. If any doubt, seek interpretation of rules and regulations from Recruiting Coordinator, Athletics Director or Compliance Coordinator, as necessary.
5. Pass annual recruiting test.

F. Coordinates all recruiting procedures, to include:

1. Campus entertainment and visits.

2. Investigate recruiting.


4. Eligibility checks to ensure that prospective student-athletes qualify for grants-in-aid and admission by the Registrar.

5. Keeping accurate recruiting records and filing weekly reports with the Recruiting Coordinator.

G. Fulfills institutional goals, as follows:

1. Oversees the sports program directly managed in such a manner which encourage the following:

   a. Alumni support,
   b. Student support,
   c. Faculty support,
   d. Continuance of national recognition, and
   e. Generation of maximum revenue to assist the department in reaching its financial goals.

2. Schedules competitions at national level.

H. Performs public relations duties, as follows:

1. Ensures that own and assistants’ (if any) time is scheduled to include promotional obligations to outside groups.

2. Promotes athletics by attending functions and activities related to the program as designated by the Athletics Director.

3. Works with the Development Office to enlist support of alumni and university friends for their contributions and/or services to the Department.

4. Establishes and maintains a good working relationship with Athletics Department personnel.
I. Performs miscellaneous duties, as follows:
   
   3. Serves on University committees.
   
   4. Serves on Conference committees.
   
   5. Serves on National committees.
   
   6. Represents the soccer program as National meetings.
   
   7. Works on special projects as assigned by the Athletics Director.

J. Equipment:

   1. Coordinates inventory and ordering equipment.
   
   2. Supervises maintenance and upkeep of all equipment.
ASSISTANT COACH
JOB DESCRIPTION

Reports To:  Head Coach

Basic Function:

Responsible for assisting the Head Coach in the management and administration of the sport program and team. Must ensure total compliance with guidelines of the NCAA, SWAC, and University rules, regulations, policies, procedures.

Duties and Responsibilities:

A. Performs administrative duties as follows:

1. Adheres to all policies and regulations of the Athletics Department.
2. Adheres to all rules and regulations of the University, SWAC and NCAA.
3. Assists the Head Coach and Academic Enhancement Officer in overseeing the academic progress or student-athletes.

B. Accepts budgetary responsibilities, as follows:

1. Adheres to expense report and purchasing guidelines established by the Business Office.
2. Exercises reasonable judgment in selecting hotels and restaurants.

C. Performs coaching duties, as follows:

1. Follow departmental policy and procedures for recruiting.
2. Recruits in areas assigned by the Head Coach.
3. Assists the Head Coach with on-campus visits, as directed.
4. Ensures self-understanding and compliance with all NCAA and SWAC rules and regulations pertaining to recruiting. If any doubt, seek interpretation or rules and regulations from the Head Coach, Recruiting Coordinator, Assistant Athletics Director for Administration, or compliance Coordinator, as necessary.
5. Pass annual recruiting test.
E. Performs public relations duties, as follows:

3. Establishes and maintains a good working and professional relationship with all Athletics Department personnel.

4. Establishes and maintains good relations with alumni, ex-students, and friends.

F. Performs miscellaneous duties, as follows:

1. Represents the Head Coach at meetings and other events, as requested by the Head Coach.

2. Assists in any projects assigned by the Head Coach.

3. Assists the Head Coach with University activities, as requested.

4. Assists the Head Coach with Conference activities, as requested.

5. Assists with special projects as assigned by the Athletics Director.
Prairie View A&M University
Student-Athlete Exit Interview Form