

COACHES HANDBOOK



Department of Intercollegiate Athletics
2011 - 2012

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University of Mobile Philosophy and Mission Statement

University of Mobile Philosophy Statement

The University of Mobile exists to change the world through its students who are prepared academically, responsible socially, and developing spiritually. Thus, the intent of the University is reflected in the following phrase "changing lives to change the world."

University of Mobile Mission Statement

The University of Mobile is a Christian institution of liberal arts and sciences affiliated with the Alabama Baptist State Convention and is committed to providing educational programs of the highest quality to its students. Its primary emphasis is establishing and maintaining a tradition of excellence in undergraduate studies as well as in professional, graduate, continuing education, and specialized degree-granting programs.

Whereas research is encouraged, all educational programs of the University are student-oriented, designed for the intellectual, spiritual, cultural, and personal growth of students in their search for meaningful careers and in their future lives as responsible, informed members of a global society. As a Christian institution, the University of Mobile explicitly seeks to combine critical pursuit of knowledge with cultivation of religious awareness and to unite academic excellence with dedication to service at the local, state, national, and international levels.

Athletic Department Mission Statement

The mission of the athletic department is to provide programs of distinction, thereby affording students an opportunity to receive a quality Christian education and to compete in athletics at the intercollegiate level. In response to this commitment, the athletic department has adopted the following goals that serve as the standards for all intercollegiate athletic programs sponsored by the University of Mobile:

Athletic Department Goals

1. Guide student-athletes to be responsible socially, understanding that their athletic talent is a gift to be shared with those who are physically, economically and socially less advantaged.
2. The athletic program will serve as a recruitment and retention tool for the undergraduate program and achieve annual goals for student enrollment and housing, as set forth by the Athletic Director.
3. The athletic department will comply with all rules and regulations as set forth by the National Association of Intercollegiate Athletics (NAIA) and the Southern States Athletic Conference (SSAC).
4. The athletic department will provide opportunities for spiritual development for student-athletes, which include but are not limited to pre-game prayers, prayer groups, team attendance at church and encouragement to join the Fellowship of Christian Athletes.
5. The graduation rate for student-athletes will equal or exceed the graduation rate for undergraduates at the University of Mobile.
6. Sports Marketing and Media Relations initiatives will heighten awareness of athletic department activities on campus and promote name recognition of the University in the greater Mobile metropolitan area and beyond.
7. The Athletics Advisory Council, consisting of faculty and staff, will provide input and serve as a recommending body for the athletic program. The Director of Intercollegiate Athletics serves as an ex-officio member.
8. The day-to-day operation and conduct of the athletic department will be the responsibility of the Director of Intercollegiate Athletics who reports to the Vice President Enrollment Management.
9. Funding for operations, scholarships, staffing and facilities will be allocated according to the Tier System approved by the University administration.
10. The athletic department will strive to comply with Title IX regulations by following the athletic department's long-range Gender Equity Plan.
11. All external funds that are raised will be deposited in University Ram Club accounts. All income and expenditures are subject to regular auditing.
12. The intercollegiate athletics program will be evaluated regularly and systematically.
13. The awarding of athletic aid will be done in conjunction with the Office of Financial Aid.

14. Coaches will guide and follow the academic progress of their respective student-athletes.
Coaches will also monitor class attendance and institute study halls for those in need.
15. The recruitment of student-athletes will be done in conjunction with the Office of Admissions and in compliance with rules and regulations as set forth by the NAIA.

Expectations of Athletic Staff Members

1. Support and uphold the University's *Mission Statement*.
2. Live your life in such a way that you are always a positive role model, e.g., lead by example, have high integrity and moral character.
3. Schedule time to focus on your personal character and spiritual growth and development.
4. Look for ways to build character and spiritual growth and development in your athletes.
5. Be involved and supportive of other departments and activities on campus.
6. Be an ambassador in the community for your program and for UM.
7. Be fiscally conservative and don't go over budget unless money is already raised and deposited in your Ram Club that will cover any unbudgeted expenditure.
8. Treat all salary and budget information as highly confidential.
9. Have fun and enjoy your work!

NAIA Coaches Code

- I believe in the power of athletics as a program for the training of youth for a strong and efficient democracy.
- I believe in athletics for the building of good character and personality.
- I believe in athletics as a significant part of a sound educational program.
- I believe in athletics as a constructive force in the lives of millions of sports followers throughout our nation. Therefore, I will hold sportsmanship and fair play high above all other values to be gained through sports participation.
- I consider the privilege of guiding youth through participation in sports as a sacred trust and not merely a means of livelihood.
- I will always keep the best interests of each student-athlete as my aim. I shall never be guilty of enhancing my professional progress by the use of a student's skill for my benefit.
- I will ever keep before the students under my direction the high ideals, honesty, sincerity, and integrity which have made our nation great. I will not encourage, or ever tolerate, any form of trickery or evasion of rules in order to gain an advantage over an opponent.
- I will do all in my power to instill in those under my direction a tolerance for all races and creeds, and I will stand out against intolerance wherever it may occur.
- I will strive to instill in every youth great purposes and aims in living and will use the desire to play not as an end, but as a training ground for the student's highest development.
- I will strive to teach each student to be humble in victory and gracious in defeat, to be above bragging or using alibis, and shall help develop inner strength and poise.
- I will use only fair and honest means in my desire for personal achievement and shall count the goodwill of my peers far above any achievement unfairly gained.
- I will not sacrifice the values to be gained through a wholesome enjoyment of challenging sports activity for institutional pride or commercial ends.
- I will use only fair and honest means of securing talent for athletic teams and never stoop to trickery or insincere promises in influencing students in the selection of their educational experience.

- I will encourage each student to avail himself/herself of the best experience to be gained in a well-rounded education and to progress normally toward graduation. I will never encourage participation in athletics as an end in itself.
- I will help each student under my guidance toward the development of honest habits of work and pride in work well done and I shall not practice or allow evasion in any obligation surrounding the athletics program.

Personnel Policies

Profanity Guidelines Policy

Coaches employed by the University of Mobile are expected to perform their duties as professional and Christian role models. For this reason, coaches are strictly prohibited from using sexually connotative language or from taking God's name in vain. Disregard of this policy will result in disciplinary action or the employee's discharge. Furthermore, coaches are strongly discouraged from expressing their emotions through profane language (four-letter expletives.) Consistent disregard for this request will result in disciplinary action or discharge.

Consumption of Alcohol Policy

Coaches and athletic staff are prohibited from consuming alcohol while functioning in any job-related activity, including but not limited to traveling and staying with teams and during recruiting trips.

Sexual Harassment Policy

The University maintains an official Sexual Harassment Policy, which is located in the *University of Mobile Employee Handbook*. While all employees are required to read the specifics of the entire *University of Mobile Employee Handbook*, the policy generally states that verbal or physical conduct of a sexual nature, requests or pressure for sexual favors that may have an effect on the student's scholarship, competitive opportunities or employment, or displaying sexually suggestive pictures or objects are strictly prohibited. Violation of this policy mandates immediate termination of employment.

Student-Athlete Eligibility

I. Certification of Eligibility

The following forms must be completed and postmarked before the first scrimmage or contest:

NAIA Certificate of Clearance signed by:

All eligible student-athletes

Athletic Director (AD) or Faculty Athletic Representative (FAR)

NAIA Official Eligibility Certificate signed in order by:

Head Coach of sport

AD

Registrar

FAR

NAIA Transfer Eligibility Statement signed by:

Student-athlete

FAR

Eligibility Certificate for Entering Freshmen signed by:

Registrar

FAR

- II. Coaches will submit to the Athletic Secretary, a preliminary roster four weeks in advance of the first date of competition. The preliminary roster may be hand-written on the NAIA Eligibility form or preferably e-mailed to the Athletic Secretary. Coaches are responsible for completing columns 1, 2 and 9. The Athletic Secretary will forward the information to the Registrar. Subsequent additions should be added to the roster a minimum of 5 days prior to the first date of competition and should also be submitted to the Athletic Secretary who will forward the information to the Registrar.
- III. Questions about eligibility should first be directed in the following order: AD, FAR, Conference Eligibility Chair, NAIA national office.
- IV. Eligibility Files. Once the paperwork is completed, a copy of each item will be given to each head coach and to the AD. The Secretary will fax and mail the paperwork to the Conference Commissioner. The AD is the custodian of all current and previous years' eligibility files.

Scheduling

Scheduling of all games and practices is the responsibility of each head coach in conjunction with the SSAC. Schedules must be approved by the AD before contracts will be signed. Reservations for UM facilities must be made with the Athletic Secretary.

Sunday Competition

The University recognizes Sunday as a day of worship. As a result, coaches should make every effort not to schedule games on Sundays. In extenuating circumstances, such as make-up games (rain-outs) and tournaments, away games may be played on Sundays. Home games may be played on campus under the above-mentioned extenuating circumstances but may only be scheduled between 1 p.m. and 4 p.m. The AD must approve all games scheduled to be played on Sundays.

Game Contracts

After a schedule is approved, the head coach is responsible to have the contracts typed for all games. Coaches should use the official athletic department contract form.

It is the responsibility of each head coach to maintain a file of game contracts for each season. **One copy of each contract should be on file in the Athletic office.**

Game Contract Deadline

All Fall Sports	June 1
All Winter Sports	August 1
All Spring Sports	October 1

Scholarships and Financial Aid

Scholarship Budget

Each head coach will receive a specific budget for athletic scholarships and is responsible for the management of this budget. All scholarship rosters are to be submitted to Athletic Secretary. As awards are given and updates made, please forward and highlight these to the Athletic Secretary. The AD must approve and sign all scholarship awards and changes before they go to Financial Aid.

Coaches are responsible to award scholarships in accordance with all state and federal laws and NAIA regulations. See Article 2 Section B of the NAIA Rules and Regulations.

Quotas

The athletic program serves as a recruitment and retention tool for the undergraduate program. As a result, each coach has a quota of athletes that needs to be attained. Scholarship money that is not spent does not justify lost revenue, as scholarship money is used as a multiplier to bring in revenue to the institution. Failure to fulfill this quota may result in a loss of money from the team's operating budget, scholarship budget, or other penalties.

Grant-in-Aid forms

Coaches may obtain grant-in-aid forms from the Secretary. Following the AD's signature, the head coach is responsible for giving a copy to the AD and sending a copy to the Financial Aid office. Each coach should also keep a copy.

Pell Grants

Full-time student-athletes who receive a full scholarship (tuition, books, fees, room and board) are expected to contribute a minimum of two-thirds of their Pell Grant toward the direct cost of their education. One-third of their Pell Grant may be used by the student to defray indirect costs associated with their education. The remainder of the Pell Grant and any other grants shall be applied to the direct cost. Students and parents are required to complete a F.A.F.S.A. (Financial Aid Form of Estimated Family Contribution to Education).

5th Year Degree Completion Scholarship (DCS) program

Student-athletes may apply in their senior year. Funds are awarded by Financial Aid with recommendation of coach and based on academic achievement and disciplinary records.

Application Deadline for all materials: April 1st. Applicants must complete a F.A.F.S.A. (Financial Aid Form of Estimated Family Contribution to Education). . The form may be filled out on-line at <http://www.fafsa.ed.gov>, or you may obtain the form from the Financial Aid office. The F.A.F.S.A. code for UM is 001029.

Fundraising

Each coach is expected to participate in fundraising. A Ram Club account has been established for each sport. All monies received from donations, fundraisers or advertising must be deposited in the respective club. Each Ram Club is an agency account which “rolls over” from year to year. The General Ram Club exists for donations that are made to the athletic department that are not designated to a specific sport.

Ram Club Guidelines for Expenditures

1. The Athletic Director must approve and sign off on all expenditures **and transfers**.
2. Both the Athletic Director and the Vice President Enrollment Management must sign off on all expenditures **and transfers** exceeding \$250.
3. In the Athletic Department Annual Report, the Athletic Director will summarize Ram Club revenues and disbursements.

Advertising Signage

If a coach sells a sign that is displayed in another facility, the facility that displays the sign will receive 70% of the net proceeds and the coach's team from the “other” sport will receive 30% of the net proceeds. See Appendix E for Signage Rates.

Endowed Scholarships

Fundraising efforts may be directed to create an endowed scholarship. A minimum of \$10,000 is required to establish an endowment.

Deposits

If a charitable contribution is made (nothing is received by the donor in exchange for the contribution) and the donor desires a receipt for IRS documentation, the contribution must be deposited through the Advancement office. All other monies, i.e., advertising, fundraisers may be deposited with the secretary.

Game Management Policy

All home games for Baseball, Basketball, Soccer, Softball and Volleyball will have a designated Game Manager. The Game Manager is to arrive 60 minutes prior to the start time of the contest and will be responsible for setting up the ticketing procedures, meeting with the game officials and visiting coaches to convey any necessary information. At this time He/She should inform them of His/Her availability if they need to contact Him/Her during the contest. The Game Manager should enforce all NAIA/SSAC rules of conduct and sportsmanship as far as crowd control is concerned. If problems arise He/She should contact Security and the Athletic Director. The Game Manager should remain after the game until the officials and visiting team have departed.

*The Game Manager is the Head Coach or Assistant Coach, and **NOT** an adjunct, grad student or volunteer coach.*

For all multi-game events, the coach of the sport hosting the event, is the Game Manager for ALL games their team is not playing in.

Ticketing procedures: Day of game, or Friday, if a weekend game, get cash box from Athletic Secretary. On game day, set up table, sign and cash box. After game, put up table and sign and lock up cash box. Fill our Game Report form and put in cash box. Turn everything in to the Athletic Secretary next school day.

Advertising Signage Rates

Baseball Field

**Cost: (10' x 20') \$800 first year, \$400 per year for renewal
(10' x 10') \$650 first year; \$300 per year for renewal**

The UM Baseball field is the site of over 30 Rams baseball games each year, as well as many high school tournaments.

Pharr Gymnasium (Men's and Women's Basketball & Volleyball)

Cost: \$400 first year, \$400 per year for renewal

You will receive a 48" x 32" sign that will be displayed on the overhead railing in Pharr. This is a high exposure location as Pharr is the location of over 30 Rams men's and women's basketball games each year. Pharr is also the site for numerous high school basketball games, summer camps, intramurals and physical education classes. Your banner will also receive television exposure as all local television news programs cover Rams home basketball games.

"The Jungle" (Men's and Women's Soccer Field)

Cost: \$500 first year, \$250 per year for renewal

You will receive a 3' x 8' banner that will be displayed on the high fence behind one of the soccer goals. This location is the site of over 30 Rams soccer games each year, as well as the site for many clinics and camps for youth.

Softball Field

Cost: \$500 first year, \$500 per year for renewal

You will receive a 5' x 16' fence sign at our Softball Field. This location is the site of over 25 Rams softball games each year, as well as many high school and municipal league games.

Multi-Sign Discount

Two Signs	5% off
Three Signs	10% off
Four Signs	15% off

Companies that purchase signs may designate a "Company Night" at a men or women's basketball game. At "Company Night," each company will receive 50 free tickets to distribute to employees and their families and each company will receive special recognition for participating.

* Prices quoted above are for one-color.

Purchasing Procedures

All requisitions, check requests, travel advances, travel expense vouchers and any other financial paperwork *must* be approved through the Athletic office. Please plan ahead for your purchasing needs to minimize any inconvenience to your department. Also, for tax purposes, it is necessary to furnish a full name and address of the company on the requisition form. This information is also needed on check request forms before they can be processed, even if the check is to be picked up.

Unauthorized expenditures will be the responsibility of the person making the expenditure. Unauthorized expenditures will result in a payroll deduction for the employee. Repeated offenses will result in disciplinary actions.

Business Office Policies and Procedures

Purchasing

UM's Business Office requires that purchases be approved in advance through the purchase-order process. Before purchasing items, materials, or services for University use, employees must first submit a completed requisition form to their supervisors. If approved, these forms are forwarded to the Business Office for the processing of a purchase order which may be presented to the vendor for invoicing. Once approved, the PO number will be sent to the Athletic Secretary office, where you will be informed by email of the number. When invoices are turned in, please document the PO number on the invoice.

- ◆ You may not order items that are not listed on the requisition. Prices on all items are required.
- ◆ A separate purchase order number is required for each vendor.
- ◆ You may only charge expenditures to your own budget.
- ◆ Purchase orders are required for all expenditures except for recurring bills such as payments made under a contract, lease or agreement, utility bills, withdrawals from student accounts, University of Mobile business card charges, etc.
- ◆ Before payment is approved, the Business Office must match a purchase order against supporting documentation, such as the approved requisition, receiving reports, etc. If a purchase order is not obtained, the expenditures will be the responsibility of the person making the expenditure and the same sanctions stated above will apply.
- ◆ All purchase orders must be obtained from the Business Office.

Employees are not authorized to obligate the University except through the issuance of an approved purchase order. Any changes to the vendor or amount must be approved by the Accounts Payable Office prior to purchase.

Check Requests

Disbursements not normally handled through the purchase order process require check requests. The check request form, available from the Business Office, must be accompanied by documentation of the expense. Three business days are required for the processing of check requests.

Travel Advances

Employees whose positions require travel may obtain advances from the Business Office equal to their anticipated expenses. Advances require supervisor approval, and expenses must be itemized on the travel form within 30 days after the trip.

Travel Expense Vouchers

Employees who travel and need to be reimbursed for travel expenses need to fill out a Travel Expense Voucher. This form must be completely filled out and all receipts related to the travel must be attached.

- ◆ Receipts are required to support all travel expenses. This includes both charge cards and travel advances. All receipts must be detailed and show purpose of trip, who went and proof of payment.
- ◆ Any expenditure for a meal must include the names of the persons at the meal and the business purpose of the meal. Please ensure it is of benefit to the University to have a meal with a meeting. The IRS very seldom allows a deduction for a meal in which only employees are in attendance.

Credit Card

All charges made on a charge card must be documented. The University of Mobile will not be responsible for payment of charges without the appropriate documentation.

Travel Policies

Itineraries

Coaches must leave a travel roster with the athletic secretary. For overnight games, the name, address and phone number of the hotel where you are staying must be left with the athletic secretary.

Meal money

Maximum for regular season/post-season: \$21 per athlete, per day. Maximum for NAIA National Championships: \$22 per athlete, per day. Maximum for athletes that must stay on campus during Fall and Spring calendar breaks: \$15 per athlete, per day. Coaches should still try to economize and spend less, if possible. Each athlete must sign for receiving meal money and the list of signatures should accompany the Travel Expense Voucher.

Modes of Travel

Chartered busses or mini-busses are the preferred modes of travel. **A certificate of insurance must be on file from any bus company used to transport our students.** It should be for a minimum of a million dollars general liability coverage and the university needs to be an additional named insured.

Vans should not be used unless absolutely necessary. If vans are used, coaches should attempt to procure "adult" drivers (paid or volunteer) who would then be listed on the University's insurance policy. For one-day trips, vans should only be utilized for distances of 150 miles (one-way) or less. For longer distances, vans may be used if drivers stay overnight. A 15-passenger van should never have more than 10 riders. The 10 riders should sit toward the front and seat belts must be used. For liability purposes, students should not drive any vehicles.

Travel Money

Coaches should submit either a Prior Approval Travel Form for a travel advance (at least one week in advance) or submit a Travel Expense Voucher following the trip for reimbursement. All receipts and cash overages should be turned in within ten **(10) days** from the date of the trip.

Insurance Binder

Each coach will receive an *Insurance Binder* from the Head Trainer. This notebook is to be brought on each road trip.

Rental car/van insurance

If using a University credit card or a purchase order, deny additional insurance coverage. If a University credit card is not being used, additional rental car insurance should be purchased because the insurance of the University will not cover the vehicle. The *Motorized Vehicle Safety Program*, as set forth by the Office of Campus Operations, contains important information relative to operating both University and personal vehicles.

Missing Classes due to Competition

Student-athletes are expected to inform instructors as to when they will miss classes due to competition. This must be done in advance of a contest. If a contest is rescheduled due to a rain-out or if a team is playing in post-season, student-athletes are expected to also communicate this information to instructors.

If final exams need to be taken early or rescheduled, a "Request for Change in Examination Schedule" form will be distributed by the coach to his/her athletes. The student-athlete must take the form to each instructor for signature and then return the form to the Vice President Enrollment Management, who gives final approval to requests.

UNIVERSITY OF MOBILE

Athletic Training Policies and Procedures

Welcome to the University of Mobile!

This packet is a step-by-step guide for any questions concerning procedure relating to athletic training. Please read all information provided. We are more than happy to answer any questions you may have.

Athletic Training Staff:

Melissa Thomas, ATC
Head Athletic Trainer
Office: 251-442-2561
Cell: 251-604-4269

Courtney Jones, ATC
Assistant Athletic Trainer
Office: 251-442-2361
Cell: 251-586-4419

Jared Kiernicki, ATC
Graduate Assistant
Cell: 334-750-4930

Training Room Hours:

Monday through Friday	8-10	Teaching Assignments
	10-11	Administrative Duties
	11-12	Lunch – Training rm closed
	12-6	Treatments
	6-9	VB Practices
Saturday and Sunday	Dependent upon practice/game schedule	

Physicals

Pre-Participation Physicals

Each athlete is required to have a physical before the first practice and within 2 months prior to the athlete competing in their designated sport. In order for the athlete to participate in any intercollegiate activity the physical must be on file with the head athletic trainer prior to any team practice, scrimmage, or athletic event.

There will be annual physicals given at the University of Mobile prior to the start of each Fall semester. There is no fee for these physical exams. These physicals are performed by the University of Mobile's team physician Dr. Stephen Cope and other orthopedists at the Orthopaedic Group P.C.

A student may have his/her physical exam prior to arriving on the campus at his/her own expense. All transfers or incoming freshmen are encouraged to have their pre-participation physicals done at home prior to arriving at UM, but this is not required. Pre-participation forms packet is available online on the athletic training website. Physical examinations are only valid for one year from the date of service and can only be validated by an MD.

Training Room Policies and Procedures

Hours of Operation

The hours of operation for the athletic training room are designed to accommodate the many facets of our day...teaching assignments, administrative duties, and treatments for athletes. These times are also based on the volume of athletes we may see at any given time. Please understand that you are responsible for reporting any injury to the athletic training staff. You are also responsible for giving the athletic training staff sufficient time to complete your treatment. We are not responsible if you are late for practice. If a class conflicts with the treatment times special accommodations can be made on an individual and situational basis.

If You Are Sick or Injured (Outside your sports participation)

Methods of Treatment for sickness/illness: (not covered by UM)

Day Hours:

1. Athlete should contact their coach regarding sickness or illness.
2. Athlete should contact athletic trainer for information on available physicians.
3. Have the physician place in writing any limitations on activity.
4. Meet with athletic trainer and the coach to discuss the physicians' findings.

Late Night:

1. Athlete should contact resident advisor and make a decision regarding possible emergency.
2. If an emergency: Contact coach – seek treatment at Providence Hospital.
3. Meet with an athletic trainer the next day to determine course of action to be taken regarding physical activity.

If a student-athlete contracts a general illness, he/she may contact a local physician (see Recommended Local Physicians). **Neither the athletic department nor the athletic training office is responsible for any general illness expenses. Student-athletes are responsible for all general illness physician costs and medications (ie co-pays, deductibles, ...)**

If You Are Injured (While participating in your sport)

Athletic Injury due to intercollegiate play:

1. Athletes must immediately report all intercollegiate-related sports injuries to the athletic trainer who will arrange for the athlete to see a physician, if needed. All visits to a physician due to injury need to be prearranged by the athletic trainer, or in the case of an emergency, need to be reported to the athletic trainer or coach as soon as possible.
2. The student-athlete is responsible for providing each facility they are seen the correct insurance and address information regardless of the injury or sickness. Failure to do so can mean a claim will go unpaid and can jeopardize the athlete's credit. Please list the University of Mobile address as your place to bill you as I can help intercept the bills without delay.
3. The student-athlete should coordinate all claim forms and itemized bills with the head athletic trainer and bring all bills related to the injury back to the head athletic trainer where a student folder will be kept on file to chart a claims progress. Failure to bring these bills to the attention of the head athletic trainer can result in the athlete being responsible for the claim. ***The University of Mobile will not be responsible for an injury that is handled outside of these parameters. You will be responsible for any bills that you incur from a second opinion that is not properly reported to the athletic training staff.***

*** NO CARE WILL BE GIVEN, NOR BILLS COVERED BY THE UNIVERSITY OF MOBILE ATHLETIC DEPARTMENT UNLESS THE ABOVE STEPS ARE TAKEN. ***

****In the event that an athlete sees a private physician without consent from the training staff, head coach, or Athletic Director, it will become the student's responsibility to handle and pay for all medical bills for that injury.**

Pregnancy Referral and Management Guidelines

The University of Mobile's athletic department has as its primary concern the health and welfare of the student-athlete and the unborn child. Therefore, the student-athlete is required to inform the Athletic Training staff at the earliest known date of pregnancy.

Medical Costs

Medical Costs for the coverage of gynecological or obstetrics care, including pregnancy, is not covered by the University of Mobile.

Resources and Chain of Command

If a student-athlete indicates to any athletics department staff member that she may be pregnant, the Head Athletic Trainer is notified and the following procedures will take place:

1. The athlete will be removed from practice/competition and immediately referred to an OB/GYN physician of their choosing for physical examination.
2. Following the OB/GYN examination and testing, the athlete will provide the University of Mobile athletic training staff copies of all doctors notes and laboratory tests results concerning her pregnancy status. Information submitted will be used by the team physician when determining the safety of continued participation in athletic competition.

If pregnancy is confirmed through laboratory testing, the following procedures will take place:

1. The following athletics department staff members will be informed that there is a change in the athlete's medical clearance status and why:
 - a. Team Physician
 - b. Head Athletic Trainer
 - c. Staff Athletic Trainer
 - d. Athletic Director
 - e. Vice President
 - f. Head Coach

Note: Information regarding pregnancy will not be disclosed to individuals without an *Authorization to Disclose Medical Information* form signed by the student- athlete.

2. The student –athlete must provide the athletic training staff copies of all doctor’s notes, etc. which indicate whether or not continued participation in athletic is advised. A letter from the OB/GYN clearly outlining safe parameters for continued participation on doctor’s letterhead is also required.

3. The team physician will review all available information and make a decision regarding the continued participation of the student-athlete in intercollegiate activity. This decision is final and the student-athlete is required to abide by the physicians recommendations.

If it is determined that the student-athlete is permitted to continue activity, she will still be required to do the following:

1. Attend regular follow-up examinations with OB/GYN once a month (or as often as the OB/GYN determines it is necessary) to re-assess her health status.

2. Provide the athletic training staff with copies of all lab results, doctor’s notes and office notes concerning the athlete ’s medical fitness to continue participation. The athlete must understand this is a continual process that will be examined throughout the course of each visit to determine the athlete’s activity level.

Counseling

It may be necessary for the pregnant student-athlete to receive emotional support or care from a counselor or psychologist as well. If the student-athlete desires or the OB/GYN and or athletic training staff feels it is necessary, counseling may be sought on campus through the University of Mobile student services department.

Suggested Local Physicians

Orthopedists

Orthopaedic Group PC
Drs. Cope/ Barber/ Conrad
476-5050

General Practice

Northside Clinic

Dr. Valentine
675-4733

Taylor Internal Medicine
679-0205

Podiatrists /Orthotics

Dr. Johnson/ Morgan
343-5971

Gynecologists

Dr. Helen Rogers
476-2255

Dr Felicia Stella
633-3607

Urgent Care of Mobile
Dr Waters
M-F 8-8
Sa/Su 8-4

Eastern Shore Orthotics
471-0071

Physical Therapy Clinics

Encore Rehabilitation
604-2620

Saraland PT
679-0015

EENT

Premier Medical
341-3300

Dentist

Drs. Whatley & Harshberger
344-5461

Neurologists

Dr James Perrien
633-3120

Chiropractor

Dr. George Burroughs
679-1996
M/T/TH/F 7:30-12
T/TH 4-6

Dr. Phillip Shoupe
251-666-1656
MWF 8-5
T/TH 7-12

Medical Insurance Information

(To be completed by student athlete's parent or guardian)

Athlete's Name: _____ Date of Birth: _____

Athlete' Social Security #: _____ Sport: _____

A COPY OF THE FRONT AND BACK OF YOUR INSURANCE CARD(S) IS MANDATORY

(Please fill out this form entirely to avoid delays with participation in your sport)

Father's Name/Guardian: _____ Mother/Guardian: _____

Address: _____ Address: _____

Home Phone: _____ Home Phone: _____

Cell Phone: _____ Cell Phone: _____

PRIMARY INSURANCE

SECONDARY INSURANCE (If applicable)

Insurance Carrier: _____ Insurance Carrier: _____

Name of Insured: _____ Name of Insured: _____

D.O.B.: _____ D.O.B.: _____

Group/Plan #: _____ Group/Plan #: _____

Insurance Co address: _____ Insurance Co address: _____

Insurance Co Phone #: _____ Insurance Co Phone #: _____

Deductible amount _____ Deductible amount _____

Is this plan an: HMO Yes No

PPO Yes No

Is this plan an: HMO Yes No

PPO Yes No

Are there any exclusions concerning intercollegiate athletics? Yes No

Does this policy include dental insurance?

Yes No

Dental insurance Company _____

Dental Policy number _____

THE FOLLOWING AUTHORIZATION MUST BE SIGNED BEFORE WE CAN FILE A CLAIM WITH OUR ATHLETIC INSURANCE CARRIER

_____ I hereby authorize the University of Mobile Athletic Department to file a claim on my behalf for an athletic injury sustained by (dependent) while participating in intercollegiate sports at the University of Mobile under the above group medical policy. Further I agree and consent that any amount payable under this policy may be paid to the medical provider.

_____ My son/daughter is not covered under my, or their own, personal health insurance. Therefore, I authorize the University of Mobile Athletic Department to inspect or secure copies of case history, lab reports, diagnosis, x-rays, and any other information related to this claim.

Signature of Parent/Guardian

Signature of Athlete

Date Signed

A copy of your insurance card must be included on the following page

Insurance Form

All international students are required to be enrolled in the University's student insurance program. This plan can be accessed through HTH worldwide.com where a full explanation of benefits can be obtained. It is the students' responsibility to know what their insurance allows or disallows in terms of coverage.

All domestic and international student-athletes must provide proof of insurance at the time of the physical in order to participate. Information regarding insurance options can be obtained by the head athletic trainer at the time of the physical or from UM's main athletics web page.

The University of Mobile provides student athletes the following types of insurance while competing in UM sanctioned intercollegiate athletic events:

1. Basic athletic injury due to intercollegiate play (no sickness): (Excess policy)

Coverage is provided while: (a) participating in play or practice of an intercollegiate sport sponsored by the policyholder; (b) traveling directly to or from play of an intercollegiate sport, as a team or member of a group; (c) off-season physical conditioning of an intercollegiate sport. Important: This policy does not include coverage of injuries incurred in competition outside of the NAIA-sanctioned 24-week season.

2. Lifetime catastrophic insurance:

For lifetime rehabilitation, medical and dental expenses as well as limited loss of earnings coverage in the case of total disability.

This insurance is a full excess plan of benefits. This means that all bills must first be submitted to YOUR medical insurance carrier (primary insurance company) with whom the athlete may be insured, then the claim will be processed by UM's secondary insurance plan.

*** Note: This insurance does not cover general medical illnesses incurred by the student-athlete. There is a Student Health Insurance Plan that may be purchased by the student but must be obtained in addition to this policy.

Insurance Policy Changes:

The University of Mobile's Athletic Training Department must receive any changes to a health insurance policy as soon as they occur. If proper notification is not received, the University of Mobile will not be responsible for any delays in payment, collections notices, credit reports, etc. that occur. **If a cancellation of a policy occurs without proper notification, all bills incurred during that period will be the responsibility of the student-athlete and/or his/her parents(s) / guardian(s).**

Compliance with Insurance Company Requests:

It is the student-athlete's and his/her parent(s) / guardian(s) responsibility to understand the conditions that apply to their policy and comply with any request for information, etc. from the

primary insurance company. Insurance companies request information on their policy holders when injury / illness medical claims are billed. Examples are, but not limited to, accident/injury questionnaires mailed to your home asking you to answer and mail back to the insurance company and/or student enrollment verification, proving he/she is in college. Any **delinquent bills resulting in bad credit due to non-compliance with insurance company requests will be the responsibility of the student-athlete.**

*****In the event that a student-athlete and/or his/her parent(s) / guardian(s) receives payment / reimbursement directly from their insurance company for athletic related injury / illness claims, the full account balance becomes the responsibility of the student-athlete and/or his/her parent(s) / guardian(s), until payment is turned over to the provider.**

SICKLE CELL QUESTIONNAIRE

University of Mobile Athletic Training Department

Name: _____

Sport: _____

1. Have you ever been advised that you carry the Sickle Cell Trait/ or have Sickle Cell Anemia?

Yes No

2. Have you ever had a blood test done to determine if you have the Sickle Cell Trait/ Sickle Cell Anemia?

Yes No

If yes, what were the results? _____

3. Do you have a family history of the Sickle Cell Trait/ Sickle Cell Anemia?

Yes No

4. Have either of your parents tested positive for the Sickle Cell Trait/ Sickle Cell Anemia?

Yes No

If yes, which parent? _____

I, _____ Have/ Have NOT been tested for the Sickle Cell Trait/

Print Name

Circle One

Sickle Cell Anemia. I understand and assume the accompanying risk or injury involved with this disease. I or my heirs, executors, administrators or assigns release the University of Mobile, it's employees and representatives, from all claims and/ or liability whatsoever for any injuries, illnesses, or death resulting from the Sickle Cell Trait/ Sickle Cell Anemia.

Athlete's Signature

Date Signed

Parent/Guardian Signature
(If under 19 years of age)

If you have tested positive for the sickle cell trait a physician's note will need to accompany your paperwork describing any participation limitations

University of Mobile
Head Injury Instructions for Coach

Any head injury is potentially dangerous, whether the injured person loses consciousness or not.

Watch for the following signs and symptoms in injured player:

- Appears to be dazed or stunned
- Is confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even temporarily)
- Shows behavior or personality changes
- Forgets events prior to or after hit

Symptoms you may notice or athlete may bring to your attention:

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or foggy
- Concentration or memory problems

If any athlete comes to you complaining of any of these symptoms or alerting you to a possible head injury, it is your responsibility to contact the Athletic Training staff as soon as possible. If you feel the athlete's life could be in danger, immediately activate the Emergency Action Plan.

University of Mobile Head Trauma Protocol

Protocol

- All athletes will participate in pre-season IMPACT testing for concussion baseline test scores.
- Any athlete who displays any signs, symptoms, or behaviors consistent with suspected head injury must be removed from participation and must be observed by a coach or certified athletic trainer for symptoms of concussion for a minimum of 20 minutes. If a coach is the individual who removes them, the athlete should be referred to the University of Mobile Sports Medicine Staff.
- Any player that experiences a loss of consciousness due to head trauma should be referred to Emergency/Urgent care for a CT scan.
- Any player who experiences a loss of consciousness will be held from participation for a minimum of seven days, or until symptom free.
 - IMPACT testing within 48 hours of loss of consciousness.

Return to Play Criteria

- Same Day
 - All symptoms clear within 20 minutes. No loss of consciousness.
 - Clearance from Certified Athletic Trainer following a normal neurological evaluation (SAC Test)
- Return to Play after Asymptomatic
 - Day 1: Concussion Testing (BESS, IMPACT) from Certified Athletic Trainer followed by 30 Minutes of Aerobic Exercise. If IMPACT scores have not returned to approximate baseline scores, athlete will remain participating only in Aerobic Exercise.
 - Day 2: Sports Specific Non-Contact Drills with Certified Athletic Trainer. If symptoms return, athlete will participate in Aerobic Exercise the next day and continue until Sports Specific Non-Contact Drills do not cause an increase in symptoms.
 - Day 3: Full Participation in Activity with Coaches/Teammates.
- Coach observation/reporting of symptoms.

NAIA INCLEMENT WEATHER GUIDELINE

The NAIA certified athletic trainers are committed to providing the best environment for safe competition. A means of providing this environment is the development of an Inclement Weather Guideline for outdoor events. By establishing such guidelines, each member institution ensures the safety of all stud-athletes, coaches, support staff medical staff, and spectators both at home and away events within the NAIA.

The process of an effective guideline or policy involves more than determining that thunder and lightning are dangerous. The document must also be clear and concise, including (but not limited to):

- a Chain of Command
- a detailed time of evacuation
- specific safe shelter areas for each sport
- delayed time for return to play

The NAIA recommends the following guides be used when developing a written Inclement Weather Guideline or Policy for the institution:

- I. Monitor weather conditions and be ready to activate the Chain of Command
- II. When thunder or lightning is observed, suspend activities with a Flash to Bang count of 30 seconds or less (when the storm is 6 miles away).

To use the Flash to Bang count, count the seconds from the time lightning is sighted to when the clap of thunder is heard Divide this number by five to obtain how far away (in miles) the lightning is occurring (Ex: 20 second count = 4 mile distance, 25 second count =5 mile distance, etc.)

- III. Leave the athletic fields and seek SAFE shelter areas - IMMEDIATELY

SAFE shelter areas:

- enclosed buildings
- fully enclosed metal vehicles with windows up
- low ground areas (ex: bottom of a hill, clumps of bushes, etc.) as a last resort

UNSAFE shelter areas:

- open fields
- golf carts/gators
- metal bleachers (on or under them)

- umbrellas, light poles, flag poles
- tall trees
- pools of standing water

AVOID the following activities:

- showers
- telephones (except cellular)
- use of electrical outlets/machines (ex: hair dryers, computers, TV/VCR, fax)

If you feel your hair standing on end, and/or "crackling noises" - you are in lightings electric field. IMMEDIATELY assume a crouched position: arms around knees, head tucked, and only the balls of your feet touching the ground.

- IV. Resume activity 30 minutes from the last sight of lightning and sound of thunder.
- V. Activate the Emergency Action Plan if someone is struck by lightning.

A person struck by lightning Does NOT carry an electrical charge; immediately initiate the emergency action plan and begin the primary survey.

MANAGING HYDRATION

Ways to stay Hydrated:

- Drink throughout the day
- Drink 17-20oz of fluid 2-3 hours BEFORE practice
- Drink an additional 7-10oz of fluid 10-20 min prior to starting practice
- Drink 28-40oz of fluid per hour to replace sweat loss during exercise
- Drink 20oz per pound of weight loss within two hours of finishing training
- For optimal performance, drink as much sweat was lost.

Ways to stay Cool:

- Get in shape and acclimate to humidity

- Know the warning signs of dehydration and heat illness
- Don't rely on thirst to drink, it is not a good indicator of dehydration
- Favor sport drinks if possible
- Monitor body weight
- Watch urine color: the clearer the better
- Avoid caffeine
- Drink a lot of fluids during your meal time

Signs of Dehydrations and Heat Illness:

- Headache
- Dizziness or Lightheadedness
- Weakness
- Irritability
- Early Fatigue and weakness
- Nausea or vomiting
- Muscle Cramps --To avoid heat cramps, consume sodium in your diet and drink sports drinks

Signs of Heat Stroke (Life Threatening):

- Dangerously high temperature
- Confusion and disorientation
- Irrational Behavior
- Drowsiness
- Nausea

Fluids to Avoid:

- Carbonated beverages as in soda
- Fruit Juice
- Energy drinks

- Protein Supplements

Heat illnesses such as Heat Cramps, Heat Exhaustion and life-threatening Heat Stroke are very serious. You must do your part to prevent these situations, let the medical staff know how you are feeling. Be aware of your teammates. If you believe they are displaying any signs of heat illness, let the medical staff know immediately. Drink plenty of fluids before, during, and after exercise.

***Information was gathered from the Gatorade website.*

University of Mobile Athletic Emergency Action Plan

General:

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 important for the athletic department to have a developed emergency plan that identifies the role of each member of the emergency response team, emergency communication, proper equipment and specific protocol for each sporting venue.

Emergency Personnel: Certified Athletic Trainers and Coaches

Certified athletic trainers (ATC's) provide leadership in the health care of the student-athlete including the emergency management of injuries/illnesses during intercollegiate athletic participation under the direction of the team physician. Head coaches are also required to be trained and maintain certification in basic first aid, CPR with AED and prevention of disease transmission (blood borne pathogens). These individuals' roles are to assist the ATC's in the event of a medical emergency. If an athletic trainer is not present their primary role is to initiate the protocol and assist the individual by any means possible.

Immediate Care:

There shall be at least one trained individual at all practices, competitive events, conditioning and skills sessions. The minimal training is first aid, CPR and blood borne pathogens. 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 certified athletic training staff should be informed as soon as possible of any injury that occurs as a result of participating in intercollegiate athletics.

Activation of EMS

One member of the emergency care team will be directed to activate EMS.

Provide the following information:

- a. identify yourself and role in the emergency
- b. specific location
- c. name(s) and condition of individual(s)
- d. care being given

Directing EMS to the Scene

Once EMS has been summoned a call to Campus Police will serve to direct the local rescue squad to the emergency scene. Exact location on campus must be made clear to Campus Police as well as clearly stating they are to direct the ambulance to the scene.

Emergency Equipment (On campus)

Appropriate emergency equipment will be on site or readily available for retrieval from the designated area at each athletic venue for all practices and competitions. All assigned emergency care personnel

should be aware of the location and function of all emergency equipment. Supplies include:

- First aid supplies (medical bag) with breathing device (airway CPR shields)
- Blood Bourne Pathogen Supplies (small spill kit bags with gloves, mask, alcohol solution etc)
- Vacuum Splints
- Crutches
- * Automatic External Defibrillator (AED) (fully automated portable unit kept with emergency equipment)

Emergency Equipment (Off campus)

It is the responsibility of the coach that secures a game, practice, or conditioning event off campus to secure a medical kit, insurance folder for athletes, medications needed, and emergency equipment (including an AED). This also includes water and cups availability. In terms of off campus sites err on the side of caution for all activities and constantly evaluate the safety of the area and situation.

Athletic Venues and Access

Baseball Field- EMS will enter through gates and follow road down to field.

Gym- Front and Back door access

Soccer Field- Gates at west end of the field. (Gates must be unlocked if going to practice area)

Softball Field- access can be gained from right field area

Tennis Courts- access from main entrance on west side of complex

Directions to Nearby Hospitals

Spring Hill Memorial Hospital

I-65 South to Dauphin St exit

From the exit ramp take a right

The entrance to the hospital is the second light on the left

Providence Hospital

I-65 South to Airport Blvd

From exit ramp take a right and go 5-6 miles

Hospital is on the left

Mobile Infirmary Hospital

I-65 South to Springhill Ave

From exit ramp go right about 5 miles

Hospital is on the left

Athletic Training Staff

Melissa Thomas, M.A.,ATC

Courtney Jones, ATC

ATEP Liaison to Athletics

Assistant Athletic Trainer

442-2561 office

442-2361 office

604-4269 cell

586-4419 cell

One Automated External Defibrillator is located in the main athletic training room and one at all home games is made available.

Every coach undergoes CPR and AED training every April for re-certification. All cards are on file in the athletic training office.

Catastrophic Injuries

This is defined as any condition in which a student athlete's life is threatened or the student athlete risks permanent impairment. These injuries include but are not limited to: cervical spine injuries, head injuries, loss of limb, possible fractures, heat stress and cardiovascular arrest. The following procedures are to be carried out by an appropriately trained certified athletic trainer (ATC) or coach that has been trained in CPR and AED.

In the event that an ATC is not available on-site at a specific practice or event, the head coach and/or designee shall perform the duties listed below:

Steps in an Emergency

1. Immediate care of the injured or ill student athlete

a. Check ABCs, Severe Bleeding, and Levels of Consciousness

b. If any of those signs are absent; Call 911 and follow steps 2 & 3

-Open airway

-Look listen and feel for breaths

-If not breathing- Give 2 breaths; If breathing monitor until EMS arrives

- Check pulse

-If no pulse begin compressions

-CPR (if not breathing and no pulse)

-30 compressions / 2 breaths

-Rescue breathing (if not breathing but has a pulse)

-1 Breath every 5 seconds

- Continue until EMS arrives or until vital signs have returned

2. Activation of Emergency Medical System (EMS)

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 athlete(s)
- d. Give condition of injured/ill athlete(s)
- e. Give time of accident
- f. Give care being provided
- g. Give specific directions to the scene of the emergency
- h. Do not hang up until directed to do so by the EMS dispatcher
- i. Notify Campus Security at 510-4273
- j. Have a designated person notify the athletic training staff immediately

Melissa 604-4269; Courtney 586-4419.

3. Direction of EMS to Scene

- a. Open appropriate gates
- b. Designate individual to “flag down” EMS and direct to scene
- c. Scene Control: Limit scene to first aid providers and move bystanders away from area
- d. Begin Rescue Breathing / CPR if needed or necessary first aid care
- e. Inform the ATC of the mechanism, history, and any other pertinent information. The ATC conducts an evaluation and makes any necessary decisions

4. Documentation

- a. Athletic Training staff must be notified of all emergencies within the athletic department
- b. Complete an Injury/Illness Report and document all actions thoroughly

**Implementation Procedure for Drug, Alcohol
and Controlled Substances Testing Policy
For Intercollegiate Athletes**

University of Mobile

1. Each year all student-athletes must sign the then current *Drug, Alcohol and Controlled Substances Testing Policy for Intercollegiate Athletes Acknowledgment and Consent Form* (the “*Acknowledgment and Consent Form*”) before participating in intercollegiate athletics at the University of Mobile. The *Acknowledgment and Consent Form* must be signed before the student-athlete can attend any team practice or participate in any intercollegiate sporting event for that year. The failure to complete and sign the *Acknowledgment and Consent Form* will result in the student-athlete being prohibited from attending or participating in team practices and intercollegiate competitions and may result in the student-athlete losing any athletic scholarships or aid he or she may be receiving. The current version of the *Acknowledgment and Consent Form* is located on the last page of the *Student-Athlete Handbook*, and it may be amended with or without notice at the sole discretion of the University.
2. The University of Mobile’s *Drug Alcohol and Controlled Substances Policy* is clearly separate and distinct from the NCAA Program. The University of Mobile’s institutional drug-testing program may test for substances not listed on the NCAA Banned-Drug Classes List and at different cut-off levels. The University of Mobile reserves the right to test for any substance and at any cut-off level we so choose.
3. The University may conduct unannounced, random drug or alcohol tests of intercollegiate student-athletes at any time. If athletic eligibility has expired but the student-athlete continues to receive aid, he or she will still be considered a student-athlete and subject to testing. The University may also conduct suspicion-based drug or alcohol tests of student-athletes who the University reasonably suspects of using a banned substance or of the illegal or unauthorized use or abuse of alcohol.
4. During a random drug or alcohol test, one or more student-athletes from each of the teams/sport categories will be randomly selected for testing. For purposes of the preceding sentence, women’s tennis, men’s cross country, and women’s cross country will be considered one team due to the relative size of those teams. Suspicion-based tests may be administered at the same time as a random test or at any other time.
5. Each student-athlete selected for testing shall be notified in writing on or before the day of the test by being served with the *Student-Athlete Notification Form*. A student-athlete selected for testing shall read and sign the *Student-Athlete Notification Form*, and the time and date of notification shall be recorded.

6. The University may test for any banned drug or substance, for alcohol, and for any evidence of tampering with any sample or manipulating or attempting to manipulate any drug or alcohol test.

7. The presence in a student-athlete's urine of a banned substance, and/or metabolite of a banned substance, will be treated as a positive test result, except as noted herein. The presence of such a substance and/or metabolite of a substance will be determined by analysis of the student-athlete's urine and confirmed by gas chromatography/mass spectrometry.

8. Prohibited substances include, but are not limited to, any drug or substance in one or more of the following drug classes: Stimulants, Anabolic Agents, Street Drugs, Diuretics, Peptide Hormones and Analogues, Beta Blockers, Anti-Estrogens, and Beta-2 agonists. A non-exhaustive list of examples of drugs and substances in these drug classes is attached hereto as Exhibit "A". Except as otherwise provided herein no substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.

8. The current *Testing Protocol* is available at the Athletic Department and the office of the Vice President for Student Development. A copy of the testing protocol will also be provided to the student-athlete with the *Student-Athlete Notification Form* and will be available at the collection station. The *Testing Protocol* may be amended from time to time, with or without notice, at the sole discretion of the University.

9. A student-athlete's: (1) failure without justification to sign the *Student-Athlete Notification Form*; (2) failure without justification to sign the *Student-Athlete Signature Form*; (3) failure without justification to arrive at the collection station at or by the designated time; or (4) failure without justification to provide a urine specimen according to protocol shall be treated as a positive test for a Street Drug, the most severely sanctioned banned substance.

10. Sanctions.

A. Formal notice in writing of sanctions shall be sent to the student athlete against whom sanctions are being imposed.

B. A student-athlete who tests positive for any banned substance that is not in the "Street Drug" class of banned substances, or who tests positive for the unauthorized or illegal use of alcohol, will be subject to the following sanctions:

i. First Offense. A student-athlete who tests positive for the first time as a University of Mobile student-athlete will be suspended for the first available two weeks of competition in the student-athlete's respective sport. Eligibility for practice and athletic aid will be retained. The athletic director or designee shall notify the student-athlete's parent(s) or legal guardian(s) and head coach. The student-athlete will be responsible to meet with a drug education professional at his or her own expense to establish an educational program which must be submitted to the athletic director before the athlete is allowed to return to competition. In addition, the student-athlete will automatically be tested at the next random testing date and may be tested at one or more random testing dates in any year in which the student-athlete intends to participate in intercollegiate sports.

ii. Second Offense. A student-athlete who tests positive after having previously tested positive while a University of Mobile student-athlete will be suspended from the intercollegiate athletic program for the remainder of the academic year and will immediately lose all athletic aid. The athletic director or designee shall notify the athlete's parent(s) or legal guardian(s) and head coach. In addition, the student-athlete will automatically be tested at every subsequent random testing date for so long as the student-athlete intends to participate in intercollegiate sports.

iii. In addition to the above, a student-athlete found in violation of this *Policy* may be subject to further or additional disciplinary action and/or treatment as outlined in the Student Conduct section of the University of Mobile *Student Handbook*.

C. A student-athlete who tests positive for any banned substance in the "Street Drug" class of banned substances will be subject to the following sanctions (even if the substance is also within another class of banned substances):

i. First Offense. A student-athlete who tests positive for the first time while a University of Mobile student-athlete will be suspended from the intercollegiate athletic program for the remainder of the academic semester. The athletic director or designee shall notify the student-athlete's parent(s) or legal guardian(s) and head coach. Prior to any future participation in the athletic program, the student-athlete will be responsible to meet with a drug education professional at his or her own expense to establish an educational program that contains a minimum of 10 contact hours with a counseling professional which must be submitted to the athletic director for approval before the athlete is allowed to return to competition. In addition, the student-athlete will automatically be tested at the next random testing date and may be tested at one or more random testing dates in any year in which the student-athlete intends to participate in intercollegiate sports.

ii. Second Offense. A student-athlete who tests positive after having previously tested positive while a University of Mobile student-athlete will be suspended from the intercollegiate athletic program for the remainder of the academic year and will immediately lose all athletic aid. The athletic director or designee shall notify the athlete's parent(s) or legal guardian(s) and head coach. In addition, the student-athlete will automatically be tested at all future random testing dates in any year in which the student-athlete intends to participate in intercollegiate sports.

iii. In addition to the above, a student-athlete found in violation of this *Policy* may be subject to further or additional disciplinary action and/or treatment as outlined in the Student Conduct section of the University of Mobile *Student Handbook*.

11. Appeal Process. If an athlete believes the facts on which the sanction(s) were based are erroneous, or that sanction(s) should not be imposed, the athlete may file a written appeal with the athletic director within 15 days after the athlete receives formal notice of the sanctions(s). The athletic director shall have discretion to consider appeals that are filed outside of the 15-day deadline. The appeal must include any information that might change the factual findings of the imposed sanctions(s). The athletic director shall review the information submitted by the athlete

and may reconsider the factual findings and sanctions(s). The athletic director shall make the final decision regarding the appeal and will notify the athlete in writing of the decision.

12. Exceptions. The list of banned-drug classes is comprised of substances that are generally reported to be performance enhancing and/or potentially harmful to the health and safety of student-athletes. The University recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the University may allow an exception to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. Exceptions may be granted for substances included in the following classes of banned drugs: stimulants, beta blockers, diuretics and peptide hormones. Exceptions will not be granted for any substances in any other classes of banned drugs.

13. Procedure for seeking and granting exceptions:

A. Alternative, non-banned medications for the treatment of various conditions exist and should be considered before an exception is pursued.

B. A student-athlete who wants to apply for an exception must provide a written letter from the student-athlete's treating physician diagnosing and explaining the student-athlete's condition or need for the drug, the course of treatment prescribed, the medication prescribed and the dosage of the same, and an analysis of the student-athlete's ability to safely practice, train and compete in the sport(s) in which the student-athlete intends to compete. The student-athlete's medical history should also be provided.

C. This information will be considered by the Athletic Director or his or her designee who may request additional information or documentation he or she deems necessary in evaluating the request.

D. If the Athletic Director or his or her designee is satisfied of the following, he or she may grant the exception: (1) that the student-athlete has a true medical condition that requires treatment by a banned drug; (2) that a banned drug has been properly prescribed by the student-athlete's treating physician; (3) that there are no alternative, non-banned drugs that can be used by the student-athlete to treat his or her condition; (4) that the use of the banned drug in combination with practice, training or participation in the particular sport will not unreasonably endanger the student-athlete; and (5) that the banned drug prescribed by the physician is in one of the following classes of banned drugs: stimulant, beta blocker, diuretic or peptide hormone.

E. Student-athletes with one or more exceptions may still be tested. In the event that a student-athlete is tested and tests positive for only those banned substances for which the student-athlete has an exception, such positive test result will be treated as a negative test result for enforcement and disciplinary purposes. If a student-athlete who has certain exceptions tests positive for banned substances for which he or she does not have an exception or if the student-athlete fails to otherwise comply with the University's *Drug, Alcohol and Controlled Substances Testing Policy for Intercollegiate Athletes* and the *Implementation Procedure and Testing Protocol* for the same, that student-athlete will be subject to the same enforcement and disciplinary actions as if he or she had no exceptions.

F. Requests for exceptions will be reviewed by the Athletic Director whose determination will be final.

14. Additional Banned Drugs and Banned Procedures.

A. Blood Doping. The practice of blood doping (the intravenous injection of whole blood, packed red blood cells or blood substitutes) is prohibited and any evidence confirming blood doping will be cause for action consistent with that taken for a positive drug test.

B. Local Anesthetics. The University allows and permits the limited use of local anesthetics during athletic events under the following conditions:

i. That procaine, xylocaine, carbocaine or any other local anesthetic may be used, but not cocaine;

ii. That only local or topical injections can be used (i.e., intravenous injections are not permitted), and

iii. That use is medically justified only when permitting the athlete to continue the competition without potential risk to his or her health.

C. Manipulation of Urine Samples. The University bans and prohibits the use of substances and methods that alter the integrity and/or validity of urine samples provided during testing. Examples of banned methods are catheterization, urine substitution, and/or tampering or modification of renal excretion by the use of diuretics, probenecid, bromantan or related compounds, and epitestosterone administration.

D. Beta 2 Agonists. The use of beta 2 agonists is permitted by inhalation only.

E. Supplements. Some nutritional/dietary supplements contain substances banned by the University. A student-athlete is responsible for knowing the content of any supplements they are taking. Before consuming any nutritional/dietary supplement product, review the product and its label with athletic department staff. Dietary supplements are not well regulated and may cause a positive drug test result. Many dietary supplements are contaminated with banned drugs not listed on the label. For questions regarding nutritional/dietary supplements, a student-athlete can contact the National Center for Drug Free Sport Resource Exchange Center (REC) at (877) 202-0769, but the ultimate responsibility remains with the student-athlete.

15. Alcohol Policy. The University prohibits the illegal use of alcohol by its student-athletes, such as underage drinking. The University also prohibits any student-athletes from possessing, consuming, using, selling, transferring or being under the influence of alcohol on school property or school grounds, on athletic road trips, at school functions, and prior to or during athletic practices or competitions. The University further prohibits the abuse of alcohol, such as public drunkenness, by its student-athletes. A student-athlete who tests positive for alcohol may be subject to the same sanctions detailed in Section 10(B), above, if it is determined that the alcohol was consumed in an unauthorized or illegal manner under this *Policy*. The University reserves the right to treat all student-athletes who test positive for alcohol, even if their consumption of alcohol was not illegal or unauthorized under said *Policy*, in the same manner that any other student would be treated for the same offense of the *Drug and Alcohol Policy* found in the Student Handbook.

16. Record retention. The University will maintain all test results, both positive and negative, for the time the student-athlete remains enrolled at the University of Mobile. Upon the student-athlete departing the University of Mobile, all test results will be discarded.

17. Confidentiality. The University will strive to maintain the confidentiality of the results of all positive test results. Only the following persons will be notified by the University of a positive test result: the student-athlete, the Athletic Director, the Vice President for Student Development, the head coach of the student-athlete; the parent(s) or legal guardian(s) of the student-athlete, and University counselors or therapists (if any). The University of Mobile will not initiate contact with any law enforcement agency and will not disclose the results of any test conducted under these procedures to any law enforcement agency or any third party except under valid court order or subpoena.

Approved by the Board of Trustees, University of Mobile April 27, 2010.

**PLEASE READ THE FOLLOWING CONSENT FORMS CAREFULLY:
(If you are under 19 years of age, your parents or guardians must also sign)**

The basic content of each is:

- | | |
|---|---|
| A. Medical Consent: | Allows UM Athletic Trainers and Physicians to treat any injury you receive while at the University of Mobile. |
| B. Shared Responsibility for Sport Safety: | Acknowledge that there are certain inherent risks involved in participating in intercollegiate athletics and that you are willing to assume responsibility for such risks. |
| C. Release of Information | Allows UM Athletic Trainers to release information to athletic department personnel, as outlined in policies and procedures manual. |

If you should choose to refuse to sign any of these, please write “REFUSED TO SIGN” along with the date and your signature.

A. Medical Consent:

Student athlete, _____, and parent or guardian hereby grant permission to the University of Mobile team physicians and/or consulting physicians to render to the student athlete any treatment, medical or surgical care (including drug testing) that they deem reasonably necessary to the health and well-being of the student athlete.

The student athlete and parent or guardian also hereby recognize the athletic trainers at the University of Mobile, who are under the direction and guidance of the University of Mobile team physicians, to render any preventive, first-aid, rehabilitation or emergency treatment the deem reasonably necessary (including drug testing) to the health and well-being of the aforementioned student athlete.

Also, when necessary for executing such case, the student athlete and parent or guardian grants permission for hospitalization at an accredited hospital.

DATE: _____

SIGNATURE: _____

PARENT/GUARDIAN: _____

PARENT OR GUARDIAN’S SIGNATURE REQUIRED IF UNDER 19 YEARS OF AGE

B. Shared Responsibility for Sports Safety:

Student athlete, _____, and parent or guardian understands that there are risks of injury or death arising from the student athlete’s participation in intercollegiate sports and that even though proper coaching techniques are used, the possibility of injury or death still exists. To decrease the risk of injury, the student athlete and parent or guardian understands that equipment must be worn properly and that the student athlete must adhere to all instructions and all rules applying to their chosen activity. The student athlete and parent or guardian agree that it is the responsibility of the student athlete to do so, as well as report to their coach or Athletic Trainer, any defects, or change of fit, in athletic equipment. However, the student athlete and parent or guardian acknowledge that proper use of equipment, proper training, and adherence to the rules may not prevent all risks of injury and the student athlete assumes those risks.

In consideration of the student athlete’s being permitted to participate in the University of Mobile Athletic Department, the student athlete and parent or guardian hereby release UM, its Trustees, officers, employees, and agents, together with all persons assisting with any phase of the program, from all liability and responsibility for any loss or injury related to the student athlete’s participation in the UM athletic program. The student athlete and parent or guardian further agree to indemnify and hold harmless said parties, guardians, heirs, executors, representatives, or assigns.

DATE: _____ SIGNATURE: _____

PARENT/GUARDIAN: _____

PARENT OR GUARDIAN’S SIGNATURE REQUIRED IF UNDER 19 YEARS OF AGE

C. Release of Information:

Student athlete, _____, and parent or guardian hereby authorize the University of Mobile athletic

Trainer’s and team physicians to release to the University of Mobile Athletic Administration, Coaches, Sports Information

Department, my parents/guardians and various media outlets, any medical information concerning illness/injury relative to

my past, present, or future participation in athletics at the University of Mobile.

DATE: _____ SIGNATURE: _____

PARENT/GUARDIAN: _____

PARENT OR GUARDIAN’S SIGNATURE REQUIRED IF UNDER 19 YEARS OF AGE

Conditioning/Training Compliance Checklist for Off-Campus Providers

Purpose:

This document serves to ensure coordination of policies between the University of Mobile and any potential instructor that is hired to create any off campus training programs for UM athletes.

Please initial beside each criteria based on compliance:

_____ Current CPR and AED certification

_____ Current First Aid certification

_____ read, understand, and comply with UM hydration policies (provided by sponsoring coach)

_____ read, understand, and comply with UM environmental policies (provided by sponsoring coach)

_____ developed emergency action plan for facility or location of training

Copies of CPR, AED, and First Aid certifications should accompany this form. This form must be signed and verified by the athletic training staff prior to the first training session.

Instructor signature Coach signature Date

Athletic Trainer Athletic Director Date

Practice and Game Schedules

It is imperative that the training staff receives practice schedules in advance so that they may plan for a trainer to be present at these times. This is especially true if these practices are to be held on the weekends. If no such schedule is received by Tuesday of each week, there will not be a trainer in attendance.

Rosters

Head coaches should submit a team roster to the Head Trainer indicating names and local telephone numbers of athletes.

Sports Marketing

General

All sports schedules and revisions of schedules should be submitted to the Sports Information Director (SID) immediately upon completion or when revised. **If proper strategic marketing plans are to be formed, preliminary schedules must be submitted four (4) months in advance of start of season with final schedules submitted three (3) months prior to start of season.**

The SID will meet with each head coach prior to the start of the season to discuss media and statistical protocol, and sports information staffing for games.

Before each season, a time and date will be established in order to take coaches' photos, team photos and individual players' photos. These photos will be used for the athletics website and media publications.

All new student-athletes are required to complete a bio-information sheet provided by the Sports Marketing Department. This information will be used for the athletics website and media publications.

Media Guides

For all “full” media guides, a period of four weeks is required. For all other media guides, a period of three weeks is required.

Time Sequence:

- (1) Items (“Items” equate to elements of the media guide that the coaching staff is responsible for providing) such as *athlete bio sheets, ads, and allowing for all photo sessions* should be provided to the UM Sports Marketing department no later than six weeks prior to the desired delivery date. The last of these “items”, except for photo shoot which must be done no later than six weeks out, must be turned in no later than four weeks prior to the desired delivery date for full media guides and three weeks for all others. **Every day that the final item is turned in late counts one day against the desired delivery date.**
- (2) At the point of receiving the final “item” it takes a week to finish out the media guide and print out a black & white copy for review.
- (3) After the black & white copy is printed it must be proofed by the following parties:
 - a. Athletic Director
 - b. Relevant coach
 - c. Public Relations

The proofing process takes a week to accomplish pending the turnaround time of both the coach and athletic director.

- (4) Once edits are made, they are given back to the respective *head coach* for **FINAL approval**.
- (5) The following dates are to be used as guidelines for coaches so they may know when to have all “items” turned in to the Sports Marketing Department.
- **Men’s & Women’s Soccer – Second Friday in August**
 - **Men’s & Women’s Basketball – Last Friday in September**
 - **Baseball – Second Friday in January**
 - **Softball – Third Friday in January**

Once again, it should be noted that for every day that the final “items” are turned in after the above dates will cause delivery of the media guides to be delayed by an additional day.

Event Marketing

“Event marketing” refers to any created activity that goes beyond the game itself and the action of using any and all elements of the marketing mix to promote this event. A significant amount of notice must be given to the Sports Marketing Department in order to publicize the event professionally and with excellence.

A major event, such as a fundraiser that includes giveaway promotional items and desires strong crowd support requires at least two months advance notice. For smaller events, at least four weeks advance notice must be given.

Postponed or Rescheduled Home Contests-Line of Communication

During Business Hours (Monday-Friday 8:00 a.m.-4:30 p.m.):

Head Coach will call Athletic Department Secretary

Secretary will call:

AD

SID (will contact media)

Head Athletic Trainer

Campus Operations

During Evenings and Weekends:

Head Coach will call:

AD

SID (will contact media)

Head Athletic Trainer

Security (cell phone 510-4273)

If there is a maintenance emergency during the evening or on weekends, the Head Coach should call Kim Browder at home at **679-9763**, cell **251-331-1475**, pager **1-800-406-0152 (enter 251-331-1475, then enter call back number)**; secondly, Vicki Burgin at 675-5220.

Schedule Distribution. Head coaches are responsible for off-campus distribution of schedules. The SID is responsible for on-campus distribution.

Miscellaneous

Awards Banquets

Each sport holds its own awards banquet. Funding must come from sport budgets or respective Ram Clubs.

Lettering criteria is up to each individual coach. Each student-athlete who letters will receive a varsity letter certificate, when requested by the respective head coach.

Scholar-Athlete Graduation Award

This award goes to the graduating senior who has achieved the highest cumulative grade point average as of the end of the Fall semester. The recipient has to have lettered for two seasons prior to his/her senior year and has to have made significant contributions to his/her sport.

SSAC Honor Roll Awards

These awards are presented to all student-athletes who excel in the classroom. Nominees must have completed two terms of attendance and earned at least 24 semester hours of college level work, have attained a grade point average of 3.25 or higher based on all courses attempted at the current institution and from all previously attended institutions attended, and be participating in his/her sport during the semester in which the nomination is made. The Conference SID prepares certificates for those being awarded and coordinates their presence on the web page.

Note: Only athletes who are certified by the Registrar in NAIA-sponsored sports are eligible for academic awards.

Cell Phone Policy

The purpose of this plan is to allow employees necessary access to cell phone use. The University will no longer reimburse individuals for their cell phone plans, but will provide a cell phone allowance.

Eligibility for cell phone allowance and dollar level of the allowance is determined by position, Athletic Director and Head Coach.

The cell phone service is personally owned, and may therefore be used for both personal and business calls. An employee with a cell phone allowance must maintain an active cell phone contract for the life of the stipend. Misuse of phone will result in immediate cancellation of the cell phone allowance. The cell phone number will be published for staff use and available as needed.

.Confidentiality of Student Records

The University, under the Family Educational Rights and Privacy Act (FERPA) of 1974, is responsible for maintaining and protecting the confidentiality of students' records and is

specifically prohibited from releasing non-directory information to third parties without the student's written consent. Access to confidential student records makes you responsible and liable for maintaining this confidentiality.

All coaches must sign the FERPA agreement.

Discipline

If a student-athlete is involved in a disciplinary or behavioral problem on campus or off campus, it is essential that the coach of that student-athlete call the AD, regardless of the time of day. Depending on the type of infraction, some cases may go through Student Development. Refer to the *UM Student Handbook* for specific information on conduct and sanctions.

Dress Code

Athletic staff may wear clothing appropriate for daily activities. Use good judgment when attending meetings in other buildings on campus. Under no circumstances should staff wear clothing that publicizes the name of another college or university.

Loans or Gifts

Coaches or athletic staff members are prohibited from using personal funds **or University funds** to make loans or give gifts to recruits or current student-athletes.

Meetings

Throughout the academic year, coaches are expected to attend various meetings and events. A sample of meetings is as follows:

Staff Meetings

It is the coaches responsibility to attend all staff meetings..

Admissions Fall and Spring Preview Days

At least one coach or representative from each team is required to attend.

Freshman and Transfer Fall Convocation

Usually held during the first few weeks after school begins in the Fall. All coaches are required to attend.

Campus Affairs Departmental Gatherings

Informal social events, held once or twice each semester. Coaches should attend, if possible.

SSAC Conference Meetings

Usually held in May in Montgomery, AL. This is directed by the Commissioner of the SSAC. All sports are expected to attend unless playing in the National Tournament as a spring sport. Travel expenses covered by the Athletic Director of the University of Mobile.

Personal Liability Insurance

The University carries an insurance policy that covers its employees. While this policy should be sufficient, it is possible that a lawsuit could exceed the policy amount. Coaches are recommended to investigate obtaining additional personal liability coverage.

Ring Policy

For national championship rings, the General Ram Club will pay 50% of the cost.

Security of Valuables

Coaches are responsible for all departmental equipment under their jurisdiction. In addition to cash, any valuables that are portable such as laptop computers, cameras, etc. should be locked up separately in a closet or cabinet.

Student-Athlete Advisory Council

Each coach selects two representatives from his/her team. The primary purpose of the SAAC is to provide a direct relationship between team leaders and the athletic department to facilitate communication and input regarding athletic department policies and operations.

Student-Athlete Grievance Procedure

The following procedures have been established to help guide a student-athlete through a potential grievance (with a staff member of the Athletic Department) and hopefully settle the matter in a professional manner:

1. The student-athlete should meet with the staff member with whom he/she has a grievance.
2. If the grievance is not resolved to the satisfaction of the student-athlete, the student-athlete should write a statement in full detail about the grievance and submit that statement to the Athletic Director. The Athletic Director's office will then set up an appointment between the student-athlete and the AD.
3. After the first meeting between the student-athlete and the AD, a second meeting may be called to include the person against whom the grievance has been filed.
4. If the grievance is still not resolved to the satisfaction of the student-athlete, the student-athlete may submit his/her statement to the Vice President Enrollment Management. The Vice President will respond to the student-athlete within five (5) working days and may subsequently call for a meeting between any or all of the aforementioned parties.
5. If the grievance is still not resolved to the satisfaction of the student-athlete, he/she may submit a written appeal to the President.

Student-Athlete Handbook

Each student-athlete is required to sign an acknowledgment form indicating that the *Handbook* was received. These will be given out at your sports opening meeting.

Testing for Drug, Alcohol and Controlled Substances

Coaches should be familiar with the Implementation Procedure (Appendix C) and Testing Protocol (Appendix D). If a coach is suspicious of a student-athlete using drugs or alcohol and wants to initiate a test, the coach must: 1.) Write a memo outlining the basis for suspicion and submit the memo to the AD; 2.) Meet with the AD to determine if further investigation or other intervention is necessary.

Use of Facilities by Off-Campus Groups

Off-campus groups may not use our facilities unless the group provides a Certificate of Insurance and signs a Hold Harmless Agreement. A group's insurance company will provide a Certificate that names UM as additionally insured. The Vice President Enrollment Management must sign off on all contracts regarding facility usage by off-campus groups.

Budget Management

All budget heads are expected to be prudent budget managers and be regularly under-budget. If a budget is "over" at the end of the fiscal year, the sport's Ram Club will be charged for the amount that a budget is over-expended.

Champions of Character

All coaches are required to take the Champions of Character Online coaching course. It is available at : <http://www.championsofcharacter.org/>
<<https://mail.naia.org/exchweb/bin/redir.asp?URL=http://www.championsofcharacter.org/>>
Click on Character-Driven Coaching graphic , Click on "Create a New Account" , Log on using your email address and your password. It's available 24 hours a day for your convenience. If you take a break, log back on and pick up where you left off

5th Year Degree Completion Scholarship

All 5th year student-athletes will be packaged through the Financial Aid office.

Motorized Vehicle Safety Program

Driver Information

Introduction

The university owns, and from time to time leases, a number of vans, service vehicles and passenger vehicles for use in its normal operations. **Persons who operate vehicles owned or leased by the University are expected to operate them safely to prevent accidents that may result in personal injuries and property damage. The university is committed to promoting a heightened level of safety awareness and responsible driving behavior by those who drive its vehicles** to prevent accidents and reduce personal injury and property loss claims. This program requires the full cooperation of each driver to operate university vehicles safely and to adhere to the responsibilities outlined in the Motor Vehicle Safety Program.

Scope

All persons who operate a vehicle that is owned or leased by the university are expected to adhere to all aspects of this program. The operation of a university vehicle is a privilege afforded those who qualify and have a need to do so. Failure to adhere to the regulations specified herein or failure to exercise common sense and good judgment may result in the loss of this privilege.

Vehicle Use

University-owned/leased vehicles

- 1. Vehicles that are owned or leased by the University may be operated only by authorized drivers. Authorized drivers include pre-approved University employees or students.** These vehicles may not be utilized for personal or non-University business.

It is the policy of the University of Mobile to obtain and review a motor vehicle record (AMVR®) every 12 months for every driver of a company vehicle and every person who operates a personal vehicle on a significant number of occasions on University business. Each MVR will be evaluated on the University point system and retained in the individual's personnel file. Evaluation is for operation of a vehicle at any time and for any reason, whether for personal use or company business. The points will be accumulated for the most recent 36 month period.

- 2. When vehicles are rented or leased in the University's name, the vehicles are covered on the University's standard insurance and additional insurance coverage should not be purchased from the leasing or rental agency. If vehicles are leased or rented in an employee's name or on an employee's personal credit card for University use, collision damage insurance should be obtained; that is the collision damage waiver should be refused.**

Personal vehicles utilized for University business

When personal vehicles are utilized for University business, the following will be required:

- 1. auto liability insurance with a minimum of \$10,000 for bodily injury and \$100,000 for property damage and**
- 2. the vehicles will be maintained in a safe operating condition.**

Unauthorized use of vehicles

Authorized drivers will not allow unauthorized drivers to operate a University-owned/leased vehicle nor will he/she use the vehicle for non-university purposes. There are to be no exceptions to this requirement. Disciplinary action will be taken and the authorized driver is subject to lose his/her privilege of operating a University vehicle. In addition, if an accident occurs while the vehicle is being operated by unauthorized persons or for unauthorized purposes, the authorized person will be required to make restitution to the University for any expenses or damages.

Driver's Responsibilities

- A. The driver of a university vehicle must have a current valid driver's license and keep it current.
- B. They must abide by all federal, state, local and campus motor vehicle regulations, laws and ordinances at all times including adhering to ALL posted speed limits unless conditions (road, weather, etc.) make it advisable to reduce speed below the posted speed.
- C. The driver of a University vehicle must always wear a seat belt and is responsible for seeing that all occupants in the vehicle remain seated and wear a seat belt, where provided, while riding in the vehicle.
- D. A driver must not operate a University vehicle at any time when his/her ability to do so is impaired, affected or influenced by prescribed or over-the-counter medication, illness, fatigue, injury, alcohol or illegal drugs.
- E. If a driver is involved in a vehicle accident/incident, he/she must report the incident immediately to Vicki Burgin, Campus Safety officer at 251-442-2238 during normal business hours or at 251-391-4579 at night or on weekends. If Mrs. Burdin cannot be reached, call Mr. Steve Lee, Vice President for Business Affairs at 251-442-2390 during normal business hours or at 251-633-4272. All accidents must also be reported to the University's insurance carrier, the Willis Claims Service Center, at 1-877-725-9674. The driver must also write a detailed report of all facts pertaining to the accident/incident and give it to the Campus Safety Officer.
- F. Each time the vehicle is filled with gasoline, the driver should walk around the vehicle and check the tires for any visible signs of damage and for proper inflation.
- G. Every morning while on the trip, before the vehicle is cranked, the driver should check the engine oil, transmission fluid and engine coolant. Add fluids as needed.
- H. If anything is observed in the operation of the vehicle while on a trip out of town that causes concern, report the concern to the person in charge of the trip at once. He/she will evaluate the matter and, if necessary, have it checked out at the nearest appropriate dealer.
- I. Drivers are to report any and all problems encountered or observed with/about university vehicles 1) to the vehicle scheduler when they return the keys to her/him, 2) to their supervisor or 3) directly to the maintenance department or Campus Safety Officer immediately upon returning to the campus.

Conclusion

The goal of the university's motorized vehicle safety program is to heighten the awareness of drivers of university vehicles of safety issues and reduce injuries and property losses.

EMPLOYEE ACKNOWLEDGEMENT FORM

The *University of Mobile Coaches Handbook* describes important information about the University of Mobile, and I understand that I should consult the Athletic Director and/or the Director of Human Resources regarding any questions not answered in the handbook.

I understand that this handbook is specifically designed to assist coaches with everyday activities relative to the fulfillment of my job responsibilities in the Athletic Department, and it does not contain all policies and procedures of the University of Mobile. Should I wish to view the complete *University of Mobile Policy and Procedure Manual*, I understand that I must contact my respective vice president or the Director of Human Resources.

Since the information, policies, and procedures described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the *University of Mobile Coaches Handbook*, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE’S NAME (printed) _____

EMPLOYEE’S SIGNATURE _____

DATE _____



CONFIDENTIALITY OF STUDENT RECORDS Employee Statement of Understanding

In the conduct of its normal business, the University of Mobile (the University) collects, maintains, and archives confidential academic information on students. The University, under the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is responsible for maintaining and protecting the confidentiality of student records and is specifically prohibited from releasing non-directory information to third parties without the student's written consent. The act, however, permits access to confidential information by University officials who by the nature of their job have a legitimate "need to know".

You have been identified as an employee requiring access to confidential student records information. Access to confidential student records information is granted to assist you in conducting your business on behalf of the University and its students. Accepting this access make you responsible and liable for maintaining this confidentiality. Under no circumstances should you disclose or share sensitive student records data beyond the "need to know" established by FERPA.

Persons who violate the confidentiality of student records are subject to disciplinary action.

ACKNOWLEDGEMENT STATEMENT

I have read the above statement and understand my responsibilities to maintain the confidentiality of student records information. My signature below signifies my acceptance of this obligation.

Printed Name _____

Area or Department of Responsibility _____

Your Title _____

Signature _____ Date _____