

ATHLETICS ADMINISTRATION.

PROFESSIONAL RESPONSIBILITY.

Athletics Department programs shall be conducted according to the purpose and implementing actions of the Department. All programs are expected to be maintained as an integral part of the educational system of the institution, and the athletes shall always be treated as an integral part of the student body.

PROFESSIONAL DEMEANOR. As representatives of Troy University, all coaches, managers, trainers, and other personnel are expected to conduct themselves in a manner that is commonly accepted for a professional administrator representing TROY. All personal conduct, appearance, and attitudes displayed while representing the institution shall reflect positively on the image of the department and the University. Each will exhibit the highest degree of proper decorum under all circumstances, particularly on road trips (i.e. in restaurants, motels, and at athletic contests). Employees should ensure their conduct will bring credit to the University.

APPEARANCE ON THE JOB. It is the policy of the Athletics Department to present to the public, at all times, a positive image. To this end, appropriate attire and appearance that reflects dignity, good taste, and proper judgment shall be worn during working hours. An employee of the department is a professional person and should project a professional image.

STAFF MEETINGS.

The Director of Athletics will meet with the administrative staff weekly. Day and time for these meetings will be set weekly to avoid schedule conflicts. All administrative staff members are expected to attend.

OFFICE HOURS.

All Athletics Department offices are open Monday through Friday from 8:00 a.m. to 5:00 p.m. All secretaries, clerical workers, etc., are required to observe this schedule. The normal work week is a forty-hour week. Lunch hours will be covered by an employee on the administrative staff who will be responsible for telephone communications in the department during this period.

COORDINATION OF ANNUAL LEAVE TIME.

Staff members with primary responsibility for answering phones or meeting the public should take special care to see that their area is covered when scheduling leave time. Coaches are required to leave, in the Director of Athletics office, an itinerary including telephone numbers as to where they can be contacted in case of an emergency during the summer months and vacation periods.

TIME SHEETS. Staff personnel not exempt from the Fair Labor Standards Act will be required to fill out weekly time sheets and record any compensatory time worked. Time sheets are completed biweekly on a schedule set by the Payroll

Office and must be signed by the Director of Athletics or Senior Associate Director of Athletics. Supervisors should verify the time recorded before submitting the time sheets for approval.

Compensatory Time Records. Time for work done outside the normal working hours should be recorded on the Compensatory Time sheet. All such time must be approved by the Director of Athletics before payment or compensatory time is given. Employees should be sure the additional time worked has been approved beforehand.

CLASS COVERAGE.

Athletics staff members with teaching responsibilities are required to make necessary arrangements with their department heads for the coverage of their classes when away on athletics business.

CLOSING OFFICE.

All personnel have the responsibility of maintaining an economically sound Athletics Department. Therefore, the last person to leave the office each day should make certain all equipment (including computers, printers and copy machines) and lights are turned off.

MAIL DISTRIBUTION.

Athletics Administration	Tine W. Field House
Football	Tine W. Field House
Athletics Media Relations	Tine W. Field House
Baseball	Tine W. Field House
Softball, Tennis	Tine W. Field House
Basketball, Soccer, Volleyball, Track	Tine W. Field House
Training Room	Tine W. Field House

OVERNIGHT MAILINGS.

Coaches should judge carefully the necessity of overnight mailings, as they are much more expensive than standard postage rates. Postage and shipping charges must be budgeted if they are to be used regularly.

United Parcel Service (UPS) shipping envelopes and labels are available in the Assistant Business Manager's Office. Packages must be called in for pick-up by 4:00 p.m. Costs are automatically charged to the specific sport or administrative area.

Second Day Option. Another option to "Next Day" delivery is the "Second Day" delivery. These rates are considerably cheaper than the "Next Day" service. Also, keep in mind that none of the above includes "weekend" deliveries without extra costs. This option is the Athletics Department policy.

TELEPHONES.

The use of Athletics Department telephones is intended for business purposes only. Personal calls should be kept to a minimum.

LONG-DISTANCE. The State of Alabama has established the **Alabama Tandem Network (ATTNET)**, and this is the only system which should be used for placing long-distance telephone calls. State policy prohibits the use of telephones for long-distance calls of a personal nature.

To place a long-distance call on **ATTNET**, the user should dial “8” then “1” and the complete phone number, including the area code (even if the number is in area code 334). At this point, a seven digit access code must be entered (all Athletics Department personnel will have a personal number assigned to them for long-distance security). Calls will then be processed like all other calls. In the event an operator breaks in and asks for a phone number, the user should give the ATTNET prefix (334) and number of the line. All calls placed on the ATTNET Network are tracked and the length of each call is monitored. The user should keep all calls under twenty (20) minutes.

NCAA RESTRICTIONS. NCAA regulations specifically prohibit student-athletes from using departmental phones for long-distance personal calls (to include faxes). Each coach is responsible for making this policy perfectly clear to all athletes.

TELEPHONE CREDIT CARDS. The Institution issues Telephone Credit Cards to be used by coaches and staff when away from the office. Personal calls should not be charged to these cards. Student-athletes are prohibited from charging calls on Athletics Department credit cards.

CALLS AT HOME. Calls made (or accepted collect) at home should be kept to a minimum. ATTNET calls are cheaper than straight system calls. If it becomes necessary to place a call from home, the coach is asked to use his/her institutional credit card.

LONG-DISTANCE EXPENSES. Long-distance telephone charges are a concern for the entire department. It is to the benefit of everyone to keep these charges to a minimum.

ATHLETICS FACILITY USAGE.

Use of facilities for practice, competition, or outside interests is scheduled through the Director of Facilities & Equipment and approved by the Director Athletics. Priority will go to the sport in season. However, coaches should be aware that even then, interruptions in season-long practice schedules may occur (due to maintenance, outside event, commencement etc.).

SCHEDULING AND USE GUIDELINES. Use of the Tine W. Davis Field House, Movie Gallery Veterans Stadium, the Stadium Tower and other Athletics facilities will be scheduled through the Director of Facilities & Equipment. The following guidelines concerning scheduling and use of Athletics facilities have been established:

- (a) Reservations must be made in advance.
- (b) Keys are checked out through the Director of Facilities & Equipment.
- (c) All gates and doors must be secured when you vacate the premises.
- (d) Turn off lights, air conditioner, fans, TVs and stereo when vacating the premises.
- (e) Put all furniture back in its original configuration (including folding chairs and tables).
- (f) Vacuum carpet before leaving, if necessary.
- (g) Remove all trash from building.

ADDITIONAL SPACE. Requests for additional space or reassignment of offices should be made through the Director of Athletics.

KEYS.

All Athletics personnel will be issued the keys necessary to carry out their duties. However, to help ensure the security of the Tine Davis Field House, Trojan Arena, the Tower and other Athletics Department Facilities, keys will be issued to individuals on a need only basis. All keys will be issued through, and returned to, the Director of Facilities and Equipment. Before keys are issued, a key control card must be completed. By signing this card, the individual agrees to abide by all University and Athletics Department policies involving the use of University issued keys. Upon completion of employment, the employee's final check may be withheld until all keys are returned.

PROFESSIONAL MEETINGS, WORKSHOPS & CLINICS.

The Athletics Department encourages its staff and coaches to attend workshops, clinics and professional meetings on a regular basis. Travel costs for these functions should be included in the annual budget submitted to the Director of Athletics. Head Coaches should encourage assistants and graduate assistants to attend these functions as budgets permit.

COMMEMORATIVE FLOWERS.

State policy does not allow the expenditure of funds for memorial gifts or flowers regardless of the occasion. The state's position is that this is, and should be, a personal gesture. From time-to-time, an occasion will arise when it would be desirable to have some form of remembrance sent from the Athletics Department or from a particular team. The Athletics Department will purchase the appropriate gift using Foundation funds. However, because these sources are limited, situations have been restricted to the following guidelines:

- (a) The hospitalization of a current Athletics Department staff member.
- (b) The death of a current staff member or a member of his/her immediate family (spouse, children, parents).
- (c) The death of a retired staff member or family.
- (d) The death of a current student-athlete.
- (e) The death of current members of the TROY Board of Trustees.
- (f) The death of a major contributor to Troy State.

These are only guidelines and there may be occasional exceptions approved by the Director of Athletics.

STUDENT-ATHLETE'S FAMILY. If a coach feels his/her squad should send such a recognition, it would be more meaningful as a squad project, with each individual making a small contribution. The NCAA will, under specific circumstances and with appropriate documentation, grant a waiver of its policy of not allowing an institution to buy flowers for the family of an athlete. Coaches are responsible for checking with the Compliance Office before making such a purchase.

GRIEVANCE PROCEDURES.

It is the position of the Athletics Department that grievances should be heard in a forum open to all involved parties. This will always be accomplished within State of Alabama, NCAA, and Institutional procedures.

A S-A who has a grievance, shall first meet with an Associate Director of Athletics to determine the nature of the complaint. If this effort to obtain redress is unsuccessful, the S-A may request a meeting with the Director of Athletics. If the grievance concerns a coach or an athletics staff member, this person shall have the right to attend this meeting. Depending on the severity of the complaint, the grievance may be handled through established institutional procedures.

SPORT PROGRAMS.

ATHLETICS AWARDS.

Athletics awards are permitted for recognition of participation in intercollegiate athletics and special accomplishments. With the exception of Athletic Letter Awards, athletics awards are approved by the Athletics Advisory Committee. If an award which does not fall into one of the following categories is to be given, its purpose and presentation must first be considered and approved by the Athletics Advisory Committee. All athletics awards will be given within applicable NCAA restrictions.

ATHLETICS LETTER AWARDS. Athletics participation certificates may be granted by the Director of Athletics upon proper recommendation of the Head Coach. Recommendations are to be made based on criteria established by the coach with consideration for the following:

- (a) Participation
- (b) Athletics ability
- (c) Service without participation (seniors only)
- (d) Spirit and motivation
- (e) Conduct in and out of uniform

SCHOLAR ATHLETE AWARD. Each Head Coach will nominate one S-A from their respective team. From that pool of candidates, the Athletics Advisory Committee will select a male and female S-A as the winners based on the following criteria:

- (a) Eligible to receive a varsity award
- (b) Minimum 3.0 GPA
- (c) One full academic year of residence
- (d) Leadership, character and service to Troy University

Both the Clements Award (male) and Sorrell Award (female) will receive special recognition at the annual University Honors Convocation and a plaque recognizing the honor will be provided to each.

CHAMPIONSHIP RINGS. Individuals associated with teams winning a Conference Championship, making an appearance in a NCAA Tournament, or winning a NCAA National Championship shall be entitled to receive championship rings as noted below:

	Conference Champion (Silver)	NCAA Participant (Gold Tone)	National Championship (10K Gold)
Letter Winners	Yes	Yes	Yes
Coaches	Yes	Yes	Yes
Managers	Yes	Yes	Yes
Student Trainers	Yes	Yes	Yes
Other Players	No	No	No

Doctors, Trainers, Support Staff	No	No	*
University VIPs	No	No	**

***GOLD TONE UPGRADE.** At the discretion of the Director of Athletics, team doctors, full-time trainers, and other departmental support staff may be permitted an upgrade to a 10K gold ring by paying the difference.

****UNIVERSITY VIP RINGS.** The availability of National Championship rings to University VIPs will be at the discretion of the University Chancellor.

MULTIPLE AWARD. Teams which qualify for several levels (e.g. conference champion and NCAA participant) will only receive the higher level ring.

PENDANTS. Pendants may be substituted for rings.

CONFERENCE CHAMPIONSHIP RING. The Conference Championship Ring will be a (departmental) standard design easily applicable to all sports.

RING VALUE. The value of any ring shall not exceed the limits placed on awards in the current NCAA Bylaws.

PURCHASE PROCEDURE. All championship ring orders will be made according to applicable institutional purchase procedures and paid for through the TROY Foundation.

DIVISIONAL CHAMPIONSHIP. A geographical division champion does not qualify for a championship award.

RETIREMENT OF JERSEYS. Outstanding student-athletes may be honored by having their jerseys retired at the end of their careers.

SELECTIVE HONOR. As this is the single greatest honor in recognizing an athlete, coaches should be very selective in making a recommendation to retire a jersey. Such an honor should reflect the participatory as well as non-participatory activities of the student-athlete. The athlete should be a person future athletes emulate on and off the field/floor. Recommendation for such an honor should come from the Head Coach of the sport and should be submitted to the Director of Athletics, in writing, with supporting documentation (statistics, honors, All-America, All-Conference selections. etc.).

APPROVAL. Upon receiving the recommendation, the Director of Athletics will review the submitted materials and, if approved, submit it to

the Chancellor for final approval.

JERSEY, NOT NUMBER RETIRED. The honor will be the retirement of the athlete's jersey, not his/her number. A coach may choose not to reissue a given number, but the retirement of the athlete's jersey would not in and of itself require that the number never again be worn.

FIVE-YEAR MORATORIUM. A coach is prohibited from reissuing a retired jersey number prior to the fifth anniversary of the jersey retirement date.

ACADEMIC RECOGNITION PROGRAMS. The Athletics Department will strive to recognize those S-As who exemplify the strongest attributes of academic and athletic performance on a regular basis. Any S-A receiving a GPA of 3.0 or better for 12 or more hours will be named to the Athletics 3.0 Club for that term. The club is recognized each term during an appropriate athletics event and each deserving member receives a certificate from the Athletics Department.

BANQUETS AND AWARD CEREMONIES. Banquets and award ceremonies are fitting ways to recognize coaches and student athletes and their accomplishments. The Athletics Department encourages Head Coaches to arrange banquets as funds permit.

COACHES CODE OF PROFESSIONAL RESPONSIBILITY.

This Code is intended to provide basic guidelines and parameters for the professional conduct and standards for all Troy University coaches.

1. Coaches shall embody themselves with honesty and sportsmanship at all times so they represent the honor and dignity of fair play and generally recognized high standards associated with wholesome competitive sports.
2. Coaches shall manifest a firm commitment to the academic mission of Troy University and to the educational advancement of the Student-Athlete.
3. Coaches have the affirmative duty to stay apprised of all regulations that pertain to their recruiting and coaching activities.
4. Coaches have the affirmative duty to self-report violations of NCAA, conference, or institutional regulations to the administration when the coach has actual knowledge of a violation.
5. Coaches shall cooperate with, and furnish to the NCAA, or the institution, truthful and complete information concerning the coach's involvement in, or knowledge of, a violation of NCAA, conference, or institutional regulation.
6. Coaches shall have no involvement in offering or providing a prospective S-A or

an enrolled S-A an improper inducement or extra benefit, and shall have the affirmative duty to report any knowledge of such wrongdoing.

7. Coaches shall have no involvement in arranging for fraudulent academic credit or false transcripts for a prospective S-A or an enrolled S-A and shall have the affirmative duty to report any knowledge of such wrongdoing.
8. Coaches shall represent only accurate and truthful information to prospective S-As about their institution and any other institution recruiting the prospective S-A.
9. Coaches shall respect a prospect's or prospect's parent's expressed wishes regarding the frequency or type of contact that is made with the prospect or the parents.
10. Coaches have the affirmative duty to advise the prospective S-A and his/her parents of the academic and athletic requirements for admission and participation at Troy University.
11. Coaches have the affirmative duty to advise the prospective S-A and his/her parents of the graduation rate data compiled and released by the NCAA as it pertains to Troy University.
12. Coaches have the affirmative duty to accurately represent the extent and terms of financial aid that is to be extended to a prospect or student-athlete.

HIRING AND EVALUATING COACHES.

HIRING PROCEDURES. Coaches' position vacancies are advertised and filled according to institutional and state regulations. TROY utilizes the NCAA confidential background check and degree verification when deemed appropriate.

PERFORMANCE EVALUATIONS. Performance evaluations are conducted in accordance with established institutional and state procedures.

COACHING PERFORMANCE CRITERIA. Included in the criteria used for coaching performance will be:

1. Academic progress of S-As.
2. Adherence to professional and institutional ethics.
3. Knowledge of and compliance with NCAA, Conference, and Institutional rules and regulations.
4. Budget development and control.
5. Maintenance of team discipline.
6. Development of the "whole program".
7. Exit interviews of S-A.
8. Performance related to program scope.

COACHES' OUTSIDE INCOME.

Beyond NCAA regulations, TROY has placed no restrictions on coaches regarding outside income. Coaches are encouraged to participate in whatever opportunities available in these areas.

NCAA REGULATIONS. NCAA regulations require coaches receiving outside income to have prior written approval from the Chancellor and to make an annual detailed account of such income to the Chancellor.

TYPES OF INCOME COVERED.

- (a) All athletically related income and benefits from sources outside the institution.
- (b) Income derived from the use, directly or by implication, of the institution's name or logo in the endorsement of commercial products or services for personal gain.
- (c) Compensation or gratuities from athletics' shoe, apparel or equipment manufacturers in exchange for the use of merchandise in practice or competition.

GENERAL PRIOR APPROVAL. The Chancellor shall grant general prior written approval annually for a coach to receive income that does not exceed \$1,000 (per appearance) from speaking engagements or outside camp and clinic appearances. This permission will be granted annually when the coach reports outside income from the previous year.

PERIOD OF APPROVAL. This approval will be issued in July each year for the period August 1-July 31.

ANNUAL ACCOUNTING. Coaches will present a detailed accounting of all outside earnings annually to the Chancellor through the Director of Athletics. This accounting is due prior to the start of the ensuing academic year.

SCHEDULING.

The Director of Athletics oversees all scheduling. It is understood that each Head Coach, in conjunction with the Director of Athletics, will plan all schedules relating to his/her particular sport. All schedules must conform with the rules and regulations of the NCAA, the conference, and the Athletics Advisory Committee, and should seek to eliminate major conflicts with other Troy University events.

ATHLETICS ADVISORY COMMITTEE APPROVAL. All schedules must be reviewed by the Athletics Advisory Committee for class absences, final examination periods and dates of competition. The Committee must approve all schedules and sport schedules should not be released prior to this approval.

TRAVEL PARAMETERS. All sports will limit their non-conference travel to a radius not to exceed approximately 300 miles. Trips outside this radius, require approval from the Director of Athletics in advance and will necessitate a substantial guarantee.

BUDGET LIMITATIONS. All scheduling expenses must be within the limits of the budget line items as approved.

SUBMISSION DEADLINES. The Athletics Advisory Committee requests completed schedules for their review by the following dates:

Women's Soccer	May 1
Men's & Women's Cross Country	May 1
Football	May 1
Volleyball	May 1
Rodeo	May 1
Men's & Women's Basketball	August 1
Baseball	August 1
Men's & Women's Golf	August 1
Men's & Women's Tennis	August 1
Softball	August 1
Women's Indoor track	August 1
Men's & Women's Outdoor Track	August 1

TRAVEL ITINERARY REQUIRED. Schedules must be submitted with a travel itinerary for each away trip.

LATE CHANGES. Any changes to an approved travel schedule must be reviewed by the Director of Athletics, Chair of the Athletics Advisory Committee, and the FAR at least three (3) days prior to the scheduled departure date. The requested change will be reviewed to ensure compliance with the Athletics Advisory Committee's Absence and Scheduling Policies and Regulations and to ensure adequate travel funds are available. If the stipulations above are met, the Director of Athletics may approve the travel schedule change.

OTHER SCHEDULING POLICIES.

- (a) A sincere effort will be made to schedule as many athletics contests as possible when the TROY student body is on campus (during academic terms).
- (b) No home athletics contest will be scheduled on any final examination day.
- (c) No away-from-home contest will be scheduled on the day preceding the start of final examinations nor on any final examination day.

CLASS ABSENCE POLICY. No S-A shall miss more than a total of eight

M/W/F class days and no more than five T/Th class days in a semester. Exceptions to this policy must be approved by the Athletics Advisory Committee. This policy excludes conference tournaments and NCAA post-season contests. FINAL EXAMINATION PRACTICE SCHEDULES. S-As may not practice more than two (2) hours on final exam days.

GAME CONTRACTS.

Contracts should be signed by representatives of both schools for all athletics contests whether or not money or services are to be exchanged. Contracts are not necessary for contests scheduled by the Conference Office.

AUTHORIZED SIGNATURES. The Director of Athletics, the Senior Associate Director of Athletics, or the Senior Woman Administrator are the only individuals authorized to sign game contracts for Troy University. When money is a part of the contract, it must be signed by the Director of Athletics.

INITIATING CONTRACTS. Contracts for a single appearance should be initiated by the school which is the host. Multiple game contracts should be initiated by the host of the first game.

CONTRACT FILES. Signed copies of all game contracts will be filed in the Director of Athletics Office.

DECLARATION OF PLAYING SEASONS.

Each Head Coach will declare the beginning and ending of the practice and playing seasons for the academic year.

AUGUST 1 DEADLINE. Each Head Coach will submit, in writing, the declaration of playing seasons to the Compliance Office not later than August 1 each year. The Compliance Office will compile the declarations and distribute copies to the Athletics Staff and Athletics Advisory Committee for their reference as needed.

PRACTICE TIME. NCAA regulations limit the amount of time a S-A can be required to devote to athletically related activities each week during the regular academic year and during final exam periods.

PLAYING SEASON LIMIT. During the playing season this limitation is twenty (20) hours per week.

OUTSIDE OF SEASON LIMIT. Outside of the playing season, the limit is eight hours per week and limited to weight training and conditioning activities, except for two hours per week of skill instruction by the S-A. No more than four S-As can be engaged in such "skill instruction" at any one time. The two hours are counted as part of the eight hours allowed weekly.

DAY OFF. In addition, there must be one “off day” each week of the playing season and two “off days” each week outside the playing season during the academic year.

“Day” Defined. A “day” is a calendar day 12:01 a.m. to midnight.

COUNTABLE ACTIVITIES. “Countable athletically related activity” during this period includes any required activity with an athletics purpose involving student-athletes and at the direction of, or supervised by one or more of an institution’s coaching staff (including strength and conditioning coaches). Administrative activities (e.g. academic meetings, compliance meetings) shall not be considered as countable activities.

MONITORING PRACTICE. Coaches are required to record, using the Weekly Practice Log Form, the amount of time each S-A participates during a calendar week. This Form, signed by a S-A, the Head Coach and athletic trainer, shall be submitted to the Compliance Office on a weekly basis. All S-As who share the same schedule may be listed on the same form. However, individuals whose schedules differ, must be listed on separate forms for that period. Each activity for each day should be listed separately on the form, with the time and total hours (or fraction thereof) listed for each. The day’s total should then be listed.

PARTICIPATION LISTS.

Within ten days after the conclusion of the season, each Head Coach is responsible for submitting to the Compliance Office a Participation List indicating which athletes performed in each contest throughout the season. One copy of this list will be filed with the Conference Office and one copy will become a part of the sport’s permanent record.

PARTICIPATION LIST AVAILABILITY. A copy of the Participation List, with the names of all athletes on the Eligibility List, will be available from the Compliance Office for each sport at the start of the season.

GAME OFFICIALS.

OFFICIALS’ ASSIGNMENTS. Game Officials will be assigned according to game contract stipulations. Officials will all be certified collegiate officials for the sport they are working.

Men’s & Women’s Basketball Officials are assigned by the Conference Office.

Football Officials are assigned by the Sun Belt Office.

Baseball, Volleyball, Soccer and Softball Officials. Officials for Conference games, in which Troy University has contractual

responsibility for, shall be assigned by the Regional Association in conjunction with the Conference.

Other Officials. Officials for other sports will be assigned from associations in the area.

OFFICIALS' HOST. When it is appropriate, TROY will assign one individual to serve as the Officials' Host. The Officials' Host shall contact the lead official prior to the game to inform him/her of the location of the officials' dressing room and ascertain if the crew has any special needs. The Host will assure that University Police has an officer available to escort officials to the field or court before the game, at halftime, and after the game. A security officer will remain on duty at the officials' dressing room door while the officials are inside and allow only senior athletics department staff members with official business to enter.

Transportation for Officials. The officials' host will provide transportation for the officials between their dressing room or the officials' motel, if requested, and the game site. The host will contact University Police to ensure a traffic escort, if necessary.

Game Refreshments. Cold drinks will be provided for the officials at halftime and post-game. The host will be responsible for seeing these are delivered in a timely fashion.

PAYMENT OF OFFICIALS. Payment of Game Officials will be processed through the Athletics Business Office. When payment is to be made at the site, a member of the game management team will be assigned to present the checks and obtain the necessary information and signatures prior to the contest. At no time should a member of the coaching staff be involved in the payment of game officials at a contest site.

COACHES MEETINGS.

General meetings between coaches and the Athletics Administration will be held monthly. A calendar of meeting dates will be distributed at the beginning of each academic term. The topics for these meetings will be varied and coaches should submit items of concern to the Senior Associate Director of Athletics not later than a week before the meeting.

Other meetings may be called as necessary to discuss special subjects.

MEMBERSHIP IN CONFERENCES AND LEAGUES.

Upon recommendation by the Director of Athletics, the Board of Trustees shall consider and act upon proposals for membership in specific athletic leagues, conferences, and associations.

Currently, the Athletics Department is affiliated with the National Collegiate Athletic Association as a member of its Division I-A. In addition, all sports except football and rodeo compete in the Atlantic Sun Conference until completion of the 2004-05 academic playing season. Beginning with the 2005-06 academic season all sports except rodeo will join football to become members of the Sun Belt Conference. The Rodeo program is a member of the National Intercollegiate Rodeo Association.

STUDENT-ATHLETE SERVICES.

ACADEMIC PHILOSOPHY STATEMENT.

It is the policy of the Athletics Department that each Head Coach is directly responsible for overseeing the academic progress of each S-A involved in the program. The Office of Student-Athlete Services will assist in the following areas: maintaining an effective academic center, supervising the computer labs, arranging tutoring, monitoring academic success, progress toward a degree, assisting with academic advisement/registration, and arranging academic and lifestyle workshops.

ADVISEMENT DUTIES

Athletes are directly responsible for selecting appropriate academic courses for eligibility and graduation with assistance provided by the Director of Student-Athlete Services, the Athletic Eligibility Coordinator and/or their assigned academic advisor. All S-As are expected to develop a graduation plan that details, in a term-by-term fashion, all courses needed to remain eligible and graduate in a timely manner. Coaches are expected to be familiar with their athletes' academic goals and progress in order to contribute to the process. Each freshman and sophomore S-A who has not declared a major will be assigned to the Athletic Eligibility Coordinator as advisor. Each S-A who is junior or above will be assigned a faculty advisor within the department of his/her major. All schedules will be reviewed by the Director of Student-Athlete Services and the Athletic Eligibility Coordinator for degree progress acceptability.

Listed below are specific responsibilities each S-A must fulfill in anticipation of registration:

- Review graduation plan and revise if necessary
- Determine practice and travel schedule for upcoming term
- Meet with Academic staff, Coordinator and, if applicable, faculty advisor prior to registration
- Schedule 12 or more countable hours
- Clear any holds that may impede registration
- Register at assigned time
- Review schedule with coach for practice and travel conflicts

Athletes and coaches are encouraged to check with appropriate Athletic Department staff prior to engaging in any activity such as drop/add or changing a major. These activities, if done improperly, can jeopardize eligibility. Individuals such as the Coordinator, the Director of Student-Athlete Services or the Associate Director of Athletics/Compliance should be consulted.

ENROLLMENT REQUIREMENT.

Without receiving an NCAA exception, each S-A must be enrolled in a minimum of 12 hours per term. A S-A who drops below 12 hours will be immediately declared ineligible for practice, competition and financial aid for the remainder of the term.

DECLARATION OF MAJOR.

Prior to the fifth semester of attendance, each S-A must declare an intended major. Once a S-A declares a major, all hours applicable to annual eligibility must apply to that chosen major.

ACADEMIC HIGH RISK STUDENT-ATHLETES.

It is critical that high risk S-As receive advisement that represents a coordinated effort between the academic advisor and the athletics department. Any student meeting one or more of the following conditions is considered "High Risk":

- (a) GPA less than 2.00
- (b) Remedial Class
- (c) Any student on probation or returning from a suspension
- (d) Any student admitted via appeal

STUDY HALL.

Study Hall procedures are the prerogative of the Head Coach. However, Study Hall is mandatory for all High Risk S-As and is available for all S-As through the Office of Student-Athlete Services.

TUTORS.

When an academic need is determined, tutoring is provided. All tutors paid by the Athletics Department must be hired by the Director of Student-Athlete Services.

PROGRESS REPORTS.

Coaches are encouraged to establish and maintain progress reports for all S-As. These reports should be completed at least twice per term. The Director of Student-Athlete Services has a sample on file. Progress Reports are mandatory for all "High Risk" S-As.

REPEATING ACADEMIC COURSES.

Occasionally, it is necessary or desirable for a S-A to repeat a course already taken. When it is in the best interest of the S-A to repeat a course, she/he is encouraged to do so. The S-A should be cognizant of the impact that repeating a course will have on his/her eligibility. A higher grade may improve the S-A's GPA. Repeating (and passing) a course previously taken and failed, adds the course hours to the S-A's eligibility record. However, a course previously taken, passed, and counted, cannot be counted for eligibility purposes regardless of the grade earned or if the course was required to be repeated. No S-A should register for a repeated course without discussing the situation with the coach or the Office of Student-Athlete Services.

WITHDRAWING FROM A CLASS.

No S-A should have an academic future endangered by being forced to remain in a potentially high-risk academic situation for athletic considerations. In this regard, S-As are free to drop any class at anytime, even if such action jeopardizes their immediate or future athletics eligibility. However, no S-A should take such action without being fully aware of the consequences. Additionally, the S-A should be aware that dropping below

full-time status could affect eligibility and financial aid.

The following procedure should be followed by S-As desiring to drop a class:

- (a) The S-A meets with the coach at which time the coach will explain the consequences of dropping the class (or will send the S-A to the Director of Student-Athlete Services or Athletics Compliance Office).
- (b) The Director of Student-Athlete Services will contact the instructor and/or advisor about the S-A's class performance and status if necessary.
- (c) The S-A will begin the drop procedure by getting the advisor's and the instructor's signatures on the Drop form.
- (d) Follow Institutional procedures for dropping a class.

Course drops should be considered carefully. The S-A must be cautioned about the dangers of dropping courses (ramifications to the 24 hours and 25-50-75/40-60-80% regulations). S-A also need to be reminded of the 75% academic year regulation. However, the final decision should always be made considering the S-A's best academic interests.

TERM GRADE REPORTS.

Term grade reports will be made available to the coaches the week following final examinations. These should be reviewed for athletics eligibility and satisfactory progress towards a degree.

SUGGESTIONS FOR DEALING WITH MISSED CLASS DAYS DUE TO ATHLETICS COMPETITION.

On the first or second day of class, the S-A should:

- a. Inform each professor of his/her S-A status and identify the missing class days due to competition. Ask each professor what his/her policy is regarding athletes.
- b. Present each professor with written notification from the FAR of expected days of absence due to competition. Give a copy of the schedule to the professor.

One or two days before each expected absence, the S-A should:

- c. Remind professors of his/her upcoming absence.
- d. Ask professors for information regarding material to be covered and assignments to be made during the absence.

EXAMINATIONS ON ROAD TRIPS.

Coaches (or other non-faculty persons) are not permitted to administer examinations for any course on road trips, and no request to instructors by coaches or players to do such is permissible. Should a faculty member need contacting, the Office of Student-Athlete Services would do this. At no point is a Coach to contact professors.

CAREER COUNSELING PANEL.

The Chancellor shall establish a Career Counseling Panel (per NCAA Bylaw 12.3.4) to meet as necessary with S-As and who may be considering leaving the program to pursue professional careers. This panel should consist of three members of the faculty and staff outside the Athletics Department. Only one member of the panel can be a member of the athletics staff. Individuals should have, or be willing to acquire, expertise in areas of concern for young men and women who may be entering a professional athletic career and should provide advice in areas of legal (contractual) matters, dealing with agents, finances and investment concerns. The panel may advise the S-A about a future professional career, review a proposed professional contract and be present at meetings of representatives of professional teams and the S-A without jeopardizing the S-A's eligibility. The panel, nor any member, shall serve in the role of an agent for the athlete.

The current panel as identified with the NCAA National Office consists of:

(NOTE: Recommended composition would be to include a business school professor with a background in investments and financial planning, a minority professor possibly from the social sciences and an individual able to deal with the legal aspects of the proposed contracts. Three individuals are the minimum and four is probably a maximum.)

AGENTS.

NCAA regulations (Bylaw 12.3) specifically prohibit eligible S-As from entering into written or oral agreements with agents for the purpose of marketing athletics ability or reputation in that sport. Contacts with agents must be monitored closely for the sake of the S-A and the program. The penalty is immediate ineligibility and if not reported possible forfeiture of athletic contests in which the ineligible S-A performed. While the majority of sports agents are principled and well meaning, the potential for and record of abuse (both deliberate and inadvertent) in this area make it one of the most important to monitor and control. Administrators and coaches should regularly remind all S-As, but especially those who may be targeted by agents of this regulation and encourage them to report any contact by an individual who represents him/herself as an agent or athletic talent scout, or attempts to arrange a meeting with the same.

AGENT DEFINITION. An agent could be a certified Sports Agent, a local businessman, a family friend (or lawyer), or TROY supporter.

CONTACT PROCEDURE. No S-A should enter into extended conversation or contact with a person representing him-herself as an agent until reporting the name of the individual to the Director of Athletics and the Agent Liaison. The Director of Athletics or designee will provide quarterly reports of agent contact to the Chair of the Career Counseling Panel. The extent of a S-A initial contact with an agent should be to request a business card and a list of other athletes whom the agent represents. The S-A should ask the agent if he/she has been in contact with the Director of Athletics (not the coach). Regardless of the answer the S-A should tell the agent, "I have to report this contact to my Director of Athletics. I

appreciate your interest and will get back in touch with you.” Under no circumstances should a S-A sign anything or accept anything else from the agent (even a meal, coke etc.). The contact should be reported immediately (at home if at night or on a weekend) to the Director of Athletics. Contacting the Coach alone about the agent contact does not fulfill the requirement of this section. The Director of Athletics (or in his absence a senior athletics administrator) must be contacted.

ALABAMA ATHLETE AGENT REGULATORY COMMISSION. The State of Alabama Secretary of State’s Office has established the Alabama Athlete Agent Regulatory Commission which provides information on agents and their activities with their athletes. Troy University participates in this program.

TROY AGENT REGISTRATION. All agents must register with the Compliance Office or the person designated as the Agent Liaison prior to each contact with a S-A or prior to attending an Athletics Department activity on campus.

CHARITABLE AND EDUCATIONAL PROJECTS RELEASES.

NCAA regulations permit, under certain circumstances, S-A involvement in campus and community charitable projects and/or appearance in educational (e.g. sports skill) projects (books, videos, etc.).

REQUIRED PRIOR APPROVAL AND RELEASE. Any such participation requires prior approval by the Director of Athletics and the signed release statement of the athlete and/or project promoter(s) that the project or event is within the guideline of NCAA regulations. The intent of the NCAA regulation is to avoid using the S-A to promote a commercial enterprise.

CONTACT COMPLIANCE OFFICE. Any S-A who is approached, or a coach approached on behalf of an athlete, should immediately contact the Compliance Office. While most of these events or projects are permissible, it is important to have a clear understanding of exactly what will be taking place and how the student-athlete will be involved. The forms for the necessary compliance statements are available in the Compliance Office. Failure to comply with these regulations could result in the loss of eligibility and/or financial aid for the S-A.

CONTINUED APPLICATION. It should be noted that S-As who have completed their eligibility (e.g. senior football players in subsequent terms), but are still receiving financial aid, continue to be subject to this regulation.

ADDING, SWITCHING OR QUITTING A SPORT.

EXIT INTERVIEWS. S-As who have exhausted their eligibility or who are leaving a sport for any reason will conduct an exit interview with the Director of Athletics, Senior Associate Director of Athletics or the Senior Woman Administrator at the time of separation. The FAR may attend an exit interview.

EXIT INTERVIEW PROCEDURE. After consultation with the Head Coach, the S-A will make an appointment with a senior athletics administrator for a private, confidential interview at which time an Exit Interview Form will be completed. In the event the S-A is uncomfortable approaching the coach before requesting the interview with the Senior Administrator, it will be permissible to set up the interview. However, the S-A will be informed that the coach will be made aware of the situation before the interview takes place.

MAKING SQUAD CUTS. Coaches making squad cuts are encouraged to inform a senior athletics administrator so arrangements for exit interviews can be made at that time.

VOLUNTARY WITHDRAWAL. If a scholarship S-A voluntarily withdraws from the athletics program, all applicable national governing body rules and regulations must be followed. The athlete shall sign a "Voluntary Statement of Withdrawal from Athletic Grant-in-Aid" form at the time of the Exit Interview.

SWITCHING SPORTS. No scholarship athlete, or athlete who has given up a scholarship in one sport, will be permitted to leave one sport and participate in another sport without the written consent of the coach who was previously responsible for the athlete's scholarship. This applies to athletes switching from one sport to another or who are adding a second sport.

MULTIPLE SPORTS. Any athlete participating in more than one sport in any one academic year shall have on file a copy of the Multiple Sport Participant Form. This form will be signed by the athlete and the Head Coach for each sport involved, and a copy will be attached to each sports' Squad List for that year.

STUDENT-ATHLETE CODE OF CONDUCT.

S-As are representatives of the Institution and should conduct themselves accordingly. They are often the most prominent individuals the general public associates with the institution.

The S-A should:

- (a) Maintain good academic standing.
- (b) Exhibit the highest ideals of sportsmanship on and off the courts and fields of play.
- (c) Understand the overall philosophy of the institution and its athletics program.
- (d) Abide by all applicable NCAA, conference and institutional rules and regulations.
- (e) Be a role model for others in the institution and community to follow and emulate.
- (f) Avoid any involvement with non-therapeutic drugs and aggressively assert a wholesome influence in combating the use of drugs.
- (g) Understand the use of or possession of alcoholic beverages at the site of an athletics competition, a formal team function, or while traveling with an athletics

- squad is prohibited.
- (h) Understand that tobacco is prohibited by NCAA rule.
 - (i) Be cognizant of and avoid all contacts with individuals representing gambling interests. The S-A should provide no information of any kind to these individuals and should report all attempts of contact to your coach. The S-A should not wager on sports.
 - (j) Have no dealings with an agent or an agent's representative until discussing the situation with a senior Athletics Department official.
 - (k) Be enthusiastic and punctual for all practices, contests and other team functions.
 - (l) Be responsible for all equipment and supplies issued.
 - (m) Treat visiting teams and officials as guests.
 - (n) Maintain a positive rapport with fans and supporters.
 - (o) Project a positive image of self, teammates and the program to representatives of the media at all times.
 - (p) Remember, it is a privilege with considerable responsibility, to represent the institution through its athletics program.

GRADUATION RATE DATA.

The Athletics Department views the gathering and releasing of information on graduation rates as a positive influence on the program and its recruiting efforts. Coaches and administrators are encouraged to cooperate in obtaining this information and recruiters should have it available for all prospective S-As and their parents/guardians.

INSTITUTIONAL PROFILE. All athletics personnel should endeavor to create an academically sound environment that will lead to the graduation of S-As who exhaust their eligibility at TROY at a rate comparable to, if not leading that of the institutional profile.

OPPORTUNITY TO EARN A DEGREE. It is recognized that not every S-A, just as not every student who enrolls at the institution, will earn a degree. However, it is paramount that every S-A have the opportunity to earn a degree and the Athletics Department will endeavor to do this.

NCAA SPECIAL ASSISTANCE FUND.

The NCAA Special Assistance fund will be administered by the Senior Associate Director of Athletics. All applicable NCAA and Conference policies and procedures will be followed. Coaches shall review the criteria for use of the fund with all squad members at the beginning of the year and encourage those eligible to follow the established guidelines.

STUDENT-ATHLETE OPPORTUNITY FUND

The NCAA Student-Athlete Opportunity Fund will be administered by the Senior Associate Director of Athletics. All applicable NCAA and Conference policies and procedures will be followed. The fund shall be utilized for student-athletes at the discretion of the Director of Athletics.

STUDENT-ATHLETE ADVISORY COUNCIL (SAAC).

The SAAC is a primary avenue of communication between S-As, the University, and Athletics Administration. The SAAC provides a forum in which S-As and the Athletics Department leadership can discuss openly issues relevant to intercollegiate athletics and the S-As involved. This group consists of representatives from each Varsity team. SAAC representatives are selected annually by the Head Coach and are not necessarily “team captains.” The group meets monthly and sets its own agenda based on input from team members and others.

ATHLETICS DEPARTMENT BOOKROOM.

The Athletics Department utilizes the University Bookstore to allow those individuals receiving “loan of textbooks” as part of an athletic Grant-in-Aid or a non-athletic Grants-in-Aid to receive books. The basic principle is simple: the individual will receive the books needed for each class for the duration of the term. The individual must return the books at the conclusion of final examinations in order to receive books the next term. The procurement of books through this channel is a privilege, and not a right. It must be treated as such.

In order to receive books, the individual must have a scholarship on file in the Compliance Office. At the beginning of the appropriate semester, the Compliance Office will provide the Office of Student-Athlete Services a list of these individuals. The Office of Student-Athlete Services will approve the individual for books by signing a copy of the S-A schedule. The S-A will then take the approved schedule to the Bookstore where he/she will retrieve books. At the conclusion of the term, each individual is responsible to return the books prior to the last final examination of the semester. The Bookstore will keep an ongoing list of those books taken and returned to the Bookstore. It is a privilege to receive books and those individuals who do not return or return books late may have this privilege revoked.

DRUGS AND ALCOHOL.

The Athletics Department believes the use of controlled substances and “performance enhancing” drugs constitute a threat to the integrity of intercollegiate athletics, represents a danger to the health and careers of S-As, and unduly exposes S-As to exploitation. The Athletics Department has adopted a program which seeks to protect S-As at TROY from the risks and dangers of drug and alcohol abuse through measures of testing, rehabilitation, and, when appropriate, sanctions.

The use of anabolic steroids, cocaine, amphetamines, and any other controlled substance prescribed by federal or state law, by any member of an intercollegiate athletics team of the University is expressly prohibited, whether such use occurs before, during, or after the team’s season. The only exceptions are for licensed health care professional prescribed medication for the S-A. Such prescriptions will be reported to the Athletic Training staff. Unauthorized use of such drugs constitutes an abuse of the privilege of practicing and representing the University in intercollegiate athletic competition. Such unauthorized use may result in dismissal from the intercollegiate athletics program and may lead to further sanctions, including loss of the grant-in-aid.

See the immediate pages for the complete Drug Policy.

STUDENT-ATHLETE ELIGIBILITY.

GENERAL ELIGIBILITY REQUIREMENTS.

In order to ensure a system of checks and balances, the Athletics Department works closely with the offices of Admissions, Registrar, Financial Aid, Athletic Eligibility Coordinator and the Faculty Athletics Representative in determining eligibility. TROY S-As will meet applicable NCAA, Conference, and Institutional eligibility requirements before being permitted to practice, compete, or receive athletically related aid.

FRESHMAN FINANCIAL AID AND PRACTICE ELIGIBILITY.

S-As enrolling as freshmen with no previous full-time college attendance shall be certified by the NCAA Initial Eligibility Clearinghouse for financial aid, practice and competition. Once certified, these S-As remain eligible for athletically related institutional financial aid during their first year of enrollment (provided the S-A passes 6 hours of academic credit the first semester) for any term in which they are enrolled as a full-time student. The Athletic Eligibility Coordinator or his/her designated staff member has the responsibility for verifying initial eligibility.

RETURNING STUDENT-ATHLETES FINANCIAL AID & PRACTICE ELIGIBILITY.

S-As who have spent one year in residence or utilized at least one season of eligibility shall be eligible to receive athletically related institutional financial aid for any term in which they are enrolled as a full-time student.

FRESHMEN ELIGIBILITY.

Beginning with the 2003-2004 recruiting class, entering freshmen must achieve national test scores relative to the prospect's minimum core course grade point average (GPA) as set forth in the NCAA Initial Eligibility Index. Refer to the NCAA Manual, Bylaw 14.3 for specific initial eligibility requirements.

TRANSFER ELIGIBILITY.

Transfer S-As must be in compliance with all applicable NCAA Transfer requirements per NCAA Bylaw 14.5 including required releases from previously attended institutions.

TRANSFER RELEASES. The Associate Director of Athletics for Compliance will contact previously attended institutions to obtain the necessary releases for four-year transfers.

TRANSFER CREDIT EVALUATIONS. The Athletic Eligibility Coordinator evaluates the transcripts of transfer S-As to ascertain the number of transferable hours, GPA, and degree earned, if any. The Registrar's Office evaluates the transfer credit to ascertain the degree status of the transfer student. If it is necessary to evaluate a transfer S-A's high school record, the evaluation will be requested through the NCAA Initial Eligibility Clearinghouse.

CONTINUING ELIGIBILITY.

The Registrar verifies that each returning S-A is in good academic standing and is meeting the requirements for satisfactory progress per NCAA Bylaw 14.4. Beginning with students first entering a collegiate institution on or after August 1, 2003, a new set of satisfactory progress requirements have been implemented. Therefore, satisfactory progress standards are applied to each S-A depending on their initial full-time collegiate enrollment. The Registrar or his/her designated staff member has the responsibility for certifying the academic standing and satisfactory progress of each S-A. The S-A must be enrolled in a minimum of 12 hours to be eligible for participation (practice or competition) and financial aid.

GENERAL PHILOSOPHY. S-As and coaches are responsible for tracking satisfactory progress at all times. The Athletics Compliance Office (through the Registrar) is responsible for providing the coaches with information, in a timely manner, to enable the coaches to track S-A satisfactory progress.

The Registrar's Office is responsible for certifying courses countable toward satisfactory progress in a timely manner each term and providing updates to the Associate Director of Athletics/Compliance and the coaches. All information will be organized to identify at-risk S-As and to arrange their attendance in summer school for needed hours.

ANNUAL REQUIREMENT (For those entering prior to 8/1/2003).

Each S-A is required to pass a minimum of 24-semester hours during the school year. As an alternative, the S-A may pass an average of 12 hours per term to meet this requirement. Additionally, each S-A must pass 6 hours the preceding regular academic term to be eligible the following academic term.

ANNUAL REQUIREMENT (For those entering after 8/1/2003).

Each S-A is required to pass a minimum of 24-semester hours during the initial year of college enrollment (August-August). Of those 24 hours, 18 must be passed during the academic year and of those 18 hours, 6 must be passed each semester. Following completion of the initial year of enrollment, each S-A must adhere to the 18/6 hour rule for each year thereafter.

REQUIRED MAJOR (For all S-A).

Prior to the S-A's third year (following the fourth academic semester), an academic major must be declared. However, once a major is declared, the hours required annually must apply to the S-A's chosen major. The Athletics Department should not place undue pressure on S-As in choosing a specific academic major.

ACADEMIC YEAR REQUIREMENT (For those entering prior to 8/1/2003).

At least 75% of the required hours must be earned during the regular academic year.

COMPLETION OF MAJOR (For those entering prior to 8/1/2003).

S-As must complete 25% of the hours required for their degree by the beginning of their third year (fifth semester), 50% of the hours by the beginning of their fourth year (seventh semester), and 75% of the hours by the beginning of their fifth year (ninth semester).

COMPLETION OF MAJOR (For those entering after 8/1/2003)

S-As must complete 40% of the hours required for their degree by the beginning of their third year (fifth semester), 60% of the hours by the beginning of their fourth year (seventh semester), and 80% of the hours by the beginning of their fifth year (ninth semester).

MINIMUM GRADE POINT AVERAGE REQUIREMENT (For those entering prior to 8/1/2003).

S-As must have a GPA equivalent to at least 90% of that required for graduation by the beginning of their third year, and 95% of that required by the beginning of their fourth and subsequent years.

MINIMUM GRADE POINT AVERAGE REQUIREMENT (For those entering after 8/1/2003).

S-As must have a GPA equivalent to at least 90% of that required for graduation by the beginning of their second year, and 95% of that required by the beginning of their third year and 100% of that required by the beginning of their fourth and subsequent years.

ELIGIBILITY AND SQUAD LIST FORMS.

The Compliance Office will generate the Eligibility and Squad List using the information provided by Admissions, Registrar and Financial Aid. The Athletics Department verifies the seasons of competition for each athlete.

DIRECTOR OF ATHLETICS' SIGNATURE. The Director of Athletics will sign verifying the list of S-As and their seasons of eligibility.

REGISTRAR'S SIGNATURE. The Registrar will sign verifying the satisfactory progress of returning S-As and the full-time enrollment of all S-As. The Registrar also will sign the Eligibility List verifying transfer eligibility.

ATHLETIC ELIGIBILITY COORDINATOR. The Athletic Eligibility Coordinator will sign verifying the initial eligibility of freshmen and transfers.

DIRECTOR OF FINANCIAL AID'S SIGNATURE. The Director of Financial Aid will sign verifying the financial aid awarded to each S-A.

PROCESS VERIFICATION. The Faculty Athletics Representative oversees the process and provides the final signature.

TIMELY PROCESS. The Athletics Compliance Office has responsibility for the timely completion of all squad lists and eligibility lists. These lists shall be completed at least three days prior to the first scheduled contest.

STUDENT-ATHLETE AFFIRMATION OF ELIGIBILITY.

Following the completion of the Eligibility and Squad List Forms, and prior to the first date of competition, the Compliance Office shall prepare the NCAA Student-Athlete Eligibility Form and have it signed by the Head Coach and the Director of Athletics. The original will remain with the Squad List in the Compliance Office.

ATHLETE INFORMATION FORMS.

A considerable amount of information is required on all S-As before they are permitted to practice (including tryout periods).

PRE-PRACTICE MEETINGS. Coaches shall hold squad meetings before the first practice to gather this information. The Director of Athletics (or designee) and the Associate Director of Athletics for Compliance shall be present at the meetings. The importance of gathering and completing the following information before the athlete practices cannot be over-emphasized.

1. Medical History Form
2. Medical examination
3. S-A Information Form
4. Buckley Amendment Waiver
5. Required NCAA Forms
6. Drug Testing Consent Form (NCAA & Institutional)

WALK-ONS.

CATEGORIES: There are two “walk-on” categories: the recruited walk-on and the non-recruited walk-on.

Recruited walk-on. The recruited walk-on is the PSA for whom the definition of “Recruited Prospective Student-Athlete” (NCAA Bylaw 13.02.10.1) is applicable and who was invited to the pre-practice meeting.

Non-recruited walk-on. The PSA who does not meet the definition of “Recruited Prospective Student-Athlete”, walks on as the result of an on-campus practice announcement or following the pre-practice meeting.

PERMISSION TO PRACTICE FORM. A Permission to Practice form must be completed by each individual who desires to walk-on and who was absent from the pre-practice meeting. This form is found in the Compliance Office and must be completed before the S-A practices or receives equipment.

INSURANCE REQUIRED. Before participation, walk-ons must show proof of

primary insurance. Exceptions can be made only by the Director of Athletics.

INTERNATIONAL STUDENT-ATHLETE CERTIFICATION.

The recruitment and participation of international students on intercollegiate athletics teams is encouraged. International S-As are generally subject to the same eligibility requirements as American students. Initial Eligibility will be determined by the NCAA Initial Eligibility Clearinghouse. Special forms are available for international applicants. Transfer eligibility will be processed by the institution.

COMPLEX ISSUES. Because of the complexity of the recruiting, admission, eligibility and financial aid of an international S-A, coaches should maintain close contact with International Programs Office and the Compliance Office throughout the recruiting process.

TRANSFERS. The “Five-year clock” regulations also apply to international students. Therefore, coaches must quickly ascertain if the recruited individual is a high school prospect or a transfer. An international S-A has five years to play four from the time he/she first enrolls in a post-secondary institution.

POST-21ST BIRTHDAY COMPETITION. International PSAs may be affected by participation after their 21st birthday, and prior to collegiate enrollment. Any participation in organized sports competition during each 12-month period, after the prospect’s 21st birthday, counts as a year of varsity competition. In men’s and women’s tennis, prospects begin losing a year of eligibility if not enrolled within a year of high school graduation and continue to compete during that period.

Organized Competition. Organized competition is defined in the NCAA Manual, Bylaw 14.2.3.5.3.

INTERNATIONAL STUDENT-ATHLETE FORM. All first-time international S-A participants will complete the NCAA International Student-Athlete Form, which will certify their previous competitions and amateur status. This form will be administered by the Athletics Compliance Office.

INTERNATIONAL STUDENT INSURANCE REQUIREMENT. International S-As are expected to provide proof of primary insurance, which covers athletically related injuries. The Institution’s internal student insurance policy does not fulfill this requirement. Coaches should explain to PSAs that it will be necessary to purchase an insurance policy in order to compete. The Athletics Training Room will arrange for such a policy to be available each year in the event the international S-A cannot arrange his/her own insurance.

ACADEMIC RECORDS DISTRIBUTION.

The Athletics Compliance Office (through the Registrar) is responsible for providing timely and necessary records to coaches and the Office of Student-Athlete Services for tracking and determining satisfactory progress of all S-As.

DISTRIBUTED RECORDS. Records to be provided each term include:

- (a) A copy of the transcript for each returning S-A.
- (b) A copy of the Registrar's composite 24-hour Report showing the S-A's progress toward 24-hour requirements for the current year and progress toward hours earned toward either the 6/18/24 rule or the 12-hours per term attended average.
- (c) A copy of the Registrar's composite Degree Hour Completion Report for each class showing the S-A's progress toward countable degree hours completed, hours still needed for 40%-60%-80% or 25%-50%-75% completion levels and current GPA.

FINANCIAL AID POLICY.

It is the policy of the TROY Department of Intercollegiate Athletics to make Athletics Financial Aid available to S-As in all sports governed by the department. The determination on which current S-A will receive recommendations for athletic aid is the responsibility of each sport's Head Coach with final approval from the Director of Athletics. In addition to S-As, others who are possibly eligible for athletics financial aid (within NCAA limitations) include injured non-participating athletes; fifth-year, eligibility-completed former S-As; student managers; student trainers and student coaching assistants.

DIRECTOR OF ATHLETICS DETERMINATION. The Director of Athletics will have final authority to determine the availability of funds for these positions on a case-by-case basis.

FINANCIAL AID ADMINISTRATION.

RECORD KEEPING. The Athletics Compliance Office will maintain the Athletics Department copies of all S-A Grant-in-Aid forms and will compare Athletics Department records to the Financial Aid Office records to assure accuracy.

SQUAD LIST. The Athletics Compliance Office will maintain the NCAA Squad List form (or approved conference substitute) and all attachments as required. Copies of the Squad List will be provided to the Director of Athletics, Compliance Office, Senior Woman Administrator, Director of Financial Aid, and each sport Head Coach.

EARNED INCOME MONITORING. The Compliance Office will monitor and record wages earned by S-As during each academic term to assure compliance to applicable restrictions.

FINANCIAL AID ELIGIBILITY. All Athletics Financial Aid will be awarded in accordance with NCAA, Conference, and Troy University rules and regulations. S-As who enroll as entering freshmen, with no previous full-time college attendance, shall meet applicable NCAA academic requirements for financial aid, practice, and competition. Once certified by the NCAA Initial Eligibility Clearinghouse, these S-As will remain eligible for athletically related institutional financial aid during their first year of enrollment for any term in which they are enrolled as a full-time student.

S-As who have spent one year in residence or utilized at least one season of eligibility at TROY shall be eligible to receive athletically related institutional financial aid for any term in which they are enrolled as a full-time student.

FULL-TIME ENROLLMENT REQUIREMENT. Eligibility for athletically

related institutional financial aid shall be contingent on the S-A being enrolled as a full-time student. Should a S-A reduce his/her course load below full-time status during any term, his/her eligibility for financial aid for that term will be lost.

FINAL TERM EXCEPTION. S-As enrolled in their final term prior to receiving their baccalaureate degree will be required to take only those courses necessary to complete the degree as certified by the records office.

AWARDING AGENCY. Athletics Financial Aid can only be awarded, reduced or cancelled by the University Financial Aid Office upon the recommendation of the Athletics Department.

OTHER AID COMPLIANCE. Any merit, private, state, or federal scholarships (grants) received by a S-A must conform to NCAA regulations.

NEED-BASED AID. All S-As are encouraged to apply for need-based assistance. Any such aid which is awarded shall be considered within applicable NCAA guidelines.

FULL GRANT-IN-AID. A full Grant-in-Aid shall consist of: tuition and required student fees, on-campus dormitory, on-campus meal plan, and loan of course related textbooks.

GRANT-IN-AID OPTIONS. Grants-in-Aid may be requested to cover all the above or a flat dollar amount to be awarded each term against the S-A's University charges. The actual amounts for the particular components will be established by the University administration annually and approved by the Board of Trustees.

SUMMER SCHOOL. Summer school financial aid is limited and the final decision for awarding Athletics Department financial aid will be made by the Director of Athletics. The aid will be limited to athletes with the full recommendation and academic justification of the sport Head Coach.

INCIDENTAL EXPENSES. The following benefits are incidental to athletics participation and permissible for S-As to receive (See NCAA Manual Bylaw 16):

- (a) Meals and housing while in the sport season when dorms are closed.
- (b) Expenses for off-campus practice and competition.
- (c) Travel insurance when on sports related trips.
- (d) Complimentary admission (four, with restrictions)
- (e) Expenses for participation in special events.
- (f) Tutoring and counseling.
- (g) Medical benefits for athletically related injury.
- (h) Expenses for eligibility investigation and legal proceedings.
- (i) Expenses related to a permanent disability.
- (j) Other incidental expense waivers (on appeal).

PERMISSION TO OFFER. Before a Grant-in-Aid can be recommended by the coach:

- (a) The Grant-in-Aid must be budgeted.
- (b) The S-A must have a reasonable chance at being admitted to TROY.
- (c) The S-A must have a reasonable chance to be eligible for financial aid under NCAA regulations.

INITIAL GRANTS-IN-AID. Athletically related financial aid which is awarded to a S-A for the first time must be submitted for acceptance during the sport's signing period.

RENEWAL GRANTS-IN-AID. The renewal of a Grant-in-Aid shall be made on or before July 1 prior to the year it is to be effective. The Financial Aid Office, the sport coach, the Senior Woman Administrator, and the Senior Associate Director of Athletics will meet no later than May 31 each year to discuss renewals. If the Grant-in-Aid is to be reduced or not renewed, the Financial Aid Office will inform the S-A of his/her right to a hearing and the guidelines to such a hearing no later than July 1.

FINANCIAL AID OFFICE COORDINATION. The Compliance Office shall insure that all Grants-in-Aid are coordinated with the Financial Aid Office so that students are able to register properly each term.

MINIMUM FINANCIAL AID FOR DIVISION I MEMBERSHIP.

Criteria for minimum amounts of financial aid awards are provided by the NCAA for maintaining Division I membership. TROY maintains a minimum of the equivalent of 50 full Grants-in-Aid (at least 25 full grants in women's sports), exclusive of grants awarded in football, men's basketball and women's basketball. All countable aid is utilized to reach the equivalencies. Further, NCAA regulations require each institution must provide the total of 200 equivalency scholarships to remain Division I-A.

MAXIMUM ALLOWABLE FINANCIAL AID (G-I-A EQUIVALENCIES)

Baseball	11.7		
Men's Basketball	*13	Women's Basketball	*15
Football	*85		
Men's Golf	4.5	Women's Golf	6
		Women's Soccer	12
		Softball	12
Men's Tennis	4.5	Women's Tennis	*8
Men's XC/Track	12.6	Women's XC/Track	18
		Women's Volleyball	*12

*Head Count Sport. Others based on equivalencies.

GRANTS-IN-AID ISSUANCE PROCEDURE.

All Athletics Grants-in-Aid shall be administered according to applicable NCAA rules and regulations. Each coach shall complete a Grant-in-Aid Recommendation Form at

least five days before issuance to include:

- (a) Full and correct legal name of the S-A.
- (b) The S-A's social security number.
- (c) The S-A's complete home address.
- (d) Terms of the aid.

The Grant-in-Aid will be completed by the Compliance Office.

FINANCIAL AID SIGNATURE. The form is then submitted to Financial Aid for award approval. Upon approval, all copies of the Grant-in-Aid Form will be signed by either the Director of Financial Aid or a designee, and Financial Aid will prepare a copy of the appropriate financial aid award letter which officially offers the Grant-in-Aid.

DIRECTOR of ATHLETICS SIGNATURE. The Grant-in-Aid is forwarded to the Director of Athletics for signing. In lieu of the Director of Athletics, the Senior Associate Director of Athletics or the Senior Woman Administrator may sign the Grant-in-Aid. For tracking purposes, the goldenrod copy of the Grant-in-Aid is retained in the Compliance Office.

NATIONAL LETTER OF INTENT PROCEDURE.

TROY is a participant in the Collegiate Commissioners Association National Letter of Intent (NLI) Program. Signed NLIs for all athletes are processed through the Conference Office.

NATIONAL LETTER OF INTENT REGULATIONS. Coaches should be familiar with all NLI regulations and procedures, including:

- (a) The NLI must include the athlete's full name (including middle name or initial) and address before submission to the Director of Athletics.
- (b) It must be signed and dated by the Director of Athletics or a designated representative before it is submitted to the student.
- (c) It must be signed by the athlete's parent or legal guardian if the athlete has not yet reached his/her 21st birthday.
- (d) It must be signed by the athlete and parents, if applicable, within 14 days of its submission to the athlete.

NATIONAL LETTER OF INTENT PREPARED. The Compliance Office will prepare copies of the NLI, if appropriate.

DOCUMENTS TO PSA. The G-I-A and the NLI (if appropriate) are sent by the Compliance Office to the S-A.

Parents' Signature. The S-A's parents (or legal guardian) must sign the Grant-in-Aid and the NLI (if included) if the PSA is under 21 years of age.

Student-Athlete Signature. The S-A signs the Grant-in-Aid (and NLI, if applicable) within 14 days, retaining the white copy of the Grant-in-Aid,

one copy of the NLI, and the Financial Aid Award Letter for his/her files.

Return Copies to Athletics. The PSA returns all other copies of the Grant-in-Aid (and NLI) to the Compliance Office. The NLI must be on file in the Conference Office within 21 days of S-A's signature.

FINAL DISTRIBUTION. Completed Athletics Grants-in-Aid are sent to the Compliance Office for distribution as follows:

Yellow copy to Athletics Compliance Office.
Pink copy to Financial Aid Office.
Goldenrod copy to sport Head Coach.

TERMS AND CONDITIONS OF FINANCIAL AID OFFER.

The Grant-in-Aid is awarded in accordance with TROY and National Collegiate Athletic Association (NCAA) regulations and is for the period of time specified, not to exceed one academic year.

FULL GRANT-IN-AID LIMIT.

A Grant-in-Aid may be reduced such that the value of the grant, together with any other countable financial aid (as defined by the NCAA) does not exceed the maximum allowable value as stipulated by NCAA regulations.

PELL GRANTS.

The Federal Pell Grant Program is an individual entitlement program. NCAA regulations permit S-As receiving a full athletics grant to receive their entire Pell Grant allotment. TROY Coaches are not permitted to write athletic grants-in-aid, which "include Pell Grants" or other entitlement allotments thereby reducing the athletics and/or countable aid portion of the grant-in-aid. The only such reductions which will be considered will be those required by NCAA regulations. Coaches wishing to provide less of an equivalency to a S-A should take into consideration the potential Pell Grant amount and write the grant with a specific dollar amount.

OTHER AID REPORTED.

Financial Aid received (including employment income) from any source other than the University, or persons upon whom the recipient is naturally or legally dependent, shall be reported, in writing, to the Compliance Office.

GRANT-IN-AID TERMINATION.

Institutional aid may not be reduced or canceled during the period of its award for any of the following reasons:

- (a) On the basis of a S-A's ability or contribution to the team's success;
- (b) Because of an injury that prevents the recipient from participating in athletics; or
- (c) For any other athletics reason.

Aid may be reduced or canceled during the period of its award if the recipient:

- (a) Renders him/herself ineligible for intercollegiate competition;
- (b) Fraudulently misrepresents information on an application, NLI or other documents;
- (c) Engages in serious misconduct warranting substantial disciplinary action;
- (d) Voluntarily withdraws from a sport.

FINANCIAL AID OFFICE AUTHORITY. Any such reduction or cancellation of aid is permissible only if such action is taken for proper cause by the regular disciplinary or scholarship awards authorities of the institution and the S-A has had an opportunity for a hearing.

POLICY ON REDUCTION OR NON-RENEWAL OF GIA.

Athletics grants-in-aid are made for a specific time period not to exceed one academic year. No athletics grant-in-aid is required to be renewed for an ensuing period, and no coach can promise a S-A at the signing that his/her grant will be renewed. Reasons for consideration of reduction or non-renewal can range from attitude, discipline problems, unsatisfactory athletic performance, eligibility reasons or voluntary withdrawal.

DECISION IS RESPONSIBILITY OF COACH. The primary responsibility for the evaluation of the S-A and the decisions concerning continuation of the S-A on the team (as well as recommendation for reduction or non-renewal of athletics grant-in-aid) rests initially with the Head Coach of each sport. The determination of the methodology for such evaluations and judgments are clearly within the realm of professional competencies and responsibilities of the coach.

NCAA AND INSTITUTIONAL CONCERNS. Reductions and non-renewals will be handled in accordance with NCAA regulations. The primary concern of the institution in these matters is that the S-A is not treated in an arbitrary manner. This concern is addressed through a coach demonstrating open lines of communication concerning the decision for reduction or non-renewal with both the S-A and the athletics administration. All decisions should be made in a timely manner, as the situation permits, to allow all parties alternative athletic or academic opportunity.

HEARING OPPORTUNITY. A S-A whose grant has been recommended for reduction or non-renewal shall be afforded the opportunity for a hearing. The parameters and procedure for such a hearing will be established by the Office of Student Affairs.

PROCEDURES FOR REDUCTIONS OR NON-RENEWAL OF GIA.

Whenever a situation develops where a coach may consider discontinuing team membership and/or financial aid non-renewal (or reduction), the coach should notify the S-A and, if such communication has not already begun at this point, the coach should also communicate to a Senior Athletics Department Administrator the consideration of these possibilities.

The Compliance Office will be responsible for requesting from the Office of Student Affairs a non-renewal (or reduction) of a grant-in-aid. In accordance with NCAA policy, the Office of Student Affairs will provide the S-A with the official written notification of non-renewal (or reduction) and the appropriate appeal procedures not later than July 1.

FINANCIAL AID APPEALS HEARING PROCEDURE.

A student may request a hearing after receiving notification of a Grant-in-Aid reduction or cancellation. The student must submit a request, in writing, to the Senior Vice Chancellor of Student Affairs. The request for appeal must be received within fourteen (14) working days after notification. A student failing to request a hearing within this time waives the right to appeal.

HEARING SCHEDULE. The Vice Chancellor of Financial Affairs or his/her designate will schedule an appeals hearing within twenty (20) working days after receiving the request. Notification will be made at least three (3) working days prior to the hearing.

HEARING PANEL. A panel of three faculty/staff members, chaired by the Senior Vice Chancellor of Student Affairs, will hear the appeal. The Associate Director of Athletics/Compliance or the Senior Associate Director of Athletics will be a nonvoting participant.

CLOSED HEARING. The hearing will be closed to all but the participants and the student's requested observers.

HEARING PARTICIPANTS. Hearing participants shall include the student who requested the hearing, Athletics Department presenters, an athletics compliance officer, and any witnesses requested by either party.

HEARING PROCEDURES. Each side will have the opportunity to present its case before the hearing panel, including testimony, evidence, etc. from any supporting witnesses.

Presentation Order. The Athletics Department will present its case first, followed by the appellant

Questioning Procedure. Neither side will be permitted to question the other. However, they may present and question witnesses.

Panel Inquiries. The hearing panel shall be allowed to question all participants.

Compliance Officer. The Associate Director of Athletics/Compliance or Senior Associate Director of Athletics shall be available to answer questions from either side.

Panel Witnesses. The Hearing Panel may call additional witnesses it feels necessary to render a judgment. Either party may question these witnesses.

PANEL DECISION. The Hearing Panel will make its decision in executive session and inform both parties, in writing, within three (3) working days of the close of the hearing.

STUDENT-ATHLETE EMPLOYMENT MONITORING PROCEDURE.

NCAA Bylaws limit the amount of money most S-As may earn (during academic year), in connection with any other financial aid. S-As will be reminded of this fact during the preseason meetings and will be asked to indicate all sources of financial aid anticipated, including any school year employment

CONTACTING STUDENT-ATHLETES. Based on this information, S-As who anticipate employment during the school year must contact the Compliance Office.

JOB INFORMATION FORM. The S-A will be asked to complete a Job Information Form, giving name and Social Security Number, name of employer, employer address and phone number, immediate supervisor, hourly wage, anticipated weekly hours and anticipated school year earnings.

ESTIMATE EARNINGS. On the basis of this information, an estimate of earnings will be determined to use in processing the financial aid portion of the Squad List.

REGULAR CHECK AND UPDATE. A check will be made regularly to determine the amount of money actually earned and Squad List adjustments made accordingly.

RECRUITING POLICY AND PROCEDURES.

RECRUITING PHILOSOPHY. The Athletics Department is committed to recruiting prospective student-athletes who are, first and foremost, capable of attaining a degree in an approved baccalaureate program of study, are athletically talented enough to compete at the Division I level, and who possess the highest degree of personal integrity. An overall evaluation of the prospect's academic orientation, high school and/or junior college record, history of accountability to one's actions, and background information will assess scholastic aptitude and character. Any prospective student-athlete whose fundamental aim is otherwise than to achieve a sound education and contribute to the overall quality of the collegiate experience at TROY should not be extended the opportunity for athletic participation.

In recognition of the need to underscore our primary academic objectives and graduation of student-athletes, Troy University adheres to the principles underlying adoption of NCAA Bylaw (14.3).

RECRUITING POLICY. Recruiting is an integral part of the intercollegiate athletics program. It is essential that all parties involved in the recruiting process have a full understanding of the NCAA, Conference and institutional rules. At TROY, the head coach is responsible for all recruiting activities in his/her sport. All coaches are responsible for knowledge of and adherence to NCAA recruiting rules and regulations. The Director of Athletics, Faculty Athletics Representative, Associate Director of Athletics/Compliance, and Sr. Associate Director of Athletics shall have oversight authority of recruiting practices to assure adherence to recruiting regulations.

The full text of Troy's Recruiting Policies and Procedures can be found in the Student-Athlete Handbook.

SERVICE AREA. Since TROY is a state supported institution and has a commitment of service to the southeast region of the state. Coaches are urged to recruit this region first, prior to looking further.

RULES-KNOWLEDGE EXPECTATIONS. All applicable NCAA and conference regulations regarding recruiting must be followed. Coaches shall be thoroughly familiar with recruiting, eligibility, and financial aid regulations (NCAA Bylaws 13, 14, and 15) before engaging in the recruitment of any S-A.

Coaches Certification Test. No coaches will be permitted to recruit off-campus until the annual NCAA Coaches Certification Test is passed. This test is scheduled through the Compliance Office and administered by the FAR.

Recruiting Rules Education. Coaches and other Athletics Department personnel involved in the recruiting process are required to attend Athletics compliance meetings and workshops.

DECLARATION OF RECRUITERS.

By August 1, each Head Coach will declare the names of the coaches eligible to recruit for that year. These specified coaches must then complete the Coaches Certification Exam. Once the exam is passed, the Faculty Athletics Representative will submit the declaration to the Compliance Office where it will be held on file according to NCAA and conference regulations.

RECRUITING BUDGET.

Recruiting expenses are a part of a sport's budget and should be requested during the budget-development process. Funds should be designated for coaches' recruiting travel and for recruit visitation expenses.

SCOUTING SERVICES. The costs of scouting and evaluation must be budgeted before subscriptions are requested.

OFFICIAL VISIT.

A prospective S-A may receive one expense paid visit not to exceed 48 hours. A prospective S-A is limited to five (5) official visits and can only take one official visit to any given institution. The institution is required to notify the prospective S-A of this limitation, in writing, at the time of the invitation. The annual NCAA Graduation Rate Report and the NCAA Banned Substance List shall be included in this invitation.

OFFICIAL VISIT NOTIFICATION. The Athletics Compliance Office will mail the NCAA required letters of notification to prospective S-As participating in official visits to assure the timeliness and appropriateness of such notification. Coaches shall submit an Official Visit Request Form to the Compliance Office at least five days prior to the scheduled visit.

GUIDELINES FOR PROSPECTIVE STUDENT-ATHLETES AND STUDENT HOSTS. The following guidelines have been established to ensure that the hosting of prospective student-athletes (prospects) is conducted in a manner consistent with NCAA and Troy regulations. Student-athletes who serve as a host must understand that they are an official representative Troy University. Therefore, appropriate conduct is expected at all times.

1. Underage drinking (below 21) is illegal in the State of Alabama. Prospects are not allowed to indulge in this activity. It is the student host's responsibility to discourage and report transgressions of this law. If a prospect is of legal age (21) and may enter a local bar, it is the student host's responsibility to ensure that the prospect is aware that alcohol abuse will **NOT** be tolerated.
2. Curfew for prospects is left to the digression of the head coach not to exceed 2:30 am.
3. Troy University will **NOT** tolerate sexual harassment by anyone associated with our athletic teams. Student hosts must be aware of

TROY's prohibition of this type of activity and work to ensure that prospects they are hosting conduct themselves appropriately.

4. Student hosts may **NOT** utilize any illicit or illegal activities as a recruiting device. Specifically, the use of drugs, sex or strippers/gentlemen's clubs as a means of recruiting a prospect is **PROHIBITED**.
5. A prospect may not have contact with representatives of Troy University's athletics interests (boosters). It is the student host's responsibility to ensure that such contact does not take place when they are entertaining prospects. If an unplanned meeting occurs, only an exchange of greeting is permissible.
6. All entertainment of a prospect shall be within a 30-mile radius of Troy. There shall be no entertainment in regards to gambling/gaming activities.
7. It is the responsibility of Troy University to ensure the safety and well being of prospects visiting our campus. At the same time, it is incumbent upon the prospect and their student host to avoid any situations or activities that would jeopardize their safety or would be against NCAA, University or local laws, rules and regulations.

Failure to adhere to these guidelines will result in the following:

Violation by Host:

- 1st—Student-athlete will be ineligible to host a prospect for one calendar year.
- 2nd—Student-athlete will be ineligible to host a prospect indefinitely.

Violation by Prospect:

- Parents/legal guardians are contacted by the Director of Athletics.

Any violation during an academic year constitutes a violation for the specific program

- 1st—Written warning to Head Coach.
- 2nd—Probation for program to include educational sessions from the Compliance Office.
- 3rd—Loss of official visits.

ACCOUNTABILITY FOR GUIDELINES.

The Coach is responsible for having each prospect and student host sign the guidelines for prospective student-athletes and Troy student hosts form which outlines the above guidelines. No coach may receive reimbursement for the official visit until the Associate Director of Athletics/Compliance certifies that the appropriate form has been signed by both parties.

UNOFFICIAL VISIT.

A prospective S-A shall be permitted to visit campus as many times as he/she wishes at his/her expense. Only three complimentary admissions to an on-campus athletic event can be provided during an unofficial visit. No other expenses can be paid (no meals)!

Coaches must submit an Unofficial Visit Form to the Compliance Office no later than 10 days following the conclusion of the visit.

CONTACT RESTRICTIONS. Alumni, Boosters and other “representatives of athletics interests” are specifically prohibited from making any contact with a recruit either in person, by phone or mail.

RECRUITING ADMINISTRATION.

The Athletics Compliance Office will assist coaches in developing procedures and forms to assure compliance with all applicable NCAA recruiting regulations, including but not limited to: phone calls, evaluations, contacts, official visits and complimentary admissions.

RECRUITING TRAVEL.

The Athletics Business Office will monitor the athletic travel forms for recruiting travel to assure coaches are completing the necessary information regarding evaluations and contacts on the road.

INCOMPLETE FORMS. The Athletics Business Office will return incomplete forms to the coach for appropriate completion prior to submitting the form to the University Business Office. A report of a coach’s continuing failure to complete the form will be made to the Athletics Compliance Office.

RECRUITING CHECKPOINTS.

The following checkpoints have been developed to aid recruiting compliance:

- (a) List of PSAs contacted on file in coach’s office.
- (b) Lists of PSAs and high school or junior college coaches receiving complimentary admissions to on-campus athletics events on file in Ticket Office.
- (c) List of groups making campus tour including on-campus athletics event(s) on file in Ticket Office.
- (d) Logs of recruiting calls on file in coach’s office.
- (e) List of evaluations and contacts on file in the coach’s office.
- (f) Official visit form on file in Compliance Office.
- (g) List of PSAs making unofficial visits on file in Compliance Office.

The Compliance Office will periodically check each coaching staff for these items. Therefore, the files must be maintained in an orderly fashion that can be monitored.

RECRUITING COMPLIANCE PROCEDURES.

Because recruiting is one of the most volatile compliance areas, recruiting procedures shall be clearly defined and documented. Each Head Coach is responsible for developing recruiting procedures for his/her program. These procedures should be developed in cooperation with the Athletics Compliance Office to assure NCAA rules compliance.

DOCUMENTATION. One of the most important parts of recruiting procedures is

documentation.

Burden of Proof. “If a question arises about the recruitment of a prospect or the recruiting practices of a coach, it is the responsibility of the Athletics Department to have up-to-date records with complete, accurate information about the recruitment of a particular prospect.” — NCAA Rules Compliance Seminar

In short, without strong documentation to the contrary, it is probable that charges brought against a coach or program will not be refuted. It is up to the coach and department to prove its innocence in such a situation.

ACCOUNTING OF RECRUITING FUNDS.

The expenditure of all funds used for recruiting purposes will be handled through and monitored by the Athletics Business Office and the University Comptroller in accordance with standard institutional procedures.

NO OUTSIDE SOURCES. No outside sources may be used for recruiting expenditures. The use of all trade-outs will be monitored through the Athletics Development Office.

RECRUITING TRAVEL. Recruiting travel expenses will be handled separately from all other travel in each sport.

Budgeted Funds Only. No funds other than those initially budgeted for that purpose may be used for recruiting travel.

Travel Statement Required. Coaches traveling for recruiting purposes must fully complete a TROY Travel Expense Statement including the recruiting information section.

TRANSFER ADMINISTRATION.

No member of the Athletics Department is permitted to discuss with a S-A currently enrolled at another four-year institution, any information about our program or transferring without first receiving permission from the Director of Athletics (or designee) at the first institution.

WRITTEN REQUIREMENT. This permission must be obtained in writing. The S-A can request the Director of Athletics at his/her current institution to send permission, or TROY must request permission.

SPECIFIC INFORMATION REQUIRED. Depending on the S-A and sport involved, certain academic and background information will be necessary to ascertain eligibility. To this end, the Compliance Office has prepared forms requesting this information from the original institution.

CONFERENCE ONE-TIME EXCEPTION RESTRICTIONS.

Coaches of sports other than football and basketball should note that Conference regulations do not permit application of the one-time transfer exception (immediate eligibility) to transfers from one conference school to another.

PERMISSION TO CONTACT AND ONE-TIME TRANSFER.

COACH AND ATHLETICS DEPARTMENT AWARENESS. When a TROY S-A or another institution contacts an athletics staff member about that S-A transferring, no steps will be taken until the S-A's Head Coach and the Associate Director of Athletics/Compliance or Senior Associate Director of Athletics are aware of the situation and has given permission for the S-A to explore the transfer.

PERMISSION TO CONTACT LETTER. Once the Director of Athletics is certain the transfer would be appropriate, then a permission to contact letter (in accordance to NCAA Bylaws) will be provided to the respective student-athlete.

PERMISSION TO CONTACT DENIAL. Because denial of permission to contact another institution prohibits a S-A from receiving athletically related financial aid at the second institution, it is the practice of the Athletics Department to review all detailed facts of the request and make a case by case determination.

ONE-TIME TRANSFER EXCEPTION. If the one-time transfer exception is appropriate for the S-A in question, the necessary information would be sent to the second institution. For a S-A on athletically related financial aid, it is the practice of the Athletics Department not to grant the one-time transfer exception to any in-state institution OR any Conference member institution. All non-scholarship S-A will be evaluated on a case by case basis.

ONE-TIME TRANSFER DENIAL. Because denial of the one-time transfer prohibits a student-athlete from becoming immediately eligible to participate at the second institution, it is the practice of the Athletics Department to make a determination based on institutional policy.

PERMISSION TO CONTACT AND ONE-TIME TRANSFER DENIAL LETTER. If the decision is made to deny a S-A permission to contact another institution about a transfer and/or the one time transfer exception is denied, the S-A will be notified, in writing, immediately. This letter will inform the S-A of his/her right to appeal the decision and explain the appropriate steps to make an appeal.

PERMISSION DENIAL HEARING PROCEDURE. A S-A desiring a hearing after

receiving notification of denial of permission to contact another institution about a transfer and/or the one time transfer exception denial, he/she must submit a request, in writing, to the Senior Vice Chancellor of Student Affairs within fourteen working days after the S-A received notification of the denial. A S-A failing to request a hearing within this time, waives the right to appeal.

HEARING SCHEDULE. The Senior Vice Chancellor of Student Affairs or his/her designate will schedule an appeals hearing within twenty (20) working days after receiving the request. Notification will be made at least three (3) working days prior to the hearing.

HEARING PANEL. A panel of three faculty/staff members, chaired by the Senior Vice Chancellor of Student Affairs, will hear the appeal. The Associate Director of Athletics/Compliance or the Senior Associate Director of Athletics will be a nonvoting participant.

CLOSED HEARING. The hearing will be closed to all but the participants and the student's requested observers.

HEARING PARTICIPANTS. Hearing participants shall include the student who requested the hearing, Athletics Department presenters, an athletics compliance officer, and any witnesses requested by either party.

HEARING PROCEDURES. Each side will have the opportunity to present its case before the hearing panel, including testimony, evidence, etc. from any supporting witnesses.

Presentation Order. The Athletics Department will present its case first, followed by the appellant

Questioning Procedure. Neither side will be permitted to question the other. However, they may present and question witnesses.

Panel Inquiries. The hearing panel shall be allowed to question all participants.

Compliance Officer. The Associate Director of Athletics/Compliance or Senior Associate Director of Athletics shall be available to answer questions from either side.

Panel Witnesses. The Hearing Panel may call additional witnesses it feels necessary to render a judgment. Either party may question these witnesses.

PANEL DECISION. The Hearing Panel will make a final decision in executive session and inform both parties, in writing, within three (3) working days of the close of the hearing.

BUSINESS OFFICE.

All expenditures for Athletics Department purposes must be made under institutional control. The presence of accounts and/or funds outside the institution will not be tolerated. All gifts must be processed through the institution before they may be accepted by the department or any athletics employee. A Gifts-in-Kind program and other trade out programs must be monitored and distributed through institutional channels. Disregard of this position shall be considered a most serious offense.

GENERAL BUDGET AND BUDGET CONTROL PROCEDURES.

BUDGET PREPARATION RESPONSIBILITY. It is a primary responsibility of each Head Coach or department head to prepare an annual budget for the sport or department.

BUDGET MONITORING. Budgets shall be monitored on a line-item basis (i.e., travel, recruiting, etc.). The Business Manager shall monitor expenditures, but shall not have authority to allocate dollars in excess of budgeted line items. Likewise, coaches and department heads may not make any commitments above and beyond budgeted amounts. This authority lies solely with the Director of Athletics.

BUDGET PREPARATION.

The Fiscal Year (FY) for TROY runs from October 1 through September 30. All athletics budgets are a part of the institution's budget and, therefore, must be ultimately approved by the Board of Trustees of the TROY System.

BUDGET WORKSHEETS. Preliminary budget worksheets will be sent to each Head Coach or department head in April of each year. The Senior Associate Director of Athletics and the Business Manager prepare budget worksheets which will ask each budget director (coach or department head) to provide a detailed line item budget for his/her area, within limitations that may vary from year to year. Written explanations are required for line item requests that exceed a particular year's limitations. Included on this budget worksheet will be long and short term goals for the sport or area. Proposed budgets for each cost center are due in the Senior Associate Director of Athletics' office approximately 30 days after original distribution.

BUDGET REVIEW PROCEDURE. The Preliminary Budget will be reviewed by the Director of Athletics, Senior Associate Director of Athletics and/or Senior

Woman Administrator. Comments and questions will be discussed with the budget director responsible for that area as necessary.

Institutional Review. The Budget will be distributed to the Senior Vice-Chancellor and reviewed by the Vice Chancellor for Financial Affairs.

Budget Directors' Review. Budget directors will meet with the Senior Associate Director of Athletics and/or Senior Woman Administrator to review budgets and make adjustments.

FINAL BUDGET. A final budget will be completed about August 1.

AUTHORIZATION OF EXPENSES.

It is the policy of the Athletics Department to pay all legitimate and authorized bills which are basic to the operational cost of the department. No person is expected to pay such costs and, at the same time, no employee is to incur such obligations on behalf of the department. To that end, TROY and the State of Alabama have established procedures, policies, and guidelines concerning the authorization of expenses. Athletics Department personnel are expected to conform to those procedures and any additional procedures as might be established to further conform to the regulations of associations of which the department is affiliated.

AUTHORIZATION AND APPROVAL. All expenses incurred by members of the Athletics Department must be authorized in advance. The Director of Athletics, or in his absence, the Senior Associate Director of Athletics or Business Manager, are the only individuals authorized to commit the University for any goods, services, or game contract commitments.

FOUNDATION ACCOUNTS. Authorization of expenses and revenue deposits for Foundation Accounts shall be processed through the Athletics Business Office and require the signature of the Director of Athletics (or his designee).

SUPPLIES AND EQUIPMENT PURCHASES.

The purchase of supplies and equipment is governed by the rules and regulations of the Institution and the State of Alabama. The Athletics Department is required to abide by those regulations.

BID SYSTEM. Regulations generally require purchases to be made on a bid system. Two weeks is the average time allotted for obtaining bids with all paper work handled by the Purchasing and Inventory Control Office. The bidding process generally works in the best interests of all parties, provided adequate information is transmitted and proper time allowances are made.

Official Bids. Athletics Department personnel are not authorized to obtain an "official bid," and any information gathered by the employee will have

to be verified by the Purchasing and Inventory Control Office through its normal channels.

Recommended Vendors. Athletics department personnel are permitted to suggest “recommended vendors” from whom bids would be solicited.

BIDS NOT ALWAYS REQUIRED. Some items, depending on the cost, nature of the item, service, or other mitigating circumstance, will not require bids. However, these purchases are still subject to University purchase procedures. Select purchases (see petty cash purchases) can be made without prior authorization. DO NOT COMMIT TO A PURCHASE UNLESS YOU ARE WILLING TO PAY FOR IT! In any case, no supplies or equipment are to be charged to the Athletics Department. All purchases of supplies and equipment are to be purchased in advance with a fund request, or at the time of the purchase with petty cash.

FUND REQUEST AND BID PROCEDURES.

All transactions for the purchase of supplies or equipment should begin with the submission of a completed and properly signed Purchase Requisition to the Athletics Business Office.

ATHLETICS EQUIPMENT FUND REQUESTS. All Athletics equipment must be ordered by the Director of Facilities & Equipment. A complete description of the item(s) requested is necessary. This should include manufacturer, catalog item numbers or manufacturer’s ID number, quantity desired, etc., and approximate cost per unit.

Extensive Specifications. Items requiring extensive specifications should have those specs included on a separate sheet and should include detailed instructions. This will provide the fairest opportunity to all vendors and should create the fewest problems getting exactly what you want.

Substitutes. The issue of substitutions must be addressed on the bid document. This can be done using the following language:

- (a) “Substitutions acceptable”
- (b) “Substitution acceptable only upon review of sample submitted by vendor”
- (c) “No Substitutions” If no substitute is requested, a reason must be given.

Competitive Bids. As you deal with vendors, stress these items will be bid competitively and the vendors will be required to complete and return the official bid form when it is sent out by the Purchasing and Inventory Control Office.

Preliminary Quotes. Preliminary figures the vendor may give you will not

be considered an official bid by the Purchasing and Inventory Control Office.

Dual Approval. The Purchase Requisition must be initialed by both the Coach and the Director of Facilities & Equipment.

BID REVIEW. The Athletics Business Office may ask the Purchasing and Inventory Control Office for the right to review all bids before they are awarded. Every attempt will be made to include the budget manager for the area, in the review and selection process.

UNACCEPTABLE BIDS. If a bid is found unacceptable, a Purchase Order does not have to be awarded. It can simply be re-bid with a wider vendor range if necessary.

PETTY CASH PURCHASES.

Petty cash is available for unusual (and minimal cost) purchases only. The exigent nature of the situation may force you to make the outlay without prior approval. Repayment will be made on the merits of each circumstance and purchases should always be limited. Petty Cash transactions will be limited to purchases of no more than \$75.00. The Athletics Business Office will not keep more than \$500 in the petty cash.

TWO CATEGORIES. Petty cash purchases fall into one of two categories:

Pre-approved. The employee comes to the Athletics Business Office with a request stating the exact cost of the item to be purchased. Upon approval of the Business Manager, the employee will receive petty cash to cover the item. After purchasing the item, the employee will turn in a receipt showing the description and cost of the item.

Not approved. The employee purchases an item without prior approval of the Athletics Business Office and turns in the written receipt. This type of purchase should be undertaken very carefully as the employee is taking the risk of the transaction not being approved and having to pay for the purchase.

GAS CREDIT CARDS.

The Athletics Department has nine (9) Chevron-Exxon gas credit cards. These cards are for the sole purpose of team travel and recruiting travel. Exceptions can be made on a case by case basis at the discretion of the Director of Athletics. The gas credit cards are kept in a safe within the Athletics Business Office when not in use.

ISSUANCE OF CARDS

A card may be issued (checked-out) to a staff member upon approval of the Senior Associate Director of Athletics or the Director of Athletics. Any person checking out a gas card must sign the Card Checkout Form in the Business

Office. The for must also be signed when the card is returned. Cards must be returned immediately following the trip for which the card is used. There is no holding of gas credit cards for any reason. Weekly audits are done by the Business manager to ensure that all gas cards are accounted for.

GAS CARD POLICIES

When using a gas credit card, only gas may be purchased (no other item such as food are permissible). Also, it is the responsibility of the staff member to obtain a receipt each time the card is used, and submit said receipt(s) to the Athletics Business Office when returning the card.

Invoices arrive in the Athletics Business Office monthly and are processed immediately after a thorough evaluation of the invoice is performed. Once the proper usage of the card is verified, the appropriate department travel budget is charged.

REVENUES.

All athletics related revenues shall be deposited through the Athletics Business Office, with the exception of ticket revenue. Any coach or staff member receiving cash or checks on behalf of the Athletics Department or TROY Foundation, must submit all amounts to the Athletics Business Office within three (3) business days.

TICKETS AND ADMISSIONS POLICIES

GAME ADMISSION POLICY.

Game admission is charged for football, men's basketball, women's basketball, and baseball at TROY. All persons attending these games must have a ticket or valid student identification card for admission. Specific admission charges are determined annually by the Director of Athletics. There shall be no admission charges for other sports, and open attendance is encouraged at these events.

CONFERENCE AND NCAA CHAMPIONSHIPS.

TROY actively seeks to host Conference and NCAA Championship events. Admission prices and policies to these events are generally set by these two organizations.

TICKET SALES POLICY.

Tickets to all TROY Athletic events, for which admission is charged, will be available through the Athletics Ticket Office.

TICKET OFFICE HOURS. Ticket Office hours are generally 8:00 a.m. to 5:00 p.m. unless otherwise posted.

METHODS OF PURCHASE. Tickets may be purchased by cash, check or acceptable credit cards, either in-person, via telephone, or through mail order. Advanced tickets orders, which are paid in full, will be mailed to the purchaser if time permits. Tickets that are not mailed will be held at the game site "Will Call" ticket window for pick-up.

Identification Required. Identification (photograph ID) will be required at the "Will Call" window at the time of pick-up.

WILL CALL TICKETS. All tickets placed in the "Will Call" window will be prepaid or have guaranteed payment accompanying them. Payment is final whether tickets are used or not.

ON-SITE AVAILABILITY. Tickets will be available at the contest site prior to game time, unless the event has been determined a sellout.

TICKET REFUNDS. There will be no refunds for tickets, for any reason.

CONDITIONS OF TICKET SALE. The following information is printed on the back of all tickets as a condition of sale and summary of stadium regulations:

- * Artificial noisemakers are prohibited (Basketball and Baseball only).
- * All spectators are strictly prohibited from bringing alcoholic beverages into TROY athletic facilities.
- * Cups, cans, coolers, and bottles are prohibited.
- * As a condition of admission, spectators may be asked to display contents of bags, boxes, packages, etc.

- * The management reserves the right to revoke the privilege granted by this ticket.
- * NO REFUNDS OR EXCHANGES. The Athletics Department is not responsible for lost, stolen, or damaged tickets.
- * Every person who will occupy a seat, regardless of age, must have a ticket for admission.

GROUP ADMISSIONS. This is a special request for admission that is designated for home events and is limited to a minimum twenty-five (25) or more. A special rate is available for this purchase and a specific time period is required to fill the order. Group sales must be pre-approved by the Director of Athletics.

GAME DAY TICKET OPERATIONS.

Game day ticket operations will be determined by the Athletics Ticket Manager, Event Manager and Athletics Business Manager. Specific policies and procedures will be fully detailed in the Event Management Manual for the specific sport or event.

COMPLIMENTARY TICKET POLICY.

Complimentary tickets will be made available to those persons directly involved in TROY Athletics and others selected at the discretion of the Chancellor and the Director of Athletics.

ATHLETICS STAFF. Complimentary tickets for athletics department staff will be handled as outlined in this section.

STUDENT-ATHLETES. S-As will be allowed complimentary admission in accordance with NCAA regulations and terms of game contract.

HIGH-SCHOOL COACHES. Coaches of high school teams of that sport will be provided tickets in accordance with NCAA regulations when they are requested on a game-by-game basis. These requests should be made at least two working days prior to the game date.

AHSAA Cards. TROY does not honor Alabama High School Athletics Association or Alabama Independent Schools Association admission cards.

HIGH SCHOOL TEAMS. Area high school groups are welcome at TROY athletics events. Coaches who wish to bring their teams to TROY as part of a campus tour should contact the Athletics Ticket Office at least two working days prior to the desired home date with the number of persons in the party (players and coaches only, no spouses or parent chaperons) and the name of the coach who will be in charge of the party.

NCAA Restrictions. NCAA regulations prohibit inviting selective high school teams directly to attend home contests. However, TROY coaches

can make area high schools (through their principals) aware of the campus visit policy. High school coaches can bring S-As for an unofficial visit and the individuals can receive a complimentary admission to an event on campus. However, the institution must have a record of each individual who visits and they are considered prospects. The TROY coaches would also have to note such visits in their recruiting records.

MEDIA PERSONNEL. Complimentary tickets for working media will be issued on a one-for-one basis as requested. The Director of Athletics Media Relations will be responsible for making these requests to the Athletics Ticket Office.

GAME WORKERS. Game workers are admitted by displaying a stadium or arena worker pass. Complimentary tickets are not available to Game Workers unless as part of the compensation agreement.

TROY STUDENT ADMISSION.

TROY students pay an activities fee each term. This fee entitles the student to attend regular season home athletics contests during that semester free of charge. Fee-paying students are identified by showing a validated student identification card (issued through the Adams Center) at the student gate to gain admittance to a particular event.

PHOTO IDENTIFICATION. Gate personnel will visually check the ID photo against the card holder to assure identification as well as for the validation sticker. Only bearers of cards which are validated will be admitted.

NO STUDENT TICKETS. Student tickets are not issued, and no other form of identification is valid for student admissions.

PLAYER COMPLIMENTARY PASS LIST PROCEDURE.

In accordance with NCAA Player Complimentary Ticket Policy, TROY cannot provide either the student-athlete or the designated recipient with a hard ticket. All such admissions are handled via a "Pass List". This list will be available at Gate 7 on the West side of the stadium.

PLAYER PASS LIST RESTRICTIONS. Players may assign a maximum of four complimentary admissions. The maximum number available will be determined by the Director of Athletics.

PLAYER PASS LIST FORM. The Player Pass List begins with each player completing the Player Pass List Form. These forms may differ from sport to sport, but they require the same basic information.

- (a) Name of S-A providing the admission.
- (b) First and last name of person receiving admission.
- (c) Relationship of recipient to athlete.

PENALTY FOR VIOLATION. Violation of NCAA regulations on pass list and complimentary tickets can result in loss of eligibility and/or loss of complimentary tickets for future contests.

PASS GATE PROCEDURES. Each person named on the list must show proof of identification (driver's license, etc.) and will have to sign the list to be admitted. No substitutions at the gate will be permitted.

FOOTBALL RESERVED SEATS. There are reserved seats set aside for football player families. Once an individual is admitted, they will receive a seating stub for one of the seats.

OPPONENT PLAYER PASSES. Opponent player passes will be handled in a similar fashion at each venue. TROY will provide one person to work the opponent pass gate. The Athletics Ticket Office will mail complimentary tickets to all opponents in advance of the game.

PASS LIST MONITORING. The Athletics Compliance Office will be responsible for monitoring the Player Pass Lists and Pass List Procedures for violations of NCAA regulations.

COMPLIMENTARY RECRUITING TICKETS/PASS LISTS.

NCAA regulations require prospective S-As be admitted to campus athletic events via a pass list. TROY cannot supply hard tickets to prospective S-As on official or unofficial visits. A prospective S-A may receive a maximum of three admissions for each event.

RECRUIT ADMISSION PROCEDURE. Each week the ticket office will receive an updated recruiting list from the recruiters which will be used to verify individuals as prospective S-As. For football, this list will be available at Gate 7 on the West side of the stadium.

Reserved Seats Availability. A minimum number of reserved seats may be available for recruits. A seating stub will be provided upon entry or the individual will be directed to general admission seating.

NO OTHER TICKETS PERMITTED. No coach, employee, booster or athletic representative can provide tickets or special seating to a recruit or his/her family.

TICKET AUDIT.

At the conclusion of the season, the Business Manager shall perform an audit on all tickets. The following procedures shall be followed to facilitate the audit:

- (a) Ticket manifest must equal all tickets delivered.
- (b) A count of unsold tickets and a count of all officially authorized complimentary tickets, verified by signature of those receiving tickets, shall be subtracted from the manifest count. The face value of the tickets sold should equal cash received.

TRAVEL POLICY.

All travel (team and individual) must be preceded by a fully prepared and signed Travel Request. The Travel Request will be submitted to the Athletics Business Office for approval prior to travel. The request for vehicle(s) and a travel advance will be arranged at that time, if necessary.

BUDGET RESTRICTIONS.

The Athletics Business Office will approve only those items that are within the budget of the area from which the request is drawn. Requests which exceed budgeted figures will require the approval of the Director of Athletics before the travel can be made.

TRAVELER RESPONSIBILITY.

In the case of both the Travel Request and the Travel Statement, it will be the responsibility of the traveler to fully complete the information necessary.

TEAM TRAVEL.

Each anticipated team trip must be included in the sport's approved budget. This amount will be the maximum that will be approved for any team trip without special exception from the Director of Athletics.

TRAVEL REQUEST FORM. A completed Athletic Travel Request Form signed by the appropriate person responsible for the budget area should be submitted to the Athletics Business Office seven days prior to a team trip. The Athletics Business Office will also require a Team Itinerary and Travel Squad List.

TRIP FUNDS. The coach or individual responsible for handling the trip funds will receive cash or a check to cover trip expenses. The Athletics Department strongly suggests that coaches limit the need for cash by using checks and/or purchase orders when possible.

TRAVEL ADVANCE PROCEDURE.

When an advance is desired, the traveler should indicate the request on his/her Travel Request form.

CHECKS ISSUED. Checks will be issued for team travel advances. The University Business Office has requested these be submitted seven days prior to the departure date.

TRAVEL RECONCILIATION STATEMENT. Within three (3) working days after completion of the trip, the individual in charge must submit to the Athletics Business Office a completed Travel Reconciliation Statement approved by the Senior Associate Director of Athletics.

Unspent Cash. All unspent cash from any travel advance will be returned at this time. The Athletics Business Office should count the returned money and initial the amount returned in front of the coach.

SUBSEQUENT TRAVEL REQUEST. No subsequent travel request for that team will be authorized by the Athletics Business Manager without the submission of a properly completed Travel Statement for previous travel.

INDIVIDUAL TRAVEL.

Travel requests for individual travel must be turned into the Athletics Business Office at least seven working days prior to the intended travel. Each Travel Request must be fully completed and contain the signature of the person responsible for that budgeted area.

OUT-OF-STATE TRAVEL FORM. Two weeks prior to traveling out of the state, a fully completed Out-of-State Travel Form must be submitted to the Athletics Business Office requesting approval. Any employee failing to submit this form and, thus, travels without prior approval, may not be reimbursed for funds expended.

RECRUITING EXCEPTION. The Athletics Department has obtained a waiver from the two (2) week prior approval of this travel policy when traveling out of state for recruiting purposes. The requirement for traveling out of state when recruiting is the appropriate form must be submitted prior to travel.

INDIVIDUAL TRAVEL ADVANCES. In line with State of Alabama Policy, "Individual Travel" (i.e. professional meetings, speaking engagements, recruiting, booster/alumni gatherings, etc.) will not be eligible for a travel advance.

TRAVEL EXPENSE STATEMENT. Following the completion of the travel, the traveler must turn into the Athletics Business Office a completed and signed Travel Statement within three (3) working days.

Return of University Vehicle. If a University vehicle is used for travel, the keys should be turned into the Physical Plant Office immediately upon return or, if the return is after the close of the regular working day, at the earliest possible time of the next working day. The mileage log located in each vehicle must be complete upon return of the vehicle. The vehicle should be returned in the manner in which it was checked out (no trash).

SUBSEQUENT TRAVEL REQUEST. No subsequent travel request for that individual will be authorized by the Athletics Business Manager without the submission of a properly completed Travel Statement for previous travel.

TRAVEL EXPENSE POLICY.

Expenses incurred on authorized Athletics Department travel will be reimbursed at actual cost or by per diem.

MOTEL/HOTEL EXPENSES. Motel/hotel charges will be reimbursed at actual cost. A motel receipt **MUST** accompany the travel statement. All employees are

urged to use the least expensive lodging (within reason) available. "Convenience" is not an acceptable reason for excessive lodging costs.

MEALS PER DIEM. Meal costs are to be limited to a maximum of \$26 per day for individual employee travel. This will be prorated at \$6.50 for each 6 hour period beginning at midnight and ending upon arrival back in Troy. Tips are included in this per diem.

Receipt Requirements. Receipts are not required when an individual is claiming per diem. However, receipts are required when claiming actual expenses.

TEAM MEALS. Team meals are limited to a maximum of \$26.00 per day per person. Tips for team meals can be claimed separately. However, a team meal receipt is required.

MEALS WHILE INTERVIEWING A POTENTIAL EMPLOYEE.

Meals eaten in order to entertain a potential employee are not reimbursable. The candidate's meal is the only meal that may be reimbursed. The only exception to this policy is if the meal is reimbursed through the TROY Foundation.

AUTHORIZED TRAVEL PARAMETERS.

All sports will limit their non-conference travel to a radius not to exceed 300 miles. Trips outside this radius, unless for conference play, will require the approval of the Director of Athletics.

TRAVEL SQUAD GUIDELINES*.

<u>Sport</u>	<u>Eligible S-A</u>	<u>Coaches</u>	<u>Trainer/MD</u>	<u>Mgrs.</u>	<u>SID</u>	<u>Total</u>
Baseball	28 (25 Conf Only)	3	1	1	1	34
Basketball	15	4	1	1	1	21
Cross Country	10	1	1	0	0	12
Football	66 (Conf. Only)	15	10	8	2	101
Golf	6	1	1	0	0	8
Soccer	25	2	1	1	1	30
Softball	25	3	1	1	1	31
Tennis	8	1	1	0	0	10
Track	25	2	1	1	1	30
Volleyball	14	3	1	1	1	18

* Travel Squad Guidelines must conform to Sun Belt Conference regulations, if more stringent.

ADDITIONAL PERSONNEL. Administrative, photographic and broadcast personnel may be added to the official travel party. Additions will require approval of the Director of Athletics.

OTHER SQUAD ADJUSTMENTS. Consideration will be made to increase or decrease

travel squad size depending on missed class time, transportation, and budget restrictions. Approval must be made by the Director of Athletics.

ORDERING AIRPLANE TICKETS.

ORDER TICKETS EARLY AS POSSIBLE. Ordering airplane tickets should begin as early as possible to assure the greatest chance of getting the lowest price. Most special fares have minimum advance purchase requirements. At the very least, three weeks should be allowed to research airfares. However, caution should be exercised when ordering advance tickets, since many of these fares are non-refundable and may carry change fees.

BUSINESS OFFICE REQUIREMENTS. If the Athletics Business Office is ordering the tickets, complete information such as: the number and names of anticipated travelers, travel date(s), times, and destination(s) should be provided.

TEAM AIR TRAVEL BILLING. Team air travel will be directly billed and paid separately from other travel expenses on that trip. Therefore, it should not be entered on the Travel Statement.

INDIVIDUAL AIR TRAVEL BILLING. Individual Air Travel Tickets will be paid in advance by the traveler. The ticket expense should be included on the Travel Statement.

Ticket Verification Stub Required. The airline ticket verification stub must be included along with other required receipts with the Travel Statement.

UNIVERSITY VEHICLES.

University vehicles will be used for out-of-town travel only.

These vehicles are not to be used for personal travel. This includes travel to home during the day or in the evening, or for travel to lunch or other meals in town, even if such meals are for "business purposes". This type of vehicle use is "Personal Use of State Property", and is expressly prohibited.

VISITING PROSPECTIVE STUDENT-ATHLETE TRANSPORTATION.

University vehicles will be permitted for local travel when required for the transportation of visiting prospective S-As as permitted by NCAA regulations.

VEHICLE EXPENSES. If University vehicles are used for business travel, these vehicles must be checked out and the expense for such use will be automatically charged to the appropriate budget area.

Current Vehicle Charges. As of May 2005, charges for the use of University vehicles will be as follows (for all uses):

Vans — \$.50 per mile

Cars — \$.37 per mile

The amount may change year-to-year based on University policy.

CARE OF UNIVERSITY VEHICLES. Athletics Department personnel are expected to treat and maintain University vehicles as if they were personal vehicles. The greater the care, the longer these vehicles will remain in good and comfortable working condition.

STUDENT DRIVERS. Occasionally, it may be necessary for a student (manager, trainer, etc.) to drive a University vehicle. This situation is not encouraged. In this situation, coaches must follow the University's motor pool regulations by requesting the student be permitted to drive a University vehicle. The Vice Chancellor of Financial Affairs' Office must be provided a photocopy of the student's driver's license in advance and request permission from the insurance carrier.

ALCOHOL PROHIBITED. The use of alcohol in University vehicles is expressly prohibited.

PERSONAL VEHICLE USE REIMBURSEMENT.

The use of personal vehicles on Athletics Department trips will be paid at 40.5 cents per mile or reimbursement of actual gas receipts.

DEALOR CAR USE REIMBURSEMENT.

Charges for the use of vehicles supplied through the Complimentary Car Program will be reimbursed for out-of-town travel (or in-town recruiting travel) only on the basis of actual gas expenses. Receipts for gas purchases must accompany the Travel Statement when it is submitted at the end of the trip.

Any new information to add regarding Bookout's Foundation Policies.

SPORTS CAMPS.

All sports camps in which TROY sponsors a varsity athletic team will be under the direct supervision of the Athletics Department. As such, these camps are subject to many of the same rules and regulations which govern any unit of the TROY System and the State of Alabama. Camps are also subject to all applicable NCAA regulations.

Summer camps at TROY are growing at an unprecedented rate, and there is a great demand for time and facilities. In recent years, it has become necessary to begin requesting camp dates and facilities as much as a year in advance. Coaches desiring to start or continue to hold a camp are urged to plan ahead.

SPORTS CAMP COORDINATOR.

The Assistant Athletics Business Manager will be the Sports Camp Coordinator. This individual will serve as the liaison between the Athletics Department and the coaching staff. He/she will also be responsible for management of the camps to enable the Department to provide the camp directors with timely and useful financial information.

PERMISSION TO ADMINISTER A CAMP.

The first step in establishing a camp is to request from the Athletics Compliance Office a camp packet. All pertinent forms within this packet should be submitted to the Athletics Compliance Office as early as December 1 of the year before the camp is to operate, and certainly no later than April 1 of the year of the camp. The request should include:

- (a) The desired camp dates.
- (b) The number of anticipated campers.
- (c) The number of sessions.
- (d) Whether it will be a "team" or "individual" camp.

COMPLIANCE OFFICE REVIEW. The request is reviewed by the Associate Director of Athletics for Compliance and approved by the Director of Athletics, and then all applicable campus agencies will be notified of the approval.

FACILITIES REQUEST.

Once a camp is approved by the Athletics Department, the camp director must submit a request to Conference Services for facilities. This request should include athletic facilities, recreational facilities, housing requirements (number of nights and maximum rooms for both male and female campers) and meals.

CAMP BROCHURES AND APPLICATIONS.

A camp brochure should outline camp activities, costs of attendance, and an application to the camp. Additional information requested on this form should include:

- (a) Name of camper.
- (b) Social Security Number.
- (c) Home address.
- (d) Camper's birth date.

- (e) Height, weight and sex (if necessary).
- (f) Name of parent(s).
- (g) Home phone number.
- (h) Alternate (or day) phone number.
- (i) Insurance information.
- (j) School attended and grade.
- (k) High school coach (if applicable).
- (l) Position (if applicable).
- (n) Roommate preference.
- (o) Session preference (if applicable, rank 2 or 3).
- (p) Parental Permission and Treatment Release Statement.
- (q) Doctor's statement and signature.
- (r) Deposit amount and mailing address.
- (s) Business use area including: deposit amount paid, deposit check number, balance payment amount paid, and balance payment check number.

COMPLIANCE OFFICE APPROVAL. The Associate Director for Compliance must approve all camp brochures prior to printing.

PARENTAL RELEASE STATEMENT. Each application form will include a Parental Release and Waiver Statement. This statement must be signed by the parent/guardian before registration is complete.

DOCTOR'S STATEMENT. Each application form will include a physician's statement of good health. The release must be signed by the applicant's physician, and the examination must have been conducted not more than one year prior to the camp date.

CAMP MAILINGS. Camp applications will be mailed to individuals and schools as selected by the camp directors. It is the responsibility of the camp director to see that the mailings are made, and this cost is budgeted in the expenses.

APPLICATIONS, DEPOSITS, AND REGISTRATION.

APPLICATIONS RECEIVED. Camp applications should come to the attention of the camp director who will process all applications and make deposits of all funds received. The maximum registration for any camp session will be at the discretion of the camp director.

NON-REFUNDABLE DEPOSIT POLICY. Although all camp deposits will be labeled "non-refundable", the camp director, at his/her discretion, may request a deposit be returned to a camper. The Athletics Business Office will make no such refund unless the camp director has so requested, in writing.

CAMP DEPOSITS. Camp deposits and registration fees will be deposited into a revenue account established for that particular camp (but not session).

CAMP REGISTRATION. Establishing the time and place for camp registration is the responsibility of the camp director. Many times the lobby of the dorm, which will be used for housing the campers, is the most convenient location. If more than one dorm is utilized, the lobby of the Trojan Arena or the Red Room may be utilized.

The Camp Coordinator (or his/her representative) will be present at registration to assist with the cash receipts. The camp director should have representation there as well to help answer questions which may arise.

REGISTRATION RECEIPTS. Receipts including amount, method of payment, and check number will be given on all balance payments at registration. A copy of the receipt is retained by the Camp Coordinator to complete the registration form.

Official Receipt. The official receipt will be the completed registration form which will be retained as the written record of payment and attendance at the camp.

HEAD COUNT VERIFICATION.

The Camp Coordinator will verify the final camp count on the morning following the scheduled registration to assure inclusion of any late arrivals. This count will be the basis for all camp costs.

PARTICIPANT AUDITS.

The camp will be subject to unannounced audits by the Athletics Business Office or the Athletics Compliance Office to assure all participants are registered.

CAMP EXPENSES.

Camp expenses must be handled through the Athletics Business Office like all other departmental transactions. These expenses are subject to many of the same state and institutional regulations. Only the Director of Athletics is permitted to debit camp accounts. However, this will be done only upon the written request of the camp director.

PERSONNEL PAYMENTS. The Camp Director, in conjunction with the Athletics Business Office, will establish guidelines for the timely payment of all camp personnel. Institutional employees are subject to state payroll guidelines. As a general rule, the Athletics Department will endeavor to pay on the final day of the camp those staff members not affiliated with the institution.

W-9 FORMS. A W-9 Form must be on file in the Business Office before payment can be made.

FACILITIES MAINTENANCE AND EQUIPMENT.

FACILITIES MAINTENANCE.

The maintenance of quality facilities is instrumental in providing a first-class, all-around athletics program. Facility maintenance is essential for the safety, comfort, and well-being of S-As. The importance of attractive, well-maintained facilities cannot be overemphasized in encouraging fans and supporters to attend athletics events. All requests for grounds and/or facilities maintenance are to be submitted to the Director of Facilities & Equipment (or the Senior Associate Director of Athletics).

MAINTENANCE RESPONSIBILITY. The Athletics Department and the Physical Plant work together in providing the most economical and reasonably maintained athletic facilities.

ADMINISTRATION OF ATHLETICS EQUIPMENT.

The Director of Facilities & Equipment will supervise the purchase, maintenance, laundry, inventory, and budget reconciliation for all equipment needed to support the sports programs. All members of the athletics staff who have duties regarding the purchasing, ordering, maintenance or storage of departmental equipment are responsible to the Director of Facilities and Equipment. Individuals whose work involves only one sport will work in conjunction with the Director of Facilities & Equipment in coordinating inventories as well as equipment purchases for that sport.

PROPERTY RIGHTS. Properties and equipment which are purchased by the Department of Athletics (State or Foundation Funds) are the property of the Institution and not of the particular sport.

EQUIPMENT INVENTORY. At the end of each sport season, an equipment inventory will be conducted to assess the quantities and condition of existing equipment. This inventory will be supervised by the Director of Facilities & Equipment in conjunction with the coach and student manager of that sport. The results of the inventory will be used in determining the specific equipment needs for the next season; to determine equipment to be reconditioned; and to dispose of equipment that is not usable.

RELOCATION OF EQUIPMENT. All equipment, office equipment, furniture, cabinets, computers and typewriters are the responsibility of the Department and are, therefore, not to be relocated without authorization.

Team Equipment. All equipment, uniforms, apparel, etc. purchased with Institutional funds is not to be stored away from the Institution.

PROPERTY DISPOSAL. Under no circumstances is property to be disposed without the permission of the Director of Facilities & Equipment, regardless of its condition.

REPORTING LOST OR MISSING PROPERTY. It is the duty of the Head Coach to report any lost or missing equipment and/or supplies to the University police and the Director of Facilities & Equipment.

LOAN OF EQUIPMENT. The loaning of equipment within the Department of Athletics is permissible. Loaning of equipment outside the unit is strictly prohibited without the consent of the Senior Associate Director of Athletics.

RECEIVING EQUIPMENT. When equipment is received by an athletics staff member from a supplier, it must be sent to the Director of Facilities & Equipment where it is to be logged onto an inventory list. It is then ready for issue to the particular sport or office.

DIRECTOR OF FACILITIES & EQUIPMENT.

RESPONSIBILITY FOR ALL SPORTS. The Director of Facilities & Equipment shall have the responsibility for the equipment for all sports. It is understood that some of this responsibility shall be delegated to student managers and to coaches. Nonetheless, overall responsibility is with the Director of Facilities & Equipment.

TOWELS ISSUANCE PROCEDURE. The Director of Facilities & Equipment shall maintain a procedure for the issuing of towels that assures proper record keeping and the identification of losses.

SOAP SUPPLY. The Director of Facilities & Equipment shall maintain a soap supply adequate to meet the needs of players showering after practice.

OUTDOOR EQUIPMENT RESPONSIBILITY. It shall be the responsibility of the Director of Facilities & Equipment to maintain the outdoor equipment needed for sport teams.

GAME MANAGEMENT RESPONSIBILITIES. It shall be the responsibility of the Director of Facilities & Equipment to ensure all equipment needed for home games is available.

Officials Dressing Room. The Director of Facilities & Equipment will be responsible for assigning and preparing a room for the Officials to use on game day.

SECURITY FOR LOCKER ROOMS. It shall be the responsibility of the Director of Facilities & Equipment, in conjunction with the Head Coach, to oversee the security of all varsity locker rooms.

EQUIPMENT ROOM PROCEDURES.

ACCESS TO THE EQUIPMENT ROOM. The Director of Facilities & Equipment shall be the only person within the Department with access to the equipment room (with the exception of the Director of Athletics and the Senior Associate Director of Athletics). This individual shall be responsible for the security of all items stored within this area.

EQUIPMENT PURCHASING PROCEDURES. All purchase requisitions for equipment must be generated by the Director of Facilities & Equipment to assure that all specifications are clearly stated.

Approval. All purchase requisitions must be approved by the Senior Associate Director of Athletics or the Director of Athletics.

Institutional Procedures. All purchasing must conform to institutional purchasing regulations. When possible, bids should be requested from the widest number of vendors. Specifications should provide the opportunity for substitutions when possible, to permit a wide range of bids. Care should be taken not to specify equipment to the degree that competitive bidding is limited.

School Colors. Only school colors (TROY Cardinal and Black) are used as dominant colors on uniforms. Silver may be used as a trim only. Other colors are expressly prohibited unless they are used as a result of a sport rule requirement.

General Purchase Procedures.

- (a) The coach determines the equipment needs.
- (b) The Director of Facilities & Equipment writes the bid specifications and seeks approval from the Senior Associate Director of Athletics.
- (c) The Purchasing Office shall issue bids to vendors.
- (d) The coach, the Director of Facilities & Equipment, and the Senior Associate Director of Athletics review the bids
- (e) The Director of Facilities & Equipment prepares the Purchase Requisition and the Director of Athletics approves with a signature.
- (f) The Purchasing Office issues all purchase orders.
- (g) The Director of Facilities & Equipment receives the order and assures that order is correctly received.
- (h) The Director of Facilities & Equipment adds order to inventory. Then, the equipment is issued to the coach.
- (i) Copies of the purchase requisition, bids, purchase orders, and receiving reports are maintained by the Athletics Business Manager.

Receiving Equipment. All equipment must be received through the Athletics Equipment Room. Coaches should never receive equipment orders directly from the supplier.

EQUIPMENT ISSUE. All equipment shall be issued by size, number, and when possible, identification numbers at the beginning of each sport season.

Issuance Record. An athletics issue card shall be filled out at the time of issuance. Any lost equipment shall be listed on the card, and if replacement is issued, a record shall be maintained.

Record Maintenance. Issue cards shall be maintained in the Equipment Room.

Equipment Checkout. All other equipment checkouts, taken from and returned to the equipment room, must be recorded in the equipment log.

EQUIPMENT RETURNS. Check-In Procedure. All whites, towels, and other cloth goods shall be checked in at the end of the season.

Game Uniforms. Game uniforms shall be checked in and out on game day.

Lost Equipment. Lost or stolen equipment shall be replaced by the S-A at cost.

EQUIPMENT FITTING. The Director of Facilities & Equipment shall be responsible for the proper fit of all equipment.

EQUIPMENT INVENTORY.

At the end of each sport season, an equipment inventory will be made to assess the quantities and conditions of existing equipment.

MAINTENANCE OF EQUIPMENT. It shall be the responsibility of the Director of Facilities & Equipment to oversee the repair and maintenance of all equipment.

DISCARDED EQUIPMENT. A list of all discarded equipment must be submitted to the coach of the particular sport, signed, and submitted to the Senior Associate Director of Athletics whenever equipment is discarded.

RECONDITIONING EQUIPMENT. The Director of Facilities & Equipment shall be responsible for contacting agencies who recondition equipment. The Director of Facilities & Equipment, in conjunction with the Senior Associate Director of Athletics and Purchasing Office, determines the vendor who will be used to recondition the equipment.

INVENTORY AUDIT. The Senior Associate Director of Athletics will periodically supervise an audit of the equipment inventory and records.

TRAVEL PROCEDURES FOR EQUIPMENT. The Director of Facilities & Equipment shall be responsible for assuring that proper equipment is available for each team that travels. The Director of Facilities & Equipment shall coordinate this with the coach or manager of each team.

REQUIRED EQUIPMENT LIST. It is the responsibility of the coach or team manager of each team to submit to the Director of Facilities & Equipment a list of all items that are needed when the team travels.

FOOTBALL TRAVEL. The Director of Facilities & Equipment shall be required to travel with the football team on all away trips. He/She shall be responsible to assure that all necessary equipment is available and the locker room, taping rooms, and field benches are organized properly for smooth game day operation.

ATHLETICS LAUNDRY.

It shall be the responsibility of the Director of Facilities & Equipment to oversee the laundering of all athletics equipment. He/She shall arrange a satisfactory procedure for the laundering of those items necessary for practices and games. It is necessary for Director of Facilities & Equipment and Head Coach work closely to assure availability of safe, sanitary and adequate equipment.

LAUNDRY ROOM ACCESS. Access to the laundry room shall be restricted to the Director of Facilities & Equipment and the managers of the various teams.

ATHLETICS EQUIPMENT ONLY. Only Athletics equipment can be washed in the laundry room.

EVENT MANAGEMENT.

The ultimate responsibility for all activities within the athletics program belongs to the Director of Athletics. In that regard, the Director of Athletics holds final authority over game operations. However, the Director of Athletics may authorize a member of the athletics staff the working authority for game management at all TROY home athletic events.

EVENT MANAGEMENT OPERATIONS.

Event Management is an important facet of the Athletics Department's activities. It is where the department has its greatest contact with the public and, therefore, it is essential to present a favorable public image. This can only be accomplished through a competent, professional approach, with each member of the Event Management Team carrying out his/her duties with the utmost care. Therefore, athletics staff shall approach these duties with the same dedication as any assignment.

EVENT MANAGEMENT REQUIRED.

Event Management will be provided for home contests for football, men's basketball, women's basketball, baseball, volleyball, soccer, softball, and for any in-season or post-season tournaments held at TROY. The Event Manager will assemble the necessary Event Management Team, drawing from resources within the athletics administration for key personnel.

EVENT MANAGEMENT MANUALS.

Event Management Operating Manuals for football, men's basketball, women's basketball and baseball, as well as a general outline of tournament hosting, are to be developed and updated annually. These manuals will include, but not be limited to, the following key responsibilities:

SECURITY AND CROWD CONTROL.

GAME OFFICIALS.

GATE OPERATIONS.

LOST/NON-VALID STUDENT ID PROCEDURE.

PLAYER PASS LIST AND GATE PROCEDURE.

COMPLIMENTARY RECRUITING TICKETS/PASS LISTS.

USHERS DUTIES.

SIDELINES CONTROL.

PRESS BOX/MEDIA RELATIONS DIRECTOR.

MEDIA AND SCOUTS.

GAME PROGRAMS.

CONCESSIONS.

UNAUTHORIZED DISTRIBUTION OF MATERIALS, LITERATURE AND SALES.

VISITING TEAM ACCOMMODATIONS. A special effort should be made to comfortably accommodate all visiting teams. Hospitality shall be shown at all times.

The Head Coach of each sport will be responsible for the following visiting arrangements prior to each contest, unless relieved of this duty by the Director of Athletics:

1. Arrange for dressing room and shower facilities.
2. Communicate with your manager what will be needed, and when.
3. Arrange for workout facilities, if requested by an opponent.
4. Notify the opposing coach by mail of the starting time, the dressing room location, and give directions to the contest location.
5. If requested, assist in providing housing and restaurant locations.
6. Greet the visiting team and see that everything is satisfactory.

The Head Coach should contact the Senior Associate Director of Athletics for assistance with these details as necessary.

ATHLETICS COMPLIANCE.

STAFF AND COACHES COMPLIANCE RESPONSIBILITY.

Athletics coaches and staff shall be expected to know, and will be held responsible for abiding by, NCAA regulations as they apply to all their duties and responsibilities, including, but not limited to recruiting, eligibility, financial aid, extra benefits, and playing and practice seasons.

THE ATHLETICS COMPLIANCE OFFICE.

The Associate Director of Athletics for Compliance is responsible for developing and providing necessary programs and materials to assure the various constituencies of the athletics family, as well as those areas which have direct athletics responsibilities or indirect athletics contact, are fully apprised on a regular basis of all the most recent NCAA legislation. State and Federal legislation and interpretations which may affect their positions and dealings with athletics, will also be noted.

The Athletics Compliance Office has its primary responsibility to the institution. It shall be located in the Athletics Department and maintain a close working relationship with athletics. However, it has a reporting relationship to the Chancellor through the Faculty Athletics Representative as needed.

CONTACT AREAS.

- Office of Admissions
- Office of the Registrar
- Financial Aid Office
- Faculty Athletics Representative
- Athletics Advisory Committee
- Faculty Advisers
- University Administrators
- Athletics Department Staff
- Athletics Department Coaches
- Representatives of Athletics Interest (Boosters/ Alumni)
- Student-Athletes
- Prospective Student-Athletes
- High School/Junior College Coaches/Officials

COMPLIANCE MEETINGS, WORKSHOPS AND COMMUNICATIONS.

The Associate Director of Athletics for Compliance shall prepare and conduct programs of rules-education on a regular basis for all concerned constituencies. In addition, the Compliance Office shall develop a written annual rules education plan that will be submitted to the Director of Athletics, Senior Associate Director of Athletics, and Faculty Athletics Representative by August 1 of each year.

CHANCELLOR'S PRESENTATION OF INSTITUTIONAL COMMITMENTS.

At least once a year, the Chancellor shall make an appearance before the Athletics Department to reaffirm the Institution's commitment to NCAA Policies and

Regulations and to the general ideals of sportsmanship and fair play.

COMMITMENT TO STUDENT-ATHLETE WELFARE. At least once a year, the Faculty Athletics Representative will make a presentation before the Athletics Department to reaffirm the Institution's commitment to the welfare of its S-As and to remind the coaches and staff of their roles in that commitment.

STUDENT-ATHLETE MEETINGS. At least once a year, the Director of Athletics (or his designee) shall meet with the S-As to review pertinent NCAA, Conference and Institutional policies and procedures. These meetings will also provide an opportunity to complete necessary NCAA and Institutional paperwork.

NCAA MANUALS.

NCAA Division I Manuals will be ordered and distributed annually to all select Athletics staff, all full-time Coaches, and other Institutional personnel with direct NCAA responsibilities.

RULES INTERPRETATION POLICY.

The Athletics Compliance Office shall serve as the Institution's NCAA and Conference Rules Interpretation Center. Coaches, Athletics staff, Institutional personnel, and Boosters are expected to direct all questions and requests for interpretations to this office.

ALTERNATIVE SOURCES. Alternative sources for interpretations are the Conference Compliance Office and NCAA Legislative Services. However, only the following individuals are certified to contact NCAA Legislative Services:

- Chancellor
- Director of Athletics
- Associate Director of Athletics/Compliance
- Assistant Compliance Coordinator
- Senior Woman Administrator
- Faculty Athletics Representative

RECRUITING COMPLIANCE POLICY.

Coaches are expected to know and abide by all current NCAA recruiting regulations. Recruiting procedures should be clearly defined and documented. Head Coaches are responsible for developing procedures for their program(s). These procedures should be developed in cooperation with the Associate Director of Athletics/Compliance, to assure the greatest possible opportunity of not violating NCAA regulations. The Associate Director of Athletics/Compliance and the Faculty Athletics Representative shall have oversight authority to assure that all recruiting procedures are being followed.

COACHES CERTIFICATION TEST.

No coach will be permitted to recruit off-campus until he/she passes the annual NCAA Coaches Certification Test.

ATHLETICS STAFF AND COACHES CONTRACTS.

Athletics Department Coaches shall sign contracts (or employment agreements) which include stipulations that:

- (a) Any staff member who is found in violation of NCAA regulations shall be subject to disciplinary or corrective actions as set forth in the provisions of the NCAA enforcement procedures.
- (b) A coach may be suspended for a period of time, without pay, or the coach's employment terminated if the coach is found to be involved in deliberate and serious violations of NCAA regulations.
- (c) Any staff member is required to receive prior written approval from the Chancellor for all athletically related income from sources outside the institution.

PHILOSOPHY ON SELF-REPORTING RULES VIOLATIONS.

An important aspect of NCAA Compliance is self-reporting rules violations. Self-reporting is considered to reflect a solid program of institutional control.

SECONDARY VIOLATIONS. Secondary violations carry minimal, if any penalty, especially if the violation is correctable and infrequent. Therefore, coaches and athletics department staff should make reports of such violations.

CORRECTABLE SITUATIONS. Immediate awareness of possible alleged violations (PAV) not only will provide the Department the opportunity to take corrective action before it becomes a major infraction situation, but also identifies areas that can be addressed in policy and/or continuing education programs.

VIOLATION INVESTIGATIONS. Depending on the nature of the possible alleged violation (PAV) a thorough investigation will be completed by the Director of Athletics, Senior Woman Administrator, Conference Office, Faculty Athletics Representative or outside counsel.

Compliance Office Role. The role of the Compliance Office in the self-reporting process will be to identify, investigate, and report PAVs. Unless in the course of determining the legitimacy of a PAV the charge is fully refuted or substantiated by the Compliance Office inquiry, it will not be the primary investigator. Once the Compliance Office determines an in-depth investigation is needed, the continuing process will be handled by others.

Outside Investigations. If the investigation of an alleged or suspected infraction is initiated by the Conference and/or the NCAA, the Athletics Department, University staff, S-As and any representatives of athletics interest who may be involved or called on, are expected to cooperate completely with the investigators.

REPORTING AND INVESTIGATION PROCEDURES.

There are three levels involved in the self-investigation process. The initial level is the report of a Possible Alleged Violation (PAV). At this level, no determination of major or secondary is interjected. If an initial investigation reveals some substantiation of a PAV, it moves to the second level, Alleged Violation (AV). An Alleged Violation calls for an immediate, thorough investigation whether it is classified secondary or major. If substantiated, the Alleged Violation becomes a Violation.

The Associate Director of Athletics for Compliance will conduct the initial inquiry to determine if there is any substantiation to the charge. An Alleged Violation will be classified as either secondary or major. This determines which type of investigatory team is established.

SECONDARY VIOLATION. The secondary alleged violation may be investigated by an inquiry committee composed of the Faculty Athletics Representative, the Senior Associate Director of Athletics, and the Associate Director of Athletics/Compliance.

MAJOR VIOLATION. The major alleged violation will be investigated by an inquiry committee composed of the Faculty Athletics Representative, the Director of Athletics, the Chancellor (or his designee) and, if required, outside counsel.

Outside Charge. Any possible alleged violation brought by the Conference or the NCAA will be treated as major, unless in the charge it is specifically noted to be secondary.

INVESTIGATORY PROCEDURE.

1. A Possible Alleged Violation (PAV) is brought to the attention of a Senior Athletics Administrator or the FAR.
2. The Senior Athletics Administrator or FAR will notify the Associate Director of Athletics/Compliance of the PAV.
3. The Associate Director of Athletics/Compliance notifies the Director of Athletics and the Faculty Athletics Representative of beginning an inquiry of PAV.
4. The Associate Director of Athletics/Compliance interviews individuals implicated in PAV to determine validity of complaint.
5. Based on information gathered in preliminary inquiries, the Associate Director of Athletics/Compliance determines which NCAA regulation(s) may have been violated and reports findings to the Director of Athletics and the FAR.

This report could carry one of the following recommendations:

- (a) PAV is not substantiated, no action is required.
- (b) PAV is not substantiated, but policy or procedures need modification to prevent possible future violation; department reviews modifications in continuing education session.
- (c) PAV substantiated and documented. No further investigation is necessary. Secondary violation occurred. Corrective actions suggested. Possible policy or procedures modification suggested to prevent future violations.

- (d) PAV substantiated, but more investigation required.
6. The FAR will notify the Chancellor of alleged violation and investigation.
 7. The Director of Athletics will notify the Conference Office of alleged violation and investigation.
 8. Investigator(s) will review report of Compliance Office inquiry, determine who they need to talk to and what information they need to substantiate the allegations.
 9. All parties involved will be notified of the investigation, their connection, and the nature of inquiries that will be made of them.
 10. Confidential interviews will be arranged.
 11. Investigators will assemble information and documents (if any) and present findings to the FAR.
 12. Non-substantiated alleged violations will be noted with any recommended actions.
 13. Substantiated violations preliminary report will be made to the Conference Office; the nature of the violations, Departmental precautions already in place, and proposed penalties will be discussed.
 14. The FAR will make a preliminary report to the Chancellor.
 15. Meeting(s) with involved parties will be held to reveal the findings and proposed corrective actions and penalties resulting from the investigation. Rebuttals to the penalties and/or findings will be heard at this time.
 16. Final report of findings, corrective actions, and recommended penalties will be made to NCAA with copies to the parties involved, Compliance Office and Conference Office.
 17. A report of findings, corrective actions and recommended penalties will be made to the Chancellor.
 18. The Director of Athletics will implement corrective actions and penalties called for in final report. Letter of information (or reprimand, if necessary) will be placed in files of all Departmental staff involved.
 19. The Associate Director of Athletics for Compliance will take appropriate action concerning S-A, or prospective Student-Athlete eligibility matters which are a part of the action.
 20. The Compliance Office will work with the Conference Office to establish continuing education program or workshop for all parties involved to ensure better understanding of NCAA regulations.

ATHLETICS ADVISORY COMMITTEE REPORT. The minutes of the Athletics Advisory Committee will acknowledge the report of a major violation without reporting the details of the issue.

ATHLETIC POLICY COMMITTEE REPORT. The minutes of the Athletics Advisory Committee will acknowledge the report of a major violation without reporting the details of the issue.

PUBLIC COMMENT. The FAR and the Chancellor will be the only persons to issue public statements on any investigation in process or completed.

TROJAN CLUB.

The primary purpose of the Trojan Club is to raise funds for the advancement of Athletics at TROY. These contributions are set up as memberships, and each contributor receives various benefits, depending on the level of the contribution.

OFFICIAL SUPPORT ORGANIZATION.

The Trojan Club is the official support organization for TROY Athletics. No other club or organization will be permitted to solicit funds in the name of TROY Athletics unless working in conjunction with the Trojan Club.

ATHLETICS STAFF INVOLVEMENT.

In the interest of positive public relations, and in order to maximize the efforts of the Trojan Club, all Athletics staff members should be prepared to attend meetings and/or functions of the Trojan Club as requested by the Director of Athletics and/or Associate Director of Athletics for Development.

SOLICITATION OF FUNDS.

Any and all solicitation by coaches or staff members must be made in cooperation and conjunction with the Trojan Club.

DESIGNATED AREAS. All funds solicited may be designated to one of the following categories:

- (a) Annual Giving/Non-Restricted Gifts
- (b) Annual Giving/Restricted Gifts
- (c) Gifts-In-Kind
- (d) Corporate Gifts
- (e) Matching Gifts
- (f) Endowment Gift
- (g) Deferred Gift

Annual Giving/Non-Restricted Gifts. Those funds given by friends and supporters of the Athletics Department who wish the support to go to the general fund to be awarded to the various sports at the discretion of the Director of Athletics.

Annual Giving/Restricted Gifts. Those funds given by friends and supporters of the Athletics Department who have special interest in a particular sport or departmental office and wish their donation to go directly to that area.

Gifts-In-Kind. Contributions of products, merchandise, equipment, or services to support the Athletics program. These types of gifts must have prior approval of the Associate Director of Athletics for External Affairs or the Director of Athletics.

Fair Market Value. Credit toward Trojan Club membership can be given on the basis of a fair market value of the trade-out involved.

Corporate Gifts. Those funds given by corporations or foundations directed toward the Athletics program through the Trojan Club.

Matching Gifts. Many corporations and companies match their employees' contributions which enable gifts to double or even quadruple in some instances.

Endowment Gift. An endowment program is available for donors interested in establishing programs in their names.

Perpetual Remembrance. A fund of this type is a great way to perpetuate the name of a person who is significant in supporting the Trojan Club.

Deferred Gifts. Contributors may elect to give real estate, securities, paid-up life insurance policies, or monies through trusts and bequests.

SPECIAL PROJECTS.

Requests from the Athletics staff for special equipment or projects should be presented, in writing, to the Associate Director of Athletics for Development.

DIRECTOR OF ATHLETICS APPROVAL. If the request is approved, it will be passed on to the Director of Athletics for consideration.

FUND SOLICITATION. Upon approval of the Director of Athletics, efforts will be undertaken to solicit funds for the project.

Types of Projects. Consideration will be given to projects which would enhance the functionality, climate, and/or operation of the Department, (e.g., office furnishings, machines, and facility improvements.)

COURTESY CAR PROGRAM.

The Courtesy Car Program is designed to provide transportation to critical areas of the Athletics program. Basically, the automobiles accomplish the means for the coaches and key administrators to meet vital demands of recruiting, public appearances, business meetings, etc.

All courtesy cars should be under a lease agreement between the Trojan Club and the car dealership. The individual coach or administrator should call the dealer before picking up the car to get information (make, model, year, vehicle ID number, and value) about the car. This information is to be added to the lease agreement and also given to the individual's auto insurance carrier. Also, the car dealership should be included on the auto insurance as a lien holder. The coach is required to submit proof of insurance to the Director of Development and to the car dealer. Coaches and/or administrators are required to have current insurance at all times to cover the courtesy car.

Mileage limits are prescribed by the individual's car dealer. These limits should be

strictly followed to ensure the satisfaction of the car dealer. Cars should be cleaned, inside and out, before being returned to the dealer.

Each coach and/or administrator should make every effort to form a personal relationship with their car dealer. A “thank you” letter should be sent to the dealer at least once a year. Other suggestions for contacting the dealer might include: 1) invitation to games; 2) sending Trojan souvenirs; 3) sending schedule cards, game programs, camp brochures, camp T-shirts, or media guides; and 4) taking the dealer to lunch at least twice a year.

FULL DETAILS AVAILABLE. The Courtesy Car Program is explained in detail as it relates to duties, responsibilities, and coordination in the Courtesy Car Program packet of support. This packet will be distributed to everyone involved in the courtesy car program and is to be followed regarding policy of the program.

PROGRAM COORDINATION. The Director of Development will coordinate the program and may call on key administrators and Head Coaches to assist in the securing of cars for the fleet.

CAR ASSIGNMENTS. Permanent cars will be assigned to staff members at the discretion of the Director of Athletics.

REMOVAL FROM PROGRAM (LOSS OF VEHICLE). Staff members who fail to meet the responsibilities outlined within the Courtesy Car packet will be removed, immediately, from the program.

Alternative Recruiting Vehicle. At this point, the person would meet with the Senior Associate Director of Athletics for directions in utilizing a University or rental vehicle for recruiting.

GIFTS-IN-KIND POLICY.

The Trojan Club receives merchandise or services donated as “Gifts in Kind” for Departmental use. Regulations for these gifts will be established by the Director of Development and the administrative procedures for use of these gifts will be handled through his/her office.

The merchandise or services offered through the Gifts-in-Kind program are for business purposes only and are not intended for any employee’s personal use.

A complete list of Gifts-in-Kind is available and their restrictions issued by the Trojan Club as necessary.

ADDITIONAL INFORMATION.

Additional, detailed information regarding policies, procedures, and the coordination of the Trojan Club is available through the Development Office.

CORPORATE SPONSORSHIPS

The Chancellor authorizes the Athletics Department to solicit the involvement of corporate sponsors. Potential sponsors can choose from radio aids, signs in various venues, program ads, and promotional items. A list of all inventory items shall be kept by the Associate Director of Athletics for External Affairs who coordinates the sales effort.

Once a tentative agreement is reached, the Director of Athletics has authority to accept sponsorships of \$10,000 or less. Sponsorships above \$10,000 per year must be approved by the Chancellor. When dealing with a controversial company or product (i.e. alcohol, tobacco, gambling, etc.), the Director of Athletics shall seek guidance from the Senior Vice Chancellor and/or Chancellor before entering into the agreement.

All money collected from the corporate sponsors is deposited directly in the Troy University Foundation (Athletics Promotions account). From time to time, the Department may enter into a trade agreement for services or product that directly benefits the Department. These agreements are in writing for audit purposes. In all cases, trade agreements must be approved by the Director of Athletics.

MARKETING AND PROMOTIONS.

The Marketing and Promotions Office may be the Athletics Department's most visible administrative division. Any and all marketing strategies for the Department will be developed through the Director of Marketing & Promotions.

OBJECTIVES.

The objectives of the Marketing and Promotions Office are:

- (a) To develop and implement marketing and promotional themes (and campaigns) for the Department and its sports.
- (b) To create and enhance the positive image and perceptions of the general public (including the student body) toward the University and the Athletics Department.
- (c) To stimulate ticket sales.
- (d) To help secure sponsorships and advertising to meet the Department's needs.

SCHEDULE CARDS AND POSTERS.

All schedule cards, schedule posters, and promotional schedule materials are developed and distributed through the Marketing and Promotions Office.

BROCHURES.

All brochures, with the exception of recruiting and media guides, are approved by the Director of Marketing and Promotions.

ADVERTISING.

Advertising for the Athletics Department and its sports will be coordinated by the Marketing and Promotions Office. This includes newspaper, television, radio, billboards, videos and posters. Except under special circumstances, the Marketing and Promotions

Office will solicit all advertising, and no athletics staff member is to solicit advertising unless given approval from this office.

SPONSORSHIPS.

Sponsorships for all materials, promotions, tournaments, and other Athletics Department events are to be coordinated through the Athletics Marketing Office in conjunction with the Associate Director of Athletics/External Operations. Staff members are not to contact a sponsor for a TROY athletic team's tournament or event without consulting these two individuals first.

SOUVENIR ITEMS.

If souvenir items are sold through the Athletics Department, they will be coordinated by the Marketing Office.

DISTRIBUTION OF PROMOTIONAL/PUBLIC RELATIONS MATERIALS.

Distribution, on or off-campus, of materials promoting or advertising the Athletics Department, its events, its teams, and its support organizations is not to be done without approval from the Marketing and Promotions Office.

COUPON DISTRIBUTION.

The general policy pertaining to coupons and promotional materials at TROY athletic events is as follows:

“Businesses and/or organizations outside the TROY Athletics Department are not permitted to issue (i.e. distribute or hand-out) coupons or promotional material at TROY athletic events.” The TROY Athletics Department, through the Marketing and Promotions Office, may grant exception to this policy under special circumstances surrounding a major sponsorship.

ELECTRONIC SIGNS.

Messages on scoreboards at Athletic events are to be cleared through the Marketing and Promotions Office. Certain contract restrictions pertain to these signs.

GAME DAY FUNCTIONS.

P.A. AND SCOREBOARD. Information for P.A. announcements and electronic signs at TROY athletic events are implemented through the Marketing and Promotions Office. Requests for announcements at a home athletic event should be received at least three days prior to the contest.

PRE-GAME SCHEDULES. Pre-game and half-time schedules are developed in accordance with NCAA and conference rules and regulations by the Marketing and Promotions Office and in coordination with the Event Manager.

The Marketing and Promotions Director will work with coaches to honor special requests and to make sure the pre-game warm-up times fit the team's needs. Copies of the pre-game and halftime schedule will be given to the Head Coach or

his/her designate.

Requests for special presentations should be submitted at least one week in advance of the athletic event. The Marketing and Promotions Office will make every effort to honor all reasonable requests.

SUPPORT UNIT COORDINATION. Coordination of the Cheerleaders, Marching Band, Pep Band, Mascot or Dancers on game day is implemented through the Marketing and Promotions Office.

SPECIAL EVENTS COORDINATION.

Coordination of special promotional events such as Pick-a-Seat or Midnight Mania are coordinated through the Marketing and Promotions Office in conjunction with the Ticket Office.

SOLICITING BUSINESSES/ORGANIZATIONS/MEDIA.

Coaches should not contact businesses, organizations, or media in efforts to solicit sponsorships, advertising, exposure, or appearances without contacting the Marketing and Promotions Office. In most instances, this office will do the contacting or will coordinate the proper approach to receive optimum benefit. If a coach is approached, the coach should promptly alert the Marketing and Promotions Director.

GAME PROGRAMS.

The title of all regular season game programs is GAME DAY, the official game program of Trojan Athletics. This includes all regular season events as well as other events which would require game programs (playoffs, tournaments, etc.).

EXECUTIVE EDITOR. The Director of Athletics will serve as Executive Editor and will have the final decision on the content of all programs.

EDITOR. The Director of Athletics Media Relations will serve as Editor and will be responsible for scheduling, coordination and other related duties.

ADVERTISING SALES. Advertising for all game programs for football, men's basketball, women's basketball, and baseball will be coordinated by the Marketing and Promotions Office.

Billing and Collections. Advertising secured for game programs will be reported to the Athletic Business Office to assure proper billing, collection and accounting of the revenue.

ELECTRONIC MEDIA (RADIO, TELEVISION, VIDEO).

All aspects of the Athletics Department electronic media operations are conducted and supervised by the Associate Director of Athletics/External Operations with approval of the Director of Athletics. This includes radio and television broadcasts, as well as audio and video productions and/or activities.

RADIO BROADCAST POLICY.

TROY Athletics maintains rights for all radio broadcasts of Trojan athletic events, via the TROYSports NETWORK, official voice of Trojan Athletics.

ALTERNATIVE BROADCAST. Should the TROY SPORTS NETWORK not broadcast an event, and a radio station(s) desires to broadcast the event, prior written approval must be granted by the Director of Athletics, and a rights-fee established.

VISITING TEAM RADIO OUTLETS. Any opponent of TROY shall have one free radio outlet, (either one station or an official network, as designated by the opponent's department of athletics) as stipulated within the game contract for all games taking place at Troy State.

LINE AND INSTALLATION CHARGES. TROY will furnish (free of charge, on a reciprocal basis) one telephone line to an opponent for its broadcast. Opponents unable to furnish the reciprocal line will be charged a one-time charge of \$125.00.

Other Sites. Neutral sites or "off-campus" locations in which TROY is designated the home team will result in the visiting team having to pay applicable charges to the local telephone authorities in order to secure line(s) for broadcasting purposes.

TELEVISION BROADCAST POLICY.

The Director of Athletics oversees the granting of television rights for any live or delayed television production of TROY athletic events. Monetary decisions related to television are also handled by the Director of Athletics.

TELEVISION LIAISON. The Associate Director of Athletics/External Operations shall act as the liaison between the Athletics Department and all television personnel for live or delayed television production of TROY athletic events.

ESTABLISHING TELEVISION RIGHTS. Any television station or network that desires to telecast a TROY athletics event, home or away, live or delayed, shall first receive written permission from the Director of Athletics. An appropriate rights fee shall be determined at the time written approval takes place. Permission from the TROY Department of Athletics must be granted.

ATHLETICS CONTROLLED FACILITIES.

POLICY.

The facilities on the TROY campus are for the use and entertainment of TROY students, faculty and staff. When it does not conflict with any of the above listed parties, TROY facilities may be use by bona fide groups of the community, region and state.

TROY and the Athletics Department reserve the right to refuse use of facilities at any time to any group that does not comply with the standards of TROY. TROY also reserves the right to refuse any group which it feels may compromise the University's academic, community or state interests.

RESERVATION OF FACILITIES.

University personnel wishing to reserve athletic facilities should contact the Director of Facilities & Equipment. When a date is reserved and confirmed, only a higher University function can supersede it.

Non-university personnel wishing to reserve athletic facilities should contact the Director of Facilities & Equipment. After the date is confirmed as available, the Director of Athletics will be contacted for approval of the event.

PRIORITIES AND RESOLUTION OF CONFLICTS.

Every effort will be made to arrange schedules so that athletic teams, University sponsored entertainment, and student organizations can be accommodated. It is the understanding of the University that athletic events and practices have priority over all other events except commencement. It is understood the Athletics Department will work hand in hand with the University in arranging for concerts, and other such events taking place on campus.

CHARGES FOR FACILITY USAGE.

Sponsoring groups will be responsible for all rentals and other charges and any damages incurred in the use of TROY facilities. Charges for any TROY facility may include labor for custodians, ticket agents, ticket takers, security, technicians, floor covering labor, and utilities.

Fee schedules and available dates can be attained by contacting the Director of Facilities & Equipment within the Athletics Department.

OTHER REQUIREMENTS.

1. Sale of concessions must be handled by the group holding the rights to all concessions in Athletics facilities (unless said group waives that right).
2. Smoking is prohibited inside all TROY venues.
3. No flash cameras allowed when flash will interrupt the event or performance.
4. Sale or consumption of alcohol is strictly prohibited without a permit issued by TROY.
5. Proof of liability insurance may be requested.