

# The University of Tennessee at Martin Intercollegiate Athletics Handbook

## Purpose

This handbook was developed to guide coaches, staff, and student-athletes through various departmental processes and to assist them in having a positive experience at UT Martin. Generally, this handbook does not restate other NCAA, OVC, or University of Tennessee source documents such as UT Fiscal Policy, the OVC Handbook, the NCAA Manual, the UT Martin Student Handbook, or the UT Martin General Catalog. However, certain portions of these documents are restated for emphasis. Other relevant portions of these documents should be studied and understood if coaches, staff, and student-athletes expect to have a positive UT Martin experience. Internet links to this Handbook as well as the NCAA Manual, and the UT Martin Student Handbook can be found at [www.utmsports.com](http://www.utmsports.com) under the Compliance Section.

This handbook is organized into four sections:

**Section I:** General policies or statements affecting coaches, staff and student-athletes.

**Section II:** Policies and procedures primarily affecting student-athletes.

**Section III:** Policies and procedures primarily affecting coaches and staff.

**Section IV:** Catastrophic Incident Guidelines

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**SECTION I**  
**GENERAL POLICIES OR STATEMENTS AFFECTING COACHES,**  
**STAFF AND Student-Athletes**

**UT Martin Intercollegiate Athletics Mission Statement**

The University of Tennessee at Martin intercollegiate athletics program exists to enhance the total collegiate experience for currently enrolled students and generate interest in UT Martin from various stakeholders by developing:

- Competitive teams,
- Academically successful student-athletes, and
- Staff and student-athletes who are involved in the campus and external community.

These goals are pursued while stressing the physical, emotional and social well being of student-athletes. All coaches and staff are expected to comply with NCAA and National Intercollegiate Rodeo Association (NIRA) regulations and principles, especially those related to sportsmanship and ethical conduct. Opportunities for women and minorities are expanded whenever possible.

*(This mission statement was originally adopted and supported by the UT Martin Athletics Board in 2001. It has remained unchanged and is reviewed annually by the Athletics Board.)*

**Compliance Statement**

The UT Martin Intercollegiate Athletics coaches and staff are fully committed to compliance with all University, OVC, and NCAA rules and with the spirit and guidelines of Title IX interpretations pertaining to gender equity in athletics.

**Gender Equity Statement**

The Director of Intercollegiate Athletics fully supports the spirit and requirements of gender equity regulations as prescribed by the Office of Civil Rights. Female staff and coaches are hired whenever possible, but the most qualified person will be hired. Affirmative efforts are employed to identify female and minority candidates as prescribed by the UT Martin Affirmative Action Plan.

Student-athlete gender equity is maintained with regard to coaching staff sizes, facilities, equipment, and team travel as prescribed by current OCR guidelines. Athletic scholarship funding is distributed in the same ratio as female to male Student-Athlete participation.

The athletic interests and abilities of UT Martin students are periodically evaluated to ensure that an appropriate compliment of sports are offered. Until athletic participation rates reach the undergraduate enrollment ratio of men and women, consideration will be given to adding women's sports if regional competition can be scheduled and necessary facilities can be reasonably secured.

## **Citizenship Statement**

As stated in the UT Martin athletic mission statement, Student-Athletes and staff are encouraged to participate in non-athletic activities on and off campus. During such activities, Student-Athletes are expected to conduct themselves in accordance with campus and local governmental laws and policies. A failure to comply with local laws and campus rules can result in disciplinary action from warnings or probation to termination or suspension from the University. Coaches, staff, and students are expected to know and follow appropriate laws and rules as set forth in UT Martin Fiscal Policy and the UT Martin Student Handbook. In addition to any discipline administered by local authorities, the respective coach, or the Office of Student Affairs, the Athletic Director reserves the right to assign additional disciplinary action such as public service hours, suspension, or dismissal from team activities.

## **Summary of Sports Programs**

The UT Martin Intercollegiate Athletics program currently sponsors the following NCAA sports:

Men: football, basketball, baseball, golf, cross country, I/O Track, and mixed rifle

Women: basketball, volleyball, sand volleyball, softball, soccer, tennis, cross country, I/O Track, rifle, and equestrian

In addition, the program sponsors men's and women's rodeo which are sponsored by the National Intercollegiate Rodeo Association (NIRA) and varsity cheerleading which is not formally governed by a national association.

## **Conference Affiliation**

UT Martin became a member of the Ohio Valley Conference in 1992, joining Austin Peay State University, Eastern Illinois University, Eastern Kentucky University, Morehead State University, Murray State University, Southeast Missouri State University, Tennessee State University, Tennessee Technological University. In 2003, Jacksonville State University joined the conference. Morehead State University offers only need-based scholarships in football and thus does not compete for the conference football championship. Their football program is a member of the Pioneer Football League. In 2008 Southern Illinois-Edwardsville joined the league, followed by Belmont University in 2011. Texas Pan-America is an associate member of the OVC for Track and Field only.

## **Ohio Valley Conference Mission Statement**

The mission of the Ohio Valley Conference is to provide for its member institutions and their student-athletes the opportunity to engage in intercollegiate athletics programs at the NCAA Division I competitive level. In support of that purpose, the Conference seeks to maintain an environment in which the member institutions share a geographical region of the nation, have similar educational missions and purposes, and have financial resources of a similar order of magnitude.

It also is the mission of the Ohio Valley Conference to make certain that the athletics programs of its members function within the principles and regulations of the National Collegiate Athletics Association, with particular emphasis on the welfare of the student-athlete, and that those programs are integrated with and enhance the educational missions of the members institutions.

Further, it is the mission of the Ohio Valley Conference to encourage student-athletes and coaches, representing their respective universities and the Conference, to reflect the values inherent within their academic and external communities; and to develop opportunities for students and others, both participants and spectators, to enrich themselves through the acquisition of lifelong values embodied in the great traditions of competitive sports.

## **UT Martin Mission Statement**

The primary purpose of the University of Tennessee at Martin is to provide a quality undergraduate education in a traditional collegiate atmosphere characterized at all levels by close collaboration among students, faculty and staff. In addition, the university is dedicated to meeting lifelong educational needs by providing graduate programs, distance-learning opportunities and other creative endeavors. Furthermore, the university is committed to advancing the regional and global community through scholarly activities, research and public service.

*(Approved by the Faculty Senate in 2008)*

## UT Martin Athletics Board

Article III, Section 14 of the University of Tennessee Charter and Bylaws states that Intercollegiate Athletics like all other programs offered by the University, are subject to the governance of the Board of Trustees. The Board of Trustees has established an Athletics Board for each campus of the University which offers intercollegiate athletics programs. These Boards serve in an advisory capacity with respect to intercollegiate athletics. Members of the Board of Trustees are appointed to the Athletics Boards in the same manner as Trustees are appointed to standing committees. Trustee members of the Athletics Boards, together with the University administration, shall maintain a liaison between the University's intercollegiate athletics programs and the Board of Trustees. Any change in the structure or function of the Athletics Boards is subject to the approval of the Board of Trustees.

**Purpose:** The Board advises the UT Martin Chancellor, UT President, and UT Board of Trustees on the status and projected needs of intercollegiate athletics at UT Martin; expand the base of financial and public support among several constituencies, including trustees, UT System administration, alumni, faculty, staff, legislators, students, and the general public, particularly in the State of Tennessee; and reviews periodically and advises the Chancellor and Office of Intercollegiate Athletics on matters such as personnel, budget, ticket policies, student fee, schedules, conference memberships, recruitment policies, facilities, and public relations.

**Composition:** The UT Martin Athletics Board shall be composed of two representatives of the UT Board of Trustees, UT President, UT Executive Vice President, and UT Martin Chancellor, Executive Vice Chancellor for Finance and Administration, Vice Chancellor for University Advancement, Director of University Relations, Faculty Senate President, Director of Intercollegiate Athletics, Senior Woman Administrator for Intercollegiate Athletics, Development Committee Chair, Alumni Council President, Weakley County Alumni Chapter President, Skyhawk Club President, Student Government Association President, Cheerleader representative, and Undergraduate Alumni Council representative.

A UT Martin faculty member appointed by the Chancellor shall be chair. In addition to the chair, there shall be four faculty members appointed for three-year terms with at least one member rotating off each year, one Employee Relations Council representative, one administrative staff representative, one alumni representative, and two each men's and women's player representatives. The Chancellor, as appointing authority, shall ensure adequate minority representation on the Athletics Board.

**Committees of the Athletic Board:** The Athletics Board is authorized to establish appropriate standing committees having responsibility for the study of problems and issues of continuing concern and also temporary committees for special assignment as conditions suggest. The Athletics Board has established the following committees.

*Executive Committee of the Athletics Board:* The Executive Committee of the Athletics Board shall have authority to act for the Athletics Board between regular meetings of the Board and shall be limited to advising the Chancellor in matters athletic. In order to transact business, at least five members of the Executive Committee must be present in a meeting regularly called. The Executive Committee shall keep full and complete records of its business and proceedings and shall file these records with the Athletics Board. The Executive Committee shall be composed of the UT Martin Chancellor, UT President, UT Executive Vice President or designate, UT Martin Executive Vice Chancellor and Vice Chancellor of Student Affairs, Vice Chancellor of Finance and Administration, UT Martin faculty member, Director of



Intercollegiate Athletics, Senior Women Administrator, Board of Trustees member, Chair of the Committee on Student Relations, and Chair of the Athletics Board (Chair of the Executive Board).

*Committee on Student Relations:* The purpose is to study ways intercollegiate athletics might better serve student-athletes and the student body generally, to consider suggestions or criticisms from constituents, and to promote athletics and good sportsmanship at athletic events among students. Composition of this committee is student members of the Athletics Board (SGA President, Cheerleader representative, Undergraduate Alumni Council representative, two Men's Player representatives, two Women's Player representatives) and Executive Vice Chancellor and Vice Chancellor for Student Affairs. The Reporting Channel shall be through the Chair of the Athletics Board.

*Committee on Faulty and Staff Relations:* The purpose is to promote mutual understanding and support between faculty and coaches for academic and athletics programs; to monitor academic issues affecting the student-athlete and make recommendations to the athletics administration, to study ways of improving student-athlete and faculty communication, to be concerned with scheduling which causes undue absences during the seasons of competition, and consider requests and suggestions from faculty and staff. Composition of this committee shall be Faculty members on the Athletics Board, Faculty members who coordinate the reading, writing, and mathematics laboratories, Men's and Women's Player Representatives, Director of Intercollegiate Athletics, Senior Woman Administrator, Employee Relations Council Representative, and Vice Chancellor for Academic Affairs. The Reporting Channel shall be through the Chair of Athletics Board.

*Committee on Public Relations and UT Martin Sports Promotion:* The purpose is to propose policies and procedures for the Skyhawk Club and promote Skyhawk athletics among alumni organizations in the state and region; to promote media coverage (newspaper, radio, and TV) of UT Martin sports (sponsorship, provide parking, help with equipment, refreshments, etc.); to encourage recognition of former UT Martin athletes and their support for Skyhawk athletics programs; and to consider needs for new programs, facilities, and fund-raising methods. Composition of this committee shall be Board of Trustees members, Athletics Director, Alumni Representatives to the Board; Chair of the Development Committee, President of the Skyhawk Club, Administrative Staff Representative, Senior Woman Administrator, Director of University Relations. The Reporting Channel shall be through the Chair of Athletics Board.

*Committee on NCAA Rules Compliance Oversight:* The purpose is to oversee on a regular basis the rules compliance efforts of the UT Martin Office of Intercollegiate Athletics. Composition of this committee shall be five faculty members on the Athletics Board, Faculty Senate President and President-Elect, Faculty Coordinators of the reading, writing, and mathematics laboratories, Registrar, Faculty Athletics Representative Chair. The Reporting Channel shall be through the Chair of the Athletics Board.

**Standing Committee Chairpersons:** Chairpersons for standing committees are appointed for one-year terms by the Executive Committee. The standing committees will meet at least one time each year (perhaps at the regular Board meeting) or at other times as need arises. Standing committees are encouraged to set up subcommittees for studying specific tasks.

## **Skyhawk Club By-Laws and Membership**

### **Article I - Purpose**

**Section 1:** The purpose of the Skyhawk Club is to solicit support for the University of Tennessee at Martin Intercollegiate Athletic Program. This support may be in the form of financial contributions, gifts-in-kind, or fund-raisers. The Skyhawk Club will solicit all constituency groups associated with the University, such as alumni, faculty, staff, and the general public, in an attempt to build a broad base of public support for the University and the athletics program. All gifts will be deposited into official university accounts and the Director of Athletics will be responsible for disbursing gift funds in accordance with normal University policies and procedures.

<b>Section 2: Levels of Giving:</b>	Skyhawk	\$ 0 - \$ 50
	Starter	\$ 100
	Varsity	\$ 300
	All American	\$ 500
	Pilot	\$ 700
	Captain	\$ 1,250
	Orange	\$ 2,500
	Blue	\$ 5,000
	AD's Circle	\$10,000
	Scholarship	\$15,000

The Skyhawk Club accepts all gifts but only gifts which meet the criteria for the stated levels of giving are afforded athletic benefits.

**Section 3:** Restricted Gifts: A donor may designate gifts for the needs of specific programs. Contact the Office of Intercollegiate Athletics for a list of gift opportunities.

**Section 4:** Tax exemption: The University of Tennessee is considered to be an instrumentality of the State of Tennessee, therefore contributions made for exclusively public purposes are deductible for income tax purposes under section 170 (c) of the Internal Revenue code. The UT System Federal ID number is 62-6001636.

### **Article II - Board of Directors**

**Section 1:** The direction and administration of the Skyhawk Club shall be vested in the officers and a Board of Directors of fifteen (15) members. Members will be recommended by the Coordinator of Athletic Development and the Director of Athletics and approved by the Chancellor for three (3) year terms, with five (5) appointed each year. The President of the UT Martin Alumni Association, the Faculty Athletic Representative, the Coordinator of Athletic Development, the Senior Woman Administrator, and the Director of Athletics will serve as voting members.

**Section 2:** The Board of Directors shall participate in all activities of the club, and are empowered to make recommendations concerning all functions and activities of the Skyhawk Club. All recommendations

must be submitted to the Senior Woman Administrator, the Director of Athletics, and Chancellor of UT Martin for approval and implementation.

**Section 3:** In case any vacancy in the Board of Directors exists, through death, resignations, disqualifications, or other cause, a successor will be appointed by the Coordinator of Athletic Development and the Director of Athletics to fill an unexpired term.

### **Article III - Officers and Committees**

**Section 1:** The officers of the Skyhawk Club shall consist of a President, Vice President and President-elect, and Secretary-Treasurer. The Coordinator of Athletic Development will serve as the Secretary-Treasurer. The Vice President and President-elect will have two (2) years remaining on his/her board term.

**Section 2:** The officers of the Skyhawk Club shall be nominated by the Executive Committee and elected at the January meeting of the Board of Directors.

**Section 3:** The officers of the Skyhawk Club shall serve for one (1) fiscal year (July 1 thru June 30).

**Section 4:** The President shall preside at all meetings of the Skyhawk Club and the Board of Directors. The President shall have general charge of and control over the affairs of the Skyhawk Club, subject to such regulations or restrictions of the NCAA and the University of Tennessee at Martin.

**Section 5:** The Vice President and President-elect shall preside at all meetings of the Skyhawk Club in the absence of the President. The Vice President and President-elect shall become President after one year, unless hindered by personal reasons.

**Section 6:** The Secretary-Treasurer shall be responsible for all records of the Club and will make an annual financial report to the Club at its fall meeting. The Secretary-Treasurer shall have such powers as designated by the President, Board of Directors and the Director of Athletics. The Secretary-Treasurer shall record minutes of all meetings of the Skyhawk Club and/or the Executive Committee. The Secretary-Treasurer shall solicit and receive nominations for officers and forward recommendations to the Executive Committee.

**Section 7:** The Skyhawk Club Secretary-Treasurer may accept real estate, stocks, bonds, and other securities that are given to the Skyhawk Club for the benefit and advancement of the University. An environmental assessment shall be required on all real estate before it is accepted by the Skyhawk Club. Monies received from the sale of such property shall be distributed in accordance with the wishes of the donor. The sale of such items will be governed by the regulations and restrictions of the University of Tennessee at Martin. All athletic gift funds are invested by the University of Tennessee Treasurer. Investment income is distributed in accordance with normal University policies and procedures.

### **Article IV - Executive Committee**

**Section 1:** The Executive Committee of the Skyhawk Club consists of the officers and the immediate past President. The University Chancellor, Director of Athletics, and Senior Woman Administrator shall serve

as ex-officio members. This committee shall serve as the nominating committee for future officers and shall solicit and receive nominations for such offices from the Skyhawk Club membership. The Executive Committee nomination report will be submitted at the January meeting of the Board of Directors and nominations from the floor will be solicited.

## **Article V - Meetings**

**Section 1:** The fiscal year of the Skyhawk Club shall be the period of July 1 through June 30.

**Section 2:** Meetings of the Board of Directors shall be held at a site designated by the President at least two (2) times each fiscal year. These meetings will be held in conjunction with the first home football game and the first January home basketball game.

**Section 3:** Special meetings of the members of the Skyhawk Club Board of Directors may be called at the request of the President.

**Section 4:** Quorums: A majority of the Board of Directors, excluding ex-officio members, shall constitute a quorum at any regular or special meeting of the Board of Directors. A majority of any committee, excluding ex-officio members shall constitute a quorum at any regular or special meeting of a committee.

## **Article VI - Amendments**

**Section 1:** These By-Laws may be amended, enlarged, or repealed by majority vote of a quorum present at any meeting of the Board of Directors, provided written notice of the proposed amendment has been given to all members of the Board of Directors five days prior to the meeting.

### **Personnel and Fiscal Policies and NCAA Rules**

Personnel and fiscal policies unique to the Athletic Program are stated here. All UT personnel and fiscal policies apply to the athletic programs and may be found at:

<http://www.utm.edu/departments/finadmin/personnel/policies.php> and <http://www.utm.edu/departments/finadmin/> respectively. Refer to the NCAA manual for current NCAA regulations which can be found in the Compliance Section of the utmsports.com website.

### **Sexual Harassment Policy**

The University of Tennessee at Martin is committed to ensuring an environment which prevents sexual harassment. Sexual harassment by any member of the University is a violation of both law and University policy and will not be tolerated in the University community. Both males and females can be perpetrators and/or victims of sexual harassment. Sexual harassment is a particularly sensitive issue which may affect any member of the University community and as such will be dealt with promptly and confidentially by the University administration.

**Definitions of Sexual Harassment:**

(A) Student Employees: Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964, The Equal Employment Opportunity Commission (EEOC) guidelines define sexual harassment as un-welcomed sexual advances, requests for sexual favors, and other verbal and physical conduct of sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

(B) All Students Sexual harassment of students is a violation of Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education. Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature constitute sexual harassment when grades or educational progress are made contingent upon submission to such conduct, or when the conduct has the purpose or effect of interfering with the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment. This harassment can be demonstrated between parties of the opposite sex or the same sex. Either case will not be tolerated.

**Procedures:**

(A) All UTM employees (staff exempt, staff non-exempt, faculty, term, other academic, and student employees) are responsible for not engaging in sexual harassment. Appropriate disciplinary action will be taken against individuals found to have violated UTM's sexual harassment policy.

(B) Any employee, former employee, or applicant for employment may file a complaint alleging violation of the policy with the EEOC Compliance Officer, Room 240F, Gooch Hall.

(C) Any student who has been sexually harassed by a UTM employee may file a complaint with the Affirmative Action Coordinator or the Office of the Vice Chancellor for Student Affairs.

(D) In determining whether alleged conduct constitutes sexual harassment, UT Martin will look at the record as a whole and at the totality of the circumstances, such as the nature of the alleged sexual advances and the context in which the alleged incidents occurred. The determination of whether a particular alleged action constitutes sexual harassment will be made from the facts, on a case-by-case basis.

(E) Any complaints must be filed within 300 calendar days of the alleged violation.

(F) Student-athletes who feel they are being sexually harassed should seek confidential advice from the UT Martin Counseling Center.

### Contact Directory for Student-Athletes

Interim Athletic Director	Mike Swaim	1022 Elam Center / 7661
Assistant AD for Academics / SWA	Danelle Fabianich	1037 Elam Center / 3688
Assistant AD for Compliance	Veronica Williams	1029 Elam Center / 7951
Assistant AD for Compliance	William Kaler	1025 Elam Center / 7662
Assistant AD for Development	Laura Suiter	1010 Fieldhouse / 7930
Assistant AD for Corp Sponsors & Skyhawk Club	Lora McDonald	1012 Fieldhouse / 3630
Academic Success Center	George Daniel	202 Clement Hall / 1688
Athletic Equipment Manager	Chris Bell	106 Football Building / 3670
Athletic Insurance	Amanda Guarino	1022 Elam Center / 7660
Business Administration	James Woody	1024 Elam Center / 7663
Athletic Training/Drug Education Program	Bart Belew	107 FB Bldg / 7689
Scholarships/Compliance/Ext Operations	Trudy Henderson	40 Fieldhouse / 7630
Skyhawk Radio Network	Chris Brinkley	40 Fieldhouse / 7630
Sports Information Director	Ryne Rickman	40 Fieldhouse / 7632
Ticket Office	Fran Spears	1011 Fieldhouse / 7207
Travel	Lindsey Kelly	1030 Elam Center / 3664
Baseball	Rick Robinson	BB Fieldhouse / 7337
Basketball (Men's)	Anthony Stewart	1020 Elam Center / 7684
Basketball (Women's)	Kevin McMillan	3009 Elam Center / 7681
Cheerleading	Jessi Woody	1107 Fieldhouse / 7951
Cross Country	Peter Dalton	Fieldhouse / 7930
Equestrian	Megan Corvin	McWherter Ag Complex / 7273
Football	Jason Simpson	Football Building / 7671
Golf	Jerry Carpenter	1033 Elam Center / 7665
Rifle	Mary Vowell	1035 Elam Center / 7586
Rodeo	John Luthi	1032 Elam Center / 7426
Soccer	Phil McNamara	1086 Fieldhouse / 7931
Softball	Donley Canary	SB Fieldhouse / 7162
Tennis	Dennis Taylor	Tennis Center / 7683
Volleyball	Jaclyn Yokum	1116 Fieldhouse / 7332

## SECTION II POLICIES AND PROCEDURES PRIMARILY AFFECTING STUDENT-ATHLETES

### Code of Conduct

The University of Tennessee at Martin's Department of Athletics requires coaches, trainers, and staff to conduct themselves in a manner which creates a positive image of the people, values and traditions associated with the University, the OVC and the NCAA. As a student-athlete, you are expected to uphold the same standards of conduct that have been adopted by the Department and the University.

**Personal Conduct:** By joining UT Martin's intercollegiate athletics program, you become a representative not only of your team, but of your University. Upon entering the University you will find you have the freedom to manage your lifestyle to a far greater degree than you have experience in the past. It is essential that this freedom be handled in a responsible manner so as not to jeopardize your opportunity to obtain maximum results from your university experience. It is important that your personal conduct demonstrates good moral and ethical judgement. You are expected to behave both on and off campus in a manner that brings credit to the University and your team. Be aware of the image you are creating.

**Student-Athlete Conduct:** Once registered at UT Martin, you are expected to conform to all federal, state, and local laws, as well as University regulations. As a student-athlete, you are in no way exempt from penalty if you violate these laws. Moreover, students penalized for violating public laws are not exempt from further prosecution by University authorities if their actions also violate University rules.

**Sportsmanlike Conduct:** When participating in intercollegiate athletics competition, you are expected to demonstrate good sportsmanship in accordance with the following OVC Sportsmanship Statement for student-athletes: "The Ohio Valley Conference requires officials to enforce all rules regarding unsportsmanlike conduct by coaches and players. There will be no tolerance of negative statements or actions between opposing players, especially taunting and baiting. If such comments are heard, a penalty will be immediately assessed. If any coach protests an unsportsmanlike penalty, he/she will be ejected from the contest. We have been instructed not to issue warnings during the contests. It is strongly suggested that participants be reminded of this policy".

Additionally, the UT Martin Department of Intercollegiate Athletics enforces its guidelines as related to sportsmanlike conduct. You must avoid actions that display unsportsmanlike behavior. Some of these behaviors are as follows:

- Physical abuse of an official, coach, athlete, opponent, or spectator;
- Inciting players or spectators to violent action or any behavior which insults or defiles an opponent's traditions;
- Use of obscene or inappropriate language or gestures to officials, opponents, team members, or spectators.

Be advised that the NCAA and OVC can assess suspensions when student-athletes are disqualified for unsportsmanlike behavior.

## **Gambling and Bribery**

It is hoped that you, as a student-athlete, will never be approached in an attempt to involve you in gambling or bribery. However, on some campuses in the past, student-athletes have become involved with organized gambling operations. The results of this involvement have been both severe and tragic, not only for the individual but for their entire University athletics program. The University and the Department of Athletics are committed to combating all forms of gambling and bribery.

You should keep in mind that your participation in gambling interests, even in the most minor fashion, may jeopardize your athletic career.

**Alcohol Abuse:** As an athletics participant, you may receive special attention from other students. Along with this “high visibility” comes additional responsibilities. As a “role model”, you are expected to present a wholesome public image.

Alcohol use may seem relatively harmless; however, excessive consumption of intoxicating beverages is strongly discouraged, as it may have an adverse effect on intellectual and athletic abilities. While you may feel a few drinks can’t hurt anything, it has often been found that after drinking, you are much more likely to place yourself in situations that with clear thinking could have been avoided. Also, fair or not, the student-athlete is often the most visible in a group should trouble occur. (See Drug Use/Drug Testing Policy for disciplinary action associated with “under-age” drinking.)

**Date Rape:** Acquaintance rape or date rape has become a topic of conversation on college campuses, nationwide. Rape does not require the brutalizing of a person or sexual intercourse at knife point. To be considered rape, sexual intercourse must only occur against an individual’s will.

As a man, be careful, especially if you have been drinking, that you do not misread signals. Trouble has often occurred when a woman has remained alone with several men after a drinking party. While some may feel that this shows poor judgement on the women’s part, it certainly does not invite rape.

As a woman, be conscious of the signals you send. Don’t place yourself in situations that can be misunderstood or can get out of hand. Good judgement can often save you from an embarrassing or painful situation.

## **Student-Athlete Orientation Night**

At the beginning of fall semester, a department-wide meeting is conducted during the first week of classes. This is a mandatory meeting for all student-athletes. The purpose of this meeting is to inform the student-athletes of various matters that will help ensure their physical, emotional, and psychological well being while a student-athlete at UT Martin.

## **Student-Athlete Employment**

Under certain conditions prescribed by the NCAA, student-athletes may be employed on or off campus. Student-athletes who plan to work must understand they are responsible for following pertinent NCAA rules.



## **Student-Athlete Statement**

At the beginning of each school year, each student-athlete must affirm that to the best of his/her knowledge the athletic program as well as his/her own actions are in compliance with appropriate NCAA, conference, and University regulations. The Student-Athlete Statement is reviewed by the Assistant Athletic Director for Compliance with all student-athletes prior to any competitions but not later than the first day of classes.

## **General Eligibility Form for International Student-Athletes**

This form is to be completed for each international student-athlete and kept on file in the Office of Intercollegiate Athletics. Information for completing the form is submitted to the Assistant Athletic Director for Compliance.

## **Application for Financial Aid**

All student-athletes must apply for financial aid (FASFA) through the office of student financial assistance. A student's financial aid application has implications for insurance and emergency special assistance fund.

## **Grant-In-Aid (Scholarship) Procedures**

In addition to procedures outlined in the NCAA Manual-NCAA By-law 15, UT Martin grants-in-aid are written for either a semester or an academic year and may not be changed during that time except for the reasons noted below.

**Discontinuation of Scholarships:** Grants-in-aid may be discontinued during the term of the award and prorated on the basis of the percentage of the competition season completed, if the athlete:

- (A) Renders himself/herself ineligible for athletic competition;
- (B) Misrepresents information on the application or Letter of Intent;
- (C) Engages in misconduct serious enough to warrant disciplinary action by University authorities;
- (D) Voluntarily withdraws from his/her sport for personal reasons.

Additionally, a scholarship may be discontinued during the term of the award and prorated on the basis of the percentage of the competition season completed, if the athlete:

- (A) Is removed from the team for violating team rules; or
- (B) When a student-athlete's grade point average falls below 2.0 AND poor class attendance can be verified, the student's scholarship may be discontinued or reduced during the award period. Such failure to attend class represents dishonesty on behalf of the student and violates the Student Athlete OVC Scholarship agreement which states that he or she must respect the directions of university officials including members of the coaching staff. (See paragraph I (3) of the OVC scholarship agreement).

NCAA rules require that an athlete be notified by July 1 of each year whether or not the athlete's aid will be renewed for the following year. This information must be sent through the Office of Student Financial Assistance. If the athlete's aid is not being renewed, the athlete must be informed of his/her right to a hearing before a committee established for this purpose.

Sample Renewal Contract



**UNIVERSITY OF TENNESSEE AT MARTIN  
CONTINUATION OF ATHLETIC GRANT-IN-AID**

This is to certify that ***Student-Athlete***, ID Number, ***000-00-0000*** has been awarded a ***Sport*** grant-in-aid to the extent of ***Scholarship Details***.

This renewal agreement is for the fall and spring semesters of the 20??-20?? academic year, unless the student graduates at the conclusion of the fall semester in which case aid will only be awarded for fall semester. This award can be cancelled by failure of the student to comply with the rules and regulations of this institution and to cooperate fully with it's officials and teachers in accordance with these institutional regulations. If this award includes the use of books, they must be returned to the bookstore at the end of each semester. Athletic aid, when combined with any outside aid the student may receive, cannot exceed the cost of a full scholarship. Should this be the case, the athletic aid will be adjusted to reduce the total award to the amount of a full scholarship.

\_\_\_\_\_  
Director, Student Financial Aid

I accept the conditions listed above and certify that I have not received financial aid or promises of financial aid in excess of that allowed under NCAA rules.

\_\_\_\_\_  
Student-Athlete

**Sport:** *Sport*

This award is made in accordance with the provisions of the Constitution of the National Collegiate Athletic Association pertaining to the principles of amateurism, sound academic standards, and financial aid to student-athletes. Your acceptance of the award means that you agree with these principles and are bound by them.

**Discontinuation Documentation:** When a grant-in-aid is discontinued during the term of the aid or is not renewed, the Student-Athlete must be notified in accordance with the documentation on the following pages:

Sample Memorandum to Document a Voluntary Withdrawal from Participation

(Date)

TO: (Student-Athlete)  
FROM: (Coach XXXXXX)  
SUBJECT: Withdrawal from participation in athletics

Per our conversation today, I am confirming that you voluntarily quit the \_\_\_\_\_ team on (date). I am recommending to the Director of Athletics, that your scholarship for the 20XX-20XX academic year be terminated effective immediately. Your scholarship for the current semester may be prorated. If you have any questions concerning this recommendation, or if you wish to share your reasons with the A.D., please schedule an appointment with him before (date [five days after the date of this memo]). If you have not met with him by this date, he will proceed to support this decision and forward his response to the financial aid office.

Please confirm your acceptance of this memorandum by signing in the space below and returning a copy to me immediately.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student-Athlete Signature

c Athletic Director  
Compliance  
Trudy Henderson  
Director of Student Financial Assistance

Sample Memorandum to Document Removing a Student-Athlete  
from the Team During the Academic Year

(Date)

TO: (Student-Athlete)  
FROM: (Coach XXXXXX)  
SUBJECT: Termination of participation in athletics

Per our conversation on (date), this memorandum confirms that you have been removed from the \_\_\_\_\_ team on (date) because (you violated team rules, or whatever reason). I have discussed this matter with the Director of Athletics, and I have recommended that your scholarship for the 20XX-20XX academic year be terminated effective immediately and may be prorated for the current semester. If you have any questions concerning this recommendation, or if you wish to discuss this matter with A.D., please schedule an appointment with him before (date [five days after the date of this memo]).

Please confirm your acceptance of this memorandum by signing in the space below and returning a copy to me immediately.

\_\_\_\_\_  
Student-Athlete Signature

\_\_\_\_\_  
Date

c Athletic Director  
Compliance  
Trudy Henderson  
Director of Student Financial Assistance

Sample Memorandum to Document a Non-Renewal of Athletic Financial Aid

(Date)

TO: (Student-Athlete)  
FROM: (Coach XXXXXX)  
SUBJECT: Non-Renewal of Athletic Financial Aid

This memorandum is to inform you that I have recommended to the Director of Athletics, that your scholarship not be renewed for the 20XX-20XX academic year. (NO REASONS MUST BE DOCUMENTED). I have discussed this matter with the A.D. If you have any questions concerning this recommendation, or if you wish to discuss this matter with A.D, please schedule an appointment with him before (date [seven days after the date of this memo]}).

Please confirm you acceptance of this memorandum by signing in the space below and returning a copy to me immediately.

\_\_\_\_\_  
Student-Athlete Signature

\_\_\_\_\_  
Date

c Athletic Director  
Compliance  
Director of Student Financial Assistance

Non-Renewal Memorandum to Director of Student Financial Assistance

(Date)

TO: Director of Student Financial Assistance  
FROM: Director of Athletics  
SUBJECT: Non-Renewal of financial aid based upon athletic ability

I am supporting Coach XXX recommendation not to renew or to reduce athletically related financial aid for the students on the attached lists. The coaches' recommendations have been communicated to the student athletes. (See attached letters to student-athletes from Coaches.) In accordance with NCAA guidelines, notification of these non-renewals or reductions must come from the institution's regular financial aid authority. Furthermore, this written notification shall inform the Student-Athlete that he or she, upon request, shall be provided a hearing.

As stated in the NCAA manual, the decision to renew, not renew or reduce financial aid is left to the discretion of the institution, to be determined in accordance with its normal practices for students generally. However, in the case of Student-Athletes, it is my understanding that appeals on non-renewals should be evaluated on the basis of whether NCAA rules were followed in communicating the non-renewal. Notification of a non-renewal by July 1 is the only rule prescribed by the NCAA manual. There is no requirement that a coach justify the non-renewal or reduction on the basis of inadequate performance or any other reason.

Generally Student-Athlete financial aid is renewed as long as Student-Athletes follow team rules and give the effort expected by our coaches. However, when we have turnover at the head coach position, the new coach must have the flexibility to award financial aid to the Student-Athletes he or she feels can most likely help achieve the team's goals.

No student athletes have contacted me, so I do not know if any are planning to appeal. However, I think it would be in the best interest of everyone involved if she could be informed of her right to an appeal as soon as possible, but certainly before July 1.

Thank you for your assistance.

c Compliance  
Trudy Henderson

### **Room Scholarship**

Student-athletes must comply with university housing policy which currently states that all single freshmen, except those living with their parents within a 50-mile radius of campus, must live on campus in the residence halls or University Village. Sophomores that have 30 hours completed and a GPA of 2.0 are no longer required to live on campus. On campus housing does not include "The Reserve".

### **Meal Scholarship**

Student-Athletes on meal scholarship must select one of the meal plans available through Sodexo Dining Services. A meal plan will be mandatory for student-athletes living in the residence halls or University Village.

### **Intercollegiate Book Scholarship Program**

As part of the student-athlete scholarship, the Office of Intercollegiate Athletics may furnish textbooks that are required for the academic courses of the student-athlete.

Once the student-athlete finalizes his/her schedule, Intercollegiate Athletics works in conjunction with the Bookstore to make sure the student-athlete receives his/her books promptly. The student-athlete must provide an official class schedule and photo ID to the bookstore attendant to verify the books required. Only textbooks required for the courses in which the student-athlete is enrolled are furnished.

At the end of each semester, the Bookstore gives Intercollegiate Athletics a list of any books that the student-athlete did not return. The student-athlete must pay for the missing books. Books for the next semester will not be issued until charges for lost or missing books have been paid.

### **Injured Player**

Student-athletes who become injured outside scheduled athletically related activities and are unable to compete in varsity athletics following the award of athletically related financial aid and prior to the start of a new academic year, will be continued on athletic aid for the awarded year in accordance with NCAA By-Laws. The fact that this injury was not related to UT Martin varsity athletic activities releases the institution from any obligation to provide athletic aid beyond the awarded year. The same would apply for injuries sustained from non-athletically related activities during the time of university attendance.

Student-athletes who become injured during scheduled athletically related activities and are unable to compete in the future may not have their scholarship renewed. It must be clearly understood that if medical authorities determine that the injury is a re-injury of or related to a pre-existing condition, the University would not be under any obligation to continue aid beyond the awarded year. Renewal of scholarship for an injured player will be determined on a case-by-case basis.

## **Financial Aid for Married Student-Athletes**

Married student-athletes who are awarded room and board scholarships are entitled to receive the monetary value of the room and board portion of a scholarship provided the student-athlete lives in university married student housing. This amount will be adjusted if the student-athlete receives a meal plan. The total award, combined with all other financial aid, cannot exceed the dollar value of a full scholarship, books and fees. Married student-athletes should make arrangements for these funds through their head coach and the Office of Intercollegiate Athletics. As a minimum, the married student-athlete must provide a certified copy of the Marriage Certificate or other documents to verify his or her marital status.

## **University Charges Not Paid by Athletics**

Tuition, fees, required books, room, and board may be paid for student-athletes. Charges not paid by athletics include (but are not limited to) the following:

- \$30 initial application fee;
- long distance phone charges;
- cost of treatment for non-athletically related injuries;
- “consumable charges” examples: lab fees for breakage to non-required field trips;
- library fines;
- fines for damage to University property, including the Residence Halls;
- key deposits or replacement of a list Residence Hall keys;
- replacement costs for lost student I.D.’s;
- school supplies, dictionaries, reference books, pens, notebooks, paper, art supplies, etc.;
- vehicle registration fee;
- parking permits or fines;
- international student fees;
- graduation fees;
- international student insurance; and
- dental care.

While the above expenses are not covered by athletic scholarships, the student-athlete may be eligible for assistance under the guidelines of the Special Assistance Fund.

## **Academic Student Services for Athletes**

UT Martin’s Office of Intercollegiate Athletics personnel understand that student-athletes have additional responsibilities and time constraints not experienced by the rest of the general student body. Because Intercollegiate Athletics has interest in supporting the student-athlete athletically, but also academically, every effort is made to help the student-athlete take advantage of the excellent educational opportunities offered at UT Martin.

Student-athletes are informed of the specific academic support services available for students at UT Martin through orientation programs early after their arrival at the University. Specifically student-athletes should utilize the Student Success Center and its learning support services, the English Writing Lab, the



Mathematics Lab, and the Reading Center. They also receive information about the University's computer labs and about other special programs that may assist them in their studies. It should also be noted that each student-athlete has access to an online copy of the current University Catalog, a comprehensive volume that also gives information about available labs and services.

The Student Success Center located at 202 Clement Hall provides career counseling and a wide variety of academic support opportunities. Specifically the Student Success Center coordinates the offering of supplemental instruction sections. Supplemental Instruction is a series of weekly review sessions for student taking historically difficult courses. SI is provided for all students who want to improve their understanding of course material and improve their grades. At each session students will be guided through this material by the SI leader, a competent student who has previously taken the course.

### **Tutors**

The Office of Intercollegiate Athletics Policy for Tutoring is that the student-athletes will utilize the resources provided by the Student Success Center and various laboratories available to all students. In *extreme cases*, tutoring for student-athletes is available upon request by the coach or student-athlete. In such cases, a paid tutor may be utilized only after contacting the Athletic Business Office.

### **Intercollegiate Athletics Class Attendance Policy**

The Office of Intercollegiate Athletics is committed to "academic" as well as "athletic" excellence. The success of the student-athletes in the classroom is dependent upon the student-athlete being in class to receive the information that is being given. The goal of the Office is to recruit top Student-Athletes and provide the means by which to achieve success, but no amount of assistance is helpful unless the student-athlete attends class regularly. Therefore, the following statement represents the official class attendance policy for all student-athletes.

Student-athletes are required to attend all classes in which they are enrolled. Many instructors do not have an attendance policy and do not conduct a roll call. This, however, does not represent the philosophy of the UT Martin Office of Intercollegiate Athletics. Class attendance is mandatory!

When a student-athletes grade point average falls below 2.0 AND poor class attendance can be verified, the student's scholarship may be discontinued or reduced during the award period. Such failure to attend class represents dishonesty on behalf of the student and violates the educational contract commitment of the student.

When participation in athletic events require student-athletes to miss class, the following letter will be used to communicate with faculty.

Date:

To: UT Martin Faculty  
From: Coach  
Subject: Class Absences Due to Team Travel or Competitions

One or more of the following (sport) student-athletes are enrolled in your classes. During the course of their intercollegiate athletics experience they will be required to miss classes due to team travel or competitions. I apologize for any inconvenience this may create for you or the student, but I hope the following schedule will be helpful as they work with you to maximize their experience in your class. Because of the conflicts associated with travel and competition these students know they are not allowed to miss any additional classes. When conflicts are unavoidable, they are expected to meet with you before the competition to remind you of these absences and discuss any work that will be due on the date of the conflict or the first day they return to class after the contest.

<u>Student Name</u>	<u>Student ID Number</u>
John Doe	960-xxx-xxx

<u>Opponent and Date</u>	<u>Classes missed on departure or competition date</u>	<u>Full days missed</u>
Morehead State, 02/08	None (departing Sunday)	February 3-4
Tennessee Tech, 02/16	Classes beginning after 2 pm on 2/15	None
Samford, 02/20	Classes beginning after 12 Noon on 02/19	February 20

I want to work with you and these students so they can achieve the best education possible. If you ever have any concerns with their motivation or commitment to do their part, please call me at 881-xxxx or send me an e-mail at [xxxx@utm.edu](mailto:xxxx@utm.edu).

## Academic Support Program

**Philosophy:** Under this program the student-athlete assumes primary responsibility for developing a plan to achieve his or her academic goal and assumes primary responsibility for successfully completing that plan. Various support systems are available to help ensure that the student-athlete succeeds academically, but the student-athlete must take the initiative to engage those systems. Due to limited availability of academic support staff, only student-athletes receiving athletic financial aid are required to participate in this program. Student-athletes not receiving athletic financial aid are eligible for the various academic support services available to all UT Martin students and are encouraged to maximize their use of these services.

**Declaring a Major:** Due to NCAA rules related to degree completion percentages, it's critical that student-athletes declare a major early in their academic experience. If student-athletes are not confident of their choice of major, they may remain undeclared until they pre-register for the fall semester of their sophomore year. However, all undeclared students will be required to meet with a career counselor during the fall semester of their freshman year and follow recommendation of career counselor.

Students with a declared major must meet with their official academic advisor during their first semester to develop a four-year plan for graduating. A copy of this plan must be submitted to their Athletic Academic Support Advisor prior to pre-registration for spring semester of their freshmen year. This plan must be submitted to remove the advisor hold so the students can register. Freshmen who did not declare a major in their first semester must declare a major and submit their four-year plan to their Athletic Academic Advisor prior to pre-registration for fall semester of their sophomore year. Any student without a declared major at that time will be declared a Bachelor of University Studies major until his or her eligibility is completed UNLESS he or she can meet continuing eligibility requirements after a change of major

**Advising:** Academic success begins with an academic plan that includes achievable goals. Throughout the advising process all student-athletes are responsible for knowing two advisors personally: (a) their Official Academic Advisor and (b) their Athletics Academic Support Advisor. Student-athletes will follow the steps below when registering or changing their registration each semester:

(A) The student-athlete will identify a possible list of courses using the Banner CAPP screen and visit with their Official Academic Advisor. The Official Academic Advisor will assist the student-athlete in determining the proper course selections and remove the Advisor Hold so the student-athlete can register. For first year students the Official Academic Advisor will be a SOAR advisor prior to the first semester and a First Year Experience Faculty Advisor during the first semester.

(B) After student-athletes register, their course selections will be reviewed by the Athletics Academic Support Advisor (Tim Trimble) or his designee. The Athletics Academic Support Advisor will confirm that:

1. The student-athlete's course selection is reasonable based upon the student-athlete's past academic performance
2. The student-athlete is "on schedule" to complete his or her degree in four years

3. The student-athlete has a reasonable plan for meeting all relevant NCAA rules relevant to academic eligibility (degree completion percentages, passing 24 hours per year, passing a minimum of 6 hours toward the major each semester, etc.)
4. Any available Supplemental Instruction sections have been utilized
5. Course selections are compatible with the student-athlete's practice and competition schedule.

This review will be completed by fall and spring registrations respectively. Any problems identified in this review will be reported to the Coordinator of Athletic Academic Support Services by these dates. The Coordinator will work with coaches or student-athletes to ensure that student-athletes contact their Athletics Academic Support Advisor to correct the problem BEFORE the first day of classes.

After the review and/or after any issues have been resolved, the Athletics Academic Support Advisor will reinstate the Advisor Hold. Furthermore, the Advisor Hold will be reinstated after any subsequent course changes. Any unresolved issues identified by the Athletics Academic Support Advisor will be directed to the Coordinator of Athletic Academic Support Services. In addition, the Coordinator will facilitate communication between coaches, student-athletes, advisors, or tutors to ensure that all advising issues are resolved before classes begin the subsequent semester. If a student-athlete wants to change course selections, he or she must return to his or her Athletics Academic Support Advisor to make the change.

**Accountability:** The following accountability requirements are mandatory for:

- All freshmen
- All first-time transfer students
- Students with a cumulative grade point average below 2.30
- Students who would fall below “percentage of completion” requirements if they fail one class

Coaches are the primary verification of accountability. Student-athletes in the above categories and any other student-athletes designated by their respective coaches will meet with their assigned coach on a weekly basis to discuss class attendance, report grades in classes, and discuss any problems. **If a student-athlete submits false reports in any of these areas, this will be considered dishonesty and the student-athlete's scholarship may be reduced or cancelled immediately and prorated for the semester.**

All students who are required to attend accountability sessions with coaches must attend Supplemental Instruction sessions or labs available for courses at least once per week. Failure to attend these sessions will carry the same disciplinary penalty as skipping classes.

When academic difficulty is detected by a coach he or she should direct the student to the following sources and in the following order:

- Faculty member or supplemental instructor
- Relevant labs or help sessions
- Student Academic Success Center

Before a student is directed to the Student Academic Success Center, the student should contact the Student Academic Success Center in advance and make an appointment. If someone in the Student Academic Success Center recommends tutorial assistance, they should contact the Coordinator of Athletic Academic Support Services with their recommendation.

In addition to accountability sessions with coaches, the Coordinator of Athletic Academic Support Services will collect progress from faculty during the fourth week of classes each semester. These

progress reports will be distributed to coaches promptly so they can use them in future accountability sessions.

## **Student-Athlete Academic Requirement**

### **General Eligibility Requirements**

- (A) Student-athlete must be enrolled in at least 12 academic hours per semester.
- (B) A minimum grade point average of 2.0 must be maintained.
- (C) Each student must declare a major beginning his or her third year of enrollment. **(This major may not be changed without first notifying the Compliance Officer and Coach).**
- (D) Student-athlete must meet the following course requirements in the student's specific degree program.
  - 1. Entering the fifth full-time semester - 40 percent
  - 2. Entering the seventh full-time semester - 60 percent
  - 3. Entering the ninth full-time semester - 80 percent
- (E) A student-athlete must pass a minimum of six hours in order to be eligible to compete in the next regular term.

### **Student Release Associated with Transferring**

The process associated with the transfer from one institution to another requires a release from the institution a student-athlete is currently attending or the last institution attended if not currently enrolled. If a student-athlete decides to pursue an interest in transferring to another institution, that institution's compliance officer must submit a "Permission to Contact" form to the UT Martin Compliance Office. These forms are not normally issued to the student-athlete. If the appropriate UT Martin athletics official grants an institution permission to contact the student-athlete, UT Martin's commitment to that student-athlete ends. In other words, a student-athlete will not be allowed to shop for a better deal and then expect his/her scholarship to be waiting if a better deal is not found. If a student-athlete transfers to another OVC institution, the student-athlete may not participate in practice, compete, or receive athletic financial aid for one academic year. The UT Martin Director of Athletics may waive this requirement; however, such waivers are rarely granted. If the head coach and Athletic Director objects to the transfer the student-athlete will be advised in writing as to his or her right to a hearing by a committee outside the athletic department. The UT Martin Athletic Department will comply with the decision provided by the hearing committee.

## Medical and Athletic Training Facilities and Services

Medical and athletic training personnel, facilities, and services are available to all student-athletes. The University of Tennessee at Martin has certified athletic trainers who are responsible for the administration of the athletic training services and sport coverage. These professionals and their athletic training students are available during home and away games and practices. Physicians associated with the contract combined with Student Health medical staff provide physicals for all athletes. Also, local optometrists and dentists provide their services on an as-needed basis. All UT Martin athletes are supplied with athletic accident insurance that provides excess or secondary coverage at no cost to the student-athlete.

**Emergency Plan for Out of Season Workouts, Strength Training, and Skill Sessions:** The University of Tennessee at Martin intercollegiate athletic teams follow the emergency action plan set forth in the Athletic Training Handbook. Each member of the coaching staff has received a copy of the Emergency Action Plan.

In the event an emergency occurs during an out-of-season workout, strength and conditioning session, or skills session, the first responder will activate the emergency action plan. The first responder will be a certified athletic trainer, member of the coaching staff, or member of the strength and conditioning staff. All members of the strength and conditioning staff are required to be certified in First-Aid and CPR. Certified athletic trainers are either present for all out-of-season workouts, strength and conditioning sessions, and skill sessions, or are on call and available to respond to an emergency. Emergency equipment such as spine boards, splints, oxygen tanks and AED's are maintained in the Athletic Training facilities.

**UT Martin Student-Athletes Athletic Training Rights:** A UT Martin student-athlete being treated by a member of the Athletic Training Staff has the right to:

- (A) Considerate and respectful treatment and care;
- (B) Information regarding your injury, treatment, and rehabilitation;
- (C) Have a part in the planning of your medical treatment and rehabilitation program.
- (D) Confidential treatment of you and your medical records;
- (E) Approve or refuse the release of your medical information;
- (F) Expect the athletic trainers and medical staff to make a reasonable response to your requests.

**UT Martin Student-Athletes Athletic Training Responsibility:** The UT Martin student-athlete has the responsibility to the athletic training room staff to:

- (A) Keep appointments! Be on time!
- (B) Report all injuries and illnesses immediately. Failure to do so may cause the student-athlete to be responsible for all bills incurred as a result of that injury or illness.
- (C) Follow the treatment and rehabilitation plan set up for the student-athlete. It is the responsibility of the student-athlete to advise the athletic trainers if there is any problem or reason why the student-athlete cannot follow the treatment.
- (D) Report to the athletic training room daily for treatment until cleared by the athletic training medical staff.
- (E) Report any change in condition to the athletic trainer.

(F) Be honest and direct with the athletic trainers. Student-athletes should tell the athletic trainers exactly how they feel about the things happening to them.

(G) Understand his/her health problem and the treatment program to his/her satisfaction. If the student-athlete does not understand any part of this program, he/she should ask the Athletic Trainer or Physician.

The NCAA regulations state the University is/or can be responsible for medical care of the student-athlete only when the injury is directly related to his/her sport during supervised practice, conditioning sessions, or competition. The Athletic Department cannot pay for injuries that occur in the off-season, the dorm, off-campus, or during recreational activities. The University will not be responsible for injuries or illness that occur in the summer.

### **Medical Insurance Policy for the University of Tennessee at Martin**

UT Martin provides secondary athletic accident insurance which normally pays for services rendered that are not covered by the student-athletes accident insurance. The University reserves the right to deny certain medical procedures that are deemed experimental and thus not covered by the student-athlete's insurance. While the university desires to help all student-athletes return to competition as soon as possible, some procedures may be cost prohibitive. If so, the University may choose to select medical alternatives that will allow the student-athlete to resume a normal lifestyle but not return to competition. Medical providers will be responsible for getting all procedures preauthorized by the student-athlete's insurance provider.

NOTE: The procedures outlined below must be followed by the athlete. Failure to do so will result in the denial of insurance coverage.

UT Martin Intercollegiate Athletics has obtained the services of the physicians at the Student Health Center, as well as team physicians to treat student-athletes for sports-related injuries.

(A) Each year before a student-athlete may participate in any athletic activity he/she will be required to complete a series of forms from the athletic training room. These forms include a health history questionnaire and a parent insurance information form that must be completely filled out and returned with a front and back copy of any insurance card covering the athlete. Failure to complete these forms each year will result in not being able to participate in any running, lifting, or practice activities.

When any athlete comes on campus for the first time he/she will be required to have an orthopedic and G.P. examination by UT Martin team physicians. In addition, returning athletes are required to complete a yearly heart and lung check performed by team physicians. These physicals are a one-time event and are provided at no cost, but must be completed before participation. Physicals from other physicians will not be accepted.

(B) If a student-athlete becomes injured in an intercollegiate sports related activity such as practice, competition, conditioning, etc., he/she should report to the athletic trainer immediately. The student-athlete will be evaluated and referred to a physician for diagnosis if necessary. Failure to report to the athletic trainer may result in the student-athlete being responsible for any bills

resulting from such injury. If a student-athlete becomes ill or injured outside of athletic participation, he/she must report to the athletic training room first thing in the morning or as soon as possible. The student-athlete will be evaluated and referred to Student Health Services or one of the team physicians.

(C) If a student-athlete becomes injured while participating in a sports related activity and that injury requires a physician's care, special tests, surgery, or rehabilitation, the student-athlete's insurance will be filed and all bills will be in his/her name and home address. Once the student-athlete's insurance has responded with payment or denial, the student-athlete will receive an explanation of benefits (EOB). The student-athlete must send a copy of any EOB and any bills received to the UT Martin insurance secretary for processing and payment. Failure to do so in a timely manner or lack of cooperation may result in the student-athlete becoming 100 percent responsible for these bills.

UT Martin has excess insurance coverage that will pay any bills for athletic related injuries that the student-athlete's insurance does not pay. This includes any deductible, co-pay, or out of network expenses. The student-athlete should pay nothing out of his/her own pocket. UT Martin requires that the student-athlete's insurance be filed first and that he/she follow any and all procedures required by his/her personal insurance company. Again, failure to do so or lack of cooperation may result in the student-athlete being 100 percent responsible for these bills.

(D) The Student-Athlete who becomes ill at any time during the night or day must notify the athletic trainer (not a coach, manager, etc.). If the head athletic trainer (upon examination) feels the athlete needs further medical attention, he will arrange an appointment with the appropriate specialists as soon as possible. The athletic trainers are the only authorized persons who can refer Student-Athletes. A Student-Athlete may be seen by whomever he wishes for sickness, but Intercollegiate Athletics insurance does not provide benefits for ordinary sickness.

No head coach or assistant coach will take it upon himself to recommend or personally acquire an appointment for any athlete unless that coach wishes to make payment for such personally and be in violation of NCAA rules.

(E) The athletic trainer must notify the hospital or doctor for any sport-related injury visitation. If this authorization is not obtained prior to the athlete's visit to the hospital or other physician or surgeon, UT Martin's athletic insurance will not be filed until after receiving notice of payment or denial by the athlete's insurance.

(F) The head athletic trainer must authorize all prescriptions prior to visiting the pharmacy. Valid prescriptions must be for the treatment of athletic injuries only. If the student-athlete parent's insurance provides Major Medical coverage then the student-athlete's parents should pay for all prescriptions and file for reimbursement with their insurance. After receiving notice of payment or denial by the student-athlete parents' insurance, UT Martin will then file with Intercollegiate Athletics insurance for the percentage not covered by Major Medical.

(G) Dental expenses may be covered by Intercollegiate Athletics insurance if resulting from injuries received while participating in a formal supervised intercollegiate practice or game.



Toothaches, dental caries, abscesses, root canals, etc., are the responsibility of the student or his/her parents.

(H) Correction lenses for glasses or contact lenses may be covered by Intercollegiate Athletics insurance if the glasses were broken or the contacts lost while participating in a formal supervised intercollegiate practice or game.

(I) Any situation not covered in the above regulations must first be presented to the athletic trainer to obtain approval by the medical insurance secretary before any fees, charges, or prescription costs are incurred.

(J) It must be known that the university/the university's insurance carrier will not and cannot accept the responsibility for expenses incurred for a pre-existing medical condition of an athlete. Failure to report and document pre-existing problems releases the UT Martin Office of Intercollegiate Athletic from any liability in the event of another problem caused by the initial injury.

The UT Martin Office of Intercollegiate Athletics will not be financially responsible for medication of long-term pre-existing conditions such as allergies, diabetes, acne, etc. The athletic training staff will be happy to assist the student-athlete in ordering and coordinating the administration of the medication but will not be financially responsible for it.

Reminder: In compliance with NCAA rules and regulations, UT Martin shall be responsible for providing athletic accident insurance coverage for only those injuries that are directly related to the athlete's participation in intercollegiate competition, practice, or related travel for UT Martin. All other injuries or illnesses are the responsibility of the student-athlete and his/her family.

**Report All Injuries and Illnesses:** All injuries and illnesses must be reported as soon as possible to the Athletic Trainer. A minor injury often develops into a more significant injury unless properly and immediately treated. Student-athletes will be referred to Student Health who will then advise him/her on the course of treatment and whether or not he/she should practice or play. Missing class as a result of accident or injury, even when student-athlete has visited with Athletic Trainer, does not constitute an excused absence in class.

**Doctor Appointments:** After the initial evaluation by the Athletic Trainer, if necessary, the athlete will be referred to a physician. The physician will be either a team physician, health services physician, or team consultant. A second opinion may be obtained through the coordination of the athletic training staff. Records of doctor visits, x-rays, lab results, etc. not initiated by the athletic training staff, must be on file before the athlete will be cleared to participate.

On occasion, a second opinion or referral may be requested by the athletic training staff. All second opinions and referrals will be handled through the athletic training staff only. Any appointment made without the coordination of the athletic training staff will not be the financial or legal responsibility of the University. In the event of a conflicting opinion between the two physicians, a third medical opinion will be obtained from a physician mutually acceptable to the athlete, parents, and two physicians. This appointment will be made through the athletic training staff.

If a student-athlete is unable to keep a physician's or athletic trainer's appointment, he/she should call and cancel.

**Prescription Medicine:** When an athlete is prescribed medication, the following procedure should be followed. If prescribed by a team physician that medication may be issued by that physician in or through his office. If the medication is not issued by the physician, the Athletic Trainer will use a designated pharmacy and the medication will be paid for by either the Student-Athlete's insurance or the university's athletic insurance if the medicine is prescribed for an athletic injury. If the medicine is not for an athletic injury then the athlete is free to purchase the medicine at a pharmacy of his/her choosing at the athlete's expense.

**Diet Supplements:** All diet supplements (even over-the-counter) must be approved by the head trainer.

**Contacts or Glasses Policy:** Lost or damaged contacts or glasses will be the responsibility of the athlete unless lost or damaged during practice or competition. If a student-athlete loses or damages a contact in practice or competition, the athletic trainer is to be notified as soon as possible. If the student-athlete waits until the next day to notify the athletic training staff it is too late and then becomes the student-athlete's responsibility. The student-athlete will be responsible for his/her own contact solution.

**Dental Care:** NCAA regulations do not permit (nor does the athletic insurance permit) the University to be financially responsible for routine dental care: (for example: teeth cleaning, cavities, orthodontics, wisdom teeth removal, tooth aches). The UT Martin athletic insurance is only responsible for dental injuries (a cavity is not an injury) that occur during organized practice or competition. All appointments for dental injuries must be made through the Athletic Trainer.

**Jewelry and Body Piercing:** Jewelry of any kind should not be worn during practice or competition. This includes metal hair clips, barrettes, earrings, necklaces, bracelets, and any body piercing jewelry. If a student-athlete wears these items during practice or competition and injury results, UT Martin and its insurance carrier will not be responsible for any medical bills incurred from such injuries. They will be the responsibility of the student-athlete. UT Martin is not responsible for any infections as a result of such injuries or body piercing.

**Athletic Training Room Rules:** Good personal habits help protect the student-athlete from injury and illness. Eat three meals a day. Use common sense in all activities. Keep in top physical condition both during playing season and in the off season. Chances of being injured are greatly reduced when the student-athlete is strong, flexible, and in good condition.

The following is a list of rules that must be adhered to if Athletic Training Room staff are to be effective with regard to prevention, treatment, and rehabilitation or athletic injuries.

1. Contact the Athletic Trainer immediately at any sign of injury or illness so that it can be properly treated.
2. See or contact the Athletic Trainer before going to Student Health Services.
3. If you feel your injury or illness might interfere with your ability to practice or play, see an athletic trainer between 7 a.m. and 9 p.m. in the athletic training room; otherwise you are considered healthy and you will be expected to play or practice.

4. Report for all treatments unless you have been excused by the Athletic Trainer. Coaches are informed if student-athletes do not show up for treatment. Do not miss class to come to the Athletic Training Room.
5. Continue all treatment until the Athletic Training Staff decides they are no longer needed. Do not stop treatments just because it feels better.
6. Tardiness for practice will never be excused because you were detained in the athletic training room. If you are late, you simply didn't get to the athletic training room early enough.
7. The athletic training room is the medical center of the Office of Intercollegiate Athletics. Help keep this area clean and orderly. Additionally there is to be no rough housing in the Athletic Training Room.
8. The athletic training room is not a club or lounge. The only reason to be in the athletic training room is if you have business with the athletic trainer.
9. Wear appropriate clothing in the athletic training room. The equipment manager will give you shorts to wear. Towels are not an acceptable garment in the athletic training room.
10. No athletic gear or cleats of any kind are to be worn in the athletic training room.
11. No supplies should be removed from the athletic training room without an athletic trainer's permission.
12. Do not handle any of the treatment machines. If misused, they can be dangerous!
13. With the exception of ice massage, all other treatments are administered by the training room staff with the approval of the team physicians. Only the athletic training staff can decide the medical treatment you are to receive.
14. Do not use the athletic training room phone without permission.
15. Treatments are not given 20 minutes before practice time. The athletic training staff is finishing up taping and preparing for practice at that time.

### **Tobacco Product Use**

Tobacco smoking and use of smokeless tobacco products has been clearly established as a preventable cause of illness. Current research indicates that tobacco smoke exposure in confined areas may be a health hazard to non-smokers. Smoke from cigarettes, cigars, and pipes is also an irritant to many nonsmokers and can worsen allergic conditions. In sufficient concentrations, secondhand smoke may be harmful to those with chronic heart or lung disease. It is important to maintain and protect the safety and well being of the entire University community, as well as maintain sanitary conditions in the university buildings. Student-Athletes are to refrain from using tobacco products during practice or competitions. Each coach will establish disciplinary procedures for violating this rule.

## **Student-Athlete Advisory Committee**

UT Martin has established a Student-Athlete Advisory Committee for its student-athletes as required in By-Law 6.1.4.

The purpose of the Committee is to:

- (A) Generate a student-athlete voice and promote efficient communication between UT Martin student-athletes and athletics administration.
- (B) Enhance school spirit and encourage the involvement of UT Martin student-athletes in campus and community projects.
- (C) Encourage and provide the student-athletes with the opportunity to communicate effectively with the athletics administration pertaining to the development of programs designed to serve their needs.
- (D) Design and implement programs which will encourage academic achievement, health promotion, social responsibility, and awareness throughout the UT Martin campus.

The UT Martin Student-Athlete Advisory Committee (SAAC) is composed of one voting member and one alternate member from each of the following teams: baseball, women's basketball, men's basketball, cheerleading, women's cross country, men's cross country, equestrian (2006), football, golf, rifle, rodeo, soccer, softball, women's tennis, men's tennis, and volleyball. Members of the Committee are selected by their respective team members to serve as liaisons between the Committee and their respective teams.

Each team is represented by two student-athletes serving two-year terms with one member rotating off each year. Athletes must be in good academic standing during the term of their appointments. Both voting and alternate members are encouraged to attend all meetings.

Advisors to the UT Martin SAAC serving in ex-officio capacity include the Intercollegiate Athletics Director, Faculty Athletics Representative, and Senior Woman Administrator.

The UT Martin SAAC officers shall be elected during the fall semester meeting by a simple majority vote. The Executive Board and duties include:

President - presides at all meetings and serves as spokesperson.

Vice-President - serves as president-elect and maintains minutes and presides over meetings in absence of the president.

The SAAC shall meet at least once each semester. Additional meetings may be scheduled as needed.

The Constitution may be amended by a two-thirds majority vote. The proposal must be submitted in writing to the Committee prior to the meeting.

## **Special Assistance Fund**

Special assistance funding may be awarded to student-athletes who are Pell Grant-eligible or who have demonstrated financial need. Applications to access this fund can be obtained from the Assistant Athletic Director for Administration according to the following guidelines.

- (A) Pell-eligible student-athletes (except non-qualifiers in their initial year of residence), including student-athletes who have exhausted their athletics eligibility or no longer are able to participate because of medical reasons.
- (B) Student-athletes who are receiving countable athletically related financial aid and who have demonstrated financial need as determined by an analysis conducted consistent with federal methodology or the methodology used for all students at the institution.
- (C) For a foreign student-athlete, an official foreign student-athlete advisory entity of the institution outside the athletics department must certify in writing that the student-athlete has financial need.

The responsibility for oversight and administration of the fund, including interpretations, rests solely with the conferences. The guiding principles of the fund are to meet the student-athletes' needs of an emergency or essential nature for which financial assistance otherwise is not available. Conference interpretations not addressed by the Division I Management Council should stay within this intended purpose.

## **Student Host**

As part of the recruiting process, student-athletes are sometimes asked to serve as a student host for a visiting prospective student-athlete. Instructions as to the rules and limitations that a student host must comply with will be provided by athletic staff personnel. Serving as a student host, you are an ambassador for the university and your particular sport program. Therefore, you are expected to conduct your hosting duties in such a way as to reflect a positive image on yourself as well as the university and the athletic department.

## **Illegal Benefits**

Illegal aid is a topic that should concern every student-athlete, as it constitutes a serious violation of NCAA rules. Students who accept illegal aid may lose their eligibility, scholarship and the right to compete in intercollegiate athletics.

The problem is that most student-athletes think of illegal benefits in terms of accepting gifts or money. While that is one form of an illegal extra benefit, athletes may not:

- Receive more than the allotted number of complimentary admissions;
- Sell complimentary admissions at a price;
- Receive material benefits that are not available to the general student body.

This means that athletes should not accept special discounts on purchases or services, or even accept special payment arrangements on any purchases. Be very careful of "free" or "special" benefits that

someone offers unless they are available to the general student body. Athletes who have questions about any benefits should check with their coach.

### **Complimentary Admissions**

Complimentary admissions to team competitions are distributed in accordance with UT Martin, OVC, and NCAA rules and regulations. Up to four complimentary admissions per home or away contest may be provided to a student-athlete in the sport in which they participate. Complimentary admissions are provided only through a pass list for the individuals the athlete designates. When guests utilize your complimentary admissions they must present identification to the person supervising the use of the pass list at the admission gate. Each guest is provided a ticket stub or other identification of a seat location at this time. This procedure should be explained to guests so they will understand what is expected of them.

Eligibility is affected by involvement in action contrary to the above listed provisions.

The complimentary admission policy will be further explained during a team orientation meeting, as procedures vary from sport to sport.

### **Athletic Awards and Recognitions**

Because of outstanding athletic contributions, athletes may receive both public and professional recognition in the form of awards. Visibility as a successful student-athlete may also lead to the requests from the news media for interviews or statements. As you are recognized for your achievements, remember, you are representing not only yourself, but also your team, the athletics program and the University of Tennessee at Martin.

**Athletic Awards:** In order to receive an athletics award, they must be of amateur standing, eligible for athletic participation, as defined by the NCAA and must have been representing UT Martin at the time of competition. Additionally, athletes must meet specific standards in order to be eligible to receive an award.

All award nominations are recommended by your Head Coach, and then approved by the Director of Athletics. Consideration is given to athletics performance, sportsmanship, and observance of rules, as well as other applicable criteria. All awards must fall within NCAA limitations regarding the type and value of presented awards.

**Athletics Participation Awards:** All student-athletes who have fulfilled the requirements established by their coach for an athletics participation (i.e., letter) award will receive one of the following:

- Second Year: Letter jacket
- Fourth Year: Plaque with Team Picture

Athletes who are to receive a letter jacket, will be notified when to report to be measured.

**Special Awards:** Special awards may be given. The number, criteria, and types of awards are determined by the head coach, within NCAA allowable limits. Student-Athletes may receive awards in recognition of winning a national championship.

Awards for participation in special events (e.g., postseason football games, team or individual NCAA championships, etc.) may be presented when a team or an individual has represented the department in such an event. Such an award is designated specifically for the championship team in accordance with NCAA regulations. The total value of all such awards to a student-athlete may not exceed \$300.

### **Sports Information, Media, and Public Relations**

The University of Tennessee at Martin has a Sports Information Office which acts as liaison between the intercollegiate athletics programs and the media (newspapers, radio, and television). The Sports Information Office and its staff also serve as the Department of Intercollegiate Athletics' public relations office. All men's and women's intercollegiate team information and all requests for athlete and coaches interviews must go through the Sports Information Office.

The university recognizes that the various intercollegiate teams create interest and support and are a great means for media exposure. The Sports Information Office cannot control what is used by the media outlets but can only make the information available.

UT Martin athletes have a responsibility to the university, coaches, and fellow athletes to cooperate with the media whenever possible. Hometown residents and the student body, as well as UT Martin fans across the region and in other areas are interested in UT Martin's athletics programs. To aid the Sports Information Office with requests for information from the media, athletes are asked to fill out completely a personal profile questionnaire on an annual basis. It is important to all concerned that the athlete take the time to fill out the questionnaire in a conscientious manner.

The Department of Athletics and Sports Information Office are well aware that its image affects the reputation of the entire University and urge you to exercise care when making public statements. In general, when speaking to media, be confident, courteous and prompt. Probably the main thing to remember when dealing with the media is to present an image that is consistent with the ideals and standards of the University and its athletics program.

An interview or conversation with members of the media, University officials, and fans can be a very valuable part of a student-athlete's life at UT Martin and they can serve as a great learning and growing experience for you. Athletes may be nervous when speaking with those not familiar to them, but by the time they graduate they will have become more relaxed, confident, and articulate. This growth and personal confidence is a valuable part of the athletics experience and the one that can be carried into the working world.

When dealing with media, view them as friends not adversaries. However, do organize your thoughts before a scheduled interview. Sometimes a comment that seems innocent when spoken looks different when in print.

Athletes should never agree to a telephone interview (even The Pacer, the UT Martin student newspaper) unless the arrangements are coordinated through the Sports Information Office. If you receive an interview request, ask that the media representative make arrangements through the Sports Information Office.

Athletes should never receive calls or visits from the media that have not been arranged by the Sports Information Office. If someone shows up at your door, as politely as possible refer the person to the Sports Information Director.

On rare occasions, the general tone of the interview may be such that you feel uncomfortable participating in the interview. Should this occur, notify the Sports Information Director.

The longer you are on a team, the more likely it becomes that you will develop a personal relationship with media reps who regularly cover your team. While we encourage this, remember that, regardless of what is said, a reporter's first obligation is to report the news.

If you approach an interview with poise and courtesy, you are off to a good start. Remember, the image you project not only reflects upon you, but upon your team, and your University as well. You are encouraged to contact the Sports Information Director for assistance or any help. The Sports Information Office is located in room 40 of the Fieldhouse.

### **Hints for Dealing With the Media:**

- (A) Organize your thoughts before a scheduled interview so you are sure about the points you want to communicate.
- (B) Be sure you understand the question before answering it. Ask for clarification if you don't understand the question.
- (C) Be wary of an "off the record" situation. It is usually not in your best interest to do interviews in this manner, as it may be left open to interpretation as to what is or is not "off the record".
- (D) If possible, try not to be evasive or to answer "no comment" as it raises suspicions. It is better to answer, "I am not familiar enough with that issue to give a fair answer".
- (E) Do not become overly sensitive about a particular question or story. With very few exceptions, reporters who cover UT Martin athletics are not out to "get somebody".
- (F) Do not criticize your teammates or your coaches in the media. If you have concerns share them with the persons involved, not the public.

All student-athletes should be required to participate in post game press conferences and interviews when media representatives request interviews. If a coach is going to impose a rule such as no freshman can be interviewed, the SID needs to know this at the beginning of the season.

Student-athletes should be invited to press conferences when new coaches are hired. Press conferences should not be held if a coach decides to leave for a new job nor should a press release be written to say a coach is leaving for a new job. This information can be facilitated in a release that states a search is under way for a new coach because so-and-so has resigned. Their arrival at the new school is important and the new school will do a terrific job of announcing their arrival.



## **Student-Athlete Exit Interview**

The director of athletics or designated representative (excluding coaching staff members) shall conduct exit interviews in each sport with a sample of student-athletes whose eligibility has expired. Interviews shall include questions regarding the value of the students' athletic experiences, the extent of the athletics time demands encountered by the student-athletes, proposed changes in intercollegiate athletics and concerns related to the administration of the student-athletes' specific sport.

## **Grievance Procedure**

When student-athletes are involved in misconduct the discipline is administered by the Office of Student Affairs. Their appeal or grievance options are addressed in the UT Martin Student Handbook <[http://www.utm.edu/studenthandbook/student\\_handbook.pdf](http://www.utm.edu/studenthandbook/student_handbook.pdf)>. When student-athletes are disciplined by coaches, or if student-athletes believe they are being mistreated in any way by coaches, they may appeal through the athletics department chain of command. That is, they should discuss the issue with their coaches first. If they are not satisfied with the results of that conversation, they may discuss the matter with the director of athletics or the assistant director of athletics for administration (and senior woman administrator). If they are not satisfied with the results of that conversation, they may discuss the matter with the Chancellor. The director of athletics and other athletics administrative staff may choose not to discuss issues with parents or guardians until this chain of command has been followed. Students and staff members make mistakes, and the chain of command can be an effective way to resolve issues. As a result, student-athletes should exhaust the chain of command before issues of this nature are communicated to parents or guardians.

Appeal procedures related to non-renewal or cancellation of scholarships are addressed under the Grant-in-aid (Scholarships Procedures) section of this handbook.

## **Drug Education, Counseling and Testing Program**

The University of Tennessee at Martin is concerned with the physical well being of its students and particularly with those who participate in intercollegiate athletics. While the misuse of drugs is a potential problem for all students, unique pressures and risks exist for student-athletes. The use of drugs by student-athletes is not tolerated.

The primary purpose of these policies for drug education and screening is NOT to find and punish drug and alcohol abusers; the policies are intended to employ screening, education, and counseling to and where deterrence is unsuccessful, to terminate those student-athletes' participation in intercollegiate athletics. In order to accomplish this aim, the department must:

- (A) Provide a testing program to identify student-athletes who are improperly using drugs or alcohol and assist them, through education and counseling, before they injure themselves or others or become physiologically or psychologically dependent.
- (B) Assist, through education and counseling, those who prove to be abusers before they injure themselves or others or become physiologically or psychologically dependent.
- (C) Educate student-athletes of the physiological and psychological dangers inherent in the misuse of drugs and alcohol.

(D) Protect student-athletes from the health-related risks connected with the misuse of drugs and alcohol.

(E) Protect student-athletes, their teammates, and their opponents from potential injury as a result of the misuse of drugs and alcohol.

(F) Protect the integrity of athletics and fair play by deterring the use of performance enhancing drugs.

**Drug Education:** Education seminars on drug and alcohol abuse are held periodically by professional and/or experienced drug educators or counselors.

**NCAA Banned Substances:** The NCAA bans substances that are performance enhancing or harmful to your health. It is your responsibility to be familiar with the NCAA's list of banned-drug classes, drug-use policies and drug-testing programs. The complete NCAA list is available at <http://www.ncaa.org/health-and-safety/policy/2014-15-ncaa-banned-drugs>. NOTE: There is no complete list of banned drug examples!! Check with your athletics department staff to review the label of any produce, medication or supplement before you consume it! Some of the most commonly used banned drugs are listed below.

Prescription: Adderall, Anadrol, Androgel, Cylert, Dexedrine, Epogen, Lasix, Oxandrin, Ritalin, Testoderm and others.

Over-the-Counter: Bronkaid, Primatene tablets and others.

Supplements: Androstenediol, Androstenedione, Caffeine, Citrus aurantium, DHEA, Ephedrine, Norandrostenediol, Norandrostenedione, Synephrine and others.

Other banned substances: Illicit drugs such as heroin, marijuana, cocaine, Ecstasy, etc.

Nonbanned Over-the-Counter Drugs: Aspirin, Benadryl, Imodium, Sudafed, Tinactin, Tylenol and others.

**Drug Screening Procedures:** Student-athletes may be annually screened at their pre-season physical examination for any or all of the chemical substances named on the NCAA list of banned drugs, including alcohol. Additional tests are made in the following situations.

Institutional:

1. All student-athletes are or can be tested at their pre-participation physical. (This is the **only** announced drug test).
2. Student Athletes can be tested whenever medically warranted. Requests must be made in writing to the Head Athletic Trainer.
3. All student-athletes, and especially those who have previously tested positive, are subject to random drug testing throughout the year.

NCAA:

1. The NCAA reserves the right to come to campus and take random drug screenings during the academic year. A positive test would result in a minimum one year suspension from participation in any NCAA sport.
2. Athletes who participate in a post-season event (i.e., bowl games or NCAA championships,) may be tested by the NCAA. A positive test could result in individual or team disqualification from further participation.

**Screening Protocol:** Screening is accomplished by urinalysis, or other recognized analytical procedure, on specimens obtained from the student-athlete at the direction of the Head Athletic Trainer. The testing procedure ensures that the specimen being analyzed is identified with the appropriate student-athlete and that the purity of the sample is maintained. All specimens are coded to insure confidentiality, and the identity of each person tested is known only to the Head Athletic Trainer. All chemical analyses are conducted by a professional laboratory selected by the Athletic Trainers/Athletic Director.

Urine specimens of student-athletes are obtained under the following guidelines:

- (A) Testing samples will consist of 10% of participation from each athletic team.
- (B) All specimens are taken as first-morning specimens or immediately following physical exercise.
- (C) All specimens are collected under the direct supervision of and witnessed by an athletic trainer.
- (D) The specimen container is handled **only** by the student-athlete. He/she selects, closes, and seals the container, marks the seal, attaches his/her ID number to the container, and places the container in the device used to transport the specimen to the laboratory.
- (E) The athletic trainer transfers all specimens to a laboratory courier, who signs for them and transports the specimens to the laboratory where they are received by a laboratory agent who signs for them. All signatures attest that the official seals on the specimen bottles remain intact.

Results of the analysis are evaluated by the Athletic Trainer/Athletic Director and any decisions concerning athletic participation are based on acceptable medical practice for the safety of the student-athlete, his/her teammate, and his/her opponents.

Appropriate medical follow-up is handled by the Athletic Trainer and Counseling Center. In the event of positive test results, the follow-up may include retesting. This and any further retesting is based upon medical reasons determined by the Athletic Trainer, Team Physician, or Counseling Center.

**Consequences of Test Results:** A positive test result is determined in any of the following circumstances:

- (A) Testing of a student-athlete's specimen by a professional laboratory yields a positive result. This must be confirmed by the laboratory through a gas-mass/spectrum testing procedure.
- (B) The student-athlete is found guilty **or admits guilt** to a legal offense regarding a controlled substance or alcohol (DUI, violating drinking age, dorm, etc.), in particular using a controlled substance, possession of a controlled substance, or sale of a controlled substance.
- (C) The student-athlete is proven to have used a controlled substance. Use must be confirmed by signed affidavits and/or admission by the student-athlete. Validity of proof to be determined by the Director of Athletics, the Head Coach of the student-athlete's sport, and the Head Athletic Trainer.
- (D) The student-athlete does not report for drug screening at the designated time for testing.
- (E) Testing positive for NCAA testing.

In addition to the official NCAA drug testing program and related disciplinary measures, the University of Tennessee at Martin athletic program conducts a random drug testing program. When a case of illegal drug use or a positive drug test is confirmed, the following measures will be taken:

**First Offense or Positive Drug Test** - The Student-athlete will be suspended from intercollegiate athletics competition and/or practice for a period of up to 90 days. The suspension will be determined by the Director of Athletics in consultation with the team athletic trainers and the appropriate coach, but the suspension **will include a minimum of one week of practice and one competition in cases where a Student-Athlete is found guilty or admits guilt to a legal offense.** The student-athlete will be required to obtain a drug use evaluation at his or her expense (if any) and will be subject to more frequent drug testing. Coaches will have the discretion to add disciplinary measures such as additional training or suspension time.

**Second Offense or Positive Drug Test** - The Student-athlete will be suspended from intercollegiate athletics participation immediately for the remainder of the academic year, and his or her athletic scholarship will be terminated. If the Office of Student Affairs should suspend the student-athlete from the university, the student-athlete may be billed for any scholarship costs during that semester that were not earned by the student-athlete. The Student-Athlete may appeal in writing to the Director of Athletics to be reinstated the next academic year.

**Third Offense or Positive Drug Test** - The student-athlete will be suspended from intercollegiate athletics participation permanently.

Student-athletes who violate the drinking age law will be disciplined in accordance with his or her teams' training rules. However, if the violation becomes a public matter resulting in a negative reflection on the university, the above drug use/drug testing policy will be followed.

**Save Haven Rule:** Any athlete volunteering for drug counseling prior to be selected for random testing will not be subjected to disciplinary actions. The Safe Haven rule can only be used on one occasion.

**Post Season Screening:** The NCAA conducts drug screening on student-athletes involved in post-season bowl games and NCAA championships. The Athletic Department may test these participants randomly. This is a scheduled Drug Screen of the University and athletes are subject to all provisions of the Department's policies. It is of the utmost importance that all of our athletes are "**clean**" for the NCAA tests. Therefore, anyone testing positive will not participate in post-season competition.

#### **Departmental Drug Screen**

- (A) Drug screens are administered after qualification for post-season competition, but prior to departure for post-season competition.
- (B) Athletes must declare all medication they are taking at the time, including prescription or non-prescription drugs, cold medicine and aspirin, prior to testing.
- (C) Any positive test results are subject to departmental policy and could result in disqualification from post-season competition.

**IMPORTANT!! Do not take anything unless** it has been approved by the Head Athletic Trainer or Team Physician, including coffee, tea, soft drinks, aspirin, cold medicine, etc. Do not assume that anything is legal, prescription or non-prescription, even if given to you by a doctor other than the Team Physician. **Contact the Head Athletic Trainer with any questions.**

**SECTION III**  
**POLICIES AND PROCEDURES PRIMARILY AFFECTING COACHES AND STAFF**

**Teaching Responsibility**

The UT Martin athletics and general administration philosophically support the practice of coaches teaching academic classes because it promotes athletics among the general student body and it enhances the quality and number of coaches available to the athletic program. As a result, teaching assignments must be approached professionally. A class should always meet when scheduled and never be cancelled unless there is an emergency. The instructor should always contact the secretary or chairperson of the appropriate academic department when a class must be moved or cancelled for emergency reasons.

**Personnel Contracts / Appointment Letters**

All employees must have a letter of appointment and have a signed letter of acceptance on file.

All letters of appointment should include titles, term of employment, and assignment of duties in athletics and of other appropriate responsibilities such as teaching. A coach's appointment letter should include language regarding athletically related income; summer camps; and compliance with the laws of the State of Tennessee, the policies and requirements of the University of Tennessee at Martin, the constitution, bylaws and rules and regulations of the NCAA, and the constitution, bylaws and rules and regulations of the OVC.

**Annual Leave**

Federal labor laws require that clerical and supporting staff be compensated with pay or compensatory time off for all hours worked. It is the responsibility of the supervisor to ensure that clerical and supporting staff are compensated accordingly.

Administrative/professional staff and coaches are classified under federal labor laws as "exempt" employees. This means administrative/professional staff and coaches are exempt from laws that apply to overtime. Stated more simply, they are not eligible for overtime pay, and the university has no obligation to provide compensatory time off for those work periods when they work more than forty hours in a week.

Coaches and some administrators have very unusual work schedules. They work excessive hours during their competition seasons and during their recruiting seasons. However, coaches may not realize that many administrators work similar hours over the course of a year to cover or attend competitions for all sports. However, university policy does not allow for compensatory time off for those excessive work schedules. This reality creates an atmosphere of controversy when athletic coaches and staff are expected to document annual leave. Many states have adopted that policy, but since the University of Tennessee has not, should coaches or administrators document every hour they are out of the office when they probably work more hours in excess of forty than most jobs on campus? No. Should a reasonable amount of annual leave be used each year for relaxation and renewal? Absolutely. Any staff member should be taking and documenting at 2-3 weeks of annual leave each year, and the supervisor should be demanding it. A full-time exempt employee earns two working days of leave each month. That 's almost five work weeks a year, so taking and documenting two-three weeks is not oppressive. If more than 2-3 weeks of annual

leave is taken, those days or hours should be documented. Conversely nobody should be forced to document annual leave on days when he or she is working. And finally, remember that annual leave is scheduled at the discretion of the supervisor, not the employee. In other words, annual leave should be requested and should not be at the sole discretion of the employee. If annual leave is never requested, the supervisor has an obligation to schedule it.

It's not unusual for coaches to work camps in the summer. If a coach works a camp for UT Martin, the coach cannot receive compensation for the camp and compensation for his/her regular job. The coach must take annual leave, OR have written documentation that his/her work schedule has been modified during the camp period to allow the camp hours to be performed outside the coach's revised work schedule. The latter option must be the truth, not just paperwork. If a coach works a camp for another university or entity, it is the supervisors responsibility to evaluate that experience as just "extra pay" or "recruiting". If the coach is working solely for the extra income, annual leave should be taken "hour for hour". If it's considered a recruiting event and extra pay is being earned, "some" annual leave should be taken in recognition that the coach has been paid twice for the same time period.

Everyone has ample opportunity and should take at least 2-3 weeks of annual leave each year. Supervisors have a moral and fiscal responsibility to make sure this is happening. Morally, they need to make sure staff members are getting renewal and relaxation time. Fiscally, they need to make sure that staff members are not resigning at some point in the future with an excessive amount of accrued annual leave. This places the department in a very inefficient financial position because the position cannot be filled until the budget has absorbed the accrued annual leave payment.

This interpretation includes some gray areas that will be a reality in the athletics industry until annual leave is eliminated. If a staff member takes a few hours off before or after a very intensive schedule, the supervisor is not expected track down the employee and have them document annual leave. Generally, if a staff member is away from the office and not available to come to the office immediately if needed, that person should be on annual leave, whether it's one afternoon, one day or one week. Some people believe they should never have to document annual leave because of 70-80 hour weeks during intensive periods and/or because the last place they worked did not require the documentation of annual leave. That entitlement attitude will not be tolerated or cultivated.

### **Personnel Performance Appraisals**

Annual performance evaluations are performed for each full-time and part-time exempt and non-exempt employee.

### **Media and Public Relations**

Intercollegiate athletic teams create tremendous public interest and are a great means for media exposure. The Sports Information Office acts as a liaison between the athletic teams and the media. Each coach has their own way of dealing with the media and the Office of Sports Information is happy to act as a liaison to media outlets. Coaches and staff should be sensitive to WUTM and The Pacer, both UT Martin student media outlets. These two student entities are a valuable public relations tool as well as valid media outlets.

## **Athletically Related Income**

NCAA Bylaw 11.2.2 requires that an athletics department staff member is required to receive annually prior written approval from the chief executive officer for all athletically related income and benefits from sources outside the institution. The staff member's request for approval also shall be in writing and shall include the amount and the source of the income. Sources of such income shall include but are not limited to the following:

- (A) Income from annuities;
- (B) Sports camps;
- (C) Housing benefits;
- (D) Country Club memberships;
- (E) Complimentary ticket sales;
- (F) Television and radio programs; and
- (G) Endorsements on consultation contracts with athletic shoe, apparel, or equipment manufacturers.

## **Rules Education and Compliance Efforts**

The University of Tennessee at Martin will operate its Intercollegiate Athletic Program in compliance with published NCAA, OVC, and University regulations and directives through the combined efforts of the following agencies and departments:

National Collegiate Athletic Association  
Ohio Valley Conference  
Chancellor, University of Tennessee at Martin  
Vice Chancellor for Student Affairs  
Vice Chancellor for Finance and Administration  
Faculty Athletics Representative  
The Registrar  
Director of Admissions  
Director of Student Financial Assistance  
Director of Intercollegiate Athletics

The Assistant Athletics Director for compliance is responsible for ensuring that all appropriate compliance procedures are followed and that documents are submitted to the appropriate agency or department in accordance with regulations and schedules prescribed by the NCAA and the OVC.

## **Rules Education**

**Communication:** The task of educating those individuals at The University of Tennessee at Martin with a need to know pertaining to NCAA rules and regulations will be accomplished through discussions at regularly scheduled staff meetings. Specific rules interpretations will be directed to Assistant Director for Compliance via e-mail. In addition, NCAA manuals and OVC Handbooks are provided to all head coaches and professional staff.

**Athletic Director:** Through the medium of athletic department correspondence, newsletters, and announcements at Skyhawk Club meetings, boosters are reminded of rules pertaining to inappropriate student-athlete contact and other rules governing outside influence by those with an interest in UT Martin athletics.

### **Violations of NCAA Rules**

**General:** The University of Tennessee at Martin's Department of Intercollegiate Athletics program is committed to conducting all aspects of its operation by NCAA rules and regulations, and when necessary, more restrictive conference rules. **Self-Reporting Violations** discovered internally to the University will be reported immediately (telephonically) to the NCAA. At the advice of the NCAA, the necessary written correspondence will be forwarded to NCAA headquarters providing the full details of the violation.

The unit to be advised that a violation has occurred are as follows (not in specific order):

- Office of the Chancellor
- Faculty Athletics Representative
- Director of Intercollegiate Athletics
- Sports Information Director
- Coach or coaches as appropriate
- Student-athlete or athletes as appropriate
- Unit head where violation occurred if appropriate

All procedures prescribed by the NCAA manual for internally and externally reported violations will be followed and coordinated by the Assistant Director for Compliance.

### **Sports Camps and Clinics**

NCAA Manual: NCAA By-Law 13 provides the basic guidance for The University of Tennessee at Martin's conduct for sports camps and clinics.

The Department of Intercollegiate Athletics and the Office of Camps and Special Programs are the responsible agencies for the scheduling and conduct of athletic sport camps and clinics initiated by the Department of Intercollegiate Athletics. The Office of Camps and Special Programs has the primary responsibility of coordinating all camps conducted at the University of Tennessee at Martin, and the accountability of all funds associated with camps.

### **Scheduling of Games and Practice Times**

The head coach of each sport, with the assistance of the Director of Intercollegiate Athletics as required, develops the sport competition schedules. The Director of Athletic Communications maintains a master schedule of all sports and must be included in the planning of all home contests. This protocol is to prevent the scheduling of non-conference contests on the same day as conference contests or post-season tournament dates for other sports. These schedules must comply with the NCAA maximum and minimum number of Division I contests, as listed in NCAA By-Law 17 and NCAA By-Law 20.



Pre-season competition, including scrimmages, are conducted at the discretion of the head coach of each sport. However, any pre-season competitive activity must be in compliance with NCAA By-Law 17 for the sport. Post-season competition is permitted in all sports and conducted in accordance with the Ohio Valley Conference guidelines and the NCAA championship selection process.

Practice schedules are established by the sport head coach in compliance with the provisions of NCAA By-Law 17 for his or her sport. A maximum of 20 hours of athletically related activities per week during the traditional portion of the sport playing season is permitted. The facility coordinator schedules practice facilities for all practices inside the Elam Center. Each sport head coach who uses outdoor facilities has priority for use of his or her game/practice facility.

### **Team Travel Policy**

**Transportation:** Charter transportation must be used when the number of participants traveling exceeds the legal capacity of two vehicles and when the one-way travel exceeds three hours. University vehicles or leased vehicles may be used when one-way travel is less than three hours if the proper number of authorized drivers are available.

**Authorized Drivers:** All university or leased vehicles must be driven by a properly licensed university employee or registered volunteer driver and at least one properly licensed university employee must be available as a back-up driver in each vehicle. Only university employees are allowed to drive university or university-leased vehicles, but this can include volunteer drivers. Volunteer drivers must be registered with the athletic department business manager before the trip. Student-athletes may be registered as volunteer drivers, but that option should be used only in rare or emergency circumstances.

**Leased Vehicles:** The University's vehicle fleet no longer includes 15 passenger vans due to safety concerns issued by federal regulatory authorities. Even though some leasing companies still lease 15 passenger vans, 15 passenger vans can not be used for university travel, and expenses will not be reimbursed for leasing 15 passenger vans without approval in advance by the Director of Athletics.

**Motel Accommodations:** The maximum number of occupants per room shall be limited to four student-athletes and/or coaches or staff members.

**Meals:** Meals for student-athletes are limited by university and athletic department per diem rates, and in most cases these limits are higher than the budget flexibility available in each budget. Exceptions must be approved in advance by the Director of Athletics or the Assistant Director of Athletics for Administration. Coaches are responsible for ensuring that student-athletes receive properly balanced meals within the budgets available for each sport. If proper meals can not be provided, the number of contests should be reduced. When money is distributed directly to student-athletes for meals the student-athlete must sign a meal roster acknowledging the money received and the time it was received.

**Late Night Travel:** Unless charter transportation is provided, teams returning from an event should arrange competition times so the team returns before 2:00 a.m. Exceptions must be approved in advance by the Director of Athletics or the Assistant Director of Athletics for Administration.

## **Equipment and Supplies**

Each sport is provided with an operating budget for the purchase of equipment and supplies. Each sport is responsible for developing a replacement schedule for supplies or inadequate or unsafe equipment. Head coaches are responsible for submitting equipment, supplies, and facility needs during his or her annual budget request. Coaches are the first avenue for requesting such needs.

## **Scheduling the Elam Center**

Practice and competitive schedules within the Elam Center are coordinated by the Elam Center Facility Manger. The Facility Manager coordinates the Elam Center use for the Office of Intercollegiate Athletics, Department of Health and Human Performance, and Office of Campus Recreation.

# Catastrophic Incident Guidelines

## I. INTRODUCTION AND DEFINITION OF CATASTROPHIC INCIDENT

The University of Tennessee at Martin Athletic Department's Catastrophic Incident Guideline will be activated when the following catastrophic incidents (CI) occur:

### 1. Sudden Death of a Student-Athlete, Coach, or Staff Member

- Death during competition, practice, or conditioning
- Death during travel
  - UTM-AD official business
  - Personal (e.g. automobile, airline accidents)
- Non-athletic accidents (e.g. falls at home)
- Unknown medical anomalies (e.g. heart attack, stroke, illness)
- Victim of a crime (e.g. homicide)
- Suicide

### 1. Disability / Quality of Life Altering Injuries

- Either during University of Tennessee at Martin University Athletic Department participation and/or travel, or during non-athletic activities
- Spinal Cord Injury-resulting in partial or complete paralysis
- Loss of Paired Organ
- Severe Head Injury
- Injuries resulting in severely diminished mental capacity or other neurological injury that results in inability to perform daily functions (e.g.-coma)
- Irrecoverable loss of speech or hearing (both ears) or sight (both eyes) or both arms or both legs or one arm and one leg

## II. CATASTROPHIC INCIDENT MANAGEMENT TEAM (CIMT)

1. Director of Athletics
2. Head Athletic Trainer
3. Director of University Relations
4. Sports Information Director
5. Director of Risk Management, (alternate) Insurance Coordinator
6. Additional personnel as deemed appropriate by CIMT

### III. IMMEDIATE ACTION PLAN

The following action plan provides guidelines to manage a catastrophic incident. While applying these steps, University of Tennessee at Martin Athletic Department Personnel will keep in mind the following goals:

- Get all pertinent facts regarding the incident accurately and expeditiously
- Accurately document all events, especially list all participants and witnesses
- Secure any or all available materials/equipment involved
- Respect the dignity of the individuals involved
- Immediate communication within the catastrophic incident management team (CIMT)
- Only members of the CIMT, or individuals they designate, are to speak on the incident to family members, media, other staff members, student-athletes or coaches-No one else has clearance to speak on the incident
- Instruct student-athletes they are not to speak to anyone regarding the incident
- Any communication with the media is handled through the Sports information Director and/or the University of Tennessee at Martin Director of University Relations. All information deemed appropriate for release to the media will be determined by University of Tennessee at Martin Director of Athletics

### IV. CHAIN OF COMMAND AND AREAS OF ACTION:

After being informed of a catastrophic incident, the following individuals should be notified to commence their responsibilities:

- During University of Tennessee at Martin Athletic Department participation/travel:  
Head Athletic Trainer or Director of Athletics
- Non University of Tennessee at Martin Athletic Department activities:  
Director of Athletics

\*\*It is the Discretion of the Catastrophic Incident Management Team to determine the most suitable person or persons to notify family.

### DIRECTOR OF ATHLETICS

- **Notifies or is notified by Head Athletic Trainer of a catastrophic incident**
- **Notifies Chancellor**
- **Notifies Asst. Vice Chancellor/Director of Business Affairs who in turn enacts incident procedures for the University**
- **Notifies Director of University Relations**
- **Notifies Assistant Vice Chancellor of Finance and Administration**
- **Notifies additional athletic department administrative staff (All Assistant Directors of Athletics, Sports Information Director)**
- **Notifies Director of Public Safety**
- **In the event the CI is non-athletic, the Director of Athletics notifies Head Coach of Sport or is notified by Head Coach**
- **Notifies Vice Chancellor for Student Affairs**

## **HEAD ATHLETIC TRAINER**

- **Notifies Director of Athletics, Head Team Physician, Sports Medicine Staff, and Insurance Specialist**
- **Coordinates CIMT meeting in order to determine the most suitable person to notify the family**
- **Notifies Head Coach if incident occurs during non-practice participation, or when coach may not be present (e.g.-conditioning)**
- **Coordinates, along with Head Team Physician, communication with any physicians involved in the Catastrophic incident medical care**
- **Communicates with Risk Manager and legal counsel**
- **Communicates with Sports Information Director**
- **Along with Insurance Specialist, provides any insurance information**
- **Notifies counseling services**
- **Notifies NCAA Catastrophic Injury Service Insurance Carrier**
- **Notify University of Tennessee at Martin Insurance Carrier**
- **Enact any Catastrophic incident procedures for University of Tennessee at Martin Administration**
- **Work collaboratively with University of Tennessee at Martin Athletic Department to gather incident facts**
- **Communicate with University of Tennessee at Martin Legal Counsel- Bob Walker (865) 974-3245**
- **In the event of an incident involving a large number of student athletes or Athletic Department Staff—Head ATC should remove all medical files and divide among CIMT in order to notify ALL of the families (includes both injured and non injured)**

## **TEAM PHYSICIAN**

- **Communicates with Director of Athletics and Head Athletic Trainer on medical facts and events**
- **Communicates with any local medical personnel hospital or medical facilities regarding medical facts of catastrophic incident**
- **Works with Head Athletic Trainer in providing information for NCAA insurance**

## **UNIVERSITY OF TENNESSEE AT MARTIN ATHLETIC DEPARTMENT ADMINISTRATIVE STAFF**

- **Sports Information Director: coordinate any media release with the Director of Athletics, Head Team Physician, and Head Athletic Trainer along with the University of Tennessee at Martin Spokesperson. NO RELEASE will be made until parents/guardians are informed.**
- **Assistant Director of Athletics for Administration: will coordinate any travel plans and housing for parents, staff, coaches or team**
- **Associate Director of Athletics/Development: have prepared statement cleared by the Director of University Relations for the University of Tennessee at Martin in order to answer any questions from donors**
- **Assistant Athletic Director of Compliance: will provide guidance regarding payment of incidental expenses and interpretive support relating to any NCAA regulations**

### **COACHING AND SUPPORT STAFF**

- **Notify Director of Athletics and Head Athletic Trainer of Catastrophic Incident**
- **Follow Immediate Action Plan**
- **Encourage Student-Athletes to not discuss incident until cleared to do so by UTM Athletic Department**
- **Support Student-Athletes and facilitate CI Guidelines as outlined and provided on reference sheet**

### **INTERIM ASSISTANT VICE CHANCELLOR FOR STUDENT AFFAIRS**

- **Coordinate communication with Athletic Department and Student Affairs Activities**
- **Coordinate communication with Provost and Vice Chancellor for Academic Affairs**
- **Help facilitate efforts of Athletic Department, parent's office, counseling services and campus Catastrophic incident Stress Management Team (for counseling of team, coaches, staff)**
- **notifies professors of incident and impact on class/grades**

### **COUNSELING SERVICES**

- **Contact during business hours- 881-7720**
- **Counseling services will be coordinated as an immediate response to a catastrophic incidence**
- **After office hours emergencies-contact the Dept. of Public Safety at 7777 who can reach Counseling Services**
- **Activate Counseling Services to provide immediate grief counseling to student-athletes, coaches, and staff**
- **Provide any follow-up counseling post-incident to student-athletes**
- **Follow-up counseling for Coaches and staff members will be coordinated through the Employee Assistance Program**
- **Coordinate appropriate clergy with Interim Assistant Vice Chancellor of Student Affairs**

### **INSURANCE SPECIALIST**

- **Communicate health insurance procedure information as needed**
- **Coordinate insurance with University of Tennessee at Martin Risk Manager regarding non-sport related incidents through Athletic Department Insurance**

## **V. CRIMINAL CIRCUMSTANCES (ACCIDENT, ASSAULT, HOMICIDE, SUICIDE)**

### **PUBLIC SAFETY**

- **Public Safety notified immediately of catastrophic incident involving possible criminal activity**
- **Director of Public Safety notified**
- **Public Safety communicates with Martin Police Department**
- **Public Safety communicates information as appropriate to CIMT**

## **VI. AWAY CONTESTS-COACHES, ADMINISTRATORS AND STAFF MEMBERS**

- **Immediately notify Director of Athletics and Head Athletic Trainer of CI**
- **Work with local hospital, Sports Medicine Staff, Athletic Department, or Police to assist in process and gather information to update the Director of Athletics and/or Head Athletic Trainer**
- **The Head Coach and/or Administrator and Appropriate medical staff remains on site after team departs to coordinate communication and arrangements with University of Tennessee at Martin Administration until relieved by a University of Tennessee at Martin Representative**

## **VII. SUMMARY CHRONICLE**

**A detailed written summary chronicle will be prepared following any catastrophic incident which identifies and explains the activities of those who participated in and responded to the incident. The following people will prepare a summary chronicle:**

- 1. Athletic Trainer involved**
- 2. Campus/City Police Officer**
- 3. CIMT Members**
- 4. Any additional persons who witnessed and participated.**

**This chronicle will be reviewed by the Catastrophic Incidence Management Team in order to review policies and guidelines.**

## VIII. PHONE NUMBERS

\*UNIVERSITY OF TENNESSEE AT MARTIN TELEPHONE NUMBER PREFIX IS 881-EXT

### University of Tennessee at Martin Catastrophic Incident Management Team (CIMT)

Name	Department	Ext	Home Phone	Cell Phone	Email
	<b>Director of Athletics</b>	7661			
Bart Belew	Assistant AD for Athletic Training	7689	(731) 587-3154	514-0071	bbelew@utm.edu
Bud Grimes	Director of University Relations	7615	(731) 587-4456		bgrimes@utm.edu
Ryne Rickman	Sports information Director	7632			rrickman@utm.edu

### University of Tennessee at Martin Administrative Staff

Name	Department	Ext.	Home Phone	Cell Phone	Email
Danelle Fabianich	Assistant AD/Administration SWA	7663	(731) 587-0703	(731)225-6740	danellef@utm.edu
Bill Kaler	Assistant AD/Compliance	7662	(731) 885-0255		bkaler@utm.edu

### University of Tennessee at Martin Chancellor and Vice Chancellor

Name	Department	Ext	Home Phone	Cell Phone	Email
Dr. Keith Carver	University Chancellor	7500			
Dr. Jerald Ogg	Vice Chancellor for Academic Affairs	7010	(731) 587-4469		jogg@utm.edu
Petra McPhearson	Vice Chancellor for Finance and Admin	7800			pmrencher@utm.edu
Margaret Toston	Assistant Vice Chancellor for Student Affairs	7710			mtoston@utm.edu
Laura Foltz	Director of Business Affairs Risk Manager	1428			lfoitz@utm.edu

### University of Tennessee at Martin Support Staff and Services

Name	Department	Ext.	Home Phone	Cell Phone	Email
Dr Jennifer Levy	Director of Counseling Center After Hours may be reached by contacting the Dept of Public Safety at 7777	7720			jlevy@utm.edu
Scott Robins	Director of Public Safety	7775			sdrobbins@utm.edu
UTM Public Safety	Emergency on campus Call 911				
Dr. Bradford Wright	Team Physician	(731) 427-7888		(731)394-8488	
Dr. Steve Houseworth	Team Physician	(731) 427-7888		(319)510-8009	
Katherine Malik	Assistant Athletic Trainer	7679			
Corey Scates	Assistant Athletic Trainer	7679			
Nelson Davis	Assistant Athletic Trainer	7679/ 7426		(731) 819-0431	ndavis@utm.edu
		7679			
	Campus Ministry		To be determined by counseling services in coordination with Interim Asst. V. C. of Student Affairs		

### Legal Counsel

<b>Bob Walker</b>	(865) 974-3245
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### NCAA Catastrophic Injury Service Line Phone Number

<b>American Specialty Catastrophic Injury Service Line</b>	<b>800-245-2744</b>
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