

2009

NMHU ATHLETICS HANDBOOK

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Scope of the Athletic Department Handbook

This handbook is published to provide policy guidance for all athletic department personnel. Athletic department personnel are urged to become familiar with information contained in other university handbooks as well as with New Mexico Highlands University's Athletic Department Handbook.

Deviations from the established procedures described herein are not authorized without written permission of the Athletic Director. When there is a conflict between the Athletic Department Handbook and other university handbooks the University handbook shall take precedence.

Purpose of the Athletic Department Handbook

This handbook shall facilitate the realization of the meaningful goals and objectives of the athletic department within New Mexico Highlands University thereby justifying the confidence and trust which this institution has placed in each member of this department in accomplishing our respective missions. It is the purpose of this document to provide an opportunity for all staff personnel and other interested administrators, faculty and staff, the faculty athletic committee, and others to become familiar with pertinent data relative to the assignments, duties, and responsibilities of personnel within the department of athletics. In addition this handbook shall afford general information relative to university regulations and to inform segments of the university community of athletic department policies, practices, and procedures.

Introduction

The department of athletics at New Mexico Highlands University (NMHU) shall be administered within the academic confines of the institution and shall not be an entity unto itself. The athletic department assumes the role of a builder of *esprit de corps* for students, faculty, staff, administration, and the public. A common spirit existing among members of the university should and is expected to inspire an enthusiasm and dedication which is a significant benefit to the entire university community. Intercollegiate athletic activities must necessarily remain supplementary and complimentary to the essential academic purpose of the university.

New Mexico Highlands University supports a well regulated and balanced program of intercollegiate athletics for men and women. The university also supports an intramural athletic program for both men and women. The university also provides dynamic, challenging, and diversified academic programming at both the undergraduate and graduate degree levels. The organization chart within reflects the structure and interrelationship of this department to the university as a whole.

Competition should always be on a level which would be comparable and challenging for the student-athlete participating in one of the various sports. Changes in the general athletic scene in this country and in the ability and scope of the athletic program at NMHU shall require continuous evaluation and assessment of the role which intercollegiate athletics assumes within NMHU.

The Purpose of Intercollegiate Athletics

New Mexico Highlands University, through its intercollegiate athletic programs, strives to accept the responsibility of creating (through proper leadership and allocation of resources) an environment which provides the individual student-athlete with an opportunity to receive personal, educational, and moral values. The institution strives to develop intellectual, social, moral, emotional, and cultural growth, and development of the physical dimension of our young men and women.

As students become exposed to the psycho-motor, cognitive, effective experiences associated with intercollegiate athletics, they should gain significant exposure to sportsmanship and have an opportunity to develop character. Included within the definition of “character” would be such terms as loyalty, cooperation, teamwork, clean living, and right thinking. Through athletics “we” (the university) as exemplary are encouraging a way of life which is sound and fundamental to the American “way of life”.

Specific Beliefs of NMHU’s Department of Athletics

- Intercollegiate athletics are an integral part of the educational system.
- Intercollegiate athletics are for the students who participate in them.
- Intercollegiate athletics should enable participants to develop specific, valuable, and beneficial qualities.
- Intercollegiate athletics should enable participants to realize meaningful and long lasting benefits as a direct result of such involvement.
- Intercollegiate athletics should provide enjoyable and fun experiences for the participants and members of the general university community.

Philosophy and Objectives

The department of athletics at New Mexico Highlands University is organized and conducted as an integral aspect of the educational program of the institution. The athletic program being considered an integral phase of the total program thus providing opportunities for the highly skilled student-athlete to participate with others of similar interest, abilities and needs.

The administration, leadership, and supervision involved in athletics are comparable to those other facets or phases of the university’s educational services and programs. Specifically, the President of the University has final authority over all aspects of the athletic program and the department of athletics. Ultimately the athletic director administers, supervises and assists the coaches and activities.

The athletic department and the university constantly evaluate existing programs, practices, procedures and policies in an attempt to maintain and improve the high standards under which the athletic department at New Mexico Highlands University operates.

The Objectives of the Athletic Department

- To provide a form of student educational activity which is an accepted part of collegiate life.
- To provide an athletic program which demonstrates the positive values of good physical condition, learned skills, and sportsmanship acquired by the participants.
- To provide a strong understanding that all coaches, staff, and student athletes will represent the honor and dignity of fair play while demonstrating the highest standards associated with wholesome competitive sports as governed by the NCAA and the university.
- To provide as broad and varied sports programming as is feasible in light of available resources (time, money, staff, facilities, equipment, supplies, and support). Currently there are nine sports, they are as follows: Baseball, Men's Basketball, Women's Basketball, Men's Cross Country, Women's Cross Country, Football, Women's Soccer, Women's Softball and Women's Volleyball.
- To provide and obtain the utmost safety and welfare of the student-athlete and staff of the athletic department and New Mexico highlands University.
- To create among the total public an increase interest in and loyalty to the university and to the goals and objectives of the university community.
- To create an atmosphere of fun, pride, enjoyment and satisfaction within the university and the community.

Basic Principles of the Athletic Department

- The athletic department shall be managed and organized in accordance with the principles and objectives of the university as a whole.
- Participants on all athletic teams shall be bona fide, full-time, enrolled students of the university making normal progress towards a degree.
- Professional personnel involved in administering and supervising intercollegiate athletics activities shall be regularly employed staff members of the university under the guidance and supervision of the athletic director.
- The intercollegiate sports programming shall be incorporated into the total pattern of the educational structure in order that the values inherent in athletics are able to be realized by the participants and the spectators.
- The intercollegiate athletic program shall be consistent at all times with sound principles of education and in keeping with the letter and spirit of the rules and regulations of the National Collegiate Athletic Association (NCAA), which includes but are not limited to

the sound knowledge of the process of recruiting, financial aid regulations, and eligibility rules. In addition the athletic program shall also be consistent with the principles and rules of the Rocky Mountain Athletic Conference (RMAC).

- All segments of the university strive for excellence. The athletic department shall strive for excellence in the same manner and to the same extent as all facets of the university.

National and Conference Affiliation

National Collegiate Athletic Association (NCAA)

New Mexico Highlands University is a member of the National Collegiate Athletic Association (NCAA) Division II and is governed by the constitution and by-laws of that association. A copy of the NCAA manual is made available to each of the Head coaches, the Associate Registrar, the Assistant Athletic Director/Compliance Officer, the Senior Women's Athletic Administrator, the Faculty Athletic Committee, and the President of the University. It is expected and required that all members of the athletic department (full or part-time) will become knowledgeable of the rules and regulations of the NCAA as they affect the scope of their employment. Any violation of NCAA or RMAC rules is prohibited and may result in disciplinary action up to and including immediate employment termination.

Fundamental Policy

- Competitive athletic programs of colleges and universities are designed to be a vital part of the educational system. The basic purpose of the association is to maintain intercollegiate athletics as an integral part of the educational program and the student-athlete as an integral part of the student body. By doing so athletics retains a clear line of demarcation between amateur athletics and professional sports.
- Legislation governing the conduct of intercollegiate athletic programs of member institutions shall apply to basic athletic issues such as admissions, financial aid, eligibility and recruiting in which all representatives of the athletic department shall have a broad base of knowledge of these rules. In addition, at no time shall any person who has an interest in the department of athletics (Booster, etc...) attempt or conduct any sort of recruiting. Member institutions shall be obligated to apply and enforce this legislation, and the enforcement program of the association shall be applied to an institution when it fails to fulfill this obligation.

Rocky Mountain Athletic Conference (RMAC)

New Mexico Highlands University is a member of the Rocky Mountain Athletic Conference (RMAC) and is governed by its rules and regulations. It is expected that all coaches will become knowledgeable with the rules and regulations of the RMAC insofar as the rules and regulations affect their sport(s). A copy of the RMAC code shall be made available annually to each Head Coach of a conference sport, a copy of the RMAC code shall be made available annually to the President, Athletic Director, Assistant Athletic Director/Compliance Officer, Faculty Athletic Representative, and the Chairperson of the Faculty Athletic Committee.

The primary objectives of the RMAC are: To provide for athletic competition between likeminded institutions.

2. To provide support and control for the intercollegiate athletic programs among member institutions by the establishment and enforcement of rules and regulations.

- A proper balance between athletics and scholastic work at the institution.
- Presidential control of the athletic program.
- Uniform exchange of educational, cultural and philosophical ideas and programming between member institutions.
- Satisfactory assignment of officials for all athletic contests.
- Provide fair and equitable competition in conference sponsored sports among the member institutions.

General Staff Policies

The department of athletics is dedicated to excellence in all of the academic and athletic programs within the university. The mandate is clear, therefore, to maintain a superior professional staff. The Director of Athletics is charged with the responsibility of carrying out the above purpose and is directly responsible to the President of the University for managing the department, including the administration of the intramural athletic program.

The athletic department is composed of numerous professional and support staff members working together harmoniously and cooperatively. Not only with each other, but with student-athletes, staff, faculty, and administrators as well as with the public for the general purpose of developing a respectable academic and athletic program for New Mexico Highlands University.

As a member of the athletic staff all requests and communication shall be directed through proper channels and through the proper chain of command. Only by observing this **policy can misunderstandings, confusion and delay be avoided**. It is well to remember that the entire athletic department is often judged correctly or incorrectly on the basis of the actions and/or statements of a single staff member.

Standards for Department Staff Members

- It is important to remain cognizant of the fact that the staffs' primary responsibility is to the attainment of a successful operation of the athletic program and all of its aspects.
- Similarly it is the responsibility of the staff to see to it that there is successful completion of teaching, coaching and other departmental and institutional assignments.
- All employees, regardless of their specific position and/or area of responsibility, shall be treated with respect and courtesy.
- The student-athlete remains, as always, the reason for the existence of the department. The student-athletes academic program and the student-athletes health, welfare, and well-being must always be the highest priority of the department and its' employees. The staff exists to serve the student-athlete to enable the individual student-athlete to realize his/her goals and objectives.
- Within the rules and regulations of national and conference legislation, as well as within the guidelines established by the university, the objective of the athletic department and its staff is to produce a competitive athletic program against other institutions similar to New Mexico Highlands University.
- Loyalty to the university, to the athletic department, to the staff, and to the student-athlete is an absolute must.
- All staff members are to be cognizant of and support the letter and intent of the rules, regulations, policies, procedures and practices of the department and of the conference and national organizations this institution is a member of.

Chain of Command

- All athletic staff members are responsible to the Director of Athletics. Assistant Coaches, while responsible to the Athletic Director for their actions and conduct, are directly responsible to their respective Head Coach for their performance, assignments, actions and conduct.
- It is expected that all staff members of the athletic department shall abide by the chain of command both within the department and within the entire university community. Failure to do so will be evidence of unprofessional and unethical conduct.
- Each and every staff member connected with the athletic department plays a vital role in the departments' growth, development, total image, and success or failure. It is imperative that each staff member provide a significant contribution to that image, to that growth and development, through maintaining proper relations with peers, associates, student-athletes, faculty, staff, administration, and members of the public.

- All staff members have the responsibility of educating themselves with the rules, regulations, policies, and procedures of the department, the university, the RIVAC, and the NCAA as they effect that staff member's scope of employment and to abide by the letter and spirit of such rules, regulations, policies, and procedures at all times. It is essential that staff members be firm, fair, honest, and consistent in the adherence to these rules, regulations, policies and procedures.

Staff Relations

When an individual accepts a position within this department and within New Mexico Highlands University it is expected that the individual will give full fidelity and support to its' program(s), to its' employees, and to its' students.

NOTE: Prior to the hiring process the athletic department prohibits the hiring of a Head Coach if the NCAA Enforcement Department has been contacted and the candidate has been officially sanctioned by the NCAA or an NCAA member for violating conference rules.

Such fidelity and support necessitates respect for everyone's job and responsibilities. While it is not necessary to feel a close kinship to each and every person within the department and the university, it is essential to feel that our department is and can remain one of the better of many excellent departments within the university.

One must be willing to work in close harmony with each and every staff member and student-athlete within this department in seeking of the departments' objectives and goals. Athletic department staff members are expected to be professional, courteous, possess integrity and honor. One is also expected to maintain a professional work relationship with one's peers, with the student-athletes, and the general public.

The employees of the athletic department are expected at all times to boost New Mexico Highlands University, to boost the athletic program and all of its sports, to boost your coworkers, and to boost the student-athletes. Take pride in our programs and the university but also be humble; they are not mutually exclusive.

Information and data which are shared within the department staff meetings and offices are strictly confidential and shall not be disclosed outside of those meetings to student athletes, to other university personnel, or to people within the community without the permission of one's supervisor. Professional confidences shall be strictly respected.

Coaches and staff shall be expected to be greatly concerned with their sport(s) and program(s); but they are also expected to demonstrate conceptual skills and to be aware of and concerned with the larger picture involving the total athletic program and the university. One is to conduct themselves in such a manner as to assist the athletic department and the university in meeting the goals and objectives of not only the individual sport or program but of the department and the university.

Since all of the staff are currently or have been involved in successful athletic programs here and/or elsewhere it is reasonable to expect the spirit of teamwork, cooperation, commitment, hard work, respect, loyalty, honesty and integrity from each employee of the athletic department.

One should not do less than one would expect from others. We most often lead and teach by example rather than by word.

Each staff member should be assured that within the athletic department, where responsibility is given, and authority commensurate with that responsibility is also granted. All staff members play vital and significant roles as the athletic department strives to fulfill its mission for the student-athlete and the university. The athletic department is involved in a multi-faceted educational/athletic program whose goal is to satisfy the needs of the entire university community.

Athletic Department Staff Structure

“An organization is a group of people working together toward common goals with clearly defined lines of authority, responsibility, accountability, and community” (author unknown).

The personnel of the athletic department are listed below, along with major areas of responsibility for each individual. These areas of responsibility are by no means inclusive for the total and effective performance required within the department, but do serve as a basic representative outline of an individual's areas of expertise and responsibility. The defining of such responsibility will best facilitate all operations of the athletic department. The organizational chart defines the operational structure and chain of command within the athletic department.

An employee's contract shall specify administrative, academic, and athletic responsibilities. The option to relinquish any one of these assignments is not at the option of the employee. The employee may petition for release from an assignment through the Director of Athletics but the final decision will be based on the needs of the department, the university and available resources and needs.

Department Assignments 2009-2010 Academic Year

Director of Athletics: Ed Manzanares

Associate Director of Athletics / Sports Information Director: Gavino Archuleta

Senior Administrative Associate: Debbie Aragon

Assistant AD(s) for Compliance: Jim Deisler and Shellie Broyles

Senior Women's Athletic Administrator: Shellie Broyles

Faculty Athletic Representative: Dr. Roy Lujan

Head Athletic Trainer: John Carpenter

Assistant Athletic Trainer: Kacy Cochran

Head Football Coach: Chad Roanhaus

Assistant Football Coaches: Leroy Gonzales, John Roanhaus, Pat Rodriguez, Daniel White, Mike Thomas,
Adam Martinez and Doug Cavanaugh

Head Volleyball Coach: Jim Deisler

Assistant Volleyball Coach: Kacy Cochran

Head Men's and Women's Cross Country Coach: Bob DeVries

Assistant Men's and Women's Cross Country Coach: Joe Quintana

Head Men's Basketball Coach: Joe Harge

Assistant Men's Basketball Coaches: Jeremy Soria and Ira Harge

Head Women's Basketball Coach: Tiffany Darling

Assistant Women's Basketball Coach: Heather Sankey

Head Baseball Coach: Steve Jones

Assistant Baseball Coaches: John Bentley, Justin James, Richard Janeway

Head Women's Softball Coach: Shellie Broyles

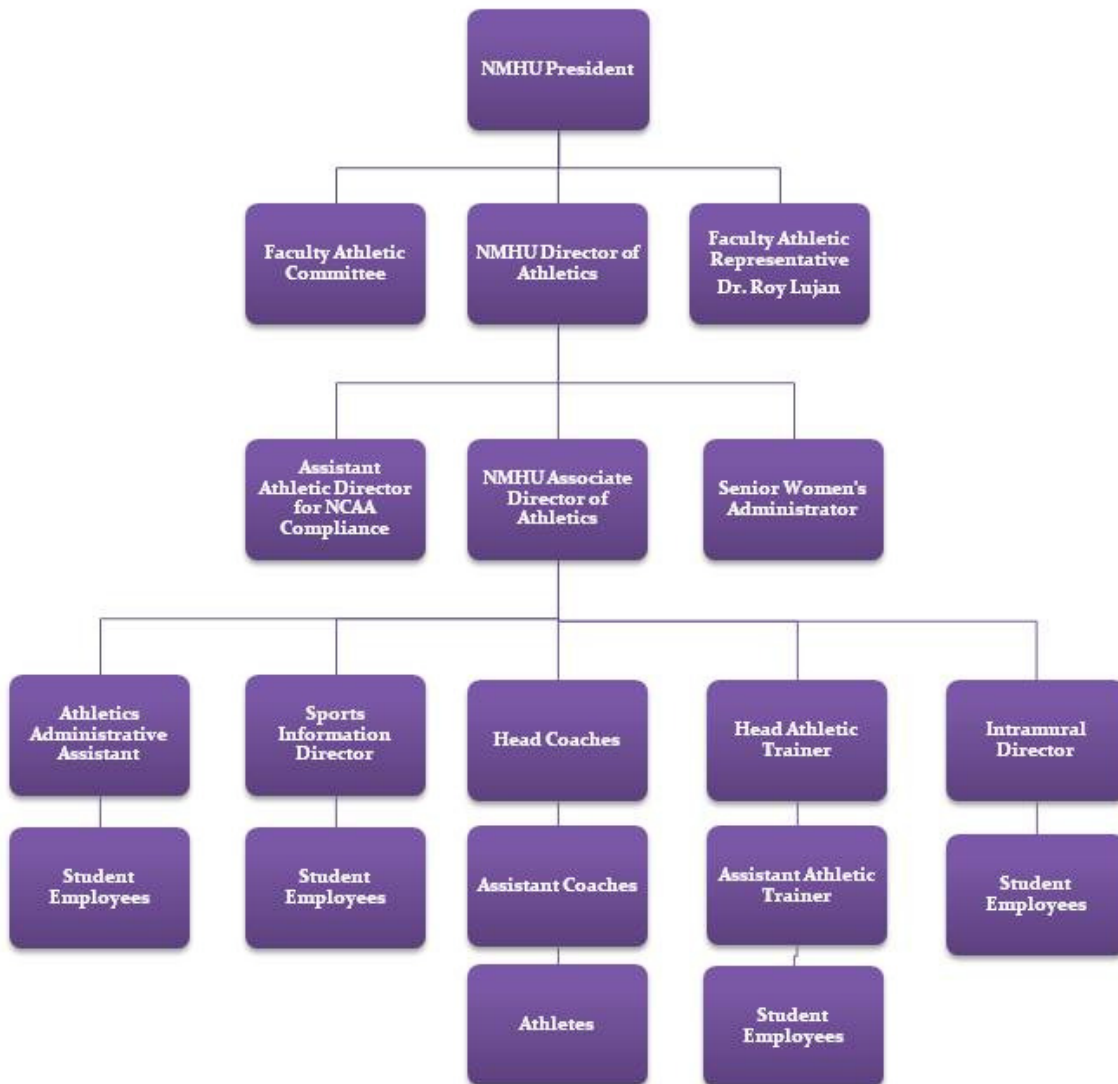
Assistant Women's Softball Coach: Sandra Pulido

Head Women's Soccer Coach: Justin Wagar

Assistant Women's Soccer Coach: TBA

Intramural Director: Heather Sankey

New Mexico Highlands University Athletic Department Organizational Chart



Workload

The workload of all staff members (full and part-time) within the department of athletics shall be determined by the Director of Athletics and approved by the President of the University.

The workload of coaches shall reflect their responsibilities in the area of athletics as well as other responsibilities in academics or other areas as assigned by the Director of Athletics. All coaches and staff are to have designated office hours and practice schedules. They must inform the Athletic Directors office when they are off campus both in and out of season. The athletic director approves all leave that is taken. Ten month employee's contracts will run from August 1 thru May 31, no leave is accrued for these employees. Twelve month employees accrue annual and sick leave.

In the assignment of specific duties, workloads and tasks the Athletic Director will attempt to take into consideration the following factors:

- Coaching duties and responsibilities.
- Recruiting responsibilities.
- Previous teaching experiences.
- Competencies in specific areas.
- Recommendations of staff members.
- Needs of the department and student-athletes.
- Preferences of individual staff members.
- Other areas of responsibility.
- All employees will have an office on campus and must keep office hours during the off-season. If you will not be at work you must let the Administrative Assistant know where you are.

Athletic Department Job Descriptions

Director of Athletics

- The Director of Athletics is responsible for all aspects of administration and the overall management of the athletic department.
- The director of Athletics is responsible and reports directly to the President of the University. The President of the University is also the hiring authority for the position of Athletic Director.
- Supervision of all department employees.
- Makes recommendation to the President of the University on the hiring of all Head Coaches. The President is final hiring authority for all Head Coaches.
- The Athletic Director is the hiring authority for all other positions within the department.
- The Athletic Director assures compliance with all Equal Employment Opportunity and Affirmative Action policies and procedures for the department.

- The Athletic Director is responsible for the planning and developing of budgets, resources, budget adjustments, and recommending the appropriate budget to the President of the University for final approval from the Board of Regents.
- Coordinates and approves all fundraising with the New Mexico Highlands University Foundation Office.
- Manages the various athletic facilities in cooperation with the Chair of the School of Human Performance, Leisure and Sport. This is handled in accordance with established university procedure, which coordinates activities through the Dean of Students Office.
- Insures compliance with RMAC and NCAA rules and regulations.
- Represents the university and the department of athletics to alumni, civic groups, booster organizations, and the public.
- Maintains close contact and good relations with the public at all times.
- Assists coaches in arranging sports team schedules and in consultation with the Faculty Athletic Committee gives final approval to those schedules.
- Prepares and approves contracts for all games, matches, contests, or special events and for rental of university athletic facilities.
- Supervises special projects for the department.
- Works with staff and coaches to provide for continuing education and improvement opportunities through staff meetings, seminars and conferences.
- Evaluation of performance of job responsibilities by employees of the athletic department.
- Attends conference, league, and NCAA meetings representing the athletic department and the university. Responsible to represent the university as its voting delegate at NCAA conventions, when the President does not attend.
- Overall promotion of the athletic program.

Faculty Athletic Representative

- Appointed by the President of the University to help insure that the athletic department operates as an integral part of the university total program. Academics and the well being of the individual student-athlete is of prime importance in operating the department of athletics
- Works in cooperation with the Assistant Director of Athletics/Compliance Officer insuring that the athletic department meets all conference and NCAA rules and

regulations as they relate to eligibility, allowable financial aid, and recruitment of prospective student-athletes.

- Works in cooperation with the Faculty Athletic committee, the Registrar's Office, and the Admission's Office to determine the eligibility of each student athlete.
- Obtains the signature of each student-athlete on student-athlete statement concerning student eligibility and Buckley Amendment consent concerning the student's educational records.
- Obtains the signature of each student-athlete on the Drug Testing Consent Form.
- Obtains individual rosters from each Head Coach so the department may prepare required squad lists and eligibility documents.
- Obtains official transcripts and college entrance exam scores to determine initial, continuing and transfer student eligibility to participate in intercollegiate athletic competition.
- Shall sign required eligibility documents.
- To attend and participate in the following: RMAC F.A.R. meetings as scheduled, athletic department meetings when asked, NCAA National Convention when asked to do so by the President of the University.
- To communicate with athletic department personnel and coaches concerning the faculty and university expectations about academic performance of student- athletes.
- To serve as a bridge between the athletic department and the faculty of New Mexico Highlands University.
- To assist the Director of Athletics and the President of the University with interpretation of NCAA rules and regulations.

Faculty Athletic Committee

- An eight member committee appointed by the President to oversee the athletic department and to advise the President of the University concerning the scope and direction of the athletic program. The Director of Athletics, the Faculty Athletic Representative, and the Associate Registrar/Director of Admissions serve in ex-officio roles with the committee.
- Reviews and approves schedules in consultation with the Director of Athletics.
- Reviews and determines eligibility of individual student-athletes and directs the faculty athletic representative to sign eligibility documentation.

- Recommends rules and regulations governing intercollegiate athletics above and beyond those of the RMAC and the NCAA to the athletic department, the Faculty Senate and the President of the University.
- Serves as the due process review board for disciplinary actions taken by the athletic department against student-athletes or department personnel. Final appeal is to the President of the University.
- Faculty Athletic Committee will not hear any complaints unless the proper chain of command has been followed (a student must go to coaching staff, the head coach takes concern to the athletic director and the athletic director takes to Faculty Athletic Representative or the Faculty Athletic Committee.

Associate Athletic Director

- Reports directly to the Director of Athletics.
- Directs assigned special projects and continuing education efforts for the department.
- Manages all fundraising efforts for the Athletics department.
- Arranges and supervises game/contest administration.
- Assists compliance officer in matters dealing with compliance.
- Other duties as assigned by the Director of Athletics.

Athletics Senior Administrative Associate

- Directly responsible to the Director of Athletics.
- Assists the Director of Athletics administer the total athletic program with special emphasis on insuring fair and equitable treatment of the athletic program(s) for women student-athletes.
- Maintains ledgers, balances, and appropriate documentation of all purchases and travel requests.
- Coordinates concession sales revenue accounting in cooperation with the Assistant Director of Athletics.
- Serves as the official liaison between the athletic department, the business office, the purchasing office, and central receiving.
- In cooperation with the Assistant Athletic Director for NCAA Compliance maintains a file on each individual student-athlete.

- Handles communication.
- Maintains a general filing system for the department.
- Issues office supplies and makes all purchases through the University Bookstore. Individual coaches and other departmental employees are not to make purchases at the University Bookstore.
- Compiling work records for work-study and departmental employees for submission to the Office of Student Financial Assistance.
- Supervision of work-study employees.
- Other duties as assigned by the Director of Athletics.

Compliance Officer

- Works in close cooperation with the Faculty Athletic representative, the Faculty Athletic Committee, the Admissions Office, the Registrar's Office, and the Financial Aids Office to assure compliance with conference and NCAA eligibility and financial aid rules, regulations, and procedures.
- In cooperation with the Head Coaches shall develop a program for proper documentation of and compliance with conference and NCAA rules, regulations, and procedures for recruiting, playing season standards.
- Works in cooperation with the Senior Women's Administrator in setting up a filing system to maintain appropriate records on each individual student-athlete.
- Other duties as assigned by the Director of Athletics.

Senior Women's Athletic Administrator

- Provide academic support to all women student-athletes at New Mexico Highlands University to include tutoring, advising or referring to appropriate resources; coordinate and/or provide administrative support for coaches of all women's sports; represent New Mexico Highlands University at Senior Women's Administrator (SWA) meetings of the Rocky Mountain Athletic Conference (RMAC) and National Collegiate Athletic Association (NCAA).
- Advise women student-athletes on academic matters including course selection, general requirements, academic regulations and pre-professional requirements.
- Tutor and/or coordinate tutoring of women student-athletes in a variety of academic subjects; monitor academic progress of women student-athletes including grades,

attendance and currency with assignments.

- Coordinate and/or provide administrative support for coaches of all women's sports teams at New Mexico Highlands University; attend practices, home and away games, and conference championships as appropriate to represent the department, assess administrative needs and evaluate coaches.
- Coordinate completion and submission of bid sheets to host NCAA Championships in women's sports; attend NCAA competitions and assist in organizing travel arrangements; assist in administration of NCAA home events.
- Participate in the hiring, evaluation and termination of women's sports coaches; disseminate pertinent information to coaches; assist in organizing and planning pertinent programming for women's sports coaches.
- Provide insight and information regarding women's issues and programming at all levels as well as support for all women's programs.
- Represent New Mexico Highlands University Athletics by participating on or chairing search committees and other department, university, RMAC or NCAA committees as assigned; attend RMAC meetings and NCAA convention. The SWA will be responsible for the aforementioned duties as well as any other duties assigned by the Director of Athletics.

Head Coaches

- Directly responsible to the Director of Athletics.
- Head Coaches are responsible for the overall management and conduct of their particular sports program.
- Prepares budget requests for their program for consideration by the Director of Athletics and the administration of the university.
- Manages the budget for that sport program as approved by the university administration and demonstrates financial responsibility.
- Submits requests for purchase and travel to the Director of Athletics for review and approval.
- Effectively manages supplies and equipment allocated to that sports program.
- Demonstrates effective inventory control of allocated supplies and equipment.
- Organizes and conducts all practice sessions.
- Delegates responsibility and supervises Assistant Coaches.

- In charge of recruiting student-athletes in their sport. Recruiting New Mexico athletes and maintaining a 60%-40% ratio.
- Advises and counsels student-athletes on academic programs to insure normal progress towards a degree.
- Responsible for the conduct and discipline of student-athletes particularly on university sponsored travel.
- Enhances professional growth through clinics, workshops, and professional seminars.
- Works with the Sports Information Director in regard to news releases, media guide development, game program development, and maintaining records and statistics for teams and individual student-athletes.
- Works with the Athletic Director in developing a schedule of games, contests, or matches.
- Responsible for knowing and enforcing the rules and regulations of the NCAA, conference, and league pertaining to the operation of their sport.
- Organizing camps, clinics, and workshops related to their sport.
- Other duties as assigned by the Director of Athletics.

Assistant Coaches

- Directly responsible to the Head Coach of their sport and through the Head Coach to the Director of Athletics.
- Assists Head Coach with overall operation of their sport: coaching duties, recruiting, supervision of study tables and academic advising.
- Other duties as assigned by the Head Coach or the Director of Athletics.

Sports Information Director

- Reports directly to the Director of Athletics.
- The Sports Information Director is responsible for implementing all phases of sports information and public relations with print and electronic media personnel in cooperation with the NMHU University Relation Department.
- Works with the Director of Athletics and Head Coaches to inform the public of athletic department activities.

- In charge of developing, writing, and printing news releases, programs, media guides, brochures, schedules, photographs, and other pertinent public relations material for the athletic department and its sports programs.
- Responsible compiling, distributing, reporting, and maintaining all statistical information for each sport program to coaches, other SID's, conference officials, and NCAA officials.
- Controls the press box and scoring table. Issues press passes for all home contests.
- Responsible for support personnel, assistants, interns, announcers, special presentations, and special events.
- Other duties as assigned by the Director of Athletics.

Head Athletic Trainer

- Directly responsible to the Athletic Director and works in conjunction with the team physician. Is responsible for the health and welfare of all participating student-athletes.
- The Head Athletic Trainer or a staff member will be present at all practice sessions, home contests and away trips deemed necessary by the Director of Athletics, and other events sponsored by the athletic department.
- Arranges for appropriate treatment and rehabilitation of athletic injuries and illness for student-athletes through the team physician, other medical staff, or the university health center.
- Shall maintain accurate records pertaining to the health of student-athletes and specific injuries.
- Shall coordinate the payment of medical deductibles and the handling of medical insurance claims.
- Shall communicate with all Head Coaches the medical status of their student athletes.
- Responsible administration of the sports medicine budget.
- Attends all staff meetings.
- Other duties as assigned by the Director of Athletics.

Assistant Athletic Trainer

- Directly responsible to the Head Athletic Trainer.
- Responsible to be present at athletic events deemed necessary by the Head Athletic Trainer.

- Arranges for appropriate treatment and rehab of athletic injuries and illness for student-athletes.
- Shall assist the Head Trainer in maintaining accurate records pertaining to the health of student-athletes and specific injuries.
- Shall communicate with all coaches the medical status of their student-athletes.
- Assists in the administration of the sports medicine budget.
- Other duties as assigned by the Director of Athletics.

Intramural Director

- Directly responsible to the Director of Athletics as the administrator of all intramural events around campus.
- Directs the intramural sports program to provide recreational opportunities to the general student body.
- Supervises work-study students who assist in the administration of the intramural program.
- Other duties as assigned by the Director of Athletics.

Work Study/Departmental Employees

- Responsible to the area as assigned to by the Director of Athletics. Reports directly to the assigned supervisor/staff member.

Sports Information Policies

News reporters from print and electronic media will have access to all staff members in the athletic department. News reporters will be able to talk to coaches, squad or team members, the Sports Information Director, the Assistant Athletic Director, the Senior Women's Athletic Administrator, or the Director of Athletics. It is the duty of the staff to brief news reporters and for the coaching staff to brief squad members on how to communicate with news media representatives. When appropriate the department may restrict media access or respond only through the Public Information Director. **Criticism of squad members, coaches, game officials, or the administration will not be tolerated either by student-athletes, coaches, or professional staff and is deemed insubordinate behavior. It is the responsibility of the athletic administration and the coaching staff to communicate this message to the appropriate individuals and groups.**

Radio/TV Broadcasting

Broadcasting rights to New Mexico Highlands University sporting events shall be approved by the Director of Athletics. If a fee is charged for these events the fee shall be determined by either requests for proposals or formal bids for services. This will enable the university to conform to rules and regulations established by the purchasing office of New Mexico Highlands University and purchasing laws of the State of New Mexico. Electronic media representatives from visiting institutions shall contact the Sports Information Director to arrange for any required services.

Press Box and Scoring Table

Supervision of the NMHU press box and scoring table is the direct responsibility of the Sports Information Director.

Athletic Speaking Engagements

Coaches and other athletic department personnel are encouraged to speak to outside groups as part of an ongoing public relations effort of the university. When speaking to outside groups personnel should be cognizant of NCAA recruiting regulations and how those rules and regulations may limit outside speaking engagements. Personnel should always inform the Director of Athletics about all outside speaking engagements.

Specific Departmental Policies, Procedures and Practices

Financial Aid

The Financial Aid Office at New Mexico Highlands University is charged with the responsibility and duty for administration of all financial aid to include federal, state, academic, and athletic financial award programs. Coaches make a recommendation of athletic aid through the Director of Athletics (who signs the athletic agreement). The athletic agreement is not valid and may not be mailed until the Director of Financial Assistance and the Director of Athletics has signed the agreement.

Under no circumstances are coaches permitted to speak for the Office of Financial Assistance in regard to types or amounts of aid actually awarded to the student-athlete.

All athletes are required to apply for financial aid as a condition of their athletic scholarship, see copy of athletic financial aid agreement. Failure of the student-athlete to fulfill this condition may lead to cancellation of athletic aid.

The NCAA has established both institutional and individual limits on amounts financial aid for those student-athletes who were either recruited or who receive athletically related financial aid. Under no circumstances will an athlete be allowed to exceed their individual limit or a team the appropriate institutional limit.

Coaches are responsible for informing out of state students about the athletic waivers. Once a student is no longer eligible their status reverts back to out of state tuition.

Work Study/Departmental Employees

It is highly recommended that all work student/departmental employees be assigned to such duties as they possess abilities and skills to perform. In no instance are work study/departmental employees to be assigned in order to just make assignments. Supervisors of work study/departmental employees are to insure that these students are performing worthwhile work. Additionally each supervisor is to keep accurate written records of times worked and duties performed by each student employee and provide that record on request to the Office Manager of the department of athletics.

Business Operations

To best facilitate an understanding of policies and procedures in regard to athletic finance, it is essential that each staff member become acquainted with business operations within the athletic department and university regulations concerning purchase and travel.

Budget

Each head Coach or other fund supervisor shall prepare a preliminary budget request for their program which shall be submitted to the Director of Athletics. The Athletic director shall review requests from all fund supervisors within the department of athletics and prepare a budget for submission to the Vice-president for Administration and the President of the University. The administration will review this request and make final recommendations to the Board of Regents of New Mexico Highlands University who shall have final budget authority.

Once a budget has been approved for the athletic department and its individual programs each Head Coach and/or fund supervisor shall be responsible for “living” within the budget as determined by the university for that program. All expenditures of funds shall require either a

purchase requisition or a travel request. Actual purchase orders are prepared by the purchasing office of the university.

All requests for expenditures must be made in writing to the Athletic Director. Upon approval by the Athletic Director these requests for expenditure of funds shall be forwarded through normal channels for proper institutional control. **Head Coaches or other fund supervisors are not to place orders on their own. If a fund supervisor violates this policy they shall be personally liable for all charges.** If ordering items on your own you must inform the vendor to put the order in your name and not New Mexico Highlands University. Emergency purchases can only be authorized by the Director of Athletics. No budget adjustments or transfers between line items are possible except with approval of all of the following: Director of Athletics, Vice-President for Administration, and President of the University. There will not be any carry over balances of unspent or unencumbered funds. Any fund balances will revert to the athletic department as contingency funds. It shall be noted that all targeted funds or income for the use of athletics will be processed by the NMHU business office, which is independent of the athletic program.

All travel (team, recruiting, professional, and overhead) must be submitted to the director of Athletics in written form. The travel document(s) will be reviewed by the Athletic Director for approval or disapproval.

If a staff member would like to request a travel advance they must also submit a signed voucher. Normally only team travel and trips which require a staff member to be gone for five or more days qualifies for a travel advance. On a team travel trip the coach is entitled to a 100% advance, all other travel (which is allowable) is entitled to an 80% advance. All other travel shall be reimbursed after the staff member has returned from their travel. Staff members are required to submit a travel expenditure report with appropriate receipts to the Administrative Assistant of the athletic department within one working day of return. No employee of the athletic department shall be eligible for future travel funds or travel advances unless they have properly submitted the required travel expenditure report with appropriate receipts.

Income

All income not designated to a specific program shall be put into a fund to support all sports in general.

Concession sales and income shall go to support the total athletic program in general. The Assistant Athletic Director shall be in charge of managing the concession stand, purchasing supplies, managing inventory, selecting workers to provide labor for the department at the concession stand, and for balancing monies and inventory from concession stand sales.

Ticket Sales

Ticket sales and income shall also support the athletic program in general. The Senior Women's Athletic Administrator/Office Manager shall be responsible for hiring staff to sell tickets and for balancing monies and tickets from ticket sales.

Guarantee Income

Guarantee income, either in cash or in kind services shall go into the fund for support of the specific sport which generated the guarantee and such income shall be supplemental to other funds allocated to support that program.

Guarantee Expenses

Guarantee expense, either in cash or in kind services shall be charged to the fund which is designated to support that specific sport program.

Contributions

Contribution income shall be credited to the specific program it has been designated for. If there is no specific designation it shall be credited to support the athletic program as a whole. Campaigns to solicit outside funds or in kind services shall be approved by both the Director of Athletics and the Director of the NMHU Foundation.

All requests to the NMHUU Athletic Booster Club for contributions of either cash or in kind services must be forwarded in writing to the Director of Athletics for review and either approval or disapproval. The NMHU Booster Club is free to turn down any request approved by the Director of Athletics since the Booster Club raised its' own funds outside of the university. The athletic department and/or its' individual programs shall not accept any donation of cash or in kind services from the NMHU Booster Club that has not been properly reviewed and approved by the Director of Athletics.

Boosters

As stated previously the athletic department also recognized that at no time shall any one person of athletics interest in the form of a NMHU Booster, attempt or conduct any off campus recruiting actually involving personal contact with potential student-athletes.

Medical Policies

Insurance Coverage

A student-athlete shall be required to have proof of medical insurance coverage before participation in intercollegiate athletics is allowed. If a student-athlete has no medical insurance coverage that student will not be allowed to participate until coverage is obtained. Payment for this policy is strictly the responsibility of the student-athlete. If medical insurance coverage expires the student-athlete will not be allowed to participate in intercollegiate athletics. The university will assume no financial responsibility for injury or illness except for the specified amounts. If the student-athlete chooses to purchase the temporary insurance program the student must purchase the temporary insurance fall and spring seasons for all sports.

Minimum Insurance Coverage

A student-athlete must have medical insurance which has a deductible of no more than \$250.00 and a co-payment provision of no greater than 20% on the first \$5,000.00 of medical expense after the deductible has been met. The policy also needs to have a stop loss clause where the policy pays 100% of eligible medical expenses after \$5,000.00 of medical expense.

The athletic department of New Mexico Highlands University will assume financial responsibility on for up to \$250.00 in deductibles and \$1,000.00 in co-payments required under the student's insurance policy.

The student-athlete is responsible for reporting all injuries to the Head Athletic Trainer. The athletic department will assume no responsibility for any medical expenses incurred without the knowledge and consent of the Head Athletic Trainer.

Only the Head Athletic Trainer, the Team Physician, the student health center or a student-athletes' private physician may excuse a student-athlete from practice or participation. Unauthorized unexcused absences from practice or participation may result in disciplinary action against the student-athlete by the coaching staff.

The Team Physician appointed by the athletic department of New Mexico Highlands University shall have final authority and may defer to attending surgeon or specialist concerning return to participation after injury or illness. The Head Athletic Trainer may act for the Team Physician when so instructed.

The athletic department of New Mexico Highlands University shall provide a catastrophic insurance policy to pay disability payments and medical bills in the event of a very serious injury. This policy shall be the standard catastrophic policy made available to member institutions through the NCAA.

All student-athletes are required to undergo a preseason physical examination annually before participation will be allowed. They physical must be on a form provided by the athletic department. The athletic department does not see a value in mass physical exams so part of the examination will be conducted by the student-athletes' family physician who is most familiar with the health history of the individual.

Visiting Teams

A host/hostess will be assigned to each visiting team by the Director of Athletics. The host/hostess will be responsible for showing the visiting team to their locker room facilities and to make their stay as comfortable as possible.

All visiting teams and officials are guests of NMHU and shall be treated as such.

Contest/Game Management

The welfare and safety of the participating student-athletes shall outweigh all other considerations.

All contests, games, or matches and the management of those shall be the responsibility of the Director of Athletics.

Smoking shall not be permitted in the John A. Wilson Sports Complex.

All announcements made during a game, match or contest shall be approved by the Director of Athletics. It is the responsibility of the Sports Information Director to make sure that all announcements have been properly approved.

Travel

The Head Coach of each sport is responsible for arranging all team travel.

Players accompanying an athletic team will be expected to leave and return with the team on out of town trips.

Only the Head Coach of a sport may excuse a student-athlete from returning with the team. In the event that a team member is excused, the Head Coach shall notify the Director of Athletics.

Only university personnel or students duly authorized for the trip will travel in university vehicles or university contracted vehicles.

The approval of the Athletic Director shall be secured for non-authorized personnel to travel with any team.

Head Coaches are responsible for the proper dress and conduct of all personnel and students while on trips and everyone should keep in mind that they are representatives of this university and should act accordingly.

Head Coaches will be responsible for the cleanup of university vehicles which they have checked out. Vehicles must be cleaned before being returned and must be returned at times established by the transportation department. Failure to adequately clean vehicles shall be reported to the Athletic Director and a cleanup charge will be charged to that sport's budget.

The following are guidelines that must be followed when preparing for team travel:

- All travel arrangements need to be completed prior to the trip being taken. You must have a travel itinerary submitted prior to the trip being taken. We need all information on lodging arrangements, rooming list, travel rosters, cell phone numbers (if one is available.). This is mandatory as your travel check will not be released to you without this information.
- Please make sure that you meet with the transportation department to go over all necessary arrangements for the use of University vehicles. If your assistant coaches will be picking up the vehicles their name must appear on the travel request as traveler in charge. They will not release the vehicles unless it is the person listed on the travel request. Also keep in mind that the travel check will be made out to the traveler in charge. This will make that individual responsible for all University funds that are taken on your trips. Due to liability purposes only coaching staff, trainers and teams are allowed to travel on University vehicles. **There will be no exceptions.** All vehicles must be inspected upon departure and arrival all damages must be noted and reported.
- We ask that you check in periodically while on the road. This will enable us to inform you as to the status of your games or whether or not other arrangements need to be made.
- You are not permitted to use University funds for personal hygiene items, alcoholic beverages or tobacco products. We realize that there are times that you will be traveling at odd hours of the night and need to stop for a break. Please plan accordingly and purchase nutritious items. Also keep in mind that you must comply with the \$19.50 per person meal allowance.
- You must keep in mind that any damages to property incurred on trips are the responsibility of the individuals involved. You as the head coach are responsible for making sure these items are taken care of. The University **will not** be held responsible.
- When purchasing gas on the road you must use the University credit cards whenever possible. If you use cash you will need to provide an explanation as to why you could not use the credit cards.
- **YOU WILL BE HELD RESPONSIBLE FOR ANY MISSING RECEIPTS.** All funds that are not accounted for will be subject to signing a sworn affidavit and requires the President's approval. You must be accountable for all funds.
- Eat as a group. This will avoid problems with lost receipts. Also, use food services whenever possible. There may be times that you will be able to use food services to provide a sack lunch to take on your trips. This can be charged to your athlete's meal plan and will provide a meal for the road. Make sure to contact food services with enough time for them to prepare a sack lunch for you. When paying gratuity keep in mind that the standard norm is 15% of your total bill. If you exceed this limit, you will be asked to pay the overage. Also make sure the tip is on the receipt and signed by a restaurant employee.

- You must not combine travel funds from different trips. You need to be accountable for trips being turned in separately.
- **DO NOT GIVE CASH TO PLAYERS.** As stated previously you will be held responsible for all actions.

Every sport has an allotted travel party which is as follows:

Sport	# of Athletes	# of Coaches	Trainer	Total
Baseball	22	2	1	25
Basketball	12	2	1	15
Cross Country	20	2	2	2
Football	55	10	2	67
Soccer	18	2	1	21
Softball	15	2	1	18
Volleyball	12	2	1	15

Discipline

The Head Coach of each sport is responsible for the behavior of the student-athletes that he/she coaches.

The Director of Athletics is to be informed by each Head Coach of any problems that develop.

The conduct of teams and individual student-athletes on road trips is to be impeccable since you are representing not only yourself but New Mexico Highlands University.

Disciplinary action of a Head Coach may be appealed by a student-athlete through the following chain of command:

1. The Director of Athletics.
2. The Faculty Athletic Committee.
3. The President of the University.

Disciplinary problems arising outside of intercollegiate athletics shall be handled under policies and procedures established by the Dean of Students.

Scheduled Use of Athletic Facilities

The athletic facilities of NMHU have multiple users both inside and outside of the athletic department. The Director of Athletics and the Department Chairperson for Human Performance, Leisure and Sport shall jointly be responsible for scheduling the use of these facilities.

Athletics facilities are generally reserved from 3:00 PM to 8:00 PM for athletic practices and from 8:00 PM to 10:00 PM for intramural use. The facility should be shared with the various teams so that each team gets fair and equitable treatment as to facility use and prime time usage. In season teams take precedence over off season teams. Off season teams need to check with in season teams as to when the facilities will be available. Any disciplinary problems that may arise from this will be decided by the Athletic Director.

The basic facility rental rates are \$1,100.00 per day for Perkins Stadium (field and track) and \$250.00 for other fields. These rates may be negotiated up or down by the Director of Athletics based on the scope of services requested and the nature of the group asking to rent the facility.

Office Supplies and Xerox Usage

Office supplies are to be purchased by the Administrative Assistant only. No one other than the Administrative Assistant is authorized to make purchases from the university bookstore. Please check out required supplies from the Administrative Assistant. Be frugal since this can be a large expense for the entire department.

Xerox copying is charged to the athletic general account. Please be reasonable in your use, when your budget is expended for this line item you will not be permitted to make any other copy charges. Please conserve as requested and required by the university.

Telephone and Long Distance Charges

Our budget will be charged for local access, equipment, and actual long distance charges monthly. The use of the telephone for long distance is to be for official university business only. Student-athletes are specifically prohibited by the department of athletics and by NCAA rules from being allowed to place long distance calls on athletic department telephones. Coaches and other personnel are to strictly enforce this standard.

Telephone charges can become very expensive. Please control your telephone usage. Everyone is to keep a phone log on all calls.

NMHU Alcohol and Drug Abuse Policy

Alcohol Use, Ethical Conduct, Insubordinate Acts

As a member of an intercollegiate team at New Mexico Highlands University I agree that I will not consume any alcoholic beverages during the 48 hour time period before any athletic contest. Further, I agree that I will not violate any state or local law of New Mexico Highlands University policies concerning the use or possession of alcoholic beverages. Examples include:

1. It is illegal for a minor to possess alcohol.
2. Possession of alcoholic beverages on campus is a violation of campus policy and state law.

I further agree that when I do use alcoholic beverages I will use them in moderation. Drunken or disorderly conduct will not be tolerated.

Specific Punishments May Include:

- For a first offense the student-athlete shall be placed on probation status and be required to perform extra conditioning exercises.
- A second offense will be punished by a one or more game suspension (approximately 10% of the scheduled athletic contests).
- A third offense shall be punished by dismissal from the team.
- If a particular violation is severe in nature, punishment may begin at the second tier rather than the first.
- Individual Head Coaches may institute stricter policies as they relate to the use of alcohol.

Street Drugs

Any use of street drugs such as marijuana, hash, cocaine, heroin, etc. is considered as a major breach of conduct. New Mexico Highlands University has declared itself as a drug free campus.

A first offense is punishable by a suspension of not less than 10% of the scheduled contests with a requirement that the student-athlete enroll in a drug treatment program. Any second offense or failure to attend the required drug treatment program will result in dismissal from the team.

NCAA Banned Substances and Practices

The NCAA has banned the use of certain substances (such as anabolic steroids) and practices (such as blood doping). Division II Football programs will be included in the NCAA random drug testing program. All student-athletes will be required to attend two drug education awareness seminars held at the beginning of each sport season. Failure to attend will result in the student-athlete being declared ineligible.

Student-Athlete Awareness and Agreement Statement

As a student-athlete I have read the above policies and agree to abide by them. If I choose not to sign this document I will not be given an opportunity to participate in the intercollegiate athletic program at New Mexico Highlands University.

Signature of Student-Athlete

Date