

The University of Tennessee Southern 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 Southern. Generally, this handbook does not restate other National Association of Intercollegiate Athletics (NAIA), Southern States Athletic Conference (SSAC), or University of Tennessee source documents such as UT Fiscal Policy, the SSAC Handbook, the NAIA Manual, the UT Southern Student Handbook, or the UT Southern Academic 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 Southern experience.

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 Southern Athletics Mission Statement

At the University of Tennessee Southern Athletics, we are committed to fostering a culture of excellence, integrity, and personal growth within our student-athletes. As a vital component of our esteemed institution, we strive to elevate our athletics division within the NAIA, while staying true to our core values and the spirit of sportsmanship.

Our mission is to provide a transformative athletic experience that empowers our student-athletes to excel academically, athletically, and personally. We believe in the power of athletics to shape character, build resilience, and instill lifelong skills that extend beyond the playing field.

Recognizing that academics are a cornerstone of our student-athletes' success, we work in partnership with academic departments, faculty, and advisors to ensure our student-athletes receive the necessary support and resources to excel – harnessing the collective talents and strengths of our university community.

As an Athletics division, we are dedicated to maintaining high ethical standards, emphasizing fairness, respect, and inclusivity in all aspects of our programs. We celebrate diversity and strive to create an inclusive environment that embraces individuals from all backgrounds, cultures, and identities. We believe in fostering a collaborative partnership among coaches, staff, and student-athletes, empowering them to work together toward shared goals and aspirations – and aim to engage our wider community, promoting school spirit among our student-athletes, alumni, and fans.

Through meaningful engagement, we seek to inspire a lifelong passion for sports and cultivate a sense of pride in the University of Tennessee Southern Athletics.

Compliance Statement

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

Citizenship 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 Southern Fiscal Policy and the UT Southern Student Handbook.

Summary of Sports Programs

The UT Southern Intercollegiate Athletics program currently sponsors the following NAIA sports:

Men: basketball, baseball, cross country, golf, tennis, soccer, swimming, track and field

Women: basketball, cross country, golf, softball, soccer, swimming, tennis, track and field, volleyball

Coed: cheer

In addition, the program sponsors clay target which is sponsored by the Association of College Unions International (ACUI).

Conference Affiliation

UT Southern became a member of the Southern States Athletic Conference in 2023. The SSAC was incorporated under the name Georgia Alabama Carolina Conference, Inc. on March 16, 1999 and renamed the Southern States Athletic Conference, Inc. on June 27, 2005.

The full members include Blue Mountain College, Brewton-Parker College, Dalton State College, Faulkner University, Life University, Loyola University – New Orleans, Middle Georgia State University, Point University, Stillman College, University of Mobile, University of Tennessee Southern, Thomas University, and William Carey University.

The Southern States Athletic Conference office is located in Montgomery, Alabama.

Southern States Athletic Conference Mission Statement

The mission of the SSAC is to promote the development of athletics as an integral component of the educational offerings of its member institutions by means of democratic participation at the conference level. This aim shall be accomplished by representatives of those institutions that subscribe to and support athletic programs and shall culminate in conference championship competition. The SSAC seeks membership only from accredited institutions that support this aim. The primary criteria for selection and encouragement of membership shall be of an educational emphasis.

UT Southern Mission Statement

The mission of the University of Tennessee Southern is to:

- Provide undergraduate, graduate, and professional programs grounded in the liberal arts and sciences that are designed to prepare students for careers and lives of continued learning;
- Promote a diverse and globally conscious learning community that nurtures intellectual, social, and personal growth;
- Serve the region through educational, social, and cultural programs and through community outreach and development.

Title IX Policy

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads: *“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”* Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

Sex discrimination includes sexual harassment, sexual assault, and other forms of Prohibited Conduct on the basis of sex, gender, gender identity, or sexual orientation.

The University of Tennessee Southern’s Title IX policy can be found at the link below.

<https://utsouthern.edu/wp-content/uploads/2021/10/Title-IX-Policy-20212022.pdf>

SECTION II

POLICIES AND PROCEDURES PRIMARILY AFFECTING STUDENT-ATHLETES

Champions of Character

The National Association of Intercollegiate Athletics (NAIA) Champions of Character program is designed to instill an understanding of character values in sport and provide practical tools for student-athletes, coaches, and athletic administrators to use in modeling exemplary character traits. The NAIA developed the Champions of Character program in response to the growing problem of deteriorating standards of integrity in sports and society. At a time when all of sport has experienced increasingly inappropriate behavior by athletes, coaches, and fans, NAIA Champions of Character raises the standards for positive student-athlete development in athletics and academics. The NAIA Champions of Character program has established five core values that stretch well beyond the playing field. The NAIA identifies those core values as: integrity, respect, responsibility, sportsmanship and servant leadership. These character values help young people - and those associated with their development - make good choices in all aspects of their life and reflect the true spirit of competition.

The *Champions of Character* Program at University of Tennessee Southern is designed to assist those influenced by sports to "know the right thing, do the right thing, and value the right thing" inside and outside of the sports setting. It is the intent of this program to have our NAIA student-athletes, coaches and staff exhibit exemplary character and sportsmanship in all athletic settings. As a result of this program, University of Tennessee Southern's goal is to become the leading institution in the nation, known for our strong character skills and our efforts to produce these skills.

Mission Statement: The UTS *Champions of Character* Program Center will create an atmosphere and environment in which all student-athletes, coaches, administrators, officials, fans, and visitors are exposed to and participate in the true spirit of athletic competition through the demonstration of respect, integrity, responsibility, sportsmanship and servant leadership. Its first commitment is to teach, reinforce and monitor strong character skills with both our students, coaches and staff members. Second, it will deliver the five strong character skills to the youth leagues, middle schools and high schools age youth of Giles and surrounding counties.

Champions of Character Student Pledge: As a student-athlete, I pledge to accept the Champions of Character five core values. I will do my best to represent my team, my teammates and myself while striving to have the Integrity to know and do what is right; Respect my opponent, the officials, my teammates, my coach, myself and the game; take Responsibility by embracing opportunities to contribute; exemplify Sportsmanship by bringing my best to all competition and provide Servant Leadership where I serve the common good while striving to be a personal and team leader.

Student-Athlete Conduct: Once registered at UT Southern, 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: UT Southern 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 NAIA and SSAC can assess suspensions when student-athletes are disqualified for unsportsmanlike behavior.

Student-Athlete Orientation

At the beginning of fall semester, the Athletic Director will attend all first meetings of all athletic teams.

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 Southern.

Hazing

According to Tennessee State Law 49-7-123, hazing as used in this section is prohibited at a higher education institution, unless the context otherwise requires:

(1) "Hazing" means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

Hazing is against Tennessee State Law, and is prohibited at the University of Tennessee Southern.

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 NAIA Official Handbook, Article II, Section B, UT Southern 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, due to:

- (A) social misconduct;
- (B) failure to attend classes or failure to complete required class assignments/tests/homework;
- (C) failure to maintain academic/athletic eligibility;
- (D) violation of team/athletic department rules;
- (E) unsatisfactory academic progress and/or lack of good standing;
- (F) removal from the team for violating team rules; or
- (G) failure to maintain amateur status.

An athlete will 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.

UT Southern Athletic Grant-In-Aid forms can be found in Appendix A.

Residency Requirements

All full-time students under the age of 21 and enrolled in at least 12 hours of coursework each semester are required to live on campus or at home with a parent, legal guardian, sibling (over the age of 25), or a grandparent within 40 miles of campus.

Exceptions to the Residency Requirements:

1. Student is 21 years old and in good academic and student conduct standing prior to August 1 of the academic year.
2. Student has acquired 90 credit hours prior to August 1 of the academic year.
3. Student lives at home with a parent, legal guardian, sibling (over the age of 25), or a grandparent within a 40 mile radius of campus. Documentation may be required to demonstrate the relationship in addition to a copy of the current driver's license of the parent, legal guardian, sibling, or grandparent with whom the student will reside. The student must live in the residence with the stated family member full time. The parent, legal guardian, sibling, or grandparent must have lived in the residence for at least one year preceding the date of first enrollment.
4. Student has a documented disability, with a corresponding Reasonable Accommodation on file with the Vice President of Student Affairs.
5. Student is a military service veteran.
6. Student is legally independent, with documented proof provided.
7. Student is married or has dependent children.
8. Student is enrolled solely in online courses.

Meal Plans

Residential:

Residential meal plans are included in each student's Room and Board charges. Changing a meal plan does not change the overall Room and Board charge, and meal plans cannot be removed from Room and Board. Residential students may select one of the following plans, and selections must be made within the first 2 weeks of the semester:

- 19 meals per week, plus \$50 Flex to use at FireHawk Cafe
- 15 meals per week, plus \$75 Flex to use at FireHawk Cafe
- 10 meals per week, plus \$100 Flex to use at FireHawk Cafe

Commuter:

All commuting students have \$25 Flex to be used in the FireHawk Café or Dining Hall. Non-residential meal plans are also available for commuting students, and should be purchased through contacting the Dining Manager Pedro Reyes (preyes@utsouthern.edu).

- 25 meals for \$185
- 50 meals for \$300

Student Food Bank

The Student Food Bank at The University of Tennessee Southern seeks to alleviate the barriers and challenges associated with food insecurity and hunger so that students can remain in school, and ultimately, earn their degrees. The Student Food Bank promotes the academic success of students dealing with food insecurity by providing a reliable source of food on-campus that is free of charge to current The University of Tennessee Southern students. The Student Food Bank is always accepting donations. See below for items we need most. Any questions or referrals should be sent to the Dean of Students, Sarah Catherine Richardson, (scrich@utsouthern.edu).

Student Handbook

The UT Southern Student Handbook can be found at <https://utsouthern.edu/wp-content/uploads/2022/08/Student-Handbook.pdf>.

Student Mental Health Services

The University of Tennessee Southern strives to create a culture of safety, in which asking for help is encouraged and mental health is destigmatized and prioritized. Our goal is a safe campus community for learning and working that is free from violence, directed at oneself or others. We know that suicide is preventable, and our Prevention Plan seeks to identify resources and procedures related to suicide prevention, intervention, and postvention. The Prevention Plan is available online at <https://utsouthern.edu/wp-content/uploads/2023/07/UT-Southern-Suicide-Prevention-Plan-2024.pdf>.

Students in crisis, or worried about a friend, can call **988** at any time for immediate assistance.

For more information on additional mental health resources at UT Southern, visit https://utsouthern.edu/campus_clinic/mental-health/.

Academic Student Services for Athletes

UT Southern Athletics' personnel understand that student-athletes have additional responsibilities and time constraints not experienced by the rest of the general student body. Because UT Southern 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 Southern.

Student-athletes are informed of the specific academic support services available for students at UT Southern through orientation programs early after their arrival at the University. Specifically student-athletes should utilize the Student Resource Center (SRC) and its learning support services. 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.

Tutors

UT Southern Athletics Policy for Tutoring is that the student-athletes will utilize the resources provided by the Student Resource Center and various laboratories available to all students.

The Student Resource Center (SRC) is located in the **Bill and Rosemary Starnes Student Union Building** (under the cafeteria, just past the mailboxes). The mission of the Student Resource Center (SRC) is to help students achieve academic success throughout their time at The University of Tennessee Southern. The SRC offers free tutoring for all classes offered at UT Southern with particular attention given to those of the freshman and sophomore levels. Besides tutoring, the SRC functions as a computer lab complete with Microsoft Office 2016 and other essential programs for classes at UT Southern. Additionally, the SRC serves as a library of textbooks, which students can use at their leisure within the center. It also serves as a testing location for UT Southern's students and supports those with academic accommodations.

Additionally, UT Southern Athletics provides a computer lab/study space specifically for student-athletes in the Curry Athletic Complex. This space is often used for team study hours, as well as an individual resource for students to study and complete coursework.

Athletics Class Attendance Policy

UT Southern 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.

Student-athletes are required to attend all classes in which they are enrolled. Class attendance is mandatory.

Per the UT Southern Academic Catalog, the faculty and administration expect students to attend class regularly and to develop effective study habits. **University policy dictates that students must attend a minimum of 80% of class meetings for each class in which they are enrolled.** Successful students may not accrue absences in excess of three times the number of class meetings per week in the regular day semester, or a total of three absences in six- or eight-week terms. Each individual faculty member will establish reasonable consequences for absences and publish these in the course syllabus. When a student misses more than the allowed absences for any class the professor is empowered to assign a grade of "F." No student may be penalized for work missed due to required attendance at a school sanctioned function. However, **it is the student's responsibility to notify the instructor**, generally in advance of attendance at such

an event, and to arrange to complete any makeup work in a timely manner. It is the individual professor's right to set terms and deadlines for makeup work. For more information, the UT Southern Academic Catalog can be accessed [here](#).

The Vice Chancellor/Director of Athletics provides weekly communication to all faculty and staff to alert them of athletic competition, both home and away. When participation in athletic events require student-athletes to miss class, coaches provide travel rosters to all faculty and staff. It is the student-athlete's responsibility to communicate directly with their instructors about missed classwork.

Student-Athlete Academic Requirement

To be eligible for initial NAIA competition, a freshman student must:

- Be a graduate of an accredited high school or be accepted as a regular student in good standing at the enrolling institution
- Meet two of three entry-level academic requirements:

1) Test Score - Minimum score of:

- ACT – 18
- SAT - 860 [Critical Reading and Math sections only]; or

2) HS GPA - Minimum overall high school GPA of Minimum overall high school GPA of 2.000 on 4.000 scale; or

3) Class Rank – Top 50% of high school graduating class

Eligibility requirements for continuing students and other circumstances through the NAIA can be found at https://play.mynaia.org/media/1091/naia_guide_college_bound_student.pdf.

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 Vice Chancellor/Director of Athletics' Office.

These forms are not issued to the student-athlete. If the appropriate UT Southern athletics official grants an institution permission to contact the student-athlete, UT Southern'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.

Within conference transfers: Any student who has ever participated in any varsity intercollegiate (as defined by the NAIA) athletic contest at one SSAC institution (institution A) and remained identified at that institution may immediately participate in that sport at a second SSAC institution (institution B) if a written release is provided by the athletic director or compliance officer of institution A and the student has a 2.0 cumulative GPA. If a written release is not provided, the student-athlete will not be eligible to participate in that sport for one calendar year from the date they identify with institution B.

A student who signs an athletic aid agreement to participate in a given sport at an SSAC member institution, but does not participate (does not attend the institution or attends the institution, but does not participate in a varsity contest in that sport as outlined above) cannot participate with any other conference institution in that sport for one calendar year from the date of enrollment at the second institution. A written release may be granted by the athletic director or compliance officer. A transfer student may participate immediately in any sport in which they did not participate and/or did not sign an athletic aid agreement for at the previously identified institution after abiding by all NAIA eligibility rules.

The transfer rule does not apply when a member of the SSAC discontinues a sport or sports for any period of time (NAIA or SSAC wide suspensions of sports due to extenuating circumstances are not considered a discontinuation of the sport).

There are no appeals to this policy and granting of releases is at the discretion of each SSAC member institution.

A student who competes in one or more varsity contests at a member institution (institution A) and completes all requirements for a baccalaureate degree, who has remaining athletic eligibility, may transfer to another SSAC institution (institution B) and compete without serving the one calendar year suspension noted in 8.2 in order to enroll in and pursue a graduate degree or second baccalaureate degree in a major/field of study/program not offered at the graduate level by institution A, if the athletic director of institution A grants a release on the official SSAC graduate transfer release form. Eligibility certification at institution B must be accompanied by a statement from the registrar on institutional letterhead verifying that the student is enrolled full-time, as defined by the institution for graduate students, in classes required for completion of the major/field of study/program indicated on the graduate transfer release form during each term of certification at institution B.

Sports Medicine Facilities and Services

Mission Statement

The University of Tennessee Southern Sports Medicine staff provides care for the student athletes at University of Tennessee Southern. Care is provided through traditional athletic training services through emergency care, injury prevention, injury management, rehabilitation, and maintaining a healthy, athletic, and injury-free lifestyle. We will educate and inform athletes when and where possible. We strive to provide care with the most efficient, clinically proven, and current technology there is.

Our program aims to help the athletes live a healthy lifestyle in many ways. Providing excellent sports medicine health care to our athletes is a primary focus. Along the way, we hope to promote a fun and safe environment for our athletes to participate in collegiate athletics. Athletes with injuries will be treated and rehabilitated to the best of our ability. The athletes will be returned to sport as soon as it is safe for them and there is no longer a threat of worse or more injury. Overall, we hope to prevent injury and decrease the amount of injuries. Lastly, we look to not only keep our athletes healthy and help them back to sport, but to educate them so that they may be able to do so. Our program will inform and inspire athletes on leading a healthy lifestyle and maintaining one, even in the future at a higher level of sport or after their sport life.

The University of Tennessee Southern Sports Medicine staff has a very strong philosophy of providing the absolute best care for each athlete. We will operate at the high standards of the National Athletic Trainers' Association (NATA) and this institution. We will do no harm and help wherever we can.

We are dedicated to providing quality care through constant re-evaluation. We will do this through internal and external assessment and will make adjustment for the better as deemed necessary.

In conclusion, our team is devoted to our student athletes and caring for them as best we can. We will do what it takes to execute and maintain an excellent program at the University of Tennessee Southern.

Sports Medicine Services

Medical and athletic training personnel, facilities, and services are available to all student-athletes. The University of Tennessee at Southern 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. Athletic training rooms are available both at the Curry Athletic Center and East Campus facilities.

All UT Southern athletes are supplied with athletic accident insurance that provides excess or secondary coverage at no cost to the student-athlete.

UT Southern Student-Athletes Athletic Training Rights:

A UT Southern student-athlete being treated by a member of the Athletic Training Staff has the right to:

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

Medical Insurance Policy for the University of Tennessee at Southern

UT Southern 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.

Sports Medicine Procedures

(A) Each year before a student-athlete may participate in any athletic activity he/she will be required to complete a series of documentation from athletic training (See sections on AT Genius and Physicals). 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 a yearly physical completed. In addition, returning athletes are required to complete a yearly physical. These physicals are an annual event and are provided at no cost, but must be completed before participation.

AT Genius:

ATGenius Instructions

First Time Making Account

- Please watch the following video: <https://youtu.be/pQVJ8CI6sCA>
 - o Please note, this video was made prior to the change and the school code and some of the documents are not the same. Please refer to this document for the most up-to-date directions.
- Go to ATGenius.com → Select 'Athletes/Patients/Parents' → Select 'New Athletes'
- The school code is: FIREHAWKS
- Once you have created your account, you should go to 'Existing Athletes' every other time you access the site.

Necessary Information:

- If you are a NEW/TRANSFER/FRESHMAN ATHLETE, please complete the following:
 - o 'Athlete Info' tab
 - o 'Parent/Guardian Info' tab
 - o 'Insurance Info' tab, including uploading picture(s) of the front of your insurance card(s)
 - If you are a RETURNING ATHLETE, please review the following and ensure it is up to date:
 - o 'Athlete Info' tab
 - o 'Parent/Guardian Info' tab
 - o 'Insurance Info' tab, including picture(s) of the front of your insurance card(s).
- Preseason Docs
- o Due to becoming The University of Tennessee Southern, ALL student-athletes must complete all of the Preseason Documents.

This includes the following:

- o Medical Policy Information
- o Insurance Information and Filing Consent
- o HIPAA Release
- o Heat Illness Guide
- o Concussion Information
- o Medical History and Physical

- o Participation & Assumption of Risk & Liability Release
- o Sickle Cell Testing Options ▪ This document must be downloaded and saved to the computer. ▪ Please read the information, and then save it again. ▪ The document must then be uploaded to the website.
- o Sickle Cell Testing Waiver ▪ This is to be completed after reading the Sickle Cell Testing Options and you have chosen to sign the waiver.
- o Under 18 Athlete Form ▪ This document must be completed if you will be under the age of 18 upon your arrival to campus.

Physicals:

- These MUST be completed AFTER July 1. We will ask you to redo them if they are done prior to July 1.
- The first 3 pages of 'Medical History and Physical' must be completed on the computer and then the entire document must be printed and taken for the physical. PLEASE DO NOT handwrite your information on the paperwork.
- The physical MUST be completed on our provided paperwork. We DO NOT accept outside physical paperwork. We will ask you to redo them if they are done on other paperwork.
- After completing the physical, it must be re-uploaded to ATGenius. This can be done by using a scanner or using the scanning function on your phone.
- After completing all the documents and tabs on ATGenius, you will still need to come in to perform your baseline concussion test and review your file.
- ONLY when you have completed all these things will you be cleared by the Sports Medicine Department to participate in any practices/games/competitions/etc.

(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.

(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 Southern Athletic Center Coordinator 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 Southern 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 Southern 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) feel 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.

(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 Southern's athletic insurance will not be filed until after receiving notice of payment or denial by the athlete's insurance.

(F) 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 Southern Office of Intercollegiate Athletic from any liability in the event of another problem caused by the initial injury.

The UT Southern 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: UT Southern 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 Southern. 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.

Athletic Training Rooms

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 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. 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.

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.

SECTION III

POLICIES AND PROCEDURES PRIMARILY AFFECTING COACHES AND STAFF

NAIA Coaches Code

I believe in the power of athletics as a program for the training of youth for a strong and efficient democracy.

I believe in athletics for the building of good character and personality.

I believe in athletics as a significant part of a sound educational program.

I believe in athletics as a constructive force in the lives of millions of sports followers throughout our nation. Therefore, I will hold sportsmanship and fair play high above all other values to be gained through sports participation.

I consider the privilege of guiding youth through participation in sports as a sacred trust and not merely a means of livelihood. I will always keep the best interests of each student-athlete as my aim. I shall never be guilty of enhancing my professional progress by the use of a student's skill for my benefit.

I will ever keep before the students under my direction the high ideals, honesty, sincerity and integrity which have made our nation great. I will not encourage, or ever tolerate, any form of trickery or evasion of rules in order to gain an advantage over an opponent.

I will do all in my power to instill in those under my direction a tolerance for all races and creeds, and I will stand out against intolerance wherever it may occur.

I will strive to instill in every youth great purposes and aims in living and will use the desire to play not as an end, but as a training ground for the student's highest development.

I will strive to teach each student to be humble in victory and gracious in defeat, to be above bragging or using alibis, and shall help develop inner strength and poise.

I will use only fair and honest means in my desire for personal achievement and shall count the goodwill of my peers far above any achievement unfairly gained.

I will not sacrifice the values to be gained through a wholesome enjoyment of challenging sports activity for institutional pride or commercial ends.

I will use only fair and honest means of securing talent for athletic teams and never stoop to trickery or insincere promises in influencing students in the selection of their educational experience.

I will use every means at my command to protect the moral, mental and physical health of the students under my guidance and will never be party to the use of athletics for the financial or political gain of any office or group.

I will encourage each student to avail himself/herself of the best experience to be gained in a well-rounded education and to progress normally toward graduation.

I will never encourage participation in athletics as an end in itself.

I will help each student under my guidance toward the development of honest habits of work and pride in work well done and I shall not practice or allow evasion in any obligation surrounding the athletics program.

I will shoulder my total responsibility as a leader through athletics and will not allow that responsibility to be transferred to any person or group outside the educational institution. I will not violate this sacred trust for financial support or political prestige.

NAIA Code of Ethics

The essential elements in the NAIA Code of Ethics are honesty and integrity. Coaches whose conduct reflects these two characteristics will bring credit to the field of athletics and to themselves. It is only through such conduct that athletics can earn and maintain a rightful place in our educational program and make a full contribution to our way of life.

The coach shall make every effort to conduct the sports program in such a manner as to give full and active support to the educational aims of the institution. The coach shall have a thorough knowledge of the academic rules and standards of the institution and give active evidence of full support. The coach shall cooperate fully in support of the faculty on eligibility requirements and insist that all athletes fulfill the same academic requirements as all other students at the institution. The coach shall actively participate in committees and programs in support of the general educational program of the administration. The coach shall actively participate in programs established by the institution for professional growth.

The coach should work with the admissions office of the institution and should be permitted to recommend qualified athletes for admission, but should in no way permit the records or transcripts of prospective student-athletes to pass through his/her office, nor ever attempt to bring pressure upon the admissions officer or committee to admit an applicant merely because he/she possesses exceptional athletic ability.

All coaches shall conduct their sports programs in such a manner as to assure both those who participate and those who are influenced in any way through the program that the major emphasis is placed on building character, sound health and broad educational aims, rather than merely a publicity medium built on winning. The coach shall insist upon adherence to both the letter and the spirit of high sportsmanship and playing rules. Under no circumstances should evasion of playing rules to gain an advantage be permitted.

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 Southern, 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 supervisor's 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 Evaluations

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

Scheduling of Games and Practice Times

The head coach of each sport, with the assistance of the Vice Chancellor/Director of 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 NAIA maximum number of contests. Pre-season competition, including scrimmages, are conducted at the discretion of the head coach of each sport.

NAIA Frequency of Play and Scheduling

The maximum number of varsity games, contests or playing dates an institution may schedule is listed below. The number of junior varsity or freshman games, contests or playing dates scheduled during the academic year cannot exceed the number of varsity games, contests or playing dates scheduled during that academic year. Further, no student may compete in a sport in an academic year in more than the number of games, contests or playing dates listed below (this includes varsity, junior varsity, freshman, etc.), excluding NAIA-approved postseason participation.)

Sport Number of Games/ Contests/ Playing Dates

For a contest of any kind (i.e. scrimmage, exhibition, game/meet, etc.), once the contest has commenced the designation of the type of contest will be officially recorded as such, and the designation cannot be changed retroactively.

Sport	Number of Games/Contests/Playing Dates
Baseball	50 contests
Basketball (men's and women's)	28 games. EXCEPTION: A student who participates in a varsity contest and a junior varsity contest on the same day and at the same location is considered to have participated only in one game. A student may invoke this exception a maximum of 10 times during an academic year.
Competitive Cheer	10 cheerleading contests
Cross Country (men's and women's)	7 meets
Golf (men's and women's)	12 matches/tournaments
Soccer (men's and women's)	18 games played at any time during the sport season. Three additional dates to be played only after the fall term has concluded. The three additional dates may only be played during weekends and other nonscheduled class dates, according to the academic calendar.
Softball	50 contests
Swimming (men's and women's)	12 meets
Tennis (men's and women's)	24 dates/tournaments and/or scrimmages (except for the ITA exception listed below)
Outdoor Track & Field (men's and women's)	10 meets or (12 meets if indoor track and field is not sponsored) counted on the basis of an individual student's participation in the meet
Volleyball (women's)	26 dates

For the sport of basketball, an institution is allowed one or more exhibition competitions per season so long as the total number of games, exhibitions and scrimmages does not exceed 30. For the sport of basketball, an exhibition competition will not count as a varsity game.

In the sport of tennis, the Fall ITA regional and national singles and doubles tournaments shall not count towards the student's playing limits.

Practice and Competition Schedule

Each sport shall have a maximum 24-week practice and competition season established by each member institution. Frequency of play, practice and scheduling policies shall be applied only during the period of August 1 to May 15, pursuant to the following specifications. The start date specified is the earliest possible date on which any activity meeting the definition of a practice or competition may occur, though teams are free to choose a later date. Scrimmages and exhibitions are excluded and not subject to the start date for competitions.

NAIA Bylaw: Article I, Section H, Item 6: Practice will be defined as follows: An activity organized and/or directed by an identified member of the coaching staff of that sport in which appropriate equipment is used or instruction and/or evaluation of the athlete takes place.

Coaches are allowed to give guidance relating to drills or conditioning as requested by players as long as it is voluntary and they are not held accountable to the activity. This is not considered a practice and should not count towards the 24-week season. A coach can provide this type of informal guidance, as long as the coach is not leading, directing, or organizing, regardless of the coaching staff being present.

If the students' participation was completely voluntary and participation was unstructured (meaning could occur or not occur, could happen at any point rather than at a set point, did not require any organization or participation by anyone else), this event would not be organized or directed by the coaching staff and would not be considered a practice under NAIA rules.

NAIA Required Day Off

During the academic year (fall and spring), all athletic related activities shall be prohibited at least one day per 7-day period. Exceptions are permitted during any vacation period indicated in the college academic calendar (holiday vacation, spring break).

Definition of Athletic Related Activities

Any required activity with an athletics purpose that involves student-athletes and is directed or supervised by any person on the coaching staff, including strength and conditioning coaches.

What counts as athletically related activities

- Competition
- Practice
- Workouts
- Skill instruction
- Film studies pertaining to team competition
- Required participation in camps
- Use of school's facilities when activities are supervised by a member of the coaching staff

What Doesn't count as athletically related activities

- Study hall/tutoring
- Community service and fundraising activities
- Compliance, personal development or organization meetings
- Medical examinations or treatment
- Team travel where no physical practice or film requirements occur

Specific Time periods That Do Not Require Day Off

- Preseason practice that occurs before the first day of classes
- Postseason competition schedule that spans a period equal to or greater than 7 days

The University of Tennessee Southern athletics department requires documentation of following these guidelines. Competition schedules will be submitted to the athletic director on May 15th for each upcoming year of competition. Day off documentation will be submitted monthly to the athletic director using the form found in Appendix B.

Sport	Start Date for Practices, Scrimmages, & Exhibitions	Start Date for Competition
Baseball	September 1	Thursday of last full weekend in January for games occurring after winter break; Fall games are permissible anytime beginning September 1
Basketball (men's and women's)	35 days prior to first allowable game	Last Thursday in October
Competitive Cheer	September 1	September 1
Cross Country (men's and women's)	17 days prior to first allowable meet	4 th Thursday in August
Golf (men's and women's)	7 days prior to first allowable competition	4 th Monday in August
Soccer (men's and women's)	17 days prior to first allowable game, not to precede August 1	3 rd Thursday in August
Softball	September 1	Thursday of last full weekend in January for games occurring after winter break; Fall games are permissible anytime beginning September 1
Swimming (men's and women's)	September 1	September 1
Tennis (men's and women's)	September 1	September 1
Outdoor Track and Field (men's and women's)	September 1	September 1
Volleyball (women's)	17 days prior to first allowable competition, not to precede August 1	3 rd Thursday in August

Team Travel Policy

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 and human resources before the trip. Student-athletes may be registered as volunteer drivers, but that option should be used only in rare or emergency circumstances.

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

Meals: Coaches are responsible for ensuring that student-athletes receive properly balanced meals within the budgets available for each sport. If proper meals cannot be provided, the number of contests should be reduced.

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 Vice Chancellor/Director of Athletics.

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 Curry Athletic Center

Practice and competitive schedules within the Curry Athletic Center are coordinated by the Director of Internal Operations.

Camps and Clinics

Procedures:

1. Submit camp/clinic dates to Director of Internal Operations and event management for approval
2. Submit camp/clinic web page/brochure/flyer to Vice Chancellor/Director of Athletics for approval
3. Once all is approved, information may go live on your camp web page
4. Submit all new employee paperwork to business office
5. Submit Program Registration Form as part of Programs for Minors on Campus Policy
 - a. Must be completed at least 45 days prior to camp beginning
 - b. Verify list of working employees are on payroll
6. Complete all compliance forms
7. Submit all registrations/payments/receipts from camp registration within 3 business days
8. Submit camp staff pay rates to compliance for approval
9. Submit full time coaches/staff pay request
 - a. All expenses must be submitted to the business office and paid out before UTS coaches may be paid

Policies:

- All UTS camps/clinics must be registered online with Programs for Minors a minimum of 45 Days in advance of the start of the camp/clinic.
- Camps/clinics held on-campus and staffed solely by UT employees must be registered with Program for Minors no later than 15 days in advance of the start of the camp/clinic.
- All UTS camps/clinics must be appropriately and adequately advertised and open to any and all entrants (limited only by number, age, grade level and/or gender).
- All camps/clinics must meet University policies as well as NAIA rules and regulations.

Teaching Responsibility

The UT Southern athletics and general administration philosophically support the practice of coaches teaching classes. 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 chairperson of the appropriate academic department when a class must be moved or cancelled for emergency reasons.

Catastrophic Incident Guidelines

I. INTRODUCTION AND DEFINITION OF CATASTROPHIC INCIDENT

The University of Tennessee at Southern 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
- UTS-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 Southern 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. Vice Chancellor/Director of Athletics
2. Head Athletic Trainer
3. Vice Chancellor for Strategic Communications and Marketing
4. Sports Information Director
5. Director of Internal Operations
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 Southern 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 Southern Vice Chancellor Strategic Communications and Marketing.
- All information deemed appropriate for release to the media will be determined by University of Tennessee Southern Vice Chancellor 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 Southern Athletic Department participation/travel:
Head Athletic Trainer or Director of Athletics
- Non University of Tennessee at Southern Athletic Department activities:
Vice Chancellor/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 Vice Chancellor Strategic Communications and Marketing
- 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 Vice Chancellor/Director of Athletics, Head Team Physician, Sports Medicine Staff, and Director of Internal Operations
- 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 Director of Internal Operations, provides any insurance information
- Notifies counseling services
- Notifies NAIA Catastrophic Injury Service Insurance Carrier
- Notify University of Tennessee at Southern Insurance Carrier
- Enact any Catastrophic incident procedures for University of Tennessee at Southern Administration
- Work collaboratively with University of Tennessee at Southern Athletic Department to gather incident facts
- Communicate with University of Tennessee at Southern Legal Counsel
- 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)

UNIVERSITY OF TENNESSEE AT SOUTHERN ATHLETIC DEPARTMENT ADMINISTRATIVE STAFF

- Sports Information Director: coordinate any media release with the Vice Chancellor/Director of Athletics, Head Team Physician, and Head Athletic Trainer along with the University of Tennessee at Southern Spokesperson. NO RELEASE will be made until parents/guardians are informed.

- Vice Chancellor/Director of Athletics: will coordinate any travel plans and housing for parents, staff, coaches or team
- Vice Chancellor/Director of Athletics: have prepared statement cleared by the Vice Chancellor of Advancement for the University of Tennessee at Southern in order to answer any questions from donors

COACHING AND SUPPORT STAFF

- Notify Vice Chancellor/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 UTS Athletic Department
- Support Student-Athletes and facilitate CI Guidelines as outlined and provided on reference sheet

VICE CHANCELLOR OF ENROLLMENT AND STUDENT AFFAIRS

- Coordinate communication with Athletic Department and Student Affairs
- Coordinate communication with Provost
- 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
- Counseling services will be coordinated as an immediate response to a catastrophic incidence
- 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

DIRECTOR OF INTERNAL OPERATIONS

- Communicate health insurance procedure information as needed
- Coordinate insurance with University of Tennessee at Southern Human Resources regarding non-sport related incidents through Athletic Department Insurance

V. CRIMINAL CIRCUMSTANCES (ACCIDENT, ASSAULT, HOMICIDE, SUICIDE) CAMPUS SAFETY

- Campus Safety notified immediately of catastrophic incident involving possible criminal activity
- Director of Campus Security notified
- Campus Safety communicates with local law enforcement
- Campus Safety communicates information as appropriate to CIMT

VI. AWAY CONTESTS-COACHES, ADMINISTRATORS AND STAFF MEMBERS

- Immediately notify Vice Chancellor/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 Vice Chancellor/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 Southern Administration until relieved by a University of Tennessee at Southern 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.

APPENDIX A



Student-Athlete	Sport	Date
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I, _____, understand that I have been recommended for a University of Tennessee Southern Grant-in-Aid for the privilege of participation in intercollegiate athletics. The amount of the Athletic Grant-in-Aid shall not exceed \$ _____ for the academic year **2023-2024**. This scholarship amount will be divided into two equal amounts, applied equally to the fall and spring semesters, unless otherwise noted. **THE TOTAL AMOUNT OF FINANCIAL ASSISTANCE AWARDED TO A STUDENT MAY NOT EXCEED AN AMOUNT GREATER THAN THE DIRECT COST TO THE UNIVERSITY.** *The stated amount of this Athletic Grant-in-Aid shall be reduced if a credit balance is created from Institutional aid, if necessary, to meet the terms of this provision.*

Conditions for Receiving this Athletic Grant-in-Aid:

1. All student-athletes must meet admissions standards along with completing necessary institutional required financial aid documents.
2. I do hereby agree to meet all the academic and citizenship standards of The University of Tennessee Southern and understand that UT Southern has the right to void this agreement for actions including, but not limited to: social misconduct, failure to attend classes, failure to maintain academic/athletic eligibility, failure to complete required class assignments/tests/homework, unsatisfactory academic progress and/or the lack of good standing, violation of team/Athletic Department rules, and/or the failure to maintain amateur status.
3. I understand that I am subject to, and must meet, the requirements as set forth by UTS and the National Association of Intercollegiate Athletics (NAIA) and the conference in which UT Southern maintains membership. (www.playnaia.org)

I AGREE TO, AND UNDERSTAND, ALL THE NAIA REGULATIONS AND GUIDELINES REQUIRED FOR AN ATHLETIC ELIGIBILITY, AS WELL AS THE NAIA REGULATIONS AND GUIDELINES REQUIRED TO MAINTAIN MY AMATEUR STATUS. _____ (Initial Here)
4. I understand that all student-athletes, academically eligible or ineligible, wishing to participate in intercollegiate athletics, are required to have a primary health/medical insurance policy to participate in any kind of The University of Tennessee Southern sponsored athletic event, practice, or workout of any kind. I understand that I will be subject to and must pass a physical examination prior to any participation and must fully disclose any pre-existing physical condition which would preclude full participation in intercollegiate athletics to the appropriate college official.
5. I understand that all students enjoy certain rights to privacy under the Family Rights and Privacy Act of 1974 as amended (FERPA or the Buckley Amendment) and no information, except directory information, contained in any student's record is released to persons outside the College without the written consent of the student. Such information includes, but is not limited to, information about the student's academic, conduct and athletic performance, compliance with the terms of this agreement, as well as the student's disciplinary, academic, and financial status. Supplementary information may require completion.
6. I understand that no oral representation or promise made by any person, and no written representation or promise except one signed by the Head Coach and Athletic Director, shall modify, add to, or subtract from this agreement, or otherwise bind the College.
7. The Athletic Director, Faculty Athletics Representative, and Head Coach have the right to review student/athletes grades at anytime.

This is to certify that I read the foregoing notice from the University and Head Coach and hereby accept the Athletic Grant-in-Aid under the terms and conditions stated above.

I understand that this Athletic Grant-in-Aid is not official/binding until signed by a representative of The University of Tennessee Southern.

Student-Athlete	Date
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Head Coach	Date
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Parent/Guardian if student athlete is under 18	Date
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Athletic Director	Date
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APPENDIX B



REQUIRED DAY OFF SHEET

MONTH _____

SPORT _____

COACH _____

ONE FORM FOR EACH WEEK CLASSES ARE IN SESSION IS TO BE COMPLETED AND TURNED INTO THE DIRECTOR OF INTERNAL OPERATIONS.

Definition of Day Off

During the academic year (fall and spring), all athletic related activities shall be prohibited at least one day per 7-day period. Exceptions are permitted during any vacation period indicated in the college academic calendar (holiday vacation, spring break).

Definition of Athletic Related Activities

Any required activity with an athletics purpose that involves student-athletes and is directed or supervised by any person on the coaching staff, including strength and conditioning coaches.

What counts as athletically related activities

- Competition
- Practice
- Workouts
- Skill instruction
- Film studies pertaining to team competition
- Required participation in camps
- Use of school's facilities when activities are supervised by a member of the coaching staff

What Doesn't count as athletically related activities

- Study hall/tutoring
- Community service and fundraising activities
- Compliance, personal development or organization meetings
- Medical examinations or treatment
- Team travel where no physical practice or film requirements occur

	Indicate Day Off	Notes
Week of _____		
Week of _____		
Week of _____		
Week of _____		

Head Coach Signature

Date