



FLORIDA STATE UNIVERSITY

INTERCOLLEGIATE ATHLETICS

POLICIES AND PROCEDURES

Table of Contents

CHAPTER 100.....	13
PHILOSOPHY AND ORGANIZATION.....	13
101 – MISSION STATEMENT.....	14
102 – GUIDING PRINCIPLES.....	15
103 - Florida State University Athletics Board Bylaws	16
ARTICLE 1: NAME OF ORGANIZATION.....	16
ARTICLE 2: PURPOSE.....	16
ARTICLE 3: MEMBERSHIP.....	16
ARTICLE 4: OFFICERS.....	17
ARTICLE 5: EXECUTIVE COMMITTEE.....	17
ARTICLE 6: COMMITTEES.....	17
ARTICLE 7: MEETINGS.....	18
ARTICLE 8: ORDER OF BUSINESS.....	18
ARTICLE 9: VOTING PRIVILEGES AND PROCEDURES.....	18
ARTICLE 10: PARLIAMENTARY AUTHORITY	18
ARTICLE 11: AMENDMENT OFTHE BYLAWS	19
FACULTY ATHLETICS REPRESENTATIVE RESPONSIBILITIES.....	19
104 – DEPARTMENTAL ORGANIZATION	20
Chapter 200	21
Student Affairs	21
201 – CODE OF CONDUCT/DISCIPLINE.....	22
202 – STUDENT-ATHLETE ACADEMIC SERVICES	23
MISSION STATEMENT	23
SERVICES AND PROGRAMS.....	23
POLICIES.....	26
FLORIDA STATE UNIVERSITY ACADEMIC HONOR POLICY.....	27
FSU Academic Honor Pledge	27
Academic Honor Violations	28

STUDENT-ATHLETES AND ACADEMIC DISHONESTY.....	29
Academic Integrity and Seminole Creed	31
Truthfulness	31
203 – STUDENT SERVICES AND PERSONAL DEVELOPMENT	34
MISSION STATEMENT AND GOALS	34
PERSONAL DEVELOPMENT PROGRAM.....	34
LEADERSHIP DEVELOPMENT.....	35
STUDENT-ATHLETE ADVISORY COUNCIL (SAAC)	35
ATHLETIC AMBASSADORS	35
CAREER PLANNING AND PLACEMENT	36
SEMINOLE SPIRIT COMMUNITY SERVICE	36
FINANCIAL AID	37
NCAA POSTELIGIBILITY GRANT-IN-AID	38
STUDENT FINANCIAL SERVICES	38
NCAA SPECIAL ASSISTANCE FUND.....	38
IDENTIFICATION AND TREATMENT OF EATING DISORDERS	49
204 – COMPLIANCE	55
MISSION STATEMENT	55
GAMBLING.....	55
NCAA OPERATING BY-LAWS	56
205 - MEDICAL SERVICES AND ATHLETIC TRAINING ROOM	84
SPORTS MEDICINE DEPARTMENT PERSONNEL	84
STAFF RELATIONS	87
ATHLETIC TRAINING ROOM POLICIES	89
ATHLETIC TRAINING ROOM RULES	89
APPROVAL FOR PARTICIPATION IN INTERCOLLEGIATE ATHLETICS.....	90
ON-CAMPUS EVALUATIONS FOR MEN’S BASKETBALL.....	92
EXIT INTERVIEW	93
MEDICAL HARDSHIP / DISQUALIFICATION.....	94
MEDICAL SERVICES	95

PROCEDURES FOR THE CARE OF ATHLETIC INJURIES / ILLNESSES	99
Athletic Injuries and Illness Procedure	100
Referrals	101
Dental Care.....	101
Corrective Lenses.....	102
PURCHASE OF ATHLETIC TRAINING SUPPLIES.....	103
CONFIDENTIALITY AND PRIVACY POLICY.....	104
TRANSPORTATION.....	105
DIETARY SUPPLEMENTS AND BANNED SUBSTANCES	106
BODY COMPOSITION.....	106
NUTRITION.....	108
SPORT COVERAGE	108
VISITING TEAM PROCEDURES.....	110
USE OF THE ATHLETIC TRAINING ROOM FACILITIES	110
OSHA REGULATIONS.....	111
MEDICAL SITUATIONS/CONDITIONS	117
COLD STRESS AND COLD EXPOSURE	117
HEAT ILLNESSES	118
REHYDRATION.....	120
EATING DISORDERS	122
GENDER SPECIFIC ISSUES.....	125
SKIN DISORDERS	126
MENTAL HEALTH ISSUES.....	127
ATTENTION DEFICIT DISORDER /	129
ATTENTION DEFICIT HYPERACTIVITY DISORDER.....	129
CONCUSSION & MILD TRAUMATIC BRAIN INJURY (mTBI).....	131
MANAGEMENT PLAN	131
SICKLE CELL TRAIT.....	140
CONDITIONS OF IMPAIRMENT.....	142
PREGNANCY	142

TYPE 1 DIABETES	145
ASTHMA.....	146
206 – STRENGTH AND CONDITIONING	149
MISSION STATEMENT	149
STRENGTH AND CONDITIONING PROGRAM.....	149
General Responsibilities for Strength Staff	152
FSU Strength and Conditioning Facilities	154
REQUESTED LEAVE	155
Strength Training Facility Rules.....	155
EMERGENCY / INJURY PLAN.....	157
Athletic Training Staff Sport Assignment	161
207 – SUBSTANCE ABUSE.....	163
I. Introduction	163
II. Substance Abuse Committee	164
III. Drug Testing	165
Drug Test Threshold Table (Screen/Confirm ng/mL)	167
IV. Consequences.....	168
Zero-Tolerance 4-Drug Class Panel.....	169
Anabolic Steroids.....	170
Self- Referral Program.....	172
Good Behavior Opportunity	172
V. Counseling	173
VI. NCAA Program Testing Program.....	173
VII. Dietary Supplements.....	174
VIII. Summary	174
Advisory Committee.....	176
208 – TRAINING TABLE.....	177
OVERVIEW	177
MEAL SCHEDULE	177
GUESTS AND STUDENT-ATHLETE PROSPECTS	177

209 –AWARDS AND BANQUETS	178
LETTERING AWARDS	178
TEAM BANQUETS	184
210 - RECRUITING.....	185
PHILOSOPHY	185
PURPOSE OF POLICY	185
RESPONSIBILITIES	186
GUIDELINES FOR OFFICIAL VISIT	188
PROCEDURES FOR OFFICIAL VISITS	189
GUIDELINES AND PROCEDURE FOR UNOFFICIAL VISIT	190
REPORTING AND PENALTIES	190
FORMS	191
CONCLUSION.....	193
CHAPTER 300.....	194
PERSONNEL POLICIES.....	194
301 – HUMAN RESOURCES	195
UNIVERSITY POLICIES	195
HIRING AND COMPENSATION.....	195
SEPARATION FROM EMPLOYMENT (NON-RENEWAL)	199
UNIVERSITY SUPPORT PERSONNEL SYSTEM (USPS).....	200
ADMINISTRATIVE AND PROFESSIONAL EMPLOYEES (A&P).....	204
A&P Contract.....	204
STRAIGHT TIME COMPENSATORY	210
HONORARIA.....	210
SALARIES	210
EMPLOYEE BENEFITS.....	210
COLLEGE WORK STUDY PROGRAM	218
OPS EMPLOYMENT.....	218
GRADUATE ASSISTANTS/PART-TIME ASSISTANT COACHES	218
DRESS CODE	219

302 – SEXUAL HARASSMENT AND SEXUAL BATTERY POLICIES	219
SEXUAL HARASSMENT POLICY STATEMENT.....	219
OFFICE OF AUDIT SERVICES	220
DEFINITION	220
EXAMPLES OF SEXUAL HARASSMENT	220
DISCIPLINARY AND OTHER ACTIONS	221
RETALIATION.....	222
FILING OF FALSE SEXUAL HARASSMENT COMPLAINT	222
REPORTING REQUIRED.....	222
COMPLAINT PROCEDURE	223
INVESTIGATION.....	225
REPORT OF OAS	226
SUBSEQUENT ACTION	226
DISTRIBUTION OF POLICY	226
APPLICABILITY.....	226
EFFECTIVE DATE.....	227
WHERE TO GO FOR HELP.....	227
SEXUAL BATTERY POLICY STATEMENT	227
303 – PAYROLL.....	230
UNIVERSITY POLICIES	230
OVERVIEW	230
PAYROLL PROCESS.....	230
PAYROLL PROCEDURES	231
WITHHOLDING TAX/FICA/RETIREMENT AMOUNTS	233
RETROACTIVE DISTRIBUTION OF FUNDING.....	234
TAXES, ADJUSTMENTS AND RESPONSIBILITIES.....	235
TAXABLE FRINGE BENEFITS	236
MOVING EXPENSES	236
CHAPTER 400.....	243
FINANCIAL AND BUSINESS OPERATIONS.....	243

401 – BUDGET	244
UNIVERSITY POLICIES	244
BUDGET PREPARATION - OVERVIEW	244
BUDGET PREPARATION - REVENUES	244
BUDGET PREPARATION - EXPENSES.....	244
ZERO BASED BUDGETING PHILOSOPHY	245
BUDGET APPROVAL PROCESS	245
BUDGET CONTROL	246
BUDGET REPORTS.....	246
BUDGET AMENDMENTS	246
TIMELINE.....	246
402 – PURCHASING AND DISBURSEMENTS	248
UNIVERSITY POLICIES	248
ADDITIONAL ATHLETIC DEPARTMENT PURCHASING POLICIES	248
P-CARD.....	249
403 – TRAVEL	251
UNIVERSITY POLICIES	251
OVERVIEW	251
TYPES OF TRAVEL.....	252
RECRUIT – PETTY CASH PROCEDURES	255
CREDIT CARDS.....	257
T-CARD.....	257
GRATUITY POLICY.....	258
BUS/VAN TRANSPORTATION	259
RENTAL OF ATHLETIC VANS FOR SUMMER CAMP	263
Statement of Policy	263
AIRCRAFT POLICY FOR TEAM TRAVEL	264
Florida State Athletics Department Team Travel Meal Policy.....	265
REGULAR SEASON TRAVEL	266
CULTURAL EVENTS	267

STUDENT-PLAYER ENTERTAINMENT	267
POST SEASON ADMINISTRATIVE TRAVEL	267
ACC CONFERENCE TRAVEL	268
GUEST TRAVEL POLICY AND PROCEDURE.....	269
404 – BUSINESS SERVICES	279
UNIVERSITY POLICIES	279
BUSINESS OFFICE.....	279
POSTAL SERVICES.....	279
CASHIERING SERVICES	280
TELECOMMUNICATIONS SERVICES	280
405 – TICKET OPERATIONS	284
RESPONSIBILITIES AND EXPECTATIONS.....	284
PERSONNEL	284
TICKET PRICES	285
SEAT ALLOCATION AND ASSIGNMENT POLICY	285
COMPLIMENTARY TICKET POLICY.....	292
STUDENT TICKETS	295
TICKET OFFICE PROCEDURES.....	298
406 – PROPERTY MANAGEMENT	300
UNIVERSITY POLICIES	300
OVERSIGHT	300
PROCEDURES.....	300
407 – STUDENT ATHLETIC FEES	302
Graduate Assistant Policies & Procedures.....	303
Student Manager Policies & Procedures.....	304
Student Manager Policies & Procedures.....	304
CHAPTER 500.....	305
DAY-TO-DAY OPERATIONS	305
501 – INFORMATION TECHNOLOGY	306
UNIVERSITY POLICIES	306

PERSONNEL	306
HARDWARE/SOFTWARE PURCHASES.....	306
SYSTEMS SUPPORT	306
COMPUTER AND NETWORK USAGE.....	307
PEER-TO-PEER FILE SHARING SERVICES.....	307
REGISTRATION OF NETWORK DEVICES	307
FSUID/SERVER SECURITY	307
CONSISTENT 5 YEAR REFRESH CYCLE.....	307
COMPUTER PROPERTY ACCOUNTING.....	308
RECOVERY OF EQUIPMENT UPON EMPLOYEE SEPARATION.....	308
SITE LICENSES	309
502 – SCHEDULING.....	310
CONSTRUCTION OF SCHEDULE.....	310
DEPARTMENTAL PROCEDURE	310
SUNDAY COMPETITION.....	311
GAME OFFICIALS.....	311
503 – ATHLETIC EQUIPMENT	312
Mission Statement.....	312
General Procedures	312
Equipment Rooms.....	312
Equipment Purchasing Procedure.....	313
Nike Ordering Process	314
Issuance and Retrieval of Athletic Equipment.....	314
Policy on Team Game Jerseys/Uniforms/Apparel/Equipment	315
504 – FACILITIES OPERATIONS	316
UNIVERSITY POLICIES	316
GENERAL.....	316
REPAIRS AND MAINTENANCE	316
SCHEDULING.....	316
LIGHTNING SAFETY GUIDELINES.....	317

Athletics Tour Policy	318
505 – MEDIA RELATIONS	320
PRESS RELEASES	320
PUBLICATIONS/MEDIA GUIDES	320
RESULTS AND STATISTICS	321
INTERVIEWS	321
PHOTOGRAPHY	321
TRAVEL	322
WEBSITE	322
SEMINOLE ALL-ACCESS	322
CONFERENCE/NATIONAL REPORTING	322
AUTOGRAPH AND DONATION REQUEST GUIDELINES	322
POLICY ON UNCONQUERED STATUE SPEAR LIGHTING	324
506 – MARKETING AND PROMOTIONS	326
SEMINOLE ATHLETICS MARKETING	326
VIDEOBOARD POLICIES	328
507 – SPIRIT GROUPS	341
BAND	341
OTHER SPIRIT GROUPS	341
508 – HALL OF FAME	342
HALL OF FAME INDUCTION CRITERIA	342
509 – JERSEY RETIREMENT	343
CRITERIA	343
PROCESS	343
510 – ADDING A VARSITY SPORT	344
511 – SAFEGUARDING OF CONFIDENTIAL FINANCIAL AND PERSONAL INFORMATION	345
SPECIFIC AUTHORITY	345
OBJECTIVE	345
OVERVIEW	345

SCOPE OF THIS POLICY.....	346
DEFINITION OF CONFIDENTIALITY.....	346
RELATED FEDERAL, STATE AND UNIVERSITY SAFEGUARD PROGRAM	
COMPONENTS	348
512 - COURTESY VEHICLES	350
PURPOSE.....	350
COURTESY CAR PRIVILEGE	350
BUSINESS USE OF VEHICLE.....	350
PERSONAL USE OF VEHICLE	350
EMPLOYEE RESPONSIBILITY	350
MINIMUM INSURANCE REQUIRED	351
REPORTING ACCIDENTS.....	352
STATEMENT AND DECLARATIONS CONCERNING BUSINESS MILEAGE FOR COURTESY CAR DRIVERS	
	352
ATHLETIC DEPARTMENT PROVIDES TO DEALER	353
RESPONSIBILITIES OF THE CAR DEALER	354
Florida State Courtesy Car Return Form	355
513 - POST SEASON BONUS POLICY	356
GENERAL GUIDELINES	356
FOOTBALL RELATED BONUSES	356
ACC CHAMPIONSHIP BONUS POLICY	360
NATIONAL/REGIONAL COACH OF THE YEAR.....	360
GRADUATION RATE BONUS POLICY	360
POST SEASON GIFTS	361
POST SEASON RING/PENDANT POLICY	362
514 – EMPLOYEE GIFT & LENGTH OF SERVICE AWARD POLICY	365
515 – CRISIS MANAGEMENT.....	367
DEATH OF A STUDENT-ATHLETE.....	367

CHAPTER 100
PHILOSOPHY AND ORGANIZATION

101 – MISSION STATEMENT

The mission of the Department of Intercollegiate Athletics at Florida State University is to create and sustain NCAA Division I programs for men and women that are characterized by comprehensive excellence. Florida State Athletics is committed to educate, coach, support and inspire all student-athletes to perform at the highest academic and athletic standards while demanding good sportsmanship, ethical behavior, service and personal development.

Vision

Create and sustain an Athletics Department that fosters an environment of integrity and success encompassing the university community and its stakeholders.

Goal

Comprehensive Excellence

102 – GUIDING PRINCIPLES

The guiding principles for Florida State University Athletics are as follows:

- A. The responsibility and final authority for the administration of the athletics program is delegated to and vested in the President.
- B. Financial decisions relating to expenditures of athletically related revenues, including those of the Seminole Boosters, shall be under the control of the President.
- C. The Athletics Director reports directly to the President and is responsible for the administration of the athletics program, including the hiring of coaches.
- D. The Athletics Committee is vested with making policy recommendations to the President and Athletics Director including matters relating to academics, equity and financial matters including ticket pricing and policy.
- E. Student-athletes will be provided excellent opportunities to participate in intercollegiate athletics of the highest quality, resulting in their athletics experience becoming an integral and valued component of their total educational experience at the University.
- F. Student-athletes recruited to Florida State University should be capable of success in the University's academic programs and provided academic support and student development opportunities to assist in reaching their potential.
- G. Ethnic and gender diversity among coaches, staff and student-athletes should be ensured, consistent with the University's educational mission.
- H. Coaches, staff, and student-athletes will exhibit high standards of conduct and ethical behavior, including good sportsmanship. They will carefully comply with the regulations of the University, the ACC and the NCAA.
- I. Core values such as integrity, ethical business practices, sportsmanship and fair play, commitment to equity, leadership, and academic focus toward graduation will not be compromised.

Administrators, coaches and student-athletes, as the university's most visible ambassadors, will represent Florida State with class, honor and respect.

103 - Florida State University Athletics Board Bylaws

*(Approved and Adopted on December 9,
2009)*

Preamble: These Bylaws are subject to the provisions of the laws of Florida, the regulations of the Florida Board of Governors and the Florida State University Board of Trustees and the policies and procedures of the Florida State University, the National Collegiate Athletic Association, and the Atlantic Coast Conference.

ARTICLE 1: NAME OF ORGANIZATION

The name of this organization is the Florida State University Athletics Board.

ARTICLE 2: PURPOSE

While primary responsibility and control of the intercollegiate athletics program rests with the President of the University, the Florida State University Athletics Board is responsible for providing periodic evaluation and oversight of the Department of Intercollegiate Athletics, including

- Establishing policy goals and standards for intercollegiate athletics;
- Monitoring the execution of intercollegiate athletics policies;
- Promoting fiscal integrity in intercollegiate athletics;
- Reviewing and recommending the Department of Intercollegiate Athletics annual operating budget to the President of the University; and
- Insuring that the athletics program is operated in a manner consistent with the overall policies and operating procedures of the Atlantic Coast Conference, the National Collegiate Athletic Association, the Florida State University, and the State of Florida.

ARTICLE 3: MEMBERSHIP

The Florida State University Athletics Board consists of a maximum of twenty-five members appointed by, and serving at the pleasure of, the President of the University. Membership is drawn from faculty and academic administrators, current students, student athletes, alumni, Seminole Boosters, citizens at-large, and members of the Varsity Club.

Ex officio members of the Board include the President of the Faculty Senate, the President of the Student Government Association, the Vice-President for Finance and

Administration or her/his designate, the Vice-President for University Relations or her/his designate, the Vice-President for Student Affairs or her/his designate, the Dean of Undergraduate Studies, the University Police Chief, and the Athletics Director.

The majority of the appointed members of the Board must be composed of faculty and academic administrators of the University.

With the exception of the Athletics Director, no member of the Board may be full-time staff of the Department of Intercollegiate Athletics.

ARTICLE 4: OFFICERS

The officers of the Athletics Board include the chair, vice-chair and standing committee chairs. The Faculty Athletics Representative is appointed by the University President and serves as chair of the Board. The vice-chair is appointed by the President and serves as chair of the executive committee. In the absence of the chair, the vice-chair shall serve as chair of the Board. When neither the chair nor the vice-chair is available, a standing committee chair designated by the chair of the Board shall fill the role of chair.

ARTICLE 5: EXECUTIVE COMMITTEE

The President of the University shall appoint the members of the Executive Committee. The Executive Committee of the Athletics Board shall be composed of the chair, vice-chair, chairs of the standing committees of the Board, the Director of Athletics, and such other appointees with special knowledge or skills as are likely to be needed by the Executive Committee. The Executive Committee approves the agenda for meetings of the Board, establishes ad hoc and standing committees necessary to address special or continuing concerns of the Board, reviews reports of all ad hoc and standing committees, calls special meetings of the Athletics Board, and may act on any item of business that cannot wait until the next regularly scheduled or special called meeting of the Board.

ARTICLE 6: COMMITTEES

The President of the University shall appoint the standing committees of the Board, which shall include, but not be limited to, the Academics, Budget, and Equity and Student Welfare committees.

- A. The Academics Committee annually evaluates Athletic Academic Support Services; reviews admissions, graduation rates, and team academic progress rates; recommends changes in policies for Athletic Academic Support Services and intercollegiate Athletics; and serves as an appeal panel for student-athletes who lose competitive eligibility for violations of academic standards. The Dean of Undergraduate Studies or her/his designee is a member of the Academics Committee

- B. The Budget Committee annually reviews the Department of Intercollegiate Athletics budget; insures fiscal responsibility and transparency; reviews the annual external audit of the Department of Intercollegiate Athletics and periodically undertakes an extensive examination of a particular unit, sport, or budget category in order to assess cost effective practices. The Vice President for Finance and Administration or her/his designee is a member of the Budget Committee.
- C. The Equity and Student-Athlete Welfare Committee monitors student-athlete welfare and the equity concerns of student-athletes, coaches and the Department of Intercollegiate Athletics staff; insures compliance with Title IX; recommends the addition or elimination of sports teams; and conducts annual hearings and surveys to assess issues and concerns of the Department of Intercollegiate Athletics staff, coaches, and student-athletes. The Vice President for Student Affairs or her/his designee is a member of the Equity and Student Welfare Committee.

ARTICLE 7: MEETINGS

The Athletics Board will meet quarterly. The chair of the Board will distribute a schedule of regular meetings to be held in September, December, March and June. Special meetings will be called with the approval of the Executive Committee.

ARTICLE 8: ORDER OF BUSINESS

The Executive Committee will establish the order of business for all special or regular meetings of the Athletics Board.

ARTICLE 9: VOTING PRIVILEGES AND PROCEDURES

All duly appointed members and ex officio members of the Board are authorized to vote on matters coming before the Board.

The Athletics Board may approve any motion proposed at a regularly scheduled or special called meeting of the Board by a simple majority of the members present and voting. There is no quorum required to transact business provided the members of the Board have been given seven days notice of a regular or special called meeting.

ARTICLE 10: PARLIAMENTARY AUTHORITY

While the chair shall have discretionary authority to resolve parliamentary questions during a meeting, the latest edition of *Robert's Rules of Order* is the recommended parliamentary authority for regular and special meetings of the Athletics Board.

ARTICLE 11: AMENDMENT OF THE BYLAWS

These Bylaws may be amended, altered or rescinded by simple majority vote at any regular meeting of the Athletics Board provided previous notice of the proposed change is given ten days prior to the meeting at which the change will be voted upon.

FACULTY ATHLETICS REPRESENTATIVE **RESPONSIBILITIES**

The Faculty Athletics Representative (FAR) is recognized as the representative of The Florida State University and its faculty in the relationship between the National Collegiate Athletic Association (NCAA), the Atlantic Coast Conference (ACC), and the local campus. The FAR represents FSU as the voting delegate to the annual NCAA convention and any other NCAA or ACC meetings. In addition to the FAR serves on NCAA councils, cabinets, and committees as appointed. The FAR helps to interpret NCAA and ACC legislation and policies, and is also empowered to assist in the preparation, on behalf of FSU, any requests for waivers or appeals from such legislation or policy.

The Faculty Athletics Representative reports to the faculty and administration on the academic well-being of student-athletes. The FAR has responsibility to ensure, either directly or indirectly, that student-athletes meet all NCAA, conference and FSU requirements for eligibility to practice, financial aid, and intercollegiate competition. As FAR, the representative has the responsibility to monitor the student-athlete experience and be involved in the personal and academic welfare of the student-athletes. The FAR participates in the mandated exit interviews of graduating FSU student-athletes or reviews the results of such interviews with students. Such interaction provides insight into the student perceptions of the athletics program, including interactions with coaches and the operating policies at FSU. On the athletics side, the FAR works with the Athletics Director and other athletics staff to educate student-athletes about NCAA rules and devises and implements compliance programs within the athletics department. The FAR's typical activities include the coordination of the nominations process for NCAA and ACC honors and postgraduate scholarships; administration of the coaches' rules examination and NCAA student surveys; and attendance at departmental senior staff and coaches' meetings with Compliance.

The Faculty Athletics Representative meets regularly with the Director of Athletics and serves as the Senior Faculty Advisor on athletics to the President of The Florida State University. The FAR serves as a channel of information between the faculty and administration and the athletics program; the FAR provides periodic reports to the Athletics Board relating to matters of academic integrity, performance of student-athletes, rules compliance or violations, and other matters related to the athletics program. The FAR meets with Student-Athlete Advisory Committee (SAAC) and serves as a member of the FSU Athletics Board.

104 – DEPARTMENTAL ORGANIZATION

The organizational charts for the Florida State University Department of Intercollegiate Athletics can be found as a separate attachment.

Chapter 200
Student Affairs

201 – CODE OF CONDUCT/DISCIPLINE

The intent of this Code of Conduct and Discipline Policy is not to supersede any other NCAA or university policy; nor is it to judge who is guilty or not guilty. It is meant to set high standards relating to the department's expectations of how student-athletes represent Florida State University and to state the potential consequences for those student-athletes who make poor choices which reflect negatively on themselves and the university.

As the university's most visible ambassadors, student-athletes at Florida State are expected to uphold, at all times, high standards of integrity and behavior which will reflect well upon themselves, their families, coaches, teammates, the Department of Athletics and Florida State University. Student-athletes are expected to act with propriety, to respect the rights of others, and abide by all state and federal laws and all rules and regulations of Florida State University, the ACC, and the NCAA. Failure to do so may result in suspension from the team or even the university. Scholarship athletes risk having all or part of their financial aid revoked for infraction of this code. The Head Coach of each sport has his/her own set of team training/conduct rules. The Florida State Athletics Administration will fully support appropriate disciplinary action taken by a coach. Should a student-athlete wish to appeal any disciplinary action, he/she should contact their Sport Oversight.

In the case of behavioral problems, which involve formal criminal charges by a law enforcement agency, the involved student-athlete will be placed on suspension by the Department of Athletics until the facts of the incident are reviewed.

- A. In the event the student-athlete is charged with a felony, absent extraordinary circumstances as determined by the administration, he/she will not be permitted to represent FSU Athletics in game competition until such time as the charge is resolved and all court, university and athletics department conditions for reinstatement have been met;
- B. Absent extraordinary circumstances as determined by the administration, misdemeanor charges and subsequent discipline, therefore will be handled by the Head Coach, after review by the Director of Athletics, relative to circumstances, background, as well as current and past deportment of the student-athlete involved. If misdemeanor charges result in a sentence, which involves serving time in jail, the student-athlete involved will not be permitted to represent FSU athletics in game competition until that time was served.

Indefinite suspensions can be instituted in any case where an individual's actions represent the Florida State University and its Athletics program in a manner inconsistent with this code of conduct. Each case will be reviewed by the Director of Athletics, Sport Oversight and Head Coach independent from any other, taking into account that no two cases are identical in nature and that each must be assessed based on the facts presented.

202 – STUDENT-ATHLETE ACADEMIC SERVICES

MISSION STATEMENT

The primary mission of the Student-Athlete Academic Services program is to provide a standard of care that facilitates the academic success of each student-athlete. Our focus is to provide a comprehensive support program integrated with the total University that will assist all student-athletes with the transition into college and provide continued support in all phases of academic and professional development, culminating with graduation, job placement, or graduate school.

SERVICES AND PROGRAMS

Academic Advising

The advisors in Student-Athlete Academic Services serve as the advising unit for all student-athletes. The staff advises students through the Liberal Studies curriculum and degree pre-requisites through graduation in conjunction with campus advisors. Athletic advisors work with the students in a number of areas related to the academic experience at Florida State University, but with a primary emphasis in advising and monitoring the progress toward the selected degree program, taking into consideration all variables which would enhance or impede each student's progress toward the goal of graduation.

Academic Expectations and Responsibilities

Florida State University Athletics are committed to helping student-athletes identify and meet academic and career goals leading to graduation and career development. The administration, coaches, and academic support staff are committed to providing a positive and independent learning environment for the student-athletes at Florida State University.

The Student-Athlete Academic Services staff is committed to creating an environment for student-athletes where **progress toward a degree** is the focus, rather than eligibility. The Student-Athlete Academic Services staff is committed to developing programs, monitoring systems, and support systems to achieve these goals.

FSU ATHLETICS DEPARTMENT COMMITMENT

FSU Athletics is committed to developing and maintaining a partnership between the members of the Athletics Department staff and the student-athletes. The Student-Athlete Academic Services department is designed to:

- Maximize the level of academic support services provided to FSU student-athletes, and

- Encourage student-athletes to make a serious commitment to their academic performance and success at FSU.

The department also standardizes the academic expectations for all sports and all student-athletes. In addition, the academic program allows for equitable treatment of student-athletes, makes the student-athletes' needs assessment more objective, and emphasizes the Athletics Department's concern for the welfare of the student-athlete and his/her progress toward graduation.

Study Hall

The main focus of the study hall program is to help students develop consistent and appropriate study habits. By providing a structured setting, our student-athletes are able to make study time and tutoring a priority within their busy schedules. In order to meet the academic demands of the student-athletes we provide two academic facilities. FSU fosters an academic environment where student-athletes have the resources available to meet their academic goals. The Student-Athlete Academic Services Center is housed on the 2nd and 3rd floor of the Moore Athletic Center and consists of a computer lab, individual tutor rooms, small group area, two classrooms, wireless internet access, and academic support offices.

Both facilities are open:

Sunday 6:00pm-9:00pm

Monday-Thursday 8:00am-9:00pm

Friday 8:00am-5:00pm

Tutoring Program:

The Athletic Department at Florida State University has made a commitment to providing our student-athlete with one of the finest and most comprehensive tutorial programs in the nation. The tutorial program is just one of several key support services that are available to all student-athletes as they progress towards their goal of obtaining a college degree from FSU.

SAAS hired approximately 70 tutors a year, from a variety of academic departments, who are committed to providing proactive and individualized assistance with course comprehension and study skills. The Tutoring program provides student-athletes the opportunity to meet individually with tutors, with the overall goal for the student-athletes to develop different study habits, various ways to approach and understand material, and effective test preparation methods. The tutors engage the student-athletes in different ways to become academically successful.

Our "Objective Tutoring Plus" program gives student-athletes additional assistance outside of normally scheduled tutoring sessions. These sessions, which are scheduled through the student-

athlete, advisor, and tutor further engage the student-athlete in the academic process by establishing learning objectives and completing them within in the duration of the appointment.

Tutorial assistance is a free service available to all student- athletes in any of their academic coursework and may be obtained by filing out a tutorial request form through the GradesFirst website or through discussing their needs with their advisor. For any unexcused absence concerning a tutoring session, a \$12 fee will charged to the student-athlete's university financial account. This fee is assess in order to cover the cost associated with the tutor.

Computer Lab

The Student-Athlete Academic Services Computer Lab is located in room 2103 of University Center Building D (Moore Athletic Center). It is outfitted with technology such as computers, projections screens, and a high volume printer. The computer lab is available to student-athletes with a FSU ID card. In addition, the entire department is also equipped with wireless internet which can easily be accessed using the standard FSU issued login. The computer lab also has extended hours during final midterm and final exam weeks to ensure appropriate accommodations during those time periods.

New Student Orientation Program

All new incoming student-athletes at Florida State University must go through two separate orientation sessions. The first session is the University orientation, which is for all new students at FSU. This is a two-day session, which provides new FSU students with a comprehensive overview of the campus and the services it provides. The second orientation program is designed for new student-athletes at FSU. The Student-Athlete Advisory Council runs this program out of the Student Development Office. It is held the Sunday prior to the beginning of fall classes. This orientation highlights many different topics that are important for student-athlete success. Some of these topics are nutrition, academics, student life, community service, technology on campus, and compliance.

Summer and Winter Bridge

In conjunction with Compliance and Student Services, Student-Athlete Academic Services at Florida State University offers an extensive Summer and Winter Bridge programs to qualifying incoming freshmen student- athletes. The Summer and Winter Bridge programs welcomes freshmen student athletes by addressing the academic needs of students transitioning from high school to the university setting. Program events include campus orientation, skills workshops, and special guest speakers.

Academic Honors and Awards Program

The Student-Athlete Academic Services Program is committed to recognizing the academic

success of all student-athletes. The Academic Department in conjunction with Seminole Boosters, Inc., puts on the annual “Golden Torch” awards banquet each fall. At this event, the individuals with the highest GPA on their respective teams, and the Men’s & Women’s Teams with the highest GPA are recognized, as well as ACC Honor Roll student-athletes and members of the All-ACC Academic Team in each sport. Team meetings are held each year, during which time student-athletes are notified of potential honors and awards and are encouraged to apply. Combining a strong grade point average with athletic accomplishments, community service activities, and leadership experiences make for a student-athlete capable of obtaining unlimited academic honors, awards, and postgraduate opportunities.

POLICIES

Athletics Department Class Attendance Policy:

Class attendance is one of the single most important aspects of student academic success. In order to better ensure the experience of the student-athlete and his or her efforts in the classroom, Florida State University has adopted a Student-Athlete Unexcused Class Absence Policy. Attendance will be determined by the academic advisor from a variety of sources, including written and or verbal Faculty reports, class checking, self-reports etc. A systematic reporting program included in GradesFirst is used for recording and maintaining class attendance. By using this system, a professor can enter into a database a student’s attendance record. The academic advisors, who also have access to GradesFirst can immediately view all information entered by the faculty member and proceed with proper disciplinary action if necessary. Disciplinary action is taken when a student-athlete fails to meet his or her academic obligations by not attending class.

If a student-athlete has three cumulative unexcused absences per class, a meeting is convened between the student-athlete, the academic staff and position coach to review academic progress and responsibilities. Appropriate disciplinary or corrective action is taken. The Director of SAAS will send a written summary of the meeting and outline any disciplinary/corrective actions to the coach, student-athlete, sport oversight and advisor for the involved sport.

If a student-athlete has five or more cumulative unexcused absences per class, a meeting is convened between the student-athlete, the Director of Student-Athlete Academic Services, the Academic Advisor, the Sport Oversight, the academic liaison (e.g., FAR, Dean of Undergraduate Studies), and the Head Coach (or Asst. Coach designee) to address specific class absences and determine necessary disciplinary action. The imposed sanctions will be conveyed to the Director of Athletics or his designee for implementation.

A student-athlete who fails to attend class on time for any reason other than:

- a University-sponsored athletic event,
- a documented medical illness and/or treatment,
- observance of a religious holiday,
- the death of a relative (or close personal friend)

will be considered to have an “unexcused” absence from class and subject to the above policy.

Repeat offenders are subject to severe disciplinary action (which may include loss of summer aid, game suspensions, and loss of athletic scholarship).

NOTE: Per NCAA rules, the FAR will review and approve any missed class that will be incurred by the men's basketball team for home and away contests prior to the start of the season.

FLORIDA STATE UNIVERSITY ACADEMIC HONOR POLICY

Introduction

The statement on Values and Moral Standards says: "The moral norm which guides conduct and informs policy at The Florida State University is responsible freedom. Freedom is an important experience which the University, one of the freest of institutions, provides for all of its citizens – faculty, students, administrators, and staff. Freedom is responsibly exercised when it is directed by ethical standards." (Values and moral standards at FSU retrieved from the current General Bulletin located at <http://registrar.fsu.edu/>)

The statement also addresses academic integrity: "The University aspires to excellence in its core activities of teaching, research, creative expression, and public service and is committed to the integrity of the academic process. The [Academic Honor Policy] is a specific manifestation of this commitment. Truthfulness in one's claims and representations and honesty in one's activities are essential in life and vocation, and the realization of truthfulness and honesty is an intrinsic part of the educational process." (Values and moral standards at FSU retrieved from the current General Bulletin located at <http://registrar.fsu.edu/>)

Guided by these principles, this Academic Honor Policy outlines the University's expectations for students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty throughout the process. The Academic Honor Policy Committee may take direct jurisdiction of any case under extraordinary circumstances when it is determined by a majority vote of the committee that taking direct jurisdiction is appropriate.

Students in the College of Law and the College of Medicine are governed by the academic integrity policies and procedures of their respective colleges, which are subject to approval by the Academic Honor Policy Committee.

FSU Academic Honor Pledge

I affirm my commitment to the concept of responsible freedom. I will be honest and truthful and will strive for personal and institutional integrity at The Florida State University. I will abide by the Academic Honor Policy at all times.

Academic Honor Violations

Note: Instructors are responsible for reinforcing the importance of the Academic Honor Policy in their courses and for clarifying their expectations regarding collaboration and multiple submission of academic work. Examples have been provided for the purpose of illustration and are not intended to be all-inclusive.

1. **PLAGIARISM.** Presenting the work of another as one's own (i.e., without proper acknowledgement of the source).
Typical Examples Include: Using another's work from print, web, or other sources without acknowledging the source; quoting from a source without citation; using facts, figures, graphs, charts or information without acknowledgement of the source.
2. **CHEATING.** Improper access to or use of any information or material that is not specifically condoned by the instructor for use in the academic exercise.
Typical Examples Include: Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination; using books, notes or other devices (e.g., calculators, cell phones, or computers) when these are not authorized; procuring without authorization a copy of or information about an examination before the scheduled exercise; unauthorized collaboration on exams.
3. **UNAUTHORIZED GROUP WORK.** Unauthorized collaborating with others.
Typical Examples Include: Working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the instructor.
4. **FABRICATION, FALSIFICATION, AND MISREPRESENTATION.** Unauthorized altering or inventing of any information or citation that is used in assessing academic work.
Typical Examples Include: Inventing or counterfeiting data or information; falsely citing the source of information; altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for absence or tardiness in a scheduled academic exercise; lying to an instructor to increase a grade.
5. **MULTIPLE SUBMISSION.** Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. It is each instructor's responsibility to make expectations regarding incorporation of existing academic work into new assignments clear to the student in writing by the time assignments are given.
Typical Examples Include: Submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.
6. **ABUSE OF ACADEMIC MATERIALS.** Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material.
Typical Examples Include: Stealing or destroying library or reference materials needed for common academic purposes; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing, altering, or intentionally damaging another student's notes or laboratory experiments. (This refers only to abuse as related to an academic issue.)
7. **COMPLICITY IN ACADEMIC DISHONESTY.** Intentionally helping another to commit

an act of academic dishonesty.

Typical Examples Include: Knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be tested before a scheduled exercise; deliberately furnishing false information.

8. **ATTEMPTING** to commit any offense as outlined above.

STUDENT-ATHLETES AND ACADEMIC DISHONESTY

If the student-athlete development staff becomes aware of an academic dishonesty issue from a professor or student-athlete, the following reporting procedures will be followed:

- Associate Director of Athletics for Student-Athlete Development meets with student to review the University's Academic Integrity processes, the specific situation, the student's rights, and the University's due process procedures.
- The Associate Director of Athletics for Student-Athlete Development ensures the head coach and position/event coach is informed.
- The Associate Director of Athletics for Student-Athlete Development notifies the team academic advisor, sport supervisor, Athletic Director, Faculty Athletics Representative, and compliance office via e-mail.

If staff or coaches become aware of an academic dishonesty case, the staff member should report the situation to the Associate Athletic Director of Student-Athlete Academic Services.

Academic Retention

All students must demonstrate satisfactory academic progress for retention and continued enrollment at Florida State University. Satisfactory academic progress includes, but is not limited to, successful completion of credit hours and progression toward completing a degree. The University reserves the right not to retain students who do not demonstrate satisfactory academic progress.

Students should refer to the table below indicating the necessary grade point average (GPA) on all coursework taken at Florida State University required for retention at the University. The Retention Table takes into consideration the number of semester hours the student has attempted and indicates the GPA range that will place the student on academic warning or academic probation. Students who fail to resolve probationary status will be dismissed at the end of the next semester for which they are enrolled.

A minimum Florida State University GPA of 2.0 ("C") or better and an overall 2.0 GPA on all college-level work attempted is required for graduation. "College-level work" is interpreted to mean coursework attempted for credit at the college level, but does not include vocational, technical, or other courses not applicable toward a degree. Students should maintain at least this minimum at all times to be in good standing. Statuses of "academic warning," "probation," or "reinstated from dismissal" do not specifically prohibit a student from participating in extracurricular activities unless otherwise specified by University policy, rules, or by-laws

governing the activity or organization. To be retained in the University, a student must achieve an overall Florida State University average at the end of each term which, in the judgment of the University, is sufficiently near 2.0 to permit reaching the 2.0 average by the beginning of the junior year.

Attempted Hours	Warning GPA Range	Probation GPA Range
1—15	1.5—1.999	Less than 1.5
16—30	1.75—1.999	Less than 1.750
31 or more	—	Less than 2.0
Dismissal: Failure to remove probation by the end of next term.		

Warning

As an aid to students in the Division of Undergraduate Studies and lower-division music, dance, and Bachelor of Fine Arts (BFA) in theatre students (freshmen and sophomores), an "academic warning" will be included with grade reports at the end of the term if the cumulative average has fallen below 2.0 but not low enough to place the student on academic probation.

Probation

When any student's grade point average (GPA) falls within the probationary range, the student will be placed on academic probation for one term. A student on probation must enroll for not less than twelve and not more than fifteen semester hours during the probationary term. If the student fails to remove the probationary status by the end of the term, the student will be dismissed.

Students on academic probation who elect to enroll in a Florida public postsecondary institution (or in an accredited institution within or outside the state) and who receive an Associate in Arts degree with an overall 2.0 average will have the probationary status and their previous Florida State University average removed upon application for readmission, and will be guaranteed a maximum of sixty semester hours.

Dismissal and Reinstatement

The dismissed student **must** consult the student's academic dean at the time of dismissal about criteria governing possible readmission to the University. Students dismissed because of low grade point averages (GPA) may be readmitted by: (1) achieving the required minimum average through correspondence courses offered by the State of Florida, Division of Colleges and Universities; (2)

attending and graduating with an Associate in Arts (AA) degree from a Florida public postsecondary institution (or a regionally accredited institution within or outside the state) with an overall college average of 2.0 or higher; or (3) being reinstated by the academic dean (only in extraordinary circumstances). In the latter case, if the student fails to achieve the required GPA for unconditional retention during the first term of reenrollment, the student will again be dismissed. Students are not eligible for readmission after two dismissals.

Consideration of the academic dismissal takes priority over any readmission application and must be resolved first. Students on dismissal are not eligible for readmission or the readmission appeals process unless they have first been reinstated by the academic dean. The academic dean is the final authority for reinstatement considerations. Reinstatement by the academic dean does not constitute automatic readmission. Students who have been out of the University for more than two consecutive semesters must go through the readmission process and meet University requirements and standards.

Under option 2, the student's Florida State University GPA will start over upon readmission. In addition, the student earning an AA degree from a Florida public institution is guaranteed a minimum of sixty semester hours.

Grades earned at another institution cannot be used to improve the Florida State University GPA. A student cannot raise the GPA by taking courses at another institution after receiving the AA degree.

Credit hours earned during any period of dismissal cannot be applied to the minimum one hundred twenty semester hours required for graduation. The only exception made to this provision is for credits earned under option 2 above.

All students who enter Florida State University for the first time are assured retention for their second term. Students may, however, be placed on academic probation at the end of the first enrolled term.

Graduate students should refer to the "Dismissal" section in the "Academic Regulations and Procedures" chapter of the *Graduate Bulletin*.

Academic Integrity and Seminole Creed

The Seminole Creed contains principles members of the FSU community strive to uphold.

Truthfulness

I will be honest and truthful at all times and work for personal and institutional integrity at Florida State University.

Through being honest and truthful about the authors of work that they submit, students are fulfilling their promise to uphold truthfulness.

Respect

I will show respect for others, the University, the community, and myself

Students can show respect for others by giving others the credit for their work. Students also show respect for themselves by pursuing original thought. By maintaining academic integrity students are showing respect for their professors and for the integrity of their degree.

Excellence

I will pursue excellence in my learning and living in the University and beyond.

Students can pursue excellence through pursuing original thought and striving to present their work in the accordance with standards the developed by their academic community.

Freedom of Speech and Inquiry

I will support academic freedom, including the right of dissent and freedom of speech.

Through engaging in original thought, students utilize their opportunity freedom of speech and inquiry.

Diversity

I will learn from and about those who are different and work to make the University inclusive.

Through expressing original thoughts students are contributing to the diverse viewpoints that exist within the FSU community.

Justice

I will treat others in a fair manner and strive to make the University a community of justice.

Students can fulfill their promise to uphold justice by bringing to their professor's attention incidents of academic dishonesty. This will ensure that each student's work is being measured fairly.

Citizenship

I will act as a responsible citizen in the University and beyond, participating in those activities fostering citizenship.

Through upholding the standard of the Academic Honor Policy students are being responsible citizens of the University. Students can also be responsible citizens of the University by serving as a hearing panel member.

Discovery

I will take time for adventure, discovery, fun, excitement and friendship.

By taking time to explore different ideas, students are on an intellectual adventure.

203 – STUDENT SERVICES AND PERSONAL DEVELOPMENT

The Office of Student Services and Personal Development administers a number of programs that are a part of the NCAA Student-Athlete Affairs program. This program of personal development is the cornerstone of the athletics department division of student services.

MISSION STATEMENT AND GOALS

Character, intellect, and athletic ability are the combined qualities that make a student a candidate for athletic participation at Florida State University. Once those qualities have been demonstrated, the Department of Athletics is committed to a program that will develop student-athletes' athletic skills and prepare them for rewarding careers.

Academics

To promote academic excellence and support the efforts of every student-athlete to earn a degree,

Athletics

To support the development of athletic potential with a commitment to sportsmanship and teamwork,

Personal Development

To enhance personal development by emphasizing the qualities of leadership,

Community Service

To establish a commitment of service to others as a foundation for a balanced lifestyle, and

Career Development

To foster the development of meaningful careers.

PERSONAL DEVELOPMENT PROGRAM

All student-athletes have access to Personal Development Programs provided by the Department of Athletics and the University. Each team can select from a menu of Seminole Success Seminars and short workshops on the following topics: Academic Skills, Goal Setting, Time Management, Media Relations, Sports Psychology and Performance Enhancement, Internships, Cooperative Education and Summer Jobs, Resume Writing, Interviewing, Dining Etiquette, Understanding Diversity, Dealing with Authority, Service to the Community, and various

topics on Sports Nutrition. Arrangements for these opportunities may be made by the Head Coach contacting the Office of Student Services to schedule a program for their team.

LEADERSHIP DEVELOPMENT

Student-athletes are encouraged to develop their leadership skills by participating in opportunities provided within the University and the Department of Athletics. Opportunities to develop leadership skills exist with the Student-Athlete Advisory Council, Athletic Ambassadors, Football Leadership Council, W.I.L.D. Women (Women In Leadership Development), R.E.A.L. Men (Reliable, Educated, Approachable, Leaders) and through seminars offered by the Athletics Department and the University.

STUDENT-ATHLETE ADVISORY COUNCIL (SAAC)

The Student-Athlete Advisory Council (SAAC) is comprised of representatives of each of the 20 varsity athletic teams. The SAAC serves as an advisory organization to the Office of Student Services and to the Department of Athletics. SAAC members are selected by the current SAAC representative and the Head Coach. The SAAC meets twice a month on Sunday evenings. All representatives are expected to attend unless there are conflicts with participation.

SAAC Objectives

- a) Serve as a liaison between the athletic teams and the Office of Student Services in the development of support services and enrichment programs for student-athletes
- b) Emphasize academic opportunities and responsibilities of student-athletes in their college experience
- c) Encourage student-athletes to apply what is learned in athletics to their course of study and ultimately, to their career development
- d) Assist in the implementation of orientation programs for student-athletes
- e) Promote positive relationships between student-athletes, the staff, the faculty of the University, and the residents of the community
- f) Assist in the implementation of programs that will promote a positive image of intercollegiate athletics and student-athletes

ATHLETIC AMBASSADORS

The Athletic Ambassadors are student-athletes who will serve as liaisons to various organizations on campus and in the community. Their primary responsibility will be to serve as hosts and hostesses for Seminole Booster events and events as needed by University Relations. They will serve as tour guides, hosts, etc. for Department of Athletics events. These students will exhibit excellent communications skills and a desire to serve the university.

CAREER PLANNING AND PLACEMENT

The Office of Student Services and the University's Career Center are committed to providing student-athletes with services that will enable them to find employment during and after their enrollment at Florida State. Through a partnership with FSU's Career Center, the Office of Student Services provides a wide variety of career services to student-athletes.

Individual Career Counseling

The University Career Center offers individual career counseling free of charge to FSU student-athletes. Help on resumes, career strategies, networking, graduate school information, and other topics are available.

The Career Center

Florida State University's Career Center is one of the best university career centers in the nation. The Office of Student Services works in cooperation with the Career Center to provide student-athletes with the wide variety of services offered. Some of these services include career workshops, career/internship placement, career fairs, on-campus interviewing, and a comprehensive resource library.

Seminole Job Services

Seminole Job Services strives to provide student-athletes with a series of employment options during vacation periods and, with proper approval, the academic year. The Department of Athletics maintains a list of employers interested in hiring for regular or part-time employment. The University's website also contains a list of the jobs that are available on campus.

Internships

The University's Career Center offers a number of internships in the summer and during the school year. Internships in your chosen field of work are highly recommended for all student-athletes.

SEMINOLE SPIRIT COMMUNITY SERVICE

The University's Center for Civic Education partners with athletics to enable all student-athletes to develop a lifelong commitment to service. Students and their coaches select their projects and turn in participation forms to the Office of Student Services. All calls from people or agencies from the community are routed to the Office of Student Services and Personal Development. A staff member evaluates the request as to compliance with NCAA regulations. These requests are signed by a Student Services staff member as the designee for the Athletics Director.

The **Athletics Director's Cup for Service** was initiated by the Department of Athletics during the 1996-1997 academic year to promote community service participation among all teams. In addition, this annual award helps to recognize the thousands of hours of community service FSU

student-athletes have completed.

ACC Top Six for Service identifies the top six individuals who made outstanding contributions to the community. These awards are provided by the ACC and are given at the Golden Nole Awards Banquet.

FINANCIAL AID

Financial aid at Florida State University can take many forms including loans, grants, scholarships, and work study programs. In order to apply for any financial aid, student-athletes must fill out a Free Application for Federal Student Aid (FAFSA). This application is available on-line. Once the student-athlete has completed the form and it has been processed, the federal government determines a student's financial need. Most grants and work-study programs are based on need. Even if a student does not have financial needs, as determined by the federal government, he or she may still be eligible for student and/or parent loans. Grants and loans may be separate from the student-athlete's athletics grants-in-aid. (Athletics grants-in-aid are administered by the Compliance Office.) All financial aid must be approved by the Financial Aid Office in consultation with the Athletic Compliance Office prior to distribution.

Pell Grant

A federal need-based grant that is available to undergraduate students. Does not have to be paid back. Approximate maximum award: \$5,645.

Federal Stafford Loan (Subsidized)

A federal need-based loan that pays varied amounts depending on the enrollment level of the student (i.e., freshman, sophomore, junior, senior). The federal government pays all interest accrued while the student is enrolled full time. Approximate maximum awards: Freshman \$5,500 up to Senior \$7,500.

Federal Stafford Loan (Unsubsidized)

A federal loan that is not based on need and pays varied amounts depending on the enrollment level of the student (i.e., freshman, sophomore, junior, senior). All students admitted to degree seeking programs are eligible. The borrower is responsible for paying all interest cost associated with this loan. Interest payments may be deferred and accrued as part of the principal until the student graduates. Maximum award: Freshman \$5,500 up to Seniors \$7,500.

Federal Loan for Parents (FPLUS)

A parent may borrow for a dependent degree-seeking student. Both the parent and the student are required to sign the FAFSA. Payments begin on FPLUS loans immediately upon disbursement. A parent can borrow up to the total cost of education minus any other financial aid the student may receive.

NCAA POSTELIGIBILITY GRANT-IN-AID

Post-eligibility aid is granted to deserving student-athletes for purposes of graduation only. Factors such as academic performance, summer school attendance, eligibility, and individual circumstances will contribute to the amount of 5th year aid one receives. Recommendation from the Head Coach, academic counselor, and administrative approval will dictate any 5th year aid.

STUDENT FINANCIAL SERVICES

Student Financial Services includes the offices of the cashier and bursar. It has two primary purposes:

- a) Collect tuition and other university debts from students
- b) Disburse financial aid to students

Students may visit **SFS**

- a) Online at <http://www.sfs.fsu.edu/> for specific financial information
or
- b) In person at A1500 University Center A, corner of Pensacola Street and Champion's Way

Also see **Students First**

- a) Online at <http://www.studentsfirst.fsu.edu> for general student concerns, including a link to university map, showing the location of UCA
or
- b) In person at A1500 University center A, corner of Pensacola Street and Champion's Way

NCAA SPECIAL ASSISTANCE FUND

Administrative Policies and Procedures

I. Clothing and Essential Items

POLICY

All Pell Grant eligible student-athletes (with the exception of first year, non-recruited walk-ons) can receive this portion of the Special Assistance Fund (SAF). (International student-athletes are eligible pending approved CFR documentation)

Eligible student-athletes are strongly encouraged to apply at the SAF orientation meeting in September, although they may apply at any time at the Office of Student Services.

Checks will be direct deposited after approval. International student-athletes will have to pick up their actual check in the Office of Student Services.

PROCEDURE

- a) Prior to the fall semester, a report of all Pell eligible individuals is generated in order to identify those eligible for the Special Assistance Fund.
- b) Each student-athlete completes the Special Assistance Fund application. The student-athlete's financial aid status must be checked through the OMNI computer system or the master financial aid roster (i.e.- verify Pell grant and Grant-in-aid) by a member of the Student Services Staff.
- c) The application is then forwarded to the Compliance Office. Once verified and signed by the Compliance Officer, the application is then forwarded to the Office of Financial Aid for approval.
- d) After compliance and financial aid approval, one copy is forwarded to the Business Office.
- e) Within 14-21 days, the check will be direct deposited into the individuals checking account
- f) At the conclusion of each term, the Office of Student Services will forward a copy of a Special Assistance Fund summary sheet to the Office of Compliance.

II Expendable Course Supplies

POLICY

Pell Eligible student-athletes will be reimbursed for expendable course supplies purchased while enrolled in specialty courses (i.e.-art, graphic design, engineering, etc.).

A course syllabus listing the requisite supplies and all applicable receipts must be turned in to the

Office of Student Services.

PROCEDURE

- a) If a student-athlete is enrolled in a class that requires special, expendable supplies he/she should bring their syllabus to the Office of Student Services.
- b) If the needed expendable supplies meet the requirements of the Special Assistance Fund and the student-athlete is Pell eligible, then the student-athlete is cleared to purchase the required item(s) at any store of the student-athlete's choosing.
- c) Once the student-athlete has purchased the required item, they will have to take the receipt to the Office of Student Services.
- d) Once the receipt is turned in, a staff member in Student Services will complete the Special Assistance Fund application and the appropriate reimbursement form. The student-athlete is required to sign both forms.
- e) The student-athlete's financial aid status must be checked (same as clothing/essential item procedure) and then forwarded to both compliance and financial aid.
- f) Upon approval from compliance and financial aid, the completed application is logged and the request is submitted to the Business Office.
- g) The reimbursement check for the expendable supplies will be available for pickup in the Student Services office within approximately two weeks, where the student-athlete will pick it up.

III. Medical/Dental/Vision

POLICY

The Athletic Training Room staff will make all referrals for emergency medical/dental/vision procedures and will determine that the procedure or item is absolutely necessary.

Only scholarship student-athletes qualify for this portion of the fund.

Student-athletes will be limited to a \$300 maximum on glasses.

The SAF will be billed only after the student-athlete's personal or family insurance has paid, if applicable.

MEDICAL / DENTAL / VISION PROCEDURE

If a student-athlete has a medical/dental/vision concern, they should report that condition to their trainer.

The Training Room consults with the Office of Student Services to determine SAF eligibility. *The student-athlete must be on scholarship in order to receive services paid for by the Special Assistance Fund.*

Upon verification that the student-athlete is SAF eligible, the Training Room will make the appointment for the student-athlete (at which time an estimate is requested) and forward a completed SAF application to the Office of Student Services.

When the bill is received for the services and/or items needed, the Office of Student Services will forward the application to compliance and financial aid.

Special circumstances may be considered under administrative review.

IV. Emergency Travel

POLICY

Emergency travel will be limited to the *death or imminent death* of a *parent, sibling, or child*. Consideration will be given to those who have "alternative" family situations (i.e.- guardian). Other family emergencies not covered by the Special Assistance Fund may be given consideration using other options, such as a NCAA Incidental Waiver.

Use of the SAF for emergency travel purposes must be for Pell eligible student-athletes or

student-athletes demonstrating financial need. (Financially needy Int'l student-athletes may qualify as certified by International Student Center)

The Office of Student Services will contact a representative of the funeral home or hospital to verify the relationship to the deceased or to verify the condition of the critically ill family member.

All applications for emergency travel should originate with the Office of Student Services and the Family Emergency Travel Checklist must be filled out.

EMERGENCY TRAVEL PROCEDURE

If a student-athlete encounters a family emergency, they should come to the Office of Student Services. Likewise, if a member of the administration or coaching staff encounters a student-athlete who is facing a family emergency, they should also refer them to the Office of Student Services.

If it is determined that a student-athlete qualifies for assistance under the emergency portion of the Special Assistance Fund, then the Office of Student Services will make the arrangements for the student-athlete to travel home, or to the funeral/hospital site.

The specific information listed in the Family Emergency Travel Checklist will be gathered and a member of the Student Services staff will contact a representative of the hospital/funeral home in order to verify the relationship of the affected family member and the relationship to the student-athlete. Signatures will be obtained from the appropriate Student Services and Compliance personnel.

Once verification has taken place, a member of the Student Services staff will contact the travel agency and schedule the trip.

One of the Student Services staff will complete a Special Assistance Fund Application, which the student-athlete will sign prior to departing.

If the student-athlete is experiencing a family emergency other than with immediate family (i.e.- grandmother/grandfather, uncle, aunt) then they may be considered for SAF assistance, or perhaps under an NCAA Incidental Waiver, which must be approved by the Office of Compliance and by the appropriate administrator supervising that sport. Approval is required before travel arrangements can be made.

*Note: A NCAA Incidental Waiver is separate from the Special Assistance Fund and the travel cost will be billed to the applicable sport budget. Additionally, it is not guaranteed that the NCAA will approve an Incidental Waiver. **If the NCAA refuses a waiver, the student-athlete will be required to reimburse the Athletics Department for the cost of the airline ticket.***

Student-Athlete Opportunity Fund (SAOF)

The NCAA set up the Student-Athlete Opportunity Fund to assist student-athletes. In order to receive aid from the Student-Athlete Opportunity Fund (SAOF), student-athletes must submit a Student-Athlete Opportunity Fund application form, signed by the referring administrator (coach, academic advisor, trainer, etc) with a detailed explanation. The application form will be reviewed in a timely fashion by the SAOF Review Committee. Upon approval and signature by the Associate Athletic Director for Compliance or designee, funds will be requested and/or distributed. Any and all funds distributed must be directly applicable to the student-athlete receiving the funds. Falsifying records or failure to provide appropriate documentation within the given time frame of the release of funds will result in the student-athlete reimbursing Florida State University. Medically disqualified and fifth-year aid student-athletes may also qualify. Student-athletes are not required to be on scholarship, but please note: first year non-recruited student-athletes do not qualify, barring extraordinary and extenuating circumstances dependent upon committee approval.

All SAOF transactions will be documented with the necessary NCAA/ACC paperwork for submission annually.

SAOF Review Committee

Chairman:

Members:

Associate Athletic Director of Compliance
Financial Aid Specialist
Director of Athletic Academics
Sr. Associate Athletic Director
Sr. Associate Athletic Director/SWA
Director of Sports Medicine
Coordinator of Student Services

I. Educational Expenses and Fees

POLICY

- The Student Athlete Opportunity Fund cannot provide school supplies that would be considered as part of a scholarship under NCAA rules.
- Any graduate school entrance exam fees and program entrance exam fees may be reimbursed with proof of payment, for student-athletes and needing exam for eligibility.
- Any student-athlete interested in participating in the Study Abroad Program will be able to apply for assistance through the SAOF. Any approved applications will be limited to a maximum of \$2,000. Student-athletes applying for assistance for the Study Abroad Program must provide the following:
 1. Copy of Acceptance Letter into the Study Abroad Program
 2. Projected budget of required and recommended materials
 3. A release waiver from the Director of Athletic Academics verifying the student-athlete will not miss any regularly scheduled classes
 4. A release waiver from the Head Coach verifying that the student-athlete will not be missing any regular or post-season competition
- The FSU Athletic Department will pay for Summer School in accordance with a merit-based priority system and dependent upon the availability of funds. The Athletic Department reserves the right to refuse funding to any student-athlete who has failed to comply with minimal expectations.
- Any student-athlete seeking financial support for summer school must complete the following in order to be considered for Summer School funding.

SUMMER SCHOOL PROCEDURE

1. Obtain a Summer School Application from the Athletic Academic Advising Office and fill out page one.
2. Have your Academic Advisor fill out page two of the Application.
3. Attach a copy of your SASS report (if you are a Freshman or Sophomore).
4. Attach a copy of your Departmental Graduation Check (if you are a Junior or Senior).
5. Turn in the ENTIRE APPLICATION to your Academic Advisor no later than the due date designated by the Director of Athletic Academic Services.
6. In order for a walk-on to obtain financial assistance for summer school through SAOF, they must be placed on athletic aid for the following year and all necessary documentation is on file in the compliance and financial aid offices prior to SAOF approval of summer aid.

II. Personal and Family Expenses

POLICY

- Emergency travel will be limited to the birth of a child, death or *imminent death* of a *parent, grandparent, sibling, or child*. Consideration will be given to those who have “alternative” family situations (i.e.- guardian). Other family emergencies not covered by the Special Assistance Fund may be given consideration by the SAOF Committee. (International student-athletes may qualify as well).
- In the event of a birth of a child, or the death or illness of a family member the Office of Student Services will contact the appropriate representative of the hospital or funeral home to verify the relationship to the child, the deceased or to verify the condition of the critically ill family member.
- All applications for emergency travel should originate with the Office of Student Services and the Family Emergency Travel Checklist must be completed.
- All **non-emergency travel** must be requested in writing to the committee. The committee will have the option to pay up to half of the expense to travel home, **once** during the student-athletes four or five year career at the university. The committee will have the right to pay more than half, if there are mitigating circumstances that validate the request.
- In the event a parent or guardian must be present for a major surgery or medical emergency, travel must first be approved by the Director of Sports Medicine, then brought to the SAOF Committee for approval. Upon approval, travel will be coordinated through a Florida State Athletic Travel Representative. Any reimbursement for mileage or lodging will be set at the state reimbursement rate at the discretion of the SAOF Committee.

EMERGENCY TRAVEL PROCEDURE

1. If a student-athlete encounters a family emergency, he or she should come to the Office of Student Services. Likewise, if a member of the administration or coaching staff encounters a student-athlete who is facing a family emergency, they should also refer them to the Office of Student Services.
2. If it is determined that a student-athlete qualifies for assistance under the emergency portion of the Student-Athlete Opportunity Fund, the Office of Student Services will make the arrangements for the student-athlete to travel home, or to the funeral/hospital site.
3. The specific information listed in the Family Emergency Travel Checklist will be gathered and a member of the Student Services staff will contact a representative of the hospital/funeral home in order to verify the relationship of the affected family member and

the relationship to the student-athlete. Signatures will be obtained from the appropriate Student Services and Compliance personnel.

4. Once verification has taken place, a member of the Student Services staff will contact the travel agency and schedule the trip.
5. One of the Student Services staff will complete a Student-Athlete Opportunity Fund Application, which the student-athlete will sign prior to departing.
6. This application will be forwarded to the Associate Athletic Director for Compliance for approval.
7. If the student-athlete is experiencing a family emergency other than with immediate family (i.e.- grandmother/grandfather, uncle, aunt) then he or she may be considered for SAOF assistance. Approval is required before travel arrangements can be made.

III. Health and Safety Expenses

POLICY

- The Athletic Training Room staff will make all referrals and sign off for emergency medical/dental/vision procedures that are determined to be absolutely necessary.
- Dental procedures will be limited to a \$2,000 maximum within the four or five years of the student-athlete's career at the university and must be approved by the SAOF Committee.
- Student-athletes will be limited to a \$300 maximum on glasses.
- The SAOF will be billed only after the student-athlete's personal or family insurance has paid, if applicable, as well as any athletic department insurance that might be available.
- All health care related procedures must be performed by Sports Medicine approved medical professionals.

MEDICAL / DENTAL / VISION PROCEDURE

1. If a student-athlete has a medical/dental/vision concern, he or she should report that condition to their trainer.
2. The Training Room consults with the SAOF Committee to determine SAOF eligibility.
3. Upon verification that the student-athlete is SAOF eligible, the Training Room will make the appointment for the student-athlete (at which time an estimate is required) and forward a completed SAOF application to the SAOF Committee.
4. When the estimate and application are received for the services and/or items needed, the

Office of Student Services will forward the application to the SAOF Committee for approval.

5. Special circumstances may be considered under administrative review by the SAOF Committee.

IV. Miscellaneous - Expendable Course Supplies

POLICY

- Student-athletes can be reimbursed for course supplies purchased or rented.
- A course syllabus listing the requisite supplies and all applicable receipts must be submitted to the SAOF Committee, and the student-athlete must be referred by a member of the Athletic Academics staff.
- The Student-Athlete Opportunity Fund **will not** reimburse any optional course related activities that are considered disadvantageous to the health and safety of the student-athlete requesting assistance.
- In regards to computers and/or computer accessories, the standard will be to reimburse up to \$500 towards total cost of the computer or computer accessory. If there is mitigating circumstances, the SAOF Committee has the ability to increase the amount given above \$500, if the request is warranted and valid. Student-athletes will only be reimbursed for computers or computer accessories purchased within the time frame of entering FSU and prior to the semester preceding graduation.
- Academic tools and programs for student-athletes with documented learning disabilities can be requested by Athletic Academic Support, in writing, to the SAOF Committee. If granted it will then be the responsibility of Athletic Academic Support to maintain the equipment and keep inventory of the uses. In addition, they ensure that the tools and programs are only being used by those students that need the assistance.

EXPENDABLE COURSE SUPPLIES PROCEDURE

1. The student-athlete should contact his or her Academic Advisor, who will verify the need for additional educational materials for the specific class as per the class syllabus. Upon verification, student-athlete will be referred to the SAOF Committee.
2. Each student-athlete completes the Student-Athlete Opportunity Fund application, including obtaining signatures from the Director of Athletic Academics and a full time member of the coaching staff. If the needed supplies meet the requirements of the Student-Athlete Opportunity Fund and the expenditure is approved by the SAOF Committee, the student-athlete is cleared to purchase the required item(s) at any store of the student-athlete's choosing.

3. Prior to submitting the application to the SAOF Committee, the student-athlete must sign the form and attach the appropriate documentation for their purchases.
4. The application is then forwarded to the Associate Athletic Director for Compliance for final approval.
5. Upon approval from Compliance the completed application is logged and the request is submitted to the business office.
6. The student-athlete will be contacted to pick up their reimbursement check for the expendable supplies in the Office of Student Services within approximately two weeks of approval of application.

V. Miscellaneous - Clothing and Essential Items

POLICY

- All needy student-athletes, as determined by the SAOF Committee (with the exception of first year, non-recruited walk-ons) are eligible to receive this portion of the Student-Athlete Opportunity Fund if approved and if not already covered by the Special Assistance Fund.
- Student-athletes may apply at any time with the SAOF Committee.
- Checks will be available for pick up approximately two weeks after receipt of a completed application.
- Student-athletes seeking reimbursement for clothing items purchased in conjunction with the Seniors in Transition Course are eligible for reimbursement up to \$150 after meeting the following criteria:
 - The student-athlete requesting reimbursement must be within 30 days of graduation, or receive a special exception for the SAOF Committee.
 - Fill out an application that must be approved by the student-athlete's academic advisor or Director of Athletic Academics.

CLOTHING AND ESSENTIAL ITEMS PROCEDURE

1. Each student-athlete completes the ACC Student-Athlete Opportunity Fund application including obtaining the appropriate signatures and providing proof of purchase. Note: For Seniors in Transition, an SAOF application will need to be completed including signatures

Director of Student Services, and a full time member of the coaching staff.

2. The application is then forwarded to the SAOF Committee. Once approved by the committee, it is then verified and signed by the Associate Athletic Director for Compliance.
3. The student-athlete will be contacted to pick up their reimbursement check for the expendable supplies in the Office of Student Services within approximately two weeks of approval of application.
4. At the conclusion of each term, the SAOF Committee will prepare a report that will detail all transactions of the term.

VI. Other - Miscellaneous

POLICY

- Student-Athletes may be eligible for funds for a variety of circumstances too far-ranging to list. Their eligibility for help through the Student-Athlete Opportunity Fund will be solely determined by the SAOF Committee. The committee will meet on a case by case basis to determine eligibility, and in most cases, these referrals will come from, and need to be signed off on, by their particular sport coaches.
- A department in athletics can submit a request to the SAOF Committee for financial assistance, through the Student-Athlete Opportunity Fund. This proposal must be in writing to the committee. The request must be based upon the fact that the student-athlete (s) will benefit from the request and meet NCAA rules.

MISCELLANEOUS PROCEDURE

1. If a student-athlete has a situation arise that might make them eligible for assistance within the boundaries of the Student-Athlete Opportunity Fund, they should be referred to the SAOF Committee by their coach.
2. An SAOF application form will be filled out and submitted to the SAOF Committee for review.
3. Upon approval, the completed application form (including appropriate referring signature) is forwarded to the Associate Athletic Director of Compliance for final approval.
4. The student-athlete will be contacted to pick up their reimbursement check for the expendable supplies in the Office of Student Services within approximately two weeks of approval of application.

IDENTIFICATION AND TREATMENT OF EATING DISORDERS

The Department of Athletics is dedicated to ensuring the safety and good health of each and every student-athlete at Florida State University. Because eating disorders are a serious health threat that requires prompt medical attention, a plan was developed to educate staff in recognizing signs and symptoms of eating disorders to enable staff to respond to at risk individuals. A treatment plan is in place for intervention and/or referral for a student-athlete who displays signs or symptoms of disordered eating behavior. Florida State University has established a multidisciplinary team to recommend intervention and treatment of disordered eating and weight management.

Education

a) Education for Staff

All Athletics Department staff will be required to respond to any at risk individuals. Annual seminars will be available for all staff covering topics including, “Steps Coaches Can Take to Prevent Disordered Eating in Their Athletes,” and “How to Identify Disordered Eating in Athletes.”

Team weigh-ins or body composition measurements may only be conducted by Nutrition or Strength & Conditioning Staff, training will only be performed for safety, hydration or other medical reasons deemed necessary by the multidisciplinary team. Confidentiality concerning a student-athlete’s body weight, body composition and eating behaviors will be maintained. Comments concerning body weight, body composition or diet of a student-athlete will be avoided.

b) Education for Students

All incoming freshman will receive education, information and referral sources about eating disorders and eating disorder prevention.

Identification

Recognizing Signs and Symptoms of Disordered Eating

Student-athletes should be referred to the Sports Nutritionist for an assessment if one or more of the following symptoms of disordered eating are present:

- a) Body weight below 90% IBW, BMI under 18.5 and/or % body fat under 18% (females only)
- b) Amenorrhea or oligomenorrhea
- c) Stress fracture, repeated stress fractures or multiple stress fractures

- d) Slow healing time for injuries, repetitive injuries
- e) Physical signs and symptoms including: obvious decrease in body weight or body fat, extremely low body weight, thinning of hair, dental problems, swollen glands
- f) Admits to bingeing, purging (excessive exercise, laxatives, vomiting) using diet pills or diuretics, strict dieting, restrictive eating, vegetarian, chewing and spitting out food or other unusual dieting practices
- g) Participating in additional exercise, in addition to regular workouts or practices, not heeding advice from coach or trainer concerning injury, recovery time, etc.
- h) Unwilling to meet with Sports Nutritionist or other health professional for body weight or nutrition concerns
- i) Non-compliant during consultation sessions with medical staff or nutritionist (refusing to be weighed, refusing to allow help/assistance, etc.)
- j) Appears depressed and unwilling to participate in social events, team dinners, etc.
- k) Distorted body image, makes comments concerning body weight, body fat, etc.
- l) Weighing frequently, denying hunger, preoccupied with food, calories, nutrition or cooking

Referral

Intervention and Treatment or Referral

Plan of Action for Student-athlete at Risk for Disordered Eating

The staff member or coach should:

- a) Gather specific information regarding the behavior of the student-athlete and then refer him/her to an athletic trainer, sports nutritionist, team physician or administrator.
or
- b) Contact the athletic trainer, sports nutritionist, team physician or administrator directly with their concerns about the student-athlete who is suspected of disordered eating behavior.

Diagnosis and Treatment

A sports medicine multidisciplinary team including the sports nutritionist, a team athletic trainer, a strength and conditioning coach and the team physician and will consider requests for body or weight modification of a student-athlete. An administrator will be an ex-officio member of the multidisciplinary team.

The athletic trainer, sports nutritionist, team physician or administrator will arrange to meet with the student-athlete to discuss the concerns raised regarding his/her disordered eating behavior. The following steps may be taken:

- a) Monitor, with no direct intervention
- b) Refer for psychological counseling
- c) Refer for nutrition counseling
- d) Request that the team physician evaluate the student-athlete for full physical including blood work, EKG (if necessary) and DEXA (if necessary)
- e) Require student athlete maintain minimal bodyweight as determined by physician (dropping below recommended body weight will result in dismissal from participation for one week)

The team physician may warrant further intervention or medical clearance for the student-athlete to return to full participation in intercollegiate athletics. If medical clearance is recommended for the student-athlete the head athletic trainer will be notified immediately by the team physician.

If further intervention is necessary, the team physician in conjunction with the head athletic trainer, sports nutritionist and a psychotherapist will devise a treatment plan for the student-athlete. Treatment of at least individual therapy consultations, individual nutrition consultations and periodic medical evaluations will be provided to the student-athlete with an eating disorder. Appropriate referrals will be made for individual counseling and in cases where more intense treatment is deemed necessary. The team physician, head athletic trainer and other staff shall act in the best interest of the student-athlete.

Guidelines for payment for further intervention include:

- a) insurance of the student-athlete will be used for payment if available
- b) funds may be available for student-athlete if needed including Special Assistance Fund (Pell Grant Recipients), Sports Medicine, or Sport Budget.

A Sports Medicine Treatment Team (Multidisciplinary Team) will be assembled to develop a

final plan and written compliance contract for each student-athlete with an eating disorder. The treatment team shall consist of the following members:

Team Physician

Athletic Trainer(s) – supervisor and individual sport

Sports Nutritionist

Therapist/Counselor

Other professional/administrator

Any member of the treatment team may call a meeting of the group.

Monthly meetings will be scheduled by the Sports Nutritionist.

The student-athlete may or may not be cleared for athletic participation following review from the sports medicine team. All decisions related to athletic participation are made by the team physician.

The plan and compliance contract developed by the sports medicine team will include a process for determining the student-athlete's compliance with the contract and the consequences if the student-athlete should not keep the contract. (See following page)

DLU:8/1/13

Contract for Healthy Lifestyle
Department of Athletics, Florida State University

Student-athlete: _____ Date: _____

Concern:

Goals:

Actions toward goal:

204 – COMPLIANCE

MISSION STATEMENT

Florida State University is committed and obligated to the principle of institutional control in operating its athletics program in a manner that is consistent with the letter and the spirit of the NCAA, ACC, and University rules and regulations.

The Compliance Office coordinates, monitors, and verifies compliance with all NCAA requirements and educates the various constituencies of the University and the community regarding NCAA/ACC regulations. The Compliance Office is dedicated to providing educational programs and interpretive support to ensure that all individuals involved with the athletics program understand and adhere to the university's compliance expectations.

The Athletics Department is committed to the principle of institutional control through the education of coaches, staff, student-athletes and other individuals within the athletics program. The Compliance Office has put into place monitoring procedures and educational programs that provide guidance in how to work within the rules. Each individual within the Athletics Department is obligated to maintain competency in knowledge of rules, to act within his or her realm of responsibility in full compliance with the rules and to report any information concerning possible violations of NCAA and ACC legislation or institutional policy to his/her supervisor in a prompt manner.

When a violation occurs, the Associate Athletics Director for Compliance and Legal Affairs conducts an investigation and reports the findings to the Director of Athletics and the Faculty Athletics Representative. Rules violations are reported to the conference office and NCAA with copies going to the President, FAR, Conference Commissioner, Director of Athletics, and any staff members involved. Appropriate self-imposed penalties will be included as well as any corrective action that was taken to rectify the situation that caused the problem.

The Compliance Office is located in University Center D and is staffed by the Associate Athletics Director for Compliance, the Assistant Director for Compliance, the Compliance Coordinator and interns/graduate assistants.

It is the goal of the compliance program to place the university in a pro-active position by educating, overseeing, and monitoring the intercollegiate athletics program and maintaining a positive compliance environment.

GAMBLING

It shall be the responsibility of all student-athletes, coaches, and administrators to conduct themselves with integrity regarding gambling activities. These individuals shall not knowingly provide information to any one affiliated with gambling activities concerning intercollegiate

athletics competition. They shall not solicit or accept a bet on any intercollegiate team, and shall not wager anything of tangible value.

Further, these individuals shall not participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling. The use of the Internet shall be prohibited for the purpose of any gambling activity involving intercollegiate athletics or professional athletics.

Finally, a prospective or current student-athlete found in violation of this gambling policy, or NCAA Bylaw 10.3, shall be subject to becoming ineligible for further intercollegiate competition. An institutional staff member found in violation of this policy shall be subject to disciplinary or corrective action by the Athletics Director.

(Adopted 07/99)

NCAA OPERATING BY-LAWS

ATHLETICS DEPARTMENT STAFF ATHLETICALLY RELATED INCOME

BYLAW: 11.3.2

PURPOSE: Report athletically related income per NCAA rules.

FORMS: Athletics Department Staff Athletically Related Income Form

PROCEDURE: Forms to be completed by Athletics Department staff member, reviewed and signed by the Chief Executive Officer prior to receiving a benefit from an outside source.

Submitted to the Athletics Director at the beginning of the academic year or when an athletics department staff member enters into a contractual agreement to receive athletically related income and/or benefits (for amounts over \$500.00).

COACHES CERTIFICATION TO RECRUIT OFF CAMPUS

BYLAW: 11.5.1

PURPOSE: To certify that coaches have an understanding of the NCAA rules. It is required by the NCAA and is done institutionally.

PROCEDURE: At the end of each academic year, all coaches must take the NCAA Coaches Certification Exam. The NCAA requires a minimum 80% score on the test in order to be certified. The test is administered by the Faculty Athletics Representative or a representative from the ACC.

DECLARATION OF COACHING STAFF

- BYLAW:** 11.7.1.1
- FORMS:** Declaration of Coaching Staff Form
- PURPOSE:** This form identifies the number of coaching staff members.
- PROCEDURE:** Before each academic year, the Head coach will declare his or her coaching and support staff. This form is required by the NCAA.

ATHLETE/AGENT REGISTRATION

- BYLAW:** 12.3
- FORM:** Player-Agent Registration Form
- PROCEDURE:** The Florida State University Athletics Department requires all prospective athlete agents, who are seeking to represent current FSU student-athletes in their future professional sport careers, to register with the FSU Professional Sports Counseling Panel (PSCP). This panel meets periodically with FSU student-athletes who have professional sport aspirations, throughout the course of the academic year, to discuss policies regarding agents, disability insurance, advice on the current market value of certain draft picks, and to provide information on agents who have registered with the university's PSCP and to provide a list from the state department of professional regulation of those agents who are registered with the state of Florida as an athlete-agent. Failure to register as an athlete-agent with the state of Florida is a third degree Felony for those agents who provide their services to any of the state's student-athletes.

Whenever an agent is identified as one seeking to represent FSU student-athletes (either through their own correspondence with FSU, through the student-athletes identifying names of agents corresponding with them or through any other dialogue that would identify such agents as those who are seeking to represent FSU student-athletes), that agent and/or firm is sent an Athlete-Agent Registration Packet. The Athlete-Agent Registration Packet includes an FSU Player-Agent Registration Form, an NCAA information packet that covers NCAA rules regarding student-athletes and agents, along with a form cover letter to that agent in an effort to get the agent to register with the university and the state of Florida as an athlete-agent. The cover letter must be signed by the Assistant Athletics Director for Compliance before the Athlete-Agent Registration Packets are to be mailed.

As each Athlete-Agent Registration Packet is sent, the names of the agents and the date that these Registration Packets were sent are put in a database. When they are updated, a copy of the database is filed at the front of the Agent Registration section of the Agent Notebook, replacing the previous record of listing in that notebook.

Once the completed registration forms are received, they are to be listed in the database and include the date that the registration form was received from each agent firm and, if that firm is currently representing former FSU student-athletes, list those former FSU student-athletes. This document is available to the student-athletes so that they may identify certain agents and compare them, using the information on the agent registration forms and who they currently represent.

The completed registration forms are to be individually placed in file folders titled by the name of the agent on each registration form, and is to be filed alphabetically in the drawer titled Agent Registration. An agent will have a file record started whenever his/her registration form is received in the Compliance Office. Once this file is started, any correspondence of information that is sent out to that agent or received from that firm is to be placed in the file record.

Any correspondence or information received from an agent prior to the receipt of a registration form in the Compliance Office is to be filed in the Agent Information file. As some agent firms (registered and unregistered with the PSCP) send additional information about their firms that would be earmarked as sources of reference for the university's student-athletes, the information is to be stored in the MISC file drawer's Agent Info for Player file folder. This information is available to the student-athletes for review whenever they choose.

STUDENT-ATHLETE EMPLOYMENT PROGRAM

BYLAW: 12.4

FORMS: Employer Agreement Form
Student-Athlete Employment Guidelines
Student-Athlete and Employer Agreement
Fee-For-Lesson Form

PURPOSE: Monitor student-athlete employment to ensure that student-athletes are not in violation of NCAA rules.

PROCEDURE: Forms to be completed by student-athlete, Director of Life Skills and Compliance Office and subsequently verified by student-athlete's employer.

The forms are to be completed before the first day of employment by the student-athlete.

STUDENT-ATHLETE INVOLVEMENT IN INSTITUTIONAL, CHARITABLE, EDUCATIONAL AND NONPROFIT PROMOTIONAL APPEARANCES

BYLAW: 12.5

FORMS: Use of Student-Athlete's Name, Picture or Appearance to Support an Institutional, Charitable, Educational or Nonprofit Promotional Activity Form

PURPOSE: Educate student-athletes regarding their participation in institutional, charitable, educational or nonprofit promotional appearances.

PROCEDURE: The release form used to cover all promotional activities involving a student-athlete and an institutional, charitable, educational or nonprofit organization is the **Use of Student-Athlete's Name, Picture or Appearance to Support an Institutional, Charitable, Educational or Nonprofit Promotional Activity Form.**

There is a space provided for the brief identification of the date, time and location of the promotional activity, as well as the name of the organization sponsoring the activity, the context and purpose of the activity, the student-athletes that will be involved in the activity and any expenses that may be provided to the student-athlete.

Once all the information is filled out on the form, the final approval of the activity will be met by the dated signature of the Athletics Director on the front of the form.

A copy of the completed form will be kept on file in the promotional activities folder in the filing cabinet.

STUDENT-ATHLETE INVOLVEMENT IN THIRD PERSON PROMOTIONAL APPEARANCES

BYLAW: 12.5.1.8

- FORMS:** Promotional Activity Educational Products Release Form
- PURPOSE:** Educate student-athletes regarding their participation in third person promotional appearances.
- PROCEDURE:** In the cases where a third party is involved in selling and distributing institutional materials involving the names and/or pictures of enrolled student-athletes, the authorized representative of such a third party organization should follow the procedures indicated on the form entitled **Use of Student-Athlete's Name, Picture or Appearance By a Third Party To Support An Institution Promotion or Fund-Raising Activity.**

STUDENT-ATHLETE INVOLVEMENT IN EDUCATIONAL PRODUCTS RELATED TO SPORT-SKILL INSTRUCTION

- BYLAW:** 12.5.1.6
- FORMS:** Use of Student-Athlete's Name, Picture or Appearance by a Third Party to Support an Institution Promotion or Fund-Raising Activity
- PURPOSE:** Educate student-athletes regarding their participation in educational products related to sport-skill instruction.
- PROCEDURE:** The form titled **Promotional Activity Educational Products Release Form** is used for the instances in which a student-athlete's name or picture appears in any books, articles, films, videotapes, etc. in relation to a sport-skill demonstration, analysis or instruction.
- The organization making the educational product and the student-athlete involved with the product must complete the form. When the form is completed, it is filed in the promotional correspondence file.

MEMORABILIA REQUEST

- BYLAW:** 12.5
- FORMS:** Institutional Memorabilia Record
- PURPOSE:** To ensure that memorabilia is distributed within NCAA guidelines.
- PROCEDURE:** All memorabilia requests are handled through the Compliance Office.

All requests must complete a form and receive a copy of the guidelines for autographed items.

NATIONAL LETTER OF INTENT

BYLAW: 13.02.8

FORMS: Preliminary Checklist for Grant In Aid
National Letter of Intent
Grant In Aid

PURPOSE: When signed by a prospective student-athlete, the National Letter of Intent (NLI) commits the prospect to attend Florida State University for the next academic year.

PROCEDURE: The signing process begins with the Head coach/recruiting liaison of a sport requesting a specific number of signing packets needed from the Compliance Office. The signing packet includes a Preliminary Checklist for Grant In Aid, 2 Grant In Aids, and 1 National Letter of Intent.

The coaches are responsible for completing and signing the Preliminary Checklist for GIA. The academic advisors complete and sign the checklist and turn the checklist over to the Compliance Office. The Compliance staff will complete and sign the preliminary checklist at this point and send it to the Athletics Director to be signed. The Athletics Director approves the signing of a recruit by signing the 2 GIA's and 1 NLI. The 2 GIA's are sent to the Director of Financial Aid to be signed before being returned to the coach. The Preliminary Checklist for Grant In Aid is then filed in the GIA/NLI log in the Compliance Office, and a copy of the Checklist is returned to the coach along with the original signing packet (2 GIA's and 1 NLI). The coach then sends the signing packet to the recruit for his or her signatures.

The Compliance Office keeps a notebook titled GIA/NLI Log for the purposes of filing the completed Preliminary Checklist for Grant In Aid for each recruit and for filing a GIA Checklist and NLI log per sport. The GIA Checklist and NLI log documents the dates of completion of each step involved in the signing process of each recruit. The compliance staff must check to ensure that each NLI is a valid NLI. A valid NLI is one that is completed during an NLI signing period and filed by the conference within three weeks of the date of the signee's signature. Each signed recruit keeps one copy of the Grant In Aid and the National Letter of Intent, the Compliance Office keeps one copy of the Grand In Aid and the National Letter of Intent in the student-athlete's file folder, and the ACC

gets a copy of the recruit's signed National Letter of Intent. After the NLI is filed with the ACC, the final step of the signing process is for the Academic Support Office to initiate the certification process with the

NCAA Initial Eligibility Clearinghouse by submitting an Institution Request List for that sport.

CERTIFICATION OF RECRUITED STATUS

BYLAW: 13.02.10.1

FORM: Certification of Recruited Status Form

PURPOSE: To determine if a prospective student-athlete is a recruited prospective student-athlete.

PROCEDURE: The student-athlete will complete and sign the form. The Director of Compliance will review the form to determine whether or not the student-athlete was recruited. After making this determination, the Director of Compliance will identify the recruited status on the form and then sign and date the form.

These forms are to be filed in alphabetical order at the back of the Initial Eligibility section of the appropriate sport notebook.

WEEKLY CONTACT AND EVALUATION SUMMARY FORM

BYLAW: 13.1

FORM: Weekly Contact and Evaluation Summary

PURPOSE: To monitor recruiting contacts with a prospect by institutional staff members.

PROCEDURE: The Weekly Contact and Evaluation Summary form is turned in (along with a travel reimbursement voucher form from the Business Office) by each coach who has made a recruiting contact or an evaluation of a prospective student-athlete.

The form is to be filled out and signed by the coach who made the recruiting related travel. The form is forwarded to the Compliance Office. When the Weekly Contact and Evaluation Summary form has been

received along with the travel reimbursement voucher, they are entered into a monitoring database and filed in the appropriate travel notebook.

The Weekly Contact and Evaluation Summary forms will be cross-referenced with the Recruiting Logs during the auditing process. All contact and evaluations in the Weekly Contact and Evaluation Summary forms will be verified by their existence in the appropriate Recruiting Logs and vice versa.

FLORIDA STATE RECRUITING LOG

BYLAWS: 13.1.3, 13.1.6, 13.1.8, 13.7 & 13.8

FORM: Florida State Recruiting Log

PURPOSE: To monitor weekly telephone calls and recruiting contacts with a prospect by institutional staff members.

PROCEDURE: During the academic year, a copy of the Florida State Recruiting Log is brought by each coaching staff to the Compliance Office's monthly coaches meeting.

The Compliance staff enters the recruiting logs into a monitoring database and files the recruiting logs into the appropriate sport section of the current academic year's Recruiting Log Notebook.

The Florida State Recruiting Logs will be cross-referenced with the Weekly Contact and Evaluation Summary forms during the auditing process. All contact and evaluations in the recruiting logs will be verified by their existence in the appropriate Weekly Contact and Evaluation Summary forms and vice versa.

OBTAINING PERMISSION TO CONTACT A STUDENT-ATHLETE FROM ANOTHER FOUR-YEAR INSTITUTION

BYLAW: 13.1.1.3

FORM: Permission to Contact Letter

PURPOSE: To obtain permission of an institution's Athletics Director (or designee) to contact a student at that institution.

PROCEDURE: When a transfer situation arises, the Head coach requests that a Permission to Contact Request Letter be sent to the institution at which the athlete is a

student. This letter is written to the appropriate college's Athletics Director requesting information and permission to talk to an incoming transfer student.

It is the responsibility of the Compliance Office to ensure through the proper channels that an incoming transfer student is in good standing and meets all eligibility requirements before that student-athlete can be certified by the registrar's office.

RELEASING A STUDENT-ATHLETE TO ANOTHER FOUR-YEAR INSTITUTION

BYLAW: 13.1.1.3

FORM: Permission to Transfer Release

PURPOSE: To grant another four-year institution permission to contact a student-athlete enrolled at Florida State.

PROCEDURE: Please note that Florida State University will not grant any "permission to speak" or "releases" to the University of Florida. A student-athlete still has a right to appeal and must follow the steps stated below. When a student-athlete informs a Head coach that he/she would like to transfer to another institution, the Head coach must notify the oversight person of that sport and the Compliance Coordinator. When a student-athlete notifies the oversight person of that sport or the Compliance Coordinator, they must notify the appropriate Head coach. The final notification to transfer should be sent to the Compliance Coordinator.

Once notification has been conveyed to the Compliance Coordinator, it is the Head coach's responsibility to determine the athlete's transfer status. The first step in the transfer process is granting a student-athlete permission to speak to schools. This is done through a "permission to speak" memorandum generated by the Compliance Coordinator. If a Head coach restricts or limits which schools can contact the student-athlete, then the Head coach must notify the student-athlete in writing of the restrictions and provide copies of this letter to the oversight person and the Compliance Office. This letter should identify transfer restrictions and indicate the opportunity for the athlete to appeal any decision. This appeal should be done in a timely manner by a committee made up of individuals outside of the athletics department. The Compliance Office will follow up with a letter to outline the procedures. It must be clearly stated that "blanket releases" will not be given. The school's identity must be known before permission to speak is allowed.

Once permission to speak has been granted, if another institution is interested in having a student-athlete transfer, they will contact the university or student-athlete may request a transfer release to be sent to the university. **Once again, there will be no blanket releases given.** All transfer releases will be verified with the Head coach, who will then notify their respective sports oversight person. All information provided will be based on the last completed semester and in accordance with NCAA and ACC rules. If a Head coach does not want to release a student-athlete to a particular school, it is the Head coach's responsibility to personally contact the student-athlete and follow up this contact with a letter to the student-athlete. The Head coach must state that the university will not release them to a particular institution.

In accordance with bylaw 13.1.1.3.1, the student-athlete must be informed of the right to an appeal. The student-athlete must request an appeal and provide a written statement outlining their reasons for requesting a transfer. The appeal should be convened in a timely manner and chaired by the Faculty Athletics Representative and should consist of faculty members and administrators from outside the athletics department. The Faculty Athletics Representative will determine a date for this hearing. Once a decision is rendered, the Compliance Office will be notified of the committee's findings and the appropriate paperwork will be completed. Copies of related correspondence, releases and committee decision will be kept on file with the Compliance Office.

OFFICIAL VISITS – POST AFTER VISIT RECORD FORM

BYLAW: 13.7

FORM: Prospect After Visit Record Form

PURPOSE: To record and monitor a prospective student-athlete's activities and expenses during the official visit.

PROCEDURE: This form is distributed to current student-athletes prior to an arranged official visit in which the student-athlete is serving as a host for a prospective student-athlete. This form identifies the prospect, the student-athlete host, the person(s) accompanying the prospect, the arrival/departure time of the prospect, the activities that the host/prospect were involved in, any complimentary admissions used and the vehicle used by the host and prospect. The form must be signed by the student-athlete host and the sport program's recruiting liaison and must be turned in to the Compliance Office within the three day period following the official visit. This form is filed in the Official visit notebook.

In auditing the Prospect After Visit Record form, verification of the following is needed: 1) attached reimbursement voucher, 2) RV matches times, dates and places on the Prospect After Visit Record, and 3) Prospect's visit to the university did not exceed the 48 hour limit.

OFFICIAL VISITS – NOTIFICATION REQUIREMENT

- BYLAW:** 13.7.1.2.1
- FORM:** Official Visit Welcome Letter
- PURPOSE:** To notify a prospect at the time of the invitation of the five-visit limitation.
- PROCEDURE:** The letter is delivered to the prospect prior to the official visit. A copy of the letter, along with high school transcripts and test scores, must be sent to the Compliance Office prior to the official visit.

OFFICIAL VISITS – INSTITUTIONAL LIMITATION

- BYLAW:** 13.7.6.1
- PURPOSE:** To ensure that certain sports do not exceed the institutional official visit limitation set by the NCAA.
- PROCEDURE:** Official visits by prospects are recorded into a sport specific database.
- There are limitations set by the NCAA for the following sports:
- Football – 56 visits
 - Basketball – 12 visits
 - Baseball – 25 visits
- The official visit logs are audited to ensure that the limitations are not exceeded.

OFFICIAL VISITS – STUDENT HOST

- BYLAW:** 13.7.5.5
- FORM:** Student-Athlete Host Receipt
- PURPOSE:** To ensure that the student host understands the guidelines related to the permissible use of the entertainment money set by the NCAA which must

be followed during the prospect's official visit and that the student host has attended a student-athlete host seminar that was conducted by a member of the compliance staff.

PROCEDURE: The Student-Athlete Host Receipt form is used on the occasions where a student-athlete is used as a host to guide a prospective student-athlete on their official visit to the FSU campus. The student-athlete host is given money by the Athletics Department to use as guide money.

The form is generated by the Business Office as a receipt for student-athlete host guide money. When it is completed and signed, it is filed in the cashier's office.

This is to be audited annually in June with Business Office documentation.

CAMPS & CLINICS

BYLAW: 13.13

FORMS: Letter of Agreement – Student-Athlete
Student-Athlete Camp Employee Request Form
Letter of Agreement – High School, Preparatory School or Two-Year College Coach
List of Prospective Athletes in Attendance
Outside Summer Camp/Clinic Verification Form.

PURPOSE: To monitor the employment of employees at institutional summer camps and to monitor the attendance of prospective student-athletes who attend institutional summer camps.

PROCEDURE: Annual meetings with the Directors of FSU institutional summer camps/clinics are held by the Compliance Office in the fall semester. The meeting is for the purposes of going over the guidelines by which all camp directors must follow to insure that the FSU summer camps/clinics are run in compliance with the NCAA rules and regulations.

NCAA STUDENT-ATHLETE STATEMENT

BYLAW: 14.1.3

FORM: NCAA Student-Athlete Statement

PURPOSE: To monitor and verify eligibility status for student-athletes.

PROCEDURE: The form will be completed at the beginning of the academic year at student-athlete compliance orientation or as student-athletes join the team. The form must be completed prior to competing for the university. The completed forms will be filed alphabetically in the appropriate sport in the Student-Athlete Statement Notebook.

NCAA DRUG-TESTING

CONSENT BYLAW: 14.1.4

FORM: NCAA Drug-Testing Consent Form

PURPOSE: To affirm that the student-athlete is aware of the NCAA drug-testing program and authorize the NCAA to conduct a drug test. A listing of NCAA banned drugs is also provided.

PROCEDURE: The form will be completed at the beginning of the academic year at student-athlete compliance orientation or as student-athletes join the team. The form must be completed prior to competing for the university. The completed forms will be filed alphabetically in the appropriate sport section in the NCAA Drug-Testing Consent Notebook.

PARTICIPATION AND REDSHIRT

RECORD BYLAW: 14.2

FORMS: ACC Participation Form
ACC Redshirt
Record

PURPOSE: To identify those student-athletes who actually participated and used one of their four seasons of competition or identify student-athletes who were on the squad list for a particular sport but did not actually participate in any competitions during the sport's playing season.

PROCEDURE: After the playing season of the sport is completed, a blank ACC Participation Form and ACC Redshirt Record are sent to the Head coach, along with a squad list. The coach is asked to place anyone who has not participated in the completed season and has not previously received a redshirt on the ACC Redshirt Record. All student-athletes who participated in the season or who have previously received

a redshirt are placed on the ACC Participation Form.

The completed ACC Participation Form is signed by the Athletics Director and the Faculty Athletic Representative. The completed ACC Redshirt Record is signed by the Director of Compliance, the Athletics Director and the Faculty Athletic Representative. A copy of the completed ACC Participation Form and ACC Redshirt Record are filed in the eligibility section of the appropriate sport notebook as well as the Participation Notebook under the appropriate sport.

HARDSHIP WAIVER

BYLAW: 14.2.4

FORM: ACC Hardship Waiver Form

PURPOSE: To petition to the ACC that a student-athlete who is injured to the point where he or she can no longer participate during that playing season in athletic competition and has not already used a redshirt season may receive a hardship waiver.

PROCEDURE: A student-athlete can only receive a hardship provided they did not participate in more than the maximum number of competitions allowed by the NCAA for their specific sport. The form is to be completed and signed by the Head coach, the team physician, the Director of Athletics, and the Faculty Athletic Representative.

The original completed hardship waiver with attached physician's statement regarding the injury is to be forwarded to the ACC office. A copy of the completed hardship waiver is to be filed along with the copies of related correspondence in the correspondence section of the appropriate sport notebook.

INITIAL ELIGIBILITY CERTIFICATION

BYLAW: 14.3

FORMS: ACC Eligibility Certification for Competition
NCAA Clearinghouse Status Report

PURPOSE: To ensure that all freshman student-athletes are certified as eligible to participate in intercollegiate athletics.

PROCEDURE: At the beginning of the year, the Academic Support office receives a list of all prospective student-athletes being recruited by each of the sport program's Head coach/recruiting liaisons. The Clearinghouse then receives the entire list of FSU prospects from the Academic Support office. The Clearinghouse also receives information from the prospective high school recruits who may identify the schools that they want to have their names included in their Clearinghouse report forms.

After each National Letter of Intent signing period, the Compliance Office will send out a memo to the Academic Support office with the names of all prospects who have signed a National Letter of Intent with Florida State University. All prospects in this memo are added to the institutional request list to the Clearinghouse submitted by the Academic Support office. The Clearinghouse website provides Florida State University with a list of the prospects by sport identifying missing documents and preliminary eligibility status using eligibility codes. There is a form for identifying these eligibility codes that accompanies these reports. Once the reports are reviewed by the Academic Support office from the Clearinghouse website, copies of them with the attached code identification form are then distributed to the appropriate sport's coach/recruiting liaison and the Compliance Office for review.

At the beginning of the academic year, all incoming freshmen will be placed on a Florida State eligibility worksheet with all other student-athletes for final certification for competition. This form is completed by the Athletic Certification Officer in the Registrar's office. After the form is completed, the Registrar will review the information and sign off on before the first competition. This form is issued throughout the academic year, when a new student-athlete is added to a team. A copy of this signed document is kept on file in the Compliance Office in the "Eligibility" section of the sport notebook.

A copy of this form is sent to the ACC and the original form is filed in the Initial Eligibility section of the appropriate sport notebook.

INTERNATIONAL STUDENT-ATHLETE ELIGIBILITY CERTIFICATION

BYLAW: 14.3.5.4

FORM: NCAA General Eligibility Form for International Student-Athletes

PURPOSE: To collect information related to the eligibility and amateur status of the international student-athlete.

PROCEDURE: The NCAA General Eligibility Form for International Student-Athletes is to be completed and signed by all foreign student-athletes prior to their being certified to participate in intercollegiate competition.

This form should be sent with the grant-in-aid during the recruiting process.

Once the form has been returned and the information has been verified, the Associate Athletics Director for Compliance signs the questionnaire.

The completed form is filed in the individual's personal folder.

CONTINUING ELIGIBILITY CERTIFICATION

BYLAW: 14.4

FORMS: ACC Eligibility Certification for Completion
ACC Midyear Certification for Competition

PURPOSE: To ensure all student-athletes are certified as eligible to participate in intercollegiate athletics.

PROCEDURE: All continuing student-athletes must be making satisfactory progress towards the achievement of a college degree. These satisfactory progress requirements are determined by NCAA standards and are monitored by the academic support staff. It is the ultimate responsibility of the Registrar's office to certify that each student-athlete is making satisfactory progress towards a degree and the compliance staff to monitor this progress to ensure that the continuing student-athletes at Florida State University are making satisfactory progress towards their degrees.

At the beginning of the academic year, all student-athletes are placed on the FSU Eligibility Certification for Competition Form. The form is to be completed prior to the athlete's first competition. The form is signed by the Registrar. The original is filed in the Eligibility section of the appropriate sport notebook.

TRANSFER ELIGIBILITY CERTIFICATION

BYLAW: 14.5

FORMS: Transfer Release Letter
ACC Eligibility Certification for Competition

PURPOSE: To ensure all transfer student-athletes are certified as eligible to participate in intercollegiate athletics.

PROCEDURE: It is the responsibility of the Compliance Office to ensure through the proper channels that an incoming transfer student is in good standing and meets all eligibility requirements before that student-athlete can be certified by the registrar's office. A Transfer Release Letter from the institution the student is transferring from must be received by the Compliance Office prior to certification of student-athletes transferring from a four year institution.

At the beginning of the academic year, any student-athlete who has transferred from a two-year institution and is eligible for competition is placed on the FSU Eligibility Certification for Competition. This form is signed by the Registrar.

The original is filed under the Eligibility section of the appropriate sport notebook.

WALK-ON STUDENT-ATHLETE ELIGIBILITY CERTIFICATION

BYLAW: 14.10

FORM: Participation Authorization and Preliminary Checklist
ACC Eligibility Certification for Competition

PURPOSE: To gather information and take necessary steps to certify walk-on student-athletes for practice and competition.

PROCEDURE: This form is used by all first time walk-on student-athletes to be completed in order to determine their eligibility status. The form requires a series of steps to be checked, completed and signed by the applicable sport program's head coach, academic advisor, athletic trainer, Director of Compliance and Registrar official.

The completed form is to be filed in the Walk-On section of the appropriate sport notebook.

ELIGIBILITY PROFILE

BYLAW: FSU Compliance Policy

- FORM:** Eligibility Profile
- PURPOSE:** To have available information on each student-athlete that participates on an athletic team.
- PROCEDURE:** This form is filled out every year by each student-athlete participating for one of FSU's sports programs. These forms are to be completed in entirety and signed by the student-athletes at the annual compliance orientation prior to their being certified as eligible to compete.
- The completed forms are reviewed by the Director of Compliance. The Eligibility Spreadsheet, NCAA Squad Software and the Access Squad Database are updated with the information from the Eligibility Profile.
- The completed profiles are filed in the Profile section of the appropriate sport notebook.

SCHOLARSHIP RENEWALS AND NONRENEWALS

- BYLAW:** 15.3.5
- FORMS:** Athletic Scholarship Renewal Worksheet
Renewal Letter
Nonrenewal Letter
- PURPOSE:** To notify the student-athlete in writing of the student-athlete's athletic scholarship status by July 1 prior to the academic year in which the scholarship will be effective.
- PROCEDURE:** The Financial Aid Office must draft all renewal and nonrenewal letters that are to be sent to the applicable student-athletes through the database software. The letters are taken to the Director of Financial Aid to sign each letter prior to mailing. The letters are sent certified mail.
- If the institution does not renew or decides to reduce financial aid for the ensuing academic year, the institution shall inform the student-athlete that he or she, upon request, shall be provided a hearing before the institutional agency making the award.

AUTOMOBILE REGISTRATION

- BYLAW:** 16.02.3

FORM: ACC Automobile Information Form

PURPOSE: To identify improper ownership or loan arrangements between boosters and student-athletes.

PROCEDURE: The ACC Automobile Information Form is required for all full scholarship student-athletes to compete. The forms are completed at compliance orientation at the beginning of the year and updated as automobile information changes throughout the academic year.

A copy of the registration and title/lease agreement should be attached to the ACC Automobile Form. If there is any outstanding loan, a copy of that contract outlining the rate, amount and payment is required.

The completed forms are filed in the Automobile and Employment Notebook.

OCCASIONAL MEALS

BYLAW: 16.12.1.5

FORM: Occasional Meal Request Form

PURPOSE: To monitor occasional meals student-athletes receive throughout the year.

PROCEDURE: The coach submits the Occasional Meal Request Form to the Compliance Office before a student-athlete or team is provided an occasional meal by a coach, staff member or a representative of the institution's athletics interests. The coach provides the date of the meal, the host and location of the meal and the student-athletes that will be attending.

The information is entered into a database by the Compliance Coordinator to monitor the number of occasional meals a student-athlete is receiving each semester.

RETENTION OF ATHLETICS APPAREL AND EQUIPMENT

BYLAW: 16.12.1.6

FORM: Student-Athlete Institutional Apparel Agreement

PURPOSE: To educate student-athletes on the NCAA rules pertaining to equipment use and retention.

PROCEDURE: The Student-Athlete Institutional Apparel Agreement Form is signed annually by each student-athlete at compliance orientation. This agreement outlines the institution's policy on equipment and apparel provided by the institution. Specifically, these items are not to be sold, bartered, traded, used for any transaction or given away.

DECLARATION OF PLAYING AND PRACTICE SEASON

BYLAW: 17.01.1

FORM: Declaration of Playing and Practice Season Form

PURPOSE: To acknowledge compliance with NCAA rules as it pertains to the length of practice and competition season.

PROCEDURE: Prior to the academic year beginning, the coach will complete and sign the Declaration of Playing and Practice Season Form. The Compliance Coordinator will also sign the form.

The form will be filed in the Playing and Practice section of the appropriate sport notebook.

COUNTABLE ATHLETICALLY RELATED ACTIVITIES

BYLAW: 17.02.1

FORM: Countable Athletically Related Calendar

PURPOSE: To monitor compliance with NCAA regulations governing the student-athlete's involvement in athletically related activities.

PROCEDURE: This calendar is to be used by all sport programs in order to monitor compliance with the weekly NCAA limitations on the number of hours and days spent in athletically related activities, practices and competitions each sport program spends each week. This form is filled out by a member of each coaching staff and a copy of the form is turned into the Compliance Office at the end of every month.

The completed calendar is filed in the Playing & Practice section of the appropriate sport notebook.

DECLARATION OF COUNTABLE COMPETITIONS

BYLAW: 17.02.7

FORM: Declaration of Countable Competitions Form

PURPOSE: To monitor the countable team competitions and the number of competitions individuals compete in.

PROCEDURE: The Declaration of Countable Competitions Form is completed by the applicable sport program's coach and is turned into the Compliance Office after each countable team and individual competition for players on that program's squad list.

The form is filed in the Playing and Practice section of the appropriate sport notebook.

POST SEASON ELIGIBILITY CERTIFICATION

BYLAW: 18.4.1

FORMS: Post Season Agent/Gambling Affidavit

PURPOSE: For the student-athletes to acknowledge their legitimate status as an amateur according to the rules of the NCAA.

To ensure all student-athletes are certified as eligible to compete in post season competition.

PROCEDURE: The Compliance Staff is responsible for ensuring that all student-athletes have signed the Championship/Bowl Affidavits in order for them to be certified to participate in the championships/bowl games and that their responses on these affidavits affirm each student-athlete is an amateur in the eyes of the NCAA.

The completed affidavits will be filed in the Affidavits Notebook for their given sport championship/bowl and years.

SECONDARY/MAJOR VIOLATIONS

BYLAW: 19.02.2

PROCEDURE: All information is given to the Associate Athletics Director for

Compliance to start the investigative process.

Information is reviewed to determine the following:

1. if it has merit
2. if it appears to be a major or secondary violation
3. what are the immediate eligibility issues

The Athletics Director is notified on every occasion (Faculty Athletic Representative is notified if the information is a potential major infraction). Head coach of the involved sport is notified even if they are not involved with the violation.

All relevant documents and records are obtained.

All interviews are conducted by the Associate Athletics Director for Compliance unless the Athletics Director decides otherwise.

The athlete and coach should be interviewed last.

The final report is written by the Associate Athletics Director for Compliance and is sent to the NCAA and the ACC office. The content of the final report identifies the following:

1. involved individuals
2. the facts
3. summary
4. mitigation
5. conclusion
6. penalty
7. eligibility issues

The report is reviewed with the Athletics Director (and Faculty Athletic Representative) prior to being sent to the NCAA and Conference office. If the case is a major infraction, the Athletic Board and the University President are notified.

The report is then filed in the "Secondary Violations" or the "Major Infractions" notebook in the Compliance Office.

PRINCIPLES OF INSTITUTIONAL CONTROL AS PREPARED BY THE NCAA COMMITTEE ON INFRACTIONS

BYLAW:

6

"CONTROL" IS DEFINED IN COMMON-SENSE TERMS.

In determining whether there has been a lack of institutional control when a violation of NCAA rules has been found, it is necessary to ascertain what formal institutional policies and procedures were in place at the time of the violation of NCAA rules occurred and whether those policies and procedures, if adequate, were being monitored and enforced. It is important that policies and procedures be established so as to deter violations and not merely to discover their existence after they have taken place. In a case where proper procedures exist and are appropriately enforced, especially when they result in the prompt detection, investigation and reporting of the violations in question, there may be no lack of institutional control although the individual or individuals directly involved may be held responsible.

In a situation in which adequate institutional procedures exist, at least on paper, a practical, common-sense approach is appropriate in determining whether they are adequately monitored and enforced by a person in "control." Obviously, general institutional control is exercised by the chief executive officer of a member institution. However, it is rare that the chief executive officer will make decisions specifically affecting the operations of the institution's athletic program. Instead, the day-to-day duties of operation, including compliance with NCAA rules, will have been delegated to subordinates either by specific action or by the creation of appropriate job descriptions. Moreover, it is usually left to senior subordinates, such as the director of athletics, further to delegate various duties regarding compliance with NCAA rules.

In most institutions, especially those with large and varied athletics program, such delegations are made to a number of individuals who are expected to exercise control over compliance with regard to specific aspects of the program. The specific obligations of such individuals should be in writing, and not merely an understanding among the senior officials of the university and the athletics department. Not only the director of athletics, but other officials in the athletics department, the faculty athletics representative, the head coaches and the other institutional administrators outside the athletics department responsible for such matters as the certification of athletes for financial aid, practice and competition, are expected to assume a primary role in ensuring compliance. Even though specific action has been taken to place responsibility elsewhere, these individuals will be assumed to be operating on behalf of the institution with respect to those responsibilities that are logically within the scope of their positions. Their failure to control those matters so as to prevent violations of NCAA rules will be considered the result of a lack of institutional control.

VIOLATIONS THAT DO NOT RESULT FROM A LACK OF INSTITUTIONAL CONTROL

An institution cannot be expected to control the actions of every individual who is in some way connected with its athletics program. The deliberate or inadvertent violation of a rule by an individual who is not in charge of compliance with the rules that are violated will not be considered to be due to a lack of institutional control:

- If adequate compliance exists;
- If they are appropriately conveyed to those who need to be aware of them;

- If they are monitored to ensure that such measures are being followed; and
- If, on learning that a violation has occurred, the institution takes swift action.

ACTS THAT ARE LIKELY TO DEMONSTRATE A LACK OF INSTITUTIONAL CONTROL.

The following examples of a lack of institutional control are not exclusive, but they should provide important guidelines to institutions as to the proper control of their NCAA compliance affairs.

1. A person with compliance responsibilities fails to establish a proper system for compliance or fails to monitor the operations of a compliance system appropriately.

When an individual is responsible for ensuring that a particular rule or set of rules is not violated, that person will be considered to be exercising institutional control. That individual must not only ensure that the rules are known by all who need to know them but must also make proper checks to ensure that the rules are being followed.

It is important for institutions to understand that the mere compilation and distribution of rules and regulations, along with written compliance procedures, is not sufficient if no one regularly checks on the actual operations of the system.

2. A person with compliance responsibilities does not take steps to alter the system of compliance when there are indications the system is not working.

If a system of control is in place, a single deviation by a member of the athletics staff or a representative of the institution's athletics interests will not be considered a lack of institutional control. However, if there are a number of violations, even if they are all minor, indicating that the compliance system is not operating effectively, the person(s) responsible cannot ignore the situation, but must take steps to correct the compliance system.

3. A supervisor with overall responsibility for compliance, in assigning duties to subordinates, so divides responsibilities that, as a practical matter, no one is, or appears to be, directly in charge.

The failure to designate who is responsible for ensuring compliance with NCAA rules is a serious breach of the obligation of a university athletics administrator. Individuals are unable to operate appropriately if they are uncertain of their duties and obligations. Moreover, those subordinates who are not in charge must know who is. They need to know the person or persons whom they can turn for advice before taking action that may be questionable. They also need to know whom and how to report violations that come to their attention.

4. Compliance duties are assigned to a subordinate who lacks sufficient authority to

have the confidence or respect of others.

A supervisor may be acting in good faith when assigning responsibility for compliance to an athletics department secretary, or a student intern, or to someone who does not have stature in the organization. Nevertheless, that very action often makes it appear that the institution is not serious about compliance. If coaches, alumni, boosters and others do not respect the person responsible, they may well ignore that individual. Violations that occur may then be considered the result of a lack of institutional control.

- 5. The institution fails to make clear, by its words and its actions, that those personnel who willfully violate NCAA rules, or who are grossly negligent in applying those rules, will be disciplined and made subject to discharge.**

Any operating compliance system may be thwarted by an individual who acts secretly in violation of the rules or who fails to ascertain whether a questionable action is or is not permissible. If an institution does not make clear that individual violations of NCAA rules will result in disciplinary action against the individual, and if it does not actually discipline those who are found to have violated such rules, it has opened the door to permitting further violations. In such a case, future violations of an individual nature will constitute failures of institutional control.

- 6. The institution fails to make clear that any individual involved in its intercollegiate athletics program has a duty to report any perceived violations of NCAA rules and can do so without fear of reprisals of any kind.**

Compliance is everyone's obligation. Loyalty to one's co-workers, student-athletes, or athletics boosters cannot take precedence over loyalty to the institution and its commitment to comply with NCAA rules. There is a lack of institutional control if individuals are afraid to report violations because they have reason to fear if they make such a report, there will be negative consequences.

- 7. A director of athletics or any other individual with compliance responsibilities fails to investigate or direct an investigation of a possible significant violation of NCAA rules or fails to report a violation properly.**

When a director of athletics or any other individual with compliance responsibilities has been informed of, or learns that there exists a possible significant violation of NCAA rules, and then fails to ensure that the matter is properly investigated, there is a lack of institutional control. Similarly, if an actual violation of NCAA rules comes to the attention of the director of athletics or a person with compliance responsibilities and there is a failure to report the violation through the appropriate institutional channels to a conference to which the institution belongs and to the NCAA, such failure constitutes a lack of institutional control.

- 8. A head coach fails to create and maintain an atmosphere for compliance within the program the coach supervises or fails to monitor the activities of assistant coaches**

regarding compliance.

A head coach has a special obligation to establish a spirit of compliance among the entire team, including assistant coaches, other staff and student-athletes.

The head coach must generally observe the activities of assistant coaches and staff to determine if they are acting in compliance with NCAA rules. Too often, when assistant coaches are involved in a web of serious violations, head coaches profess ignorance, saying that they were too busy to know what was occurring and that they trusted their assistants. Such a failure by head coaches to control their teams, alone or with the assistance of a staff member with compliance responsibilities, is a lack of institutional control.

- **COMPLIANCE MEASURES IN PLACE AT THE TIME OF VIOLATION AS A FACTOR IN DETERMINING WHETHER OR NOT THERE HAS BEEN A LACK OF INSTITUTIONAL CONTROL.**

Institutions are eager to learn what measures can be taken to reduce the likelihood that in the event a violation does occur, it will result in a finding of lack of institutional control.

The following are some of the steps that assist an institution in avoiding such a finding. The way in which the measures are carried out and the attitude toward compliance within the institution are vital factors.

- 1. The NCAA rules are applicable to each operation are readily available to those persons involved in that operation.**

Those individuals involved in recruiting activities should have ready access to the recruiting rules, and those university staff members engaged in determining eligibility for financial aid, practice and competition should have ready access to the NCAA rules governing those matters.

- 2. Appropriate forms are provided to persons involved in specific operations to ensure that they will properly follow NCAA rules.**

With respect to certain operations, specific forms or checklists can be of great help in assuring compliance with NCAA rules. Clerical employees may find the rules themselves daunting. But if they can follow a form, many problems can be obviated. This is certainly true with regard to such matters as ensuring that student-athletes do not receive excessive financial aid individually or by sport, that initial eligibility standards are met, and that continuing eligibility standards are properly enforced.

- 3. A procedure is established for timely communication among various university offices regarding determinations that affect compliance with NCAA rules.**

For example, there should be a method of direct communication between the registrar

and the department of athletics so that the latter learns at once if an enrolled student-athlete drops a course that brings the student-athlete below the required number of units for eligibility to participate.

4. Meaningful compliance education programs are provided for personnel engaged in athletically related operations.

It is important that new personnel, both coaches and administrative staff members, receive training regarding NCAA rules that are relevant to their positions shortly after beginning employment. The institutions should also continue to educate its staff by conducting compliance sessions on a regular basis for all involved personnel as refresher courses, with an emphasis on changes in NCAA rules. Not infrequently, persons who have been involved in intercollegiate athletics for many years and who violate long-standing rules attempt to excuse their actions on the grounds that they were unaware that their activities constituted a violation. On occasion, such personnel rely on long outdated interpretations of legislation that have been eliminated or dramatically altered for a number of years.

5. Informational and educational programs are established to inform athletics boosters of the limitations on their activities under NCAA rules and of the penalties that can arise if they are responsible for rule violations.

Distribution of rules education materials (e.g., brochures and articles) to season ticket holders is significant as are special programs for booster education.

6. Informational and educational programs are established for student-athletes regarding the rules they must follow.

All institutions conduct information sessions for student-athletes and obtain required signed statements from each. However, the extent to which these are truly informative and are taken seriously varies. The extent to which these sessions are made important by the institution is a significant factor.

7. An internal monitoring system is in place to ensure compliance with NCAA rules.

It is of significance if, on a regular basis, a person (or persons) charged with monitoring compliance frequently checks operations throughout the athletics department and related departments of the university. Such a person should make certain that required forms are being utilized and utilized properly. A compliance person should speak with all coaches frequently and regularly to find out if they have any concerns or questions about what they can or cannot do or what they have already done. A compliance person should be aware of what actions have been taken with regard to a variety of areas, including

recruitment, awarding of financial aid, practice requirements and travel arrangements. From time to time, the compliance person should meet with student-athletes in various sports to see if any problems exist. All potential violations must be reported and an investigation must ensue in accordance with appropriate institutional procedures.

Other internal monitoring measures are also of significance, including one-on-one meetings between coaches and the Athletics Director, and meetings of university committees on athletics in which student-athletes and others are involved.

8. An external audit of athletics compliance is undertaken at reasonable intervals.

An important control exists if an independent university or outside unit undertakes audits of the athletics enterprise to determine if there have been violations of NCAA rules and to suggest changes in operating methods and procedures wherever such action could eliminate the danger of future violations.

9. The chief executive officer and other senior administrators make clear that they demand compliance with NCAA rules and that they will not tolerate those who deliberately violate the rules or do so through gross negligence.

It is an important factor when the senior administrators in an institution by word and, when necessary, by action make clear that compliance is vital. The pressure to run a winning program must not overcome the dedication of the institution to ethical conduct in all aspects of its athletics program and to compliance with NCAA regulations.

The institution and its staff members have a long history of self-detecting, self-reporting and self-investigating all potential violations.

205 - MEDICAL SERVICES AND ATHLETIC TRAINING ROOM

SPORTS MEDICINE DEPARTMENT PERSONNEL

The Athletic Training Staff consists of a Director of Sports Medicine, three associate directors of sports medicine, seven assistant athletic trainers, one athletic insurance coordinator, eight graduate assistant athletic trainers, and one intern athletic trainer. All athletic training staff members are certified by the National Athletic Trainers' Association and licensed by the State of Florida.

Certified Athletic Training Staff:

Robin Gibson	Director of Sports Medicine
Jake Pfeil	Associate Director of Sports Medicine (Head Football)
Sam Lunt	Associate Director of Sports Medicine (Men's Basketball)
Jerry Latimer	Associate Director of Sports Medicine (Coordinator of Rehabilitation Services)
Jeronimo Boche	Assistant Athletic Trainer (Football)
Julie Kruessel	Assistant Athletic Trainer (Football)
Cory Couture	Assistant Athletic Trainer (Baseball, Men's Golf)
Gwendolyn Davis	Assistant Athletic Trainer (Men's and Women's Cross Country and Track and Field)
Eunice Hernandez	Assistant Athletic Trainer (Softball, Women's Golf)
Emily Hutcherson	Assistant Athletic Trainer (Women's Basketball)
Cheryl Pfeil	Assistant Athletic Trainer (Coordinator of Athletic Training Services)
Nick Pappas	Assistant Athletic Trainer (Athletic Insurance Coordinator)

Certified Graduate Assistant Athletic Trainers:

Brian Baldwin	Graduate Assistant (M/W Swimming/Diving)
Brandon Stone	Intern (Football)
Tyler Deam	Graduate Assistant (Sand Volleyball)
Natalie Fontela	Graduate Assistant (M/W Cross Country and Track and Field)
Remington Gantt	Graduate Assistant (Women's Tennis)

Renee Hirsbrunner	Graduate Assistant (Men's Tennis)
Miguel Motolongo	Graduate Assistant (Soccer and Baseball)
Amanda Robinson	Graduate Assistant (Volleyball)
Madeleine Scaramuzzo	Graduate Assistant (Football)

All graduate assistant athletic trainers will be on full academic scholarship while at Florida State University.

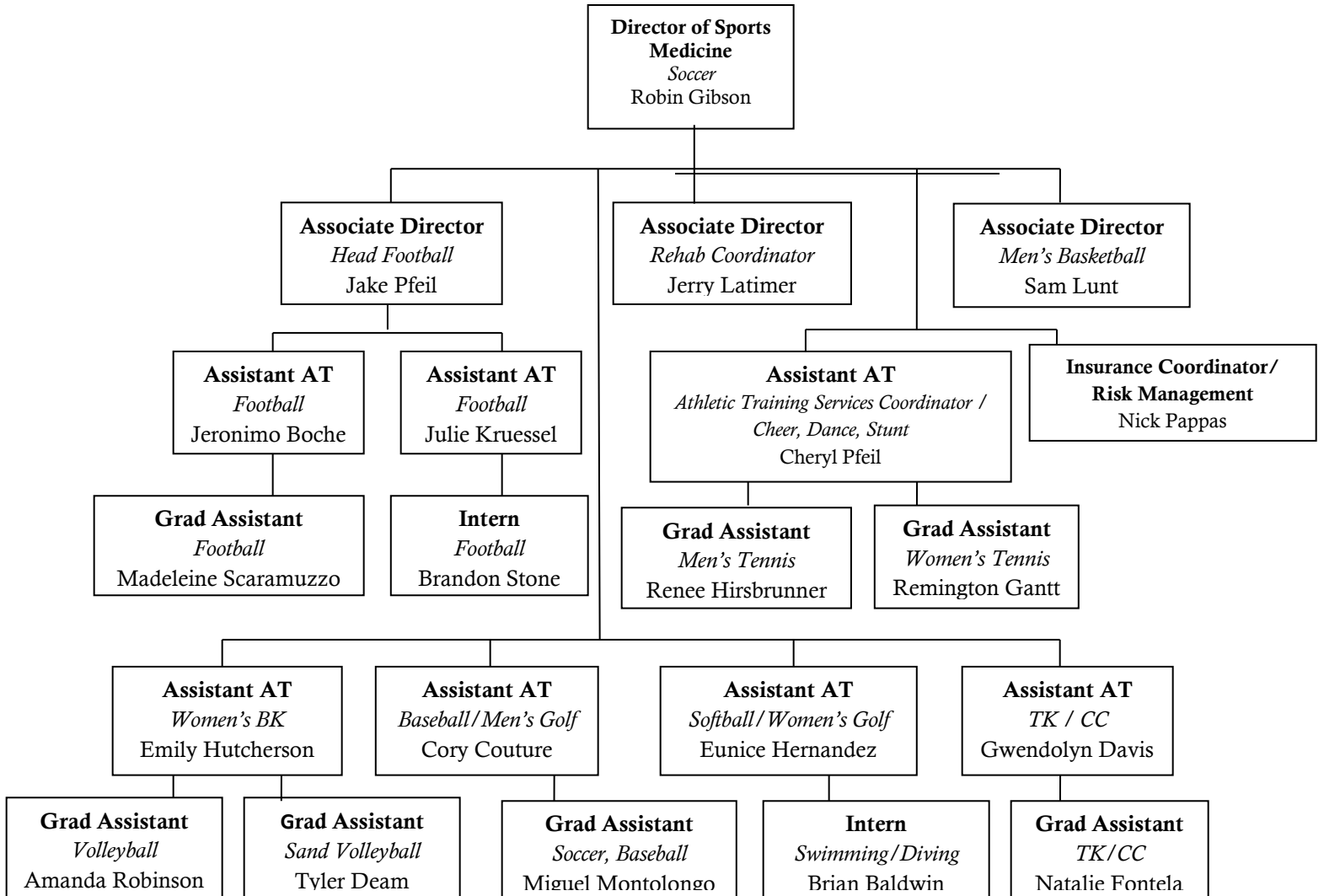
Athletic Training Students

Athletic Training Students must be accepted into the Athletic Training/Sport Medicine Curriculum and must complete the following steps in order to be eligible for admission into the didactic, clinical, and field components of the program:

1. A minimum GPA of 2.5
2. Successful completion of PET 1638 and admittance into PET 1941
3. Student must meet all technical standards for admission.

Athletic training students will be selected by a committee which consists of the Curriculum Director, the Assistant Curriculum Director, the Director of Sports Medicine, the Associate Director of Sports Medicine, and several staff athletic trainers. Upon admission, each student will be assigned a primary sport responsibility and work under the supervision of a certified athletic trainer. During their second year in the athletic training education program, athletic training students may apply for the Jason Evans Memorial Scholarship. One male and one female athletic training student will be selected to receive the scholarship, which will be applied to their third year in the program.

ORGANIZATIONAL CHART



STAFF RELATIONS

Physicians and Medical Advisors

The Athletic Training Staff will cooperate completely with the team physician and any other medical advisors working with the Athletic Training Department. The medical advisory staff for the Department of Athletics, at this time, includes two highly qualified Orthopedic Surgeons, one Family Practitioner and numerous Medical Consultants.

Visiting Athletic Trainers

Members of the Athletic Training Staff will conduct themselves according to the manner outlined in the NATA Code of Ethics. Athletic Trainers of visiting teams are to be extended every courtesy during their visit to Florida State University.

Coaches

Coaches will be kept fully informed as to the health status of student-athletes throughout the season. This will occur either by personal conversation or by a written report delivered directly to the coach. All coaches, graduate assistant coaches, and volunteer coaches, must be CPR/First Aid/AED certified and act as a first responder in the absence of a Certified Athletic Trainer. This certification must be completed within 3 months of hiring and recertification must occur every other year.

Nutritionists

The athletic nutritionists will work closely with the Athletic Training Staff in assessing the nutritional needs of the athlete as well as planning weight gain/loss diets, pre-event meals and road meals.

ATHLETIC TRAINING STAFF / COACHING STAFF RELATIONSHIP

- A. Injuries take variable amounts of time to heal properly. Understand that the team physician and the athletic training staff will return a student-athlete to participation when the time is appropriate and safe for the student-athlete.
- B. Purchase or distribution of any nutritional supplements and/or ergogenic aids by coaches is strictly prohibited by the NCAA and the Florida State University Athletic Department. If a student-athlete is taking supplements and/or ergogenic aids, they must disclose this information in the pre-participation physical exam. The athletic training staff and/or the nutritionist will then research these substances to ensure the student-athletes safety and compliance with NCAA standards.

- C. It is the expectation of the athletic training staff that coaches will not attempt to evaluate, treat, or rehabilitate athletic injuries/illnesses.
- D. In the event of injury or illness, the head coach or the coach in charge of a specific group will be given the student-athlete's status as soon as possible.
- E. If a coach is not satisfied with the care being rendered to his/her student-athletes by a certified athletic trainer, he/she should direct his or her concerns to the Director of Sports Medicine, then the Director of Athletics, in that order.
- F. Athletic training students are under the direct supervision of a certified athletic trainer. If a coach has concerns regarding an athletic training student he/she should notify the supervising certified athletic trainer.
- G. In the event a certified athletic trainer is tending to other student-athletes or momentarily unavailable, the athletic training student will act as a first-responder.
- H. Athletes should have ample time between practices/competitions and meetings/meals to receive treatment and care for any injuries or illness they may have.

SEXUAL HARRASSMENT

The Florida State University Sports Medicine Department operates in accordance with the policies and procedures set by the university, including the Florida State University Student Code of Conduct. If you are the victim of sexual harassment, go to the following Human Resources website, http://compliance.hr.fsu.edu/index.cfm?page=sexual_harassment , and follow the recommended steps.

ATHLETIC TRAINING ROOM POLICIES

DON FAULS ATHLETIC TRAINING ROOM SCHEDULE

Generally, the Don Fauls athletic training room is open Monday through Friday, 7:30am to 6:00 pm. However, during the summer and holiday season, the Don Fauls athletic training room hours will be adjusted and posted. Special scheduling arrangements will be made for athletic teams that hold practice or competition on designated state holidays. Athletic training facilities are open for designated periods of time so that all Florida State University athletic teams have the opportunity to use the facilities both prior to and after practices, workouts, and competition.

SATELLITE ATHLETIC TRAINING ROOM COVERAGE

The Satellite Athletic Training Rooms will be open Monday through Friday from 1 pm-5pm during the regular competitive season, or until all practices are finished and post-practice treatments have concluded. On weekends the satellite athletic training rooms will be open only during practice/competition times. On days of home competition, the athletic training room will be open sufficiently early so that all student-athletes have ample time to prepare for practices or competitions. It is the dual responsibility of the head coach and the certified athletic trainer to determine the amount of time necessary to prepare the student-athletes for practice or competition.

ATHLETIC TRAINING ROOM RULES

The use of all athletic training facilities and the conduct of the athletic training staff, athletic training students, and student-athletes will be governed by the athletic training room rules as set forth by the Director of Sports Medicine and his staff. In general, these rules shall include the following:

1. No rough-housing or horse-play.
2. No abusive language or cursing.
3. No eating or drinking in the Athletic Training Room.
4. No cleats or muddy shoes into the Athletic Training Room.
5. Do not bring athletic equipment into the Athletic Training Room.
6. In order to receive post-practice treatment all student-athletes must first shower and change out of practice clothes.
7. Student-athletes should be sure that they are completely dry when entering the athletic training room from showers or whirlpools.

8. Do not treat yourself. An athletic trainer will assist you.
9. Return loaned items to the Athletic Training Room. If items are not returned, the student-athletes registration may be held until the item is returned. If the item is not returned, the athletic training department may be reimbursed directly from the student-athletes scholarship funds.
10. No student-athletes are permitted to be in the storage area or in the athletic training offices without permission.
11. Athletic training room telephones, fax machines, and computers are off-limits for all student-athletes.
12. Treatments are given only upon doctor's or athletic trainer's approval. The medical staff will decide what care each injury will receive.
13. Treatments are to be continued until the medical staff indicates that treatments may be terminated.
14. No supplies are to be removed from the athletic training room without the permission of a staff athletic trainer.
15. Never touch the modality equipment. It is dangerous and can cause harm to student-athletes should they be used improperly.
16. Ice is for athletic training room use only. Contamination of ice machines by hands or items other than ice scoops is prohibited.
17. Student-athletes need to allow ample time to receive treatment or rehabilitation prior to practice.
18. All student-athletes must dress appropriately for treatment and rehabilitation (i.e. gym shorts, t-shirt, etc.)

APPROVAL FOR PARTICIPATION IN INTERCOLLEGIATE ATHLETICS

The NCAA requires that student-athletes have a full pre-participation physical examination prior to the first year of athletic competition. The NCAA requires that all student-athletes receive a medical recheck screening annually thereafter. If an annual physical examination is required for conference participation, then an annual physical examination will be performed. University Health Services will NOT accept any physical performed by an outside provider. All physical examinations must contain all required tests mandated by the Athletics Department and must be administered using Florida State University Sports Medicine paperwork. All pre-participation exams must be submitted to and approved by Florida State University Team Physicians along with University Health Services.

No student-athlete at Florida State University may participate in Intercollegiate Athletics without a **FULL, ANNUAL** pre-participation physical examination. The initial pre-participation physical

examination for all incoming athletes must be completed, and all areas cleared by University Health Services and a Florida State University team physician, before the student-athlete may participate in workouts, practices, or competition. All annual physical examinations thereafter must be concluded, and all areas cleared by University Health Services (as needed) and a Florida State University team physician, within a year of the previous annual physical exam.

Each head coach is required to submit their roster of scholarship and non-scholarship student-athletes to their assigned certified athletic trainer a minimum of 30 days prior to the start of their pre-season workouts. The Athletic Training Department will make the necessary arrangements for the pre-participation physical examinations for the student-athletes.

The coach will be informed of the date and time that pre-participation physical exams have been scheduled. It is the head coach's responsibility to see that his/her student-athletes attend their scheduled pre-participation physical exam. If a student-athlete fails to attend his/her pre-participation physical examination, the student-athlete will remain ineligible until the pre-participation physical examination is completed.

It must be clearly understood that all student-athletes must receive medical clearance before participating in Intercollegiate Athletics. Failure to receive medical authorization to participate in Intercollegiate Athletics shall immediately disqualify any athlete from all competition.

In conjunction with the pre-participation physical examination, the student-athlete will also disclose his/her previous injury or illness record, past medical history, and family history. Failure to disclose any injury or illness, past or present, relieves the Athletics Department of all liability in the event the athlete sustains a subsequent injury or re-injury to the affected part. **NOTE: It will be the coach's responsibility regarding liability if a student-athlete participates without having had a pre-participation physical examination.**

ON-CAMPUS EVALUATIONS FOR MEN'S BASKETBALL

The NCAA passed legislation on March 14, 2012 allowing coaches to conduct on-campus evaluations on prospective student-athletes, both from high school and junior college at the conclusion of their respective playing seasons. These on-campus evaluations can only be performed if the student-athlete has exhausted their high school, prep school, or junior college eligibility and only during the athlete's unofficial or official campus visit.

The NCAA has recommended that prior to this on-campus evaluation each prospective student-athlete must undergo a medical examination by a licensed physician. Each medical examination shall include a sickle cell solubility test unless documented results of a prior test are provided to the university or the prospective student-athlete declines the test and signs a written release. The examination must be administered within the prior six months of the athlete's initial participation in practice, competition or out of season conditioning activities during their prior season.

It is the position of the Florida State University Sports Medicine Department that each prospective student-athlete **MUST** complete and pass the same comprehensive physical examination as the enrolled student-athletes undergo prior to participation in intercollegiate athletics at FSU. The FSU minimum requirements on the physical examination are as follows:

- Sickle Cell Solubility Test
- Electrocardiogram (with cardiologist over read)
- Medical Examination by licensed practitioner

The prospective student-athlete may undergo this physical examination at home if they choose, but it must be within six months of their on-campus evaluation. It must include **ALL** items as required by the Florida State University Athletic Department and the prospective student-athlete must bring the written results with them before they are permitted to participate in their on-campus evaluation. The physical exam paperwork and all diagnostic lab work **MUST** be signed by a licensed physician. The prospective student-athlete must also show proof of billable health insurance in order to perform in an on-campus try-out.

The prospective student-athletes may elect to have the medical evaluation performed at Florida State University at the Thagard Student Health Center. It will take approximately two days to "clear" an athlete for competition pending results of the Sickle Cell Solubility Test and the EKG over read by

the team cardiologist. Any/all charges related to this on-campus medical evaluation will be filed with the prospective student-athlete's insurance carrier as primary coverage. Expenses not covered by a student-athletes insurance company will be paid by the Florida State University Athletic Department. Coaches are encouraged to inform all prospective on-campus student-athletes of this and to make arrangements accordingly. Coaches are also strongly encouraged to communicate with the Sports Medicine Staff prior to bringing prospective student-athletes for an on-campus evaluation so any necessary medical appointments may be arranged in advance.

EXIT INTERVIEW

EXIT INTERVIEW

This process is done at the end of the student-athletes' eligibility to evaluate the need for subsequent treatment of unresolved injuries, and to make sure no new or unreported injuries have occurred to the student-athlete while playing a sport at Florida State University. All student-athletes must meet with the FSU Athletics Department Student Services staff to address any additional needs. Failure to do so could lead to forfeit of further medical care.

FURTHER EVALUATION

As part of the exit interview process, the student-athlete or athletic trainer may request an examination by a team physician to determine the status of a previous or current injury. If surgery or further treatment of an athletic-related injury is required, it must be performed as soon as possible, once team eligibility has expired. No procedure will be paid for unless coordinated through the Florida State University Sports Medicine Staff. The Florida State Athletic Department will not be responsible for any injury or condition that is not documented in the athlete's permanent medical file.

MEDICAL HARDSHIP / DISQUALIFICATION

POLICY

Risk is inherent to intercollegiate athletics and whether due to injury, illness or pregnancy, participation may be limited or even terminated depending on the risks of the medical condition. The NCAA has set forth specific rules dealing with these medical cases and Florida State University will follow the rules of the NCAA. The athletic trainers and team physicians providing care for student-athletes must be well versed in these bylaws that govern participation in intercollegiate athletics. Medical hardships, medical extensions and a medical disqualification, also known as a medical non-counter, are types of these waivers that the sports medicine staff may have to file for a student-athlete. All of these waivers will have to be submitted to the Atlantic Coast Conference (ACC) for review and approval or denial.

Medical Hardships

May be submitted to the ACC if the following criteria are met:

- The injury/illness occurred during the senior year of HS or during one of the 4 seasons of intercollegiate competition
- The injury/illness occurred during the first half of the playing season
- The injury/illness occurred and limited participation in 2 or 20% of the scheduled contests (whichever is greater)

Medical Extensions

May also be submitted to the ACC if the following criteria are met:

- All of the criteria of a “Medical Hardship” apply
- This seeks to extend the student-athlete’s career from 5 to 6 years
- 2 out of the 5 years must have been lost due to circumstances beyond the student-athlete’s control

Medical Disqualification

This is very different from the previous two waivers. This is usually a last resort and it usually follows a recommendation by the medical community that this student-athlete halt all intercollegiate competition and participation. The risk is too large for whatever the reward of participation may be.

Therefore, it is a recommendation that the career of the student-athlete involved be terminated at this level of intercollegiate athletics, and that he/she no longer participate at Florida State University.

The staff athletic trainer and the team physician will work together to make sure that every avenue is explored and that a proper diagnosis has been reached. Medical disqualification is ultimately up to the team physician or the team physician's designate who may have more experience with the medical condition at hand.

Documentation

Contemporaneous medical documentation will be provided to Florida State University Athletic Compliance office for their submittal to the ACC. Documentation should include but not limited to:

- Diagnosis or description of student-athlete's malady by team physician
- Any and all lab work pertaining to the illness/injury
- Diagnostic test reports (X-rays, US, MRI, CT-scans, bone scans, etc.)
- Any documentation that shows the debilitating effects of the illness/injury (treatment logs, rehabilitation logs, etc.)

The university cannot be held responsible if medical information is withheld from the Florida State University Sports Medicine department. Individuals will undergo thorough pre-participation physical examinations annually. Student-athletes will fill out a thorough medical history form every year, and it is the responsibility of the student-athlete to notify Florida State University of any possible injuries or illnesses that may be exacerbated by participation in intercollegiate athletics so that FSU can look into them more closely.

MEDICAL SERVICES

Injuries must be anticipated in any type of athletic activity. Almost without exception, every sport assumes some degree of risk. Therefore, when an injury does occur to a student-athlete participating in the intercollegiate athletics program, the following care, supervision, payment and medical services are available:

FINANCIAL COVERAGE OF MEDICAL CARE

It is extremely important that Department of Athletics policies and procedures related to insurance and financial responsibility be understood by and communicated to all athletes as well as their respective parent(s) and/or guardian(s). There is a mutual responsibility shared by all parties to adhere to these policies and procedures to ensure the proper processing and prompt payment of expenses related the care and treatment of illness and injury. **The following section outlines the rights and responsibilities of student-athletes regarding athletic health care. It is imperative that the athlete read and understand this information so that they know what to expect and what is expected of them in the event they suffer an injury or illness. This information will be shared with athletes at the beginning of each semester.**

MEDICAL REFERRAL POLICIES

- A. Except in emergencies, a staff athletic trainer **MUST** screen all conditions prior to referral to a team physician or other consultant. This policy assures proper and immediate care, close follow-up treatment and smooth injury management for the student-athlete and the Florida State University Department of Athletics Sports Medicine Staff.
- B. The Sports Medicine Staff will make all referral appointments. Transportation to medical facilities/offices located off-campus will be provided by the Sports Medicine Staff **ONLY** if the student-athlete is unable to arrange personal transportation.
- C. Medical care and treatment of all student-athletes will be done through team physicians, consultants and healthcare resources associated with Florida State University Sports Medicine team as approved by the Director of Sports Medicine.
- D. If a student-athlete desires a second opinion, the student-athlete is required to request such through their respective Staff Athletic Trainer for approval by the Director or Associate Director of Sports Medicine before the physician's visit or procedure is allowed. Expenses related to care or treatment without following this policy will not be the responsibility of Florida State University Department of Athletics. The student-athlete and/or parent(s) and/or guardian(s) must provide for a release of information from the healthcare provider to the Florida State Sports Medicine Staff.
- E. A consultation between the parent(s) and/or guardian(s) of any student-athlete and the Florida State University Department of Athletics Sports Medicine Staff will be arranged whenever

requested. All decisions regarding medical approval or disqualification in the intercollegiate athletics program will be made solely by the Florida State University Department of Athletics Team Physician and/or associated consultants.

- F. The Florida State University Department of Athletics Sports Medicine Staff reserves the right to require referral to an outside medical agency for the evaluation, treatment and/or rehabilitation of any problem not related to athletics.
- G. Any student-athlete incurring an illness at a time outside the dates of traditional or non-traditional seasons may be required to report to the Florida State University Health Services for treatment.

MEDICAL EXPENSE PAYMENT POLICIES

- A. All non-scholarship student-athletes are required to provide proof of existing medical insurance in conjunction with having their initial or annual physical examination. This policy should provide benefits for athletic related injury. A front and back copy of the participant's primary insurance card must be on file with the Florida State University Department of Athletics before the student-athlete will be allowed to participate in any practice or competition. A fax transmission of insurance information or policyholder's signature may be accepted if properly authorized.
- B. The Florida State University Department of Athletics will ONLY be financially responsible for injuries occurring while a student-athlete is representing the university in formal intercollegiate activity. Illnesses or injuries outside official practices, formal workouts, or scheduled games are not covered by the Florida State University Department of Athletics. Such incidents are the financial responsibility of the student-athlete and/or respective parents and/or guardians. Care for illnesses such as colds, flu, etc. will only be covered during a sport season in which the student-athlete is engaged in formal full-team practices.
- C. The Department of Athletics will not financially support any injuries or illnesses sustained by student-athletes not directly related to participation in Intercollegiate Athletics. As such, all student-athletes are encouraged to obtain the Health and Accident Insurance Plan for Students from the University Health Service. This plan protects the student 24-hours a day, except when participating in Intercollegiate Athletics. The athlete may choose to obtain coverage through a private carrier.

- D. The Florida State University Department of Athletics requires that bills or claims be submitted first to the primary health insurance company of the student-athlete and/or of his/her parent(s) and/or guardian(s). The Florida State University Department of Athletics retains a secondary excess policy. This secondary policy will pay ONLY AFTER primary insurance has been engaged and only for athletic-related injuries or illnesses.
- E. Payments or reimbursement checks, which are sent to policyholders by insurance carriers and intended for payment of medical expenses, are funds which are the responsibility of the policyholder to apply fully to payment of such expenses by the policyholder. The Florida State University Department of Athletics will not be responsible for charges not paid by the policyholder in these circumstances.
- F. Student-athletes and/or parents or guardians should review the details of their insurance plan to make sure it provides adequate coverage for injuries and illnesses, understand their insurance company's claim filing procedures and what must be done if injuries or illnesses occur while away from home. Student-athletes should carry their insurance ID card (and prescription card, if one exists) on their person.
- G. It is the responsibility of the student-athlete and/or parents or guardians to inform the Sports Medicine Staff of any peculiarities and changes in his/her medical insurance coverage (i.e. HMO, PPO). If services are rendered while there is a lapse in coverage, the student-athlete and/or parent(s) and/or guardian(s) may be responsible for all charges incurred during this lapse. Please let the Sports Medicine Staff know of any questions that may arise concerning the medical coverage of an athlete.
- H. All requests made by insurance carriers for applicable information will be handled in the most expedient and timely manner possible. Student-athletes and parent(s) and/or guardian(s) have the responsibility to immediately notify the Department of Athletics Coordinator of Insurance and Risk Management with all requests, letters, claims or billing related to insurance for care and treatment received by the student-athlete from healthcare providers and insurance companies. This policy will ensure timely handling of all matters.
- I. Arrangements for follow-up care with a physician for injuries incurred during athletic activity must be completed within a 14 day period after completion of the competitive season, eligibility or termination from the team. After said period, Florida State University Department of Athletics is no longer financially responsible for any expenses incurred as a result of said injury unless other arrangements have been made with the Sports Medicine Staff.

SPECIAL CIRCUMSTANCES

Special circumstances which may arise that are not covered by these policies will be reviewed on a case by case basis and a final decision will be rendered by the Director of Sports Medicine on any action and disposition.

PROCEDURES FOR THE CARE OF ATHLETIC INJURIES / ILLNESSES

POLICY

Any student-athlete who has suffered an injury or illness should make it known to the Sports Medicine Staff.

Any student-athlete requiring medical diagnosis or treatment for injuries or other related medical problems while participating in their Intercollegiate Athletic Program should report this injury or problem to the athletic trainer assigned to his/her sport. The athletic trainer will then administer first aid and make arrangements for consultation, if needed.

If the Team Physician is on the site or is called for consultation and diagnosis, he/she will prescribe treatment. If the prescribed treatment is available in the athletic training room, the student-athlete is required to be treated in the athletic training room under the supervision of the Sports Medicine Staff.

If the Team Physician believes the injury is of the nature or severity that requires the consultation of another medical specialist, referrals will be made as soon as possible by the Team Physician or a member of the Athletic Training Staff.

If the student-athlete is not satisfied with his/her injury diagnosis or recovery progress, he/she should notify the Director of Sports Medicine or Team Physician. Necessary arrangements will be made for a second opinion and the Department of Athletics will cover the expenses in the usual manner. However, the Department of Athletics will not cover the expenses of other physicians, hospital bills, etc., when the student-athlete has not been referred by the Athletic Training Staff or the Team Physician.

Medical records are maintained in the Athletic Training Rooms for all student-athletes participating in the Intercollegiate Athletic Program. The Athletic Training Staff and the Team Physician, when needed, are the final authority on when an injured or ill student-athlete may return to practice or competition. HIPAA guidelines are strictly enforced.

Athletic Injuries and Illness Procedure

If a student-athlete is injured or ill and is restricted from athletic participation, he/she must be granted clearance by the certified athletic trainer or team physician to resume physical activity.

All injuries and illnesses should be reported to the Athletic Training Staff. All student-athletes needing medical attention for illnesses at the University Health Services will be referred by the Sports Medicine Staff. Any student-athlete that reports to the University Health Services or emergency room without prior approval from athletic training staff, except in the case of **extreme emergency**, will be responsible for the financial obligation for treatment received.

Coaches are not permitted to refer student-athletes to the University Health Services, any medical facility or physician except in the case of extreme illness or injury when a member of the Sports Medicine Staff is not available. All athletic injuries and illnesses will be handled by the Sports Medicine Staff without interference from the coaching staff.

If a student-athlete is injured during a practice session, workout session or contest, the Sports Medicine Staff will aid him/her as quickly as possible, evaluate the student-athlete and proceed with the appropriate, immediate care. The coach will be informed as quickly as possible regarding the student-athlete's injury and availability for that particular practice, workout or contest. All therapeutic treatment, if necessary and available, will be administered by the Athletic Training Staff.

In the case of an emergency, the Athletic Training Staff will administer the necessary emergency care until EMS (Emergency Management Services) or a team physician arrives. **COACHES SHOULD NOT UNDER ANY CIRCUMSTANCES REQUEST THE REMOVAL OF A STUDENT-ATHLETE OR ATTEMPT TO MOVE HIM/HER IF AN INJURY HAS OCCURRED TO THE STUDENT-ATHLETE'S HEAD, NECK OR BACK.** Coaches are not to interfere with the Athletic Training Staff and their management of emergency situations.

Physician Clinic

A general practitioner will be available multiple times each week in the Don Fauls Athletic Training Room to assess any injuries or illnesses experienced by the student-athletes. All student-athletes have

access to be seen by the physician. Appointments are established based on severity of injury and student-athletes who are currently in-season receive right of first refusal. The remaining appointment times are distributed on a first-come first-served basis. Student-athletes who have schedules that conflict with clinic times will be referred to University Health Services for examination or referred to Tallahassee Orthopedic Clinic.

Referrals

If a team physician, the Thagard Student Health Service Center, or the Sports Medicine Department determines that an outside referral or consultation is necessary for a student-athlete, the appointment for such a visit will **ONLY** be arranged by the team physician or the Sports Medicine Department. If a student-athlete refers himself/herself without obtaining prior approval from the Sports Medicine Department, the student-athlete shall assume medical and financial responsibility for such outside visit and medical attention. Coaches do not have the authority to arrange medical referrals to any physician or outside medical service without consulting and receiving prior approval through the Sports Medicine Department.

Prescriptions

The Department of Athletics may pay for prescription medications at anytime for an enrolled student-athlete during the year, as long as it filled in Tallahassee or on a scheduled road trip with a team and is necessary for athletic participation.

Dental Care

The Department of Athletics will assume financial responsibility for the payment of dental injuries that are incurred while participating in an official team practice or contest. All dental injuries associated with athletic participation must be reported to a member of the Athletic Training Staff. The Team Dentist will perform all dental repairs whenever possible. The cost of any dental procedure that is not pre-approved by the Director or Sports Medicine will be incurred by the student-athlete.

The Sports Medicine Department shall not be responsible for the payment of normal dental care such as cavities, cleaning, gum infections, wisdom teeth extraction, or any other dental problems not related to an athletic injury.

Corrective Lenses

Each student-athlete will receive an eye examination during the pre-participation physical examination. Should it be determined that a SCHOLARSHIP student- athlete needs vision correction, the Sports Medicine Department will incur the cost of vision correction contact lenses. The student-athlete must seek prior approval for such visual aid from a member of the athletic training staff. If the student-athlete is NOT on scholarship, the cost of contact lenses will be incurred by the student-athlete. Contact lenses which are lost or misplaced, other than in athletic participation, will be replaced by the student-athlete at his/her own expense. Corrective glasses are NOT the financial responsibility of the Sports Medicine Department.

If a student-athlete is in need of corrective glasses, the Staff Athletic Trainer will consult with the Office of Student Services to determine Student Assistance Fund (SAF) eligibility. *The student-athlete must be Pell eligible in order to receive services paid for by the Special Assistance Fund.* Upon verification that the student-athlete is SAF eligible, the Staff Athletic Trainer will make the appointment for the student-athlete (at which time an estimate is requested) and forward a completed SAF application to the Office of Student Services. Each situation will be assessed on an individual basis and will follow in accordance with the policies and procedures set by the Office of Student Services.

Massage Therapy

A. Massage therapy service during the REGULAR SEASON:

During the regular season, the Florida State University team physician will determine if therapeutic massage is needed for the medical benefit of the student-athlete. Massage therapy services that are provided during the regular season will be paid for from the Sports Medicine Department budget. Currently, we have medical contracts with several local Licensed Massage Therapists (LMT's) for massage therapy services for the student-athletes. Once a team physician has approved the massage therapy for a student- athlete, the team's certified athletic trainer will set up the massage therapy appointment for the student-athlete.

B. Massage therapy service during the POST-SEASON:

During the post-season (ACC Tournaments and/or NCAA tournaments), the team certified athletic trainer, the Director of Sports Medicine and the team physician will determine if therapeutic massage is needed for the team. If so determined, the team may contract the services with one of the local Licensed Massage Therapists prior to the start of the post-season tournament(s) and the costs will be incurred by the Sports Medicine Department budget. If the

coaches would rather their team obtain massages at the competition site, they may either travel with a local massage therapist or contract the services of a Licensed Massage Therapist in the host city. This cost will be incurred by that team's budget. Administrative approval must be obtained prior to travel.

C. Student-athletes/coaches who set up appointments with a licensed massage therapist WITHOUT team physician referral or administrative approval will be personally responsible for incurring the cost of the massage therapy services.

PURCHASE OF ATHLETIC TRAINING SUPPLIES

The Sports Medicine Department is the only department authorized to purchase medical supplies, modalities and athletic training equipment. The Sports Medicine Department will maintain a current inventory of all medical supplies and equipment and order medical supplies and equipment in accordance with the procedures of the Department of Athletics. The Sports Medicine Department will also be responsible for maintaining, using and issuing medical supplies and equipment in a competent manner.

All purchases made using an open (blanket) purchase order for the Sports Medicine Department must have prior approval by the Director of Sports Medicine.

Payment for prescriptions given to a student-athlete by a team physician, an approved consultant physician, or the Student Health Service, must be approved by the Sports Medicine Department. Student-athletes must obtain a payment slip for prescriptions from a certified athletic trainer **prior** to having the prescription filled.

CONFIDENTIALITY AND PRIVACY POLICY

Medical Records

The Sports Medicine Department will keep a record of all injuries, illnesses and surgical procedures along with daily injury records and daily treatment records. All medical records will be secured under double-locked conditions as per HIPAA regulations. All computer records will be password protected per HIPAA regulations.

Release of Medical Information

All of the information gathered and kept private by the Sports Medicine Department is highly confidential and is protected by the Federal Right to Privacy Act. A student-athlete must sign a waiver for release of any information to any family member, media source, health care professional or professional scout.

In order to ensure validity and consistency of information, all questions from the news and/or social media regarding the medical condition(s) of a student-athlete will be referred to the Sports Information staff of the sport involved. The Sports Information staff must get approval from the Sports Medicine staff representative before any medical information is released to the news and/or social media. The Sports Medicine staff representative is the head athletic trainer or staff oversight for the respective sport. The Sports Information staff is not permitted to speak with the Florida State University team physicians regarding any student-athletes medical condition(s). In addition, the student-athlete will not answer any questioning regarding their medical condition(s) unless it is cleared by the Sports Medicine staff.

In the case of sporting events, there will be no information released to the news and/or social media during the event by anyone on the Sports Medicine staff until it is determined that the student-athlete in question will not return to the game. At that time, the Sports Medicine staff representative will notify the Sports Information staff of the situation.

Every effort will and should be made to educate the student-athlete and his/her family regarding the sharing of their medical information on social media networks. Sharing of such information by the Sports Medicine and Sports Information staff, including their families, is prohibited. This includes team physicians, staff athletic trainers, graduate assistant athletic trainers, and athletic training students. The Florida State University Athletic Department staff will make every effort to respect the privacy of our student-athletes and their families.

TRANSPORTATION

Individual Transportation

If a student-athlete has a personal vehicle available to get them to and from class, academic obligations, and medical appointments; then they are to use such transportation if an injury/illness does not prevent them from doing so.

Athletic Training Transportation

In the event a student-athlete does not have a personal vehicle (i.e. car) to get them to and from medical appointments, then a staff athletic trainer may take the student-athlete in his/her personal vehicle. If an athletic training student is transporting a student-athlete, he/she must use a registered Florida State University Department of Athletics vehicle. If a student-athlete has a lower body injury and is non-weight bearing, the staff athletic trainer may help coordinate transportation for the student-athlete to get to and from class, academic obligations, and medical appointments on time. The student-athlete shall be responsible for any other transportation.

SUBSTANCE ABUSE PROGRAM

*See Section 207 of the Florida State University Department of Athletics
Policies and Procedures Manual*

DIETARY SUPPLEMENTS AND BANNED SUBSTANCES

Dietary Supplements

Dietary supplements are frequently marketed to student-athletes by outside sources to improve performance, recovery time, and muscle-building capability. Such supplements (i.e. multi-vitamins, protein powders, etc.) are not regulated by the Federal Drug Administration (FDA) and are available to be purchased through a variety of sources.

It is required that student-athletes seek the guidance of a Designated Supplements Advisor within the Department of Athletics prior to considering using any type of supplement not already provided by the Florida State University Department of Athletics. The Designated Supplements Advisors include the Sports Dietitian, the Director of Sports Medicine, the Associate Director of Sports Medicine, and the Director of Sports Science for Football. If a student-athlete consumes a dietary supplement without such approval, they assume all responsibility for risk of a positive drug test and the resulting consequences.

Banned Substances

All student-athletes are subject to the policies and procedures of the Florida State University Department of Athletics Substance Abuse Program. A current list of the NCAA banned substances is located on the NCAA website or may be obtained from the NCAA office. The list is subject to revision and student-athletes shall be held accountable for all banned drug classes on the current list. Please refer to the “Substance Abuse Program” section for details.

BODY COMPOSITION

POLICY

Assessment of Body Composition

The purpose of body composition assessment is to determine the student athlete’s distribution of lean (muscle) mass and fat mass. The key to body composition assessment is the establishment of an acceptable range of lean and fat mass over regular time intervals to assure stability or growth of lean mass and a proportional maintenance or reduction of fat mass. Attention should be given to changes in lean mass (both in weight of lean mass and proportion of lean mass) versus the attention traditionally given to body fat percent.

PROCEDURE

Methods of Assessment

At Florida State University, the most common method used to assess body composition in student-athletes is Bod Pod Body Composition Testing, administered by the department sports dietitian. Other means of body composition assessment are available as needed, including skinfold calipers and DEXA.

Concerns with Body Composition Assessment

Coaches should be made aware that the weighing and assessment of body composition in athletes is not a benign action and, in fact, can encourage the development of unhealthy eating behavior/lifestyle. The assessment of body composition should be taken in a way that enhances the student-athlete's well-being and the following concerns should be recognized:

- a. **Weight should not be used as a marker of body composition** – increase muscle mass may increase weight but should be viewed as a positive change.
- b. **Do not compare body composition values with other athletes** – differences in height, age, gender, genetic factors, and sport event/position are likely to result in differences in body composition.
- c. **Do not seek an arbitrarily low level of body fat** – arbitrarily low body fat can increase the frequency of illness, increase risk of injury, reduce performance, and increase risk of an eating disorder.
- d. **Frequency of Body Composition Assessment** – measurement frequency should be determined on an individual basis by the team physician, certified athletic trainer, sports dietitian, and strength and condition staff. Body composition assessment will typically be conducted in conjunction with performance testing at the beginning and conclusion of a semester or season.

Recommendations

It is recommended that the assessment of body composition be performed by the sports dietitian or sports medicine staff when deemed appropriate. This information should remain confidential and help educate student-athletes of changes occurring as a result of training and nutritional factors. Coaches are not permitted to know the weight or body composition results of student-athlete unless the student-athlete chooses to share the information with them on their own. The certified athletic trainer, the sports dietitian, the strength and conditioning coach, and the student-athlete will typically be the only people who will be aware of the data.

NUTRITION

Sports Nutrition

Nutrition plays an integral role in promoting athletic success. Proper nutritional habits help student-athletes stay healthy and optimally fueled so they can maximize training, conditioning, and recovery. Good nutrition habits can equate to greater gains in lean body mass, minimize fatigue related to poor hydration and under-fueling, enhance recovery, and injury prevention and rehabilitation, which supports all future training and competition. To accomplish these goals, the student-athletes must get appropriate calories and nutrients essential for fueling the body throughout the day.

Nutrition Education

Student-athletes are encouraged to work with the Florida State University Department of Athletics Sports Dietician to work toward their nutrition goals through nutrition coaching, counseling or meal planning. All nutrition advice and educational material shall be in accordance with NCAA guidelines. If a student-athlete has a medical condition that may need the attention of the sports dietitian (i.e. diabetes, sickle cell anemia, celiac disease, etc.), the certified athletic trainer will refer the student-athlete to the sports dietitian for an initial assessment. If the student-athlete is in need of outside nutrition counseling, they shall be referred by their team physician, staff athletic trainer, or sports dietitian.

SPORT COVERAGE

Practices

For all contact sports, a certified athletic trainer is required to be in attendance for in season workouts, out of season workouts and skill sessions. Contact sports include:

Football

Women's Basketball

Softball

Women's Volleyball

Men's Basketball

Women's Soccer

Baseball

Women's Sand Volleyball

For non-contact sports either a certified athletic trainer, professional rescuer, a team coach or strength and conditioning coach who is certified in CPR, First Aid, and AED usage will be present

during in season workouts, out of season workouts, weight lifting sessions, and skill sessions. Non-contact sports include:

Men's Golf	Women's Golf
Men's Tennis	Women's Tennis
Men's Track and Field	Women's Track and Field
Men's Cross Country	Women's Cross Country
Men's Swimming and Diving	Women's Swimming and Diving
Cheerleading	Dance
Stunt	

Events

The Florida State University Athletic Department requires that a staff athletic trainer and/or team physician be present at all home athletic events. One certified athletic training staff member will travel with the following sports:

Football*	Men's Basketball
Women's Basketball	Baseball
Softball	Women's Soccer
Men's Track and Field	Women's Track and Field
Men's Cross Country	Women's Cross Country
Men's Tennis	Women's Tennis
Men's Swimming and Diving	Women's Swimming and Diving
Women Volleyball	Women's Sand Volleyball

* Three certified assistant athletic trainers, two certified graduate assistant athletic trainers, athletic training students, and at least two team physicians will travel with the Florida State University football team for away games.

In the event that a non-contact athletics team should travel without a certified athletic trainer prior arrangement will be made to ensure that the student-athletes will have appropriate medical care and supervision. Head coaches will also be given emergency information regarding insurance policies and payment of medical bills, should they be incurred by student-athletes while competing off campus. It is the responsibility of the head coach to contact a certified staff athletic trainer immediately if medical attention is required for a student-athlete.

VISITING TEAM PROCEDURES

INJURY TO THE VISITING TEAM

Any visiting student-athlete who is injured while practicing or competing at Florida State University in Intercollegiate Athletics will be afforded the same care as a Florida State University student-athlete. If the visiting team has a team physician and/or a certified athletic trainer traveling with them, they will be allowed to handle the injury according to their own policies. If the visiting team does not have a team physician and/or a certified athletic trainer traveling with them, a member of the Florida State University Sports Medicine Staff will handle the case as if it were one of his/her own athletes. Any medical expenses incurred by visiting student-athletes are the responsibility of their athletics department. Payment arrangements will be made accordingly.

USE OF THE ATHLETIC TRAINING ROOM FACILITIES

The Athletic Training Room facilities are primarily for the student-athletes participating in the Florida State University athletics programs and for the evaluation, treatment, and rehabilitation of athletic injuries. These facilities are also available to visiting teams on a reciprocal, courtesy basis. Other athletics department staff and university personnel will be permitted to use the athletic training facilities with the authorization of the Sports Medicine Staff, subject to the priorities of the athletics program.

Emergency Management Services (EMS) and the Florida State University Police Department (FSUPD) will be activated for any emergency situation not involving athletics department personnel or visiting athletic teams.

When the athletic training rooms are not in use for Intercollegiate Athletics, the facilities will be locked. These facilities are under the direct supervision of the Director of Sports Medicine and his/her staff and are unavailable for use by outside staff members. All therapeutic modalities must be operated by the personnel of the Sports Medicine Staff due to their potential danger. **Athletic training facilities are not available for summer camp use.**

OSHA REGULATIONS

POLICY

In an effort to help all staff who might be risk reduce or prevent exposure to blood or other potential infectious materials, the Occupational Safety and Health Administration (OSHA) has issued standards governing occupational exposure to bloodborne pathogens (NATA News., 1993).

OSHA has the following description of potential infectious materials:

Fluids that have been recognized by the Centers for Disease Control as directly linked to the transmission of HBV and/or HIV are: blood, blood products, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pericardial fluid, amniotic fluid, concentrated hepatitis B virus and human immunodeficiency virus, and saliva in dental settings.

In compliance with OSHA standards, the Florida State University Sports Medicine Staff will implement a prevention plan as addressed in the following pages. The following guidelines were developed as per the U.S. Department of Labor Occupational Safety and Health Administration compliance assistance guidelines.

Who is covered?

OSHA does not list the professions covered by the standard, but Athletic Trainers at FSU are anticipated to come in contact with blood or other infectious materials while performing their duties. The potential for exposure not only exists in the athletic training rooms but also on the practice or competition fields.

Key Provisions

1. Tasks and procedures when occupational exposure to blood or bodily fluids occur- the possibility for exposure exists for all sports medicine staff.

- wound cleaning
- whirlpool procedures
- towel and equipment sanitation
- emergency protocols for injury situations
- urine screening
- initial evaluations
- rehydration techniques
- ambulatory aid techniques

- care and treatment of heat illness

2. Universal precautions- these precautions refer to method of infection control in which all human blood and other potentially infectious materials are treated as if known to be infectious for HIV and HBV.

3. Engineering Controls- an engineering control is the use of available technology and devices to isolate or remove hazards from the athletic trainer. These control methods eliminate or minimize athletic trainer exposure to blood or other potentially infectious materials.

At FSU engineering controls include:

- puncture resistant sharps containers
- splash guards

4. Work Practice Controls- are alterations in the manner in which a task is performed in an effort to reduce the likelihood of an athletic trainer's exposure to blood or other potentially infectious materials.

- Hands shall be washed after removing gloves or as soon as possible after contact with body fluids.
- All personal protective equipment should be removed immediately, or as soon as possible upon leaving the work area, and placed in an appropriately designated container for storage, washing, decontamination or disposal.
- Used needles and other sharps shall not be sheared, bent, broken, recapped or resheathed by hand.
- All procedures involving blood or potential infectious materials shall be performed in such a manner as to minimize splashing and spraying.

5. Personal Protective Equipment- is specialized clothing or equipment used by athletic trainers to protect themselves from direct exposure to blood or other potentially infectious materials.

- FSU shall provide and assure athletic trainer use of appropriate personal protective equipment such as; gloves, gowns, laboratory coats, fluid resistant aprons, head and foot coverings, face shields and eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices when there is potential for exposure to blood or other potentially infectious materials.
- FSU shall assure that appropriate personal protective equipment is available in a variety of sizes and readily accessible.
- FSU shall provide for the cleaning, laundering, or disposal of personal protective equipment.

- FSU shall repair or replace required personal protective equipment as needed to maintain its effectiveness.
- Surgical or examination gloves shall be replaced when visibly soiled, torn, punctured, or when their integrity is compromised. They shall not be washed or disinfected for reuse.
- Utility gloves may be washed or disinfected for re-use if they show no signs of deterioration.
- HBV vaccination shall be offered (at no cost) to all athletic trainers whose jobs involve the risk of directly contacting blood or other potentially infectious materials. Vaccinations shall be given according to recommendations for standard medical practice.

6. Post Exposure evaluation and follow-up

- Following a report of an exposure incident, the FSU staff shall make available to the student a confidential medical evaluation and follow-up of the incident.
- The FSU staff shall document the route of exposure, HBV and HIV status of the source patient(s), if known, and the circumstances under which the exposure occurred.
- The staff shall notify the source patient(s) of the incident and attempt to obtain consent to collect and test the source's blood to determine the presence of HIV and/or HBV infection.
- The staff shall offer to collect a blood sample from the exposed athletic trainer as soon as possible after the exposure incident for determination of HIV and/or HBV status.
- The staff shall offer repeat HIV testing to exposed athletic trainers six weeks post-exposure and on a periodic basis thereafter (12 weeks and six months after exposure.)
- Follow-up of the exposed athletic trainer shall include counseling, medical evaluation of any acute illness that occurs within twelve weeks post-exposure, and use of safe and effective post-exposure measures according to recommendations for standard medical practice.

7. Infectious Waste Disposal

- Disposal of all infectious waste shall be in accordance with applicable Federal, State, and local regulations.
- All infectious waste shall be placed in closable, leak proof containers or bags that are color-coded, labeled, or tagged.
- Disposable syringes, needles, scalpel blades and other sharp items shall be placed in puncture-resistant containers for disposal.
- Puncture-resistant sharp containers shall be easily accessible to workers and located in areas where they are commonly used. Double-bagging prior to handling, storing, and/or transporting infectious waste is necessary if the outside of a bag is contaminated with blood or other potentially infectious materials.
- Lab specimens of body fluids shall be transported in a container that will prevent leaking and disposed of in accordance with institutional policies and regulatory requirements.

8. Tags, Labels, and Bags-

- Tags that comply with 29 CFR 1910.145(f) shall be used to identify the presence of an actual or potential biological hazard.
- Tags shall contain the word "BIOHAZARD" or the biological hazard symbol shown above and state the specific hazardous condition or the instructions to be communicated to athletic trainers.
- The word and message must be understandable to all athletic trainers who may be exposed to the identified hazard.
- Label/tags may be an integral part of the container or affixed as close as safely possible to their respective hazards by string, wire, or adhesive to prevent their loss or unintentional removal.
- Red bags or red containers may be substituted for labels on containers of infectious waste.
- All athletic trainers shall be informed of the meaning of various labels, tags, and color-coding system.

9. Housekeeping Practices

- The staff shall assure that the worksite is maintained in a clean and sanitary condition.
- The staff shall determine and implement an appropriate cleaning schedule for rooms where body fluids are present. Schedules shall be as frequent as necessary depending on the area of the institution, the type of surface to be cleaned, and the amount and type of soil present.
- The staff shall ensure that athletic trainers wear appropriate PPE including general-purpose utility gloves during all cleaning of blood or other potentially infectious materials and during other decontaminating procedures.
- Initial clean-up of blood or other potentially infectious materials shall be followed with the use of an approved hospital disinfectant chemical germicide that is tuberculocidal or a solution of 5.25 percent sodium hypochlorite (bleach) diluted between 1:10 and 1:100 with water.
- Equipment contaminated with blood or other potentially infectious materials shall be checked routinely and decontaminated if possible prior to servicing or shipping.

10. Laundry Services

- The staff shall ensure that athletic trainers wear protective gloves and other appropriate personal protective equipment to prevent exposure to blood and other potentially infectious materials during handling and sorting of linen.
- Laundry that is contaminated with blood or other potentially infectious materials or that may contain contaminated needles or sharps shall be treated as if it were HBV/HIV infected and handled as little as possible with a minimum of agitation.
- Contaminated laundry shall be bagged at the location where it was used and shall not be sorted or rinsed in

patient areas.

- Contaminated laundry shall be placed and transported in bags that are labeled or color coded and that prevent liquid seepage if such a potential exists.
- Laundry personnel must have proper protection when handling contaminated material.

11. Training and Education of Athletic Trainers

- The employer shall ensure that all employees with exposure to blood or other potentially infectious materials participate in a training and education program.
- Material appropriate in content and vocabulary to educational level, literacy, and, language background if staff shall be used.
- The training program shall contain the following elements:
 - A general explanation of the modes of transmission of HBV and HIV
 - An explanation of the employer's infection control program.
 - An explanation of the use and limitations of methods of control that may prevent or reduce exposure including universal precautions, engineering controls, work practices, and personal protective equipment.
 - Information on the HBV vaccine, including its effectiveness, safety, and benefits of being vaccinated.
 - An explanation of the procedure to follow if an exposure incident occurs, method or reporting the incident, and the medical follow-up that will be made available.
 - An explanation of the signs, labels, tags and/or color coding used to denote biohazard.

All the above information must be read and explained prior each fall season.

U.S. Department of Labor Occupational Safety and Health Administration (1991). Compliance Assistance Guideline for the Feb. 27 1990 OSHA Instruction CPL 2-2.441B. Enforcement Procedures for Occupational Exposure to Hepatitis B Virus and Human Immunodeficiency Virus. p.3-11.

Valdosta State University Patterson St. Valdosta Athletic Department Valdosta Georgia 31698. Jim Madaleno, Michele Garber 1993.

Compliance Statement

I have read and understand the Florida State University Athletic Training Room Regulations in accordance with OSHA Standards.

I agree to comply with these guidelines in my work in the FSU Athletic Training Room.

Signed _____

Date _____

Witness _____

Date _____

MEDICAL SITUATIONS/CONDITIONS

COLD STRESS AND COLD EXPOSURE

POLICY

The Florida State University Sport Medicine department aligns itself with the position statement published by the National Athletic Trainer's Association in 2008. The position statement makes it clear that it is the exposure to cold environments and physical activity that lead to cold temperature injuries. It is the low air or low water temperatures mixed with wind that really decreases the body's ability to maintain homeostatic body temperatures.

PROCEDURE

Recommendations

The Sports Medicine Staff, coaches and student-athletes should:

- Will be educated in the recognition and treatment of cold stress and cold exposure
- Wear proper layered clothing around the core
- Wear pants and sleeves designed to insulate and break the wind
- Gloves, ear protection, and face protection are also to be worn
- Socks should wick moisture away.

Recognition of Cold Stress

Sports Medicine Staff, coaches, and student-athletes need to be educated and recognize environmental factors:

- Windchill
- Frostbite
- Hypothermia

Signs

Sports Medicine Staff, coaches, and student-athletes must also recognize SIGNS of cold stress:

- Shivering
- Numbness
- Tingling
- Burning sensation of exposed flesh
- Fatigue

- Confusion
- Slurred speech
- Red or painful extremities
- Swollen extremities
- Clumsy movements

Guidelines for Cold Temperature Participation:

- 30°F and below: potential for cold stress injuries
- 15°F or windchill: limit outside exposure
- 0°F or windchill: Terminate outside activities

HEAT ILLNESSES

POLICY

In 2002 the National Athletic Trainer’s Association published its Heat Illness position statement. It states that athletic participation in hot and/or humid climates increases the likelihood of student-athletes suffering a heat illness. The Florida State University Sports Medicine Department follows the NATA’s position statement and guidelines in education of parties involved, identification of those predisposed to heat illness, acclimatization, and education on rehydration and recovery between exercise bouts of student-athletes.

PROCEDURE

Guidelines for Participation in Heat & Humidity

Wet-bulb globe temperature (WBGT) higher than 75°F or humidity above 90% may be dangerous. Above 82°F indicates that preventative measures should be applied. Preparticipation physical exam medical histories should give insight as to which individuals will be predisposed to heat illness.

Including factors like the following:

- Previous history of heat illness
- Poor physical conditioning
- Obesity
- Unacclimatized individuals
- Prescription drugs or supplements being used

Acclimatization period should be 10-14 days in length: intensity & duration increasing gradually over that period of time. Rehydration should be encouraged during practices and between practice

sessions; coaches and student-athletes should be encouraged to replenish their fluids and also be educated on the rehydration policy.

Signs of Heat Illness

Signs of heat illness are visible changes that may occur to a student-athlete who is suffering from heat illness.

- Muscle cramping
- Decreased performance
- Unsteadiness
- Confusion
- Vomiting
- Irritability
- Pale or flushed skin
- Rapid weak pulse

Symptoms of Heat Illness

Symptoms of heat illness are physical changes that the student-athlete may describe. They are characterized as being feelings more than anything else. The Sports Medicine Staff should educate the coaches and student-athletes in them so they can recognize when a student-athlete is in trouble.

- High Body temp
- Nausea
- Headache
- Dizziness
- Unusual fatigue
- Lack of sweat
- Blurred vision/blacking out
- Fainting

Treatment of Heat Illness

Heat cramps, heat syncope, heat exhaustion, heat stroke and exertional hyponatremia are some of the more severe kinds of heat illness. Several of these conditions have signs and symptoms that are very similar and it is often that one condition progresses into the next. This is the reason why identification of heat illnesses early in their onset is critical. Heat exhaustion is often a precursor to the more severe heat stroke. Heat exhaustion is characterized by symptoms like weakness, dizziness and nausea. It will present with signs like syncope, muscle cramps, profuse sweating and cool, clammy skin. The treatment rendered should include removal from participation to a cool shaded

area, preferably indoors. Oral fluids should be pushed in order to replenish electrolytes lost. The team physician will be notified by the team athletic trainer and he shall determine if further medical care is needed. The student-athlete suffering from heat exhaustion is not to return to practice that day. Heat stroke is a medical emergency and should be treated as such. Emergency medical personnel should be summoned at once by following the emergency action plan for the venue. Individual suffering from heat stroke will present with very high body temperatures, usually hot, dry skin that has ceased sweating. While waiting for EMS the goal should be to lower the core body temperature of the individual. Acceptable ways of doing this include cold water immersion, wetting the body with running cold water and fanning vigorously, and by using ice. The team physician will also be notified of this medical emergency.

REHYDRATION

POLICY

In 2000, the National Athletic Trainer's Association (NATA) released its position statement in regards to dehydration and the proper actions to take in the prevention of dehydration. The Florida State University Sports Medicine Department understands that Florida poses several environmental challenges to the physically active outdoors. It is with this understanding and careful planning that we look to prevent dehydration of student-athletes. Education of all parties involved (coaches, strength and conditioning staff and student athletic trainers), careful monitoring of environmental factors, practice dynamics, monitoring of student-athletes are some key issues that will be targeted. Each FSU sports team has its own rehydration policy which takes into account exercise intensity, frequency and duration.

PROCEDURE

It has been shown that a fluid loss of 1-2% of body weight is enough to alter physiological function and adversely affect performance. Preventing dehydration is key in the prevention of heat illnesses like heat cramps, heat exhaustion and heat stroke.

Symptoms of Dehydration:

- Thirst
- General discomfort and complaints
- Weariness
- Apathy
- Dizziness

- Headache
- Nausea

Signs of Dehydration:

- Flushed skin
- Cramps
- Vomiting
- Chills
- Decreased performance

Recommendations for Decreasing Weight Loss during Participation

FSU student-athletes participating outside in the hot and humid environment are to be monitored for body weight loss. They are to be weighed-in pre and post activity, including practice and competitions. The aim of this practice is to monitor those who are very productive sweaters and may become at risk of dehydration which may lead to heat illness.

Guidelines for Weigh-Ins:

- Entire team must weigh-in
- Student-athletes are to weigh-in before and post-practice wearing the same amount of clothing
- Weigh-ins and weigh-outs must be monitored to make sure that student-athletes write in correct values
- Percentage of body weight lost during practice is then to be calculated
- This calculation will factor in on the decision to allow student-athletes to participate on the following practice bout
- The staff athletic trainer will make note of any body weight loss of **2%** and monitor that student-athlete for signs and symptoms of dehydration
- Recommendation: Any student-athlete who undergoes a body weight loss of $\geq 3\%$ shall not be allowed to return to play until proper fluid replacement has taken place

Guidelines for Rehydration

Student-athletes are encouraged to drink before, during and after each practice bout and competition. They are to drink prior to activity in order to be well hydrated at the start of activity. Student-athletes should drink early and often during activity in order to combat the amounts of water and electrolytes lost in their sweat. Student-athletes should replace fluids lost in sweat within 2-hours of the cessation of activity. For every pound of body weight lost 20-24oz of fluids should be ingested.

Student-athletes are encouraged to drink water as their main beverage to replace fluids lost. Student-athletes are encouraged to drink sports drinks containing no more than 8% carbohydrates to replace the electrolytes (Na, K, Cl, Mg, Ca) lost in sweat.

EATING DISORDERS

POLICY

The Department of Athletics is dedicated to ensuring the safety and good health of each and every student-athlete at Florida State University. Since eating disorders are a serious health risk which requires prompt medical attention, a plan has been developed to educate staff in recognizing signs and symptoms of eating disorders to enable staff to respond to at risk individuals. A treatment plan is in place for intervention and referral for a student-athlete who displays signs or symptoms of disordered eating behavior. Florida State University has established a multidisciplinary team to recommend intervention and treatment of disordered eating. This team will also consider requests for body or weight modification.

Education

All Department of Athletics staff will be required to notify the member(s) of the Multidisciplinary team of any at risk individuals that may come in contact with on a daily basis.

Team weigh-ins or body composition measurements performed by coaching or training staff will be performed for reasons of safety, hydration or other medical reasons deemed necessary by the multidisciplinary team. Confidentiality concerning a student-athlete's body weight, body composition and eating behaviors must be maintained. Comments concerning body weight, body composition or diet of a student-athlete will be avoided.

All incoming freshmen will receive education, information and referral sources for eating disorders.

Identification

Student-athletes should be referred to the Sports Nutritionist(s) for an assessment if one or more of the following symptoms of disordered eating are present:

- Body weight below 85% IBW, BMI under 18.5 and/or % body fat under 18% (females only)
- Amenorrhea or oligomenorrhea
- Stress fracture, repeated stress fractures or multiple stress fractures

- Slow healing time for injuries, repetitive injuries
- Physical signs and symptoms including: obvious decrease in body weight or body fat, extremely low body weight, thinning of hair, dental problems, swollen glands, etc.
- Admits to bingeing, purging (excessive exercise, laxatives, vomiting) using diet pills or diuretics, strict dieting, restrictive eating, vegetarian, chewing and spitting out food or other unusual dieting practices.
- Participating in additional exercise, in addition to regular workouts or practices, not heeding advice from coach or trainer concerning injury, recovery time, etc
- Unwilling to meet with Sports Nutritionist or other health professional for body weight or nutrition concerns
- Non-compliant during consultation sessions with medical staff or nutritionist (Refusing to be weighed, refusing to allow help/assistance, etc)
- Appears depressed and unwilling to participate in social events, team dinners, etc.
- Distorted body image, makes comments concerning body weight, body fat, etc.
- Weighing frequently, denying hunger, preoccupied with food, calories, nutrition or cooking

Student-athletes who have shown concerns for developing or having an eating disorder will be referred to a multidisciplinary eating disorder treatment team.

PROCEDURE

1. The student-athlete is referred to the multidisciplinary team by a certified athletic trainer, the coach, the sports dietitian, psychologist, counselor, and other sports medicine staff or by the student-athlete (or teammate).
 - a. The person who refers the student-athlete should gather specific information regarding their behavior, eating habits, etc. and then make the referral.
 - b. Also, the person who wants to make the referral can contact any member of the team to talk about the concerns of the student-athlete who is suspected of disordered eating behavior.
2. If an eating disorder is identified or suspected, the student-athlete may be referred further to:
 - a. Department of Athletics Counseling Service
 - b. Sports Dietitian
 - c. In-patient hospitalization
3. The multidisciplinary treatment team will be utilized in the evaluation and management of student-athletes with eating disorders.

Diagnosis and Treatment

A sports medicine multidisciplinary team including the Director of Sports Medicine, team physician, sports dietitian, clinical psychologist, Director of Strength and Conditioning- Olympic Sports, and Associate Athletic Director for Student Services will consider requests for body or weight modification of a student-athlete. An administrator will be an ex-officio member of the team as well. The team will meet monthly to review cases.

The athletic trainer, sports nutritionist, team physician, psychologist or administrator will arrange to meet with the student-athlete to discuss the concerns raised regarding his/her disordered eating behavior. The following steps may be taken:

1. Monitor, with no direct intervention
2. Refer for psychological counseling
3. Refer for nutrition counseling
4. Request that the team physician evaluate the student-athlete for full physical including blood work, EKG and DEXA (if necessary)
5. Require student-athlete maintain minimal bodyweight as determined by physician (dropping below recommended body weight will result in dismissal from participation for one week)

Each member of the team is potentially the starting point for any referral and then the student-athlete will be referred to each member of the team.

The team physician may warrant further intervention or medical clearance for the student-athlete to return to full participation in intercollegiate athletics. If medical clearance is recommended for the student-athlete the staff athletic trainer will be notified immediately by the team physician.

If further intervention is necessary, the team physician in conjunction with the staff athletic trainer, sports dietitian and the psychologist will devise a treatment plan for the student-athlete. Treatment of at least individual therapy consultations, individual nutrition consultations and periodic medical evaluations will be provided to the student-athlete with an eating disorder. Appropriate referrals will be made for individual counseling and in cases where more intense treatment is deemed necessary. The team physician, staff athletic trainer and other staff shall act in the best interest of the student-athlete.

The student-athlete may or may not be cleared for athletic participation following review from the sports medicine team. All decisions related to athletic participation are made by the team physician.

The plan and compliance contract developed by the sports medicine team will include a process for determining the student-athlete's compliance with the contract and the consequences if the student-athlete should not keep the contract. The plan and compliance contract will be developed on an individual basis and will require approval of the Director of Sports Medicine and the team physician prior to discussion with the student-athlete.

Waivers

All student-athletes sign a waiver at the beginning of each year when they have their physicals done and this allows us to release information to any member of the sports medicine team. Confidentiality is maintained within the athletic medicine team. Also, a release must be signed by the student-athlete to allow the release of information to those outside the team, such as a coach or a parent. Coaches are informed of medical restriction/clearance by the team physician.

GENDER SPECIFIC ISSUES

POLICY

Florida State University will not be financially responsible for women's wellness exams. Any female student athlete who is experiencing menstrual dysfunction should contact her athletic trainer or the team doctor. Dysfunction that can be attributed to training will be investigated by the Sports Medicine Staff and appropriately taken care of. Forms of birth control will be prescribed and covered only if the team physician deems that a student athlete requires the method to participate.

Any expenses incurred from the diagnosis of any sexually transmitted infection (STI) will be at the student-athlete's expense. Florida State University does not cover the diagnosis of any STI or maintenance medications. Prescriptions for these medications can; however, be written by the team physician. Any STI that poses a threat of transmission to other student athletes or a possible limitation of athletic participation must be disclosed to either the team physician or the athletic trainer. The athlete must sign a release of information from the health center in order for results to be given to the athletic trainer and team physician. A diagnosis of a STI does not immediately disqualify a student athlete from participating.

PROCEDURE

If a student-athlete has questions about birth control or menstrual cycle dysfunction, she should contact her athletic trainer as soon as possible. The student-athlete will be referred to the team physician or University Health Services women's clinic for examination.

If a student-athlete would like to get a women's wellness examine, she will be referred to the University Health Services women's clinic for examination. Their insurance will be applied and any residual expense will be at the athlete's expense.

A student-athlete who suspects they have contracted an STI may be referred to University Health Services or the team physician. Any expenses incurred will be the student-athletes' responsibility.

SKIN DISORDERS

POLICY

The Florida State University Athletics Department has taken many steps to help prevent the spread of contagious skin disorders.

The Sports Medicine Department will encourage following NCAA recommendations:

- A. Keep hands clean by washing thoroughly with soap and warm water or using an alcohol-based sanitizer routinely
- B. Encourage good hygiene
 - Immediate showering after activity
 - Ensure availability of adequate soap and water
 - Pump soap dispensers are preferred over bar soap
- C. Avoid whirlpools or common tubs
 - Individuals with active infections, open wounds, scrapes or scratches could infect others or become infected in this environment
- D. Avoid sharing towels, razors, and daily athletic gear
 - Avoid contact with other people's wounds or material contaminated from wounds
- E. Maintain clean facilities and equipment
 - Wash athletic gear and towels after each use
 - Establish routine cleaning schedules for shared equipment

- F. Inform or refer to appropriate health care personnel for all active skin lesions and lesions that do not respond to initial therapy
- Train student-athletes and coaches to recognize potentially infected wounds and seek first aid
 - Encourage coaches and sports medicine staff to assess regularly for skin lesions
 - Encourage health care personnel to seek bacterial cultures to establish a diagnosis
- G. Care and cover skin lesions appropriately before participation
- Keep properly covered with a proper dressing until healed
 - “properly covered” means that the skin infection is covered by a securely attached bandage or dressing that will contain all drainage and will remain intact throughout the sport activity
 - If wounds can be properly covered, good hygiene measures should be stressed to the student athlete such as performing hand hygiene before and after changing bandages and throwing used bandages in the trash
 - If wound cannot be properly covered, consider excluding players with potentially infectious skin lesions from practice and/or competition until lesions are healed or can be covered adequately

PROCEDURE

In order to aide in this, student-athletes are asked to immediately report any suspicious skin conditions to their team athletic trainer. If deemed appropriate, the team physician will be notified and will take appropriate steps to assure that the condition is treated promptly and appropriately. In addition, all common areas may require cleaning and disinfection in order to control the spread of the condition.

MENTAL HEALTH ISSUES

POLICY

Florida State University has two classifications for mental health: acute and chronic. Acute emergencies are defined as sudden changes in mental conditions i.e. perceived suicide attempt or changes in mental status; these conditions often require hospitalization. Chronic conditions include: depression, anxiety disorders, or other previously diagnosed mental conditions.

A psychiatrist is a medical doctor who can prescribe medications, along with the treatment of mental disorders. A psychologist can do similar treatments but cannot prescribe medications. Psychologists can make suggestions regarding the medications that would help a condition but any prescriptions

must be written by a licensed physician. In both cases, insurance will be applied initially and any subsequent bills or copays will be the student-athlete's responsibility.

If a student-athlete needs a medication in order to perform, and the student-athlete is receiving scholarship funding, and the student-athlete complies with all mandated counseling the Sports Medicine Department will cover the costs of these medications. If it is determined that the student-athlete is not continuing with the suggested counseling schedule, the Sports Medicine Department reserves the right to suspend payment of medications.

PROCEDURE

In the event of an acute emergency (i.e. threat or perceived suicide attempt, changes in mental status, or other destructive behaviors) the student-athlete's parents/guardians, Director of Sports Medicine, team psychologist, sport administrator and Director of Athletics will be notified immediately. The student-athlete will be directed to either an emergency facility or to the team psychologists' office for diagnosis and initial treatment. The team psychologist will coordinate further treatment, and along the team physician and Director of Sports Medicine, they will determine proper return to athletic participation.

In the event of a chronic mental health condition (i.e. depression, bipolar disorder, anxiety), a student-athlete may request or be referred to our team psychologist or referred to University Health Services for treatment.

The Director of Sports Medicine and staff athletic trainer will be notified of any student-athlete whom is under the care of the team psychologist or psychiatrist. Other personal will be told if deemed necessary by the Director of Sports Medicine.

ATTENTION DEFICIT DISORDER / **ATTENTION DEFICIT HYPERACTIVITY DISORDER**

POLICY

Attention Deficit/Hyperactivity Disorder is one of the most common neurobehavioral disorders of childhood and can persist through adolescence and into adulthood. For this reason, the NCAA has published its guidelines for the regulation of stimulant medications to treat ADD/ADHD in student-athletes (SA). The Florida State University Sport Medicine Department adheres to those guidelines published by the NCAA in March 2008. The aim is to follow the guidelines set forth by the NCAA so that the student-athletes are capable of competing, and more importantly, use the medications needed to support their academics, general health, and well-being.

PROCEDURE

Reporting of ADD/ADHD Medications

Each student-athlete will undergo a pre-participation physical (PPE) upon arrival at FSU prior to beginning their athletic career. Included in the PPE will be a medical history form that asks for all current medications. The student-athlete is encouraged to list all stimulants or pharmacological agents used in the treating of an attention deficit disorder. Previously diagnosed individuals must present the Sports Medicine Department with the following documentation:

- Description of evaluation process that identifies assessment tools utilized
- Statement of diagnosis with date of confirmation
- History of ADD/ADHD treatment (previous/ongoing)
- Statement that non-banned ADD/ADHD alternatives were considered if the current medication prescribed is a stimulant
- A copy of recent prescription
- Written documentation of annual follow-up by prescribing physician should be available if needed
- If a student-athlete has been undergoing treatment for ADD/ADHD prior to their arrival at FSU but was never tested and has no documentation available to justify the usage of the stimulant medication, then the student-athlete must undergo proper testing that will meet all the criteria listed above.

Testing

Student-athletes may undergo testing for ADD/ADHD upon arrival at FSU if any of the following occur:

- Admissions officer in compliance sees trends in academic progress that hints at an attention deficit disorder
- Discrepancies between GPA and standardized test scores
- Academic advisors or tutors see signs of attention deficit disorders
- A coach may request for a student-athlete to be tested

Test Verification

The Sports Medicine Department and the Student Academic Support Services (SASS) will work together to verify proper diagnosis and to make sure that both departments know and understand who is to be taking medication for their ADD/ADHD. This should be communicated between the team certified athletic trainer and the learning specialist in charge of working with the student-athlete.

ADD/ADHD Education of Student-Athlete

When a student-athlete is diagnosed with AD/HD they will meet with the team physician and team certified athletic trainer to discuss the plan of care. The team physician will provide the student-athlete with the “ADD/ADHD information sheet” and provide answers to any questions the student – athlete may have. The team physician will explain some of the possible side effects of taking stimulants for the treatment of ADD/ADHD. They include but not limited to:

- Dizziness
- Hyper
- Nervousness
- Feeling like your heart is racing
- Shakiness
- Difficulty sleeping
- Lack of appetite

Mental Health Professional

Once the student-athlete has met with the team physician, an appointment will be made with a psychologist (Dr. Isabel Alfonso) for ADD/ADHD coaching in regards to the diagnosis of the student-athlete. Together, the student-athlete and the psychologist will devise a plan based on the need for follow-up care. At the discretion of the student-athlete, the psychologist will provide feedback to the team certified athletic trainer regarding medication, academics, athletic performance, etc.

Follow-up

The team certified athletic trainer is in charge of requesting any medical documentation in regards to treatment of the student-athletes' condition from previous physicians. The student-athlete will follow-up with the team physician when a prescription needs to be refilled. This will allow the physician and the student-athlete to discuss how the medication is working and if either party feels the need to make adjustments to the dosage or frequency.

Documentation

The team athletic trainer will keep records of ADD/ADHD diagnostic test performed, results of those tests, prescriptions written and filled, and records regarding follow-up and monitoring visits. All these documents must be kept confidential in student-athletes' chart.

CONCUSSION & MILD TRAUMATIC BRAIN INJURY (mTBI) MANAGEMENT PLAN

POLICY

To provide a protocol to evaluate and manage a sports-related head injury from an athletic trainers and team physician's perspective.

REASON

The Florida State University Sports Medicine is committed to the identification, evaluation, and management of concussions. All concussion management procedures will be in accordance with the NCAA Concussion Management Plan, set forth by the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports (CSMAS).

PROCEDURES

Each year every student-athlete will be educated with the NCAA "Concussion Fact Sheet for Student-Athletes." Each student-athlete will read this fact sheet that includes signs and symptoms of a concussion, and sign a statement in which they accept the responsibility for reporting their injuries and illnesses to the institutional medical staff.

Each year every coach will be educated via the use of the NCAA "Concussion Fact Sheet for Coaches." Each coach will read the fact sheet and will sign confirming that the information on concussions and was presented and they understand their role in these policies and procedures.

Each incoming student-athlete will undergo baseline neurocognitive function, vestibular and optokinetic testing prior to the beginning of their eligibility at Florida State University.

All baseline values will be given to the respective athletic trainer in charge of that sport. Baseline results are to be kept on file as well as in a travel folder for away competition. Once an injury occurs, a predetermined set of events will take place.

The tools utilized by the Florida State University Sports Medicine department to assess neurocognitive function will be the ImPACT test (ImPACT Applications, Inc., Pittsburgh, PA) and the SCAT3 test for further neurocognitive and balance function. The Accommodation, Convergence, Saccades, and VOR tests will also be utilized by the ATC, team physician or his designee in order to conduct a thorough concussion evaluation.

If a sports-related head injury (concussion) has been deemed by the certified athletic trainer, team physician, or designee the following events will occur.

If the student-athlete is showing signs and symptoms of a concussion, they will be removed from practice/play for the remainder of the day and evaluated by a physician or his designee.

The student-athlete will be monitored for signs and symptoms of head trauma. During post practice/game, the student-athlete will be evaluated by the ATC, team physician or designee.

The student-athlete and an individual that lives with the student-athlete will be given specific instructions in the care of their injury. If the student-athlete lives alone there will be a staff athletic trainer, graduate assistant athletic trainer, and/or another teammate assigned to monitor the student athlete's status overnight. The person responsible for the student-athlete will be given a "concussion take home sheet" with directions to follow.

If indicated, the Athletic Trainer assigned to that sport is responsible for contacting "Student Academic Services" and notifying them that the student-athlete may have trouble with reading, concentrating, focusing, and that attending classes may be contraindicated for a short period. Ensuring the student-athlete is able to safely return to his/her normal activities of daily living should be the primary goal. As few class absences as is required for recovery will be utilized. Special attention should be paid to MATHEMATICS classes as it has been shown to be one of the hardest subjects for student-athletes who have sustained a concussion.

The day (1) following the injury, the student-athlete will be evaluated by the team physician or ATC. Symptoms, vestibular testing, and cognitive function will be evaluated by the athletic trainer, team physician or his designee as symptoms permit.

ImPACT test will be administered within a timeframe of 24-72hrs post-injury, symptoms permitting. If student-athlete does not score within 90% of baseline scores they will not be allowed to progress into the “Exertional Testing Protocol.” The student-athlete may begin a rehabilitation protocol that addresses the systems affected by the injury. This protocol should be devised between the ATC, team physician or his designee.

- a. SCAT3 will be administered in order to monitor the severity of the injury to the athlete. If the student-athlete is not within 90% of his baseline scores, he/she will continue to be monitored daily. The symptom questionnaire portion of the SCAT3 will be administered daily until student-athlete is within 90% of baseline scores. Then a repeat ImPACT test will be performed.
 - b. Accommodation, convergence, saccades, and VOR tests should be utilized as a guide for developing the rehabilitation protocol by the ATC in conjunction with the team physician or his designee.
 - c. When optokinetic testing reveals a need for vision therapy, it will be up to the team physician to refer for visual therapy.
 - d. If the student-athlete has returned to within 90% of baseline values and is asymptomatic (without pharmacological assistance), he/she will be considered to complete the “Exertional Testing Protocol (Table 1. Exertional Testing Protocol). Ultimately, in order to return to full play, the student-athlete will need to be cleared by a team physician or his designee.
2. All of these steps need to be properly documented and stored into Injury Zone. All papers need to be signed by the student-athlete and the certified athletic trainer.
 3. Guidelines and clinical experience by the team physician or ATC will be considered when making a decision.
 4. The aim in managing student-athletes that have endured a concussion is to prevent a catastrophic outcome and to return the athlete to competition in a manner that minimizes both the possibility of second-impact syndrome or more severe head injury while minimizing the amount of time lost from competition.

Table 1. Exertional Testing Protocol

Student-athlete reports absence of symptoms to the athletic trainer and has been tolerating rehabilitation exercises and symptoms have not increased.

Step 1

Student-athlete performs 15 minute cardiovascular workout with interval sprinting, stopping if symptoms return. Also, perform push-ups, squats, and crunches. If no symptoms:

Step 2

Student-athlete performs individual sport skills without threat of contact. Sport skills should incorporate movements in as many planes as possible. The aim is for potential symptoms to present in this controlled environment rather than during a live practice or competition. If symptoms return, student-athlete must stop and revert to step 1 the following day. If no symptoms:

Step 3

Student-athlete may return to practice with limited contact. Level of involvement depends on the sport and position of the student-athlete. If symptoms return, student-athlete must stop. If no symptoms, student-athlete should be seen by physician for clearance to participate in all activities

FLORIDA STATE UNIVERSITY
SPORTS MEDICINE DEPARTMENT
HEAD INJURY/CONCUSSION
CARE OF PATIENT NOT REQUIRING HOSPITALIZATION

Concussion Home Care Instructions

We believe that _____ sustained a concussion on:

_____.

During this period of time it is important that a responsible person be in close contact with the patient and watch carefully for the appearance of possible serious symptoms.

To ensure a proper recover, please follow the important recommendations provided below:

Please REMIND _____ to report to the athletic training room tomorrow at _____ (AM/PM) for a follow-up evaluation.

It is ok to:

Use ice on head and neck

for comfort and decrease

headache

Eat light meals

Go to sleep

Rest

There is NO need to:

Awaken or arouse the
patient hourly

Check eyes with a
flashlight

Test reflexes

Stay in bed

DO NOT:

Drink alcohol

Eat spicy foods

Give/take pain medication

Listen to loudmusic/headphones

Watch TV

Play videogames

Do computer/tablet work
Engage in activities that
require focus and
concentration

Please contact me should you observe any of the following symptoms:

- | | |
|--------------------------------------|--|
| 1. Inability to waken/arouse patient | 5. Severe headache that does not go away |
| 2. Vomiting | 6. Clear drainage from ears or nose |
| 3. Restlessness | 7. Inability to move arms/legs equally on both sides |
| 4. Mental Confusion | 8. Convulsions |

If the patient normally takes ADD/ADHD medication, please make sure that he/she continues his/her prescription.

Recommendations provided to: _____

Recommendations provided by: _____

Date: _____ Time: _____

Please feel free to contact me if you have any questions. I can be reached at: _____

Signature: _____

Date: _____

**FLORIDA STATE UNIVERSITY SPORTS MEDICINE DEPARTMENT
STUDENT-ATHLETE CONCUSSION STATEMENT**

Please read, sign and date at the bottom.

1. I have read and understand the *NCAA Concussion Fact Sheet*.
2. I understand that it is my responsibility to report all signs and symptoms of a possible concussion to my athletic trainer and/or team physician.

After reading the *NCAA Concussion Fact Sheet*, I am aware of the following information:

A concussion is a brain injury, which I am responsible for reporting all signs and symptoms of a possible concussion to my team physician or athletic trainer.

A concussion can affect my ability to perform everyday activities, and affect reaction time, balance, sleep and classroom performance.

I understand that I cannot see a concussion, but I may notice some of the symptoms right away. Other symptoms can show up hours or days after the injury.

If I suspect a teammate has a concussion, I am responsible for reporting the injury to my team physician or athletic trainer.

I will not return to play in a game or practice if I have received a blow to the head or body that results in concussion-related symptoms.

Following concussion the brain needs time to heal. Individuals are more likely to have a repeat concussion should he or she return to play before symptoms resolve.

In rare cases, repeat concussions can cause permanent brain damage and even death.

Printed Name of Student-Athlete

Signature of Student-Athlete

Date

**FLORIDA STATE UNIVERSITY SPORTS MEDICINE DEPARTMENT
COACH/GRADUATE ASSISTANT CONCUSSION STATEMENT**

Please read, sign and date at the bottom.

1. I have read and understand the *NCAA Concussion Fact Sheet*.
2. I understand that it is my responsibility to report all signs and symptoms of a possible concussion that occurs to any of my student-athletes to my athletic trainer and/or team physician.

After reading the *NCAA Concussion Fact Sheet*, I am aware of the following information:

A concussion is a brain injury, for which I am responsible for reporting all signs and symptoms of a possible concussion that occurs to my student-athletes to my team physician or athletic trainer.

A concussion can affect my student-athlete's ability to perform everyday activities, and affect reaction time, balance, sleep and classroom performance.

I cannot see a concussion, but I may notice some of the symptoms that affect my student-athletes right away. Other symptoms can show up in my student-athletes hours or days after the injury and I will report them to the team physician and/or athletic trainer immediately as they appear.

If I suspect that any of my student-athletes has a concussion I am responsible for reporting the injury to my team physician or athletic trainer.

I will not return my student-athlete to play in a game or practice if they have received a blow to the head or body that results in any concussion-related symptoms until they are cleared medically.

Following concussion the brain needs time to heal. A student-athlete can be more likely to have a repeat concussion if they return to play before their symptoms resolve. Resolution of these symptoms may take days and even weeks.

In rare cases, repeat concussions can cause permanent brain damage and even death.

Printed Name of Coach/Graduate Assistant

Signature of Coach/Graduate Assistant

Date

SICKLE CELL TRAIT

POLICY

The sickle cell trait is present in individuals who only carry one chromosome of the disease. This is identified so that the student-athlete is aware that if they were to have a child with another individual with the trait the child would carry the disease. The disease occurs when an individual has both chromosomes. In compliance with the NCAA sickle cell policy, the Florida State University Department of Athletics will test each student athlete for the sickle cell trait. A blood sample will be taken during the pre-participation physical and tested to determine every student-athlete's status regardless of ethnicity.

PROCEDURE

In the event a student-athlete tests positive for the trait or disease, the student-athlete will meet with the team physician and their staff athletic trainer. The meeting and education will be properly documented. They will be educated on their condition and will sign an acknowledgement letter. The student-athlete will be provided with the NCAA Sickle Cell Trait Fact Sheet for Student-Athletes. All coaches and staff athletic trainer(s) will be notified of a student-athlete who tests positive for either the trait or disease. All coaches and Sports Medicine Staff have received education on how to manage student-athletes with either condition. The coaches will be provided the NCAA Sickle Cell Trait Fact Sheet for Coaches. No student-athlete will be disqualified from participating as long as their condition is well controlled.

According to the NCAA, student-athletes with sickle cell trait are suggested to take the following precautions:

- Set his/her own pace.
- Engage in a slow and gradual preseason conditioning regimen to be prepared for sports-specific performance testing and the rigors of competitive intercollegiate athletics.
- Build up slowly while training (e.g., paced progressions).
- Use adequate rest and recovery between repetitions, especially intense drills.
- Not be urged to perform all-out exertion of any kind beyond two to three minutes without a breather.
- Be excused from performance tests such as serial sprints or timed mile runs, especially if these are not normal sport activities.
- Stop activity immediately upon struggling or experiencing symptoms such as muscle pain, abnormal weakness, undue fatigue or breathlessness.
- Stay well hydrated at all times, especially in hot and humid conditions.
- Maintain proper asthma management.
- Refrain from extreme exercise during acute illness, if feeling ill, or while experiencing a fever.
- Access supplemental oxygen at altitude as needed.
- Seek prompt medical care when experiencing unusual distress.

SICKLE CELL TRAIT ACKNOWLEDGEMENT LETTER

I, _____, understand that I am sickle cell trait positive and have been instructed on the proper management of this condition. I have read and understand the “Sickle Cell Trait Educational Information Sheet” provided by the Florida State University Sports Medicine Staff. I have also met with a team physician and a certified athletic trainer regarding my sickle cell trait, and I agree to comply with the plan and guidelines set during this consultation.

Signed _____

Date _____

Witness _____

Date _____

CONDITIONS OF IMPAIRMENT

POLICY

A student-athlete with impairment is defined as a person who only has one organ that was originally a pair, I.e. lungs, eyes, kidney, etc. A person with a pre-existing loss of a paired organ is an individual whom lost said organ prior to becoming a student-athlete at Florida State University. Both, individuals whom have pre-existing impairment and an impairment that was sustained while participating in intercollegiate athletics will have to sign a letter of acknowledgement stating that they understand the risk of competing with only one organ.

PROCEDURE

Any student-athlete choosing to participate in Florida State University's intercollegiate athletics whom has lost or incurs a loss of any paired organ (eye, kidney, etc.) must meet with the team physician to determine the appropriate plan. Each situation will be handled on an individual basis. If a student-athlete is permitted to participate in their designated athletics program, a waiver will be drafted and approved by the Florida State University Department of Athletics legal counsel.

PREGNANCY

POLICY

If a student-athlete suspects she is pregnant and she contacts her athletic trainer, coach, or department personnel, diagnostic testing must be done to confirm or rule out a pregnancy. The student-athlete must sign a release of information from the health center in order for results to be given to the staff athletic trainer and team physician. Florida State University will pay for diagnostic testing. All further medical costs due to pregnancy will be incurred by the student-athlete. Each female student-athlete must comply with Florida State University rules and regulations regarding the occurrence of a pregnancy.

Once a pregnancy is confirmed, the student-athlete must have a gynecological exam and a determination must be made as to the stage of the pregnancy. This information will be given to the team physician so that a determination can be made of the student-athlete's ability to continue their sport. The Director of Sports Medicine will also be notified.

PROCEDURE

If the student-athlete states that she believes she is pregnant or the athletic trainer believes the student-athlete is pregnant due to signs and symptoms (and the coaching staff is unaware), the student-athlete must have a pregnancy test at University Health Services or the Mahan Medical Clinic. Student-athletes

with confirmed pregnancy will be encouraged to let her coach know about the situation. If the student-athlete declines to allow information to be released to their coach, any withholding from practice will be explained as an undisclosed illness. The Director of Sports Medicine and team physician will be given information regarding the pregnancy and the future course of action. The team physician will then make a decision regarding the student-athlete's ability to continue play, weighing the risk for both the student-athlete's health and ability to maintain the pregnancy. If a student-athlete is permitted to participate in their designated athletics program, a waiver will be drafted and approved by the Florida State University Department of Athletics legal counsel. The team physician will also make any decisions regarding activity status during pregnancy and return to activity following pregnancy outcomes on an individual basis.

Student-athletes participating in athletics during pregnancy can be medically disqualified by their obstetrician and team physician due to the risk of sport participation for the student-athlete and the integrity of the pregnancy. Student-athletes may return to full-activity post-delivery.

It is the policy of the NCAA and Florida State University that no student-athlete's scholarship status be affected by pregnancy.

Our referring obstetrician:

Gynecology and Obstetrics Associates
Dr. Jana Foresthofel
1402 Centerville Rd.
Suite 4200 Professional Office Building
(850)877-3549

Student-Athlete Pregnancy Policy
Student-Athlete Acknowledgement Signature
(to be turned in and kept on file in the athletic training room)

If a student-athlete suspects she is pregnant and she contacts her athletic trainer, coach, or department personnel, diagnostic testing must be done to confirm or rule out a pregnancy. The student-athlete must sign a release of information from the health center in order for results to be given to the staff athletic

trainer and team physician. Florida State University will pay for diagnostic testing. All further medical costs due to pregnancy will be incurred by the student-athlete. Each female student-athlete must comply with Florida State University rules and regulations regarding the occurrence of a pregnancy.

Once a pregnancy is confirmed, the student-athlete must have a gynecological exam and a determination must be made as to the stage of the pregnancy. This information will be given to the team physician so that a determination can be made of the student-athlete's ability to continue their sport. The Director of Sports Medicine will also be notified.

If the student-athlete states that she believes she is pregnant or the athletic trainer believes the student-athlete is pregnant due to signs and symptoms (and the coaching staff is unaware), the student-athlete must have a pregnancy test at University Health Services or the Mahan Medical Clinic. Student-athletes with confirmed pregnancy will be encouraged to let her coach know about the situation. If the student-athlete declines to allow information to be released to their coach, any withholding from practice will be explained as an undisclosed illness. The Director of Sports Medicine and team physician will be given information regarding the pregnancy and the future course of action. The team physician will then make a decision regarding the student-athlete's ability to continue play, weighing the risk for both the student-athlete's health and ability to maintain the pregnancy. If a student-athlete is permitted to participate in their designated athletics program, a waiver will be drafted and approved by the Florida State University Department of Athletics legal counsel. The team physician will also make any decisions regarding activity status during pregnancy and return to activity following pregnancy outcomes on an individual basis.

Student-athletes participating in athletics during pregnancy can be medically disqualified by their obstetrician and team physician due to the risk of sport participation for the student-athlete and the integrity of the pregnancy. Student-athletes may return to full-activity post-delivery.

It is the policy of the NCAA and Florida State University that no student-athlete's scholarship status be affected by pregnancy.

Our referring obstetrician:

Gynecology and Obstetrics Associates
Dr. Jana Foresthofel
1402 Centerville Rd.
Suite 4200 Professional Office Building
(850)877-3549

I, _____ have read, understand and will abide by the above pregnancy policy.

TYPE 1 DIABETES

POLICY

The Florida State University will act in accordance with the position statement published by the National Athletic Trainer's Association (NATA) in 2007. The goal we hope to achieve in the treatment of Type I Diabetes is to maintain blood-glucose levels within a normal range without inducing an unnecessary hypoglycemic event.

PROCEDURE

Preparticipation Physical Exam

Prior to beginning their athletic careers at Florida State University, all student-athletes will undergo a thorough physical exam with a team physician.

- If a student-athlete exhibits signs or symptoms of diabetes he/she will be required to follow the instructions of the team physician and/or team athletic trainer.
- The team physician and the team athletic trainer will develop a plan for the treatment of care. The plan may include referral to an endocrinologist, the sports dietitian; additional testing deemed necessary, practice limitations and possible nutritional restrictions.
- If the incoming student-athlete has previously been diagnosed with Type I diabetes, the team athletic trainer will gather previous medical records to present to the team physician for their evaluation. At this time, the team physician may develop a plan of how often they are going to meet with the student-athlete for follow-up.

Diabetic Plan of Care

Upon successful completion of the preparticipation physical, each student-athlete diagnosed with Type I diabetes will have a plan of care devised for practice, home, and away competitions. This plan of care will have input from the team physician, the team athletic trainer and the sports dietitian. The plan will encompass but not limited to the following:

- Glucose monitoring guidelines and recommendations
- Insulin therapy guidelines
- A thorough understanding of any other medications that aid in glycemic control.
- A thorough understanding of signs and symptoms of hyper-/hypo- glycemia for all involved with the student-athlete (i.e., coaches, athletic training students, strength and conditioning staff, etc.)
- Emergency contact information
- It is recommended that a medical alert tag be worn at all times

Athletic Training Kits

The student-athlete is responsible for providing his athletic trainer all the necessary supplies to treat a diabetic emergency. The supplies are to be present at each practice and competition. The supplies should include all but are not limited to the following:

- Plan of care
- Blood monitoring equipment and supplies (glucose meter, testing strips and insulin)
- Supplies to treat hypoglycemia (i.e. orange juice, non-diet soda, glucose tablets, etc.)
- Sharps container to discard lancelets or syringes adequately
- Extra batteries for glucose meter or insulin pump

Recognition, Treatment, and Prevention of Hyperglycemic Events

The team athletic trainer and the athletic training students responsible for the care of the student-athlete with Type I diabetes shall be aware and have the responsibility and ability to prevent, recognize and treat episodes of hyperglycemia and hypoglycemia. If exercise or any other activity is seen to elevate the risk or frequency of hyperglycemic events it is recommended that the student-athlete follow-up with the team physician.

Athletic Injury and Glycemic Control

Athletic injuries are an inherent risk to sport. The body responds to such injuries by secreting stress hormones to aid in the healing process. Some of these hormones are the culprits of hyperglycemic states. For student-athletes with Type I diabetes, this can actually hinder the healing process because their hyperglycemic response is an exaggerated one. Diabetic student-athletes should strive to maintain normal glucose levels by constant monitoring and adequate insulin administration. When a student-athlete with Type I diabetes suffers an injury, he/she and the team athletic trainer should develop a plan for the care of the injury which includes glucose level monitoring.

ASTHMA

POLICY

Asthma is a disorder of the airway characterized by chronic hyper-responsiveness of the bronchi. According to the CDC, 24.6 million Americans or 8.2% of them suffer from Asthma in 2009. In 2007 the World Health Organization reported that 300 million people suffer from asthma worldwide and 250 thousand deaths had been attributed to asthma. The Florida State University Sports Medicine Department aligns itself with the position statement published by the National Athletic Trainer's

Association (NATA) in 2005 in regards to the identification, treatment and follow-up care of student-athletes with asthma.

If a student-athlete has been diagnosed as an asthmatic prior to their arrival at Florida State University, further medical exams will be performed if necessary to make sure that the symptoms are under control and that the medication is correct for that student-athlete. All first-year student-athletes will undergo a thorough pre-participation exam. If signs or symptoms of asthma are found, a more in-depth work-up will be performed to find out the extent of asthma symptoms. Every student-athlete will undergo a physical exam with the team physician on each year of participation. If signs or symptoms of asthma become evident during the academic year, the team athletic trainer will refer the student-athlete to the team physician for follow-up.

Signs and Symptoms:

- Chest tightness (or chest pain in children)
- Coughing
- Prolonged shortness of breath (dyspnea)
- Wheezing (especially after exercise bouts)
- Performance affected by breathing difficulty
- Use of accessory muscles to breathe
- Dyspnea when exposed to allergens or irritants
- Exercise-induced symptoms
- A well-conditioned athlete who has trouble completing tasks
- Family history of asthma
- Personal history of atopic dermatitis/eczema or hay fever

PROCEDURE

Treatment

After a student-athlete is diagnosed as an asthmatic, an individualized plan of care will be developed by the team physician, team athletic trainer and student-athlete. The plan should include preventative components and asthmatic episode treatment protocols. The treatment plan should also include the following:

- Scheduled pulmonary spirometry testing
- Periodic pulmonary function test (as needed)
- List of prescriptions used by student-athlete
- Directions for each prescription for asthma
- Plan that takes into account practice dynamics and how to prevent asthmatic episodes during practice and competition
- Plan of attack should an emergency arise

Education

Each student-athlete who is diagnosed with asthma will be educated on the extent of their condition and have an opportunity to ask questions in regard to the condition. The team athletic trainer and the team physician will educate the student athlete in the proper usage of any medication that is prescribed to them for the control of asthma and how they may interact with other prescriptions they may be on.

Follow-up

Student-athletes that are diagnosed with asthma, and it is being managed properly with infrequent, minor episodes shall follow-up with the team physician at least once a year during the annual pre-participation physical exam. Any student-athlete whose asthma is not under control, having frequent episodes or worsening signs and symptoms shall be referred to the team physician for further examination as soon as possible.

206 – STRENGTH AND CONDITIONING

MISSION STATEMENT

The Florida State University strength and conditioning program is dedicated to the pursuit of excellence. We are committed to rendering the finest Strength and Conditioning program in the nation. This includes developing the most professional staff and facilities, and administering the most comprehensive, efficient and effective collegiate program. Our goal is to maximize the athletic potential of each Student Athlete by:

- Providing an expert staff educated in and determined to render the most up-to-date and effective strength and conditioning procedures to FSU athletes.
- Developing individualized programs based on scientifically proven principles tailored to the needs of each athlete.
- Administering comprehensive programs which address: strength, power, acceleration, speed, agility, core development, flexibility, conditioning, and nutrition and are designed to develop the total athlete.
- Monitoring both team and individual progress on a daily basis.
- Reducing the risk of injury by strengthening weaknesses and working closely with team doctors and trainers through the rehabilitation process.
- Enhancing each individual's self-confidence, sense of well-being, and overall physical health.
- Instilling a strong work ethic, discipline and will of heart, which will carry over to the field of competition and life.

STRENGTH AND CONDITIONING PROGRAM

Because physical well being is essential to succeed both as a student and as an athlete, the athletic department takes responsibility for helping each athlete to reach and maintain optimum physical condition. To achieve this goal, a comprehensive Strength and Conditioning program has been established to decrease the possibility of injury or re-injury.

However, should an injury occur, the department is committed to the athlete's complete rehabilitation. In this instance, the Athletic Medicine staff and Strength staff will work together to help the athlete rehabilitate and re-condition.

All intercollegiate athletic teams have access to the varsity strength training facility and a training program. Each program addresses flexibility, strength, power, and aerobic/anaerobic conditioning on both a team and individual basis.

Motivation

Develop a strong relationship with each athlete. This is a critical building block in motivating each athlete to physically develop to his or her full potential.

- Be personable. Develop professional relationship with athletes and get to know our athletes as people.
- Be enthusiastic.
- Create a positive and fun atmosphere the athletes will enjoy.
- Be a great teacher of the technical lifts.
- Provide a tremendous amount of positive feedback.
- Offer constructive criticism.
- Cater to all the athletes' needs.
- Use the program's great results as a motivational tool.

“Success breeds success.”

FSU Strength and Conditioning Staff contact Info

Olympic Sports Strength Staff

Jon Jost FSU: 4-2549 Cell: 850-445-1169 Email: jjost@fsu.edu
Director of Strength and Conditioning

Mike Bradley FSU: 4-2681 Cell: 650-387-4191 Email: mbradley@fsu.edu
MBasketball / Golf Strength and Conditioning Coach

Dave Plettl FSU: 4-4716 Cell: 850-519-1460 Email: dplettl@fsu.edu
WBasketball / Tennis Strength and Conditioning Coach

Dan Schaefer Cell: 850-228-6325 Email: dschaefer@fsu.edu
Assistant Strength and Conditioning Coach

Howard Gray FSU: 5-9692 Cell: 850-228-0197 Email: hsgray@fsu.edu
Soccer / Swim Strength and Conditioning Coach

Adam Ross FSU: 5-7668 Cell: 414-788-6237 Email: aross2@fsu.edu
Baseball Strength and Conditioning Coach

Caitlin Quinn Cell: 850-274-8789 Email: cquinn@admin.fsu.edu
Softball / Volleyball Strength and Conditioning Coach
Football Strength Staff

Vic Viloría FSU: 4-2108 Cell: 850-408-7793 Email: [viloria@fsu.edu](mailto:viloría@fsu.edu)
Head Football Strength Coach

Derek Smith Cell: 386-679-4107 Email: dcsmith5@fsu.edu
Football Assistant Strength and Conditioning Coach

Brandon Red Sanders FSU: 4-7070 Cell: 850-728-8873 Email: bcsanders@fsu.edu
Football Assistant Strength and Conditioning Coach

Brice Lockhart Cell: 850-384-5611 Email: bw109@my.fsu.edu

Football Assistant Strength and Conditioning Coach

Louis Dobosenski

Cell: 214-417-2825 Email: ldobosenski@fsu.edu

Football Assistant Strength and Conditioning Coach

Florida State Sports Nutrition

Kristen Gravani - Sports Nutritionist – RD

FSU: 5-1918

Cell: 850-228-5205

Email: kgravani@gmail.com

General Responsibilities for Strength Staff

- Be an ambassador of FSU and the FSU athletic program.
- Look, act and be professional.
- Work hard! We cannot expect the athletes to outwork us.
- Present all memos, testing results, proposals and requests in a professional way- typed.
- Wear FSU assigned gear when coaching.
- Wear appropriate clothes when working out (FSU, Power Aid, Power Lift, Hammer).
- Keep office space “recruiting ready” 100% of the time.
- All communication regarding administrative issues must go through the Director and Head Strength Coaches.
- At all times, demonstrate courtesy toward others in the weight room.
- Be assertive and demanding of our athletes.
- Report any weight room related injuries to your superior as soon as possible.
- If you recommend the use of steroids or an illegal substance to any athlete, you will be

terminated.

- If you know of any athlete that may be taking any illegal substance, report it confidentially to your superior.
- Strength staff personnel are not allowed to date Student Athletes. Make your relationships professional.
- Learn and teach proper lifting and spotting techniques on all lifts.
- Be alert for bars that are not properly loaded, or any other potential risks of injury.
- Do not ever allow weights to be out of place.
- Profanity and foul language will not be tolerated.
- Assist in the general maintenance and cleaning of the strength facility and equipment.
- Learn emergency procedures.
- Enforce weight room policies and rules at all times.
- Be on time. This is not negotiable.
- Maintain a POSITIVE ATTITUDE.
- Question and be critical behind closed doors- Support and back 100% outside those doors.
- Teach and train the athletes to pick up after themselves.
- If you fail to train the athletes to pick up after themselves, you must pick up after your athletes.
- Provide at least 1 week notice for time off and more if you will be gone more than one day.
- You are allowed 1 hour to work out. If you need more time, do it on your personal time.
- Do not sit or allow anyone else to sit on counter tops.
- If you find something dirty ... clean it.

- If you find something broken ... fix it or report it.
- Take **Initiative** and be Responsible.

FSU Strength and Conditioning Facilities

If you would like your team to work out in the weight room as a group, you must schedule a time with the Head Strength Coach. There may be times during regular hours when the weight room is filled to capacity and unscheduled teams or individuals will not be allowed to lift.

If your team needs to have access to the room outside regular hours, appointments must be made with the Strength Coach responsible for that team.

ATHLETES CANNOT BE IN THE WEIGHT ROOM UNSUPERVISED. A certified Strength Coach must ALWAYS be present with student-athletes in the facility.

The strength program provides the best training available while maintaining the highest safety standards. One of the reasons athletes lift weights is to become stronger and more resistant to injury. The weight room is not a place where injuries should occur. If an injury should occur, contact your supervisor and the Sports Medicine staff immediately.

Weight Room Access

Only Florida State University Student Athletes, Athletics Department coaches/ staff, former FSU athletes still on athletic aid or competing at the professional level, and individuals enrolled in the Seminole Adult Fitness class will have access to the athletics department weight room facilities. There will be exceptions made on a case-by-case basis. Any exceptions made must sign the "Hold Harmless Waiver", and be approved by Jon Jost. Inform all strength coaches of any visitors that will be in using the weight room. If you do not know or recognize someone, introduce yourself.

Weight Room Hours

The weight room "general" operating hours during the semester will remain the same as previous years: 8:00 AM – 6:00 PM, Monday – Friday. There will be exceptions made for teams whose schedule dictates their need to train earlier or later in the day. Exceptions will not be made for coaches wishing to use the facility for "athlete discipline workouts".

Key Policy

Weight room keys will be issued only to those individuals requiring a key to perform FSU related duties. In other words, keys will not be issued to administrators, coaches, or staff who would like to use the facility for personal reasons outside of work hours. Anyone who needs access to the weight room for recruiting/tour purposes outside of operating hours will need to contact a Strength Coach 24 hours prior to the event. In this event, a Strength Coach will be made available to provide a tour of the weight room facility.

Please understand that this facility is not a health club. You are more than welcome to use the weight room during the hours of operation, provided you understand that our Student Athletes take priority.

REQUESTED LEAVE

To request leave time, email the day or dates you wish to take off to your supervisor. You will receive a reply email notice of your request. If your request is granted, you then must submit and email a listing of who has agreed to cover your responsibilities when you are away, and record your leave time in OMNI under Self Service.

Strength Training Facility Rules

NOTICE: To all persons using the athletics department weight room. A list of rules is presented below so that the facility will remain clean, safe, and ready for your use. **YOUR COOPERATION IS NEEDED AND APPRECIATED!**

- The weights should be on the bar, being used, or on the rack. **DO NOT PUT WEIGHTS ON THE FLOOR.**
- No food, drinks, or tobacco allowed in the weight room.
- Athletes are not permitted to use cell phones in the weight room.
- The strength staff will control music play list, and music volume.
- Athletes are not allowed to listen to “ipods” during scheduled team workout.
- Athletes must wear shirt and shoes at all times. No one will be allowed to lift in street clothes.

- Athletes are not allowed to wear a hat or any headgear in the weight room.
- Equipment is not to leave the weight room, unless approved by Director and Head Strength Coach.
- No spitting on the walls or floor.
- Chalk is to stay in the chalk bowl.
- Former FSU athletes and guests must sign a release form before using the strength training facility.
- Spotters must be used on all lifts.
- Collars must be used to secure the weights.
- Horseplay will not be tolerated in the weight room. You are here to work out, not to play games.

It is an athlete's privilege to use the varsity weight room. If rules are not followed, this privilege will be taken away.

Opening / Closing Procedures

The individual designated as the opener and closer for the day is responsible for the following:

OPENING PROTOCOL

1. Unlock both front doors
2. Open door to Turf Room (prop open)
3. Turn on all lights
4. Turn on music
5. Turn on TV's in Cardio Area

CLOSING PROTOCOL

1. Unload bars, weights returned to the proper storage rack
2. Reset platform barbells to 11
3. Reset Half Rack barbells to 6

4. Reset all tech, scoops to lowest level and return safety racks to floor
5. Set all benches (DB area included) to flat position
6. Put away weight room equipment (belts, straps, attachments, etc.)
7. Clear workout counter top
8. Clean nutrition counter
9. Restock cups if needed
10. Turn off TV's, and video board
11. Turn off music and computer monitor
12. Turn off lights
13. Lock both front doors, close Turf Room door, close all other doors

Everyone is responsible for picking up after their teams, this includes the following:

1. Unload bars, weights returned to proper storage rack
2. Reset Platform barbells to 11
3. Reset Half Rack barbells to 6
4. Reset all tech, scoops to lowest level and return safety racks to floor
5. Set all benches (DB area included) to flat position
6. Put away all weight room equipment
 - a. Belts
 - b. Med Balls
 - c. Physio Balls
 - d. Dip attachments
 - e. Stretch Bands
 - f. Cords
 - g. Jump Ropes
 - h. Foam rollers
 - i. Towels
 - j. Stretching Sticks
 - k. Etc.

EMERGENCY / INJURY PLAN

The strength program provides the best training available while maintaining the highest safety standards. One of the reasons athletes lift weights is to become stronger and more injury resistant. The weight room is not a place where injuries should occur. If an injury should occur, it is imperative the following procedures are executed.

Emergency Management Plan

The following medical emergencies require the activation of the EMS (911):

1. Respiratory arrest or any irregularity in breathing.
2. Severe chest or abdominal pains that may indicate heart attack, cardiac arrest, or internal hemorrhage.
3. Excessive bleeding from a major artery or loss of a significant amount of blood.
4. Suspected spinal injury resulting in back pain, paralysis.
5. Open or multiple fractures and/or fractures involving the femur, pelvis, and several ribs.
6. Joint fracture or dislocation with no distal pulse.
7. Severe signs of shock or possible internal hemorrhage.

AMBULANCE-POLICE-FIRE 911
FSU CAMPUS POLICE: 644-1234

ACTIVATING EMS

1. CALL 911
2. SPEAK CLEARLY AND SLOWLY
3. GIVE YOUR NAME, POSITION, AND PRECISE LOCATION
4. GIVE NATURE OF EMERGENCY (UNCONSCIOUS ATHLETE, POSSIBLE NECK INJURY)
5. GIVE VICTIMS CONDITION (ARE THEY CONSCIOUS, BREATHING, NOT BREATHING, ETC...) AND TREATMENT BEING PRESENTLY ADMINISTERED AND BY WHOM
6. STAY ON THE LINE UNTIL DISPATCHER TELLS YOU TO HANG UP

HOSPITALS

TALLAHASSEE MEMORIAL REGIONAL MEDICAL CENTER	681-1155 (Info) 681-5422 (ER)
TALLAHASSEE COMMUNITY HOSPITAL	656-5000 (Info) 656-5092 (ER)

The following injuries require immediate referral to an Athletic Trainer and physician:

1. Eye injuries.
2. Dental injuries where a tooth has been knocked out or knocked loose.
3. Minor or simple fractures.
4. Lacerations that may require suturing.
5. Injuries where a functional deficit is noticeable.
6. Loss of normal sensation or absences of reflexes which may indicate a nerve root injury.
7. Noticeable muscular weakness in the extremities that may indicate peripheral nerve damage.
8. Any injury, should you have doubts about its severity or nature.

Sports Medicine Staff

Team Physicians

Name	Office #	Cell #
Kris Stowers Family Practice / Sports Medicine	850-877-8174	850-298-3066
Steve Jordan, MD Orthopedic Surgeon	850-877-8174	850-395-1059
Bill Thompson	850-877-8174	850-395-1059

Athletic Trainers

Name	Office #	Cell #
-------------	-----------------	---------------

Robin Gibson
Director of Sports Medicine

850-644-2139

850-544-1746

Any injury that occurs must be reported to the teams Athletic Trainer and the Director or Head Strength & Conditioning immediately.

Any injury report must be completed and submitted to your superior the same day the injury occurs.

(updated 7/29/13)

<u>Athletic Training Staff Sport Assignment</u>		
Name	Title	Phone #
Robin Gibson	Director of Sports Med - SOC	644-2139 (o)
		544-1746 (c)
Sam Lunt	Assoc. Dir of Sports Med - MBK	644-6223 (o)
		228-6850 (c)
Jake Pfeil	Assoc. Dir of Sports Med - FB	644-7038 (o)
		694-0989 (c)
Jeronimo Boche	Asst. Athletic Trainer - FB	694-3091 (c)
Julie Kruessel	Asst. Athletic Trainer - FB	(806)252-6171(c)
Eunice Hernandez	Asst. Athletic Trainer - SB / WGF	694-2086 (c)
Emily Hutcherson	Asst. Athletic Trainer - WBK	728-4931 (c)
Nick Pappas	Insurance Coordinator	645-2700 (o)
		615-828-8852©
Cheryl Pfeil	Asst. Athletic Trainer - Coordinator	644-1206 (o)
		694-0130 (c)
Cory Couture	Asst. Athletic Trainer - BS / MGF	591-3582 ©
Gwen Davis	Asst. Athletic Trainer - TK	228-3410 ©
Jerry Latimer	Physical Therapist / Athletic Trainer	228-5738 ©
Madeleine Scaramuzzo	Grad. Asst. Athletic Trainer - FB	728-5021 (c)
Amanda Robinson	Grad. Asst. Athletic Trainer - VB	228-9326 ©
Grantt Remington	Grad. Asst. Athletic Trainer - WTN	228-3570 (c)
Miguel Motolongo	Grad. Asst. Athletic Trainer - SW/DV	228-8465 (c)
Natalie Fontela	Grad. Asst. Athletic Trainer - TK	228-6654 ©
Renee Hisbrunner	Grad. Asst. Athletic Trainer - MTN	228-6657 (c)
Tyler Deam	Grad. Asst. Athletic Trainer- SVB	728-4967 (c)

Brian Baldwin	Intern Athletic Trainer -SVB	728-4955 (c)
Brandon Stone	Intern Athletic Trainer - FB	728-5002 ©
Tully Athletic Training Room		644-1195

207 – SUBSTANCE ABUSE

Fax: (850)645-1915

I. Introduction

The Athletic department of the Florida State University recognizes that substance abuse is a national concern. The lives of many men, women and children are being negatively influenced by our society's unhealthy relationship with alcohol, tobacco and illicit drugs. College is a time when important decisions are often made regarding career, relationships, etc. Additionally, the student-athlete has many other stresses associated with being an athlete at a major university. The pressures of training, practice, time management, and notoriety, accompanied by the other pressures of adjusting to a large university often far from home, can sometimes make the temporary relaxation promised by drug use very attractive. The Athletic Department is committed to the development and enactment of a substance abuse policy designed to assist student-athletes meet the demands of both academic and athletic pursuits. It is the department's intent to help provide a safe, healthy, and drug-free atmosphere in which student-athletes can experience and grow as students, and most importantly, as human beings. It is with this philosophy in mind that the Athletic Department has developed a Substance Abuse Policy that has the following goals:

1. To provide current, factual information to all student-athletes regarding drug use/abuse.
2. To identify as quickly as possible those student-athletes who are abusing substances, or who are at high risk to abuse substances, and provide them with the professional assistance they require.
3. To develop and maintain an ethical, responsible drug testing program designed to act as both a deterrent to drug/alcohol abuse and as a method of identifying student-athletes who may already be involved with substance abuse.
4. To enhance the well-being of FSU student-athletes and ensure, as much as possible, their safety.
5. To provide a safe environment for intercollegiate athletics competition.

By accomplishing these goals the Athletic Department is fulfilling a responsibility it has towards the student-athletes who have been recruited to pursue their academic and athletic careers at Florida State University.

A. General Information

When an athlete receives an Athletic Scholarship to attend Florida State University, they will be asked to sign a consent form stating that they have read and understand the substance abuse policy and agree to comply with the policy and the consequences of any positive tests. The athletics drug policy will be reviewed at the beginning of the Fall semester, including the frequency of the student-athlete being drug tested by FSU and/or the NCAA. Drug testing involving championship games/events in their sport will also be explained. Further discussion will also highlight what happens if a positive drug test does occur. Family involvement, counseling services, suspensions and dismissals will be covered at this time.

B. Substance Abuse Education

The basic thrust of the Athletic department's Substance Abuse Program is one of prevention. An essential component of any prevention program is education concerning drug testing procedures, the substances themselves and the consequences resulting from problems in this area that do develop. It is the goal of the Athletic Department to ensure that accurate information regarding alcohol and drug abuse is disseminated to the student-athletes of Florida State University. The goal of the educational component of the Substance Abuse Program is to ensure, as much as possible, that no student-athlete makes an unhealthy decision due to ignorance regarding their use of alcohol or drugs.

II. Substance Abuse Committee

A Committee shall be formed which has its primary function the development and implementation of the Substance Abuse Policy. The committee will be comprised of at least the following persons: Senior Executive Associate Director of Athletics, Director of Compliance, Director of Student Services, one team physician, one substance abuse professional, Director of Sports Medicine, Associate Director of Sports Medicine-Head Football Athletic Trainer, Associate Director of Sports Medicine-Drug Testing Coordinator, Director of Student-Athlete Academic Services, president of Student Athlete Advisory council, and a university legal advisor, when necessary. These individuals will be appointed by the Director of Athletics. The committee shall be empowered to review the athletic Department's substance abuse policies and testing procedures, as it deems necessary. The committee will not be privy to any confidential information regarding individual drug test results. A chairperson for the committee will be appointed by the Director of Athletics. This individual will convene and chair all substance abuse committee meetings, and will

author a summary report to the Director of Athletics regarding all drug testing done during the previous academic year. The committee will meet no less than once each academic year in its effort to review current policy and procedures.

III. Drug Testing

A. General Information

Drug testing performed by the Florida State University Department of Athletics is done so in correlation with Aegis Sciences Corporation, a SAMSHA certified laboratory, and are performed in the Wilma Rudolph Sports Testing Laboratory. The basic testing profile which will be used for all tests is the “Zero-tolerance 4-Drug Class Profile” #00304. This profile includes but is not limited to the following four classes:

- I. Amphetamines
 - a. Amphetamine
 - b. Methamphetamine
 - c. MDMA
 - d. MDEA
 - e. MDA
 - f. Phentermine
 - g. PMA
- II. Opiates
 - a. Codeine
 - b. Dihydromorphone
 - c. Hydromorphone
 - d. Hydrocodone
 - e. Morphine
 - f. Oxycodone
 - g. Oxymorphone
- III. Marijuana
- IV. Cocaine & Crack Cocaine
- V. Specimen Validity
 - a. Nitrites
 - b. Chromates
 - c. Specific Gravity

At any time and at random, certain student-athletes may also be tested for synthetic cannabinoids, alcohol, and anabolic steroids. The random selection of student-athletes is performed by computer based randomization programs through Aegis Sports Testing Services. Some student-athletes will be selected for repeat testing because of entry into the Substance Abuse Program as the result of a prior positive test. Once the list of random selections and repeat selections is generated, the athletic trainer for each sport will notify the student-athlete of the selection and the student-athlete will then sign a form of notification and provide their current cell phone number, or number where they can be reached at the time of the test. Student-athletes are to report for testing at the time and location stated on the notification form.

When the student-athlete reports for testing their identification is confirmed by photo identification. The chain of custody form is completed and the student-athlete is identified on the form only by the unique identification number that is created by Aegis Sports Testing Services, not their name. This unique number remains the same for the student-athlete for his/her entire eligibility as a student-athlete at Florida State University.

Certified collection of specimens is done by male and female collectors from outside laboratories arranged by Aegis Sports Testing Services. The student-athlete is observed providing the sample and the sample is processed using strict chain of custody procedures in order to guarantee that there is no tampering with or manipulation of the sample. Samples are then shipped to the Aegis Sports Testing Services laboratory in Nashville, Tennessee for testing.

Once laboratory testing is completed, Aegis Sports Testing Services notifies the Director of Sports Medicine as well as two Associate Directors of Sports Medicine via email that results are ready to be viewed at the secure Aegis Sports Testing website. At that time results are downloaded to the computer of any of the three notified sports medicine staff members and the results are imported into a secure program that matches the student-athlete with his/her unique identification number.

1. For the initial drug screening, urine samples will be processed using Enzyme Immuno assay testing methods. All Non-Negatives will be confirmed positive through Gas Chromatography/Mass Spectrometry or by Liquid Chromatography/Mass Spectrometry testing methods.

2. The drug test threshold values for screening and confirmation are consistent with the Zero Tolerance Drug Testing program used by Aegis Sciences except the Marijuana threshold which is the standard used by SAMSHA (Substance Abuse & Mental Health Services Administration). A sample is considered positive if the levels exceed the confirmation threshold.
3. The screening and confirmation threshold utilized in the FSU Substance Abuse Program are outlined below:

Drug Class	<u>Drug Test Threshold Table (Screen/Confirm ng/mL)</u>
Amphetamines	500/250*
Cocaine/Crack	100/50
Marijuana	15/5
Opiates (Narcotics)	100/100

*Also includes MDMA (Ecstasy), MDEA (Eve), MDA and PMA at a 250 ng/mL screening threshold and a 100 ng/mL confirmation threshold.

All samples analyzed by Aegis Sciences will be normalized using the specific gravity standard 1.020 set by the World Anti-Doping Association (W.A.D.A.). A result that indicates a specific gravity below this standard is considered dilute. Should a student-athlete's sample be deemed dilute, the student-athlete is notified as soon as possible after this information is received and the student-athlete will be re-tested at the earliest available opportunity. Two consecutive dilutes will be counted as a positive test. This re-test collection may be performed by a member of the sports medicine staff. The procedures for collection and chain of custody will be the same as if performed by a member of an outside laboratory.

B. Substance Abuse Testing Frequency

All first year incoming student-athletes will be drug tested within the first 7-14 days of their eligibility. This is considered to be part of the first year athletic department pre-participation physical examination. Random drug testing will then occur throughout the year on a bi-weekly basis for all student-athletes of all intercollegiate sports.

C. Adulteration/False Urine Samples/Masking Agents

Student-Athletes that are observed using or attempting to use an adulterating substances, a false urine sample, or a urine masking agent at the time they are attempting to produce a urine sample may be faced with dismissal from the athletics program at Florida State University regardless of having already been entered into the Substance Abuse Program.

D. Arrest/Conviction for Illegal Substances or Alcohol

An arrest or conviction for the use of an illegal substances or alcohol such as D.U.I., public intoxication, or possession will automatically count as a positive test and the athlete will be penalized both within the guidelines of the substance abuse program, as well as whatever the legal system dictates, and the Athletic Director and head coach deems appropriate.

IV. Consequences

After a student-athlete tests positive and has been assessed by the drug abuse professional, their situation is then discussed with the Director of Athletics, supervising athletic trainer, coach, and the director of the Substance Abuse & Mental Health Program. They will then develop a plan of action for dealing with this specific student-athlete.

Things to be considered when developing consequences include: number of prior positive test results, the specific drug for which the student-athlete tested positive, the student-athlete's general department here at the university, and the nature and extent of the student-athlete's relationship with drugs and/or alcohol. The consequences are not limited by precedent and will be designed to be appropriate for each individual situation.

The goal is to evaluate and identify potential high risk student-athletes to plan a course for early intervention and prevention plans. When freshman first enter Florida State University through the summer bridge program, each student-athlete will receive an evaluation by a trained professional. If student-athlete does not participate in Summer Bridge, a trained professional will speak to each sport to identify potential "at-risk" issues among individual student-athletes. Counseling sessions will be scheduled as recommended by trained professional.

Zero-Tolerance 4-Drug Class Panel

1. **A first positive test** for substances included in the Zero-Tolerance 4-Drug Class Panel or Synthetic Cannabinoids will result in notification of the Director of Athletics, head coach, Substance Abuse Committee and parents/guardians of the student-athlete. A mandatory assessment with a substance abuse professional is required once the positive result reading is received. Counseling sessions will be based on the recommendation of the substance abuse professional. Following the initial positive test, the student-athlete will undergo 6-week monitoring period that includes, but not limited to, weekly follow-up testing to track the positive substance levels in the student-athlete. After the 6-week monitoring period, the student-athlete will be subject to the normal testing procedures.
2. **A second positive test** for substances included in the Zero-Tolerance 4-Drug Class Panel or Synthetic Cannabinoids will result in a suspension from competition. The student-athlete will meet with the Substance Abuse Committee to determine appropriate treatment and to develop and implement a student accountability plan. Assessment and counseling will continue based on the recommendations of the substance abuse professional. The student-athlete will undergo weekly follow-up testing until the positive substance levels reach zero. Once positive substance levels reach zero, the student-athlete will be subject to the normal testing procedures. The duration of suspension is to be determined by the committee and

will be influenced by the length of the season for the specific sport in which the student-athlete is involved. The student-athlete's parents/guardians will be notified.

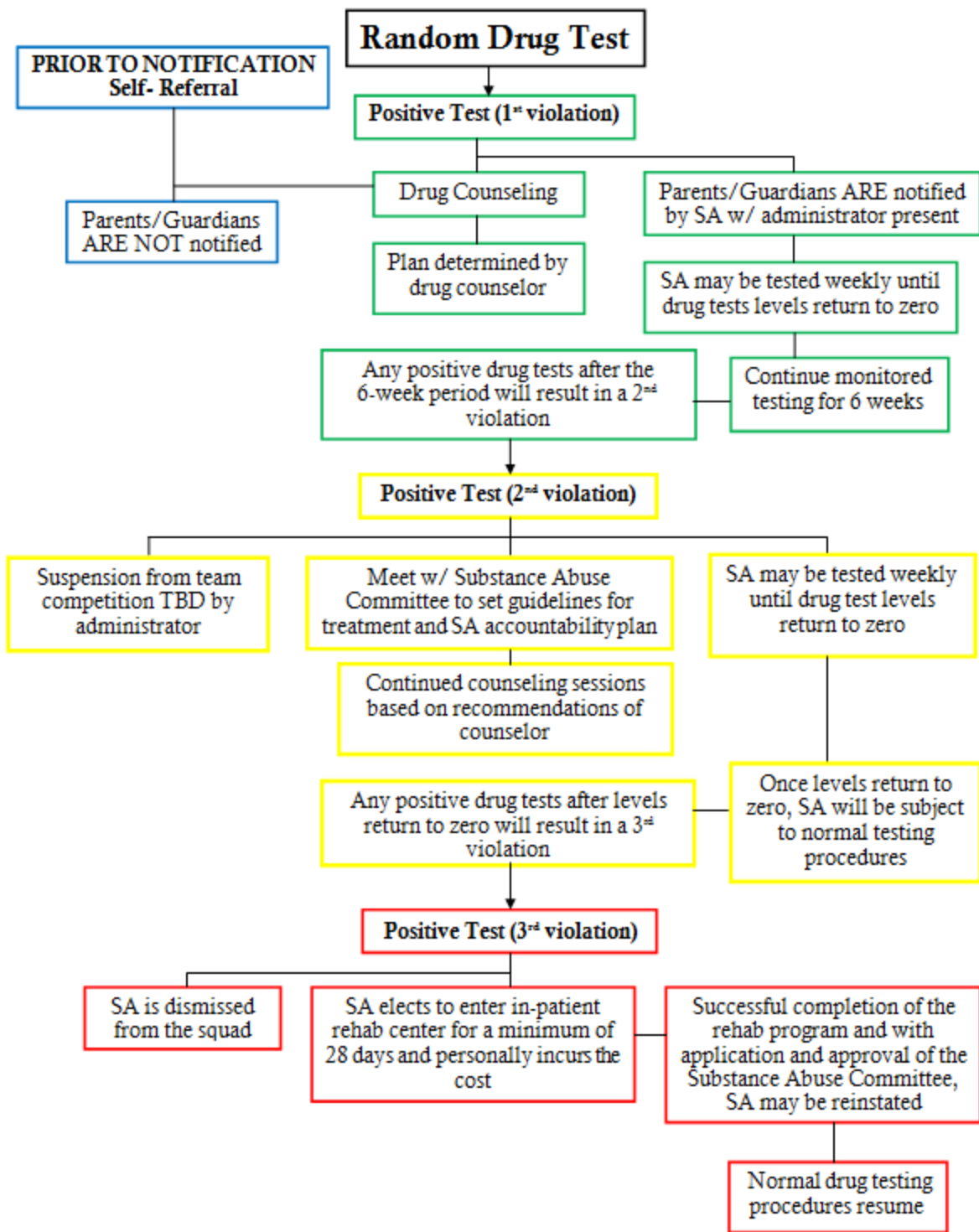
3. **A third positive test** for substances included in the Zero-Tolerance 4-Drug Class Panel or Synthetic Cannabinoids may be the basis for dismissal from the athletics program at Florida State University. The student-athlete may elect to enter into an in-patient rehabilitation center for a minimum of 28 days and personally incur the cost. Upon successful completion of the rehabilitation program and with application and approval of the committee, the student-athlete may be reinstated. If reinstated, the student-athlete will be subject to the normal testing procedures.

Anabolic Steroids

1. The minimum consequences for a first positive test for anabolic steroids, abnormal testosterone/epitestosterone ratio, or any other anabolic compounds will be automatic suspension from competition, an assessment with a substance abuse professional, and repeat testing until anabolic steroid levels are zero or testosterone/epitestosterone ratio is within normal limits. The Director of Athletics, head coach, and the student-athletes' parent or guardian will be notified.
2. A second positive test for anabolic steroids, testosterone/epitestosterone ratio, or any other anabolic compounds may be the basis for dismissal from the athletic program at Florida State University.

Regardless of the outcome, the Athletic Department is committed to handling any of these situations in a professional and confidential manner. The welfare of the student-athlete is the primary concern. The Director of Athletics retains the right to adjust any consequences to the committee's recommendations on all positive test results.

*See next page for flow chart.



Self- Referral Program

Student-athletes will have the opportunity, one time during their intercollegiate athletic career, to voluntarily identify themselves as having used an illegal drug prior to submitting a specimen for a Florida State University drug screening test. This opportunity cannot be invoked after the student-athlete has been notified of being selected for drug testing, only before a notification. The Director of Athletics, head coach, team physician, Director of Sports Medicine, or Associate Director of Sports Medicine must be informed by the student- athlete that he/she would like to invoke the Self-Referral program prior to any Florida State drug testing notification. Once invoked, drug testing will occur to determine a baseline (Ng) Nanogram number for retesting purpose. As a result of declaring for the Self-Referral, a positive test will not count as an offense toward the student-athlete in regards to the Substance Abuse Program's consequences. Should the drug test result be negative, the one-time self-referral option is not returned to the student-athlete for use again in the future. The Director of Athletics, the head coach, the team physician, and the Director of Sports Medicine will be notified, but notification of the student-athletes parents will not be required. Any student-athlete who uses the Self-Referral program will be required to meet with the designated substance abuse counselor and complete appropriate counseling and rehabilitation as outlined in the Substance Abuse Program. Should the drug test after a self-referral be positive, testing will resume every two weeks until the positive substance levels reach zero. Failure to comply with this program will cause the self-referral to be revoked and the positive drug test being reinstated and considered as an offense in regards to consequences.

Good Behavior Opportunity

If a student-athlete has a positive drug test that results in a first or second violation, they have the opportunity to have a violation removed. The student-athlete must be in compliance with the treatment program, and have had at least 12 consecutive negative drug tests over a minimum six-month period. If this is successfully completed, the student-athlete may complete a Good Behavior Opportunity application (see page 11) to have one of their violations removed from their record. The application will be reviewed by the Substance Abuse Committee, including the substance abuse professional. This is only available one time during the student-athlete's athletic career.

V. Counseling

If a student-athlete is required to receive counseling and/or education because of a positive test, they will be referred to a substance abuse professional. The substance abuse professional will make the determination of where the student-athlete will undergo substance abuse counseling/education. This can be at a facility off-campus as well as at the Student Counseling Center on Campus.

If a student-athlete wishes to receive private professional help off-campus, this can also be arranged by the substance abuse professional. However, any expenses incurred with the arrangement will most likely be the responsibility of the student-athlete and their family. If a referral into a residential treatment program is appropriate, these arrangements will be made by the specialist in substance abuse.

It should be noted that any counseling is considered by the Athletic Department to be a confidential matter between the student-athlete and the counselor. The Athletic Department may however request confirmations that the student-athlete is attending their sessions.

VI. NCAA Program Testing Program

Along with the Athletic Department at Florida State University, the NCAA also has a drug testing program. Starting in August of 1990, their drug testing program includes the following:

NCAA DRUG TESTING FOR 2010-11

	1-A and	Other
	<u>1-AA Football</u>	<u>Sports</u>
Preseason Testing	Yes	Yes
In-Season Testing	Yes	Yes
Post-season Testing	Yes	Yes

Samples collected as a part of the post-season program will be analyzed for substances from all NCAA banned drug categories. The Athletic Department at FSU will ensure all student-athletes are informed as to what those categories include.

NCAA sanctions for positive drug test results are also new, starting August 1, 1990. The first time a student-athlete tests positive for any banned substance during an NCAA drug test, they will be ruled ineligible for *all* competition (regular and post-season) in all sports for no less than one calendar year.

The period of ineligibility begins at 12:01 A.M. the day the specimen was provided or was to be provided. The sanctions are the same regardless of whether or not the positive drug test was obtained at an NCAA Championship or as part of the year-round testing program. Student-athlete reinstatement for any team activity will be subject to a decision by the substance abuse committee.

All student-athletes who are ruled ineligible as a result of a positive drug test and who will be eligible for eligibility restoration will be subject to NCAA testing at any time during their period of ineligibility. In addition, all student-athletes who are ruled ineligible will be subject to a mandatory exit drug test during the last month of their minimum period of ineligibility.

VII. Dietary Supplements

Dietary supplement use is prevalent among college athletes. Claims of improved performance, quickened recovery periods, and increased energy from products that are marketed as over the counter, safe and effective are confusing and often erroneous. Many compounds are not subject to the strict regulations set by the U.S. Food and Dietary Administration. The ingredients in dietary supplements may not be accurately revealed and may contain impurities or substances banned by the NCAA. Widespread use of dietary supplement without accurate knowledge of effects or misinformation about ingredients may have adverse reactions and could result in a positive NCAA drug test. It is highly recommended that student-athletes seek the guidance of an Athletic Department Certified Athletic Trainer or nutrition specialist prior to considering using any type of supplement not already provided by the Florida State University Department of Athletics.

VIII. Summary

The Athletics Department of The Florida State University is committed to its concern for the welfare of the student-athlete. With its comprehensive policy consisting of education, testing, intervention, and counseling, the department is taking a positive step towards maintaining a healthy atmosphere for the pursuit of excellence in both academics and athletics. All efforts will be made to guarantee a healthy and positive experience for student-athletes who choose to attend the Florida State University.



Good Behavior Opportunity Application



If a student-athlete has a positive drug test that results in a first or second violation, they have the opportunity to have a violation removed. The student-athlete must be in compliance with the treatment program, and have had at least 12 consecutive negative drug tests over a minimum six-month period. If this is successfully completed, the student-athlete may complete this Good Behavior Opportunity application to have one of their violations removed from their record. The application will be reviewed by the Substance Abuse Committee, including the substance abuse professional. This is only available ONE TIME during the student-athlete's athletic career.

NAME: _____ SPORT: _____ DATE: _____

DATE OF MOST RECENT POSITIVE DRUG TEST (approximately): _____

In your own words, why do you think you should have a substance abuse violation removed? _____

I, _____, promise to hold myself to the same standard that I have worked to reestablish over the last couple months. My actions and behavior not only reflect on myself personally, but my family, my team, and the university. I will continue to follow my treatment plan as discussed. I understand that the removal of a violation does not exempt me from normal drug testing procedures including consequences determined by the athletics administration and coaches.

Student-Athlete Signature

Date

Below Section Completed by Substance Abuse Committee ONLY

STATUS OF APPLICATION: _____ Approved

_____ Denied

Substance Abuse Committee Chair Signature

Date

2013-2014

Advisory Committee

Chairman: Kris Stowers, M.D.
Team Physician

Monk Bonasorte
Senior Executive Associate Athletic Director

Greg Beaumont
Associate Athletic Director-Academic Services

Jim Curry
Associate Athletic Director- Compliance

Robin Gibson, ATC, LAT
Director of Sports Medicine

Dr. Keely Kaklamanos, Ph.D
Licensed Psychologist, Addiction Specialist

Nick Pappas
Assistant Athletic Trainer- Drug Testing Coordinator

Jake Pfeil, MS, ATC, LAT
Associate Director of Sport Medicine- Head Football Athletic Trainer

Julie Kruessel, MS, ATC, LAT
Assistant Athletic Trainer, Football

TBD
Student Athlete Advisory Council President

Florida State University General Council as needed
For More information, please call (850) 644-2139 **Updated June 6, 2013**

208 – TRAINING TABLE

OVERVIEW

The training table was established to meet special needs of student-athletes. Only student-athletes that have been approved by the Head Coach, through the Executive Committee, will be permitted to eat on the training table. Approved student-athletes must either be on scholarship for room & board, or be a non-scholarship student-athlete that has purchased a meal-plan. The Senior Athletic Director of Internal Operations will keep a list of individuals approved for the training table.

MEAL SCHEDULE

The training table will generally be available for dinner Mondays through Thursdays, and for lunch on Sundays. The schedule of times and dates will be set in advance of each semester.

GUESTS AND STUDENT-ATHLETE PROSPECTS

Coaches with prospective student-athletes must make advance arrangements through their Associate Athletics Director prior to attending the training table. Coaches and administrative staff members who wish to take a guest to the training table are requested to make the same advance arrangements. The name of the prospective student-athlete or guest must be communicated to the senior Athletic Director of Internal Operations.

209 –AWARDS AND BANQUETS

LETTERING AWARDS

The following awards will be given to student-athletes who have met the established lettering criteria for their particular sports:

First Award	(1)	FSU Letter Jacket
Second Award	(2)	Blanket with "FSU"
Third Award	(3)	Watch
Senior Award	(4)	Letter Ring

Upon completion of the sport's season and determination of the lettering, the Head Coach should complete the certification form (shown at the end of this section) and turn in to the designated accounting associate on the 4th floor in the Business Office. The certification form will be sent to Compliance and Oversight for approval and then to the Athletic Director for final approval. A copy of this form will be sent to the Equipment Manager.

For all sports the following apply:

- A. Regular attendance at practice sessions, proper use of and return of equipment and demonstration of good sportsmanship and team loyalty.
- B. The student-athlete who has been a member of the varsity for a minimum of three years, who is a senior in good standing, and who by loyalty, general deportment and adherence to regulations has proved themselves worthy and who has shown sufficient ability in the judgment of the Head Coach, but who does not qualify on the basis of the sport's criteria may be recommended by the Head Coach.
- C. The student-athlete who participates in a majority of the scheduled games during the season or who meets one or more of the following requirements:

Baseball:

- (a) Participates in at least 50% of team competition.
- (b) Pitchers who participate in a minimum of 36 innings or who receive the special recommendation of the coach.
- (c) Position player credited with at least one at- bat per team competition.

Men's and Women's Basketball

- (a) Participates in at least 50% of team competition.
- (b) Is a member of a Conference Championship Team and has made an appearance in at least one game.

Football

- (a) Participates in at least 50% of team competition.
- (b) The student-athlete who participates in at least 100 plays during the scheduled games in one entire season.

Men's and Women's Golf

The criteria for awarding a letter in Golf shall encompass both fall and spring competitive seasons. A letter cannot be awarded on fall participation only.

- (a) Participates in at least 50% of teams tournament rounds.
- (b) Places in the top three matches or tournaments.

- (c) Medalist in any tournament of 36 holes or more.
- (d) Participates in the Atlantic Coast Conference
Tournament.
- (e) Qualifies for the NCAA.

Men's and Women's Swimming and Diving

- (a) Swims in at least 50% of the regular scheduled meets during the season.
- (b) Athlete is selected to the conference team and scores team points in the
Atlantic Coast Conference Swimming and Diving
Championships.
- (c) Attains a meet time in one event that is equivalent to the NCAA
qualifying time.

Men's and Women's Tennis

- (a) Participates in at least 50% of the scheduled tennis
matches.
- (b) Participates in the Atlantic Coast Conference
Tournament.
- (c) Place in Top 10 at the Conference or NCAA Regional Championship

Men's and Women's Track and Field

- (a) Participates in at least 50% of team competition.
- (b) Earn All Conference honors in the Atlantic Coast Conference Track and Field
Championships.

- (c) Score in the Atlantic Coast Conference Track and Field Championships.
- (d) Must score Ten Points (10) in outdoor track meets.
- (e) Win a major Invitational Championship Event or place in the top five (5) of three major championships.
- (f) Meet NCAA National Qualifying Standards for your event.

Men's and Women's Cross Country

- (a) Participates in at least 50% of team competition.
- (b) Earn All-Conference honors at the Atlantic Coast Conference Cross Country Championships.
- (c) Qualify for the NCAA Cross Country National Championships.
Earn a place in the team's "top seven" runners and:
 - (a) Place within the top 30 finishers in at least two major invitational cross country meets.
 - (b) Place in the top 25 at the Atlantic Coast Conference Cross Country Championships.
- (c) Excel in some special way so as to enhance the reputation of the Florida State University Cross Country team and make a substantial contribution to the team.

Soccer

- (a) Participate in at least 50% of the scheduled games.
- (b) Must be a starter or regular substitute.

Softball

- (a) Participate in at least 50% of team competition.
- (b) Pitchers who pitch minimum of 36 innings or receive a special recommendation of the coach.
- (c) Position player credited with at least one at-bat per team competition.

Volleyball

- (a) Must have played in at least 50% of the scheduled games.
- (b) Must be a starter or regular substitute.

*See next page for Lettering Certification Form

TEAM BANQUETS

The Department of Athletics will host two functions annually to celebrate its successes:

- Golden Torch Banquet – Celebrating academic success.
- Golden Nole Banquet – Celebrating athletic success.

Individual team banquets (end of the season) are to be approved in advance by the sport oversight administrator. These banquets are to be for the team, coaches and immediate support staff only. The goal is to celebrate the season and acknowledge individual/team accolades. Additional (if any) complimentary admissions must be approved. Invitations to parents and/or booster club members are appropriate at a cost to pay for the meal.

Should a team compete in NCAA post-season and/or have an extraordinary season, a larger, more public banquet may be approved if tickets can be marketed and sold. Food costs should not exceed \$30 per person.

210 - RECRUITING

PHILOSOPHY

The Florida State University (FSU) is committed to the highest standards of academic scholarship, sportsmanship, ethics and institutional obligations. An official recruiting visit should promote an experience of mutual exploration between the prospective student-athlete (Prospect) and FSU in terms of academics, character and athletics. The FSU Athletics Department seeks prospective student-athletes who are dedicated to embracing these tenets and to taking full advantage of the opportunities afforded them by the university.

PURPOSE OF POLICY

The purpose of this policy is to define the guidelines and expectations of all recruiting practices and procedures at FSU. The policy will guide Athletics Department staff, current student-athletes, representatives of athletic interest and any other constituencies involved in the recruiting process.

The policy was developed through input from a cross section of Athletics Department staff, coaches, and student-athletes to ensure a comprehensive set of guidelines, policies and procedures combining the needs of the athletic teams with the mission of FSU.

The policy will set a foundation for personal accountability on the part of Prospects, student-athlete hosts (Hosts), coaches and Athletics Department staff members while prioritizing student-athlete welfare in the recruiting process.

The following guidelines have been established to ensure the hosting of Prospects is conducted in a manner consistent with National Collegiate Athletic Association (NCAA) rules, ACC guidelines, FSU regulations, and local laws.

Please note that with the addition of Jump Forward at any point in time, if there are changes deemed necessary by the Executive Staff, the changes will be noted in the policy. These changes will require the signature of the President and Director of Athletics and the policy resubmitted to the conference office.

RESPONSIBILITIES

Academics

1. An academics staff member will meet with each Prospect making an official visit to FSU to discuss academic goals as well as NCAA and FSU requirements for academic admission and success.

Coaches

1. The coaching staff will communicate the official visit policies and procedures to the Prospect, parents or guardians of the Prospect, Host and other constituencies involved with the visit.
2. Coaches will provide the Prospect with a detailed itinerary and official visit guidelines before or upon arrival.
3. The recruiting or head coach will sign off on the Official Visit Form indicating each official visit was in compliance with NCAA bylaws, ACC guidelines, FSU policies, and local laws.
4. The coaching staff is responsible for the completion of all forms associated with the visit.

Student Hosts

1. All prospective Hosts must attend a meeting with the Compliance Office to review NCAA rules, ACC guidelines, FSU recruiting policies, and Host expectations.
2. Prior to hosting a Prospect each Host will sign a Student-Athlete Host Form which clearly states the FSU recruiting policy regarding the presence or involvement of drugs, sex and alcohol as well as pecuniary limitations.
3. A student host may receive a maximum of \$30 per day to cover all actual costs of entertaining a prospect and \$15 per day for additional Prospects. At no time may cash be given to a prospective student-athlete.

4. Upon concluding hosting duties each Host will sign the Official Visit Form indicating compliance with NCAA bylaws, ACC guidelines, FSU policies, and local laws.

Compliance Office

1. Conduct Host education at fall squad meetings.
2. Keep official visit records and related forms (See “Forms” section below).
3. Have a copy of Prospect’s transcript and test scores on file.
4. Have an evaluation completed prior to the student-athletes arrival on campus.
5. Have itinerary on file.
6. The Compliance Office will monitor and continually educate student-athletes, coaches and other athletics department staff involved directly or indirectly with recruiting.
7. Review and investigate, as necessary, any violations reported by Athletics Department administrators, coaches, student-athletes, Hosts or Prospects.

Spirit Groups

1. Will be selected based upon FSU institutional policies for providing campus tours to prospective students in general. Guides should have positive attitude and reputable character and must acknowledge they are representing FSU in all their actions as they serve as tour guide or perform other official duties. Both genders will be represented within the makeup of this group.
2. Per NCAA guidelines, official spirit groups shall be part of the official university tour hosts who give tours to all visitors to the FSU campus.
3. Shall be trained in the recruiting policies and guidelines of the NCAA, ACC and FSU by the Compliance Office staff and the Spirit Group Coordinator.

GUIDELINES FOR OFFICIAL VISIT

All activities and events taking place during an official visit must be in accordance with FSU policies, ACC guidelines and NCAA rules and regulations. All FSU coaches bringing prospects to campus for official visits will develop a written itinerary of the visit to limit unstructured time and ensure appropriate supervision of the prospects. An official visit shall not exceed 48 hours. The 48-hour time period begins once the Prospect arrives on campus. At the completion of the 48-hour visit, the prospect must leave campus immediately; otherwise FSU cannot pay expenses incurred by the Prospect upon departure from the institution's campus, including the cost of return transportation.

Transportation

FSU may pay the Prospect's actual round-trip transportation costs for his or her official visit to its campus. Airline flights must be commercial airlines (no charter flights or private planes), and must be standard coach class airfare.

When a Prospect travels by automobile on an official paid visit, FSU may pay round-trip expenses to the individual incurring the expense (except the prospect's coach as provided in NCAA Bylaw 13.9.1.1) at the same mileage rate it allows its own personnel.

While on campus a Prospect may be transported using an institutional, or comparable, vehicle normally used to transport prospective students visiting FSU.

Coaches and Hosts are permitted to use their personal vehicles to transport a Prospect (and those accompanying the prospect) around campus during an official visit.

Meals

FSU may provide three standard meals per day plus one reasonable snack for the prospect and the prospect's parents/legal guardians.

Lodging

Lodging may be provided to a Prospect, the Prospect's parents (or legal guardians) and spouse as long as it is comparable to that of a normal student and it is within a 30-mile radius of the institution's campus. Additional persons (e.g. prospect's brother, sister, or friend) may stay in the same room as the parents or Prospect. However, the institution cannot pay for any charges for the additional occupants.

The institution and athletics department deem it unnecessary to implement a single department-wide curfew for prospects during official visits. However, each head coach has the discretion of implementing a curfew for his or her sport based on careful consideration of the respective prospect's needs.

Prohibited Activities

The following shall be **strictly prohibited** during the recruiting visit:

1. Consumption of alcohol by Prospects and Hosts.
2. Use of illegal drugs by Prospects and Hosts.
3. Arrangement of sexual favors.
4. Behavior in violation of criminal law.
5. Gambling or gaming activities.
6. Hiring of strippers/use of gentlemen's club or equivalent.
7. Any contact with a sport agent.
8. No entertainment will take place outside of 30 miles of Tallahassee.

PROCEDURES FOR OFFICIAL VISITS

Prior to Visit

Communication will be made with the Prospect prior to or upon any visit to outline important university and NCAA regulations regarding official visits (Invite Letter and Airline Confirmation Letter).

All necessary forms must be submitted and obtained prior to an official visit. Transcripts and test scores must be on file with the Compliance office.

Concurrent with Visit

Coaches shall meet with Prospect upon arrival to campus for an orientation meeting. Recruit will sign any necessary reimbursement vouchers, mileage money forms and the Verification of Paid Visit form.

Coaches will provide Prospect with an itinerary of events and meetings.

Post Visit

All necessary forms must be completed in full and turned in to the appropriate office(s) (See “Forms” section below) within three days of official visit.

The institution will not require the submission of receipts for the \$30 entertainment money since the various forms signed by the student host and coaches should adequately provide an account of these funds.

GUIDELINES AND PROCEDURE FOR UNOFFICIAL VISIT

FSU may not pay any expenses or provide any entertainment within the scope of general student-life, except for a maximum of three complimentary admissions (issued only through a pass list) to a campus athletics event in which an FSU team practices or competes.

Prospects who come from a non-traditional family (divorced/separated) parents may receive two additional complimentary admissions for step parents, boyfriends or girlfriends of parents.

Additional tickets may be purchased only in the same manner as any other member of the general public.

Prospects on an unofficial visit may pay the actual cost of meals (or the regular cost of training table meals) and eat with other Prospects who are on their official visits or with enrolled student-athletes.

A Prospect on an unofficial visit may stay in an enrolled student-athlete’s dormitory room only if the Prospect pays the regular institutional rate for the lodging.

An FSU Athletics Department staff member may arrange academic interviews for the Prospect.

REPORTING AND PENALTIES

Reporting

It is the responsibility of all Athletics Department administrators, academics staff, compliance staff, coaches, and Hosts to report any potential violations of NCAA bylaws, ACC guidelines, university policies and regulations or local laws.

Any violations or potential violations known by administrators or coaches must be reported to the Director of Athletics, Compliance Office or the Faculty Athletics Representative (FAR).

Any violation (regardless of the degree of the violation) known by the student host must be reported to his or her head coach. It is then the responsibility of the head coach to report the violation to the Director of Athletics, Compliance Office, or FAR.

The Compliance Department, along with the FAR, will review and investigate any reported or perceived violations.

Penalties

The severity of a particular violation will be determined based on intent of the act and recruiting advantage gained. Penalties may include, but are not limited to, the following:

1. Student-Athletes found in violation of this policy will relinquish their hosting ability for the duration of the academic year. The student-athlete may be suspended from competition until the Director of Athletics (or designee) reviews the incident and reports the findings to the President.
2. Coaches may lose the opportunity to recruit Prospects involved in a violation. The coach could be suspended until review of the incident is concluded, at which time the Director of Athletics could recommend punitive consequences to the President.
3. Prospects may forfeit the possibility of further recruitment by FSU.

FORMS

Invite Letter

1. Sent to Prospect via regular first-class mail, email or fax.
2. Must state the dates intended for the official visit.
3. Notifies Prospect of five-visit limitation.
4. Outlines rules for reimbursement and FSU covered expenses.
5. Includes a summary of important guidelines and expectations.

Airline Confirmation

1. Sent to Prospect via regular first-class mail, email or fax to confirm airline or other travel itinerary.

Student-Athlete Host Form

1. Outlines official visit guidelines.
2. Outlines rules for Host money.
3. Host must sign off prior to receiving money.

Verification of Mileage Reimbursement Form

1. States rules governing auto-mileage reimbursement.
2. Statement of payment for travel.
3. Signed by Prospect.

Itinerary

1. Given to Prospect.
2. Detailed schedule of events, meetings, meals and planned activities.

Prospect After Visit Record

1. Filled out by Host and recruiting coach after official visit.
2. Includes guests of Prospect, entertainment activities, complementary admissions and vehicle transportation information.
3. Serves as an attestation of compliance to NCAA bylaws, ACC guidelines, FSU policies, and local laws.

Prospect Verification of Paid Visit Form

1. Verifies visit is one of five allowed official visits by Prospect.
2. Internal verification of paid visit by coach and Director of Athletics.
3. Confirmation that the Prospect has reviewed the Recruiting Policy.

Student-Athlete Host Meeting Verification

1. Completed by Host and recruiting coach.

2. States the rules of appropriate conduct.

FORM	Completed By	Forwarded to	Due
Invite Letter	Coaches	PSA	Prior to Prospect visit
Airline Confirmation	Coaches	Copy to Compliance PSA	Within 3 days of Prospect Visit
Student-Athlete Host Form	Student-Athlete Host	Cashiers Office and Compliance office	Within 3 days of Prospect Visit
FSU Travel Reimbursement	Coaches/Prospect	Business Office and Compliance Office	Within 3 days of Prospect Visit
Mileage Reimbursement	Prospect or parents/guardians of Prospect	Business Office and Compliance	Within 3 days of Prospect Visit
Itinerary	Coaches	Compliance and Prospect	Copy to Compliance Prior to Visit & to

			Prospect Upon Arrival
Official Prospect After-Visit Record	Coaches/Host	Compliance Office	Within 3 days of Prospect Visit
Prospect Verification	Prospect	Compliance Office	Within 3 Days of Prospect Visit

NOTE: All prospects' transcripts and test scores (SAT, ACT, PSAT, or PLAN) must be submitted by the coaches to the Compliance office prior to an official paid visit.

CONCLUSION

This policy has been established to ensure that each prospective student-athlete's visit to our campus is a quality one. The FSU Athletics Department strives to achieve visits that are free from any type of activity that would jeopardize the safety of a Prospect and at the same time ensure compliance with NCAA bylaws, ACC guidelines, FSU policies, and local laws.

CHAPTER 300
PERSONNEL POLICIES

301 – HUMAN RESOURCES

UNIVERSITY POLICIES

Athletics Department staff are FSU employees and operate under the University's Human Resources policies and procedures. A copy of the University's policies as of the date of this printing is provided at the end of this section, but the most up-to-date policies can be found on the University Web site, <http://www.vpfa.fsu.edu/policies/personnel/index.html>.

HIRING AND COMPENSATION

Starting compensation will be based upon an employee's qualifications, competition in the job market, available salary rate and salary range established by the University. Upon appointment to an A&P position, an employee will be given one of the following: regular status, provisional status, acting status, visiting status, emeritus status, or multi-year status. Upon appointment to a USPS position, an employee will be given one of the following: probationary status, emergency status, trainee status, temporary status, or time-limited status.

Posting and Advertising Processes

- Before a position can be advertised, it has to be approved by the Athletic Director. Once it has been approved, the job position description should be reviewed and updated if necessary.
- Advertisements must be posted on the Human Resources website (hr.fsu.edu) for a minimum of seven calendar days. Outside advertising agencies or websites may be used based on the required scope of the search for a qualified applicant.
- Lateral transfers within the same pay band do not have to be advertised.
- Promotions must be advertised internally.
- Re-classed positions are not required to be advertised.
- If an "emergency" hire, a Request to Waive Advertisement must be completed and sent to HR.

Application and Interview Processes

- Applicants must submit a completed application to the job posting via the internet web

site even if they attach a resume.

- Supervisor and/or Interview Committee should review the applications and resumes submitted for the job advertised.
- Only applicants who have been routed and “certified” (approved) by Human Resources can be interviewed.
- Prepare a list of common questions to ask each of the applicants and forward to the HR representative for review.
- Ask all applicants the common questions prepared for the interview process.
- Questions should be open-ended that require more than a “yes” or “no” response.
- Notes taken during the interview process should be copied to Human Resources and retained for four (4) years.
- ****Note:** If a USPS position, you must interview all qualified veterans and at least two qualified USPS applicants.

Background Check

- Schedule the applicant to be fingerprinted while on campus at the Florida State University Police Department to avoid any delays in the hiring process by contacting your department’s HR representative. If applicant has been a Florida resident for three (3) consecutive years, then fingerprinting is not required (FDLE background check will suffice).
- Background check is required for position changes within the same department.
- OPS personnel do not require background checks unless they handle cash or deal with children.
- At least three (3) employers related to knowledge, skills and ability in the job description must be checked.
- ****Note:** A criminal record does not necessarily disqualify an applicant. However, if the applicant is not truthful when filling out the application when answering questions regarding a criminal record, then the applicant cannot be hired.

Job Offer Prerequisites

- Any offer to the top candidate is contingent on the completion and result of a background check which includes fingerprinting.
- Position must be closed.
- Applicant must be certified and routed; in other words, approved by HR as a qualified candidate.
- Do not release information regarding personnel hires or moves until the job offer is

complete.

Nepotism

Employment of related persons in a single organization unit or in work-related organizational units is permitted provided that such employment will not involve a conflict of interest, including but not limited to participation by the related person in making recommendations or decisions specifically affecting the appointment, retention, tenure, work assignment, evaluations, promotion, demotion, or salary of the related person. "Related persons" are those related to each other in one of the following ways: husband; wife; parent; child; brother; sister; spouse of a child, brother, or sister; or parents, child, brother, or sister of spouse.

Helpful Hints

- Do not make an offer if the position has not been advertised.
- Do not make an offer if the background check has not been completed.
- Do not make travel arrangements for a candidate who has not been routed.
- Do not ask any questions pertaining to the following: race, sexual orientation, national origin, religion, color, age, and disability.
- Do not hire anyone based on the following: race, sexual orientation, national origin, religion, color, age, and disability.

After the recruitment and selection period has been completed to include: advertising, interviews, verifications of credentials, and final selection, the department should complete following actions:

USPS Positions

1. Offer letter.
2. Time limited letter (if applicable).
3. Verification of degree (if applicable).
4. Salary/Appointment Explanation form/Justification Memo if hiring above the first quartile of the pay range.
5. Affirmative Action Search, Screening and Selection Summary form (AA186) for pay grades 25 and above.
6. Copy of the police background check if it is required (faxed or sent directly to your recruiter).
7. Proof of any licenses or certifications required for the position (if applicable).

8. New Employee Wizard Forms.

A&P Positions

1. A&P contract and Notice of Appointment Letter.
2. Verification of degree.
3. Salary/Appointment Explanation Form/Justification Memo if hiring above the first quartile of the pay range.
4. Affirmative Action Search, Screening and Selection Summary form (AA186).
5. Copy of the police background check if it is required (fax or sent directly to your recruiter).
6. Proof of any licenses or certifications required for the position (if applicable).
7. New Employee Wizard Forms.

Dual Compensation

University employees may request employment with two departments within the University, which constitutes dual employment and compensation, provided such employment does not interfere with the regular work of the employee for the primary employer and does not result in any conflict of interest between the two activities.

Approval must be requested and granted prior to appointment and/or the performance of any work with the secondary employer.

Approval must be obtained for each period of appointment during which the employee is to receive dual compensation.

This procedure shall not be used for the purpose of avoiding the payment of overtime as required by the Fair Labor Standards Act, as amended in 1985 (FLSA).

Transferring Sick Leave

An individual who resigns from a governmental entity within Florida and is employed by the University may transfer up to 80 hours of accrued unused sick leave according to a leave agreement provided no more than thirty-one (31) days has elapsed between employments. Please provide the Personnel Representative with documentation regarding the unused sick leave with the total amount of leave they would like to transfer.

International Hires (ic.fsu.edu)

Departments initiate the requests for new petitions, extensions, and amended petitions by completing the forms and submitting the appropriate documents and fees as explained in the links below. The International Center (located on the FSU Campus) will prepare the petition for submission to USCIS. The International Center will provide the Department with an effective hire and end for the applying candidate.

Time line

Departments should submit request materials to the Center at least **3 - 4 months** before the anticipated start date of employment if the employee is outside the U.S. or if the employee is currently in the U.S. in a different nonimmigrant status.

The International Center needs approximately **two to three weeks** to prepare the petition. USCIS will usually approve the petition within **2 - 3 months**, although timing can vary. For a \$1000 fee, USCIS will process the petition in **15 or fewer days**.

Procedures

http://hr.fsu.edu/PDF/Forms/compensation/NRA_Submission_guidelines.pdf

Depending on the visa (F-1, H-1B, Green Card) there are different procedures. Please contact the Personnel Representative to discuss the different procedures involving visas. Any documents that need to be signed must be original documents.

Termination of International Employee

If an international employee is to be terminated, please contact the Personnel Representative as soon as possible. Please understand that FSU is obligated to cease their visa and provide transportation to their home country.

SEPARATION FROM EMPLOYMENT (NON-RENEWAL)

An employee who resigns, transfers to another University or State Agency, or retires from employment shall not have any rights of appeal.

NOTE: All required forms should reflect the applicable separation action and distinguish between termination, transfer and retirement.

NOTE: All salaried employees are eligible to continue insurance participation. Employees must contact Insurance and Benefits, Human Resources, for additional information and/or required forms.

An Executive Service employee serves at the pleasure of the President and they may be terminated with sixty (60) days written notice.

An unauthorized absence of three (3) or more consecutive days will result in abandonment of the position and considered a resignation from the position.

The President may dismiss an employee for just cause in accordance with the University rules, policies or procedures.

USPS employees without regular status in any class may be separated from employment at any time without any requirements of notice or reason and without rights of appeal. USPS employees' time-limited appointments are contingent upon funding of position. Employees assigned to this status neither gain retention points nor have layoff rights.

An A&P employee whose appointment expires after receiving notice of non-renewal or non re-appointment or whose appointment expires without the requirement of a written notice or non re-appointment may be separated without further notice.

A department should, generally, allow sufficient time for the employee and the University to complete the steps necessary for issuance of the final paycheck, the processing of accrued leave payments and insurance and benefit arrangements. This can take two (2) to three (3) biweekly pay periods after the ePAF and Separation Checklist has been received by Human Resources. Sick Leave Payout generally takes six (6) to eight (8) biweekly pay periods.

Involuntary separations for reasons such as layoffs or disciplinary actions should be coordinated through Employee/Labor Relations.

UNIVERSITY SUPPORT PERSONNEL SYSTEM (USPS)

Job Security

A USPS employee is on probation for the first six months in a new position. If the employee is rated satisfactory or above for the first six months of employment, the status of the employee becomes regular.

Appeal

An employee with a satisfactory rating cannot be terminated without just cause and the right of appeal through the University Support Personnel System.

Position Abolished

If a position is abolished, the employee must be given a 45-day notice. If the employee has seniority over similarly classified employees at Florida State, the employee has displacement rights and may displace an employee with less “points” in the same classification.

Termination for Cause

Any employee may be terminated for cause, in accordance with Florida State University Guidelines for Disciplinary Actions.

Voluntary Termination

It is customary for USPS employees to give their immediate supervisor a two-week notice prior to terminating their position with the University. It is the supervisor’s responsibility to inform the Director’s Office of the termination. The Director’s Office is then responsible for adhering to proper University policies on advertising and replacement of personnel.

Time Cards/Work Hours

The employee must record leave taken daily to the nearest quarter of an hour in Omni Employee self service or manually on the Pay and Leave Report. Employees and supervisors are required to certify that the Pay and Leave report is correct at the end of each pay period. Reference OMNI TL 2000 Job Aid
http://www.aim.fsu.edu/job_aids/deprep.htm

If an employee does not have an accrued leave balance to cover absences, the employee will not be paid for time not worked. Negative balances are not permitted.

Any leave of absence from the normal workplace must be approved in advance. This includes, but is not limited to, sick, annual or compensatory leave; meetings, conferences

or training.

A USPS non-exempt employee is one who occupies a position that is covered by the Fair Labor Standards Act and is restricted to a 40-hour workweek. An employee in this category is eligible to receive a cash payment for overtime or receive overtime-compensatory leave at the rate of time and one-half.

A USPS exempt employee is one who occupies a position where duties and functions are primarily of an executive, professional or administrative nature. An exempt employee shall receive regular-straight compensatory leave credit for time worked beyond 40 hours in a work week on an hour for hour basis, when approved in advance by the employee's immediate supervisor. Such leave shall be cashed out semi-annually if not used. The exempt employee works in a position that has been designated as exempt from Fair Labor Standards Act.

A full-time Administrative and Professional employee is expected to work a minimum of 40 hours in a workweek and is not paid overtime or granted compensatory time for time worked in excess of 40 hours. However, they are eligible to accrue regular-straight compensatory leave when requested by their supervisor to work during regularly scheduled State holidays.

Supervisors are responsible and have the flexibility for determining an A&P employee's work schedule.

Each employee is expected to work the number of hours in the employee's established workweek unless on approved leave.

1. All time worked must be entered in OMNI and compensated for including overtime or special comp time when equal time off is not granted within the same workweek. While overtime must be eliminated except in emergency situations, all time worked by employees other than those exempt as executive, administrative, or professional must be entered on the time records. Overtime must be paid for unless an equal amount of compensatory time is granted.

2. The workweek for Florida State University runs from 12:01 am Friday to midnight the following Thursday. A workweek is a constant seven-consecutive-day period and each workweek must stand alone.

3. An accurate daily and weekly record of hours worked by all non-exempt employees must be kept on the time card. In doing so, all hours worked will be rounded to the nearest quarter hour. Falsification of the time card is grounds for dismissal under State Personnel Rules and Regulations and a \$10,000 fine and/or 6 months in jail under federal law. The employee and his supervisor must insure accuracy.
4. The time that a non-exempt employee spends doing anything which benefits Florida State University as an employer must be recorded and paid for as hours worked. All hours in excess of 40 hours must be approved by the supervisor before they can be compensated. Volunteer work (for which an employee will not be paid) is not permitted unless the employee signs a statement to the fact. All time spent on the job must be recorded as hours worked and compensated. This includes set-up time, clean-up time, and shift overlaps.
5. A meal period must be approximately 30 minutes or more, and a special effort must be made to assure that no work is performed during an authorized meal period.
6. Employees may be allowed up to a 15-minute work break period during the first half and another 15 minutes during the second half of their workday. Work breaks are a privilege granted at the discretion of the supervisor or department head. They cannot be accumulated as substitution for a lunch period or be used to compensate for late arrival or early departure from work.
7. An employee must be paid one and one-half times his/her regular rate of pay for all hours worked over 40 in a workweek. Non-exempt employees may be compensated with special compensatory time on an hour for hour basis. Exempt employees may use regular comp time.
8. Credit as hours worked will be given in computing total hours worked for days absent due to earned annual leave, sick leave, holidays, and compensatory time.
9. If an employee fails to work 40 hours in a given workweek the appropriate leave must be charged. "Negative" leave is not permitted. If no leave is accrued, then the employee must receive less than 40 hours of pay as appropriate.
10. No employee shall be permitted to begin work before the established starting time nor work after the established quitting time unless it is specifically authorized by their supervisor.

11. No work shall be taken from the workstation to be completed after hours at home by a non-exempt employee.

12. The time spent in class by a permanent, full-time, non-exempt employee taking a free course shall be considered as hours worked provided such course is in fact an extension of training for the employee's current position. The employee in this case will not be required to make up time lost while attending classes. Determination of the applicability of the course shall be made by the Director of Athletics and the Assistant Vice President of University Human Resources.

13. For all courses, which do not meet the criteria of the previous rule and are taken during normal working hours, the non-exempt employee must either make up the lost time through compensatory work in the same work week or credit the time lost to earned annual leave.

Annual Leave Calculation

USPS employees earn annual leave as follows:

- | | |
|----------------------|-------------------|
| 1. Up to five years | 4 hours bi-weekly |
| 2. Five to ten years | 5 hours bi-weekly |
| 3. Over ten years | 6 hours bi-weekly |

Personal Holiday

Each full-time USPS employee is entitled to one personal holiday each year. Each part-time USPS employee is entitled to a personal holiday each year, which shall be calculated proportionately to the personal holiday allowed to a full-time employee. Such personal holiday shall be credited to eligible employees on July 1 of each year to be taken prior to June 30 of the following year. A&P positions are exempted under s. 110.205(2)(d) and are not eligible for this benefit.

ADMINISTRATIVE AND PROFESSIONAL EMPLOYEES **(A&P)**

A&P Contract

Employment under this contract is subject to satisfactory performance of assigned duties. The University may terminate this contract for cause as provided by its rules and/or policies.

Notice of Cancellation: The University may elect any time to cancel this contract without cause by providing advance written notice of cancellation to the employee. Such advance notice of cancellation period (“ANCP”) will be

- i) at least six months for employees who have more than five years of University A&P service,
- ii) At least three months for employees who have one to five years of University A&P service,
- iii) At least one month for all others.

Buyout Option: At any time during the ANCP, the University may, at its option, immediately cancel this contract without cause by providing written notice to the employee that it will pay, within 14 business days, an amount equal to the lesser of

- i) Salary for the remainder of the ANCP as of the date of such notice less applicable taxes/withholding or,
- ii) Salary for the remainder of the appointment period less applicable taxes/withholding.

Employment will cease at the time of such notice of payment, notwithstanding any other date(s) of appointment indicated below or elsewhere. No retirement or other benefits will attach to such payment.

Termination for Cause

Any employee may be terminated for cause. Justifiable cause might be insubordination, lack of performance, failure to follow prescribed rules and regulations, or moral turpitude.

Voluntary Termination

A prior notice of 30 days is recommended for A&P personnel. Such notice should be given to the employee’s immediate supervisor, and it is the supervisor’s responsibility to inform the Director’s Office of the termination. The Director’s Office is then responsible for adhering to proper University policies on advertising and replacement of personnel.

Annual Leave Calculation

Time must be accurately entered in OMNI.

All A&P personnel accrue annual leave at the rate of 22 working days for each 12 months

worked (6 hours 46 minutes bi-weekly). No A&P employee may have more than 44 days annual leave credited.

Annual Leave Calculation

Annual leave for full-time A&P, Executive Service, and USPS employees shall be as follows with proportionate accrual rate for less than full-time employment.

<i>Employee Pay Plan</i>	A & P	Exec. Service	USPS	USPS	USPS	USPS
Length of Service	all	all	0-6 mos	7-60 mos	61-120 mos	120+ mos
Biweekly Accrual Rate	6.769	9.195	4	4	5	6
Max Year End Accrual	352	480	240	240	240	240
Max Transferable Hours	352	480	240	240	240	240
Max Hours to be Paid Out	352	480	0	240	240	240

The supervisor should ensure that their employees’ year-end annual leave balance is not above the maximum allowed by the University, otherwise the overage will be transferred to the employee’s sick leave balance.

Sick Leave Calculation & Policies

- A&P: 4
- Ex. Service: 5
- USPS: 4

Time must be accurately entered in OMNI.

Employees may be required to furnish a medical certification after three (3) absences for illness within a thirty (30) consecutive day period. This medical certification must be furnished before any further sick leave or leave without pay will be approved. Medical certification is required after ten (10) or more consecutive days of absence. Employees who are on sick leave and know that their use of sick leave has exceeded these policy limits should obtain medical certification prior to returning to work.

Medical certification may be required from an employee at any time by their immediate supervisor or appropriate authority if an employee has been put on notice for excessive absenteeism or if there is sufficient cause to do so. However, it is the policy of FSU not to require medical certification for routine doctor appointments or minor family illnesses.

Administrative Leave

1. Administrative leave shall be provided to employees for jury duty. Leave for this purpose shall not exceed the number of hours in the employee's normal workday. If jury duty does not require absence for the entire workday, the employee shall return to work immediately upon release by the court. If the jury duty does not coincide with the regular work schedule, the employee shall be granted administrative leave based on the total hours served on jury duty and such leave shall be granted on the next scheduled work shift. The employee shall retain any jury pay. (Reference Compensatory Leave Section)
2. Administrative leave shall be provided to an employee summoned as a witness in a matter not involving personal interests. If the summons does not coincide with the regular work schedule, the employee shall be granted administrative leave based on the total hours summoned as witness and such leave shall be granted on the next scheduled work shift. Administrative leave shall not be provided to an employee serving as an expert witness. The employee shall retain witness pay. (Reference Compensatory Leave Section)

3. Administrative leave shall be provided to employees for official emergency closing of University facilities. Only employees scheduled to work during the time of the emergency closing shall be provided leave. For employees required to work during the time of the emergency closing, reference compensatory leave (3E-1.2, A, 2, c, (5). An employee who was on a prior approved leave of absence or scheduled holiday during an emergency closing shall not have the leave of absence changed to administrative leave. See OP-C-7-E1.3(b) for the policy on Administrative Leave for Natural Disasters affecting individual employees when the University is not officially closed due to an emergency.
4. The following administrative leave is provided to employees and shall not cause the full-time employee to exceed 40 hours during the workweek.
5. Administrative leave shall be provided to an employee who is a group leader, coach, official, or athlete and a member of the official delegation of the United States to world, Pan American, or Olympic competition. In no event shall the paid leave under this provision exceed the period of the official training camp and competition combined or thirty (30) calendar days a year, whichever is less.
6. Administrative leave up to two (2) days shall be provided to employees upon the death of an immediate family member.
7. An employee who is a certified disaster service volunteer of the American Red Cross may be provided administrative leave for not more than fifteen (15) working days in the fiscal year upon request of the American Red Cross and the employee's supervisor's approval. Leave granted under this act is authorized by the Florida Statutes, and shall be only for service related to a civil disorder or disaster occurring within the boundaries of the State of Florida, unless authorized by the President.
8. The supervisor may grant an employee administrative leave up to two (2) hours for voting in public elections.
9. An employee under investigation may be placed on administrative leave up to the length of the investigation.
10. An employee may be placed on administrative leave between the notice of suspension, or dismissal and the effective date of such action.
11. An employee may be placed on administrative leave when the employee's presence in

the workplace may result in damage to property, injury to the employee, others, or would be detrimental to the best interest of the University.

12. An employee who has been rated by the United States Department of Veterans Affairs or its predecessor to have incurred a service-connected disability and has been scheduled by the United States Department of Veterans Affairs to be reexamined or treated for the disability, shall be granted administrative leave for such reexamination or treatment without loss of pay or benefits. In no event shall the paid leave exceed six (6) calendar days a year.
13. An employee may be placed on administrative leave with pay for one workday in lieu of a suspension without pay for disciplinary reasons. Such administrative leave would serve as a suspension in the progressive disciplinary process under the University Guidelines for Disciplinary Actions.

NOTE: Reference (OP-C-7-E-1.9) Military Leave with Pay for administrative leave associated with military service.

NOTE: Administrative leave is not accrued.

Time must be accurately entered in OMNI.

Holidays

The following holidays, as provided to all employees by Florida Statutes, and any additional Holidays authorized by the Board of Trustees, shall be observed as paid holidays:

New Year's Day	Veteran's Day
Luther King, Jr., Birthday	Martin Luther King Day
Memorial Day	Thanksgiving Day
Independence Day	Friday after Thanksgiving
Labor Day	Christmas Day

Holidays that fall on Sunday are observed the following Monday. Those that fall on Saturday are observed on the preceding Friday. If an employee is required to work on a holiday, when classes are in session or otherwise, he/she will be credited with compensatory leave (Holiday Earned) equal to the time on duty. Holidays earned and not

used at time of separation shall be paid for.

STRAIGHT TIME COMPENSATORY

Effective January 1, 2009, all A&P and USPS employees must be pre-approved by their supervisor to work on a University holiday. Further, any Straight time earned by the employee(s) in this manner will be required to be applied as compensatory time off. That is, the Straight time will no longer be approved to be paid through payroll. As always, the employee will have until the end of the semester to take the compensatory time off or complete Retain Compensatory Excess Leave form.

HONORARIA

An Employee cannot keep an honorarium if the University has paid for travel or per diem expenses. If the employee pays his or her own expenses, he/she can retain the honorarium. This difference is the distinction between the employee acting on his/her own behalf or acting as an agent of the University. In addition, if the honorarium is earned during a period that would interfere with the employee's regular job, and the department does not pay for the travel expenses, the employee must use annual leave for the period covered.

SALARIES

All department personnel fall within certain university job classifications, and individual salaries are reviewed annually. The department follows the generally established policies.

EMPLOYEE BENEFITS

Health and life insurance for salaried employees is administered by People First/Convergys through the Division of State Group Insurance. Premiums are a combination of pretax employer deductions (unless an official exception is requested) and employee contribution.

Supplemental insurance plans are administered by People First/Convergys through the Division of State Group Insurance however; this is an employee pay-all program. For a list of current plans, contact the Human Resources Insurance and Benefits Office.

State sponsored health, life and supplemental insurance plans may be added at the time of new hire, annual open enrollment or when a qualifying status change event occurs. Changes in plan coverage may only be made during open enrollment or when a qualifying status change occurs.

State of Florida Pretax Insurance Program

All salaried employees are eligible to enroll in the plans described below. Most of these programs are group plans that have lower premiums than are available on an individual basis. Premiums are deducted from the bi-weekly paychecks. New employees have 60 days from the date of hire to enroll in these plans. During the plan year, changes are only allowed when a qualifying status change event occurs or during open enrollment. Brochures outlining eligibility requirements, benefits, and costs in more detail are available from the Human Resources Department.

State of Florida Term Life Insurance Plan

This plan provides term life insurance coverage with a corresponding amount of Accidental Death and Dismemberment Insurance. The amount of coverage is determined by annual salary. Additional, optional base term life insurance coverage is available.

Dental Insurance

There are six dental plans available, which offer indemnity or prepaid options. The prepaid plans require that the insured choose a dentist from a list of participating dentists, and pay a co-payment. The indemnity plan allows the insured to select a dentist of their choice and the insured must pay a deductible.

The companies that offer these plans for university employees are as follows:

Ameritas

Phone: (877) 721-2224

Assurant

Phone: (800) 442-7742

Cigna

Phone: (800) 244-6224

Comp Benefits

Phone: (800) 943-6880

United Dental

Phone: (800) 980-0292

Flexible Spending Accounts

Reimbursement accounts allow you to pay for eligible out-of-pocket medical and/or dependant care expenses with tax-free dollars. During each open enrollment period you must elect an annual amount to contribute into a reimbursement account. The amount selected will be deducted from your salary on a pre-tax basis throughout the year. After you incur eligible expenses, you must submit claims to People First with receipt documentation of the expense.

Supplemental Health/Hospital Insurance

Hospital insurance is additional insurance to cover hospital expenses not covered by basic health insurance. These expenses may include hospital deductibles, room and board charges, co-payments, and any special fees. In addition to hospital expenses, these plans offer home health care, convalescent care facility, hospice care, extended care facility, and ambulatory surgical center.

Capital Insurance Agency (Alta Health and Life Insurance Company)

Phone: (800) 780-3100

Tallahassee: (850) 386-3100

State Securities Corp. (Philadelphia American Life Insurance Company)

Phone: (800) 227-2300

Tallahassee: (850) 386-2300

Cancer and Intensive Care Insurance

Accident and Short Term Disability Insurance

Short Term Disability provides a pre-tax benefit for individuals who are injured on or off the job. You are paid up to 66 2/3 your annual salary, depending on your chosen plan.

Furthermore, Colonial will pay your benefit regardless of any other insurance you may be enrolled in. This plan does not cover any pre-existing conditions. NOTE: Maternity leave is covered under this plan as long as pregnancy occurs after enrollment.

Colonial Supplemental Insurance

Phone: (866) 858-0779

Tallahassee: (850) 962-2500

State of Florida Health Insurance Plan

The State provides a comprehensive health insurance program for employees, their spouse and children. Basic hospitalization, physician, major medical and prescription drug coverage are included in the available plans.

People First is the benefits plan administrator for the State. Their responsibilities include, but are not limited to processing enrollments of pre-tax insurance, processing qualifying status changes (QSC), verification of dependent eligibility and COBRA benefits.

Summary

The benefits are similar for all providers but, there are differences. Out of pocket expenses differ between plans, but the premiums are the same. The monthly premiums are \$50 for individual coverage and \$180 for family coverage. If you elect to participate in the HIHP Plans the premiums will be \$15 for individual coverage and \$64.30 for family coverage.

HMO

The self-administered pre-paid health plan is available to employees who live or work within the HMO's service area. There is no coverage for services outside of their service area except for life or limb threatening emergencies. You must select a primary care physician that will authorize all medical care, including referrals to specialists and hospital admissions. In the HMO plan, you will pay a co-payment for routine services and emergency room visits.

Capital Health Plan

Phone: (850) 383-3311

AvMed

Phone: (800) 882-8633

United Healthcare

Phone: (866) 873-3903

VISTA HealthPlan

Phone: (866) 847-8235

PPO

Self-insured health plan administered by Blue Cross and Blue Shield of Florida, Inc. This plan provides you with the freedom to go to any provider. In-network providers have a lower deductible and lower co-payment for services than non-network providers. With the PPO plan, you have the flexibility to receive medical attention wherever you are.

BlueCross BlueShield of Florida

Phone: (800) 825-2583

Caremark

Phone: (800) 966-5772

Tax Sheltered Annuities

Florida State University employees are encouraged to establish additional savings for retirement through participation in tax sheltered programs. Enrollment may occur at any time. There are no taxes assessed on annuity contributions or earnings until funds are withdrawn.

Included in the University's tax deferred programs are several 403(b) Tax Sheltered Annuities and 457 Deferred Compensation plans. The vehicles include money markets,

stocks, bonds, fixed and variable annuities.

Specifics on each of the available plans may be obtained from the plan representatives: The Gabor Agency, Lincoln National, MetLife, State Deferred Compensation Program, TIAA-CREF and AIG VALIC.

Retirement Plans

The State of Florida provides three retirement programs for A&P employees.

1. Florida Retirement System Pension Plan (FRS) is a defined benefit pension plan sponsored by the State of Florida. Upon completion of six (6) years, effective July 1, 2001 of creditable service, members are vested in the plan and are eligible to receive a lifetime income benefit upon retirement. The amount received is based on the member's age, years of creditable service, the value of each year of service, and the average final compensation. The University pays the full cost of the plan.

The FRS Pension Plan is available to all salaried (A&P, Faculty and USPS) employees at Florida State University. Coverage is not available to OPS employees. Failure to select a retirement plan and submit an enrollment form within the prescribed time frame results in automatic enrollment in the FRS Pension Plan.

2. Florida Retirement System Investment Plan is a defined contribution plan sponsored by the State of Florida. Upon completion of one year of credible service, you are vested in the plan. The amount of your benefit at retirement is determined by the contributions made by the employer and the performance of the investments choices. Contributions are directed into an individual account and the employee decides how to allocate the contributions among various investment funds. This plan does not accept employee contributions.

The FRS Investment Plan is available to all salaried (A&P, Faculty and USPS) employees at Florida State University. Coverage is not available to OPS employees. Enrollment in this plan must occur by the end of the 5th month from the date of hire or the employee will automatically be enrolled in the FRS Pension Plan.

3. Optional Retirement Plan (ORP) is a defined contribution pension plan sponsored by the State of Florida. Each pay period, the University will contribute a percentage of earnings in an annuity. Regardless of the length of service, participants will receive a lifetime monthly annuity income at retirement that is based on the amount of funds

contributed, the investment earnings of those funds, and the type of annuity selected. The employee may choose to contribute to their selected annuity in accordance with Internal Revenue Code regulations.

The ORP is available to A&P and Faculty employees at Florida State University. USPS and OPS employees are not eligible to participate in the OEP. Enrollment in this plan must occur within 90 days from the date of hire or the employee will automatically be enrolled in the FRS Pension Plan.

DROP

The Deferred Retirement Option Program (DROP) is a retirement program within the FRS Pension Plan that allows you to retire and have your FRS benefits accumulate in the FRS Trust Fund earning interest while you continue to work for up to five years. Your participation in DROP does not change your conditions of employment. When the DROP period ends, you must terminate employment. At that time, you will receive your accumulated DROP benefits and begin receiving your monthly retirement benefit. Florida State University pays the full cost of the plan. For additional information, visit the Division of Retirement's web site.

Worker's Compensation

All University employees, both permanent and temporary, including graduate assistants, student assistants, and OPS employees are covered by Worker's Compensation Insurance provided by the University. The Department of Safety and Risk Management administers this program, which provides for medical care as well as compensation for disability resulting from on-the-job injuries. Compensation is dependent upon the nature of the injury. On-duty accidents are to be reported to the supervisor immediately. Additional information on this program may be obtained from the Department of Safety and Risk Management.

Summer Flex Hours

FSU Human Resources determines the time period for summer flex hours with the approval of the Athletic Director. To provide employees the opportunity to meet family and personal needs, flextime work schedules may be practiced during the summer. Flextime work schedules usually begin in May and must end by August. All work schedules must begin on a Friday and end on a Thursday to coincide with the

University's pay week. Unless requested earlier, all employees on flextime work schedules will revert to their normal work schedules on August.

To request a summer flextime work schedule, please contact the Personnel Representative in the Department of Athletics.

Employee Tuition Scholarship Fund

Full-time, salaried employees may enroll for up to six credit hours per semester at no cost to the employee. An employee must receive approval from their supervisor and the Director of Athletics. Eligibility forms and additional information are available from Human Resources.

The grant for Faculty or Administrative and Professional staff members consists of salary for up to two semesters with no work obligations. Awards to faculty are limited to persons seeking degrees in under-represented disciplines. The University Support Personnel System employee award provides salary for up to two semesters with a \$600 stipend per semester. There is no stipend for Faculty or Administrative and Professional participants; however, all will be eligible for continued accrual of annual and sick leave as appropriate.

All Grant-in-Aid recipients must be permanent (continuing), or regular University employees with service to the institution for at least two (2) years, a recipient must agree to continue employment with the University, another SUS institution, or the Board of Trustees for a period of time equal to twice the length of the leave. Applications and letters of nomination for the Employee Grant-in-Aid Program will be accepted each spring by Florida State University. The application process is generally held mid-March through mid-April.

The Grant-in-Aid educational leave awards are granted via a committee process and generally announced in May or early June.

Applications should be submitted to the Employee Grant-in-Aid Selection Committee, c/o Human Resources.

Out-Of-State Tuition Waiver

A full-time employee of the University or the employee's spouse or dependent child will

be classified as a Florida resident for tuition purposes. The employee must be full-time (by date of hire) prior to the first day of class as listed in the University catalog. Employees seeking this waiver should apply for certification by contacting the Office of Admissions.

Credit Union

The FSU Credit Union is available for employees of the University. Special features include:

1. Moderate interest rates on a wide variety of loans.
2. Automatic life insurance for each shareholder.
3. Investment opportunity through payroll deductions.

For more information, call the Credit Union Office at 224-4960.

COLLEGE WORK STUDY PROGRAM

As long as the University continues with the Federal Work Study Program, department personnel are encouraged to use this vehicle to satisfy the need for student assistants, managers, trainers, and statisticians. This avenue must be tested before OPS will even be considered. For further details concerning requests for Work Study assistance, please contact the Work Study Program Office at 644-5441.

OPS EMPLOYMENT

OPS budget, whether seasonal or annual, should be submitted along with the annual budget request for approval by the Athletics Director. All OPS appointment requests should be submitted to the Athletics Department Personnel Coordinator accompanied by detailed justification. Time must be accurately entered in OMNI.

GRADUATE ASSISTANTS/PART-TIME ASSISTANT COACHES

Requests for additional staff, other than full-time, must be submitted along with the annual budget request for approval by the Director of Athletics with proper documentation and justification. Each case will be handled on its own merit and the

Director will make the final allocations.

DRESS CODE

Dress Code should be enforced by Department within the Department of Athletics. Employees must apply best judgment in their option of selecting clothing to wear to work. If there is any uncertainty about acceptable, professional business casual attire for work then it is most likely not acceptable. However please ask your supervisor or the Personnel Representative in the Department of Athletics should the employee have any questions.

9/11

302 – SEXUAL HARASSMENT AND SEXUAL BATTERY POLICIES

SEXUAL HARASSMENT POLICY STATEMENT

Sexual harassment is a form of discrimination based on a person's gender. Sexual harassment is contrary to the University's values and moral standards, which recognize the dignity and worth of each person, as well as a violation of federal and state laws and University rules and policies. Sexual harassment cannot and will not be tolerated by the Florida State University, whether by faculty, students, or staff; or by others while on

property owned by or under the control of the University.

OFFICE OF AUDIT SERVICES

The Office of Audit Services (OAS) is charged with receiving and investigating sexual harassment complaints as set forth in this policy and shall maintain the records pertaining thereto. Within the OAS, the Coordinator of Sexual Harassment Resolutions has primary responsibility for leading these investigations.

DEFINITION

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed at an employee or student by another when:

- (a) submission to such conduct is made either explicitly or implicitly a term or condition of employment, academic status, receipt of University services, participation in University activities and programs, or affects the measure of a student's academic performance; or,
- (b) submission to or rejection of such conduct is used as the basis for a decision affecting employment, academic status, receipt of services, participation in University activities and programs, or the measure of a student's academic performance; or,
- (c) such conduct has the purpose or effect of unreasonably interfering with employment opportunities, work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

EXAMPLES OF SEXUAL HARASSMENT

Incidents of sexual harassment may involve persons of different or the same gender. They may involve persons having equal or unequal power, authority or influence. Though romantic and sexual relationships between persons of unequal power do not necessarily

constitute sexual harassment, there is an inherent conflict of interest between making sexual overtures and exercising supervisory, educational, or other institutional authority. Decisions affecting an employee's job responsibilities, promotion, pay, benefits, or other

terms or conditions of employment, or a student's grades, academic progress, evaluation, student status, recommendations, references, referrals, and opportunities for further study, employment or career advancement, must be made solely on the basis of merit.

Examples of sexual harassment include, but are not limited to, the following, when they occur within the circumstances described in Section 3 above:

- (a) use of gender-based verbal or written language, including electronic communication, offensive or degrading to a person of that gender, whether or not the content is sexual;
- (b) inappropriate display of gender-based pictorial images offensive or degrading to a person of that gender, including but not limited to sexual posters, photographs, cartoons, drawings, or other displays of sexually suggestive objects or pictures;
- (c) use of inappropriate gestures or body language of a sexual nature, including leering or staring at another;
- (d) unwelcome requests or demands for sexual favors or unwelcome sexual advances;
- (e) inappropriate nonconsensual touching of another's body, including but not limited to kissing, pinching, groping, fondling, or blocking normal movement; or
- (f) sexual battery. (Note: some acts of sexual harassment may also constitute violations of criminal law, e.g., sexual battery, indecent exposure, sexual abuse, etc. In such instances, please refer to the University's Sexual Battery Policy.)

DISCIPLINARY AND OTHER ACTIONS

Sexual harassment is prohibited by the Florida State University. The University will take appropriate action against any person found to be in violation of this policy. (Note: a person who has sexually harassed another or retaliated against another may also be subject to civil or criminal liability under state or federal law.)

Disciplinary Actions

Any employee who has sexually harassed another employee or a student, retaliated against such person for bringing a complaint of sexual harassment, or otherwise violated this policy shall be guilty of misconduct and subject to disciplinary action up to and including dismissal, in accordance with applicable law, rules, policies, and/or collective bargaining agreements. In addition, any student who has sexually harassed another student or an employee, retaliated against such person for bringing a complaint of sexual harassment, or otherwise violated this policy may be subject to disciplinary action up to and including expulsion, pursuant to the Student Code of Conduct. The term "employee" includes all persons employed by the University including faculty and graduate teaching assistants.

Other Actions

The University will take such corrective action against any non-students or non-employees found to have violated this policy, as may be appropriate under the circumstances.

RETALIATION

Retaliation against one who in good faith brings a complaint of sexual harassment or who in good faith participates in the investigation of a sexual harassment complaint is prohibited and shall be a violation of this policy and shall constitute misconduct subject to disciplinary or other action as described in Section 5 above.

FILING OF FALSE SEXUAL HARASSMENT COMPLAINT

Knowingly filing a false sexual harassment complaint is prohibited and shall be a violation of this policy and shall constitute misconduct subject to disciplinary action as described in Section 5 above. A complaint that is investigated and deemed unsubstantiated is not necessarily a false complaint.

REPORTING REQUIRED

Any student or employee who has witnessed what is perceived to be a violation of this policy should promptly report that conduct to the OAS, who then will proceed as appropriate. Any supervisor[1] who has witnessed or becomes aware of the alleged

occurrence of sexual harassment by, or who receives a complaint of sexual harassment involving a person within that supervisor's purview, is required to take prompt corrective action as appropriate, and to report the matter, if possible, within two work days to the OAS. Failure of the supervisor to take appropriate corrective action or to report the incident shall be a violation of this policy and shall constitute misconduct subject to disciplinary action as described in Section 5 above.

COMPLAINT PROCEDURE

Filing of Complaint

Any student or employee who believes that he or she is a victim of sexual harassment in violation of this policy is encouraged to promptly notify the alleged perpetrator (the "respondent") verbally or in writing that his or her conduct is unwelcome. Such action may cause the unwelcome conduct to cease as well as help to maintain an environment free from sexual harassment. Assistance and support is available from the Office of the Dean of the Faculties (for faculty), the Office of the Dean of Students (for students), or the Department of Human Resources (for non-faculty employees). Regardless of having given notice to the respondent, the student or employee (the "complainant") may initiate a complaint under this policy by promptly bringing the matter to the attention, preferably in writing by completing the complaint form, of any of the following:

1. The Office of Audit Services;
2. The Office of the Dean of the Faculties;
3. The Office of the Dean of Students;
4. The Department of Human Resources;
5. A student's school or college dean; or,
6. An employee's immediate or next immediate supervisor.

All complaints should be filed in a timely manner. Complaints filed for acts that occurred more than one year from the filing date of the complaint will generally not be investigated unless appropriate in the judgment of the OAS.

Preparing a Complaint

The complainant should provide the following information to facilitate a prompt and

thorough investigation:

1. The names, addresses, telephone numbers, administrative unit, and position or status of the complainant and the respondent, if known;
2. Specific acts alleged, including dates, times, and locations;
3. Names, addresses, and phone numbers of potential witnesses;
4. The effect the alleged acts have had on the complainant;
5. Actions the complainant may have taken to attempt to stop the harassment;
6. Complainant's suggestion of proposed action to address or resolve the harassment; and
7. Other information the complainant believes is relevant.

Transmitting a Complaint to the OAS

The complaint shall immediately be forwarded to the OAS. If the complaint is verbal, the person receiving the complaint shall make a written summary thereof on the complaint form and request the complainant to sign it.

Reviewing a Complaint

The OAS will make an initial determination whether the alleged perpetrator is a student or employee. If the alleged perpetrator is identified, as one who is not a student or employee, then the OAS will refer the matter to the Office of the General Counsel for appropriate action. If the OAS determines that the alleged perpetrator is a student or employee, the OAS will review the complaint to determine whether the acts complained of, as stated by the complainant, constitute a violation of this policy, and if not, the complainant will be so informed. If the OAS determines the alleged acts may constitute a violation of this policy, the investigation will proceed as set forth in Section 10 below, unless the matter is satisfactorily resolved as in the following paragraph (e).

Notifying the Respondent and Supervisor

Notifying the Respondent and Supervisor; Informally Resolving a Complaint; Withdrawing a Complaint. The OAS will notify the respondent and his or her appropriate supervisor of the allegations contained in the complaint. In an effort to informally resolve the complaint, the OAS will elicit from the complainant, proposed actions the complainant believes are necessary to address or resolve the alleged harassment. The OAS will discuss these proposed actions with the respondent and with appropriate levels of management. The respective parties will also have the opportunity to propose other means of resolution. Thus, if the matter can be resolved informally, or if the complainant

chooses to withdraw the complaint, the complainant will sign a statement outlining the informal resolution and releasing the University from taking any further action. If the matter is not resolved at this stage, the complaint will be investigated as set forth in Section 10 below.

INVESTIGATION

The following procedures will govern all investigations of complaints alleging violations of this policy:

1. The OAS will thoroughly investigate complaints alleging violations of this policy with the assistance, as needed, of the following: the Office of the Dean of the Faculties, the Department of Human Resources, and/or the respondent's supervisor(s), except in cases where the respondent is a student. If the respondent is a student, the OAS will forward a copy of the complaint and any associated materials to the Office of the Dean of Students, which will, if appropriate, adjudicate the matter under the Code of Student Conduct. The Dean of Students shall notify the OAS of the outcome.
2. The investigation should include interviewing the complainant and witnesses suggested by the complainant who may have knowledge of the alleged offending behavior. Employees and students shall fully cooperate in the investigation.
3. The respondent will be given an opportunity to respond to the complaint verbally and in writing and may suggest additional witnesses.
4. The investigation should also include interviewing such other witnesses as are deemed appropriate under the circumstances.
5. The investigation should include a review of any files and records of previous sexual harassment complaints against the respondent and any other documents deemed relevant.
6. All witnesses who provide relevant information should submit a written, signed statement attesting to their knowledge of the subject circumstances.
7. Confidentiality of the investigation will be maintained to the extent allowed by law.

REPORT OF OAS

The OAS will prepare a report setting forth its findings and a determination concerning violation of this policy. The report should be completed within 120 days following the filing of the complaint, where feasible, and will be submitted to the appropriate vice president of the respondent's unit or department.

SUBSEQUENT ACTION

The vice president will make a determination, upon review of the OAS's report, consultation with the Dean of the Faculties or the Director of Human Resources, and consideration of any other relevant information, including aggravating or mitigating circumstances, whether disciplinary action is warranted under the circumstances. If the vice president determines that disciplinary action should be initiated, then, consistent with due process requirements, the respondent will be notified in accordance with applicable Florida Board of Education and University rules and policies and collective bargaining agreements, and appropriate disciplinary procedures as provided for therein will be followed. Regardless of whether formal disciplinary action is initiated, the University may take such informal corrective action as may be appropriate under the circumstances. The vice president will notify the OAS of the outcome. The OAS will notify the complainant of the results of the investigation and subsequent disciplinary or other corrective action taken, if any, to the extent allowed by law. The OAS will notify the respondent of the results of the investigation when no policy violation is found and no further action planned.

DISTRIBUTION OF POLICY

Copies of this policy are available to all current and future employees and students at the Florida State University in hard copy (policy brochures, student handbooks, The Bulletin, etc.), electronic format (www.auditservices.fsu.edu/sh/policy), and will be made available in alternative format upon request. Any person involved in the process under this policy needing accommodations for a disability should notify the OAS.

APPLICABILITY

This policy supercedes any and all prior University policies regarding complaints of alleged acts of sexual harassment.

EFFECTIVE DATE

The effective date of this policy is July 1, 1998 as amended December 31, 2002 and January 6, 2004.

WHERE TO GO FOR HELP

Any member of the university community may report sexual harassment to:

The Office of Audit Services
407 Westcott Building
(850) 644-6031

Or by calling:

The Florida State University
Sexual Harassment Hotline
(850) 644-9013

Staff is also available in the following offices to assist victims of sexual harassment.

A student victim may report to:

Dean of Students
4322 University Center A
(850) 644-2428

A faculty victim may report to:

Dean of the Faculties
314 Westcott Building
(850) 644-6876

An A&P, USPS or OPS victim may report to:

Human Resources
6219 University Center A
(850) 645-6519

SEXUAL BATTERY POLICY STATEMENT

The goals of the Florida State University are to educate members of this community about sexual battery, to apprehend and sanction perpetrators of sexual battery, and to provide the best possible support to victims of sexual battery.

Sexual battery is a crime defined in Section 794.011, Florida Statutes, as “the oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery shall not include acts done for a bona fide medical purpose.”

The provisions of Chapter 794, FS, apply equally to male and female staff, faculty, and students of the Florida State University, on or off the campus, regardless of whether the perpetrator and the victim are acquaintances or strangers. Sexual battery involves a lack of consent by the victim.

Sexual battery committed by a student is also a violation of the FSU Student Conduct Code (6C2-3.004, Florida Administrative Code).

Educational programs on sexual assault prevention are presented by the FSU Police Department, the Victim Advocate Program, the Orientation Office, University Housing, the Student Government Association, and others.

Reporting System

All FSU faculty and staff shall report every incident of sexual battery to the FSU Police (644- 1234). It is the responsibility of each faculty and staff member to assist student victims in reporting incidents to the FSU Police. If the victim chooses not to provide evidence to the police, faculty and staff must still notify the FSU Police Department of the happening of the alleged sexual battery without identifying the victim, as soon as practicable. Both the FSU Police Department and the Victim Advocate Program will report statistical data on sexual battery and attempted sexual battery to their respective Vice Presidents, who will then notify the President of the University.

Any individual within the University community who has been sexually battered on campus or off campus should immediately seek assistance from the FSU Victim Advocate Office (644-7161 or 644-2277) or other victim services of their choosing. The Victim Advocate Office will provide confidential crisis intervention and information regarding the victim’s needs or options. All Services of the Victim Advocate Program are confidential and a police report does not have to be filed to receive support.

If the victim chooses to prosecute the alleged perpetrator, the FSU Police Department should be contacted immediately (644-1234). Incidents occurring off campus will be reported to the Law Enforcement Agency with jurisdiction (Tallahassee Police

Department or Leon County Sheriff). Victims are encouraged to seek medical attention and an evidence collection exam at Tallahassee Memorial Hospital emergency room. Because physical evidence is extremely important in the prosecution of sexual battery, it is strongly recommended that victims do not change their clothing or clean their body prior to evidence collection.

Services for Victims

The following services are available on campus for student victims of sexual battery or attempted sexual battery:

- (a) Confidential Victim Advocacy (including crisis intervention, emotional support and practical assistance and referral), Victim Advocate Program; 4th Floor, University Center, 644-7161 and 644-2277; evening and weekends 644-1234 (FSU Police Dept. ask for victim advocate).
- (b) Individual Counseling Student Counseling Center, 2nd Floor, Student Life Building, 644-2003.
- (c) Pastoral Counseling contact Victim Advocate Program for comprehensive phone list.
- (d) Medical Attention (not evidence collection), Thagard Student Health Center, 644-5255.

The following services are available off campus to all victims of sexual battery or attempted sexual battery:

- (a) Confidential Victim Advocacy (crisis intervention, emotional support and practical assistance), Phone Counseling and Referral Hotline, Refuge House/Rape Crisis Center, 681-2111.
- (b) Phone Counseling and Referral (hotline), Telephone Counseling and Referral Service (Big Bend 211) dial 211.
- (c) Evidence Collection and Exam, Tallahassee Memorial Hospital, 431-5411.

Whenever feasible, the Florida State University will assist student victims in rearranging their class schedules and their room assignments if so requested by the victim. Other services may be available. Please call the Victim Advocate Program for additional information.

Enforcement

The FSU Police Department is accorded full law enforcement authority on the campus and within the City of Tallahassee 500 feet contiguous to the campus. In the event of a sexual battery or attempted sexual battery on campus, the FSU Police Department is responsible for investigating the crime and making any subsequent arrests. In the event of a sexual battery or attempted sexual battery occurring off-campus against a student, the Law Enforcement Agency (Leon County Sheriff or Tallahassee Police Department) with jurisdiction is responsible for investigating the crime and making any subsequent arrests. Legal penalties for sexual battery will differ, depending on the nature of the crime, but sentences will be in accordance with Florida law. University employees found guilty of sexual battery or attempted sexual battery are subject to institutional disciplinary action, including termination. The effective date of this policy is January 6, 2004.

303 – PAYROLL

UNIVERSITY POLICIES

The Department of Athletics operates under the University's payroll policies and procedures. A copy of the University's policies as of the date of this printing is provided below, but the most up-to-date policies can be found on the University Web site at <http://www.vpfa.fsu.edu/policies/controller/2d-3.html>.

Additional information regarding the Payroll Services Department, such as department contacts, forms, payroll deadlines, and other related information, can be found online at <http://www.vpfa.fsu.edu/control/payroll.html>.

OVERVIEW

The University Payroll Services Department is part of the Controller's Office and is designated as the central office responsible for coordinating the regular bi-weekly payroll processing. Department level responsibilities include entry of time and leave data, and approval of payroll disbursements.

PAYROLL PROCESS

Pay and Leave Reports are completed by the employee, reviewed and approved by their supervisor, and submitted to the Time and Leave Coordinator. Hours worked and leave

taken are entered into OMNI by designated departmental employees.

Payroll reports are provided online and are used to verify time entry and paycheck amounts. A person designated by the department reviews the payroll reports for accuracy. Another person then approves the time in OMNI. Approvals in OMNI must be completed in order for the payroll to be released. Approval is due by 5:00 pm on Friday following the end of the pay period unless otherwise required by Payroll Services.

The University requires employees to participate in EFT of their pay to a financial institution as a condition of employment. Employees who do not desire EFT must seek exception through Human Resources. EFT payments, and any manual payroll checks, are issued on the Friday of pay week. A designated departmental employee will pick up payroll checks that are issued by Payroll Services. These should remain in the possession of the pick-up person until they are distributed to the payee, signed over to another employee who has been assigned distribution duties, or returned to Payroll Services.

Employees are responsible for recording their time in the OMNI HR Timesheet or on a time card, as applicable in accordance with the University policy. When errors occur, employees should immediately contact their Department Representative for advice on the appropriate corrective action. Employees should be encouraged to review their paychecks online prior to pay date to assure its accuracy. When changes to Form W-4 are desired, this change may be made online (Self Service > Payroll and Compensation > W-4 Tax Information). In accordance with University policy OP-C-7-D1, employees are required to enroll in direct deposit and have their wages deposited to the financial institution of their choice.

PAYROLL PROCEDURES

A. In order for new employees to receive their payments on time the department should ensure that the following has occurred:

1. All required forms have been submitted to and are properly approved by Human Resources. Generally, all forms are required by Human Resources two weeks prior to the pay period ending date. Please refer to Human Resources' [payroll calendar](#) for each pay period's deadline.
2. Direct deposit information must be entered through the OMNI Employee Self Service module or a completed form received by

Payroll Services by the pay period end date. The university's direct deposit policy is listed below in section [OP-D-2-E6](#).

3. The employee has been properly established in OMNI HR and his/her time recorded timely in accordance with the Payroll Schedule.
4. The employee's Time Sheet has been approved in accordance with the Payroll Schedule.

On-Cycle Payroll Schedule		
Wednesday Run Activities	Thursday Time Entry Deadlilne	Friday Time Approval Deadline
<p>In Business Objects, review Activities Report to verify that appointment data submitted prior to deadline is correct.</p> <ul style="list-style-type: none"> • If incorrect, create Parature ticket. <p>Examples of incorrect items:</p> <ul style="list-style-type: none"> ○ Compensation rate ○ FTE ○ Funding acct codes ○ Funding dates 	<p>Time entry is to be completed by 5:00 p.m.</p>	<ul style="list-style-type: none"> • In OMNI, review Employee Payable Time Report to verify time entry is correct. If recorded time is not accurate, correct it and check exceptions/ approvals before NOON. If you have not approved Reported Time by NOON it will not appear in the Cost Center Report (CCR). • Review CCR (Version 1) to verify that pre-calculated pay is correct. If incorrect,

--	--	--

look at “Payable Time Detail/Summary” and “Review Paycheck Summary”. These pages may show time that does not appear in the CCR due to changes in Reported Time since the CCR was posted. If employee time is still incorrect, please create a Parature ticket.

- Continue checking throughout the day for last minute approvals.

B. Payroll Check Distribution Process - Exception to Direct Deposit Policy:

Employees who receive approval from Human Resources to be exempt from direct deposit will receive a paper check. Payroll sorts these checks by departments along with a check wrapper sheet. They are available for pick up from Payroll Services on Friday morning a week following the end of the pay period. Departments designate persons (Check Distributors) who are authorized to pick up paychecks by submitting a completed [Paycheck Pick Up Authorization form \(PR-03\)](#) to Payroll Services. Check Distributors will distribute and secure checks as outlined in [OP-D-2-E3](#), item H.

WITHHOLDING TAX/FICA/RETIREMENT AMOUNTS

The amounts required for Income Tax withholding, FICA contributions and Retirement amounts are set by federal and state law and are subject to change annually. The amounts required to be withheld are published annually in IRS Circular E. If individuals do not have access to these publications Payroll Services should be contacted for specific information.

RETROACTIVE DISTRIBUTION OF FUNDING

The Retroactive Distribution of Funding (RDF) policy governs any correction or change to the funding source of an individual employee for a prior pay period. This policy relates only to funding and does not apply to any retroactive changes in compensation, employment period, full-time equivalency, position, or status.

A. RDF Policy: Appropriate Use

The RDF form (PR-01) is required in the following circumstances:

1. A justified change in the funding source of an individual's salary
2. Correction to department charges in the event of delay in the funding change on an employee or sponsored project set up
3. Correction to erroneous time, leave, and account information entries
4. Correction to significant differences between an employee's effort reported on Personnel Activity Reporting System (PARS) and actual payroll charges The RDF form should be necessary only in the above circumstances. This process does not replace the need for the following considerations:
 1. Personnel appointments reflect accurate funding distribution
 2. Personnel and payroll documents are submitted and approved in a timely fashion
 3. PARS data reflect accurate employee effort
 4. Appropriate and timely attention is given to reconciling actual payroll charges

to payroll budgets

B. RDF Policy: Appropriate Timing

The RDF form must be completed and submitted to Payroll Services or Sponsored Research Accounting Services within thirty (30) days from the end of the month in which the error occurred. Should the correction result from the discovery of an effort error during the PARS verification process, then the correction must be submitted within thirty (30) days of the PARS verification discovery.

Corrections submitted beyond the initial 30-day deadline from the end of the month in which the error occurred require a separate, typewritten detailed explanation and authorization from the appropriate Dean or Vice President.

C. RDF Procedure: RDF Form and Supporting Documentation

The RDF Form must be used to make any correction or change to the funding source of an individual employee for a prior pay period. As of March 1, 2007, departments should submit only the RDF Form to make such a change or correction to a prior period.

The RDF Form must be completed in its entirety and include the appropriate authorization. Any incomplete or inaccurate RDF Forms will be returned to the originating department.

The RDF Form must also be accompanied by the following additional documentation:

1. Payroll charges from the pay period(s) affected (OMNI Payroll Charge Report)
2. Any other pertinent information that supports the redistribution

TAXES, ADJUSTMENTS AND RESPONSIBILITIES

Withholding taxes, Social Security, Medicare and retirement expenditures, are dictated by an individual's tax status (US citizen, resident alien or nonresident alien), student status, position held and retirement code, and desires expressed when completing their W-4 form. This status is determined when the individual is entered into the payroll system and is the responsibility of Human Resources to monitor and ensure individuals are paying the appropriate taxes.

TAXABLE FRINGE BENEFITS

A. Taxable Fringe Benefits are those non-cash items provided an employee which increase taxable gross income and must have social security(6.27%), Medicare(1.45%) and income tax(25%) deducted from them. Some of these items are as follows:

1. Awards (such as savings bonds)
2. Automobiles furnished to employees that are used personally
3. Insurance policies and other fringe benefits provided employees that are not provided in cash
4. Club memberships (The Club Usage Log (PR-04) may prove helpful when dealing with this type of benefit.)
5. Spousal and family travel
6. Tickets to sporting or other events
7. Moving expenses (see below)

B. Items of this nature must be monitored by departments and coordinated with Payroll Services in an expeditious manner to ensure timely inclusion in employee's W-2 statements annually for automobiles and country club memberships and monthly for all other benefits.

C. The Athletic Payroll Department will notify employees when their paycheck will be effected by the taxation of a fringe benefit.

D. Any specific questions about taxable fringe benefits (such as which benefits qualify, etc.) should be directed to Payroll Services.

MOVING EXPENSES

A. Overview of University Policy & Procedure:

1. Contracts are in place with moving companies that offer substantial discounts on the cost of a move. The University requires you to get at least two quotes:

one from the ITN list of four (4) movers and one from the list of eight (8) E&I movers. (Lists attached) A separate company not on the list can be used if they offer a lower price.

2. A moving expense approval form and purchase order must be completed prior to the move taking place. The Athletics Department Human Resources Representative coordinates this process with the new employee.
3. If a new employee wants to move themselves, they should obtain a quote for the rental truck, boxes, and packing materials. This quote should be provided to the Athletics Department Human Resources Rep prior to the move taking place.
4. There is an 18 month time limit on the relocation to be completed. The time begins with the date of hire.
5. If an employee resigns within one year of the move, then the employee must pay back the Athletics Department the full cost of all direct and indirect moving expenses paid by the University, including but not limited to, temporary housing, storage, trip costs between old and new residence, and moving household goods.
6. FSU does not “gross up” income to cover taxable moving expenses that are paid on behalf of the employee or reimbursed to the employee.
7. Positions eligible for up to \$25,000 of moving expenses:
 - a. Athletic Director
 - b. Associate Athletic Director
 - c. All Head Coaches
 - d. Assistant Coaches for Football & Men / Women’s Basketball
8. Positions eligible for payment of moving expenses up to \$5,000:
 - a. Assistant Coaches, other than Football and Men / Women’s Basketball
 - b. Assistant Athletic Director
 - c. Director
9. Other A&P positions may be eligible for payment of moving expenses up to \$2,000, if approved by the Athletic Director.

10. Florida State will pay for the following expenses that are included in the eligible amount of expenses mentioned above:
 - a. Up to two cars will be covered in this policy.
 - b. Storage is covered for a maximum of sixty (60) days. The basic relocation is for moving household goods from old house to either a storage unit or the new house. (One pickup and one delivery).
 - c. Temporary living expenses are covered in a hotel or similar accommodation for up to three (3) months with the approval of the Athletic Director.
 - d. Two (2) “house hunting” trips with stays of three (3) days each trip will be paid by the University Athletic Department.

5. FSU Athletics will not pay for the following:
 - a. Realtor fees for selling the employee’s old residence or for purchasing a new residence.
 - b. Relocation or bridge loans of any kind to employees.
 - c. Origination points or discount points on the sale/purchase of residences.

6. Payment of moving expenses is not automatically granted. Requests for the option to extend this benefit to a potential employee should be made when a job is being advertised. Market conditions should be assessed to determine if this benefit is necessary to attract a top candidate. Justification will be required prior to offering a new employee this benefit.

7. **The Athletic Director, at his discretion, may approve or deny any additional expenses or reimbursements of moving expenses incurred by the new employee.**

8. Moving expense benefits in excess of the University policy will be funded by the Seminole Boosters Sport Restricted Accounts.

9. The IRS allows for certain moving expenses to be exempt from taxation as an employee benefit, as follows:
 - Household goods (includes pets & vehicles).

- Employee and family transportation cost to new job location. Option to request 20 cents/mile reimbursement if employee drives to new job location.
- One night hotel stay in old residence location after household goods was moved.
- Storage for up to 30 days.
- **All other expenses and expenses in excess of what is allowed by the IRS are taxable to the employee. Taxation will occur via the payroll system as soon as the service is provided and paid. Notification of the amount taxed will be communicated to the employee before the payroll check is issued that contains the deduction for taxes.**

ITN 07LD-138
Contact Information

A Turner Moving & Storage / North American Van Lines
1001 NW 53 Ave
Gainesville, FL 32609

Contact: Tammy Turner (800-231-0406)
Email: tturner@a-turnermoving.com
Local 352-372-0406
Fax: 352-372-1474

FEID 521840893 Interstate
FEID 591412020 Intra State

Browning Moving & Storage / United Van Lines
3725 N Frontage Rd
Lakeland, FL 33810

Contact: April Snow (800 722-6683 x 222)
Email: aprils@browningmoving.com
Local: 863-683-6494
FAX: 863-683-5102

FEID 621350600

Hills Van Service of North Florida
3540 NE Waldo Rd
Gainesville, FL 32609

Contact: Melody Hibbitts (800) 749-6067
Email: melody.hibbitts@hillsvan.com
Local: 352-372-4271
FAX: 352- 372-5630

Berger Moving & Storage/Allied Van Lines
51115 W. Clifton Street
Tampa, FL 33634

Contact: Mary Morse (800-237-5572)
Email: MaryMo@bergerallied.com
Local: 813-885-6771
FAX: 407-388-1318

E&I Contract # CNR01058

Graebel Companies
16346 Airport Circle
Aurora, CO 80011

Contact: Jonathan Cutlip
Company Phone: 1-800-937-7797 or 713-331-6347
Email: jonathancutlip@graebel.com

CHAPTER 400
FINANCIAL AND BUSINESS OPERATIONS

401 – BUDGET

UNIVERSITY POLICIES

The Department of Athletics, like other University departments, is responsible for submitting annual budget requests which, once approved, are incorporated into the University's annual operating budget. This budget becomes the basis of authority for the Department's financial operations during the fiscal year, which begins July 1. The most up-to-date University budget policies can be found online at <http://www.budget.fsu.edu/>. Additional information on the University Budget Office, including department contacts, forms and training, can also be found on this website.

BUDGET PREPARATION - OVERVIEW

The budget development cycle takes place during the period from February through June. The Athletics Executive Staff and the Athletics Business Office are responsible for the preparation of the departmental budget. The departmental budget is comprised of individual department budgets representing each individual sport and each service or administrative area (i.e.: Compliance, Media Relations, etc.)

BUDGET PREPARATION - REVENUES

Revenue projections are developed annually and used as the basis for overall budget preparation. The Athletics Business Office prepares the revenue budget based on historical trends, actual data (i.e., contracted amounts), conference estimates, etc. Departmental revenues are derived primarily from the following sources: ticket sales and game guarantees; conference distributions; student fees; media rights fees; corporate sponsorships; ACC & NCAA reimbursements, and postseason event distributions.

BUDGET PREPARATION - EXPENSES

The budget development process is dependent upon University guidelines. In January, of each year, the Athletics Business Office communicates these guidelines and those of the Department to the head coaches and unit leaders along with the appropriate forms for submitting proposed budgets. All head coaches and unit leaders are required to discuss their budgetary needs with their supervisors and then to submit their agreed-upon proposals to the Athletics Business Office. The proposed budgets include justifications (zero based budgeting explained below) for individual line items, notes for any special requests, and supplementary information on requested

team trips. While the various areas are developing their budget proposals for expenditures, the Business Office prepares projections for salary and benefit expenses based upon any increases as determined by the Legislature.

ZERO BASED BUDGETING PHILOSOPHY

A method of budgeting in which all expenditures must be justified each new period, as opposed to only explaining the amounts requested in excess of the previous period's funding. Each department has to justify its funding every year. That is, funding has to have a base at zero. A department has to show why its funding efficiently helps the organization toward its goals. ZBB is especially encouraged for Government budgets because expenditures can easily run out of control if it is automatically assumed what was spent last year must be spent this year.

For example, each departmental budget starts at zero and justifies each line item requested amount.

When the budget requests have been received by the Business Office and assembled into a department-wide summary of requests, budget meetings are held involving the Director of Athletics and the Executive Staff. Following these meetings, the budget is adjusted and the CFO for the Athletics Department consults with the CFO for the Seminole Boosters to insure there is adequate funding for the Athletics Department proposed budget. Next, the proposed budget will be presented to the president for any comments regarding the budget that may impact the university. Then the Business Office prepares a budget proposal packet to be presented to the Budget Subcommittee of the Athletics Committee.

BUDGET APPROVAL PROCESS

Athletics staff contact the chair of the Budget Subcommittee of the Athletics Committee, who schedules subcommittee meetings to review the budget proposal with the Athletic Director or Executive Staff, as needed. Any adjustments are agreed upon and then the Budget Subcommittee forwards the proposed budget, as adjusted, to the Executive Athletics Committee which will ultimately recommend endorsement by the full Athletics Committee at a scheduled Committee meeting. Committee members have the opportunity to ask questions of Subcommittee members, Athletic Director or Executive Staff at that meeting and throughout the month leading up to the next Committee meeting.

At that following meeting, the Committee votes on endorsement of the budget. If endorsed, the proposal is forwarded to the University President with a recommendation for final approval. The

budget does not become official until the President has signed the appropriate budget documents. At that time, Business Office staff input the approved budget into the University Budget Office's online budget system. The Business Office also distributes copies of the appropriate areas of the approved budget to each head coach and departmental administrator.

BUDGET CONTROL

Budgetary control measures are an integral part of the system for approving the expenditure of departmental funds. Prior to committing the Department to a financial obligation, a staff member must have the request approved. If prior approval is not obtained, the individual staff member may be held personally responsible for the resulting charges. All expenditures of \$500 or more must be approved at the Executive Staff level.

BUDGET REPORTS

Budget reports are distributed by the 15th of each month.

BUDGET AMENDMENTS

Requests to transfer amounts between individual department budgets in Athletics must be approved in writing by the Director of Athletics. Transfer amounts between the four categories within the individual Athletic department budgets must be approved in writing by one of the Executive Staff. The approving party will ensure that such amendments are in compliance with University and departmental guidelines. The total Athletics budget amount can be revised only with the approval of the University President.

TIMELINE

December 1st – Budget Meetings date and time sent to each dept/sport for January meeting

December 15th – Executive Staff and Dept Heads provided financial report showing expense history, YTD actuals and projections.

February 1st to February 31st – Departmental Budget Meetings held with Executive Staff, Dept Head, Sport Oversight, Assistant AD of Business Office and Business Office representative for Depts/Sports to submit proposed budgets

March 15th - Budget data from meetings submitted to the Executive Staff with updated actual and projections

April 1st – Budget adjustments due from Executive Staff to Assistant AD, Business Office.

April 15th – Budget Report submitted to the President with updated data for comments regarding any impact on university.

April 30th - Budget Report (w/President's Adjustments) submitted to the Athletic Budget Sub-Committee with updated actual and projections for the Committee to review and recommend to the Executive Athletics Committee.

May 15th – Budget Report submitted to Athletics Executive Committee for the Committee to recommend to the full Athletics Committee to endorse..

June 1st – Final Budget sent to President for approval.

June 15th– New Year Budget issued to Depts/Sports.

402 – PURCHASING AND DISBURSEMENTS

UNIVERSITY POLICIES

The Department of Athletics operates under the University's purchasing and payables policies and procedures. A copy of the University's policies as of the date of this printing is provided below, but the most up-to-date policies can be found on the University Web sites at <http://www.vpfa.fsu.edu/policies/bmanual/purchasing.html> and These policies and procedures state the department's responsibility when purchasing goods or services, and the methods used to requisition, receive, and pay for these purchases.

Additional information regarding the Purchasing Department, such as department contacts, bid listings, university contracts, training, and other related information, can be found online at <http://www.purchasing.fsu.edu/>. Additional information regarding the Payables and Disbursements Department, such as forms, training, and other related information, can be found online at <http://controller.vpfa.fsu.edu/Payables-Disbursement-Services>.

ADDITIONAL ATHLETIC DEPARTMENT PURCHASING POLICIES

All purchases of \$500 or more must first be approved by the Department Head and or Sport Oversight and, forwarded to the Executive Staff for approval before the purchase is made. This policy includes purchases that will be paid on behalf of Athletics by the Boosters, the Foundation, or any purchases using a P-Card.

Before making purchases of \$2,500 or more, price quotes from at least two vendors must be obtained unless part of an ITN. This policy includes purchases to be paid for by the Boosters or the Foundation.

All contracts between Florida State Athletics that are \$10,000 or more must be forwarded to the Associate Athletic Director/CFO who is over the Business Office. This person will review the contract for accounting and policy issues then send the contract to the University Legal Office for approval. This policy includes contracts with Florida State that are to be paid by the Boosters or the Foundation.

All procurement actions for commodities or contractual services from sources outside the

University must be processed through the Purchasing Department using the OMNI system. Any acquisition of a commodity or a service made before the Purchasing Department issues a purchase order may become the personal obligation of the individual obtaining the commodity or service.

All procurement actions for commodities or services from sources within the University must be processed through the Athletics Business Office using an Interdepartmental Requisition form. Some items purchased from University sources include books, computers, copying services, and maintenance services.

All purchases will be delivered to the central receiving office for the University, unless otherwise indicated in the purchase order. In cases where it is not practical to utilize the central receiving office, shipments can be delivered directly to a department or some other location.

Payment for all purchases, including those where normal purchasing procedures were not available or where a vendor did not accept a purchase order will be processed through the University's Payables and Disbursements Department.

All University employees engaged in the procurement and payment process, including requisitioning, purchasing, receiving, payment, and related activities, shall conduct business dealings in a manner above reproach in every respect. Transactions involving the expenditure of departmental funds require the highest degree of public trust to protect the interest of the University.

Training sessions are available throughout the year by calling the Athletics Business Office.

Policy for Hotel Contracts

All hotel contracts should be sent to the Associate Athletic Director/CFO for review. Once reviewed, contracts should be forwarded to the Executive Senior Administrator for final approval.

P-CARD

The P-Card policies of the University can be found at <http://www.purchasing.fsu.edu/Purchasing-Card-Information>. This includes all appropriate forms and instructions.

In order to request a P-Card, complete the application and obtain all required signatures. Once completed send to the Athletics Business Office which will then send to FSU Purchasing at A1400 University Center, MC 2370. Upon receipt and verification of information, FSU Purchasing will send emails to the applicant providing the P-Card training link and Certification Agreement document. Each applicant must complete the on-line training and fill out the certification. The entire group of certifications should be sent back to the Athletics Business Office where it is forwarded to FSU Purchasing.

Purchasing Cards may only be used for commodities for official, state-related purposes which must follow appropriate state laws and guidelines. If there is a question about the official purpose of a purchase or if the use of the purchasing card to make a purchase is questionable, contact the Athletics Business Office, FSU Purchasing Department, or Purchasing Help Desk at 850-644-6850 for clarification prior to making the purchase. Any exceptions or special approvals granted by Purchasing must be in writing and attached to your P-Card receipt.

Cardholders must never give their P-Card to anyone else to make purchases or share their card information with anyone else.

Due to University requirements, the P-Card reconciliation must be completed weekly. Receipts must be turned in to the Athletics Business Office within three days of purchase. For reconciliation purposes, the receipt must be attached to the P-Card form including an itemized receipt, department ID, and account code where the purchase should be charged.

All purchases with the P-Card that are \$500 or more must first be pre-approved at the executive management level. The approval form must be attached to the P-Card form when turned in to the Athletics Business Office.

The P-Card manual can be found at the website listed on page 402-2. Rev. (8.12.08)

403 – TRAVEL

UNIVERSITY POLICIES

The Department of Athletics operates under the University's travel policies and procedures. A copy of the University's policies as of the date of this printing is provided below, but the most up-to-date policies can be found on the University Web site at <http://www.vpfa.fsu.edu/policies/controller/2d-2.html>.

Additional information regarding the Travel Department, such as department contacts, university contracts, forms, training, and other related information, can be found online at <http://www.vpfa.fsu.edu/control/travel.html>.

OVERVIEW

A Travel Authorization is to be properly completed in OMNI in advance of official University travel. Official University travel is any travel deemed necessary to the proper performance of University business and may be reimbursed from University funds. The purpose of the Travel Authorization is to obtain approval to make the trip, to encumber necessary funds, to request travel advances, and to provide worker's compensation insurance coverage. Any travel expense made before a Travel Authorization is approved may become the personal obligation of the individual engaged in the travel.

Immediately upon returning from a trip for official University business, staff members must properly complete an Expense Report for reimbursement of travel expenses. Reimbursement will be made for meals, lodging, transportation and certain incidental expenses. The Expense Report will be completed in OMNI, and approved by Executive Staff, Compliance Office (if necessary), Business Office, and University Travel Department. Payments will be processed by EFT of funds to the traveler's bank account.

All University employees engaged in official department travel shall conduct business dealings in a manner above reproach in every respect. Transactions involving the expenditure of departmental funds require the highest degree of public trust to protect the interest of the University.

All travel that will be expensed against the athletic department budget must be arranged using Short's Travel. The contact information for Short's Travel is:

Toll Free 1-866-902-9654

Email: teamtravel@shortstravel.com

Website: www.shortstravel.com
Hours: M-F 9:00a.m. to 10:00p.m
Sat/Sun/Holidays: 1:00p.m to 8:00p.m.

All calls afterhours can contact the short's representative at the toll-free number above.
The Short's Travel web portal provides each sport/dept with detail information regarding their travel.

TYPES OF TRAVEL

Administrative/Individual Travel

Administrative travel is when an employee travels for some reason other than recruiting or team contests. Types of travel would be conferences, conventions, clinics, etc.

Employee meals are subject to the state meal allowance for all sports.

Alcoholic beverage costs are personal and will not be reimbursed as a business expense by the University. However, the Seminole Boosters and the Foundation Athletic Development Fund (ADF) will reimburse for alcoholic beverages if there is a business purpose for the expense.

All incidental hotel room charges must be paid upon checkout. No incidental charges, including meals, should be direct billed to the university, unless there is a business reason to do so which must be pre-approved. Additional personal rooms must be paid at check-out by the employee.

All cash advances must be settled within ten (10) days of return date.

Recruiting Travel

Recruiting travel is when an authorized person travels for the purpose of viewing and meeting with prospective student-athletes.

Team Travel

Team travel involves a group of athletes and coaches for the purpose of engaging in an athletic contest or other group event involving an athletic team.

An Executive Staff member must approve the list of the team travel party approved for their hotel stay to be paid by Athletics, Boosters or ADF prior to the season or trip. This list must be submitted to the Business Office before travel occurs. (See Form "FSU Team/Staff/Guest Travel Roster Authorization at the end of this section). The list should note the following:

1. Employees who will be allowed to charge meals to their rooms and direct bill these charges.
2. Any groups that will be billed separately from the team billing for their rooms.

The approved Compliance Team Travel Manifest can also be used for this purpose.

Team Meals: Student-athletes for all sports will not be subject to the state meal allowance limitation of \$6 breakfast, \$11 lunch, and \$19 dinner. The FSU Travel Office will pay the full cost of the meals and the ADF will reimburse the University for the amount in excess of the meal allowance. The ADF will separately reimburse tips up to a maximum of 20% of the meal cost.

Employee Meals: Employees who travel with a sports team can eat meals with the team, obtain receipts for meals and submit them for reimbursement, or charge meals to their rooms if pre-approved by the Executive to do so. Employees traveling with the team will not receive the state per diem or meal allowance.

Non-University employees will not be included on the hotel bill unless they are working for Athletics in an official capacity such as medical doctors and equipment truck drivers who may be included on the hotel bill. A separate hotel bill must be provided for the following: President's Party and other university employees that are outside of athletics and Head Football Coach's guests.

All cash advances must be settled within ten (10) days of the return date.

Bowl Travel

Bowl travel is per diem, meal allowances, and mileage reimbursements that are paid to student-athletes, spirit groups, and administrators when attending a bowl game.

Per Diem & Meal Allowances:

1. Student-athletes will receive the GSA meal allowance rate plus the NCAA allowed \$30.00 for incidentals.
2. Spirit Group (Cheerleaders & Band Members) will receive a flat \$30.00 per day including day of travel to event, plus \$20.00 for the day of return.
3. Working Athletic Administration and Coaches will receive the GSA meal allowance rate plus a reasonable amount for incidentals not to be less than what the Student-athletes receive.

Mileage Reimbursement:

1. Student-athletes and the Athletic Administration will receive \$.445 per mile.
2. Band members and Cheerleaders will receive \$.30 per mile.

Hotel Accommodations:

1. Athletic Administration and Coaches will be provided one hotel room.
2. Working Administrative staff may receive one additional hotel room if their bowl duties support the need for an additional room.
3. The head football coach will be provided a reasonable number of hotel rooms and will be taxed on these rooms as an employee benefit if they are provided for personal use.
4. All employees who request additional rooms for their children or relatives that are to be billed and paid for by the university must first receive approval from the athletic director to receive this taxable benefit. Note: the Guest Travel Form noted in the next section must be filled out for this personal expense.

Guest Travel – Athletic Department

“Guest travel” occurs when a University employee invites a non-employee guest or family member to travel with the team to a competition event or meeting.

University Guest Travel Policy & Procedure: The University’s policy on guest travel requires the employee to fill out a pre-approval guest travel form if (1) you are an employee and invited a guest to travel to a competition, (2) you are being reimbursed for the additional costs of the guest travel, and (3) the travel costs of the guest are being paid by the University or DSO. All three must apply. The form must be pre-approved by the Athletic Director.

The Athletic Director will have the discretion to pre-approve for an employee’s guest or family member to travel with the employee or sports team. Examples of guest or family travel are as follows, and are not all-inclusive:

1. Travel by guests to regular or post-season football games on the team charter where there is “no additional cost” incurred for the guest to travel. Result: Not taxable to employee since there is no additional cost for the guest to travel.

2. Travel by guest on commercial flight to ACC or NCAA basketball playoff competitions that results in an “additional cost”. Result: Additional cost is taxable to employee.
3. Travel by other nonemployee guest travel to a sporting event that is non-business related that incurs an “additional cost” that is pre-approved at the discretion of the Athletic Director. Result: Additional travel cost of the guest is taxable to the employee.
4. Travel is not approved and the guest or family member incurs costs that the University or DSO pays. Result: The employee may be required to reimburse the University or DSO.

Exceptions to employee taxation of guest or family member travel costs:

1. If an employee’s contract states that the employee’s position creates an “assumed” business purpose for the spouse to travel with the employee on business related trips, then the employee will not be taxed on the additional costs for the spouse’s travel, or
2. If the employee’s contract specifies certain types of events that the spouse is expected to attend and travel with the employee, then the employee will not be taxed on the spouse’s additional travel costs to such events.
3. Whenever an employee’s guest or family member travels on a team charter flight that does not result in “additional cost”, then there is no taxation of the employee.
4. Whenever the employee’s guest or family member stays in the same hotel room with the employee then there is “no additional cost”, so there is no taxation of the employee.

Recruit Travel

Recruit travel are the costs directly attributed to bringing the student-athlete on campus for an official visit.

RECRUIT – PETTY CASH PROCEDURES

I. All petty cash requests for an incoming prospective student athlete’s (prospect’s) official visit must be submitted to the Compliance Office at least one week prior to the official visit. Forms for requesting the student host and prospect mileage reimbursement money can be obtained from the Compliance Office.

II. The current amount allowed for student host money is \$30.00 per day for no more than two days for a maximum amount of \$60.00 per host per incoming prospect. If a student hosts an additional prospect, he/she can receive an additional \$15.00 per day for the second prospect for no more than two days.

III. The current amount for prospect mileage reimbursement is \$.445 per mile (based on University's standards). A printout of Map Quest directions with the exact mileage from the prospect's residence to the Moore Athletic Center (FSU) must be included with the Prospect Mileage Reimbursement Form upon submission to the Compliance Office.

IV. Once the student Host Money Request Form and the Prospect Mileage Reimbursement form are received in the Compliance Office, each request will be reviewed. Approvals will be forwarded to the Cashier's Office.

V. The requested student host and prospect mileage reimbursement money will be available in the Cashier's Office the day prior to a prospect's official visit. The money will not be available once the official visit has concluded.

VI. When receiving the student host and prospect mileage reimbursement money, one will sign and receive a copy of the petty cash receipt form for each. In addition, the prospect Mileage Reimbursement Form will be provided. This form must be signed by the prospect when he/she receives the mileage reimbursement. Please remember that the student host must sign the Student Host Form when they receive the host money, as well.

VII. Immediately following an official visit, the Prospect Mileage Reimbursement Form and Student Host Form, if applicable, must be turned in to the Compliance Office with all other post-official visit paperwork. Distribution of student host and prospect mileage reimbursement money for future official visits will not be provided until all previous official visit paperwork has been received by the Compliance Office.

VIII. If you have any questions, please call the Compliance Office at 644-4272 or the Cashier's Office at 644-3769.

CREDIT CARDS

The University has entered into an agreement with a major credit card company to provide Administrative and Professional staff members with a Corporate Card for University related travel expenses. Travel expenses charged on the corporate card are billed to each cardholder monthly and are the personal responsibility of the cardholder. Employee travel expenses are reimbursed after submission of an Expense Report in OMNI and providing proper receipts.

The instructions and restrictions on use of credit cards are:

- a) University issued credit cards may not be used for charging personal travel or for purchasing other personal services. These cards are for the exclusive use of the individual employee to whom they are issued, and are not to be loaned or transferred to another employee or to a non-employee.
- b) Immediately upon termination of employment, the employee is to return all University credit cards to the Athletics Business Office Personnel Rep.
- c) A credit card holder is personally liable for any charges incurred with the use of the credit card which cannot be legally paid from University funds.
- d) The University Controller's Office will send out written confirmations annually to credit card holders. The credit card holder will have approximately 20 days in which to respond.
- e) If University-issued credit cards are lost or stolen, the cardholder should immediately notify the Assistant AD - Business in writing, who will in turn notify the University Controller's Office.

T-CARD

The University T-Card policies can be found online at:

<http://controller.vpfa.fsu.edu/Travel/Travel-Card-Resources>.

The Florida State University Travel Card may be used only for eligible University personnel, certain travel expenses and official University-related purposes. Purchases must adhere to appropriate state laws and University Travel/Travel Card policies.

The Travel Card Application Form must be completed by the employee along with the Certification Agreement. The T-Card is the sole responsibility of the cardholder and should never be shared by anyone not a part of the travel process.

The T-Card can be used for airfare, lodging and auto rental (see manual for other allowable items). The T-Card cannot be used for meals, faxes/copies, or memberships.

Note: team meals are allowed with prior approval. The team meal cannot be charged with the T-card unless prior approval is granted.

A Travel Authorization must be completed in OMNI for each trip on which a credit card was used, even though no other expenses may have been incurred.

An Expense Report must be filed immediately following the completion of travel.

Failure to promptly submit a travel authorization and reimbursement documentation, or failure to properly use University-issued credit cards will constitute sufficient grounds for the removal of credit card privileges and may subject the offending party to personal liability for the credit card charges.

In order to process T-Card charges in OMNI, the Travel Representative must check the MY WALLET in OMNI every Tuesday and must submit expense reports within three days.

The T-Card manual can be found at the above website.

GRATUITY POLICY

The Athletics Department policy, effective 2/1/07, will increase the maximum allowed gratuity rate for meals from 18% to 20%. The desire of the Department is to have a gratuity policy that mirrors the FSU Foundation's policy. Therefore, the gratuity rate may change from time to time to reflect this desire for consistency between the two entities.

1. Below are the several specific gratuity events in which a gratuity may be paid and reimbursed:

- a. A hotel concierge may be paid a gratuity per bag that is reasonable under the circumstances and travel hotel location.
 - b. Services received, such as taxi cabs, may be paid a gratuity up to 15%.
 - c. An employee who pays a gratuity greater than 20% will only be reimbursed at the allowed 20% rate.
 - d. The gratuity will be based on the quality of service for business meals and other services provided to employees while on Department business.
2. Hotel contracts are not authorized to contain a gratuity greater than 20%.

BUS/VAN TRANSPORTATION

Introduction

In developing these policies, the primary concern is for the safety of the student-athletes and staff.

c

These policies and procedures are to be used as a guide to coordinate the scheduling and traveling needs of intercollegiate athletic teams. Anyone using the transportation vehicles of the Department of Athletics is responsible for understanding and abiding by all policies and procedures as stated.

Please note: University vehicles are for official business only.

Organizational Structure

At Florida State University, all scheduling and related travel arrangements requiring the use of athletic department vehicles are coordinated through the Office of the Associate Athletics Director for Football Operations and/or his assistant.

There are fifteen (15) athletic department vans. Six (6) of these vans are used for long distance travel, another six (6) are used locally and the remaining three (3) are used to transport equipment and training needs locally.

Scheduling information will be requested in advance so preliminary work can begin in order to accommodate the needs of the individual coaches/staff. Specific travel needs must be on file

with the Football Office Manager thirty (30) days prior to travel to insure the availability of the requested vehicle.

Presently, we have (1) athletic bus. This bus can only accommodate local transportation such as airport runs. We have one (1) certified driver who works for the department as a part-time employee, thus his availability becomes an important part of scheduling.

It is recommended that, if travel is over 350 miles one way or if it returns after 2:00am, a chartered bus with a professional driver be used. Information regarding reputable companies can be obtained through the Associate Athletic Director's office.

If teams are traveling by chartered bus, the expense will come from the sports budget and it is the coach's responsibility to make all arrangements with the outside vendor.

A driver cannot exceed driving eight (8) hours a day.

Upon return from a trip, check to see that all equipment is secured and operational.

Requirements for Operating a University Vehicle

All drivers must be licensed and at least 21 years of age and have a valid driver's license on file in the Associate Athletic Director's office. All persons driving vehicles rented from vendors for university use must also be 21 years of age.

Drivers must be coaches, graduate assistants or staff members of Florida State University. Student-athletes should only be allowed to drive in an emergency situation and only after the emergency has been reported to the sport oversight administrator.

All athletic teams are required to provide a list of potential drivers along with their driver's licenses.

Coaches' Responsibilities

Coaches must set up exact departure times.

Coaches must address their team as to acceptable modes of behavior and conduct that is essential for a safe and courteous trip.

All traffic incidents and violations must be immediately reported to the Associate Athletic Driver in charge of vans. The Athletics Department will not pay for fines, tickets, etc...that will be the responsibility of the driver.

Athletics Department vans will only be used for athletically related business.

If the vans are not available due to heavy scheduling, it is the responsibility of the coach to pursue his/her needs through an independent vendor.

Seat belts must be worn at all times. Cell phones, and this includes all uses, whether voice, email or texting, may not be used by the driver while the vehicle is moving.

Coaches shall not exceed the number of passengers permitted in the vans. Twelve (12) passenger vans should be loaded with no more than eight (8) passengers and fifteen (15) passenger vans should be loaded with no more than ten (10) passengers with or without equipment.

Highway Emergency

If a mechanical breakdown occurs en-route to or from an event, it is suggested you call *FHP if in Florida or 911 if out of state. Emergency information will be provided above the visor on the driver's side. As soon as possible, report the breakdown to the sport oversight administrator. In the event of extenuating circumstances, call 850-385-1413 or 850-545-0668 for assistance.

It is required to carry a cellular phone on all trips.

Accidents

If an accident occurs, it is the responsibility of the driver to insure that all pertinent information is recorded. This includes names, addresses, phone numbers, insurance carrier, and a police report. This is to be reported immediately to the office of the Associate Athletics Director for Football Operations and the Sport Oversight Administrator, if applicable.

Van Returns

Upon return to the University, vans must be returned to the Doak Campbell Stadium parking lot, outside of Game M, regardless of the hour. The key should be returned to the Football Office Manager the first working morning after returning to campus. The utility box should be checked for the fire extinguisher, flashlight and first-aid kit. The coach is responsible making sure these items remain with the vehicle.

*Note: If vans are returned on the weekend and rescheduled for use, the involved coaches must coordinate the exchange.

Vehicle Maintenance

Any damage incurred to the vans will be billed to the budget of the team or agency using the vehicle.

Avoid liquid drink spills. Do not leave partially filled containers in seats, on the floor or in the overhead luggage racks.

Use discretion when eating in vans. Keep eating to a minimum and discard all trash and empty containers.

Return a clean van – not trash, food or litter.

Report any malfunctions or damage directly to the office of the Associate Athletic Director.

The use of tobacco products including chewing tobacco and the smoking of cigarettes, pipes and cigars is not permitted.

RENTAL OF ATHLETIC VANS FOR SUMMER CAMP

Statement of Policy

It is the position of Florida State University to minimize the risks of exposure and losses that may occur when outside agencies (i.e. camps) rent Athletics Department vehicles. The following risk management tools therefore must be implemented:

Since Florida Statute 287.025 prohibits insuring state-owned property for collision and/or comprehensive coverage, an officer of the agency should agree, in writing, to assume financial responsibility for loss or damage to University property while in their possession.

Only University employees are allowed to drive state-owned vehicles, therefore a University employed driver must be retained during transportation.

Van Requirements

A charge of \$75.00 per day per van, payable to Florida State University, in form of cash or money order, is to be paid at the Office of Associate Athletics Director five (5) days prior to picking up the key for use.

Fuel is to be purchased by the licensed group. When the van is returned, the gas tank must be “full”.

In case of emergency, it is the responsibility of the organization to see that the van is moved or towed for the appropriate repair. The camp will pay towing and repair expenses.

Drivers must be twenty-one (21) years old, have a registered license, and be an employee of Florida State University.

Vans cannot exceed the seating capacity of ten (10) in a fifteen passenger van and eight (8) in a twelve passenger van.

Organizations will be responsible for the financial payment of repairs and/or damages incurred during the time the van was assigned to them.

Vans must be clean and free of any trash upon return.

IN CASE OF ACCIDENT

Contact the appropriate law enforcement agency (911 or FSU Police at 644-1234)

Obtain driver exchange information.

Report accident to supervisor as soon as possible.

Report accident to Environmental Health & Safety at 644-6895.

Florida Automobile Liability ID Card:

Florida State University

Certificate No. AL-S0122

Named Insured: State of Florida, Tallahassee, Florida

Certificate Holder: Department of Environmental Health & Safety

Florida State University

Financial Responsibility: Self-Insured

AIRCRAFT POLICY FOR TEAM TRAVEL

This policy shall govern team travel on chartered and commercial aircraft by Florida State University Intercollegiate Athletics Teams, Staff, and Guests.

Equipment

Chartered aircraft for team travel will be requisitioned through the University Purchasing Department in accordance with state and university purchasing policies.

Commercial aircraft for team travel will be coordinated through the University Travel Department in accordance with state and university policies.

Departure and Return

The Travel Coordinator for each sport will communicate with the team, staff, and guests with regard to scheduled departure and return dates, and times for bus transportation to and from

airports and hotels. Individuals who miss the scheduled departure times shall be responsible for their own transportation costs to rejoin the group or return home as necessary.

Boarding and Exiting the Aircraft

Boarding and exiting the aircraft is controlled by the airline and airport personnel. All team members, staff, and guests are responsible for compliance with all instructions given by airline and airport authorities.

On board the aircraft the pilot has full legal authority over all passengers. In the event of an equipment problem with the aircraft, all passengers are required to follow the instructions of the pilot. Once the aircraft has left the gate the pilot alone will determine if it is necessary to return to the gate. When the pilot has determined that the aircraft is ready to fly, all passengers are expected to depart with the aircraft. In the event that a passenger elects to leave the aircraft while the aircraft is still at the gate, the passenger shall be responsible for all travel arrangements and costs necessary to return to their destination. If the passenger is a member of the team, a representative of the Athletics Department will accompany the team member(s) and make arrangements for transportation as necessary. The individual team member(s) will be responsible for any and all lodging and/or transportation costs associated with their decision to travel independently.

Florida State Athletics Department Team Travel Meal Policy

Team travel consists of student-athletes, coaches and working support staff for the purpose of engaging in an athletic contest or other group event involving an athletic team.

Team meals: Student-athletes for all sports will not be subject to the state meal allowance limitation of \$6 breakfast, \$11 lunch, and \$ 19 dinner. The FSU Travel Office will pay the full cost of the meals and the ADF will reimburse the University for the amount in excess of the meal allowance. The ADF will separately reimburse tips up to a maximum of 20% of the meals cost. All amounts over the state allowance will be charged back to the sport budget.

Athletic Department Allowable Road Contest Meal Allowance

All meals that are NOT contracted through team hotel will be subject to the following maximum allowance. This allowance applies to regular season and post/season travel. Teams may provide

SA's a maximum of four (4) meals per full day of travel or the cash per diem equivalent of four (4) meals for away or home contest.

Dinner the night before contest or special celebratory meal. \$75.00 per person

Breakfast	\$12.00
Lunch	\$20.00
Dinner/Pre-game	\$30.00
Snack/4 th meal	\$10.00

8-7-12

REGULAR SEASON TRAVEL

Regular season travel party will include:

- Players listed on travel log with Compliance
- Coaching Staff, Managers
- Working staff related to the sport with Head Coach approval
 - f* Sports Information
 - f* Trainer
 - f* Strength Coach
 - f* Video Support
 - f* Academic Support (if needed)

Any additional travel request must be approved by Head Coach, Sport Oversight and Executive Staff. Athletic Department will not pay for any room charges for staff, player or guest.

CULTURAL EVENTS

Cultural events will only be allowed when teams are on an extended stay and between games/matches. No additional days will be added to trip for cultural events. No event will be approved if classes will be missed. All trips must be approved by Executive Staff.

STUDENT-PLAYER ENTERTAINMENT

The NCAA allows for “reasonable entertainment” of student-athletes. Florida State University requires that the entertainment must take place within a 30 mile radius of where the contest will be played for either home or away games and during vacation periods.

The following are additional guidelines for student-athlete entertainment:

- f* The sport’s coach must have the student-athlete entertainment approved by the Sports Oversight person if the entertainment will exceed \$25 per student-athlete.
- f* The Sport Oversight must have the student-athlete entertainment approved by the Athletic Director if the entertainment will exceed \$75 per student-athlete.
- f* Cash cannot be given to student-athletes in lieu of the entertainment.
- f* The expense for student-athlete entertainment will be paid first from Restricted Funds.

POST SEASON ADMINISTRATIVE TRAVEL

Administrative staff with a working duty will accompany their sport to the Championship play with approval of Head Coach, Sport Oversight and Executive Staff. Sport Oversight will travel with squad.

f ACC Basketball Tournament

- Any non-working Administrative Staff attending the ACC Basketball Tournament will only be provided hotel fees and two game tickets. Individuals must pay their own travel and will not receive per diem. Tickets will be available for pick-up at the event.

f All Other ACC Tournament/Championship Play

- Non-working Administrative Staff will receive two game tickets. Staff members will be responsible for all their travel and hotel fees and will not receive a per diem. Tickets will be available for pick-up at the event.

A full time coach must accompany their team during travel to and from an event. If no full time coach is available, the Executive Staff must give approval for a designee.

ACC CONFERENCE TRAVEL

As a member of the Atlantic Coast Conference (ACC), Florida State University Athletic Department employees may be required to travel to conference meetings.

The following are the reimbursement procedures.

1. Before the travel is to be taken complete the attached form authorizing the travel and submit to the Business Office.
2. Check with the Conference as to what expenses are reimbursable. For the ACC reimbursable expenses the individual should pay for these out of pocket.
3. Upon completion of the travel complete the ACC reimbursement form and attach itemize receipts. Submit to the Business Office.
4. The Business Office will submit the necessary documentation to the ACC and will have the check made payable to the traveler.

07/11

Appendix R

GUEST TRAVEL POLICY AND PROCEDURE

Under IRS rules, the value of employer-provided travel benefits to a guest(s) who accompanies an employee on a business trip may be taxable and reportable as income on the employee's W-2 form. In most instances, the guest will be a spouse or other family member. This policy applies to travel costs paid by direct support organizations. Certain exceptions apply as follows:

- There is a substantial business purpose for the person accompanying the employee. **(Written approval by the employee's immediate supervisor is required.)**
- The university incurs no additional costs attributable to the person(s) accompanying the employee. *(This exception is generally applicable to chartered transportation arrangements and shared lodging.)*
- Guest travel reimbursed or paid from university accounts must comply with the State Comptroller and University Travel Office rules and procedures. Accordingly, these expenses are presumed to meet the business relationship test and will not be taxable.
- It is recognized that the spouse of the university president has unique requirements regarding representation of the university at community, fund raising, social, and athletic events. Unless indicated otherwise, travel expenses paid/reimbursed for the spouse of the university president will be presumed to meet the business relationship test and will not be taxable.
- It is recognized that the spouses of the athletic director and head coaches have unique requirements regarding representation of the university at bowl and tournament level events. Unless indicated otherwise, these expenses will be presumed to meet the business relationship test and will not be taxable.

Reporting the taxable value of family/guest travel benefits to the State Comptroller's Office will be on an annual basis using the special accounting period rule for administrative purposes. The special accounting period is November 1 through October 31 (encompassing a one- year period). Employees receiving taxable family/guest travel benefits should request an appropriate fixed additional withholding amount on their W-4 form, since regular tax withholding is unavailable for this type of fringe benefit.

The total family/guest travel benefit for the period November 1 through October 31 should be provided to the Payroll Office by Direct Support Organizations immediately after the period end. The Payroll Office will notify employees of the amount reported and provide an itemization. Employees will have until November 18 to provide documentation supporting an exclusion from taxation. Minimum documentation **(by trip)** must include:

1. Business purpose - Reason or nature of the business activity.
2. Business relationship – Information relating to the other person(s) participating in the activity sufficient to establish the relationship to the business purpose.
3. Excluded amount(s).
4. Written supervisory approval that the primary purpose of the guest(s) travel was to engage in the performance of substantial activities directly related to university business.

Applicable employee FICA taxes will be deducted from a regular payroll check issued in December. If you have any questions regarding this notice, please contact Rick Beyer, University Payroll Manager, at 644-3815.

**FLORIDA STATE UNIVERSITY
EMPLOYER'S APPROVAL TO PAY TRAVEL & ENTERTAINMENT EXPENSES FOR
FAMILY MEMBER OR TOHER GUEST**

INSTRUCTIONS AND PURPOSE

Internal Revenue Service regulations indicate that travel and entertainment expenses incurred by an employee's family member or unrelated person, which lack a substantial business purpose, are taxable income to the employee if paid or reimbursed by the employer.

The purpose of this form is to collect information about these transactions. Transactions incurred for a substantial business purpose will not be taxable. Transactions incurred at no-additional cost will not be taxable (Ex. Shared lodging or car pooling). Transportation on a university owned or chartered aircraft or bus will not be taxable if at least 50% of the other passengers are university employees and students.

You must complete this form if:

1. You are an employee of Florida State University, and
2. You are being reimbursed for or arranging for payment of travel and entertainment expenses of a family member or unrelated person, and
3. The travel and entertainment expenses will be paid for by Florida State University or any of the university's direct support organizations (Ex: FSU Foundation)

If all three criteria are met, you must complete, sign, and attach this form to the disbursement request or travel reimbursement voucher when it is submitted to the university or foundation fiscal office for payment. Your supervisor must also sign this form. Upon payment, the university or foundation fiscal office must submit this form and copy of disbursement voucher and supporting information to Payroll Services, UCA 5300, Mail Code 2392.

Employee Name & SSN: _____

Traveler's Name: _____

Employee's Relationship to the Traveler: _____

Is this a business or personal expense? _____

If business, description of activity(s): _____

If business, description of the traveler's participation in the above activity(s): _____

Atlantic Coast Conference

Effective: 07/01/2012 THRU 06/30/2013

Purpose: _____ Travel From: _____

To: _____ Dates: _____ To: _____

Transportation (Air Fare)	_____ Mileage
@ .55	_____ Auto Rental
.....	_____ Limo-Taxi
.....	_____ Parking
.....	_____
Hotel.....	_____
Meals.....	_____ Miscellaneous:
_____	_____
_____	_____
_____	_____ Sub-total
.....	_____ Less
Advance.....	(_____) Total
.....	_____ <u>ATTACH ALL</u>

RECEIPTS FOR REIMBURSEMENT

Date Submitted: _____ Social Security Number: _____ **CHECK**

PAYABLE TO: _____ Signature

Printed name:

Institution: _____ Mailing Address:

Phone Number:

**REMIT TO: Lynne M. Herndon, Director of Business Operations
Atlantic Coast Conference, 4512 Weybridge Lane, Greensboro, NC 27407**

Approved By: _____

Date:

Account Number: _____ Amount: _____

FSU Athletics Team Travel Meal Roster

Sport

Event
(s)

MARK ONE OF THE
OPTIONS BELOW:

Unlimited Meals/No Per Diem (Entire Trip)

Per Diem/Team Meals Combo (4 per day)

These five items must be completed with dates and times.	
Depart FSU	
:	Date / Time
Arrive at Site :	
	Date / Time
Competition Date(s):	
	Date / Time
	Date / Time
Leave Site :	
	Date / Time
Return to FSU :	
	Date / Time

BELOW MARK AN "X" WHEN A TEAM MEAL IS PROVIDED OR PLACE THE DOLLAR FIGURE FOR CASH DISBURSEMENT FOR EACH MEAL. Circle "TD" if date is travel day or "C" if it is a competition day.

als	DATE(S) & "TD" for Travel Day or "C" for Competition Day											
												TO TA L
	TD or C	TD or C	TD or C	TD or C	TD or C	TD or C	TD or C	TD or C	TD or C	TD or C	TD or C	
Breakfast (\$6)												\$0
Lunch (\$11)												\$0
Dinner (\$19)												\$0
Pre-Game Meal (No \$) or												\$0
Post-Game Meal (No \$)												\$0
Snack (Night Before Competition Only) (No \$)												\$0
Total Dollar Amount	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

MUST BE SIGNED BY ALL INDIVIDUALS. By signing below, I acknowledge that I have received the total dollar amount listed and meals provided.

	Name	Title	Signature
1			
2			
3			
4			
5			
6			
7			
8			

FSU Athletics Team Travel Meal Roster

Continued - Page 2

Sport _____

Date(s) _____

Event(s) _____

<u>MUST BE SIGNED BY ALL INDIVIDUALS. By signing below, I acknowledge that I have received the total dollar amount listed and meals provided.</u>			
	Name	Title	Signature
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			

34			
35			
36			
37			
38			
39			
40			
41			
42			
43			
44			
45			
46			
47			
48			
49			
50			
51			
52			
53			
54			
55			
56			

404 – BUSINESS SERVICES

UNIVERSITY POLICIES

The Department of Athletics operates under the Florida State University's business operations policies and procedures. A copy of the University's policies as of the date of this printing is provided below, but the most up-to-date policies can be found on the University Web site at <http://www.vpfa.fsu.edu/policies/policies2.html> - bo.

BUSINESS OFFICE

The mission of the Athletics Business Office is to provide departmental staff with accounting, business services, and information systems support and to supply University administrators with the financial information necessary for knowledgeable decision-making. Accounting and business services include: budget control; financial statement preparation; cashiering; purchasing; payroll; data entry; and travel services. The Business Office operates under the direction of the Senior Associate Athletics Director.

POSTAL SERVICES

The Athletics Department maintains a central mailroom to handle the incoming and outgoing distribution of all official departmental mail and parcels.

Incoming mail is picked up in the morning from the department's postal drawer at the W. Pensacola Street Station and returned to the mailroom for distribution. Employees are encouraged to use this address when quick delivery is required:

Department of Athletics
P.O. Box 2195
Tallahassee, FL
32316

Outgoing mail that is official Department of Athletics business should be deposited in the central mailroom. The Department of Athletics has its own metering machine and postage will be affixed in this area for official department mail only. Outgoing mail will be delivered in the afternoon at the main Post Office on Orange Avenue.

In addition to regular postal service, all express mail and parcels should be placed in the mailroom for pickup by the respective carrier. These are picked up in this area daily. The proper addressing, packaging, and classifying of mail and parcels is the responsibility of the person sending the mail.

University Postal Services is responsible for the operation of the intra-campus mail service, which includes all mail that is sent to the University via the U.S. Postal Service. Intra-campus mail is delivered to and picked up from the Athletics Department daily.

CASHIERING SERVICES

Updated policies for cash management can be found on the University Web site at <http://www.vpfa.fsu.edu/policies/controller/2c-1.html>. All departmental employees with cash handling responsibilities are required to sign a copy stating these policies stating they have read and understand the policies.

The Department of Athletics has arranged through the Controller's Office to maintain a small petty cash fund in the Business Office. The petty cash fund is used to reimburse Athletics personnel and athletes for small out-of-pocket purchases. Under no circumstances can these funds be used to reimburse Athletics personnel for any type of travel cost. In all instances a receipt must be presented before being reimbursed. Types of items reimbursed through the Petty Cash Fund include supplies and other items as approved by the Assistant Athletics Director for Business Operations. Guide money is processed through the Petty Cash Fund. Preseason, post season and holiday disbursements are transferred via direct deposit or check.

TELECOMMUNICATIONS SERVICES

Telecommunications services are available through the University's Office of Information and Technology Services (ITS). The policies that govern these services can be found online at <http://its.fsu.edu/IT-Policies-Guidelines>. These policies provide information on obtaining services, descriptions of services, technical definitions, informational sources, contacts, organizational structure, and billing procedures.

Overview

ITS is the coordinator and provider of telecommunications transport services on and off the University's campus. This includes, but is not limited to, all infrastructure of copper, coax and fiber wiring within and between campus buildings, calling features, CATV, consulting and operator services, local dial tone, directed moves, emergency telephones, frequency coordination, outside plant, pay telephones, telephone instrumentation, voice and video conferencing, wireless technologies, voice mail, long distance services, paging, 2-way radio, DSL, and Access control.

Wireless Telephones Issued By The Department Of Athletics

The Athletics Department will provide a cellular phone or personal data assistant (PDA) to certain employees with the Athletics Director's approval based on the individual business needs of the employees with the operational objective of enhancing efficiency in business communications. The long-term strategic objective is to migrate all voice communications to cellular and to discontinue the additional cost of landline telephone service. Additionally, the following:

1. Cellular phone is being provided as a condition of employment:
 - a. The cellular phone is an extension of the landline phone. The employee is required to forward the office landline phone to the cellular phone when the employee is away from the office for extended periods during the day and on weekends when competition events are planned.
 - b. The PDA is an extension of the desk top computer. The employee is expected to be available to receive email messages and documents as the business situation demands as noted in (a) above.
 - c. The university has incorporated the emergency communication system to text message all the university employees on their cellular phones when an emergency situation arises.
 - d. The cellular phone and PDA are to be kept on the employee's person during the day and available after hours for business/recruiting calls and scheduled competitive events.
 - e. The Athletic Department realizes that the cellular phone/PDA increases

the efficiency of all employees by significantly increasing the ability to communicate with all support and executive personnel at multiple sporting events and locations via email, text messages, and voice communications in a timely manner.

2. Excess Minutes: Summary of Athletic Department Cellular/PDA Rate Plan: The Athletics Department plan accounts for free minutes by “pooling” minutes from each individual plan into a single aggregate free minute pool. If the total pooled minutes are not exceeded, then the individual employee is not charged for personal usage even if the individual employee exceeded his/her individual plan free minutes. If the total pooled minutes are exceeded in any month the employee will be notified to pay for the personal calls at the excess rate.
3. Personal Use of Cell Phone:
 - a. Employee will review the cellular phone bill each month and notate all personal calls. These calls will be reimbursable if the pooled minutes are exceeded.
 - b. Employee will also review the cellular phone bill each month for any “unauthorized use” and immediately report such use to the Business Office for investigation.
 - c. The employee and employer agree that the cellular phone and the landline phone are for business use only, but that it is near impossible to avoid some personal use. Employee agrees to make a sincere effort to keep personal cars at a bare minimum on both phones.
 - d. Excessive personal use of the cellular phone or PDA may result in the cellular phone no longer being provided to the employee.
 - e. Downloading games or other unapproved software is not permissible. If this violation of policy occurs the employee must reimburse the university.
4. Important Tax Notice: The IRS’s current tax position is that cellular phones are “listed property” which means that the use of a university provided cellular phone is deemed to be 100% personal and will tax the employee on the total cost of the cellular phone service less the cost of each individual call that has been documented as to the business purpose. The university’s tax position on this issue is that the cellular phone is a normal operating

business expense therefore the employee will not be taxed by the university on the cost of the cellular phone service. If the employee prefers to be taxed on the cost of the cellular phone service, then notify the Business Office in the Athletics Department.

5. International Roaming:

- a. Employee must use a Blackberry device for international email only. Text messages and phone calls will be the responsibility of the employee no matter the reason for the call.
- b. Allow 2 weeks for delivery of international SIM card.
- c. Employee must pay for any international text messages or phone calls.

6. Equipment & Special Features:

- a. Directory assistance is provided free of charge by dialing 800-373-3411. If the employee does not use this free number for directory assistance, then the employee will pay for the 411 service.
- b. The employees must receive approval from their supervisors in order to receive or upgrade from a cellular phone to a PDA.
- c. Normal wear is acceptable however the employee will be responsible for lost or damaged equipment. The carrier policy on damaged equipment will be followed.
- d. Ear microphones will be provided to employees who feel the need for this safety device for making or receiving calls while in their vehicles.
- e. Replacement of lost equipment is the responsibility of the employee.
- f. Text messaging feature must be approved by the employee's supervisor and supported by business need.
- g. Downloads of songs, games, etc are not allowed and must be reimbursed to the University if a cost is incurred for this activity.

7. Trouble-shooting:

- a. Problems with cellular phones or PDAs should be reported to the IT Department.

12/7/09

405 – TICKET OPERATIONS

RESPONSIBILITIES AND EXPECTATIONS

The Athletics Ticket Office is responsible for the sale and assignment of tickets to all athletic events in which Florida State University is a host or participant. Currently, Florida State requires tickets for home events for the following sports: football, men's basketball, women's basketball and baseball. In addition to regular scheduled home events for these sports, the university may host conference and NCAA championship events. The Athletics Ticket Office is responsible for the sale and assignment of tickets for these events as well. The Athletics Ticket Office also handles tickets for away events involving FSU teams or individuals.

The Athletics Ticket Office is expected to work closely with: 1.) the Athletics Marketing and Promotions Office in the promotion and sales of tickets; 2.) the Athletics Business Office in the deposit and accounting of all revenues from the sale of athletic tickets; 3.) the Seminole Boosters in the awarding of ticket benefits to contributors to the Athletic Department; and 4.) the Athletics Compliance Office in the distribution of complimentary tickets to guests of student-athletes and prospective student-athletes.

PERSONNEL

The Athletics Ticket Office is staffed with the following personnel:

Assistant Athletic Director – Ticket Sales & Operations. This position is responsible for the overall operation of the Ticket Office, formulation of in-house policies and procedures, enforcement of all related regulations of the NCAA, ACC, State, University and department, and game-day operations.

Director of Ticket Operations. This position reports to the Assistant Athletic Director – Ticket Sales & Operations and is responsible for managing daily operations including the design of systems to enhance customer service quality, ticket accountability, management reporting and ticket marketing and sales opportunities. This position is responsible for the direct supervision of all full time and part-time Ticket Office employees

Associate Director Ticket Operations (Systems). This position reports to the Director of Ticket Operations and is responsible for coordinating the administration of the Paciolan ticketing software system as well as all other technology-related issues. Expected to make recommendations for improvement in systems and implement approved changes.

Fan Service Representative (2). These positions report to the Director of Ticket Operations and are responsible for the coordination and management of efforts to increase fan retention and loyalty through customer service excellence and sales-focused communication with all constituents.

Operation Specialist - Backoffice. This position reports to the Director of Ticket Operations and coordinates backoffice ticket operations with focus on daily sales reconciliation and reporting, management of payroll deduction program and oversight of event-related ticket operations.

Operation Specialist - Vault. This position reports to the Director of Ticket Operations and is responsible for coordinating and maintaining internal control processes and procedures with focus on vault operations to include all cash, tickets and records.

Customer Service Representatives (Part-Time Assistants). These positions are filled on an as-needed basis, mostly by FSU students. They report to the Director Ticket Operations and are responsible for delivering customer service including, but not limited to, handling mail, phone and window orders.

TICKET PRICES

Ticket prices are determined by the Department of Athletics, subject to the approval of the Athletics Committee. **No tickets will be released without payment.**

SEAT ALLOCATION AND ASSIGNMENT POLICY

The guiding principle for seating allocation and assignment is as follows: the number of tickets that a customer is eligible for is determined by his/her contribution to the Seminole Boosters' annual campaign and a customer's location is determined by his/her priority point total.

Priority Point System: All seating is handled in priority point order from the highest to the lowest. Priority points will be awarded based on the following criteria:

- A. Previous year season ticket holder: 2 points.
- B. Continuous years as a season ticket holder (current year not included): 1 point for each year (10 points maximum).
- C. Current year gift to the Seminole Boosters annual campaign according to the following scale:

\$50 to \$109	2 points
\$110 to \$249	4 points
\$250 to \$374	5 points
\$375 to \$499	6 points
\$500 to \$674	7 points
\$675 to \$849	8 points
\$850 to \$999	9 points
\$1000 to \$1299	10 points
\$1300 to \$1599	11 points
\$1600 to \$1899	12 points
\$1900 to \$2199	13 points
\$2200 to \$2499	14 points
\$2500 to \$2999	15 points
\$3000 to \$3499	16 points
\$3500 to \$3999	17 points
\$4000 to \$4499	18 points
\$4500 to \$4999	19 points
\$5000 to \$9999	20 points
\$10,000 to \$19,999	25 points
\$20,000 to \$29,999	30 points
Each additional \$10,000 over \$29,999	+5 points

- D. Continuous years as a Seminole Booster (annual fund) contributor (current year not included): 1 point for each year (5 points max).
- E. Total Seminole Booster (annual fund) contribution for the previous 5 years (current year not included): see contribution scale above.
- F. Florida State University faculty or staff: 2 points.
- G. FSU varsity letter winner: 2 points.
- H. Lettermen: 2 points
- I. Dues-paying member of the FSU Alumni Association: 2 points
- J. President's Club member: 4 points (Min \$10,000 gift).
- K. Student Booster Rollover: Points earned as a member of Student Seminoles Boosters (10 points maximum)

Priority points are sport specific. A customer's priority point total for two different sports may be different based on his/her purchasing history for each sport.

A. Football

1. Season Tickets

Ticket Allocation/Number: Persons will be eligible to purchase the following maximum numbers of tickets in their priority location (subject to availability) as determined by the point system described above, in accord with the following amounts of their current-year contributions to Seminole Boosters, Inc. (annual fund only):

	Minimum Donation	Maximum in Priority I & II	Maximum in Priority I Section
Legacy Golden Chief	\$25,000	24	16
Platinum Golden Chief	\$12,000	24	16
Golden Chief	\$6000	16	10
Silver Chief	\$3000	10	6
Tomahawk	\$1200	6	4
Warrior	\$600	4	2
Renegade	\$300	2	0
Brave	\$135	0	0
Iron Arrow**	\$60	0	0
General Public**	\$0	0	0

PI = Priority Area I (Sections 9, 10, 11, 32, 33, 34)

PII = Priority Area II (Sections 8, 12, 13, 14, 29, 30, 31, 35, 36, 37)

While the \$135 level booster is not guaranteed the right to renew seats in Priority I or Priority II, they are guaranteed the right to renew two seats somewhere within the stadium. The ability to purchase tickets over these limits is subject to the availability of tickets.

Priority Point Requirements: In addition to limits on the number of seats based on contribution, there are minimum point requirements for Priority Area I and Priority Area II. The minimum point requirements for the priority sections are:

	2005	2006	2007	2008	2009	2010
Priority Area I	39	40	41	42	43	44
Priority Area II	28	29	30	31	32	33

When the priority point system was updated in 2005, a grandfather provision was provided for ticket holders already exceeding the allowance for their donor category. Those annual members had the option of making an incremental contribution for any seats over the allowance for their donation level (see chart below):

Per seat requirement for any Priority I seats over allowance:

East Side Rows 1-10	\$200	West Side Rows 1-10	\$300
East Side Rows 11-60	\$300	West Side Rows 11-60	\$500
East Side Rows 61-84	\$200	West Side Rows 61-84	\$300

Per seat requirement for any Priority II seats over allowance:

East Side Rows 1-10	\$100	West Side Rows 1-10	\$100
East Side Rows 11-60	\$200	West Side Rows 11-60	\$200
East Side Rows 61-84	\$100	West Side Rows 61-84	\$100

Seating Process: After the renewal deadline, all renewing season ticket holders are placed in their previous year's seats. All requests for seat improvements and orders for new or additional season tickets are then reviewed in priority point order.

2. Single-Game Tickets

All single game ticket orders received by the priority deadline are assigned first in priority point order and then on a date-received basis. Once tickets go on sale over-the-counter, they are assigned on a first-come first-served basis.

3. Away Game / Postseason Tickets

A person's contribution to the Seminole Boosters (annual campaign) will determine the number of tickets they are eligible for and their priority point total will determine their location.

With regard to location, preference will be given to major contributors to the capital campaign as designated by the Seminole Boosters. These contributors designated by a membership of HH (Heavy Hitter) will be assigned first by priority points, and then all other orders will be assigned by priority points and then by date received.

B. Men's Basketball

1. Season Tickets

Ticket Allocation/Number: Persons will be entitled to purchase the following maximum numbers of tickets in their priority location (subject to availability) as determined by the point system described above, in accord with the following amounts of their current-year contributions to Seminole Boosters, Inc. (annual fund only):

<u>Minimum Donation</u>	<u>Maximum Priority Tickets</u>	<u>Maximum in Priority I Sections</u>
\$6000	12 tickets	6
\$3000	10 tickets	4
\$1200	8 tickets	4
\$600	6 tickets	2
\$300	4 tickets	0

PI = Priority Area I (Sections A1, B1, C1, N1, P1, Q1, A2, C2, N2, Q2)

PII = Priority Area II (Sections D1, E1, L1, M1, R1, S1, Y1, Z1, D2, E2, L2, M2, R2, S2, Y2, Z2, A4, B4)

The ability to purchase tickets over these limits is subject to the availability of tickets.

Seating Process: After the renewal deadline, all renewing season ticket holders are placed in their previous year's seats. All requests for seat improvements and orders for new or additional season tickets are then reviewed in priority point order.

2. Single-Game Tickets

All single game tickets are sold on a first-come first-served basis.

3. Away Game Tickets

Tickets are usually not available for away games. The ACC provides for the exchange of 75 tickets for men's basketball games. These tickets are allocated between the basketball team and staff, the Seminole Boosters, the President's Office and the Director of Athletics.

4. Postseason Tickets

A person's contribution to the Seminole Boosters (annual campaign) will determine the number of tickets they are eligible for and their priority point total will determine their location.

With regard to location, preference will be given to major contributors to the capital campaign as designated by the Seminole Boosters. These contributors designated by a membership of HH (Heavy Hitter) will be assigned first by priority points, and then all other orders will be assigned by priority points and then by date received. The list of contributors on the HH list will be reviewed annually.

C. Women's Basketball

Currently all seating for women's basketball games is general admission (not reserved seats).

D. Baseball

1. Season Tickets

Seating Process: After the renewal deadline, all renewing season ticket holders are placed in their previous year's seats. All requests for seat improvements and orders for new or additional season tickets are then reviewed in priority point order.

2. Single-Game Tickets

The reserved seat grandstands are usually sold out on a season ticket basis and the only single-game tickets available are general admission seats located in the bleachers. These tickets are sold on a first-come first-served basis the week of each home game.

E. Seating Policies for All Sports

Presidential Prerogative: All other provisions of this rule notwithstanding, the University President shall have the authority, in his sole discretion, to direct that any person be entitled to purchase or receive gratis season tickets or single-event tickets in the location and number designated by him with regard to any program or event involving the Department of Intercollegiate Athletics whenever he deems such action to be warranted by the contribution to the University or its direct support organizations by such person whether in money, in kind, in service, or in support, and whenever he deems such action to be in the best interest of the University.

Athletics Department/Booster Waiver: The President of Seminole Boosters and the Director of Athletics can waive the policy for any assignment of tickets provided that in their collective view, it is in the best interest of the Athletics Program. The waiver will be limited to “Donors in Transition” who are contributing at sufficient minimum levels to qualify for the desired seats but, because of the point requirement, do not qualify. A list of those waivers must be approved by the University President.

Rule of 85: If an individual has had tickets for 20 or more years and is 65 years or older or disabled and on a fixed income insufficient to make the required contribution for the priority area in which their seats are located, the policy may be waived for up to 4 seats. This waiver is for the donor and his/her spouse and cannot be transferred to their children. As a consideration for the waiver, the donor is expected to give to the limits of his/her ability and must request the waiver in writing.

Rule of 4: When assigning season tickets, first consideration will be given to those with season tickets outside their priority area. These donors will be allowed to purchase up to four season tickets (six for Golden Chiefs and eight for Platinum Golden Chiefs) in the priority area before ticket holders who already have four seats in the priority area may add additional seats. For example, a customer who already has four seats in Priority I, but qualifies for 6 cannot be considered for two more tickets in Priority I until other qualifying customers with no seats in Priority I have the opportunity to get 4 seats in Priority I. *This limit of 4 is increased to 8 for Double Golden Chiefs (\$12,000) and 6 for Golden Chiefs (\$6000).*

Transfer of Tickets and/or Points: Tickets and/or points are transferable only in the following three cases:

1. **Death:** Upon the death of an individual in whose name priority points and ticket seat locations have been assigned, the rights to those points and location shall pass to the immediate family under the terms of the will or the laws of the State of Florida, but in any event not beyond the immediate family (spouse, children).
2. **Divorce:** In the event of divorce proceedings, the priority points and the assignment of seat location shall be to the person in whose name the ticket account is listed. When the divorce has been finalized, the priority points will be dispensed according to the terms of the settlement. Whether current seat location continues to apply will be dependent upon the actual transfer of points to the individuals involved.
3. **Sale of Business, Dissolution of Corporation, One Owner Business:** When priority points and ticket seat locations are listed in a company or business name, points and seat

locations will be reassigned according to the terms of the sales contract agreement or by action of the owner prior to the sale or dissolution. Whether current seat location continues to apply will be dependent upon the actual distribution of points among those individuals involved in the sale or dissolution. Written notice to the Athletics Ticket Manager prior to the sale or dissolution is required.

COMPLIMENTARY TICKET POLICY

The following guidelines shall be observed in distributing complimentary tickets, invitations and guest admissions to attend any University public event that is subject to an admission fee or charge.

A. General:

1. The number of complimentary tickets and invitations to be issued for each event should be determined sufficiently in advance of the event to permit necessary planning and preparations for the event. In no case should the number of complimentary tickets and invitations reduce the potential gate or box office receipts below the amount necessary to enable the event to be conducted within the applicable operating budget or to enable the University to meet the expenses associated with the event.
2. The Office of the President reserves the right to issue specific directives in this matter regarding any given event.
3. All University officials should cooperate with the Vice President for University Relations and be responsive to his/her suggestions, recommendations and requests regarding the effect on University goodwill and public and institutional relations.
4. The budget account manager for each University unit conducting an event should include in the records and reports pertaining to that event information reflecting the number of complimentary tickets and invitations issued.

B. Department of Athletics

1. The Director of Athletics has the authority and discretion to regulate the issuance of complimentary tickets and invitations to athletic contests and other events conducted by the Department of Athletics. It is provided, however, that such authority and discretion should be exercised in accordance with the general provisions of these guidelines.

2. The authority of the Director of Athletics with regard to complimentary tickets is further subject to the prerogative of the President as set forth in Rule 6C2-6.0035(7), F.A.C.
3. The Director of Athletics may establish additional supplementary written guidelines. If he or she elects to establish supplementary guidelines, a copy thereof should be filed with the Office of the President.
4. The Director of Athletics may sub-delegate this authority to the Athletics Ticket Manager. If he/she receives such sub-delegation, he/she should exercise direct supervision over the issuance of complimentary tickets and invitations subject to the supplementary guidelines, if any, and specific oral or written directives or instructions from the Director of Athletics or the Office of the President.

C. Authorized Complimentary Ticket Recipients

The following are authorized to receive complimentary tickets as indicated:

	<u>FB</u>	<u>MBK</u>	<u>WBK</u>	<u>BB</u>
Head Football Coach	20	2	2	0
Full-Time Assistant Football Coaches	4	2	2	0
Head Men's Basketball Coach	8	22	2	0
Full-Time Assistant Men's Basketball Coaches	2	4	2	0
Head Women's Basketball Coach	4	4	20	0
Full-Time Assistant Women's Basketball Coaches	2	2	4	0
Head Baseball Coach	2	2	2	12
Full-Time Assistant Baseball Coaches	2	2	2	4
Graduate Assistants – Football	2	0	0	0
Graduate Assistants – Men's Basketball	0	2	0	0
Graduate Assistants – Women's Basketball	0	0	2	0
Graduate Assistants – Baseball	0	0	0	2
Other Head Coaches	2	2	2	0
Other Assistant Coaches	2	2	2	0
Director of Athletics	8	4	4	4
Deputy Athletics Directors	4	4	4	0
Senior Associate Athletics Directors	4	4	4	0
Associate Athletics Directors	4	4	4	0
Assistant Athletics Directors	4	4	4	0
Athletics Ticket Manager	4	4	4	0
Compliance Director	4	4	4	0

Assistant Business Managers	4	4	4	0
Assistant Ticket Managers	4	4	4	0
Equipment Manager – Football	4	2	2	0
Equipment Manager – Basketball	2	2	2	0
Equipment Manager – Baseball	2	2	2	2
Full-Time Staff (A&P and USPS)	2	2	2	0
OPS Employees (when approved by AD)	2	2	2	0
Retired Athletics Staff (when approved by AD)	2	2	2	0
Chairman of Athletics Committee	2	2	2	0
Courtesy Car Program Donors (per car)	4	2	2	0
Seminole Booster Office	14	14	0	0
Out-of-Town Trip Guest	1	1	1	1

The complimentary ticket allotments above apply to home games only. When issuing tickets for home games the athletics department is only foregoing “potential revenue” if the tickets could have been sold to the general public. Home game complimentary tickets picked up by an employee on a season-ticket basis are a taxable fringe benefit. Tickets distributed to employees on a per-game basis are not taxable.

For away games there is an actual expense to the department since the department must pay the visiting team for all tickets over the complimentary ticket allotment provided for in the game contract. For this reason complimentary tickets will be issued to “working staff” who are making the trip for a specific business reason. Working staff would be allowed to receive comp tickets up the limits listed above based on availability. Away game complimentary tickets provided to working staff are a working condition fringe benefit that is not taxable.

The Director of Athletics may authorize complimentary tickets to be issued to others for public relations and other reasons that would be beneficial to the Department of Athletics.

All advertising, trade and contractual complimentary tickets will be handled as zero valued tickets and the Ticket Office must have a copy of the signed contract authorizing the comp tickets before the complimentary tickets will be released.

Tickets issued to authorized staff will be handled as zero valued tickets and the Ticket Office will maintain records of all complimentary tickets issued to staff.

University direct service organizations, such as, the Seminole Boosters, Alumni Association and

other departments within the University must pay for any tickets issued to them.

D. Player Guests, Prospective Student-Athletes and High School Coaches

All complimentary tickets and invitations to student-athletes, coaches and staff, prospective student-athletes and high school coaches and Athletics Directors should be issued in strict compliance with the National Collegiate Athletic Association and all applicable conference rules and regulations.

STUDENT TICKETS

A. Football

A minimum of 16,000 tickets will be held in Doak Campbell Stadium for FSU students. These will be distributed on a single-game basis and the seating for these seats will be general admission. The entire student allotment is located in the northeast corner of Doak Campbell stadium and is comprised of sections 40, 41, 1, 2, 3, 4, 5, 6 and 7.

Single-game Student Ticket Process

The entire registration process and awarding of tickets will take place through an online student ticketing system.

The process has 3 steps with the possibility of 4th step IF student tickets remain after the initial registration process.

Step 1-Ticket Registration Period

- Students will have a 3-day registration period to register for a ticket to each home game. **During the registration period, being the first student to register or being the last student to register will not affect your chances of being awarded a ticket.**
- The registration period will be from 6 pm Tuesday the week before the game until 6 pm Friday the week before the game.
- Eligible students will have the opportunity to request 1 student ticket.
- Students will also have the opportunity to request to purchase up to 2 guest tickets during the registration process (except for the Miami and Florida games). Credit card payment information must be entered during the registration process and the student's credit card

will be charged at that time. If the student does not receive the guest ticket(s) they requested they will be refunded after the fact.

- During the registration process students will have to choose from one of two delivery methods:

Print-At-Home tickets will be e-mailed to the student to be printed out at their convenience. *There will be a \$2 charge for the Print-At-Home delivery method.* The student's credit card will be charged the \$2 Print-At-Home during the registration process. If due to demand the student does not receive a student ticket they will be refunded after the fact.

Will Call tickets must be picked up in-person at the Student Ticket Office located at Dick Howser Baseball Stadium on the Wednesday and Thursday prior to the game.

Step 2- Notification and lottery (if necessary)

- Following the registration period, if the number of tickets requested is fewer than the number of available tickets, all registered students will be awarded a ticket.
- Emails will be sent to all registered students notifying them that they will be receiving tickets for the game.

Or

- If the number of tickets requested is more than the number of available tickets, a weighted lottery will be conducted to determine which students will be awarded tickets.
- Emails will be sent to all registered students notifying them that a lottery will have to be conducted for that game.
- The Seminole Ticket Office will conduct the weighted lottery.
- Each student will have entries in the lottery equal to the number of lottery points they have:

Seniors/Grads-4 points

Juniors-3 points

Sophomores-2 points

Freshmen-1 point

Seminole Student Booster members-2 additional points.

- Following the lottery, emails will be sent to all students registered for the game to notify them if they will be awarded a ticket or not.
- The ticket office will assign general admission seats for all eligible students awarded a ticket.
- The ticket office will refund the credit cards of any students not receiving tickets

Step 3-Ticket delivery

- Those students who selected the Print-At-Home delivery method will have their tickets emailed to them by 5pm, Tuesday the week of the game.
- Those students who selected the Will Call pickup delivery method will have to pick tickets up at the Student Ticket Office located at Dick Howser Baseball Stadium. Will Call pickup hours will be on Wednesday and Thursday the week of the game from 9am-5pm. These students will need their own FSU ID to pick up tickets. Each student must pickup their own ticket.

Step 4- On Demand Order Period (if tickets remain)

- If tickets remain following the registration period, those students not yet registered will have the opportunity to claim a student ticket on a first-come first-served basis beginning Tuesday at 5pm ONLINE ONLY. Students will be required to sign-in to their account and the only delivery method option will be Print-At-Home with the \$2 charge.

4. Sale of Student Tickets to General Public

If tickets from the student football ticket allotment remain at the end of business on the Wednesday of each home game, the Ticket Office may make the remaining tickets available for purchase by the general public. The public sale of the remaining student allotment may begin on the internet after 5 p.m. on Wednesday evening of the week of the game, and would continue

until the supply of tickets is exhausted. If student tickets are made available for the general public, students are still permitted to redeem coupons for tickets for as long as tickets remain.

B. Men's Basketball

Student tickets will be distributed at the Student Ticket Office on the day before, and the day of, each home game. If the game is on a weekend, tickets are distributed on Thursday and Friday at the Student Ticket Office. Students may also obtain student tickets online and print them out at home if they agree to pay a \$1.00 print-at-home fee for each game. In addition to advance distribution of student tickets, tickets that remain on the night of the game will be made available to students at the Tallahassee Leon County Civic Center. All student tickets are general admission seating.

C. Women's Basketball

Students can present their FSU Card at the Tallahassee Leon County Civic Center for admittance. All seating for women's basketball is general admission seating.

D. Baseball

Students can present their FSU Card at the student gate at Dick Howser Stadium for admittance. All student seating for baseball is general admission seating in the bleachers.

TICKET OFFICE PROCEDURES

A. Receipt of Tickets

All tickets, passes, coupons, etc., that are accountable for entry into an athletic event will immediately be taken to the ticket vault for storage. The vault supervisor is responsible for counting the tickets, verifying the count to the manifest received or the charge form from the opposing school.

The deadwood will be counted after each event and stored in the appropriate safe. Deadwood should be inventoried, recorded and audited by auditors prior to shredding. These records must be retained until authorized for destruction by auditors or by University policies.

B. Issuance of Tickets

Ticket Office personnel will issue tickets only after accounting for the tickets in one of the following ways:

1. Verifying receipt of payment in full.
2. Recording consignment on a numbered check-out sheet.
3. Receiving a signature on a numbered complimentary ticket sheet.
4. Receiving a signature on a player passgate, recruit or high school coaches complimentary ticket sheet.

C. Recording of Transactions

All ticket transactions will be accounted for in the Athletics Ticket Office computer system. Recording all transactions in the computer system will allow up-to-date reports on sales to be run at any time.

D. Cash Handling

The Athletics Ticket Office will ensure that it follows all Florida State University cash handling guidelines. 9/11

406 – PROPERTY MANAGEMENT

UNIVERSITY POLICIES

The Department of Athletics, as an auxiliary department within Florida State University, will perform property management as specified in the University's policies and procedures manual. A copy of the University's policies can be found on the University Web site at <http://www.vpfa.fsu.edu/policies/controller/2e-1.html> - 1.01.

OVERSIGHT

The Associate Athletics Director for Finance and Administration will be appointed as the Athletics Department's Property Budget Account Manager. The Associate Athletics Director for Facilities Planning, Operations and Event Management will be appointed as the Property Manager and will provide oversight for Athletics Department's property management. Each of these individuals will familiarize themselves with their duties and responsibilities as specified in the University's and the Department's policy and procedures manuals.

PROCEDURES

The Property Manager, or his/her designated representative, will be responsible for preparing and processing all property management documentation required by the University policy and procedures manual. He/she will appoint a Property Custodian and Inventory Taker from his/her staff. Further, head coaches and staff section heads are the Property Custodians for all property assigned to their budget. As the Property Custodian, he/she will be responsible for the proper day-to-day custody and care of the assigned property by both staff and student athletes. Head coaches and staff section heads may appoint a staff member to perform all property related activities, to include the annual inventory, for their respective sport or staff section. Each of these individuals will familiarize themselves with the University's and the department's policy and procedures manual.

Once each fiscal year the Athletics Department is required to perform an inventory of major accountable property and attractive items. Head coaches and staff section heads, or their designated representative, will actively participate in this process by escorting the Inventory Taker during the annual inventory.

Further, as Property Custodian the head coach or staff section head or his/her designated representative is responsible for notifying the Property Manager of any change in the status of major accountable property and attractive items to include:

- a. change in location
- b. damage, theft or disappearance
- c. cannibalization (requires prior approval from Property Records)
- d. transfer to property surplus
- e. internal and external budget account transfers
- f. removal and use of property off campus
- g. trade-in of equipment (requires prior approval from Purchasing & Contracting)

7/13

407 – STUDENT ATHLETIC FEES

The Board of Trustees shall set University tuition and fees. When duly established, separate activity and service, health, and athletic fees shall be collected as component parts of tuition and fees and shall be retained by the University and paid into the separate activity and service, health, and athletic funds. The sum of the activity and service, health, and athletic fees a student is required to pay to register for a course shall not exceed 40 percent of the tuition established in law or in the General Appropriations Act. Within the 40 percent cap, the University may not increase the aggregate sum of activity and service, health, and athletic fees more than 5 percent per year unless specifically authorized in law or in the General Appropriations Act.

The Board of Trustees shall establish a separate athletic fee on the main campus, and may also establish a separate athletic fee on any branch campus or center. Any subsequent increase in the athletic fee must be recommended by an athletic fee committee, at least one-half of whom are students appointed by the student body president. The remainder of the committee shall be appointed by the University president. A chairperson, appointed jointly by the University president and the student body president, shall vote only in the case of a tie. The recommendations of the committee shall take effect only after approval by the University president, after consultation with the student body president, with final approval by the University Board of Trustees. An increase in the athletic fee may occur only once each fiscal year and must be implemented beginning with the fall term. The State Board of Education is responsible for promulgating the rules and timetables necessary to implement this fee.

(Florida Statutes 1009.24)



Graduate Assistant Policies & Procedures
Florida State University
Department of Intercollegiate Athletics
Graduate Assistant Policies & Procedures

DEFINITION

- Students admitted to graduate school at FSU and attending as a full-time student.
- Appointed by supervisor for a period of one academic year, including summer school (with supervisor approval; maximum of two summers).
- Appointment is renewable for one year, for a maximum of two years (with limited exceptions).

DUTIES

- To be determined by supervisor.
- May not include coaching duties except where permitted by NCAA rules (i.e., 2 football graduate assistant coaches).
- Job description written by supervisor and kept on file with sport/department oversight and in Compliance Office and updated annually.

AWARD

- Up to the cost of a full in-state grant-in-aid (tuition & fees, room & board, books).
- Must be enrolled in 9 credit hours (full-time) per semester during the academic year. May not be enrolled in less than 9 credits. GA is responsible for paying any credits above 9. Summer enrollment is limited to a maximum of 6 credit hours.
- Award may be split among several GAs, but may not exceed allotment for a given sport/department.
- Award to be paid exclusively through scholarship budget. OPS money may not be provided to a GA during any term of enrollment; however OPS money, which is administered through Human Resources, may be used when GA is not enrolled.
- Total compensation cannot exceed the value of a full in-state grant-in-aid, as determined by Financial Aid Office.

PROCEDURE

- Supervisor completes "Graduate Assistant Appointment" form.
- Form must have resume of prospective GA attached.
- Form includes signature of immediate supervisor and appropriate sport/department oversight.
- Completed form forwarded to Compliance for approval/denial.
- Executed agreement sent to Office of Financial Aid for awarding.
- OFA prepares "Graduate Assistant Financial Agreement" which is emailed to each student.
- Agreement includes detail of the award and outlines key NCAA legislation.
- This letter will be signed by the GA as a confirmation of understanding and will be kept on file in the Compliance Office.
- Student is responsible for printing and obtaining signatures and returning to the Compliance Office.
- Scholarship awarding will not take place until the signed Agreement has been received in the Office of Financial Aid.



Student Manager Policies & Procedures

Florida State University Department of Intercollegiate Athletics

Student Manager Policies & Procedures

DEFINITION

- Undergraduate student attending FSU as a full-time student.
- Appointed by supervisor for a period of one academic year.
- Appointment is renewable for one year, for a maximum of four years.

DUTIES

- To be determined by supervisor but must include traditional managerial duties (i.e., filling water bottles, practice/game setup and cleanup, etc.).
- May not include coaching duties.
- Job description kept on file with immediate supervisor and in Compliance Office and updated annually.

AWARD

- Up to the cost of a full grant-in-aid (tuition & fees, room & board, books).
- Maximum of 15 credit hours per semester.
- Award may be split among several managers, but may not exceed allotment for a given sport/department.
- Award to be paid exclusively through scholarship budget. OPS money may not be provided to a student manager during any term of enrollment; however OPS money, which is administered through Human Resources, may be used when the student is not enrolled (i.e., Winter Break or Summer).
- Total compensation cannot exceed the value of a full grant-in-aid, as determined by the Financial Aid Office.

PROCEDURE

- Supervisor completes “Student Manager Appointment” form.
- Form includes signature of immediate supervisor and appropriate sport/department oversight.
- Completed form forwarded to Compliance for approval/denial.
- Compliance will forward to Office of Financial Aid for processing.
- Office of Financial Aid will prepare “Student Manager Agreement” which outlines award.
 - Also includes statement concerning duties and expectations of student manager (i.e., gambling prohibition, agent warning, etc.).
 - This award is forwarded directly to the student manager via email.
 - Agreement signed by prospective student manager and supervisor.
 - Executed agreement sent to Financial Aid Office for awarding.
 - Student’s award will not be processed until the executed agreement is received in the Financial Aid Office.
- If denied, the form will be returned to the immediate supervisor and sport oversight and will include a written reason for denial.

CHAPTER 500
DAY-TO-DAY OPERATIONS

501 – INFORMATION TECHNOLOGY

UNIVERSITY POLICIES

FSU Athletics operates under the guidelines specified by the University's information technology policies and procedures. The most up-to-date policies can be found on the University Web site at <http://policies.vpfa.fsu.edu/policies2.html#tech>.

PERSONNEL

The Athletics Office of Information Technology (IT) is staffed by a Director of Information Technology, two Technical Support Analysts, and one OPS Computer Support Technician (0.5 FTE). Other IT duties, as defined by the University, are performed by personnel in separate offices, including property control in Facilities & Event Management, Video services by the Video Productions Office, and Digital Media in Sports Information. Oversight comes from the Associate Athletics Director /Chief Financial Officer.

HARDWARE/SOFTWARE PURCHASES

All hardware and software purchases made by or on behalf of the Department of Athletics shall be in compliance with University and departmental standards. To ensure compliance with such standards, any hardware/software needed for specific purposes such as ticketing, compliance, and accounting is to be approved by the Director of Information Technology in the Department of Athletics.

SYSTEMS SUPPORT

The Director of Information Technology will coordinate systems support for the Department of Athletics. The Athletics Office of Information Technology will be responsible for diagnostics, as well as maintenance of departmental systems. Network Support is provided by Information Technology Services (ITS).

COMPUTER AND NETWORK USAGE

All uses of Athletics and University IT resources are subject to applicable rules, policies and procedures of the University and/or governing boards as well as Florida Statutes governing computer fraud, misuse of state equipment resources, public information, and related criminal offenses.

Appropriate business use of IT resources includes instruction, research, and the official work of the offices, departments, recognized student and campus organizations, and other agencies of the University. Priority for resources may be granted to certain users or certain groups of users in support of the University's mission.

PEER-TO-PEER FILE SHARING SERVICES

Use of peer-to-peer file sharing services (i.e. Kazaa, Napster, Morpheus, Gnutella, Aimster and DCC) is strictly prohibited. The usage of these programs consumes a large amount of bandwidth, restricting the amount available for legitimate academic and professional purposes.

REGISTRATION OF NETWORK DEVICES

In compliance with University policies, all computer systems used within the Athletics department must be registered (via Physical MAC address) prior to being used on the network. This includes all network printers. No personal computers can be plugged into the Athletics network.

FSUID/SERVER SECURITY

In compliance with University policies, all users must have an FSUID in order to access the shared file services housed at Innovation Park used by the Department of Athletics. All access to the shared files services must be requested by a department head and approved by the Athletics Office of Information Technology.

CONSISTENT 5 YEAR REFRESH CYCLE

The IT unit recommends refreshing all computers in the department on a five year basis. This will keep performance and productivity uninterrupted due to age of systems throughout the department and is in compliance with standard technology practices. IT recommends that twenty percent of a unit's computers should be budgeted to be refreshed per year, which will space out the replacements to reduce budget impact and ensure that we are proactively replacing computers at the

end of their useful life. The IT unit will also work with the individual departments to (1) upgrade and repair computers or, (2) replace computers on a case by case basis.

COMPUTER PROPERTY ACCOUNTING

The Athletics Department currently has a property manager assigned in facilities who accounts for all assets in Athletics. The Department also has property custodians designated in every unit within the Department that report to the property manager. The property manager can supply the list of property custodians and can be located in Athletics Facilities. The custodians are responsible for the placement and accountability of the property in their unit, and the property manager for the Athletics Department does an annual scan of all tagged equipment in the entire Department. All computers and tablets, regardless of cost, will have an FSU barcode. All computers and tablets are scanned, tagged, and audited annually.

RECOVERY OF EQUIPMENT UPON EMPLOYEE SEPARATION

The property custodian for a particular unit is responsible for the recovery and accounting of computer resources within their unit.

Once the supervisor/human resources representative is notified of an impending separation, both the property manager and IT unit will be notified by Human Resources as part of the separation checklist. This allows the IT staff to conduct a pre-separation archive of all data on the computer equipment being used and allows the property manager to do a survey of equipment belonging to that employee for proper accountability. Archived data is stored for a minimum of six months. The property manager will notify the property custodian of the termination at the appropriate time.

Once separation occurs, the IT staff updates their archive and refreshes the system for the new employee, while the property custodian ensures that the equipment has been returned properly. In addition, equipment should be returned and coordinated with the property custodian by 5pm on the last working day in the office; otherwise the final paycheck will not be processed by Human Resources.

SITE LICENSES

Software site licenses fall into two categories within the Athletic department: (1) software for the entire department to use (2) specialized software for individual units to use

Software for the entire department, including base install software such as office software, virus protection, operating system, are covered by the Microsoft Campus Agreement and is paid when new computers are purchased. The software license compliance is audited annually to ensure adequate licenses have been purchased.

Specialized software for individual units include recruiting software, training software, video software (XoS/DragonFly), etc and is often provided by a third party vendor. These licenses are coordinated via the third party and all new software must be pre-approved by IT which will also determine the number of required licenses.

502 – SCHEDULING

In constructing schedules, the primary aim is to arrange schedules for each sport which will provide the most equitable competition possible within the framework of respective sports' budgets and consistent with the philosophy and objectives of Florida State University, the Atlantic Coast Conference and the NCAA.

It is the responsibility of the head coach of each sport, working with the appropriate administrator supervising that sport, to prepare a tentative schedule for approval.

CONSTRUCTION OF SCHEDULE

The following factors need to be considered in building schedules:

- (a) Minimizing student-athlete conflicts with classes and final exams
- (b) Competitiveness
- (c) Recruiting
- (d) Budget
- (e) Regional and National Competition

DEPARTMENTAL PROCEDURE

- (a) Coach creates tentative schedule.
- (b) Compliance approves schedule.
- (c) Facilities approves schedule.
- (d) Direct sport oversight approves schedule.
- (e) Respective Executive staff approves schedule. (Executive staff and SID to determine release date)
- (f) Assistant to the Deputy Director of Athletics creates all game contracts.

*If schedule changes, repeat steps (a) through (d) above. Assistant to the Deputy Director of Athletics notifies appropriate parties of changes.

SUNDAY COMPETITION

Games played on Sunday should not begin prior to 1:00 pm. Should there be an occasion to play prior to this, it must be approved in advance by the sport oversight individual.

GAME OFFICIALS

Game officials are to be secured by individual coaches with the assistance of the appropriate conference supervisor when necessary.

503 – ATHLETIC EQUIPMENT

Mission Statement

The goal of the athletic equipment staff is to provide safe, high quality athletic equipment and apparel to the student-athlete and staff of the Florida State Athletic Department. Operating under guidelines established by the NCAA, the Atlantic Coast Conference and Florida State University, athletic equipment staff members seek to enhance the lives of the student-athlete by providing a positive environment both on the field and in the equipment room.

General Procedures

All sports within the Florida State University Athletics Department operate under the basic guidelines set forth in this Policy and Procedure Manual. However, some sports are more “labor intensive” from an athletic equipment standpoint than others. As a result, equipment procedures vary from team to team based upon the needs of each team.

The Equipment Managers for the sports of football, baseball and basketball, as well the Director of Olympic sports will report to the Sr. Associate Athletics Director. The Equipment Mangers or assigned equipment staff for track, tennis, golf, volleyball, softball, and swimming/diving programs will report directly to the Director of Olympic sports. Each sport Equipment Manger will work closely with sport coaching staff to ensure the needs of the team are met.

Equipment Rooms

The Department operates six (6) equipment rooms:

1. Moore Athletic Center- dedicated to the distribution of equipment used for football program.
2. Basketball Training Center- serves the sports of men’s and women’s basketball
3. Howser Stadium- which serves the sport of baseball
4. Stiles-Smith Field house- serves the sports of softball and soccer.

5. Mike Long Track- serves the sports of Track and Cross Country.
6. Tully Gym- serves the sports of Volleyball, Swimming/Diving, and Tennis.

Equipment Rooms operate according to each sport's training, practice and competition schedules. Equipment Room personnel provide extended practice and event coverage as necessary.

These Equipment Room staff provides the following services:

- Issuance and fitting of student-athletes with equipment needs
- Repair and maintenance of equipment to meet safety measures
- Issuance and maintenance of all game equipment.
- Setting up practice drills for designated sports
- Laundry service
- Maintenance and update of athletic equipment inventory

Equipment Purchasing Procedure

All athletic equipment purchases or through trade agreement with NIKE, should be procured through the team designated Equipment Manager. Operating within the parameters, the Equipment Manger will be able to assist in the maintenance of institutional control as it is related to the NCAA, Atlantic Coast Conference and the Athletic Department rules.

The procedures for purchasing athletic equipment are as follows:

1. The equipment manager will work in conjunction with the Head Coach to determine specific equipment needs for the upcoming season. At this time it will be determined what equipment will be purchased and what will be provided as per any existing contracts (e.g., NIKE).
2. The Equipment Manager for each sport is responsible for coordinating all purchases for their sport in accordance with all University purchasing policies
3. Procurement of items will be handled by the Equipment Manager through preferred vendor contacts. Any items that must be purchased must be approved by the department.

4. The Business Office, upon approval of the purchase order request will send a copy to the appropriate department.
5. The Equipment manager will receive all incoming orders to verify correct qualities and specifications

Nike Ordering Process

Equipment Managers are responsible for ordering all athletic equipment from NIKE under the direction and guidelines of each Head Coach. Each sport is assigned a dollar allocation to acquire NIKE products at wholesale cost. All NIKE orders are submitted approximately eight (8) months in advance of a June 1st delivery. Fill in orders are ordered as needed.

All athletic equipment purchased and issued to the student-athlete by Equipment Staff will be added to the current inventory and maintained.

1. Records are kept of equipment issued to the student-athlete by Equipment staff in ACS database.
2. All new equipment is accounted for and marked upon arrival in ACS database.
3. Records are kept on each player for sizing and lost equipment
4. Total inventory will be completed once a year to re-order for the next season

Issuance and Retrieval of Athletic Equipment

Prior to each sport season, all student-athletes receive a locker assignment and are fit for their equipment. Student-athletes are eligible to receive equipment when they have completed the following:

1. Academic clearance from the Compliance Office.
2. Medical clearance from the Athletic Trainer.
3. Student-athlete has rectified any outstanding equipment holds with a coach or Equipment Manager.
4. Approval of the Head Coach.

As stated in NCAA Bylaw 16, no student-athlete may receive athletic equipment or apparel from a manufacturer or manufacturer's representative. Student-athletes may only receive equipment through the equipment staff. In addition, student-athletes are not permitted to receive equipment through a staff member's individual endorsee contract.

Student-athletes are responsible for all athletic equipment and apparel issued to them. Per NCAA interpretations, apparel items that are not reusable by other team members in subsequent seasons (subject to the discretion of the institution) could be considered the property of the involved student-athlete. In consultation with the review of the NCAA Interpretations Committee, the legislative services staff determined that although shoes are considered equipment under NCAA legislation, a student-athlete is permitted to retain such items if they are no longer reusable at the end of the institution's playing season. Further, a student-athlete is permitted to retain only those warm up uniforms that were issued and utilized for actual practice and travel. These interpretations have been reviewed with the Florida State University Department of Athletics Equipment Managers.

The Equipment Managers in conjunction with the Compliance Office have determined which items student-athletes may retain at the end of each academic year. The items that may be retained by the student-athletes are labeled perishable and items that must be returned are labeled non-perishable goods. These non-perishable goods must be turned in within 10 days of last competition.

Policy on Team Game Jerseys/Uniforms/Apparel/Equipment

All team game jerseys/uniforms/apparel/equipment are the property of Florida State University. Team jerseys/uniforms/apparel/equipment is considered anything purchased through Florida State University funds or obtained through the contract with Florida State and NIKE. Sports teams may not sell or auction team jerseys/uniforms/apparel/equipment, for profit to go to an individual sports restricted account. The Athletics Department may sell/auction surplus team uniforms/equipment on the Athletic Department website, Seminoles.com. All funds will go into the general athletics budget to support all departments and sports programs.

10/16/2012

504 – FACILITIES OPERATIONS

UNIVERSITY POLICIES

The Department of Athletics, as an auxiliary department within Florida State University, will conduct facilities operations as specified in the University's policies and procedures manual. A copy of the University's facilities operations policies can be found on the University Web site at <http://www.vpfa.fsu.edu/policies/policies2.html> - fsu.

GENERAL

Department of Athletics facilities scheduling, repairs and maintenance are the responsibility of the Facilities and Event Management staff section.

REPAIRS AND MAINTENANCE

All Athletics Department facilities and fields are maintained either by department facilities and maintenance staff or by the University Facilities Operations and Maintenance (FO&M) and Grounds Departments. Sports or staff sections needing repairs and/or maintenance support will process all requests through the Athletics Department facilities staff.

SCHEDULING

Coaches and staff should submit requests in writing for use of any of the Athletics facilities through the Assistant Athletic Director for Facilities (currently Laurie Swiger, lswiger@fsu.edu, 850-644-2547). It is imperative that the coaches meet the established deadlines for requesting practices, camps and clinic time. There is a priority order for each venue and after the deadline the facility becomes available to other requestors (still based on priority order).

All outside user requests must be submitted in writing to our "outside use committee". A request form can be obtained by e-mailing the current committee chair (Rob Wilson rlwilson@fsu.edu) or current Assistant Athletic Director for Facilities (Laurie Swiger). If the facility is available at the requested time the committee will render a decision based on information available at the time that could impact the department and University.

LIGHTNING SAFETY GUIDELINES

FSU Athletics is responsible for implementing policies and procedures to protect athletes, coaches, support staff and spectators during practice and during home athletic competitions. Personal safety should not be compromised under any circumstances and staff will always err on the side of caution when making decisions regarding safety during severe weather.

It is imperative that all FSU Athletic Department personnel become familiar with the attached ACC memorandum pertaining to competitive safeguards and medical aspects of sports pertaining to lightning safety. To assist you in this important task, the following standard operating instructions are provided for FSU Athletics Department staff, in particular sport medicine and event management staff, on those occasions when lightning weather hazards exist.

f Practice: During practice, the Sports Medicine athletic trainer is responsible for making decisions pertaining to lightning weather hazards as specified in Enclosure 1.

f Home Events:

- When there is a threat of hazardous weather on an event day, the event manager will maintain continuous contact with the weather detection and prediction sources to obtain as much information as possible. This information will be shared with the head official, umpire-in-chief, referee, and/or meet director upon their arrival. The event manager will also ensure that there is a clear understanding of the evacuation procedure during a weather warning. The Athletic Department's primary lightning information source is Weather Data (1-316-265-9127) and is supplemented by Weather Sentry Online (www.weather.dtn.com). Additional sources are the sport's athletic trainer, the National Weather Service (942-8833), local television stations (ABC: 893-1313, CBS: 893-6666), the Weather Channels 17 and 24, as well as multiple internet weather sites. Information will be shared with the Associate Athletics Director with sport oversight and with the sport head coach.
- Until such time as the head official, umpire-in-chief, referee and/or meet director assumes on-site responsibility as prescribed in NCAA rules, the home event manager is responsible for making the determination if it is safe to begin on-field practice for competition. Information will continue to be shared with the Associate Athletics Director with sport oversight and with the sport head coach.
- The head official, umpire-in-chief, referee or meet director will have

responsibility for lightning hazard safety from the time they assume on-site responsibility until such time as they leave the site of competition as prescribed in NCAA rules. He or she has discretionary power to suspend the game whenever such action is deemed necessary due to hazardous weather. The home event manager will continue to monitor all weather sources and will regularly share this information with the officials and the Associate Athletic Director (if present) to ensure both players and spectators remain in a safe environment. Coaches will be kept informed but will not be a part of the decision process to suspend or terminate competition.

- Specific Athletic Department procedures for suspending and resuming competition during adverse weather conditions are provided in Enclosure 1.
- FSU Athletics also has an obligation to warn spectators of hazardous weather conditions. The home event manager, in conjunction with Sports Information, will ensure that spectators are kept informed of suspensions using the stadium's public address system. Spectators will be directed to evacuate the stands and to seek shelter in a safe location when severe weather conditions exist.

Again, personal safety must remain paramount and staff will always err on the side of caution when making lightning hazard decisions.

Athletics Tour Policy

Athletics department staff members will not be leading building tours for the general public. All requests for tours should be directed to the Visitors Center in the South End Zone (644-3246). The tours may include a drive by tour of all of the Athletics Facilities or a walking tour of the Athletics Facilities located on the main campus. With each tour, guests will have the opportunity to visit the Ron and Carolyn Hobbs Great Hall located in the main Athletics Administration Building.

The Ron and Carolyn Hobbs Great Hall contains pictures, plaques, trophies, banners, and other treasures displaying the rich tradition of Florida State University Athletics. During regular working hours (8:00 am to 5:00 pm, Monday through Friday), the Great Hall is open for public visitation. During the fall and spring semesters, the Great Hall will be open to the public from noon to 4:00 pm on Saturdays and noon to 6:00 pm on Sundays. During home football games and holidays, the hours are subject to change. The Great Hall will not be open weekends during the summer semester.

Special tours for the University President, Athletics Director or Boosters will be coordinated through the Assistant Director of Facilities/Events (644-2896). Student Services will arrange tour leaders through the Facilities and Event Management staff, or the appropriate staff section. Coaches wishing to arrange tours for recruits will contact the Assistant Director of Facilities (644-2547) who will then coordinate with the Facilities and Event Management staff.

Although this policy addresses the Moore Athletic Building, it should be noted that anyone wishing to tour any of the athletics facilities should contact the Visitors Center. Each of these facilities is a place of work and should be respected as such.

7/11

505 – MEDIA RELATIONS

The Seminole Sports Information Office is ready to assist you in every way possible to make the experience of covering Seminole Athletics productive and rewarding. For this reason, we have developed policies and procedures which will require preparation on the part of the media. Not complying with these policies will result in the refusal of credentials.

PRESS RELEASES

The Athletics Media Relations Office, also known as Sports Information, is responsible for generating press attention for each sport and other special events within the Athletics Department. The Athletics Media Relations Office generates all press releases within the Athletics Department including those with dual reporting lines within the University such as Academic Support, Business Services and Athletic Student Services.

The Athletics Media Relations Office generates a press release prior to every athletic competition that serves as a notice to media outlets for pre-event publicity as well as providing media covering the event with statistics and information that should prove useful in their effort to cover the sport or student-athlete. The Athletics Media Relations Office also produces a press release, written in Associated Press news style, following every FSU sporting event, which reports the results of the competition to media outlets throughout the state and region. The Athletics Media Relations Office produces a number of releases throughout the year on specific events and/or points of information that the athletics department or the university believes should be of interest to media and fans. All press releases reach all known media outlets within the state of Florida and many within the footprint of the Atlantic Coast Conference. Releases are distributed by email, and are often available on the official athletics website, www.seminoles.com and are distributed through social media sites.

PUBLICATIONS/MEDIA GUIDES

The Athletics Media Relations Office publishes a printed almanac for each intercollegiate sport at Florida State University. The sizes of almanacs vary due to historical material, statistical content, NCAA rules and media application. The publications contain biographies on the coaching staff and student-athletes, a season outlook, a review of the season before, profiles on the city of Tallahassee and Florida State University and a records and results section. Material going into the guides is determined by the sports information director and is as standardized as possible for all publications.

Programs for home events are also produced by the Athletics Media Relations Office certain

sports. The size and content of these programs vary depending on the needs of each individual sport. Postseason materials are produced for athletic teams that advance to national tournaments, championships and bowl games.

RESULTS AND STATISTICS

All FSU events are covered and reported, via email and social media, to the media by a member of the Athletics Media Relations Office. Results are also posted on the official website of FSU athletics, www.seminoles.com, along with an Associated Press-style game story. Statistics, superlatives and records are kept for all intercollegiate sports by the Athletics Media Relations Office which hires statisticians for many of the sports. Current statistics on all sports are available on www.seminoles.com.

INTERVIEWS

All interview requests, both on the local and national level, for Florida State student-athletes are coordinated by the Athletics Media Relations Office. While several interviews are conducted over the phone, student-athlete phone numbers are never given to the media by the Athletics Media Relations Office. In-person interviews are often conducted in the sports information office or in the museum area located on the first floor of the Moore Athletic Center. Interviews may also be conducted on the practice or playing fields or courts. Problems in which student-athletes are missing scheduled interviews are handled by the sports information director and coach of the sport. Media are not allowed to seek interviews at the Moore Athletic Center without approval of the Athletics Media Relations Office nor are they permitted to contact student-athletes via social media.

PHOTOGRAPHY

All photography is the responsibility of the Athletics Media Relations Office where it relates to the media. Each sport has its scholarship athletes photographed in a head shot pose prior to the start of each season. These pictures are available to the media. Action photographs are also available to media outlets for all sports and student-athletes at FSU. Action pictures, (black/white and color), are taken by a select number of paid freelance photographers and volunteer photographers. The Athletics Media Relations Office schedules a limited number of home events to be covered by photographers with the action photos to be used in publications, on-line as well as providing action shots to media covering the sport throughout the season.

TRAVEL

Members of the Athletics Media Relations Office accompany the football, men's and women's basketball, soccer, softball and baseball teams on road trips on a regular basis. Some of the responsibilities on these trips include handling media interviews and requests before and after events, disseminating information such as game notes and recaps during and after competition and reporting final scores to the hometown media. There is also travel for a number of other sports during different points of the season, especially in the postseason where a media demand is more prevalent. This is determined by each coach's budget.

WEBSITE

In conjunction with the Director of Digital Media, the Athletics Media Relations Office is responsible for providing content, including game advances, post game stores, features, statistics, historical information, etc., and keeping athletics related information current on www.seminoles.com, the official athletics website of Florida State University.

SEMINOLE ALL-ACCESS

Seminole All-Access is the multimedia home on Seminole.com for video highlights, interviews, press conferences, live game audio and exclusive subscriber-only features. In conjunction with the Director of Digital Media, the Athletics Media Relations Office is responsible for coordinating interviews for Seminole All-Access.

CONFERENCE/NATIONAL REPORTING

The Athletics Media Relations Office is responsible for reporting vital information to the Atlantic Coast Conference including player of the week nominations and statistics as well as score reporting to athletic-specific organizations such as the ITA for tennis. The Athletics Media Relations Office is also responsible for nominating student-athletes for awards at the conference and national level.

AUTOGRAPH AND DONATION REQUEST GUIDELINES

Overall Request Policy

1. NCAA regulations prohibit FSU Athletics from securing an autograph of a student-athlete for any entity including charitable organizations, non for-profit organizations, for-profit organizations or individuals for charitable or personal use
2. Requests are preferred to be received 6 weeks prior to the event deadline
3. Autograph/Item Donation Request Forms along with autograph item guidelines and NCAA regulations pertaining to institutional charitable, educational, or non-profit

promotions are made available on the FSU Athletics website as a PDF

4. Completion of the request form does not guarantee that FSU Athletics will be able to fulfill the request
5. The organization will be required to complete the Autograph/Item Donation Request Form stating its understanding of the NCAA regulations regarding autographed/donated items before the request will be filled
6. Pursuant with NCAA regulations, items will not be autographed or donated to entities that benefits a high school, high school students (9th-12th grade), or affiliates of any high school students (9th-12th grade)
7. FSU Athletics reserves the right to request the return of any autographed item or item donated that is used in a way that is considered in violations with NCAA regulations
8. FSU Athletics will try to meet a charitable organization's deadline; however, we can make no guarantees due to the coaches' availability, schedules and items availability
9. Autographed items or items donated can be used as an auction or raffle item as a fund raiser provided that the organization's request has been processed through the Memorabilia Office approved by the Compliance Office
10. Autographed items or donated items are not to be used for or provided to any of the following: high school (9th-12th grade) fund raising i.e. auctions/raffles or to a high school staff member (9th-12th grade) i.e. coach/athletics director/principal; high school athlete or parent of a high school athlete (9th-12th) without the written consent of the Florida State University Athletics Department; FSU Athletics reserve the right to deny an autograph or donated item to any organization or event that may not comply with NCAA rules and regulations

Request Policy Specifically for Autographs

1. All requests of autographs that are not student-athletes made by charitable, educational, individual and/or other institutional entities must go through the Memorabilia Office
2. Once request is approved the organization must provide the item requesting to be signed, provide package and cost of shipping if the item is required to be sent
3. FSU Athletics may secure a maximum of one autographed item per organization, per year; receipt of an autograph in no way guarantees subsequent donations

Request Policy Specifically for Tickets

1. If tickets are donated a certificate will be sent to the organization and winners of tickets must call the Memorabilia Office to redeem their certificate
2. FSU Athletics will require organizations to provide a letter on the organization's

letterhead verifying that they have received the certificate for tickets and how many were donated to their charitable event/organization

POLICY ON UNCONQUERED STATUE SPEAR LIGHTING

The spear on the Unconquered sculpture on Langford Green will be ignited for the following occasions:

1. Home football games. The spear will be lit at sunset the evening before each home game and will remain lit until sunrise the morning after the game.
2. For sports with preliminary and final rounds of NCAA championships, if the team advances to the final site (i.e.: Final Four, College Cup, College World Series), the spear will be lit to recognize this achievement. The spear will be lit on an evening between when the team qualifies for advancement and when the team/athletes departs with preference given to the night before the team/athletes depart (i.e. for baseball and softball the spear would be lit on an evening between when FSU wins the super regional and when the team leaves for the CWS). The lighting ceremonies will, if possible, involve the student-athletes and coaches from the team in whose honor the spear is being lit. The conditions for lighting per sport are as follows:

Baseball – A night after a win in the super regional and before team departs for the College World Series

Basketball – A night after an Elite Eight win that advances the team to the Final Four and before team departs for Final Four.

Cross Country – Should FSU advance enough competitors to the National Championship Meet to have a legitimate chance at a Top 10 finish the spear would be lit on an evening before the team departs.

Football – A night following a win in the ACC Championship Game or the night of an at-large selection to a BCS Bowl

Golf – A night after the team advances from the NCAA Regional to the Championship Tournament

Soccer – A night after an Elite Eight win that advances the team to the Final Four and before team departs for Final Four.

Softball - A night after a win in the super regional and before team departs for the College World Series

Swimming & Diving – Should FSU advance enough competitors to the National Championship Meet to have a legitimate chance at a

Top 10 finish the spear would be lit on an evening before the team departs.

Tennis – The night the team advances from regional play to the NCAA Team Championships

Track & Field - Should FSU advance enough competitors to the National Championship Meet to have a legitimate chance at a Top 10 finish the spear would be lit on an evening before the team departs.

Volleyball - The night of an Elite Eight win that advances the team to the Final Four

3. The Executive Staff will identify one evening during the fall semester and one during spring when the spear will be lit in honor of national achievements that have not been previously honored (i.e. a spear lighting takes place for a team advancing to the final site and the FSU team wins the national title – the championship would be recognized at this ceremony). The winning of a “National Player of the Year” award in any sport (i.e.: Heisman Trophy) would also be recognized at these special lightings. This does not include awards limited by class, by position, or by region or conference (i.e.: freshman of the year, offensive player of the year, ACC Player of the Year, etc.).

3. University graduation/convocation ceremonies. The spear will be lit as a salute to all participants on these very special days.
4. Other special occasions as approved by the President. The University desires to maintain the integrity of this ceremony by limiting the other occasions for which the spear is lit to only the most outstanding accomplishments (i.e.: Rhodes Scholarship). The lighting ceremony will, if possible, involve the person in whose honor the spear is being lit.

6/2012

506 – MARKETING AND PROMOTIONS

SEMINOLE ATHLETICS MARKETING

The functions covered by the marketing office are listed below. Any requests pertaining to the following areas should be directed to the Asst. Athletics Director, Marketing and Promotions:

1. Advertising, trading and conducting promotions with radio stations. (Separate from IMG's negotiations for the Seminole Network). Includes copywriting, production and placement of ads to promote ticket sales and home events.
2. Securing sponsorships and/or involving advertisers in special events such as invitational tournaments, seasonal promotions, and game day promotions.
3. Monitoring all aspects of outdoor advertising programs.
4. Soliciting major corporate sponsors for radio network, coach's shows, game programs, hospitality, coach's endorsements, internet, game promotions, ticket packages, signage and ads for various promotional tools including bumper stickers, schedule cards and calendar posters.
5. Working with the Athletic Ticket Manager to market season tickets and specific event tickets. Includes designing, distributing, and placing informational posters, fliers and advertisements.
6. Planning and conducting event promotions. Coordinating pre-game activities, half-time shows, and special presentations.
7. Writing and monitoring public address announcements, electronic scoreboard, LED ribbon board, videoboard messages and promotions for home events.
8. Supervising the Department's Spirit Coordinator. The Coordinator monitors the activities of the FSU Cheerleaders, the Symbols (if applicable), Golden Girls, Garnet and Gold Guides, and Bat Girls; Including travel, practices, performances, tryouts, community projects, all related functions and activities, etc.
9. Serves as a department liaison to the FSU Homecoming Committee, the Marching Chiefs, the Pep Band, and other areas as applicable.
10. Coordinating or assisting with special projects including: Compilation and

distribution of "recommended lists" (hotels, restaurants, travel agencies, etc. that support Seminole sports); and coordinating print ad accounts with the campus and city newspapers.

The persons involved in marketing Seminole athletics seek to treat advertisers equitably. Pricing and trade strategies must be consistent, fair and beneficial to the Department of Athletics and to the investor. A healthy marketing balance cannot be maintained if staff members solicit their own advertising agreements. Every marketing decision has a program-wide impact; not simply a sport-specific impact. It, therefore, must be understood that **no staff member has the authority to negotiate external contracts, trades, or advertising agreements without proper approval.**

If any staff member knows of a prospective client/advertiser, please notify the marketing office so that it can pursue the lead.

Ideas are welcomed by the marketing office. Suggestions will be scrutinized to determine their time and cost-effectiveness and their potential value to the department.

1. The marketing office does not handle departmental auction requests. The marketing department does not have items to provide for these types of requests. Requests for items to be signed by the Football office and/or Coach Fisher should go to the Memorabilia office. If requests are made for signatures for specific Head Coaches from any other sport office for auctions, etc., the sport office should be contacted directly.
2. The marketing office has no trinkets or door prizes to provide for auction or any other events or requests (stickers, pencils, t-shirts, etc.). Sport posters and schedule cards can be picked up at no charge and in some cases, the amount provided will be limited. All other promotional items purchased and provided are used to enhance our sporting events and are given to the fans that attend the games and are not used for this purpose.
3. Messages and/or public address announcements relating to marriage proposals, birthdays, anniversaries, FSU soldiers or military members, etc. are addressed via the videoboard policy.
4. Sport posters and schedule cards are free of charge and can be picked up, while supplies last, at any of the athletic events (for that particular sport); football posters can be picked up at Seminole Village at Langford Green before all home games). Out of town fans can access instructions on how to order sport posters from

<http://seminoles.cstv.com/genrel/sport-posters.html> or calling 850-644-2550
(marketing office).

VIDEOBOARD POLICIES

See the following pages for the Videoboard Policies.



SEMINOLE

ATHLETICS MARKETING

**Florida State University Department of Athletics
VIDEOBOARD AND LED RIBBON BOARD
POLICIES**

As of
January 29,
2004
First issued:
August, 2002
Revised:
June
2009

The following policies govern the electronic displays and messaging systems operated by

Florida State Athletics
/ISP Sports

FOOTBALL

I. System Ownership

A. IMG college holds the title to the videoboard system and retains ownership. This agreement is in effect for ten years, following the 2007-2008 season.

1. IMG college retains the ownership of all advertising, sponsorship and signage rights to the videoboard

- B. The videoboards and LED ribbon boards will only be operational seven (7) times per year for home football games only (as set forth by the agreement) and select football functions (recruiting use, etc.).
- C. Any malfunctions that take place outside of these games may not be covered under the warranty agreement, but may be covered under insurance maintained by Florida State Athletics. Seminole Productions will operate the board for testing purposes and to check graphics and video elements in preparation for game-day events/usage.

II. Replays

- A. In-stadium television replays are permitted; multiple replays or slow motion replays may be shown of individual plays. However, any play considered controversial will only be shown three times and in real time speed.
 - 1. Requests and/or mandates from the Conference Office will overrule previously set policies as it relates to plays that could be considered controversial.
- B. Audio may be provided from the videoboard on the following occasions:
 - 1. When the balls is not in play
 - 2. Until the time the teams break the huddle

Florida State Athletics Videoboard Policy-As of
January 29, 2004
Page 1 of 10-Managed
by IMG

III. Videoboard Content & Material

- A. "Commercials" will be kept to a minimum and when possible, shown during pre or post game. Designated sponsors will receive appropriate features as contractually obligated. The features will be developed by and coordinated with the Seminole Productions department. The proper party will be responsible for payment for development of any extraordinary feature or animation wherein Seminole Productions has to utilize the services, equipment or materials of an outside production company.
- B. The University President will receive two minutes in pregame and halftime for promoting messages, features and/or public service announcements on the

videoboard from this office.

- C. The following messages are allowed with prior approval from the Director of Marketing and will carry a surcharge. All requests must be made at least two weeks prior to the event date:
1. Birthdays
 2. Anniversaries
 3. Marriage proposals
 4. Or/and any similar requests
- D. The videoboard shall be used at the discretion of the marketing and production department to cross promote/highlight other sport programs, special events and ticket sales efforts for Florida State Athletics
1. Messages will be limited and restricted by the television timeout format
 2. Only contractually obligated sponsor messages/features (*as arranged by IMG /Seminole Athletics Marketing*) and FSU Athletic department material (includes Seminole Boosters) will run on the videoboard. Contracted elements will receive priority.
All other requests that fall within the aforementioned categories will be ran on a priority and space available basis only.
 3. NCAA or Atlantic Coast Conference video PSA's and requests will be given consideration but are subject to available space in pregame and/or halftime only
 4. Outside messages for non-Florida State University entities will not be shown
- E. Exceptions to the operational use of the videoboard will be made by the Director of Athletics and will be determined on an individual case basis. Requests should be made in writing (via email or fax) and forwarded to the office of the Assistant Athletics Director, Marketing and Promotions..
- F. All new requests for the videoboard (for items that fall within the above mentioned categories) should be forwarded in writing, (via email or fax) to the Assistant Athletics Director, Marketing and Promotions in advance (two weeks minimal notice).

1. New or revised sponsorship material from IMG (inclusive of promotions, replays, features or the like) should be coordinated/updated with the Dir. of Seminole Productions and Promotions to ensure smooth game presentation and avoid timing conflicts.
2. Any material (features and/or commercials) scheduled to appear on the videoboard should be forwarded to the Dir.of Marketing in an acceptable file format, no later than one week prior to the game the material is scheduled to run.

G. Any material that is viewed as unsportsmanlike will not be shown on the board at any time.

IV. Other

- A. An appropriate emergency policy to be shown on the videoboard will be developed by the Florida State University Chief of Police and videoboard directors.
- B. A videoboard script will be developed for each game by the marketing department, with coordination from the Seminole Productions, and distributed to appropriate individuals. No changes will be after 4pm Thursday prior to a Saturday home game.

7/2011

BASKETBALL

I. System Ownership

- A. CBS Sports Properties, L.L.C. holds the title to the videoboard system and retains ownership of the videoboard in the Leon County Civic Center.
 - 1. CBS retains the ownership of all advertising, sponsorship and signage rights to the videobaord.

II. Replays

- A. In-stadium television replays are permitted and multiple replays or slow motion replays may be shown of individual plays. However, any play considered controversial will only be shown once and in real speed.
 - 1. Requests and/or mandates from the Conference Office will overrule previously set policies as it relates to plays that could be considered controversial.
 - 2. A predetermined number of replay sponsors/logo recognitions will be given as set forth by the CBS agreement
- B. Audio can be provided from the videoboard when the ball is not in play as well as up until the officials signal the game back in play.

III. Videoboard Content & Material

- A. “Commercials” will be kept to a minimum and, when possible, shown during pre or post game. The commercials that will appear, as part of the Civic Center inventory, will be formatted within the game timing and presentation format and be given a predetermined time to run in pregame. Designated sponsors will receive appropriate features and game promotions as contractually obligated. The features and game promotions will be developed by and coordinated with the Seminole Productions and Promotions departments.
- B. The University President will receive two minutes in pregame and halftime for promoting messages, features and/or psa’s on the videoboard from this office. When timing is prohibited during halftime, postgame space will be made available or additional time in pregame.
- C. The following messages are allowed with prior approval from the Director of Marketing and will carry a surcharge. All requests must be made at least two weeks prior to the event date:
 - 1. Birthdays

2. Anniversaries
3. Marriage proposals
4. Or/and any similar requests

Florida State Athletics Videoboard Policy-As of January 29, 2004
Page 4 of 10-

ManagedbyIMG

- D. The videoboard shall be used at home basketball events at the discretion of the marketing and production department to cross promote/highlight other sport programs, special events and ticket sales efforts for Florida State Athletics
1. Messages will be limited and restricted by the television timeout format
 2. Only contractually obligated sponsor messages/features (*as arranged by CBS or IMG/Seminole Athletics Marketing*) and FSU athletic department material (includes Seminole Boosters) will run on the videoboard. Contracted elements will receive priority.
All other requests that fall within the aforementioned categories will be ran on a priority and space available basis only.
 3. NCAA or Atlantic Coast Conference video PSA's and requests will be given consideration but are subject to available space in pregame only
 4. Outside messages for non-Florida State University entities will not be shown
- E. Exceptions to the operational use of the videoboard will be made by the Director of Athletics and will be determined on an individual case basis. Requests should be made in writing (via email or fax) and forwarded to the office of the Director of Promotions.
- F. All new requests for the videoboard (for items that fall within the above mentioned categories) should be forwarded in writing, (via email or fax) to the Director of Marketing in advance (two weeks minimal notice).
1. New or revised sponsorship material from IMG (inclusive of promotions, replays, features or the like) should be coordinated/updated with the Dir. of Seminole Productions and Marketing to ensure smooth game presentation and avoid timing conflicts.
 2. Any material (features and/or commercials) scheduled to appear on the

videoboard should be forwarded to the Dir.of Marketing or to the Video Director, in an acceptable file format, no later than one week prior to the game the material is scheduled to run.

G. Any material that is viewed as unsportsmanlike will not be shown on the board at any time.

IV. Other

A. An appropriate emergency policy to be shown on the videoboard will be developed by the FSU Chief of Police, Civic Center and videoboard directors.

B. A game spreadsheet with supporting video information will be developed for each game by the marketing/promotions department and distributed to appropriate individuals. No changes will be made with less two days remaining before the scheduled basketball game (*i.e. For a game scheduled on Thursday, all game information will be finalized by Tuesday afternoon*)

Florida State Athletics Videoboard Policy-As of January 29, 2004Page 5 of 10-Managed by IMG

7/2011

Florida State Athletics Videoboard Policy-As of January 29, 2004
Page 6 of 10-Managed by
IMG

SOCCKER/SOFTBALL

I. Matrix Board Videoboard Content & Material

- A. The following messages are allowed with prior approval from the Director of Marketing and will carry a surcharge. All requests must be made at least two weeks prior to the event date:
1. Birthdays
 2. Anniversaries
 3. Marriage proposals
 4. Birth announcements
 5. Or/and any similar requests
- B. The matrix board shall be used at the discretion of the marketing department to cross promote other sport programs, special events and ticket sales efforts for Florida State Athletics
1. Only contractually obligated sponsor messages (*as arranged through IMG/Seminole Athletics Marketing*) will run on the matrix/scoreboard and will receive priority
 2. Outside messages for non-Florida State University entities will not run
- C. Exceptions to the operational use of the matrix board will be made by the Director of Athletics' office and will be determined on an individual case basis. Requests should be made in writing (via email or fax) and forwarded to the office of the Director of Promotions.
- D. Any new requests for the matrix board (for items that fall within the above mentioned categories) should be forwarded in writing, (via email or fax) to the Assistant Athletics Director, Marketing & Promotions office in advance (one week minimal notice).
- A. Any material that is viewed as unsportsmanlike will not be shown on the board at any time.
- B. The Game Operations representative will be consulted regarding any questionable material during a game/event prior to the material appearing on the board.

7/2011

BASEBALL

I. System Ownership

- A. IMG holds the title to the videoboard system and retains ownership. This agreement is in effect for ten years, commencing with the 2004 baseball season.
 - 1. IMG retains the ownership of all advertising, sponsorship and signage rights to the videoboard. Maintenance and servicing for the videoboard/electronic display system will be performed by The Florida State Department of Athletics.
- B. The videoboard will only be operational for home baseball games, select baseball functions at Dick Howser Stadium and restricted to use with other select events
- C. Seminole Productions will operate the board for testing purposes and to check graphics and video elements in preparation for game-day events/usage.

II. Replays

- A. In-stadium television replays are permitted and multiple replays or slow motion replays may be shown of individual plays. However, any play considered controversial will only be shown once and in real time speed.
 - 1. Any play that portrays an umpire's judgment call will only be replayed once at regular/real time speed.
 - 2. Replays showing balls or strikes will not be shown
 - 3. Brushback pitches will not be shown
 - 4. Requests and/or mandates from the Conference Office will overrule previously set policies as it relates to plays that could be considered controversial
 - 5. A predetermined number of replay sponsors/logo recognitions will be shown
 - 6. Replays cannot delay the game at any given time.
- B. Audio can be provided from the videoboard when the ball is not in play (includes pitching changes and during game delays) well as up until the batter steps onto the batter's box.

III. Videoboard Content & Material

All material shown on the board during a baseball game will be subject to the rules adopted by the NCAA, as outlined in appendix B, Rules for Scoreboards, Video and Audio. Those regulations follow.

Florida State Athletics Videoboard Policy-As of January 29, 2004Page 8 of 10-Managed by
IMG

- A. No live game action will be shown. Once the batter steps in the batter's box, only still/non-moving content will be displayed until the batter finishes at the plate.
- B. No material will be shown at any time that portrays the umpires or visiting teams in a negative manner, embarrassing situations or argumentative situations.
- C. "Commercials" will be kept to a minimum and when possible, shown during pre or post game. Designated sponsors will receive appropriate features as contractually obligated. The features will be developed by and coordinated with the Seminole Productions department. The proper party will be responsible for payment for development of any extraordinary feature or animation wherein Seminole Productions has to utilize the services, equipment or materials of an outside production company.
- D. The following messages are allowed with prior approval from the Director of Marketing and will carry a surcharge. All requests must be made at least two weeks prior to the event date:
 - 1. Anniversaries
 - 2. Marriage proposals
 - 3. Or/and any similar requests.
 - 4. Birthdays- Birthday announcements will be made available through the Baseball Birthday in the Park Party Package, available for purchase. This is the only exception to the above noted list of excluded material and is currently only available for Baseball home games.
- E. Any material that is viewed as unsportsmanlike or unacceptable will not be shown on the board at any time. Fans or other persons running on the field will not be shown.

IV. Usage

- A. The videoboard shall be used at the discretion of the marketing and production department to cross promote/highlight other corporate sponsorships, sport programs, special events and ticket sales efforts for Florida State Athletics
 1. Messages will be limited and restricted by the television/game format
 2. Only contractually obligated sponsor messages/features (*as arranged by IMG/Seminole Athletics Marketing*) and FSU Athletic department material will run on the videoboard. Contracted elements will receive priority.

All other requests that fall within the aforementioned categories will be ran on a priority and space available basis only.
 3. NCAA or Atlantic Coast Conference video PSA's and requests will be given consideration but are subject to available space in pregame only
Florida State Athletics Videoboard Policy-As of January 29, 2004Page 9 of 10-Managed by IMG
 4. Outside messages for non-Florida State University entities will not be shown
- B. The University President will receive two minutes in pregame and postgame for promoting messages, features and/or public service announcements on the videoboard from this office.
- C. Exceptions to the operational use of the videoboard will be made by the Director of Athletics and will be determined on an individual case basis. Requests should be made in writing (via email or fax) and forwarded to the office of the Assistant Athletics Director, Marketing and Promotions.
- D. All new requests for the videoboard (for items that fall within the above mentioned categories) should be forwarded in writing, (via email or fax) to the Director of Marketing in advance (two weeks minimal notice).
 1. Any material (features and/or commercials) scheduled to appear on the videoboard should be forwarded to the Assistant Athletics Director, Marketing and Promotions or to the Video Director, in an acceptable file format, no later than one week prior to the game the material is scheduled to run.

IV. Other

- A. An appropriate emergency policy to be shown on the videoboard will be developed by the Florida State University Chief of Police and videoboard directors.

- D. A videoboard script will be developed for each game by the marketing/promotions and production departments and distributed to appropriate individuals. No changes will be with less than 48 hours before a scheduled game.

The following rules have been set by the NCAA and will be adopted by Florida State University with regards to operation of the electronic display for baseball: link:
http://www.ncaa.org/library/rules/2005/2005_baseball_rules.pdf--pages 117-119

7/2011

507 – SPIRIT GROUPS

BAND

The Marching Chiefs and Pep Band play a major role in the setting of our athletic contests. The Department of Athletics works closely with the Music Department. Any requests for use of the Pep Band should be directed to the Spirit Coordinator.

OTHER SPIRIT GROUPS

The Department of Athletics considers spirit groups to be an important component of the total Intercollegiate Program and thus it gives its financial support to their operations and leadership. All requests of the spirit groups should be made through the Spirit Coordinator in the Administration Office.

Spirit Groups consist of the following organizations: Cheerleaders, Garnet and Gold Guides, Batgirls, Golden Girls, and when applicable symbols. For specifics related to the various spirit groups, please contact the Spirit Coordinator at 850-644-8457.

508 – HALL OF FAME

HALL OF FAME INDUCTION CRITERIA

A former FSU student-athlete is not eligible for induction into the FSU Athletics Hall of Fame until 10 years after his/her final year of competition at Florida State.

Graduation is not required for eligibility to be inducted into the Athletics Hall of Fame; however, the committee makes an effort to insure that the majority of inductees in any single class are graduates.

The Hall of Fame Committee votes yearly to place eligible student-athletes on the list of candidates for the Hall of Fame and later votes on the inductees. A simple majority vote by the Hall of Fame Committee elevates candidates to potential inductees. The list of potential inductees must then be approved by both the athletics director and university president before they are officially approved.

The Moore-Stone Award is given annually to an individual or group for outstanding service to Florida State Athletics and does not require that the recipient(s) ever attended Florida State.

Induction classes include up to five (5) new former athletes, administrators, coaches and two (2) former athlete “legends”. Legends is defined by having left Florida State at least thirty (30) years prior and one (1) Moore-Stone winner.

7/2011

509 – JERSEY RETIREMENT

CRITERIA

Academic Standing: Nominee must have left FSU or completed his/her athletic career at Florida State in good academic standing.

Citizenship: History, during his/her career, of representing the Athletics Department and the University in a very positive fashion.

Athletics Accomplishments: Valued contributions by the individual toward significant team accomplishments during his/her career; and individual recognition of significant nature on a national basis as well as statistical accomplishments and team/conference accomplishments and honors during his/her career.

PROCESS

Nomination is brought forward by the Hall of Fame & Recognition committee to the Athletics Director for endorsement. Final approval must come from the University president.

Beginning in 1997, FSU adopted the practice of retiring jerseys but not numbers. All retired jerseys are to be displayed in like fashion whether retired before or after 1997.

In a case where extenuating circumstances dictate a departure from the criteria listed, the University President would first have to authorize the departure from the stated criteria prior to a nomination of that nature reaching the Athletics Committee.

(Adopted by Athletics Committee January 16, 1997)

7/2011

510 – ADDING A VARSITY SPORT

In order to gain varsity status for an eligible sport, a petition must be presented to the Director of Athletics. For a sport to be eligible, the following conditions must be met:

1. The sport must have competed on campus for the past five seasons as an officially registered activity with the office of student organizations (listing team officers, etc.).
2. The sport must be offered in the NCAA championship format.
3. The record of competition for the past three years should demonstrate reasonable success against collegiate programs.
4. A comprehensive breakdown of the returning squad members should be submitted, including class, academic profile, years of eligibility remaining, and a synopsis of each athlete's background and experience in the sport.
5. A schedule that meets NCAA criteria must be provided for the first proposed varsity season (e.g., most of the contests must be played against Division I competition). Evidence of the integrity of the schedule must include letters of intention to contract with the FSU team if varsity status is achieved.
6. A budget projection must be presented for a minimum of two years, including coaching salaries, scholarships, team travel, recruiting, player supplies, and other expense and capital outlay costs. Once the petition is prepared in full the Director of Athletics will review it and present it to the Athletic Board with his/her recommendation. The Board has authority to make an immediate recommendation to the University President or to submit it to the appropriate subcommittee for review and recommendation. After the Director of Athletics has received the completed petition, a decision must be announced within one year.

Submitted and unanimously approved by FSU Athletic Board Goals & Priorities Subcommittee
January 13, 1987/Rev. 1990

511 – SAFEGUARDING OF CONFIDENTIAL FINANCIAL AND PERSONAL INFORMATION

SPECIFIC AUTHORITY

The Gramm-Leach-Bliley Act (GLB Act), 15 U.S.C. 6801, implemented by 16 CFR Part 314 and The Federal Trade Commission (FTC) Rule on "Standards for Safeguarding Customer Information"

OBJECTIVE

To specify the methods for safeguarding confidential financial and personal information maintained in University financial records, reports and systems that, if not protected in accordance with this policy, can increase the magnitude of harm resulting from loss, misuse, unauthorized access or modification.

OVERVIEW

The Florida State University, hereinafter referred to as "University", generates, receives and stores many financial documents and records of a confidential nature. This includes, but is not limited to, the awarding and issuance of loans to students and the collection of payments from students, parents, patients and customers via check, money order, wire transfer, ACH and credit/debit card.

To comply with safeguarding confidential financial records and related personal information, this University policy will:

1. designate one or more employees to coordinate the safeguards;
2. identify and assess risks to customer information and evaluate the effectiveness of the current safeguards;
3. designate and implement a safeguards program that includes regular compliance monitoring and evaluation;
4. select appropriate service providers and ensure that contracts with those providers include safeguards; and

5. provide for evaluating and adjusting the program in light of relevant circumstances.

SCOPE OF THIS POLICY

This policy applies to all University personnel who administer, manage, maintain or use financial or personal information, their supervisors and unit administrators. It applies to all locations of this information, whether on campus or from remote locations.

All University units and related affiliate organizations that handle confidential financial transactions or personal information shall designate at least one employee who will coordinate the safeguards as specified in University policies and procedures; annually assess risks to customer information to include evaluating the effectiveness of the current safeguards; adjust the safeguard program in light of relevant circumstances; ensure staff are trained on the University rules of confidentiality; and ensure each staff member who handles any aspects of financial transactions signs an Employee Confidentiality Statement.

All University contracts with applicable contract service providers will be required, under the terms of the contract, to stipulate implemented safeguards that adhere to, and are in compliance with, the provisions of the Gramm-Leach-Bliley Act.

DEFINITION OF CONFIDENTIALITY

As the custodian of sensitive and private information, the University recognizes the importance of protecting information resources from loss, misuse, unauthorized access or modification.

All printed material containing confidential, personal information related to business, financial or medical transactions, including name, birth date, address, telephone number, social security number, personal photograph, amounts paid or charged or account number, are to be safeguarded.

Note: Student privacy regulations (e.g., FERPA) provides that schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance. However, schools are required to inform students about this directory information and provide for a reasonable amount of time for students to request that the school not disclose related directory information.

Documents stored on the University information systems are linked directly to a specific account and are able to be viewed at authorized employees' workstations. Selected documents may be viewed on screen or printed for review. Other systems allow authorized employees to scan, view, print and store paper documents and correspondence in electronic files directly on computer systems for immediate access, backup and retrieval. Once electronically stored, the original material is then reviewed by management personnel and kept in safekeeping or shredded if no longer needed.

It is the University's policy to prohibit the un-authorized exchange of confidential financial and personal information between computer information systems. Written management authorization and contracts must be obtained prior to exchanging confidential financial or personal information with any outside computer information system.

The University Office of Inspector General and State of Florida Auditor General conduct risk assessments and security audits to ensure that any potential threats to University information systems are identified and evaluated. Security audits are performed to ensure that proper system documentation, appropriate protection measures, including physical security and proper handling of confidential, sensitive information, continues in all aspects of our information security measures.

All University units and related affiliate organizations are responsible for designating a person responsible for conducting and monitoring risk assessments and security audits to ensure that any potential threats to their physical areas and information systems are identified and evaluated. Whenever a significant change occurs to an office space, such as additions or remodeling, the designated safeguard monitor will perform an analysis to define assets, vulnerabilities and threats and the countermeasures required to eliminate any potential loss. Process audits are to be performed to ensure that proper system documentation, appropriate protection measures and proper handling of confidential, sensitive information continues in all aspects of our working environment.

In addition to being informed of the confidentiality of University computerized records and hardcopy correspondence, all employees are to be informed of their particular obligation to the University and its customers to protect the confidential nature of the information obtained and used during the course of its daily operations.

Note: Only employees designated as having access to confidential data, including faculty, will be required to sign the Employee Statement of Understanding confirming their understanding of their obligation to safeguard confidential financial and personal information. That statement should be part of the hiring process and retained by the hiring department. All positions having

access to confidential data should have that so designated on the position description. Departments who hire employees who have access to confidential data must train their employees on the requirements to safeguard confidential information. Disciplinary action for violating this policy could be taken under the University's current Standards for Disciplinary Action for violation of provision of University Policy.

The University requires its employees to sign a statement authorizing supervisory and managerial personnel to monitor their work as a quality assurance measure. In the event that inappropriate employee conduct is detected, supervisory and managerial personnel will address the issue with the employee and take appropriate remedial or disciplinary action as determined warranted under the circumstances, including termination of the employee.

RELATED FEDERAL, STATE AND UNIVERSITY SAFEGUARD PROGRAM COMPONENTS

The following provide additional, supplemental components of the University's safeguards program.

Note: University faculty, students and employees are bound by all applicable laws, rules, policies and procedures. This policy is not intended to limit the applicability of any law or policy and does not preclude University units and related affiliate organizations from implementing additional, supplemental and/or more stringent safeguards.

Federal Regulations:

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Section 1232g and 34 CFR Section 99

Health Insurance Portability and Accountability Act (HIPAA), 42 U.S.C. Section 1320d and 45 CFR Parts 160, 162, and 164

Americans with Disabilities Act (ADA) CFR Section 1630.13 and Section 1630.14

Florida Statutes:

Chapter 119, Public Records, Sections 1002.21, 1002.22, 1004.22(2), 1006.52, 1012.91

Chapter 257, Public Libraries and State Archives

Chapter 282.318, F.S. Security of Data and Information Technology Resources

Florida Administrative Code:

Chapter 1B-11, 1B-24, 1B-26.003 and 1B-021, Florida Administrative Code

Florida Department of State Rules 1A-27.07 and 1A-21

University Policies and Procedures:

OP-F-3 Records Management

OP-F-5 Public Records - Uniform Charges

OP-F-6 Destruction/Shredding of Confidential Documents and Records

OP-H-6 Use of University Information Technology Resources

OP-H-8 Wireless Data Communications

OP-H-9 Information Technology Security

University Data Management and Computer Security Business Manual

512 - COURTESY VEHICLES

PURPOSE

The Athletics Department provides courtesy cars to selected employees at the discretion of the Athletics Director. This taxable employee benefit is not a right, it is a privilege that can be withdrawn at any time without notice and is predicated on the availability of dealer cars in the area. The courtesy vehicle is not to be kept if you terminate your employment or are terminated by the Athletics Department even if you transfer to another University Department.

COURTESY CAR PRIVILEGE

Providing a courtesy car to an employee is a privilege and not a right. Therefore, the courtesy car and associated privilege may be withdrawn without notice at any time at the total discretion of the Athletics Director.

BUSINESS USE OF VEHICLE

All business use of the vehicle should qualify for business mileage expense reimbursement at 20 cents per mile. Use of the vehicle between the office and other work-related destinations during or after the regular work day is considered business usage.

PERSONAL USE OF VEHICLE

FSU uses the Kelley Blue Book and the annual lease value to determine the taxable amount of personal use of the courtesy car. At the end of the calendar year, the taxable portion of the courtesy car benefit will be added to your earnings. FICA & Medicare taxes will be deducted however income taxes will **not** be withheld. You may wish to adjust your W-4 record to have additional fixed withholding taxes taken out to cover this tax. **NOTE:** The IRS considers commuting to and from work as taxable personal mileage.

EMPLOYEE RESPONSIBILITY

The assignment of a courtesy vehicle is a benefit. In order to maintain this benefit, the staff member must:

1. Report the business miles and total miles on the form included in this policy to the Courtesy Car Coordinator each time the vehicle is exchanged.
2. Return the vehicle promptly to the dealer at agreed time or mileage limit.
3. Damages other than normal wear and tear are the employee's responsibility.
4. Insurance: (1) Notify and obtain insurance with minimum coverage limits within 7 days of exchanging vehicles, (2) at the Athletic Director's discretion, football coaches may be provided insurance, and (3) provide Athletic Department with a copy of insurance declaration page with FSU and the car dealer named as additional insureds.
5. Vehicle and keys are required to be turned in on the last day at work (Note: The "last day of work" means the last day the employee is actually working and does not include vacation days taken at the end of employment).
6. Pay for fuel and parking violations.
7. Register initial vehicle with University Parking Services and notify same when each time vehicles are exchanged.
8. Employee and spouse are the only persons authorized to drive the vehicle.
9. Student-athletes are not allowed to drive a courtesy vehicle.
10. Maintain a valid driver's license.
11. Do not smoke or drink alcoholic beverages in the vehicle.

MINIMUM INSURANCE REQUIRED

BODILY INJURY LIABILITY	\$100,000 EACH PERSON / \$300,000 EACH OCCURRENCE
PROPERTY DAMAGE LIABILITY	\$50,000 EACH OCCURRENCE
PERSONAL INJURY PROTECTION	\$10,000 NO DEDUCTIBLE
PASSENGER ACCIDENT	\$2,000 EACH PERSON, EXCESS OF OTHER INSURANCE
UNINSURED MOTORIST	\$15,000 EACH PERSON / \$30,000 EACH OCCURRENCE
COMPREHENSIVE/COLLISION	ACTUAL CASH VALUE \$ 50 DED ACTUAL CASH VALUE \$500 DED (A <i>higher deduction is optional</i>)

REPORTING ACCIDENTS

1. Call the police and obtain a policy report or the report number. a.
Do not admit liability for the accident.
 - b. Report all injuries no matter how small.
2. Call the insurance company and obtain a claim number.
3. Call the Courtesy Car Coordinator
4. You or the Courtesy Car Coordinator should call the car dealer.
5. Do not get the vehicle repaired without talking to the car dealer. *Revised 1/16/09*

STATEMENT AND DECLARATIONS CONCERNING BUSINESS MILEAGE FOR COURTESY CAR DRIVERS

Tax consequences for failing to adequately document business miles driven?

In the event of a tax audit, the IRS will request copies of your business mileage records. If you do not keep or have discarded your records, the IRS will typically tax the courtesy car for 100% personal use. There are usually multiple prior years involved in these audits. If you have not documented your business mileage, the IRS will require the university to issue corrected W-2C forms for the effected years. You will be responsible for filing amended 1040 tax returns for the effected years and paying taxes, penalties, and interest for the effected years. In the event that the IRS requires the university to pay for any of these personal tax assessments, you will have 60 days to reimburse the university for all amounts paid on your behalf.

University Recordkeeping Expectations of the Employee

The university expects employees who are assigned courtesy cars to maintain auditable records of business miles driven. The usual type of record for vehicles is a mileage log; however, other types of written contemporaneous documentation that substantiates business miles driven may be acceptable if auditable. The Athletic Department Courtesy Car Coordinator has a supply of mileage logs on hand to assist you in complying with this expectation. The university will require you to submit that total miles driven and the total business miles driven. However, it is your responsibility to document the miles you report to the university.

*What is **not** business use of the courtesy car?*

- *Driving to and from home and work, commonly known as “commuting”.*
- *Driving to lunch with other coaches and discussing your job.*

STATEMENT OF INDEMNIFICATION:

In consideration of being assigned a vehicle from the Florida State University Courtesy Car Program, employee agrees to indemnify Florida State University, its officers, directors, trustees, and management (Covered Parties) against any taxes, interest, penalties and all costs (including reasonable attorney’s fees) that actually result if the Internal Revenue Service subsequently were to determine that the business miles driven in the courtesy car is overstated or unsubstantiated resulting in unreported fringe benefit income.

_____ Date
Employee Name

Appendix A

ATHLETIC DEPARTMENT PROVIDES TO DEALER

(Benefits double for each additional vehicle)

1. Four (4) Season Football Tickets, Two (2) Season Men’s Basketball Tickets per Vehicle, and Two (2) Season Baseball Passes.
2. Recognition of Dealer in Football Programs and on Scoreboard Message Center.
3. Recognitions, as appropriate, as a member of Silver Chiefs or Golden Chiefs Club and all benefits related thereto.
4. Preferred Seating.
5. Reserved Parking at the events.
6. Seminole Booster Tag.
7. Personalized Award Plaque.
8. Named as an Additional Insured on the University or individual drivers’ insurance

policies in coverage amounts specified by the Dealer.

9. Benefits noted above will double for each additional vehicle.

10. Benefits noted above are provided on a calendar year basis:

- a. Dealers who are added to the Program during the calendar year will receive benefits, including tickets for the remaining games in that year.
- b. Dealers who cease providing a vehicle during the calendar year will immediately cease to receive any benefits for the remainder of the year.

RESPONSIBILITIES OF THE CAR DEALER

1. Provide the assigned athletic coach or staff member a new passenger car of the dealer's choice suitable for recruiting, scouting, or staff business.
2. Assist athletic staff member to service and maintain the car with the least amount of expense and cost to both parties.
3. Furnish tag for car.
4. Check condition of car being returned before the driver leaves the premises and fill out and sign the Courtesy Car Return Form (see Appendix B at the end of this section)
5. If a donor donates a vehicle during the calendar year will receive full benefits for the remainder of the year. Benefits cease immediately upon withdrawal of the courtesy car.

Appendix B



Florida State Courtesy Car Return Form

Dealership: _____

Dealership Representative: _____

FSU Driver (Print): _____

Date of Return (Mileage): _____ (_____)

Vehicle Returned in Good Condition: _____yes

_____no

Damage or Dealer Notations:

Signed
FSU Driver

Signed
Dealer Representative

513 - POST SEASON BONUS POLICY

GENERAL GUIDELINES

Full-time employees of Florida State University who work in Athletics are eligible to be considered for a bonus at the discretion of the Athletics Director and upon approval by the President.

1. Bonuses are at the complete discretion of the Athletics Director and will be paid upon approval by the President and the bonus amounts in this policy are meant to represent maximum amounts and any bonuses will be paid based on the employee merit as determined by the Athletics Director
2. Bonuses will be computed based on percentage of full compensation, which includes base state salary and supplemental compensation that is part of employee's contract.
3. Employees who have supplemental employment contracts that include bonuses for postseason games are not eligible for the bonuses included in this policy.
4. Once an employee has either tendered their resignation or received a notice of non-renewal or some other termination notice, that employee is no longer eligible for a bonus unless the athletics Director and President approve otherwise.
5. Graduate assistants are not eligible for a bonus under this policy.

FOOTBALL RELATED BONUSES

1. Contingency: Bonuses will not be paid unless the football team participates in a post season bowl.
2. ACC Championship Game: If team competes in the ACC Championship Game, full time Assistant Coaches, Head Strength coach, Football Player Personnel Director and Director of Football Operations will receive a \$5,000 bonus. Offensive, Defensive and Special Teams Coordinators will receive \$7,500 bonus
3. Bonuses For Football Coaches, Football Player Personnel Director, Director of Football Operations and Head Strength Coach: The highest bonus below will be paid (not cumulative):

- a. 1 month's salary for a non-BCS bowl game,
 - or b. 1 ½ month's salary for a BCS bowl game,
 - or
 - c. 2 months' salary for winning the national championship game.
4. Bonus Payment: Bonuses will be paid the last payroll in February. DLU: 8/11

OTHER SPORT COACHES

For the following sports listed below, head coaches are eligible for bonuses listed below unless bonuses are already accounted for contractually. All full-time assistant coaches are eligible for bonuses in amounts based on specifically measured postseason play results. However, the bonuses listed below may be changed, revised, or even discontinued at the complete discretion of the Athletics Director

1. A coach who coaches the same sport for both the women and men's teams is eligible for a bonus in each sport (two bonuses).
2. A coach who coaches more than one sport in the same gender is eligible for one bonus per sport. (For example, a coach who coaches cross country, indoor track and outdoor track all in the same gender has three opportunities for bonuses per sport).
3. The post-season bonus for a single sport is not cumulative. That is, the bonus awarded will be the amount for the highest post-season finish achieved for that sport.
4. A coach's sport must have a winning regular season record to be eligible for a bonus.
5. Unless otherwise noted, all bonuses are awarded on a team participation basis.
6. The head coach shall receive \$50,000 and the full-time assistant coaches shall each receive \$25,000 for any sport that achieves consecutive NCAA national championships.

BASEBALL

Head Coach Bonus per Contract, Assistant Coaches based on achievement level listed.

- a. ½ month's salary for NCAA appearance
- b. ¾ month's salary for Super Regional appearance
- c. 1 months' salary for CWS appearance
- d. 2 months' salary for a National Championship

BASKETBALL

Head Coach Bonus per Contract, Assistant Coaches based on achievement level listed.

- a. 1 month's salary for NCAA appearance.
- b. 1 ½ months' salary for Final 4
- c. 2 months' salary for NCAA National Championship

CROSS COUNTRY (two sports: men and women.)

Head Coach Bonus per Contract, Assistant Coaches based on achievement level listed.

- a. ½ month's salary for NCAA Regional appearance (minimum of 4+ individuals)
- b. ¾ month's salary for Top 25 in NCAA Nationals
- c. 1 month's salary for Top 10 in NCAA Nationals
- d. 2 months' salary for a National Championship

DLU: 11/17/11

GOLF

Head Coach Bonus per Contract, Assistant Coaches based on achievement level listed.

- a. ½ month's salary for NCAA Regional appearance
- b. ¾ month's salary for NCAA Championship participation
- c. 1 month's salary for Top 10 of NCAA Championship
- d. 2 months' salary for a National Championship

SOCCER

Head Coach Bonus per Contract, Assistant Coaches based on achievement level listed.

- a. ½ month's salary for NCAA appearance
- b. ¾ month's salary for NCAA Sweet Sixteen appearance
- c. 1 month's salary for Elite Eight appearance
- d. 1 ½ month's salary for Final Four appearance
- e. 2 month's salary for a National Championship

SOFTBALL

Head Coach Bonus per Contract, Assistant Coaches based on achievement level listed.

- a. ½ month's salary for NCAA appearance
- b. ¾ month's salary for Super Regional appearance
- c. 1 month's salary for CWS appearance
- d. 2 month's salary for a National Championship

SWIMMING & DIVING

Head Coach Bonus per Contract, Assistant Coaches based on achievement level listed.

- a. ½ month's salary for NCAA appearance (minimum of 4+ individuals)

- b. 3/4 month's salary for Top 25 in NCAA Championship
- c. 1 month's salary for Top 10 in NCAA Championship
- d. 2 month's salary for a NCAA Championship

TENNIS

Head Coach Bonus per Contract, Assistant Coaches based on achievement level listed.

- a. 1/2 month's salary for NCAA Regional appearance
- b. 3/4 month's salary for NCAA National Championship participation
- c. 1 month's salary for Top 10 of NCAA Championship
- d. 2 month's salary for a National Championship

TRACK & FIELD (Indoor and outdoor are separate sports)

Head Coach Bonus per Contract, Assistant Coaches based on achievement level listed.

- a. 1/2 month's salary for NCAA Team Regional appearance (minimum of 4+ individuals)
- b. 3/4 month's salary for Top 25 in NCAA Championship
- c. 1 month's salary for Top 10 in NCAA Championship
- d. 2 month's salary for a NCAA Championship

VOLLEYBALL

Head Coach Bonus per Contract, Assistant Coaches based on achievement level listed.

- a. 1/2 month's salary for NCAA appearance
- b. 3/4 month's salary for NCAA Sweet Sixteen appearance
- c. 1 month's salary for Elite Eight appearance
- d. 1 1/2 month's salary for Final Four appearance
- e. 2 month's salary for a National Championship

DLU: 11/17/11

Coaches Bonuses are determined by how far they advance in competition.

The support staff will all receive a maximum bonus of 1/2 month's pay for their sport's participation in post season play. The following full-time support staff will be eligible for the bonus with the recommendation of the Head Coach. If support staff work with multiple sports, they are only eligible for one bonus.

Eligible Support Staff:

**Athletic Trainer
Administrative Assistant
Business Office**

Director of Operations
Facilities Manager
Equipment Manager
Marketing Assistant
Sports Information
Sport Oversight
Strength Coach
Video Support

ACC CHAMPIONSHIP BONUS POLICY

A Head Coach who wins a conference championship, as defined by the ACC, is eligible for a \$5,000 bonus for that year. This applies to head coaches who do not have a conference championship bonus already accounted for contractually.

NATIONAL/REGIONAL COACH OF THE YEAR

Head Coaches, who win a National or Regional Coach of The Year Award, is eligible for a \$5,000 bonus unless bonus is already accounted for contractually.

GRADUATION RATE BONUS POLICY

(Revised 3/2009)

Two bonuses having an aggregate maximum of \$5,000 for student academic achievement will be possible for each academic year as follows:

A bonus of \$2,500 for a team achieving a 75% Graduation Success Rate (GSR) threshold based on the GSR formula of the NCAA for those student-athletes receiving athletic aid. The calculation will be based on a six year window (defined by twelve full-time semester from the first full-time semester of matriculation) and will count transfer coming into Florida State University and exclude transfer leaving Florida State University that are in good academic standing. This bonus will be calculated annually and distributed by the NCAA in October.

If a head coach oversees multiple sports he/she may receive only one Graduation success Rate (GSR) bonus per year for combined men's sports and one for combined women's sports during the same academic year. All bonuses are subject to the Athletic director's recommendation and subsequent authorization by the President A bonus of \$2,500 for a team achieving a 930 Academic

Performance Rating (APR) or higher based on the APR formula of the NCAA. This formula is currently a four-year percentage rate calculated on those student-athletes receiving athletic aid. The average will be based on a four-year window (defined by the eight full-time semesters from the first full-time semester of matriculation). This bonus will be calculated annually at the end of the summer.

If a head coach oversees multiple sports he/she may receive only one Academic Performance Rating (APR) bonus per year for combined men's sports and one for combined women's sports during the same academic year. All bonuses are subject to the Athletic director's recommendation and subsequent authorization by the President

Thresholds To Attain Academic Bonus

Football Graduation Rate – contractual

Men's Basketball Graduation Rate – contractual

All Other Sports – 75% per NCAA Graduation Formula (as modified above by FSU)

(Updated 10/11)

Potential Systemic Problem Review

The aforementioned Conference Championship Bonus and Graduation Rate Bonus, if recommended and authorized, will be awarded at the end of the academic year after assessment of the entire program by the Director of Athletics. Specific attention will be given to department of student-athletes and coaches to include all actions within and outside of competition such as sportsmanship, community service, any legal or social issues, as well as other representation of the athletics program and the university.

POST SEASON GIFTS

Post season awards are defined as gifts given to participating teams in ACC Tournament or NCAA post season play. Post season rings are a separate policy.

Post season awards are to be received by the athletes, coaches, and support personnel who play an integral part of the success of the team. The following restrictions will be placed on those who are considered recipients of such awards, and those who may be eligible to purchase such an award.

- Only student-athletes who were a member of the squad during the entire season will receive the designated award.
- Only coaches who worked on a full-time basis for the entire season will receive the designated award.
- Only full time support staff whose work was dedicated to the team for the entire season to include areas of Graduate Assistants, Strength, Sports Medicine, Video Support, Equipment, Sports Information, Sport Oversight, Events staff, ticket staff, Academic support staff, team doctor and secretary. One gift per calendar year.
- Only a senior or head equipment manager and trainer dedicated to the team for the entire season. Any undergraduate manager or trainer who has been dedicated to the team for the entire season may exercise the option of purchasing an award with the coach's approval.

All policies concerning awards shall be subject to annual budget review and at the discretion of the Athletic Director.

POST SEASON RING/PENDANT POLICY

The following paragraph is the NCAA official interpretation regarding championship awards as defined by the NCAA Manual:

- Awards may be presented by a member institution and by a member conference, (or an organization approved by either) in recognition of conference or national championships.
- The total value of any single award received for a conference championship may not exceed \$325.00 as defined by NCAA manual.
- The total value of any single award received for the national championship may not exceed \$425.00. The awarding institution, conference, or other organization may provide only one award for each championship to each student-athlete as defined by NCAA manual.

DLU: 4/16/10

Championship Awards

Championship awards are to be received by the athletes, coaches and support personnel who play an integral part of the success of the team. The following restrictions will be placed on those who are considered recipients of such awards and those who may be eligible to purchase such an award.

- Only student-athletes who were a member of the championship squad during the entire season will receive the designated award.
- Only coaches who worked on a full-time basis for the entire championship season will receive the designated award.
- Only full-time support staff whose work was dedicated to the team for the entire season to include areas of Graduate Assistants, Strength, Sports Medicine, Equipment Managers, Video Support, Sports Information and Administrative Assistants – if eligible support staff will only receive one ring during the academic year.
- Any undergraduate working in strength, trainer or manager who has been dedicated to the team for the entire season may exercise the option of purchasing an award with the coach's and oversight's approval.

Design and Bid Procedure

Each sport will be responsible for the design and purchase of their championship ring. The administrative liaison, head coach, and senior members of the squad will work with representatives from ring companies to determine the preferred style. Ring specifications must be submitted to the University purchasing department for bid. Exact specifications as designed on the bid cannot be substituted or altered.

Individual Honors

The following individual awards can be presented a ring through the Athletic Department, as long as it fits into the award dollar amount outlined through the NCAA: Heisman (Football), Golden Spike (Baseball), Herman (Soccer), Wooden (Basketball), Jack Nicklaus (Men's Golf), Dinah Shore (Women's Golf), USA Softball Player of the Year, AVCA National Player of the Year (Volleyball), ITA National Player of the Year (Tennis). Individuals that are named National Champions in the sport of Track, Cross Country Swimming and Diving and Golf may receive an individual award if their team sport did not win the National Championship and may be awarded one per FSU career. Ring design will be decided by the Executive Staff.

Budget Review

All policies concerning championship awards shall be subject to annual budget review and at the discretion of the Executive Staff.

DLU: 4/16/10

TEAM ELIGIBILITY RING POLICY

The following placement qualifies a team sport to receive rings:

- Win ACC Tournament
- Win National Championship

If a team sport advances to a NCAA regional, but does not win the ACC, the team must advance to the following level to be eligible to receive rings, unless rings are part of the NCAA gift package.

M & W Basketball	Final Four
Baseball	World Series
Softball	World Series
Soccer	Final Four
M & W Golf	NCAA Team Championships/Place in top four
M & W Tennis	NCAA Team Championships/Place in top four
M & W Swimming	NCAA Team Championships/Place in top four
M & W Track/CC	NCAA Team Championships/Place in top four
Volleyball	Final Four
Football	National Championship or Bowl Package

DLU: 4/16/10

514 – EMPLOYEE GIFT & LENGTH OF SERVICE AWARD POLICY

The Athletic Department's employee gift policy is intended to give guidance in addressing the tax aspects of gifts or awards to employees from the Athletic Department and third parties:

1. The regular season traveling party of a particular sport may be eligible to receive awards, such as, rings and plaques. These employees could include coaches, players, or personnel from the departments of equipment, training, video and sports information, etc., as approved by the Executive staff.
2. An employee who receives a gift or award of value from third parties (vendors), the ACC, NCAA, and bowl committees, etc., will not be taxed by the university. The donor is responsible for reporting to the IRS or issuing a Form 1099 to the employee for the gifts to university employees.
3. The NCAA, ACC, or bowl committee will occasionally not provide an adequate number of gifts or awards for all the deserving personnel associated with a sport. In such a case, the Athletic Director may approve the purchase of additional gifts or awards for the personnel that did not receive one from the applicable organization. The employees eligible to receive these gifts purchased by the Athletic Department or DSO will be told before receiving the gift that the gift will include federal income tax of 25% of the value of the gift plus payroll taxes being withheld from the employee's pay. The employee may decide not to receive the gift in which case there will be no taxation.
4. Gifts of clothing from a Vendor that has the FSU logo or name on the clothing and is given to the employees as expressly allowed for in the contract between FSU and the Vendor will not be taxable to the employees if the contract with the Vendor designates that the employees are expected to wear the Vendor's apparel.
5. Employees are forbidden from soliciting cash or gifts of any kind from current or potential vendors and customers of the Athletic Department.
6. The Athletic Department's Business Office will track the taxable gifts and submit a list of same to the Payroll Department to be taxed to the employee on a monthly basis.

7. A de minimis amount of \$100 will be applied to each gift that is purchased by the Athletic Department or DSO. If the gift's value is \$100 or less then the gift will not be taxed by the payroll office. When an event like a bowl game occurs and the university pays for more than one gift for an employee, then the aggregate value of the gifts for the bowl game are added together to compare to the \$100 de minimis amount. Again, if the sum value of the gifts is not over \$100, then there is no taxation to the employee. If the gift value exceeds the de minimis amount then the total value of the gift(s) are taxable. Note: The de minimis amount is not a credit.

The Athletics Department's policy is to recognize the valuable contribution over time by selected employees by providing a length of service award to any employee who has satisfied all of the following criteria:

1. Completion of at least 5 years of service to the University.
2. Employee has performed "Above Satisfactory" in the most recent employee evaluation.
3. Supervisor recommends and approves the employee receiving the award.
4. Employee is terminating service with the University.

The award will be given to the deserving employee in a meaningful ceremony of appreciation for a job well done which will include an after-hours social gathering that includes all the personnel in the retiring employee's department and certain other employees of the university.

The maximum value of the award will be \$400. However, if the Athletic Director decides that a greater value gift is deemed appropriate, then the excess amount will be taxable to the employee with 25% federal tax withholding plus applicable payroll taxes.

Employee gifts and a length of service awards given to qualified employees will be funded by the Seminole Boosters.

515 – CRISIS MANAGEMENT

DEATH OF A STUDENT-ATHLETE

While the loss of any young person is an especially difficult time for family and friends, the loss of a student-athlete presents far-reaching effects on family, friends, teammates, staff, coaches and the university family. Since every loss is unique, the purpose in developing these policies is to focus on the needs of those involved in the athletics' program and to provide structure during a time of grief. These policies should be used as a guide with the understanding that each loss will present unique situations that will require sensitivity and compassion.

Notification

Parent or Guardian - Notification of Parent or Guardian is an especially sensitive process and should be initiated by the Director of Athletics, Head Coach or the staff person who is deemed to have an established relationship with the family.

First Responder should communicate information immediately to the following key staff:

Director of Athletics - Notify the University President, Vice President for Student Affairs, and the University's General Counsel

Head Coach - Disseminate information to staff and team Chaplain if available

Vice President of Student Affairs - Notify student support services

Sport Oversight Administrator - Notify support staff and head coaches from other sports

Athletic Student Affairs Administrator - Coordinate university support services

Trainers/Support Staff - Prepare to handle medical/psychological concerns

University Counseling Center - Provide counselors

University's General Counsel - Provide legal oversight

Vice President of University Relations – Communication with media

Every effort should be made to have a personal contact with every student on the team as quickly as possible. (The trauma to a student of hearing of a death of a teammate through the media is immeasurable.) The coaching staff will initiate these contacts with the assistance of the Sport Oversight Administrator and the Athletic Student Affairs Administrator.

First Responder should accept the responsibility to notify Campus Police because they will set in motion all the services of the University and notify University officials. 644-1234.

No statements should be made to the media except as approved by the Director of Athletics and

released through the University's Media Relations Office and approved by the University's General Counsel.

Crisis Support Services and Family Assistance

Students/Staff should be offered counseling support immediately and over an extended period of time to aid with post-traumatic stress.

Agencies that have offered support in the past:

Affiliated Churches
University Counseling Center
Dean of Students Office
Victim Advocate Office

After the initial notification of all appropriate students and staff, and counseling has begun, an administrative team will decide how to begin assistance to the family.

This team will usually consist of: Head Coach, Director of Athletics, Sport Administrator, Athletic Student Affairs Administrator and University General Counsel. Others will be involved as necessary.

Family assistance will vary from case to case, but every effort will be made to be responsive to the needs of the family. Any use of University funds must be approved by the Director of Athletics in coordination with University policies.