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I. INTRODUCTION

The purpose of the Point University (Point) Athletics Department Staff Handbook (Staff Handbook) is to clarify the direction of operations and the subsequent procedures of the department as they relate to individuals involved in its programs. There is no intent for the policies or procedures in the Staff Handbook to be different from those of the National Association of Intercollegiate Athletics (NAIA), the Appalachian Athletic Committee (AAC), MidSouth, Southern States Athletic Conference (SSAC) or Point. However, if there is a conflict, the policies and procedures of the previously mentioned governing bodies shall prevail. The Staff Handbook is designed to be a functional guide to aid in the efficient and effective operations of Point Department of Athletics. Point reserves the right to alter, amend, or modify this handbook at any time without prior notice.

II. ATHLETICS DEPARTMENT PURPOSE

In addition to supporting the NAIA Champions and the Point University Mission Statement, the Point University Athletics Department operates according to the following vision statement, mission statement and core objectives.

III. VISION STATEMENT

Point University Athletics shall provide Christ-honoring intercollegiate competition that enhances the student learning environment and the development of Student-Athletics spiritually, intellectually, socially and physically.

Core Objectives

- Christian Education
- Academic Well-being
- Competing for Championships

IV. GOVERNING AUTHORITIES

Governing Body Affiliations
Point is a member of the NAIA and is a member of the AAC.

Board of Trustees
The Point University Board of Trustees (Board) has ultimate control and responsibility for formulating and revising University policies.
President
The Trustees’ authority is delegated to the President. The President is charged with the official responsibility for certifying that departmental policies, programs, and activities are in compliance with NAIA and AAC rules and regulations, as well as any applicable federal, state or local laws. Moreover, the President is responsible for enforcing all Board policies and may delegate authority and control for policies related to the Athletics Department to the Chief Operating Officer and Director of Athletics.

Chief Operating Officer
The Chief Operating Officer provides authority execution of policies directed by the President regarding athletics and other interaction with other University functions.

Director of Athletics
The Director of Athletics is in charge of the University's intercollegiate athletics program and reports to the Chief Operating Officer and President. The Director of Athletics is responsible for maintaining and implementing policies approved by the President and also the rules and regulations of the NAIA and AAC. The Director of Athletics provides the Chief Operating Officer and President with information and recommendations that are necessary for decisions regarding policy, administration, budget, personnel and programs.

Faculty Athletics Representative
The Faculty Athletics Representative (FAR) is appointed by the President. The FAR serves on the Faculty Athletics Representatives Committee of the AAC and, when designated by the President, represents the University at meetings of the NAIA and the AAC. The FAR assists in the certification of student-athlete eligibility based on academic information provided by the Registrar. The FAR also provides leadership for the NAIA compliance.

University Title IX Coordinator
The Point Vice President for Enrollment Management currently serves as the Title IX Coordinator for the University.

Athletics Oversight Committee
The Athletes Oversight Committee (AOC) is appointed by the Director of Athletics and includes the NAIA Faculty Athletics Representative, faculty representation, and designated University administrators (e.g., Director of the Educational Resource Center, Director of Student Success). The Athletics Director serves as an ex officio member. The AOC meets at the will of the chair, the Assistant Athletic Director. The purpose of the AOC is
to assist the Director of Athletics in oversight of intercollegiate athletics, including the academic experience of Student-Athletes, athletics opportunities for the University and the community, and the general conduct and operation of the University’s athletics program. The AOC assists the Director of Athletics, as needed, in maintaining the integrity of the athletics program. The AOC’s duties include the following:

1. Review of compliance with NAIA and AAC rules and regulations;
2. Approval of schedules for competitive events, review of data related to Student-Athletes at Point;
3. Review of policies related to athletics and Student-Athletes and the provision of feedback to the Athletics Department on these policies;
4. Submission of recommendations to the Athletics Department and/or to the President as the need arises; and
5. Other duties as assigned by the Director of Athletics.

The AOC complies with NAIA regulations.

Policy Formulation
Policies affecting the operation and administration of the Athletics Department are established by the Director of Athletics, reviewed by the AOC, and approved by the COO and President. Point Athletics Department policies are described in the following publications:

1. The Point Athletics Department Student-Athlete Handbook, and
2. The Point Athletics Department Staff Handbook.

V. SPORTS PROGRAMS

Point University currently sponsors the following sports for

Men’s Sports

1. Baseball
2. Golf
3. Basketball
4. Lacrosse
5. Cross Country/Distance Track
6. Soccer
7. Football  
8. Tennis  
9. Swimming

**Women’s Sports**

1. Basketball  
2. Lacrosse  
3. Cheerleading  
4. Soccer  
5. Cross Country/Distance Track  
6. Softball  
7. Golf  
8. Tennis  
9. Swimming  
10. Volleyball

**VI. RESPONSIBILITIES**

**Appalachian Athletic Conference and National Association of Intercollegiate Athletics**

The Athletics Department is committed to the principles and objectives of the AAC and NAIA that are applicable to its programs. All activities of the department will be conducted in compliance with the rules and regulations of these organizations.

**Department of Intercollegiate Athletics**

The Point Athletics Department operates programs that require the trust and support of students, the university community, and the general public. As such, it has a number of responsibilities. The Athletics Department establishes programs with the primary goal of fostering intercollegiate athletics, within the educational setting, by providing the best possible framework within which Student-Athletes can compete.

The department has a fundamental responsibility to its Student-Athletes. First, it has the responsibility to guide and direct each student-athlete so that he or she might receive the best possible educational experience. Secondly, it has the responsibility to provide the best possible intercollegiate athletics program and environment so that Student-Athletes have the opportunity to compete to the fullest extent of their ability within the resources of the department. Thirdly, it has the responsibility to provide spiritual growth opportunities.
Coaching Staff
Each Coach has the responsibility to provide a program that is consistently competitive within the AAC and comparable with other benchmark institutions. Each Coach is also charged with the responsibility of operating all programs and activities within the rules and regulations of the University and all applicable athletics governing bodies. Additionally, all Coaches are expected to support all Point athletics programs and partner with all athletics department support services staff including, but not limited to, academic support, compliance, marketing and promotions, fund raising, public relations, operations, sports medicine, strength and conditioning, spirit groups, ticket office and the business office.

Point University offers chapel, Adventure groups, and a spring ministry day. Even though these are not attendance requirements, Point University strongly requests the Coach attends with his or her team.

Game scheduling is determined by the Coach for his/her sport. Point University allows Sunday competition, however, should be limited and should be scheduled after the morning church worship service. They also need to be approved by the Director of Athletics.

Some Coaches will be given limited student working hours, if needed, however the main tasks or bulk of the work should be performed by members of the Athletics Department or specific sport managers.

There are discipline measures for offences of athletics to be determined by the Coach, Athletic Director or Assistant Athletic Director.

The Athletic Department has 15-passenger vans and vehicles for recruiting, trips or other duties. To reserve a vehicle, you must complete an online reservation form via the Point intranet. All drivers should be on Point University insurance, have taken a Point University’s driver’s test and a separate driver’s test to drive the 15-passenger vehicle. After using the vehicle and before turning it in, it must be full of gas and clean, ready for the next trip, and all accompanying forms must be completed.

Head Coaches
Head Coaches are responsible for administering all aspects of the program under their charge, including (but not limited to):

1. Coaching,
2. Recruiting,
3. Scholarships,
4. Scheduling,
5. Travel,
6. Equipment,
7. Supervising Assistant Coaches (if applicable),
8. Monitoring the Academic Progress of their Student-Athletes,
9. Budget,
10. Compliance with NAIA, AAC and University Regulations,
11. Promoting an atmosphere of compliance within Coaching staff,
12. Partnering with the community,
13. AAC Responsibilities, and
14. Other related duties as assigned by the Director of Athletics.

Assistant Coaches
Assistant Coaches report directly to the Head Coach in their respective sports and are responsible for the duties assigned by the Head Coach.

Student-Athletes
Student-Athletes must comply with all applicable Point, AAC and NAIA regulations noted, but not limited to, those in the following publications:

1. NAIA Handbook;
2. AAC Handbook; and
3. Point University Covenant for a Christian Community.
4. Point University Student-Athlete Handbook

Point University will approve some athletes to participate in two different sports, however, certain restrictions do apply, i.e. GPA, spiritual awareness, etc. Interested athletes must discuss this with the Coach and Athletic Director.

VII. GENDER EQUITY

For information on the department’s commitment to gender equity, please see the gender-equity section of the current Student-Athlete Handbook and the current Gender-Equity Plan.

VIII. DIVERSITY

For information on the department’s commitment to diversity, please see the diversity section of the current Student-Athlete Handbook and the current Diversity Plan.
IX. PERSONNEL

The number and type of Athletics Department staff are governed by appropriate NAIA and AAC regulations, and the needs of the department. New positions are requested by the Director of Athletics and approved through the regular University hiring process. The hiring of appropriate staff will be coordinated through the Human Resources Department by the Director of Athletics and Head Coach, if applicable. New Athletics Department staff must not have been involved in, or currently involved in, any major NAIA or AAC rule(s) violation(s). Athletics Department staff members are subject to the applicable policies and procedures in the Point Employee Handbook.

Professional Conduct
All Athletics Department staff members have the responsibility to represent the Department and the University in a professional manner that will promote confidence in the Athletics Department while enhancing the University. Furthermore, all Athletics Department staff members, regardless of employment status (e.g. full-time, part-time, volunteer), are prohibited from engaging in a romantic relationship with any current Point student. Inappropriate professional conduct will result in suitable disciplinary action up to termination by the Athletics Department and/or the University.

Discrimination
For information on the department’s commitment to preventing discrimination, please see the Discrimination section of the current Student-Athlete Handbook.

Harassment
For information on the department’s commitment to preventing harassment, please see the Harassment section of the current Student-Athlete Handbook.

Sexual Harassment
For information on the department’s commitment to preventing sexual harassment, please see the Harassment section of the current Student-Athlete Handbook.

Sportsmanship
All individuals associated with the Point Athletics Department will comply with the AAC sportsmanship statement and the NAIA Champions of Character. Please refer to these documents for more information. Point’s sportsmanship statement is as follows: “At a time when all of sport has experienced increasingly inappropriate behavior by athletes, coaches, and fans, NAIA Champions of Character raises the standards for positive student-athlete development in athletics and academics. The NAIA Champions of Character program has established five core values that stretch well beyond the playing
field. The NAIA identifies those core values as: integrity, respect, responsibility, sportsmanship and servant leadership. These character values help Student-Athletes and those associated with their development, make good choices in all aspects of their life and reflect the true spirit of competition."

Gambling
The Point Athletics Department supports the NAIA’s position on sports wagering and all individuals associated with the Point Athletic Department will comply with NAIA Champions of Character. For more information on the department’s commitment to preventing sports wagering, please see the gambling section of the current Student-Athlete Handbook.

Illegal Drugs
Use of illegal drugs will not be tolerated. All individuals associated with the Point Athletics Department should report possible illegal drug use to the Director of Athletics. Failure to do so shall be regarded as a serious offense and cause for disciplinary action. For more information on the department’s intolerance of illegal drugs, please see the Point University Student-Athlete Handbook.

Tobacco Products
All individuals associated with the Point Athletics Department are prohibited from using tobacco products during any official Athletics Department function (e.g., practice, competition, travel for away contests, team meetings, strength and conditioning workouts, social functions, etc.). Please see Point’s Covenant and Student-Athlete Handbook for additional information.

Outside Employment, Benefits and Promotions
While Coaches and professional staff members are encouraged to participate in external activities, it is essential that they do not allow outside employment or a speaking engagement to interfere with their job responsibilities. Therefore, Coaches and administrators who engage in outside employment must receive prior approval by the Director of Athletics and the Human Resources Department.
A Coach or administrator may receive an honorarium for speaking engagements. The fee or honorarium the Coach or administrator receives is considered personal income and is accountable by the employee for tax purposes. If travel expenses are paid by the sponsoring organizations, per diem or travel expenses may not be claimed from the University. All outside income generated by Coaches and administrators must be reported to Human Resources and must be in accordance with NAIA bylaws. Any benefits received outside of the University (e.g., booster, outside agency or through an apparel/equipment contract) that is related to a Coach’s or administrator’s position must be reported in advance to the Director of Athletics and reported in accordance with NAIA bylaws.

Affiliation with outside associations which would place an employee in a conflict of interest situation is not permitted. Staff members may not participate in a commercial radio, television or internet program when there is a relationship between a product or process being advertised and mention of the Athletics Department. Such activity could be misconstrued to draw a direct relationship between the University, Athletics Department and the product or process. Staff also may not be associated with, employed by, nor sponsor or endorse any outside organizations or product which, by its nature, may discredit the University. Additionally, Athletics Department employees may not:

1. Use the University’s name or logo without written permission;
2. Receive regular supplemental pay from an outside source for an unspecified achievement;
3. Receive pay from an outside source for scheduling athletics events;
4. Use a student-athlete’s picture or name on any commercial product;
5. Represent a professional sports organization as a Coach or scout; and
6. Act as an agent to market Student-Athletes to professional sports organizations.

Apparel and Equipment Purchasing
All team apparel and equipment should be purchased from Adidas via Pro Sports when the needed items are offered by Adidas. Any special requests must be approved by the Assistant Athletic Director before submitting the final order.
X. DAY-TO-DAY OPERATIONS

Staff Communication

Coaches Meetings
The purpose of Coaches meetings is to review departmental issues, compliance-related information, and other topics as determined by the administrative staff. Coaches meetings will be held on a regular basis during the academic year.

All-Staff Meetings
The purpose of all-staff meetings is to discuss any department-wide issues, introduce new staff members, kick off the new academic year and celebrate the completion of the academic year by recognizing accomplishments. All-staff meetings may be held two times per academic year or as determined by the Director of Athletics. Meetings may be at the start and end of the academic year (i.e., August and May).

Emergency Messaging Systems
In the case of an emergency, the University may send university communications via the emergency text messaging system. To receive these notifications, you must have a mobile device that can receive text messages and a service plan with your provider that enables you to receive such messages. Any costs associated with receiving text messages from your provider will be your responsibility. It is recommended that your cell phone be configured to alert you to incoming text messages either by tone or vibration. This service will only be used by the University's administration to send text messages to cell phones when an emergency situation has been determined to present a safety or security threat to students or employees on our campuses. If you decide to opt-in, there is no guarantee of delivery, since the demands on local cell towers are outside the University’s control. In the event of an actual emergency, thousands of text messages will be sent. Congestion at your service provider may delay or prevent the delivery of these messages.

Copy and Fax Services
Copy and fax machines are located in each building housing athletics offices. Use of copy and fax machines for personal documentation or distribution is not permitted.
Telephone Services

Mobile Telephones
The Director of Athletics and/or a member of the M team will determine which staff members are issued an Athletics Department mobile telephone. Use of mobile telephone service limited to professional or University business unless the call falls under the free service categories of the current plan (e.g., data plan).

Computers
All Athletics Department staff must adhere to Point procedures and any applicable federal, state and local laws. Staff members will be provided with computer technology that is necessary to perform their duties. The IT Department will issue each staff member a Point email address and access to appropriate network drives and databases.

Fundraising
Fundraising must be approved by the Point University's Director of Development.

Apparel
Any apparel/uniforms/jerseys etc. ordered with Point University's logo must be approved by the Point University’s Communications Office and Assistant Athletic Director.

Incoming/Outgoing Mail
Incoming or outgoing mail or packages go through the mailroom in the Lanier Academic Center. You may pick up and mail packages there.

Office Supplies
Office supplies and forms are maintained by the Athletics Administrative Coordinator. Use of office supplies is restricted to professional or University business.

Key Distribution and Retrieval
Director of Facilities will provide each employee with the appropriate keys to access the following areas:

1. Primary office,
2. Building front door,
3. Copy/mail room, and
4. Any other necessary keys needed to perform the job duties.

XI. COMPLIANCE

All individuals associated with the Point Athletics Department are expected to comply with all applicable University, AAC and NAIA rules and regulations and are also expected to report all potential and known violations of those rules.
These rules and regulations can be found in the following documents:

1. The NAIA Manual,
2. The AAC Handbook,
3. Point Employee Handbook,
4. Point Covenant, and
5. Point Student-Athlete Handbook

The Athletics Department will report all violations of those rules regardless of severity. Repeated violations of those rules could result in disciplinary actions up to termination. Any questions regarding NAIA or AAC rules and regulations should be directed to the Director of Athletics.

All Coaches and Athletics Administrators shall be knowledgeable of NAIA and AAC rules. Each Coach shall be provided access to up-to-date NAIA and AAC manuals. Each Coach is expected to become thoroughly familiar with those manuals. The Director of Athletics will provide Coaches with timely information about proposed and newly adopted NAIA legislation.

XII. BUDGET

Active and timely participation of Head Coaches and administrators with budget unit supervision is essential for the budget to reflect the most efficient use of resources. Budgets for the near future will continue to change as the budget process evolves. Any team expenses that will exceed the budgeted category amount (e.g., travel, equipment) must be approved by the Director of Athletics. All transactions involve submitting a receipt as per Point procedures.

XIII. FINANCIAL AID POLICIES

There are a number of financial aid opportunities available to Student-Athletes who have distinguished themselves in athletics, the community, and/or in the classroom. Student-athletes interested in applying for financial aid are encouraged to stop by the Student Services Office for additional information.

Point University is permitted to stack both athletic scholarships and academic scholarships.
See the Student-Athlete Handbook for the policies.

XIV. ACADEMICS

Academic services is responsible for certifying the academic eligibility of all Student-Athletes according to NAIA, AAC and Point regulations. The Registrar will work with the Director of Athletics and Academic Support Services staff during the eligibility certification process.

Coach Responsibilities
Each Coach has the charge to take a sincere interest in both the academic and athletic progress of Student-Athletes to ensure that each individual is treated with fairness and is provided an opportunity to excel. To that end, Coaches must be committed to:

1. Recruiting prospective Student-Athletes who have a legitimate chance and interest in succeeding academically thus resulting in graduation and Academic Progress Rates (APRs) above the minimum score;
2. Understanding the University’s admissions policies and procedures and how they relate to NAIA eligibility standards;
3. Understanding that all commitments (verbal or written) to prospects are contingent upon official acceptance to the University;
4. Working closely with the Academic Services staff to ensure each student-athlete receives appropriate assistance and guidance;
5. Demonstrating an appreciation of the value and importance of higher education in general and, in particular, the value and importance of obtaining an undergraduate degree;
6. Understanding University rules and regulations and state and federal laws regarding student-athlete privacy; and
7. Being familiar with University academic support services offered to the general student body.

In addition to the commitments stated above, the following guidelines are aimed at assisting Coaches in defining their role in the student-athlete academic process.

Permissible Activities
Coaches should:
1. Motivate Student-Athletes to achieve satisfactory academic performance;
2. Monitor student-athlete academic performance;
3. Make referrals for Student-Athletes who need additional assistance;
4. Make sure Student-Athletes attend classes;
5. Make sure Student-Athletes attend academic meetings and other appointments with academic support staff;
6. Encourage Student-Athletes to seek advice and counsel from the Academic Center staff and/or the appropriate University personnel (e.g., Faculty Advisor); and
7. Support their Student-Athletes’ academic pursuits by instituting team policies that validate Coach and student-athlete commitment to academic success (e.g., minimum GPAs, class attendance and flexible practice schedules).

Non-Permissible Activities
Coaches should not:
1. Initiate contact directly or indirectly with instructors regarding a student-athlete’s progress in a course (All communication with instructors should be done through the Assistant Athletic Director. Coaches who are contacted by instructors may only provide the requested information and must inform the Assistant Athletic Director about the conversation.);
2. Try to influence an instructor to give a student-athlete a grade he or she did not earn or to alter a student-athlete’s workload in any manner;
3. Engage in the review or completion of Student-Athletes’ University academic work to enhance their grade (e.g., typing, proofreading, writing or providing specific advice on papers or assignments; providing answers to tests or assignments);
4. Comment publicly regarding the academic record of prospective Student-Athletes or current Student-Athletes;
5. Excuse Student-Athletes from class, provide written notification of student-athlete class absence to instructors, or change class absence letters after they have been produced by the Assistant Athletic Director and before they are submitted by Student-Athletes to the appropriate instructors (All changes must be made by the appropriate staff member.);
6. Provide improper benefits (e.g., money, apparel, tickets, etc.) to individuals associated with Student-Athletes’ academic work;
7. Coordinate tutoring services on their own (All tutoring services must be coordinated through the Educational Resource Center.);
8. Arrange fraudulent academic credit of false transcripts for prospective or enrolled Student-Athletes; and
9. Directly advise Student-Athletes on matters such as course selection (i.e., classes or instructors), which courses are necessary for their progress toward a degree, courses that count toward eligibility, degree program selection, or summer orientation requirements.
Class Attendance Policy
In accordance with the Point class attendance policy, the Athletics Department affirms the value and role of intercollegiate athletics participation within higher education. Accordingly, the University must safeguard academic integrity by ensuring that athletics participation by Student-Athletes does not compromise or unduly interfere with classroom attendance and satisfactory academic performance. To that end, sport administrators will work with the Head Coaches of their assigned sports to develop competition schedules that minimize the number of weekday competitions that would result in missed class time. For additional information on the department’s class attendance policy, please refer to the Class Attendance Policy section of the Student-Athlete Handbook.

Academic Advising and Tutoring
Information on the following academics-related topics can be found in the Academic Advising and Tutoring section of the Student-Athlete Handbook.

- Advising
- Tutoring
- Study lab
- Missed tutoring policy
- Academic Awards

Summer Orientation and Fall Semester Class Scheduling
All incoming freshmen and new students are required to attend a Link and orientation session prior to the start of fall term classes. Incoming freshmen and new Student-Athletes can register for Link on the Point web site.

Transfer students may attend a Link session on campus.
XV. HOUSING

Student-Athletes are subject to the same Point housing regulations as their fellow students. Coaches should send a list of Student-Athletes identified for campus housing to the Student Life Office.

Pre- and Post-Season Housing
Coaches, through the Athletics Department Administration, will make arrangements for required pre- and post-season housing and meals when Student-Athletes are required to participate in practices and competitions that occur outside of the generally offered University housing and dining services dates for the student body.

Campus Break Housing
Student-Athletes required to stay on campus during a break period for practice and competition should request their permanent housing in the “Year Round” residence hall as designated by Student Life. No temporary on campus housing is available during breaks. Meal arrangements should be made by Coaches.

XVI. ADMISSIONS

The Assistant Athletic Director is the liaison for the Athletics Department with the Admissions Office. Contact with the Admissions Office will be made by that individual only or his/her designee in his/her absence. Student-Athletes are admitted under University guidelines and it is the responsibility of all Coaches who recruit to understand the admissions standards of the University.

The Admissions Office will not accept transcripts mailed through the Athletics Department for official purposes. However, the transcript can be used as a preliminary document for evaluation of the prospective student-athlete. Before an official admission decision is made, the Admissions Office must have an official transcript that was mailed directly to their office from the high school or college responsible for processing the document.

XVII. AWARDS

The purpose of the awards system is to recognize the performances of Student-Athletes,
teams, Coaches, and other individuals associated with the intercollegiate athletics program. All sports within the Athletics Department participate in the awards program.

**Jersey and Number Retirement**

The retirement of an athlete’s jersey is one of the highest athletic honors that the University can grant on a student-athlete. Although the honor is based primarily on athletic ability, it also recognizes that the student athlete is a member of an academic community and has the additional responsibility’s incumbent with that membership. Because of this, the honor should reflect the participatory as well as the non-participatory activities of the student-athlete. That is, the recipient shall be a model for future Student-Athletes both on and off the playing surface.

*Requirements:* Nomination for retiring a Student-Athletes jersey number must originate with the current Head Coach of that student-athlete's sport or the Head Coach of the sport during his or her eligibility, with the current Athletic Director or with a former Director of Athletics. The responsibility for verifying the accuracy of the information included rests with the individual making the nomination.

The following criteria are not meant to be all inclusive, although items A and B shall be considered as basic requirements for all candidates. Additional criteria could be considered if they seem appropriate. The criteria to be considered are:

A. Be the recipient of a baccalaureate degree from Point University;
B. Possess a positive public image in that the individual is held in high standard while on campus and a solid citizen after graduation;
C. Having graduated with a 2.5 or higher GPA;
D. A two-time NAIA All American; and
E. Hold some type of All-Conference honors.

*Procedure:* The Coach, based on these guidelines shall submit in writing with supporting documentation a nomination to the Director of Athletics.

A. The Director of Athletics shall refer the nomination with a written recommendation to the Athletics Oversight Committee (AOC), which will have the final approval of all such honors.
B. The honor shall be the retirement of the student-athlete’s jersey, not his or her number. A Coach may choose not to reissue a given number, but the retirement of the student-athlete’s jersey would not in and of itself require that the number never be worn again.
C. The University holds the right to un-retire a jersey number in cases of gross misconduct, i.e., drugs, sexual misconduct, abuse, or any actions that go against the principles of our University.
Championship Ring Policy
For information regarding the championship ring policy, please refer to the Championship Ring Policy section of the current Student-Athlete Handbook.

XVIII. TEAM RULES

Team rules should reflect the mission, vision and core values of the Athletics Department, Point University, the AAC and NAIA while supporting the Point Covenant. Coaches may develop team rules to serve as guidelines for Student-Athletes. Coaches’ supervisors must approve the team guidelines prior to implementation. Coaches are expected to disseminate these written guidelines to the Student-Athletes as well as to the athletics administration annually. Coaches must have the Student-Athletes sign a form indicating that the regulations were distributed and the Student-Athletes were given an opportunity to ask questions.

XIX. SPORT CAMPS AND CLINICS

Sport camps and clinic programs must be approved by Coaches’ supervisors in coordination with the local recreation department. These camps and clinics can either be Coach- or University-owned according to the following definitions:

- **Free Clinic**: A one-day event, provided at no charge to the participants, which is open to the public or a special group that uses only the facility of the host Coach. The host Coach and his/her program will not be charged an administrative/overhead fee. The name of the clinic will include Point University (sport team or athletics) as the sponsor/owner.

- **Clinic**: An event where a fee is charged to the participants. The name of the clinic will begin with Point University (sport team or athletics) as the sponsor.

- **Day Camp/Academy**: A one-day or multiple-day event where a fee is charged to the participants, campers do not stay in a dorm or eat in the dining hall. The title on the event’s brochure and other promotion activities will highlight the Coach as the sponsor/owner and will disclaim an association with Point.
All camps and clinics must be coordinated through the Communications Office and Events Staff on campus. Head Coaches are required to get prior approval from the Director of Athletics before engaging in camp. Head Coach involvement in private camps and clinics must be approved by the Director of Athletics in advance and must adhere to University, AAC, MidSouth, SSAC and NAIA rules and regulations.

XX. SCHEDULING

Practices
In an effort to be supportive of student-athlete academic pursuits, Head Coaches should schedule practices in a way that minimizes interference with classes and exams. Practices using University facilities must be coordinated through Coaches’ direct supervisors. Teams nearing the end of their championship segments will take priority for use of University facilities over teams just beginning their championship segments. For example, the volleyball team will have scheduling priority for West Point Gym arena toward the end of their championship segment when the basketball teams are just beginning practices for their season. Practices and team-building activities scheduled for off-campus locations must be approved in advance by Coaches’ direct supervisors.

Competitions
1. Head Coaches should develop non-conference competition schedules that minimize the number of weekday competitions that result in missed class time.
2. Head Coaches should develop non-conference competition schedules that reflect the team’s level of play and put the team in a position to gain experience and propel them to an at-large berth in the NAIA championship.
3. Head Coaches should develop non-conference competition schedules that accomplish the first two goals above while minimizing travel expenses.
4. The competition times listed on tentative schedules must be listed in Eastern Time.
5. Coaches must follow the tentative schedule review and approval process and cannot forward tentative schedules to anyone outside of that process prior to review and approval by the University Athletics Oversight Committee and/or the Athletic Director staff.
6. Schedule changes may be made only after the Athletic Director approval.
7. No schedule changes can be released prior to approval by the Athletic Director and notification to the Sports Information Director and Athletic Training Staff.
8. Changes to AAC contests must have AAC approval.

**Game Contracts**
Head Coaches will initiate the preparation and mailing of game contracts. The Director of Athletics, or his or her designee, will be the signing authority for all game contracts. Guarantees or other contractual commitments for home and away contests must be approved by the Director of Athletics. No reciprocal agreement may be made with opponents to provide lodging, meals, or waiver of entry fees without approval of the Director of Athletics.

**Hosting Tournaments**
Hosting tournaments, in this reference, refers to multi-team events in which Point serves as a sponsoring agent whether funding is guaranteed by Point or not. A formal request to host an event must be made to and approved by the Director of Athletics. Such requests should include the following:

1. Sponsoring agency-contract and clearance handled by the Communications Department;
2. Tournament structure including number of teams, format, etc.;
3. Planned use of facilities with consideration of disruption of normal operation;
4. Personnel needed to conduct tournament (identify by position key personnel);
5. Financial statement including guarantees, anticipated gate receipts, auxiliary sales, etc.; and
6. All expenses are to be covered by the sport.

**Officials**
Officials will be contracted and assigned by the AAC for conference competitions. For non-conference competitions, Coaches must schedule their own officials and coordinate payment for the officials.

**XXI. TRAVEL**

**Individual Staff Members**

**Out-of-State Travel**
All travel, regardless of the source of funds, must be authorized in advance of the departure date by the Director of Athletics.
**Out-of-Country Travel**
Signatory approval for out-of-country travel requests must be sent to the COO and the Vice President of Finance.

**Team Travel**
The safety and well-being of Student-Athletes should be top priority in decisions regarding travel. Coaches are required to submit, via e-mail or hard copy, a travel itinerary to their direct supervisors prior to the departure for competition. The following information is required:

1. Day, date, time of departure from Point,
2. Estimated time of arrival at destination,
3. Day, date, time of departure from site to return to Point,
4. Estimated time of arrival back at Point,
5. Mode of transportation/airline name and flight numbers,
6. Site of practice and/or competition,
7. Name, address and phone number of place of lodging,
8. Emergency telephone numbers, and
9. Roster of those traveling, including Coaches and Trainers.

Children of Student-Athletes are not allowed to travel with the team on any mode of transportation paid for by the Athletics Department (e.g., team bus, van, or airplane). Children of Student-Athletes are also not allowed to stay in a hotel room, or any form of lodging, paid for by the Athletics Department. The Athletics Department will not pay for any food for any child of a student-athlete while the student-athlete is on a road trip paid for by the Athletics Department.

**International Travel**
The Athletics Department will not provide funding or sponsor an international team trip unless the department receives a significant contribution from an outside source (e.g., booster or corporate partner) which is designated for that trip. Requests for international team trips and any fund-raising efforts to support foreign trips must be in accordance with NAIA bylaws and approved by the Director of Athletics. Any deviation from these guidelines must be approved by the Director of Athletics.
Travel Party Size
The team travel size shall be determined by the Head Coach and Director of Athletics. As a general rule, the team travel size should be consistent with AAC travel squad sizes. Any deviations from the conference squad size should be approved by the Director of Athletics.

Air Travel
All team air travel will be provided through commercial air carriers only no charter, time-share and other aircraft may be used for the purposes of transporting Student-Athletes and Athletics Department staff to away competitions.

Ground Travel
Buses
Use of chartered buses is subject to industry standards and the applicable local, state and federal laws. Individuals securing bus transportation should consider safety standards and budgetary implications when choosing one of the Universities’ approved carriers.

Vans and Cars
Fifteen passenger or small vans are allowed for athletics-related travel regardless of whether they are owned by Point or a rental company. Teams and Athletics Department personnel requiring the use of vans (15-passenger or smaller) for athletics-related travel must use Point owned 15-passenger vans or vans rented through a rental car provider. If Enterprise cannot accommodate the travel request, other vendors may be used.

Athletics Department personnel will follow the University transportation regulations when using a University-owned vehicle. In addition to those regulations, the following guidelines apply when using University owned or rented vans or cars for athletics-related travel:

- Seating positions with malfunctioning or damaged safety belts will not be used by any occupant of a vehicle used for athletics-related travel.
- Passengers in vehicles used for athletics-related travel are limited to Point employees, students, and other approved persons (approved by the Director of Athletics) connected with official Point business.
- No smoking by any occupant of a vehicle used for athletics-related travel is allowed in the vehicle at any time.
- If a driver of a vehicle used for athletics-related travel satisfies any of the following criteria, his/her vehicle driving privileges may be revoked:
  - Conviction of driving under the influence in the past two years;
  - Nine or more points against his/her operator’s license;
- Violation of Point transportation regulations; and
- Two at fault accidents in any vehicle in a two-year period

- No single driver of a vehicle used for athletics-related travel is permitted to drive more than 600 miles in a 24-hour period (300 there and 300 back).
- Drivers of vehicles used for athletics-related travel must be well rested.
- If a driver of a vehicle used for athletics-related travel has any question about his/her physical condition, another qualified driver must drive or an appropriate amount of rest must be taken before driving (e.g., stay overnight at the destination before traveling back to Point).
- Drivers of car used for athletics-related travel must be at least 21 years of age or at least 25 for 15-passenger vans.
- Drivers of vehicles used for athletics-related travel must be a member of the Point University staff or the employee of a company providing paid drivers.
- No unauthorized individuals shall drive vehicles used for athletics-related travel.
- Drivers of vehicles used for athletics-related travel may not use a cell phone while the vehicle is in motion.
- Groups using vehicles for athletics-related travel must take a cell phone on the trip for use in an emergency.
- Drivers of vehicles used for athletics-related travel shall not consume alcohol at any time during the trip.
- During trips using vehicles for athletics-related travel at least one person shall remain awake at all times and be seated in the front seat next to the driver.
- For athletics-related travel of more than 10 hours, two qualified drivers shall travel with the group.
- Drivers of vehicles used for athletics-related travel must take a break for at least 15 minutes every two hours of driving time.
- Drivers of vehicles used for athletics-related travel may not eat any food while driving.
- No loads can be placed on the roof of 15 or 12-passenger vans used for athletics-related travel.
- If drivers of vehicles used for athletics-related travel have any questions about their ability to drive safely given the road or weather conditions, they are encouraged to stay overnight or discontinue driving until the road or weather conditions improve to a point at which it is safe to drive.
- Drivers of vehicles used for athletics-related travel must check the weather report for the areas they will be traveling in prior to driving each day.
- Drivers of vehicles used for athletics-related travel must drive in a legal, safe and courteous manner.
Lodging
Every effort shall be made to secure the best rate available by making reservations in advance not to exceed Point guidelines. Student-Athletes should reside in hotels at least equivalent to the quality of their campus housing situation. Teams may not secure lodging at an establishment that conducts sports wagering on site. Teams are also highly encouraged to avoid staying at establishments that conduct any form of gambling on site.

Meals
Meals will be coordinated by each respective Coaching staff. Every effort should be made to give Student-Athletes nutritious meal options within reasonable price ranges while traveling for away competitions.

Credit Cards
Coaches who have Point credit cards are required to turn in the receipts as per Point policy.

Expense Reimbursements
Athletics Department staff members should complete a check request form upon return from Point-related travel and no more than 30 days after the event per Point policy. This form must be completed and signed by the traveler, signed by the traveler’s supervisor, and submitted for processing to the Director of Athletics.

Billed Expenses
Invoices for billed expenses need to be turned into the Business Office after approval by the Director of Athletics.

XXII. SPORTS INFORMATION OFFICE

The primary focus of the Sports Information Office is to promote the Point Athletics Department – its Coaches and Student-Athletes – in a positive manner. The Sports Information Office is responsible for external, athletics-related communications for all intercollegiate sports. The Sports Information Office maintains a working relationship with the University’s Communications Office for photography services and for any
authorization connected with Point copyrighted material. The Sports Information Office shall act as a liaison to all media agencies, professional sports teams and current opponents of Point teams to set up interviews, send out student-athlete statistics and notes, and distribute statics concerning Point’s intercollegiate athletics teams. The volunteer statistics crew and public address announcers are extensions of the Sports Information Office.

**Media**

For radio, television or Internet appearances, care should be taken that the sponsors of the segment represent the University in good taste. Coaches’ shows should not be sponsored by products that might have unfavorable connotations for intercollegiate athletics in general for Point University or for the particular team that the Coach represents.

**Credentials**

Credentials will be issued by the Sports Information Office to working media for access to media areas at football and men’s and women’s basketball and volleyball home contests. Credentials should be requested in advance and will be issued prior to the contest. Will call for credentials is at the press gate or other designated entrances for the facility. Credentials will also be issued to visiting sports information personnel. Credentials will not be issued to spouses, friends or family of working media or visiting sports information personnel.

Entrances for working media will be coordinated through the Sports Information Office.

Working space for media is:

1. Football: Seating will be coordinated by the Sports Information Office. Still photographers will be positioned in a designated area along the sidelines. Broadcast positions for TV and radio play-by-play will be reserved.
2. Volleyball and Basketball: Seating will be coordinated by the Sports Information Office. Assigned seating, on space available basis, will be in effect. Still and TV photographers will be positioned along the baselines. Strobe photography is allowed on a prearranged basis only. Otherwise, no flash photography is allowed. Broadcast position for home and visiting TV and radio play-by-play is on press row.

**Post-Game Interviews**

Interview requests will be taken in the final 10 minutes of football and basketball contests and players and Coaches on home and visiting teams will be brought to the interview area (football: field house; Basketball: media room on the bottom floor of the West Point Gym). Interviews will begin within 10 minutes after the end of the contest and will have the
visiting Coach/players (if necessary) followed by home Coach/players. There will be no media access to home or visiting teams’ locker rooms prior to, during or following competitions.

Interviews at Team Practices
Interviews will be allowed at team practices, including the filming or photographing of drills, etc., unless the head Coach secures permission from the Director of Athletics to close a practice and declares in writing to the Sports Information Office. Once a practice is closed to one media outlet, it is closed to all. In the case of a closed practice, other interview opportunities will be afforded.

Press Releases
The Sports Information Office and Point Communications Office write and distribute press releases for all Point sports teams.

Letter of Intent Press Releases
Coaches wishing to release LOI information should contact the Sports Information Office staff member assigned to their sports. Coaches are not to release LOI information on their own to the media. The signing of the LOI needs to be validated by the Compliance Office prior to release. Coaches are only permitted to talk to the media regarding the signing of a LOI or being released from a scholarship after the information is released by the sports information director.

Disclosure of Student-Athletic or Staff Change of Status
The Sports Information Office has the responsibility to inform media, opponents and other important constituents (e.g., conference office) of significant developments in the status of Student-Athletes and staff. Disclosure of injuries affecting availability for competition or suspensions or dismissals due to violations of team, Athletics Department, University or NAIA policy will be handled with the highest degree of sensitivity for the University, Athletics Department, student-athlete, and staff. Disclosure may be limited or prohibited in the case of legal or University disciplinary action. It is the intention of the Athletics Department to establish a consistent delivery of disclosure necessary for the maintenance of appropriate relationships with media, opponents and other important constituents.

For injuries affecting availability for competition, the Sports Information Staff member assigned to the sport will receive injury information from the Sports Medicine Staff. If an injury renders a student-athlete unavailable for competition, that fact will be disclosed in the normal pre-event publicity (i.e., game notes for the media). Otherwise, that fact will be acknowledged to necessary parties at the event site prior to competition. Ordinarily, a student-athlete’s unavailability for competition will not be disclosed prior to game time. A
Coach or the student-athlete will be available for comment about the situation following the event. Any released information regarding a student-athlete’s injury will require an authorization obtained from the student-athlete in question via the Sports Medicine Staff.

In the event of suspension from competition of a student-athlete or Coach, or the dismissal from a team, the Director of Athletics may inform the Sports Information Staff of the disciplinary action and resulting penalty. If deemed necessary by the Director of Athletics, a discussion between the involved parties will take place and afterward an acceptable disclosure statement will be issued by the Sports Information Staff. Ordinarily, the statement will include the individual’s name and job title and a brief description of the penalty (suspension/dismissal) with the appropriate and approved language related to the disciplinary action. This description may be as simple as “violation of department policy.” No further comment is necessary, and Coaches, Student-Athletes and staff will refrain from further comment to anyone. In the event of non-renewal of a contract or resignation of a staff member, specific procedures under the direction of the Director of Athletics will be in effect.

**Broadcasts and Telecasts of Athletics Events**
Point reserves the right to approve or deny any request for the right to play-by-play broadcast or televised events on a live or tape-delayed basis in Point athletics facilities. This includes requests by commercial, non-commercial, on- and off-campus media interests and extends to requests for broadcast/telecast rights for events in Point facilities. Ordinarily, a rights fee will be charged for play-by-play broadcasts/telecasts. Point reserves the right to approve all involved in play-by-play broadcast/telecast without written consent of the Athletics Department is expressly prohibited. The Athletics Department welcomes broadcast/telecasts of a live remote nature for the purpose of updates (not to exceed several minutes) before, during or after contests, as well as filming by TV crews of highlights for newscasts, etc.

**Still Photography of Athletics Events**
By accepting a photo credential, the photographer agrees to provide Point reasonable access to available prints for use by the Athletics Department.

**Videotaping of Athletics Events**
Videotaping by the Athletics Department and opponents for coaching purposes will be allowed in designated areas. Videotaping for scouting is expressly prohibited. Spectators are allowed to use hand held video cameras, but no tripods will be allowed.

The Communications Office is the University’s official public information agency. Moreover, in the event of a crisis, controversy or other major development on campus,
the Communications Manager is authorized by the University President to fully coordinate the release of all information to the press.

Procedures relevant to the Athletics Department staff and Student-Athletes in the event of a crisis, controversy, or other major developments are:

1. The Director of Athletics and/or his designee should be the first person apprised of a crisis situation existing or developing by an Athletics Department Staff member or student-athlete who is involved in or aware of the situation. The Director of Athletics will inform the University President and the COO.

2. An Athletics Department Staff member or student-athlete who is involved in or aware of a crisis or controversy should refrain from commenting to the media directly about the situation. The Communications Office, with the assistance of the Sports Information Office, will coordinate the release to the media of information regarding such matters. The purpose of this procedure is to insure that the University presents factual information in a consistent fashion. Without careful coordination in these circumstances, contradictory or conflicting information can sometimes be released; and

3. In crisis events, it will be necessary for those University officials, Athletics Department Staff and Student-Athletes to give their full cooperation, including participation in a press briefing, as the need arises.

It should be understood that this policy may be limited in some individual instances to protect the rights of students, faculty, or other University employees. This policy may be limited also in other instances by legal issues, expressed matters of confidentiality or other unforeseen circumstances. However, the major intent of the policy is to provide information to which the news media have a just and reasonable claim and to carry out this task in a coordinated fashion.

Web Site
The official web site for Point intercollegiate athletics is www.pointskyhawks.com. The Sports Information Office is responsible for web site’s content as well as the Athletics Department’s pages on social media, such as Facebook and Twitter.

Publications
The Sports Information Office publishes informational guides on the Athletics Department web site. The characteristics of each informational guide are determined by applicable NAIA, AAC, MidSouth, and SSAC bylaws, the Director of Athletics, and the Office of Communications.
Statistics
The Sports Information Office keeps statistics for all sports to distribute to the media, opponents, the AAC, MidSouth, SSAC, and the NAIA National Office. Coaches should keep the Sports Information Office informed of individual and team records, and best performances.

Staffing Events
The Sports Information Office staff will have a representative at each home event to assist in the management of the event, if necessary, and to report results to selected media outlets and the opposing program’s athletics department. If coverage is not available, at the conclusion of the event the head Coach will report results and appropriate statistics to the sports information staff member assigned to that sport on the day of competition.

A representative from the Sports Information Office may travel to away contests. A Sports Information Office representative may also travel to select post-season and non-championship competitions. The Point Sports Information Office is responsible for contacting the host institution to obtain post-competition results.

Media Days
Because of the local and regional media’s interest in Point athletics, the Sports Information Office may arrange a media day for these teams. This occurs early in preseason and is hosted by a representative of the Sports Information Office.

Special Recognition
The Sports Information Office, in consultation with the Director of Athletics and the Head Coaches, is responsible for nominating deserving Student-Athletes for recognition on selected NAIA Academic All-American teams. Also the Sports Information Office will coordinate the nomination process for other media, NAIA, and AAC, MidSouth, and SSAC academics and athletics honors. Forms are certified by the Compliance Office before being forwarded to the appropriate coordinator for nominations.

Game Management
The Sports Information Staff will manage the press box/row during home games. Also, the Sports Information Office cooperates with athletics administration in selected areas of game management and coordination of special events such as AAC championships, NAIA championships, and home tournaments. These areas can include facility staging, protocol, special promotions and crowd control in the sports of football, men’s and women’s basketball, men’s and women’s soccer, volleyball, baseball, softball, and men's and women’s lacrosse. The degree of
involvement is determined by the Director of Athletics based on seasonal priorities, gender equity, preparation time, and availability of staff.

Sports Information Procedures
The Coaching staff provides copy of information guides, game programs, and various agencies’ requests to the Sports Information Office. The Director of Athletics distributes deadlines for submissions annually. The Head Coach makes requests for photography, broadcasting, or University video services to the Sports Information Office. Routine photographic coverage (e.g., team pictures) is scheduled by the Sports Information Office.

Institutional and Non-Institutional Promotions
Approval for student-athlete involvement in all institutional and non-institutional promotions must be granted by the Director of Sports Information prior to commencement of the promotion. More specifically, Point or a recognized entity of Point (e.g., fraternity, sorority, or student government organization), the AAC, or a non-institutional charitable, educational, or nonprofit agency may use a student-athlete’s name, picture, or appearance to support its charitable or educational activities considered incidental to the student-athlete’s participation in intercollegiate athletics.

Athletics Identity System
Current Point athletics marks are available through the Communications Office. All of the athletics marks are registered trademarks and are controlled under a licensing program administered by Learfield. Vendors who use this identity system for commercial/retail/merchandising enterprises must be registered with Learfield. The Point Communications Office works in consultation with Learfield and the Athletics Department, for approval of marks’ usage.

XXIII. MARKETING, PROMOTIONS, CORPORATE SPONSORSHIPS AND TICKETS

The area is charged with increasing the identity and support of Point athletics through marketing, promotions, corporate sponsorships, and ticket sales. More specifically, this area generates external income, stimulates fan enthusiasm, and expands the fan base by promoting various competitions. Furthermore, this area supervises the cheerleading squad, mascot and dance team while also coordinating the efforts of the marching and pep bands through their director.

Promotions
The staff in this area has the exclusive authority to solicit and interact with the general public, students, faculty/staff, and student-based offices to enhance the fan base for Point athletics.
To do so, the staff will solicit and implement promotions and event management. Promotions are designed to increase event attendance by students and the ticket-buying public.

**Tickets**
The Assistant Athletic Director is the primary director of the ticketing operations for the Athletics Department. All requests regarding ticketed events should be directed to the Assistant Athletic Director. Ticketed competitions include home football, men’s and women’s basketball, and volleyball games.

**Visiting Team Tickets**
Visiting football, men’s and women’s basketball, and volleyball teams receive a set allotment of tickets per contest agreement.

**Complimentary Admissions**
Complimentary admissions to individuals other than those described below are given at the discretion of the Athletic Administration and Sports Information Office per NAIA bylaws, if applicable.

### XXIV. EVENT MANAGEMENT

**Security**
Security for all home athletic events is provided by Point-designated security officers.

**Crowd Control**
For non-ticketed events, at least one administrator will be responsible for crowd supervision. For ticketed events, an appropriate number of uniformed Security, Ticket Takers and Ushers will be stationed throughout the venue in addition to the administrator assigned to the event.

**Demonstration Policy**
In the event that a competition in a Point athletics facility is interrupted by a demonstration, the following procedures will be implemented. The public address announcer will read the following announcement: “Fans, the contest has been temporarily delayed. Please remain in your seat until the contest can be continued. As a reminder, spectators are not permitted on the playing field or court at any time during the competition. Anyone interrupting the contest will be escorted from the facility. Thank you for your cooperation.”

If the demonstration involves more than two people, the official and both teams will be escorted to their locker rooms immediately. Otherwise, teams will be sent to their benches.
The Event Management Team is responsible for the safety of the event participants and the spectators. Every attempt will be made to remove the demonstrators in a calm and tactful manner without the use of physical force. However, Point Security will handle the demonstrators in whatever manner they deem necessary. In the event that police cannot remove the demonstrators in a timely manner without force, the public address announcer will read the following announcement: “Fans, the contest has been postponed indefinitely. At this time, please exit the facility through the main entrance. Retain your ticket stub for re-admittance to the facility when the contest can be continued. Thank you for your cooperation.”

XXV. FACILITIES

Usage
All uses of facilities for Point sponsored events and by outside groups must be in accordance with all Point policies and procedures. Approval for all uses must be given in advance by the Director of Athletics.

Scheduling
Scheduling of any activities other than Point Athletics competitions, practices or team meeting must be made through and approved by the Director of Athletics. Athletics teams will be given priority for use in any athletics facility.

XXVI. EQUIPMENT

Equipment issue and care should be the responsibility of the Head Coach for each sport. Procedures for equipment issue and return will vary from sport to sport and shall be dependent on the length and nature of the playing and practice seasons. Each Head Coach shall be required to keep the Director of Athletics informed of substantive changes in equipment procedures.

Staff and Coaches who need to order supplies and equipment need to have their requests approved by Director of Athletics before ordering using their Point credit cards, initiating the purchase order process or starting the bid process. The Director of Athletics needs to know the vendor and approximate amount before the order can be placed.

Uniforms
Uniforms must adhere to all branding as established and approved by the Communication Office.

XXVII. RECRUITING
During the recruiting process, Coaches should reflect the core values of the Athletics Department while conducting themselves with honesty and integrity. All written or verbal promises made during the recruiting process should be kept during the prospect’s academic and athletic careers at Point. All individuals associated with the Point Athletics Department will not engage in any form of negative recruiting (i.e., speaking negatively about another school or program to a prospective student-athlete or his/her parents/guardians).

**Tryouts**

Coaches may conduct walk-on tryouts for their team(s) if they choose to do so. Any student participating in a workout must complete a tryout waiver. The length of the tryout should be approved by the Assistant Athletic Director. Walk-on tryouts are for non-recruited, non-scholarship prospective Student-Athletes. Recruited Student-Athletes, both scholarship and non-scholarship, will have already been through eligibility sessions and practice. Walk-ons will not be issued practice clothing for tryouts.

If a Coach decides to add a walk-on to the squad list, the student must then be cleared to participate by the Registrar and NAIA Eligibility Center. Until notified by the Assistant Athletic Director, the student is not eligible for competition or practice.

**XXVIII. SPORTS MEDICINE**

**Vision**

The Point University Sports Medicine Department seeks to provide all university sponsored athletic teams with comprehensive, high quality athletic training resources. We aim to treat athletes with a holistic view, focusing on all levels including physical, emotional, mental and spiritual aspects of an injury. The Sports Medicine Department is continuously working towards staying up to date in evidence base studies, and practicing within new, updated and modern care. We will work towards providing time efficient rehabilitation for each athlete we work with. The focus of the department is on strengthening the relationships with our community, physicians and collegiate competitors. Point University’s Sports Medicine Department aspires to be the leader in athletic training within the NAIA division.

**Mission**

The Point University’s Sports Medicine Department’s primary mission is to provide quality athletic training services to all the university sponsored athletic teams. These services include prevention, evaluation, treatment, rehabilitation and management of injuries and/or illnesses. We are also committed to providing athletes with the tools that they need to grow spiritually, athletically, academically, and professionally.

The purpose of our department is to:
• Promote excellence in a Christian environment
• Reduce the risk of injury
• Assure that efficient and safe emergency procedures are in place
• Allow easy access to sports medicine services
• Provide immediate first response to athletic related medical emergencies
• Encourage healthy lifestyle behaviors
• Enable our student-athletes to return to participation quickly and safely
• Educate athletes and coaches on proper techniques in strengthening and flexibility

We are committed to providing the highest standard of care for our student-athletes. In addition, we stand behind the values and beliefs of Point University, the National Athletic Trainers’ Association Code of Professional Practice, and the regulations set forth by the State of Georgia.

For information on the following sports medicine topics, please refer to the appropriate section of the current Student-Athlete Handbook.

• Requirements for Athletics Participation
• Medical Care
• Treatment of Illness or Injury
• Referrals and Second Opinions
• Transportation to Medical Facilities
• Dental Care
• Physical Exams
• Medical Insurance
• HIPAA
• Athletic Training Room
• Concussions
• Sickle Cell Screening
• Drug Screening and Counseling
• Banned Drugs
• Student-Athlete Mental Health
• Supplements
Certified Athletic Trainer Coverage of Practices and Events
A certified Athletic Trainer must be present at all home events. In-season sports must take priority. An Athletic Trainer (ATC) will be present during in-season practices and events. As ATCs are added, attempts will be made to offer more coverage of practices and events for out of season teams. In the event that an emergency arises, please call the Head Athletic Trainer, or any of the Assistant Athletic Trainers for assistance.

Emergency Action Plan
Please refer to the emergency action plan link within the Sports Medicine tab of the Point University Athletics Website for information regarding protocol.

Inclement Weather Plan

Severe Weather Definitions
Severe Thunderstorm: A thunderstorm with winds of 58 mph or more and/or hail with a diameter of ¾” or more.
Thunderstorm Watch: Severe thunderstorms are possible.
Thunderstorm Warning: Severe thunderstorms detected; take shelter immediately.
Thunder: Thunder is associated with lightning. Though you may only hear thunder, you are still in danger of lightning. Lightning is seen before thunder is heard due to light traveling faster than sound.
Lightning: A flash of lightning may actually be four different strikes in exactly the same place, one after the other. This is what causes the lightening to appear to flicker.
Tornado: A violently rotating column of air produced by a thunderstorm and in contact with the ground.
Tornado Watch: Tornadoes and severe thunderstorms are possible.
Tornado Warning: Tornado detected; take shelter immediately.

Emergency Notification Methods
Troup County utilizes an alert notification system to make citizens aware of a possible emergency situation. This system consists of Tone Alert Radios, Sirens, and the Emergency Alert System (EAS). Sirens are located throughout Troup County and are tested monthly – the first Saturday and third Wednesday of each month.
Chambers County has a similar system referred to as the Emergency Management Agency (EMA) whose primary mission is to reduce life and property loss and protect the community from natural disasters. Chambers County tests their outside warning sirens located in their network at 12 noon (EST) the first Saturday of each month.
Within both counties, if the National Weather Service issues a severe weather warning, the sirens will sound a steady wail for a minimum of 45 continuous seconds or up to 3 minutes, followed by a voice message instructing listeners to tune to a local radio station for more information. The severe weather siren is activated for severe thunderstorms and
In the case of a community emergency, the sirens will sound an alternating steady wail followed by a voice message instructing listeners to tune to a local radio station for more information.

The Point University sports medicine staff also utilizes Telvent MxVision WeatherSentry Turf Edition with Lightning Manager for monitoring weather conditions. The Telvent system uses on-line weather tracking and alert notifications via text messaging for up to date weather conditions.

Inclement Weather Policy

Point University Sports Medicine Inclement Weather Policy includes a lightning policy and tornado warning, as well as heat and cold protocols and can be found within our emergency action plan located under the sports medicine tab of the university’s athletics webpage.

Heat and Cold Weather Plan

Heat Stress and Athletic Participation
Training in hot humid conditions is a necessary and unavoidable part of athletics. This is especially true for sports that compete in the fall. Heat stress and heat illnesses are very serious concerns when it comes to practicing in these conditions.

Cold Exposure and Athletic Participation
Cold exposure is an unavoidable part of athletics. This is especially true for sports that compete outside during the late fall and winter months. As temperatures drop, performance can become impaired and potentially create life-threatening conditions.

The Point sports medicine staff has developed a cold weather plan to minimize and prevent the risk of injury from cold weather stresses to point student-athletes, coaches, support staff and fans.

Catastrophic Incident Guidelines

Immediate Action Plan
The following action plan will appropriately apply steps to manage a catastrophic incident. While applying these steps, Point Athletics Department will keep in mind the following goals:

1. Get all pertinent facts regarding the incident accurately and expeditiously;
2. Accurately document all events, especially list all participants and witnesses;
3. Secure any or all available materials/equipment involved;
4. Respect the dignity of the individuals involved;
5. Immediate communication within those included in the Campus Emergency Response Team (CERT);

6. Only members of the CERT, or individuals they designate, are to speak about the incident to family members, media, other staff members, student-athletes, or Coaches. No one else has clearance to speak about the incident.

7. Instruct student-athletes that they are not to speak to anyone regarding the incident;

8. Any communication with media is handled through the communications manager (University spokesperson) and/or the director of athletics; and

Chain of Command and Areas of Action
After a catastrophic incident occurs during a Point Athletics Department event, the Director of Athletics and Head Athletic Trainer should be notified so they can commence their responsibilities. If the catastrophic incident occurs outside of a Point athletics-related event, then only the Director of Athletics needs to be notified immediately.

**Director of Athletics Duties**
1. Notifies or is notified by the Head Athletic Trainer of a catastrophic incident;

2. Notifies Communications Office.

3. Notifies COO, who in turn enacts any catastrophic incident procedures for the University;

4. Notifies additional Athletics Department Administrative Staff (all Assistant and Associate Directors of Athletics);

5. Notifies Director of Security;

6. In the event the CI is non-athletic, notifies the Head Coach of the student-athlete’s sport (if applicable);

7. Notifies the Faculty Athletics Representative; and

8. Notifies the University President


**Head Athletic Trainer**
1. Notifies the Director of Athletics, Head Team Physician, Sports Medicine Staff, and Insurance Specialist;

2. Notifies the Head Coach if the incident occurred during non-practice participation, or when the Coach may not be present (e.g., conditioning);
3. Coordinates, along with medical staff, communication with any physicians involved in the catastrophic incident medical care;

4. Communicates with the Vice President of Finance;

5. Along with the Insurance Specialist, provides any insurance information;

6. Notifies the counseling center; and


**Physician**

1. Communicates with the Head Athletic Trainer and Director of Athletics on medical facts and events;

2. Communicates with any medical hospital personnel or medical facilities regarding medical facts of catastrophic event; and

3. Works with the Head Athletic Trainer in providing information for NAIA insurance.

**Coaching and Support Staff**

1. Notify the Director of Athletics and Head Athletic Trainer of Catastrophic Incident;

2. Follow the Immediate Action Plan;

3. Encourage Student-Athletes not to discuss the incident until cleared to do so by the Point Athletics Department; and

4. Support Student-Athletes and facilitate the CI guidelines as outlined.

**Vice President of Finance**

1. Notify Point insurance carrier;

2. Enact any catastrophic incident procedures for Point administration;

3. Work collaboratively with the Point Athletics Department to gather incident facts; and

4. Communicate with Point Legal Counsel.

**Vice President for Enrollment Management**

1. Coordinate communication with the Athletics Department and Director of Student Life; and

2. Help facilitate the efforts of the Athletics Department, parents and counseling center (counseling for team, Student-Athletes).
Counseling Center
1. Available for grief counseling for Student-Athletes; and
2. Provide any follow-up counseling post-incident to Student-Athletes.

Faculty Athletics Representative
1. Serve as faculty liaison to the campus for the Athletics Department.

Insurance Specialist
1. Communicate the health insurance procedure as needed; and
2. Assist in providing information to the NAIA Catastrophic Injury Service Carrier.

Director of Security
1. Notified immediately of any catastrophic incident involving possible criminal activity;
2. Communicate information as appropriate to CERT; and
3. Notifies the Campus Counseling Center if counseling is warranted.

Away Contests – Coaches, Administrators, and Staff
1. Immediately notify the Director of Athletics and Head Athletic Trainer of the CI;
2. Work with the local hospital, Sports Medicine Staff, Athletics Department, or police to assist in the process of gathering information to update the Director of Athletics; and
3. The Head Coach and/or Sport Administrator remains on site after the team departs to coordinate communication and arrangements with Point until relieved by a Point representative.

Summary Chronicle
A detailed written summary will be prepared following any catastrophic incident which identifies and explains the activities of those who participated in and responded to the incident.

Automated External Defibrillation Policy
Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunctions causing a disturbance in the heart electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart’s normal function of circulating blood resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short period of time of the onset of VF.
An Automated External Defibrillator (AED) is used to treat victims who experience SCA. It is only to be applied to victims who are unconscious without a pulse, signs of circulation, and/or normal breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock. It is important to note that the highest risk group that Point University Sports Medicine Staff will deal with is spectators at an event.

**Equipment**

All AEDs contain gloves, scissors, and a face shield in the auxiliary pocket. AEDs have been approved for use on persons of eight years of age or older that exhibit signs and symptoms of SCA including but not limited to:

1. Unresponsiveness,
2. Breathing cessation, or ineffective breathing, and/or
3. No signs of circulation such as a pulse, coughing or movement.

An AED is permanently stored in a wall mounted storage box labeled “AED” located directly outside the athletic training room in the Valley Fieldhouse and West Point Gym. Four additional AEDs (two at each location) will be available for the teams with the highest priority.

Priority for the four additional AEDs will be based on the following conditions:

- Competitions and scrimmages will have priority over practices;
- Home games have priority over away games; and
- Teams will be prioritized as follows:

1. Football
2. Men’s Lacrosse
3. Men’s Basketball
4. Baseball
5. Softball
6. Women’s Basketball
7. Women’s Lacrosse
8. Men’s Soccer
9. Women’s Soccer  
10. Volleyball  
11. Cheerleading  
12. Men’s Swimming  
13. Women’s Swimming  
14. Men’s Tennis  
15. Women’s Tennis  
16. Men’s Cross Country/Distance Track  
17. Women’s Cross Country/Distance Track  
18. Men’s Golf  
19. Women’s Golf

The parameters that are used to determine team priority are:

1. Sudden Cardiac Arrest (SCA) occurs in male athletes more than female athletes; 
2. SCA occurs in African-American athletes more than any other race of athletes; and 
3. Blunt injury to the chest can cause ventricular fibrillation.

The Head Athletic Trainer will make the final decision about AED priority.

Authorized Users

The AED may be used by any Athletics Department staff member that has completed an approved CPR/AED training program and has maintained a current successful course completion card. This may include, but is not limited to, Athletic Trainers, Athletics/Activities Directors, Coaches, Student-Athletes, Field/Game Managers, Security Staff, Point Security, or volunteer responders.

Usage Protocol

An AED should be present at each Athletics Department facility or practice venue (currently this may not be possible due to the use of multiple practice and competition venues simultaneously). The Head Athletic Trainer will determine the designation of AED placement. The Head Athletic Trainer will also be informed of the venue location of the AED. When selecting the site of AED placement, the following must be taken into consideration:
1. Whether the sport is a high-risk or low-risk sport, as determined by the NCAA/NATA;

2. The total number of participants and/or spectators at the venue;

3. All home competitions will supersede practice, unless EMS support is present;

4. When multiple sites are used, all Athletic Trainers or first responders should be informed where the closest AED is and how to contact/access it; and

5. The AED should be easily accessible from the emergency equipment location should an emergency occur.

When it is determined by following the primary survey of standard first aid (responsiveness, breathing, circulation) that a cardiac emergency is taking place the AED should be applied prior to enacting the EMS system by dialing 911. Ideally, one person calls 911 while another applies the AED. However, if there is only one responder initially at the scene, the AED can analyze the patient while the rescuer is dialing 911. In order to apply the AED, position the victim supine (on their back), open the airway (by performing a head tilt and chin lift), begin rescue breathing and apply chest compression in the correct sequence until the AED is in place. Apply the pads to the bare chest of the victim in the fashion described on the pads or AED cover. Turn the AED on by pressing the “on” button. Clear everyone from touching the victim to allow the AED to monitor the heart rhythm. Make sure the victim is not lying in water. After rhythm analysis is completed follow the instructions of the AED to deliver shock, begin CPR, or monitor vitals until EMS support arrives.

Cleaning
The AED units should be cleaned as per manufacturer’s recommendations.

Safety
These are general safety and caution guidelines regarding all AEDs:

1. Do not attempt to operate the AED unit unless thoroughly familiar with proper operating instructions, and the function of all controls, indicators, connections and accessories.

2. Do not disassemble the defibrillator.

3. Do not immerse any part of the AED unit in water or any type of fluid. Contact with fluids may seriously damage the device or cause fire or shock hazard.

4. The AED unit should not be used in the vicinity of explosive gases, including flammable anesthetics or concentrated oxygen.
5. To safeguard against interference, the AED should be operated at least six feet away from all radio frequency devices and other susceptible equipment.

Pregnant Student-Athletes
Point University Athletics Department is committed to the personal health and development of all our Student-Athletes, and to the educational mission of our school. The purpose of this policy is to develop guidelines to protect the health, confidentiality, scholarship and ability of the pregnant Student-Athlete to participate while also assisting medical providers, Coaches and Administrators with uniform guidelines that address this condition. See the policy in the Student-Athlete Handbook.

XXIX. STRENGTH AND CONDITIONING

For information on the department’s strength and conditioning policy, please refer to the Strength and Conditioning section of the current Student-Athlete Handbook.
APPENDIX A

New Athlete Checklist

1. Letter of Intent (LOI).
   i. Make sure all the lines are completed with the athlete’s full, legal name, sport, date/year, scholarship amount, and signature of the athlete, signature of the Coach and the Director of Athletics’ signature. If the player is a minor, a parent or guardian must sign.

2. Admissions Process for Point University
   There are four things every recruit needs to complete before the admission process:
   i. Student Application;
   ii. All previous transcripts from high school and/or college;
   iii. Spiritual or personal reference; and
   iv. Standardized Test Score

3. To be eligible as a freshman for Point University and NAIA, you must qualify with 2 of the 3 below.
   a. You must have a minimum of 2.0 GPA;
   b. You must be in the top 50% of the high school graduating class; or
   c. Receive 18 on the ACT or 860 on the SAT.

4. Transfer students’ eligibility is separate from high school student eligibility.

5. Student Athletes are subject to periodic drug tests. These tests are done at random or if there is suspicion.

6. All athletes must have a physical and have primary insurance before they can practice or compete.