



DEPARTMENT OF ATHLETICS POLICIES & PROCEDURES MANUAL



(Revised 2/7/2014)

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Note: The NCAA Bylaws mentioned in the Policies and Procedures Manual are not intended to provide a detailed account of specific topics. It is the responsibility of the head coach to reference the NCAA Division III Manual for additional details.

SECTION 1: MESSIAH COLLEGE INTERCOLLEGIATE ATHLETICS PROGRAMS

NCAA Division III Philosophy Statement

Colleges and universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which a student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience, and in which coaches play a significant role as educators. They also seek to establish and maintain an environment that values cultural diversity and gender equity among the student-athletes and athletics staff.

To achieve this end, Division III institutions:

- a. Expect that institutional presidents and chancellors have the ultimate responsibility and final authority for the conduct of the intercollegiate athletics program at the institutional, conference and national governance levels;
- b. Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (e.g., students, alumni, institutional personnel) than on the general public and its entertainment needs;
- c. Shall not award financial aid to any student on the basis of athletics leadership, ability, participation or performance;
- d. Primarily focus on intercollegiate athletics as a four-year, undergraduate experience;
- e. Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;
- f. Encourage participation by maximizing the number and variety of sport offerings for their students through broad-based athletics programs;
- g. Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;
- h. Assure that athletics participants are not treated differently from other members of the student body;
- i. Assure that student-athletes are supported in their efforts to meaningfully participate in nonathletic pursuits to enhance their overall educational experience;
- j. Assure that athletic programs support the institution's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution's athletics program (e.g., hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission;
- k. Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admission process;
- l. Exercise institutional and/or conference autonomy in the establishment of initial and continuing eligibility standards for student-athletes;
- m. Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body;
- n. Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body;

- o. Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
- p. Support ethnic and gender diversity for all constituents;
- q. Give primary emphasis to regional in-season competition and conference championships; and
- r. Support student-athletes in their efforts to reach high levels of athletic performance, which may include competent coaching and appropriate competitive opportunities.

The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. The above statement articulates principles that represent a commitment to Division III membership and shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences. (2012-2013 NCAA Division III Manual, p. vii)

Mission Statement

As an integral part of Messiah College, the intercollegiate athletics program emphasizes excellence in athletic and academic performance and seeks to develop athletes who strive to be scholar-servants; who demonstrate Christ-like character in sportsmanship; and who exhibit fair play and ethical conduct in harmony with the ethos of the College. Messiah College's intercollegiate athletics program seeks to treat all student-athletes and all support personnel with respect as equal and valued persons.

Philosophy

The Messiah College intercollegiate athletics program is committed to excellence in Christian higher education and embraces the evangelical heritage of the Christian faith. As part of that heritage, the athletics program integrates scripturally-based principles and promotes individual wholeness. The professional staff of the Athletics Department-administrators, coaches, and trainers- seek to practice the spirit and mind of Christ, both in and out of the athletic arena. Messiah College expects its athletics representatives who serve in professional leadership roles to serve and adhere to institutional, conference, and national association guidelines and regulations. Intercollegiate athletics at Messiah College places a high priority on the student-athlete's educational experience and the successful completion of academic programs. The athletics program promotes an environment in which the activities of student-athletes and student support personnel are integrated into their larger educational experience.

Guiding Principles

1. Athletics personnel shall seek to incorporate scriptural principles into each component of the athletics program so as to be consistent with the College's commitment to the integration of faith and learning.
2. Ultimate control of the College's athletics program rests with the Chief Executive Officer (President). Approval of the addition or deletion of intercollegiate sports programs is by action of the Community of Educators (COE) and the President.
3. Evaluation of one's performance as a coach or student-athlete shall emphasize the accomplishment of educationally valuable goals, more so than the results of contests.

4. The intercollegiate athletics program is part of the academic and educational program of the College. Its benefits should be extended to as many participants as possible, within the limits of available resources, while maintaining a high-quality program. Within these parameters, it is a privilege, not a right, for a student to participate in intercollegiate athletics at the NCAA Division III level.
5. Resources and supporting services shall be made available to all student-athletes in an equitable manner, regardless of gender or level of success.
6. The athletics program shall be administered in a fiscally prudent manner that assures financial stability and provide adequate opportunities for athletics competition as part of the educational experience.
7. Educational enrichment opportunities via athletics participation, such as extended trips and international competition, shall be promoted within the context of fiscal prudence and diverse educational experiences.

Student-Athlete Learning Outcomes

1. As part of the NCAA Division III philosophy and the mission of Messiah College athletics, Messiah College student-athletes will perform academically at or above the level of the general student body, 95th percentile in comparison with the MAC student-athletes, and 90th percentile in comparison with all NCAA Division III institutions. (Cognitive Development)
2. The student-athlete at Messiah College will demonstrate an increase awareness and understanding of Christian faith and practice. Messiah College student-athletes will achieve the 75th percentile of service hours in comparison with the general student body. (Identity Development and Spiritual Formation)
3. Student-athletes at Messiah College will exhibit leadership qualities and civic engagement throughout their four years at Messiah College. (Leadership and Civic Engagement)
4. Increase the level of sportsmanship and character development of each student-athlete at Messiah College during their four years competing in intercollegiate athletics. (Interpersonal and Intrapersonal Competence)

Governance

President:	Dr. Kim Phipps
Direct Report:	Dr. Kris Hansen-Kieffer
Director of Athletics:	Jack Cole
Associate Athletics Director for Operations/SWA:	Amy Weaver
Associate Athletics Director for Facilities:	Brad McCarty
Assistant Athletics Director for Public Relations/Marketing/SID:	Steve King
Faculty Athletics Representative:	Dr. Ed Arke
SAAC President:	Mandy Fife

Intercollegiate Athletic Programs

Messiah College is a member of the National Collegiate Athletic Association (NCAA) Division III and the Middle Atlantic Conference (MAC) comprising 18 Division III institutions. The MAC is divided into the Commonwealth and Freedom Conferences. Messiah College is in the Commonwealth Conference with nine other colleges: Albright, Alvernia, Arcadia, Elizabethtown, Hood, Lebanon Valley, Lycoming, Stevenson and Widener.

Messiah College offers 22 intercollegiate sports, 11 men's and 11 women's. The NCAA Division III and the MAC do not offer athletically related financial aid. The Messiah College sport module consists of the following sports:

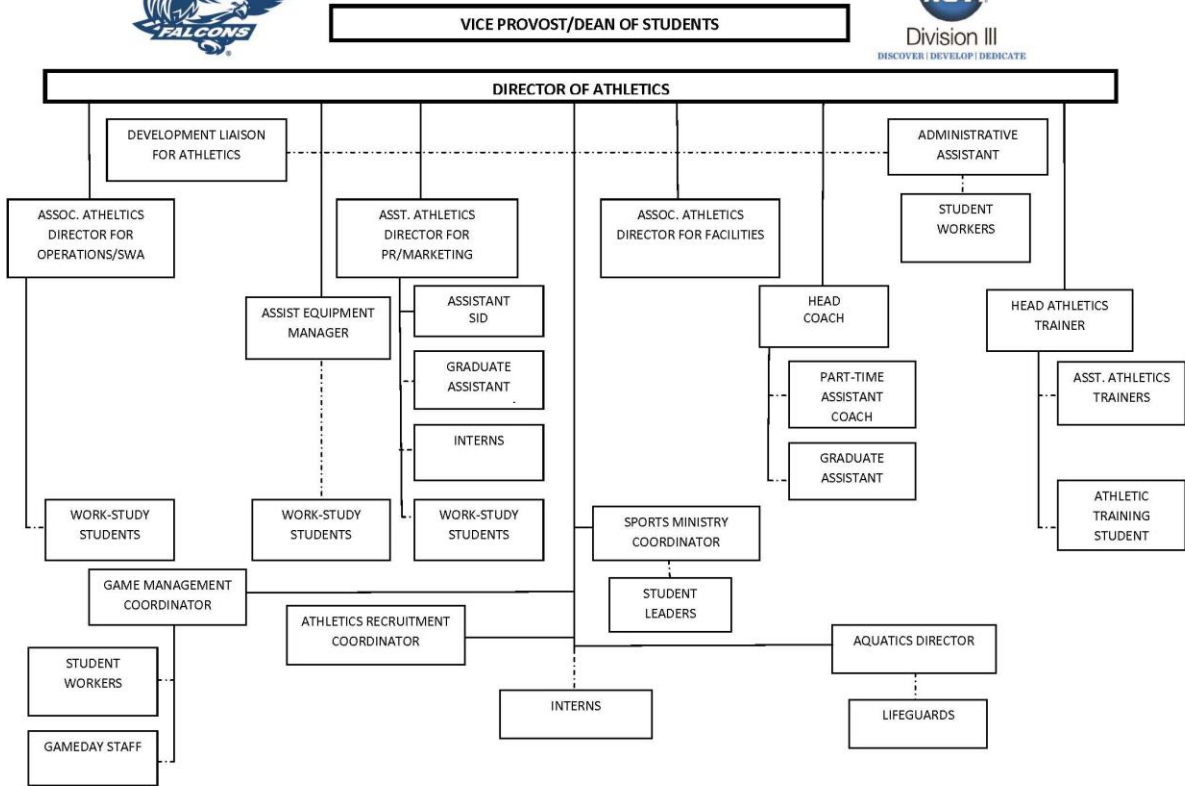
Men's Sports

Baseball
Basketball
Cross Country
Golf
Lacrosse
Soccer
Swimming
Tennis
Track & Field (Indoor)
Track & Field (Outdoor)
Wrestling

Women's Sports

Basketball
Cross Country
Field Hockey
Lacrosse
Soccer
Softball
Swimming
Tennis
Track & Field (Indoor)
Track & Field (Outdoor)
Volleyball

**MESSIAH COLLEGE ATHLETICS
ORGANIZATIONAL CHART**



Athletics Staff Expectations and Responsibilities

At Messiah College, all staff and student-athletes should reflect the highest standards of honesty and integrity and abide by all Messiah College, MAC, and NCAA rules for the conduct of intercollegiate athletics. Staff members associated with intercollegiate athletics shall strive to fulfill our educational mission and share a right and responsibility to preserve order and encourage ethical responsible behavior in the operation of the athletics program.

1. General institutional control is the ultimate responsibility of the President, however, the day-to-day operation and compliance with Messiah College, MAC, and NCAA rules is the responsibility of the Director of Athletics.
2. Head coaches, support staff personnel, and the Associate/Assistant Athletic Directors are responsible for compliance with all Messiah College, MAC, and NCAA rules and regulations.
3. Coaches and support staff are expected to be knowledgeable and compliant with all Messiah College, MAC, and NCAA rules and establish an atmosphere and system for compliance within their area of responsibility.
4. All coaches and staff members have access to electronic copies of the MAC and NCAA manuals, and are expected to attend all staff meetings and in-service sessions.
5. Annually, the Director of Athletics, or designee, will conduct information sessions regarding Messiah College, MAC, and NCAA rules.
6. Coaches and support staff are expected to communicate all appropriate rules on an ongoing basis to student-athletes and support groups to ensure compliance.
7. All individuals involved with intercollegiate athletics have a duty to report any violation of Messiah College, MAC, or NCAA rules immediately to the Director of Athletics.
8. Any personnel member who willfully violates Messiah College, MAC, and/or NCAA rules or who is grossly negligent in applying the rules will be disciplined.

Position Title: **DIRECTOR OF ATHLETICS**

Reports To: Vice Provost/Dean of Students

Supervises: Head Coaches (13 FT, 2 PT), Associate Athletics Director for Operations, Assistant Athletics Director for Facilities, Assistant Athletics Director for Public Relations, Marketing and Sports Information, Head Athletic Trainer, Assistant Athletic Trainers, Assistant Coaches and Administrative Assistant

Position Summary: Provide leadership and vision for the Department of Athletics and represent intercollegiate athletics to the Messiah College community as well as the broader community.

Education Required: Master's Degree required (Preferred field of study: Athletics Administration)

Experience Required: 3 years coaching, 5 years athletic administration

Skills, Characteristics Required for Position:

- Ability to administer NCAA Division III intercollegiate athletics;
- Ability to mentor and train new coaches in recruiting student-athletes, preparing budgets and scheduling;
- Demonstrated managerial, organizational, budget and interpersonal skills;
- Demonstrated knowledge and understanding of the stages of student development and the importance of holistic education; and
- Demonstrated commitment to continued learning/professional development (i.e., presentations, publications, serving on regional and/or national committees).

Special Working Conditions: Expected to work weekends and evenings as needed

Primary Duties	
1.	Supervise the work of athletics coaches and staff.
2.	Administer and interpret NCAA Division III and conference rules and regulations to coaches and athletes and ensure the college's compliance.
3.	Periodically review, formulate and recommend policies for the effective conduct of the College's intercollegiate athletics.
4.	Engage in assessment process and periodically update the long range plan for Athletics (including personnel, programs and facilities).
5.	Prepare and manage the annual budget for athletics.
6.	Work collaboratively with other curricular and cocurricular educators and programs to assist in creating a holistic learning environment.
7.	Supervise, approve and participate in public relations and fund raising activities, in cooperation with the Advancement Office, on behalf of athletics.
8.	Supervise and monitor the honors and awards for student-athletes.
9.	Participate in and represent Messiah College at local, regional and national athletics meetings and conferences
10.	Maintain consistent and reliable attendance.

Secondary Duties	
1.	Manage the hiring process for new members of the Athletics Department.
2.	Mentor coaches and athletics administrators and provide opportunities for professional development.
3.	Monitor summer sport camps.
4.	Serve as an active member of the Community of Educators (COE).

Position Title: **ASSOCIATE ATHLETICS DIRECTOR FOR OPERATIONS/SWA**

Reports To: Director of Athletics

Supervises: Student work study (1)

Position Summary: The Associate Athletics Director for Operations/Senior Woman Administrator (SWA) oversees critical operational aspects within the Department of Athletics. The SWA provides leadership for female coaches and female student-athletes, and serves as a role model in meeting our complimentary goals in "Pursuing Athletic Excellence...Developing Christian Character."

Education Required: Master's Degree required (Preferred field of study: Athletics Administration)

Experience Required: 1 year collegiate athletics administration preferred, coaching/playing (Prefer one year of head coach experience)

Skills, Characteristics Required for Position:

- Ability to administer aspects of a NCAA Division III program (i.e., scheduling, travel, budget, oversight of some programs, NCAA compliance and post-season);
- Ability to effectively supervise and appropriately mentor student workers and student-athletes;
- Ability to articulate and advocate for issues regarding women's sports programs and to female student-athletes;
- Demonstrated knowledge and understanding of the stages of student development and the importance of holistic education; and
- Demonstrated commitment to continued learning/professional development (i.e., presentations, publications, serving on regional and/or national committees).

Special Working Conditions: Expected to work weekends and evenings as needed

Primary Duties	
1.	Oversee scheduling, including contracts for home and away contests, for all athletics programs.
2.	Oversee scheduling of transportation for all athletic programs.
3.	Review all questions regarding NCAA compliance.
4.	Serve as tournament director for post-season championship tournaments (fall).
5.	Serve as a liaison between Club Sports and the Athletics Department.
6.	Serve as advocate for the women's athletic programs among the publics Messiah College serves.
7.	Be available to women's sport coaches and female student-athletes to hear concerns and represent the overall athletics program to them.
8.	Serve as a game administrator for a portion of home events.
9.	Attend and participate in conference and NCAA meetings on a regular basis.
10.	Be involved in major departmental decisions, including searches for new personnel and capital equipment needs and priorities.
11.	Maintain consistent and reliable attendance.

Secondary Duties	
1.	Support all programs and women's sports in particular, by occasionally attending contests.
2.	Lead departmental meetings and oversee departmental activities in the absence of the Director of Athletics.
3.	Other duties as assigned.

Position Title: **ASSOCIATE ATHLETICS DIRECTOR FOR FACILITIES**

Reports To: Director of Athletics

Supervises: Office student work study, monitors and event workers

Position Summary: The Assistant Athletics Director for Facilities assists in the overseeing of athletics-related facilities and equipment within the Department of Athletics. The Assistant Athletics Director serves as a role model in meeting our goals of “Pursuing Athletic Excellence...Developing Christian Character.”

Education Required: Bachelor’s Degree required, Master’s Degree preferred (Preferred field of study: Athletics Administration)

Experience Required: 2 years coaching or administration

Skills, Characteristics Required for Position:

- Ability to administer NCAA Division III program components, including scheduling of facilities, oversight of equipment needs, and scheduling student workers;
- Ability to work with student workers, mentor them, and teach life lessons;
- Demonstrate knowledge and understanding of the stages of student development and the importance of holistic education;
- Ability to work and cooperate with individuals in other campus departments (i.e., Building and Grounds, Conference Services); and
- Demonstrate a commitment to continued learning/professional development (i.e., presentations, publications, serving on regional and/or national committees).

Special Working Conditions: Expected to work weekends and evenings as needed.

Primary Duties	
1.	Supervise the proper preparation and use of all facilities for team practices, home events, recreational sports and summer camps.
2.	Assist the Director of Athletics in developing operational budgets.
3.	Assist the Director of Athletics in recommending appropriate upgrading of facilities and capital equipment needs.
4.	Assist the athletics administration with the proper hosting and supervising of all home athletics events.
5.	Serve as tournament director for post-season championship tournaments (winter, spring).
6.	Serve as a game administrator for a portion of home events.
7.	Supervise the use and care of athletics equipment, including issuing and retrieving equipment and uniforms, maintaining inventory, and storing equipment and uniforms.
8.	Serve as liaison with Conference Services, Campus Events, Grounds and Facility Services.
9.	Serve on appropriate departmental and campus-wide committees.
10.	Maintain consistent and reliable attendance.

Secondary Duties	
1.	Other duties as assigned.

Position Title: **ASSISTANT ATHLETICS DIRECTOR FOR PUBLIC RELATIONS/MARKETING/SPORTS INFORMATION**

Reports To: Director of Athletics

Supervises: Student work study, interns and graduate assistants

Position Summary: The Assistant Athletics Director for Public Relations/Marketing/Sports Information is responsible for providing information to conference and national offices, opponents, publics, and news outlets about the athletics program. The Assistant Athletics Director serves as a role model in meeting our complimentary goals of “Pursuing Athletic Excellence...Developing Christian Character.”

Education Required: Master’s Degree (Preferred fields of study: Athletic Administration, Journalism, and/or Communication)

Experience Required: Minimum of one year experience in writing, statistics and sports marketing

Skills, Characteristics Required for Position:

- Ability to administer components of sports information work (i.e., statistics, news media, web site, publications) with good knowledge of computer systems;
- Ability to train student workers to aid in meeting sports information needs and to mentor student workers and interns, teaching them life lessons;
- Ability to speak and write appropriately and develop marketing strategies to reach regional and national media and supporters;
- Demonstrate knowledge and understanding of the stages of student development and the importance of holistic education; and
- Demonstrate a commitment to continued learning/professional development (i.e., presentations, publications, serving on regional and/or national committees).

Special Working Conditions: Expected to work evenings and weekends as needed.

Primary Duties	
1.	Respond to requests from the conference, NCAA, opponents, and local and national news media.
2.	Coordinate production of publications, including seasonal schedules, game programs, NCAA programs and other publications.
3.	Develop and coordinate marketing and promotional opportunities.
4.	Place newsworthy events with campus (The Bridge), hometown, local, and national media and submit candidates for sport-specific and academic awards. Prepare special interest stories.
5.	Manage the department web site and the Athletics public/media relations and marketing budget.
6.	Work with Athletics-related fund raising and the Falcon Athletic Network.
7.	Oversee the work of student assistants and interns.
8.	Supervise statistics at contests and keep season statistics updated. Post game wrap-ups on web.
9.	Oversee the reporting of scores and other results to appropriate media after contests.
10.	Serve on appropriate departmental and campus-wide committees.
11.	Serve as a game administrator for a portion of home events.
11.	Maintain consistent and reliable attendance.

Secondary Duties	
1.	Arrange for documentary photography of all sports programs and special events.
2.	Maintain sports information files.
3.	Other duties as assigned.

Position Title: **FACULTY ATHLETICS REPRESENTATIVE (FAR)**

Reports To: President

Supervises: None

Position Summary: This position ensures academic integrity within the athletics program, student-athlete well-being, and institutional control of the athletics program at Messiah College.

Education Required: Master's Degree

Experience Required: 2-3 years of experience as a college faculty member

Skills, Characteristics Required for Position:

- Administrative – strong organizational skills;
- Athletics experience – have an understanding of issues facing college student-athletes; and
- Quality interpersonal skills

Primary Duties	
1.	Be visible and available for student-athletes as a resource for academic matters and promoting the well-being of the student-athlete.
2.	Provide regular reports to faculty members (develop a newsletter template covering student-athlete success stories; one newsletter in the fall and one in the spring).
3.	Participate in orientation of new student-athletes serving as an official institutional representative to the National Collegiate Athletic Association (NCAA).
4.	Meet periodically with the Director of Athletics and the College President to discuss NCAA legislation proposals.
5.	Work with the Messiah College Student-Athlete Advisory Committee (SAAC) in an advisory capacity.
6.	Periodically attend Athletics Department meetings on campus and facilitate communication between coaches and faculty members.
7.	Monitor student-athletes grade point averages at the end of each semester.
8.	Review athletic schedules prior to contracts being finalized to ensure the class absence policy is enforced.
9.	Attend/Participate in Faculty Athletics Representatives Association (FARA)/NCAA regional and national conventions. Funding to attend regional and national FARA/NCAA conventions will be a budgetary line item within the Provost Office.

Secondary Duties	
1.	Help to identify and encourage academic award nominations in conjunction with individual coaches and the Sports Information Director.
2.	Participate in Athletics Department search committees.

Position Title: **HEAD COACH**

Reports To: Director of Athletics

Supervises: 1-2 Assistant Coaches, 1 Graduate Assistant

Position Summary: The Head Coach serves as the program leader for their assigned sport(s). As Head Coach, this individual is responsible for operating a program for student-athletes, with differing abilities and skills, and serving as a role model in meeting our complimentary goals in Athletics of “Pursuing Athletic Excellence...Developing Christian Character.”

Education Required: BS/BA in related field required, Master’s Degree preferred

Experience Required: Minimum of 3 years assistant coach experience, or 2 years head coach experience (prefer head coach experience) at the college or high school level, playing experience required

Skills, Characteristics Required for Position:

- Ability to administer NCAA Division III intercollegiate program(s), including recruiting, scheduling, budgeting, travel, and practice plans;
- Ability to coach, teach, and train student-athletes in skills and strategies specific to their sport to make them as competitive as possible;
- Ability to establish appropriate and effective mentoring relationships with student-athletes;
- Demonstrated knowledge and understanding of the stages of student development and the importance of holistic education;
- Ability to be a team player within the Athletics Department and the College;
- Good judgment and problem solving skills;
- Ability to communicate effectively both orally and in writing; and
- Demonstrated commitment to continued learning/professional development (i.e., presentations, publications, serving on regional and/or national committees)

Special Working Conditions: Required to work weekends and evenings as needed.

Primary Duties	
1.	Analyze performance and instruct athletes in skills, techniques and strategies in preparation for competition and during contests.
2.	Coordinate general administrative duties (including budgeting, game scheduling, travel plans, meeting requests for information, hiring of officials, and business procedures).
3.	Communicate with the Athletic Trainer, Sports Information Director, facilities assignor, and department administrators as needed.
4.	Plan, organize, implement, and evaluate recruiting and scouting activities.
5.	Supervise assistant coach(es) who are part of the program.
6.	Plan and operate a successful summer camp (full-time only). Note: Planning occurs during the contractual year, while the camp occurs in the summer.
7.	Serve on appropriate departmental and campus committees, including the Community of Educators (COE), and be a presence in College activities and governance.
8.	Perform other administrative duties as assigned. Note: Head Coaching duties (50%-75%); additional College responsibilities (25%-50%).
9.	Maintain consistent and reliable attendance.

Secondary Duties	
1.	Other duties as assigned.

Position Title: **ASSISTANT COACH**

Reports To: Head Coach

Supervises: None

Position Summary: The Assistant Coach supports the Head Coach for their assigned sport(s). In that support role, the Assistant Coach is responsible for helping to operate a program for student-athletes, with differing abilities and skills, and serves as a role model in meeting our complimentary goals in Athletics of "Pursuing Athletic Excellence...Developing Christian Character."

Education Required: BS/BA in appropriate field

Experience Required: 1 year coaching experience, preferably in collegiate athletics, and college playing experience

Skills, Characteristics Required for Position:

- Ability to coach, teach and train student-athletes in skills and strategies specific to their sport;
- Demonstrated knowledge and understanding of the stages of student development and the importance of holistic education;
- Ability to establish appropriate and effective mentoring relationships with student-athletes;
- Ability to be a supportive team player within the Athletics Department and Messiah College;
- Ability to communicate effectively;
- A working knowledge of computer programs and systems; and
- Demonstrated commitment to continued learning/professional development (i.e., attend conferences, clinics, workshops)

Special Working Conditions: Expected to work weekends and evenings as needed

Primary Duties	
1.	Analyze performance and instruct athletes in skills, techniques and strategies in preparation for competition and during contests.
2.	Assist the head coach, as directed, in the coordination of general administrative duties (including budgeting, game scheduling, travel plans, meeting requests for information, hiring of officials, and business procedures).
3.	Communicate with the athletic trainer, sports information director, facilities assignor, and department administrators as directed by the head coach.
4.	As directed by the head coach, plan, organize, implement, and evaluate recruiting and scouting activities.
5.	Assist, as directed by the head coach, the Assistant Athletics Director for Operations in matters for which he/she is responsible including ordering and inventorying of equipment, and maintenance and use of facilities for contests and practices.
6.	Adhere to and follow all rules and guidelines of Messiah College, Middle Atlantic Conference and the NCAA.
7.	Maintain consistent and reliable attendance.

Secondary Duties	
1.	Other duties as assigned.

Position Title: **HEAD ATHLETICS TRAINER**

Reports To: Director of Athletics

Supervises: 4 Full-Time Athletic Trainers, 1-2 Part-Time Athletic Trainers, Student work study

Position Summary: The Head Athletic Trainer serves sports programs and student-athletes by providing preventive and rehabilitative care of injuries. He/She serves as a role model in meeting our complimentary goals of "Pursuing Athletic Excellence...Developing Christian Character."

Education Required: Master's Degree in athletic training; Pennsylvania licensing requirements must be met and maintained throughout employment

Experience Required: 2 years experience in athletic training required; college level experience strongly preferred

Skills, Characteristics Required for Position:

- Demonstrated ability to help student-athletes, with new/recurring injuries from athletic participation, recover physically and emotionally;
- Excellent interpersonal and communication skills; ability to work cooperatively with medical staff and students;
- Ability to clearly, accurately, and fully complete medical forms related to injuries and insurance coverage and to maintain required medical records;
- Excellent organizational and program design skills;
- Ability to motivate and lead a staff of athletic trainers;
- Demonstrated knowledge and understanding of the stages of student development and the importance of holistic education; and
- Demonstrated commitment to continued learning and professional development.

Special Working Conditions: Regular evening and weekend hours are required

Primary Duties	
1.	Provide athletic training services for intercollegiate athletes under the direction of licensed physicians, podiatrists or dentists. Recognize, evaluate and diagnose athletic injuries/illnesses in order to refer to medical professionals/services, and to provide immediate or follow-up care.
2.	Lead, motivate and monitor staff. Organize programs and assign to athletic training staff according to interests and strengths. Responsible for year-end staff evaluations.
3.	Provide injury/illness prevention and risk management services for athletes. Provide treatment, rehabilitation and reconditioning programs in consultation with coaches and athletes.
4.	Oversee administration for Athletic Training unit. This includes determining and monitoring budget, supplies/equipment inventory, facility maintenance, and medical record keeping.
5.	Provide consultation to the athlete and coach regarding injury status, clearance and the ability to participate while maintaining proper confidentiality of the athletes' medical history.
7.	Maintain consistent and reliable attendance.

Secondary Duties	
1.	Serve on appropriate departmental and campus-wide committees.
2.	Interpret pre-participation and other relevant screening information received from student-athletes, in accordance with accepted guidelines to minimize risk.
3.	Other duties as assigned.

Position Title: **ASSISTANT ATHLETICS TRAINER**

Reports To: Director of Athletics and Head Athletic Trainer

Supervises: None

Position Summary: This position provides comprehensive athletic training care for the athletic training services program, athletics, and student-athletes. He/She serves as a role model in meeting our complimentary goals of "Pursuing Athletic Excellence...Developing Christian Character."

Education Required: Bachelor's Degree and Pennsylvania licensing requirements must be met and maintained throughout employment; Master's Degree preferred

Experience Required: Experience in athletic training preferred

Skills, Characteristics Required for Position:

- Demonstrate effective interpersonal and human relations skills;
- Ability to provide comprehensive athletic training skills/services;
- Demonstrate commitment to the job and strong work ethic;
- Ability to work cooperatively with the medical staff and students;
- Demonstrate commitment to professional development, ethics, and continued learning;
- Possesses understanding and interest in the Christian environment and education related to the liberal arts and applied sciences; and
- Remain up to date with the athletic training profession and related fields.

Special Working Conditions: Regular evening and weekend hours are required

Primary Duties	
1.	Provide athletic training services for intercollegiate athletes under the direction of licensed physicians, podiatrists or dentists. Recognize, evaluate and diagnose athletic injuries/illnesses in order to refer to medical professionals/services, and to provide immediate or follow-up care.
2.	Provide injury/illness prevention and risk management services for athletes. Provides treatment, rehabilitation and reconditioning programs in consultation with coaches and athletes.
3.	Provide athletic training administrative responsibilities (student work study supervision, supplies/equipment inventory, facility maintenance, and medical record keeping). Maintain national and state athletic training certification(s) and related professional development requirements.
4.	Provide consultation to the athlete and coach regarding injury status, clearance and the ability to perform while maintaining proper confidentiality of athletes' medical history.
5.	Maintain consistent and reliable attendance.

Secondary Duties	
1.	Other duties as assigned.

Position Title: **AQUATICS DIRECTOR**

Reports To: Director of Athletics

Supervises: Lifeguards (8-12)

Position Summary: The Aquatics Director serves as the program leader for all aquatics and pool-related activities. As Aquatics Director, this individual will also oversee the College aquatics programs for students and the community (including Swim Schools).

Education Required: Bachelor’s Degree in related field required, Master’s Degree preferred; American Red Cross or YMCA certification in Lifeguarding required; American Red Cross certifications in CPR, AED, First Aid, and WSI required; Certified Pool Operator (CPO), ARC Lifeguard Instructor and CPR/AED/First Aid Instructor certification preferred (must be obtained within 1 year of hire)

Experience Required: 1-2 years of pool management preferred

Skills, Characteristics Required for Position:

- Ability to administer aquatics program, including hiring, scheduling, budgeting and planning appropriate programs;
- Demonstrated knowledge and understanding of the stages of student development and the importance of holistic education;
- Ability to be a team player within the Athletics Department and Messiah College;
- Good judgment and problem solving skills;
- Ability to communicate effectively both orally and in writing; and
- Demonstrated commitment to continued learning/professional development such as presentations, publications, and serving on regional and/or national committees.

Special Working Conditions: Expected to work evenings and weekends as needed

Primary Duties	
1.	Oversee all aquatics and pool-related activities.
2.	Oversee and promote swimming instruction (Swim School) for community children.
3.	Schedule use of the pool by groups and individuals during the academic year, and work cooperatively with campus offices for use by summer conferences.
4.	Determine policies and procedures for use of the pool by students, employees, alumni and community members.
5.	Hire and schedule qualified lifeguards and ensure that they are fully aware of, and follow, established procedures as outlined in the Aquatics Staff Manual.
6.	Develop and monitor the annual budget for the aquatics program. Oversee maintenance and capital needs by alerting appropriate individuals of needed repairs and improvements.
7.	Annually update the Aquatics Staff Manual.
8.	Serve on appropriate departmental and campus committees, including the Community of Educators, and be a presence in college activities and governance.
9.	Maintain consistent and reliable attendance.

Secondary Duties	
1.	Other duties as assigned.

Position Title: **ASSISTANT EQUIPMENT MANAGER**

Reports To: Director of Athletics

Supervises: Student work study

Position Summary: The assistant equipment manager aids the Director of Athletics and Assistant Athletics Director for Operations in oversight of specific athletics-related facilities and equipment within the Department of Athletics. He/She serves as a role model in meeting our complimentary goals of “Pursuing Athletic Excellence...Developing Christian Character.”

Education Required: Bachelor’s Degree in Sports Administration or related field; Master’s Degree preferred

Experience Required: 1 year coaching or administration

Skills, Characteristics Required for Position:

- Ability to administer aspects of a NCAA Division III program, aiding the facilities/equipment supervisor;
- Ability to mentor student workers;
- Ability to work cooperatively with other campus departments (such as Buildings and Grounds, Conference Services);
- Demonstrated knowledge and understanding of the stages of student development and the importance of holistic education; and
- Demonstrated commitment to continued learning/professional development (i.e., presentations, publications, serving on regional and/or national committees).

Special Working Conditions: Work evenings and weekend as needed

Primary Duties	
1.	Assist in the supervision of proper preparation and use of all facilities for team practices and home events.
2.	Coordinate Weight Room activities.
3.	Secure athletics work study personnel for the Weight Room.
4.	Coordinate laundry services for teams.
5.	Oversee locker rooms and assignment of lockers for student-athletes.
6.	Assist in the oversight of ticket sales for conference and NCAA events at home.
7.	Serve as a game administrator for a portion of home events.
8.	Serve on appropriate departmental and campus-wide committees.
9.	Maintain consistent and reliable attendance.

Secondary Duties	
1.	Other duties as assigned.

Position Title: **ATHLETICS RECRUITMENT COORDINATOR**

Reports To: Director of Athletics

Supervises: None

Position Summary: The Athletics Recruitment Coordinator serves as the liaison between head coaches and admissions counselors during the admissions/recruitment process and represents the Athletics Department at on-campus Admissions events.

Education Required: Bachelor's Degree required, Master's Degree preferred (Field of Study: Sports Administration or related field)

Experience Required: College coaching experience, preferably in higher education; administrative experience preferred

Skills, Characteristics Required for Position:

- Ability to administer NCAA Division III program components, including Bylaw 13 Recruiting regulations set forth within the NCAA Division III Manual;
- Understanding of the Messiah College application and admissions processes for prospective student-athletes;
- Excellent planning and organizational skills;
- Strong written and verbal communication skills;
- Demonstrated knowledge and understanding of the stages of student development and the importance of holistic education;
- Ability to be a supportive team player within the Athletics Department and Admissions Office at Messiah College;
- Demonstrated commitment to continued learning/professional development (i.e., presentations, publications, serving on regional and/or national committees); and
- A working knowledge of computer programs and systems.

Special Working Conditions: Expected to work weekends and evenings as needed

Primary Duties	
1.	Serve as liaison between head coaches and admission counselors to track student-athletes in the admissions/recruitment process.
2.	Code Top Athletics Prospects (TAP) and correspond with head coaches and admissions personnel.
3.	Communicate the financial aid process to prospective student-athletes/coaches.
4.	Represent the Athletics Department at Admissions Open Houses and other pertinent recruiting events.
5.	Attend selected meetings in Admissions.
6.	Arrange coaches meetings with prospective student-athletes.
7.	Maintain consistent and reliable attendance.

Secondary Duties	
1.	Other duties as assigned.

Position Title: GAME MANAGEMENT COORDINATOR

Reports To: Director of Athletics

Supervises: 6-8 student managers, 25-30 game day staff workers

Position Summary: The Game Management Coordinator is responsible to coordinate all home athletic contests including the assigning of game day administrators, student managers and additional staff. Additional responsibilities include Mid Atlantic Conference (MAC) and NCAA post-season ticket sales, merchandise and providing an accurate account of sales and expenditures. Serves as a host to opposing teams and representatives of the NCAA.

Education Required: Bachelor’s Degree required, Master’s Degree preferred (Field of Study: Sports Administration or related field)

Experience Required: 1 year athletics administration experience, preferably at the collegiate level

Skills, Characteristics Required for Position:

- Ability to effectively supervise and appropriately mentor student workers;
- Excellent planning and organizational skills;
- Strong written and communication skills;
- Ability to be a supportive team player within the Athletics Department and Messiah College;
- Demonstrated knowledge and understanding of the stages of student development and the importance of holistic education;
- Demonstrated commitment to continued learning/professional development (i.e., presentations, publications, serving on regional and/or national committees); and
- A working knowledge of computer programs and systems.

Special Working Conditions: Expected to work weekends and evenings as needed

Primary Duties	
1.	Organize game administrators’ schedule; serve as a game administrator for a portion of home events.
2.	Hire, train and supervise student workers.
3.	Organize announcers and clock personnel for all events.
4.	Organize ticket sales and merchandise for all MAC and NCAA post-season events.
5.	Responsible for post-season financial accounting and payment for all event workers.
6.	Communicate with head coaches to determine game day needs.
7.	Schedule locker room usage for all visiting teams.
8.	Serve as a liaison with the Assistant Athletics Director for Operations (i.e., scoreboard, goals).
9.	Maintain consistent and reliable attendance.
Secondary Duties	
1.	Other duties as assigned.

Position Title: **SPORTS MINISTRY COORDINATOR**

Reports To: Director of Athletics

Supervises: 8-10 student leaders

Position Summary: The Sports Ministry Coordinator serves as the program leader for A Revolution of Missional Athletes (A.R.O.M.A.), team mission trips, and service learning opportunities within the Athletics Department. Responsible for budget preparations, fundraising, training, planning, and establishing partnerships with sports ministry organization internationally. Additional administrative responsibilities includes being a liaison among the Athletics Department, Agape Center and EpiCenter.

Education Required: Bachelor’s Degree required, Master’s Degree preferred (Field of Study: Sports Management or related field)

Experience Required: Experience in Sports Ministry preferred

Skills, Characteristics Required for Position:

- Experience and understanding of cross cultural travel and ministry following the guidelines established by Messiah College;
- Excellent planning and organizational skills;
- Strong written and verbal communication skills;
- Demonstrated knowledge and understanding of the stages of student development and the importance of holistic education;
- Ability to effectively supervise and appropriately mentor student leaders and student-athletes;
- Ability to be a supportive team player within the Athletics Department and Messiah College;
- Demonstrated commitment to continued learning/professional development (i.e., presentations, publications, serving on regional and/or national committees); and
- A working knowledge of computer programs and systems.

Special Working Conditions: Expected to work weekends and evenings as needed

Primary Duties	
1.	Serve as liaison with Agape Center and Athletics Department teams for service and ministry outreach to the local and international communities.
2.	Provide leadership for student leaders, coaches, student-athletes and alumni in sport ministry related activities.
3.	Serve as a liaison between the Athletics Department and the EpiCenter for international travel.
4.	Manage the application and selection process of prospective participants.
5.	Provide assistance to head coaches in the development and implementation of local and international service trips.
6.	Serve as a liaison with the Advancement Office and potential donors in overseeing fund raising efforts for all sports ministry related travel.
7.	Oversee risk management and preparation of documents for international travel.
8.	Develop and maintain the AROMA operational budget.
9.	Maintain consistent and reliable attendance.

Secondary Duties	
1.	Other duties as assigned.

Position Title: **DEVELOPMENT LIAISON FOR ATHLETICS**

Reports To: Director of Athletics (50%)

Supervises: None

Position Summary: The position is responsible to identify and build relationships with new individual gift prospects (e.g., high capacity parents, grandparents, and alumni) and assist with various Falcon Athletic Network and athletics fund-raising projects (e.g., new scoreboards, equipment, \$5,000 annual projects identified by head coaches, etc.).

Education Required: Bachelor's Degree required

Experience Required: 2-3 years sales or fundraising required

Skills, Characteristics Required for Position:

- Demonstrate ability to secure visits with prospects
- Demonstrate ability to secure major gifts
- Excellent verbal and written communication skills, listening skills
- Ability to work with a wide range of personalities and relationships, sound judgment
- Self-motivated; ability to handle multiple tasks with organization and flexibility
- Excellent planning and organizational skills
- Ability to maintain strict confidentiality

Special Working Conditions: Must be willing to travel; expected to work weekends and evenings as needed

Primary Duties	
1.	Serve as a liaison for college athletics and development to: (A) assist with various F.A.N. or athletic fund-raising projects, (B) identify and build relationships with new individual gift prospects interested in athletics.
2.	Develop close working relationships with all head coaches.
3.	Expected to attend many home athletic contests and year-end banquets for purposes of relationship building.
4.	Review and prioritize head coaches' funding requests in collaboration with the Director of Athletics.

Secondary Duties	
1.	Other duties as assigned.

Position Title: **ADMINISTRATIVE ASSISTANT**

Reports To: Director of Athletics

Supervises: Student work study

Position Summary: This position provides administrative and project support to the Department of Athletics. Responsibilities include data entry, project event coordination, maintaining websites and a high volume of general support responsibilities. Serves as a role model in meeting our complementary goals of "Pursuing Athletic Excellence...Developing Christian Character."

Education Required: High school diploma or equivalent

Experience Required: Minimum of 1-2 years of administrative support/secretarial experiences

Skills, Characteristics Required for Position:

- Ability to communicate successfully across departments and with various constituents, including external contacts;
- Strong organizational skills, including time management skills and the ability to prioritize multiple responsibilities;
- Strong computer proficiency including the ability to work independently in Banner, Excel and various databases as well as understand basic web design;
- Ability to work independently;
- Ability to effectively supervise additional support staff and/or work study students may be required; and
- Demonstrated knowledge of athletics and NCAA Division III intercollegiate athletics.

Primary Duties	
1.	Serve as administrative assistant, office manager, and receptionist for Director of Athletics, coaches and other athletics staff members.
2.	Greet students, prospective student-athletes, parents, alumni, and visitors.
3.	Maintain confidential files.
4.	Type correspondence and other written material.
5.	Supervise and coordinate assignments of part-time student workers during the academic year.
6.	Prepare, send out, and file game contracts.
7.	Prepare payments to officials and pay other invoices.
8.	Assist staff members with computer-related questions or problems.
9.	Serve on appropriate departmental and campus-wide committees.
10.	Assist with pre-summer sports camps preparation (winter and spring only).
11.	Maintain consistent and reliable attendance.

Secondary Duties	
1.	Other duties as assigned.

Position Title: **GRADUATE ASSISTANT (COACH)**

Reports To: Head Coach

Supervises: None

Position Summary: Assists the head coach in operating an intercollegiate athletics program for student-athletes, with differing abilities and skills that pursues our complementary goals in Athletics of “Pursuing Athletic Excellence...Developing Christian Character.” This is a two year, 20 hours/week appointment not to exceed 800 hours/year. Commitment runs from August 5th –June 5th each of the two years.

Education Required: Bachelor’s Degree required; current enrollment in Master of Arts in Higher Education Program (College Athletics Management track) at Messiah College.

Experience Required: Playing experience required at the college level.

Skills, Characteristics Required for Position:

- Ability to assist in administering NCAA Division III intercollegiate program, including recruiting, scheduling, budgeting, travel, and practice plans;
- Ability to coach, teach, and train student-athletes in skills and strategies specific to their sport to make them as competitive as possible;
- Ability to establish appropriate and effective mentoring relationships with student-athletes;
- Demonstrated knowledge and understanding of the stages of student development and the importance of holistic education;
- Ability to be a team player within the Athletics Department and Messiah College;
- Good judgment and problem solving skills;
- Ability to communicate effectively both orally and in writing; and
- Demonstrated commitment to continued learning/professional development (i.e., presentations, workshops, regional and/or national conferences).

Special Working Conditions: Required to work weekends and evenings as needed

Primary Duties	
1.	Assist in analyzing performance and instruct athletes in skills, techniques and strategies in preparation for competition and during contests.
2.	Assist in coordinating general administrative duties (including budgeting, game scheduling, travel plans, meeting requests for information, and business procedures).
3.	Communicate with the athletic trainer, sports information director, facilities assignor, and department administrators as needed.
4.	Assist in the planning, organizing, implementing, and evaluating of recruiting and scouting activities.
5.	Perform other administrative duties as assigned.
6.	Maintain consistent and reliable attendance.

Secondary Duties	
1.	Other duties as assigned.

Position Title: **GRADUATE ASSISTANT (PUBLIC RELATIONS/MARKETING/SID)**

Reports To: Assistant Athletics Director for Public Relations/Marketing/Sports Information

Supervises: None

Position Summary: Assist the Assistant Athletics Director for Public Relations/Marketing/SID in providing information to national and conference offices, opponents, Messiah College publics, and news outlets regarding the athletic programs. Serve as a role model in meeting our complementary goals of “Pursuing Athletic Excellence...Developing Christian Character.” This is a two year, 20 hours/week appointment not to exceed 800 hours/year. Commitment runs from August 5th –June 5th each of the two years.

Education Required: Bachelor’s degree required; current enrollment in Master of Arts in Higher Education Program (College Athletics Management track) at Messiah College

Experience Required: One year of experience in writing, statistics and sports marketing at the college level preferred

Skills, Characteristics Required for Position:

- Ability to administer components of sports information work (i.e., statistics, news media, web site, publications) with good knowledge of computer systems;
- Ability to speak and write appropriately and to assist in developing marketing strategies to reach regional/national media and supporters;
- Demonstrated knowledge and understanding of the stages of student development and the importance of holistic education;
- Ability to be a team player within the Athletics Department and Messiah College;
- Good judgment and problem solving skills;
- Ability to communicate effectively both orally and in writing; and
- Demonstrated commitment to continued learning/professional development (i.e., presentations, workshops, regional and/or national conferences).

Special Working Conditions: Required to work weekends and evenings as needed

Primary Duties	
1.	Assist in responding to requests from the conference, NCAA, opponents, and local and national news media.
2.	Assist in the production of publications, including seasonal schedules, game programs, NCAA programs, and other publications.
3.	Assist in developing and coordinating marketing and promotional opportunities.
4.	Supervise statistics at contests and keep season statistics updated.
5.	Oversee the reporting of scores and other results to approximate media after contests.
6.	Serve as a game administrator for a portion of home events.
7.	Maintain consistent and reliable attendance.

Secondary Duties	
1.	Arrange for documentary photography of all sports programs and special events.
2.	Maintain sports information files.
3.	Other duties as assigned.

SECTION 2: PROCEDURES FOR NEW EMPLOYEES

After a hire has been made and the employee has reported to work, the following schedule will be met orienting the new employee to Messiah College. It is recommended that the new employee reviews the Policies & Procedures Manual prior to the first day of employment.

First Day:

- Use first hour to warmly welcome the new employee.
- Tour employee's assigned work place and building, introducing new employee to other staff members.
- Distribute keys.
- Visit ID office (schedule appointment first) in order to obtain Messiah College employee ID card.
- Ensure that the Director of Athletics or Assistant Athletics Director personally escorts the employee to Human Resources for their appointment.
- Point out restrooms, refreshments and break areas.
- Director of Athletics or Assistant Athletics Director join the new employee for lunch on the first day (include the appointed mentor if possible).
- Review job description with new employee.
- Review Athletics Department organizational chart and explain its relationship to campus.

Within First Week:

- Review Athletics Department specific policies and procedures with respect to:
 - Working hours
 - Confidentiality
 - Telephone, email use
 - Office organization (files, supplies, etc.)
 - Office resources (directories, manuals, staff listing, MSDS)
 - Staff meetings
 - Discuss performance standards, establish goals and discuss expectations
 - Vacation/sick days
 - Athletics Department policies
 - Introduce new employee to their IT support person

Within First Month:

- Meet with Associate Athletics Director (transportation, scheduling)
- Meet with Assistant Athletics Director (facilities, equipment, and budget)
- Meet with Head Athletics Trainer
- Meet with Assistant Athletics Director (sports information, marketing, sponsorship)

Within First Three Months:

- Schedule further computer training with ITS, if needed.
- Human Resources will schedule the new employee for the next College New Employee Orientation (held bi-monthly).
- A 45-day review will be conducted with Director of Athletics and employee.

SECTION 3: GENERAL ADMINISTRATIVE POLICES AND PROCEDURES

Division III Rules Test – Annual Requirement

Bylaw 11.8 states institutions shall administer the NCAA Division III Rules Test to all head coaches and athletics administrators with compliance responsibilities on an annual basis. Failure to administer the NCAA Division III Rules Test on an annual basis shall be considered an institutional violation per Constitution 2.8.1 (*NCAA Division III Manual*).

The Athletics Department not only requires all head coaches to complete the NCAA Division III Rules Test, but also mandates assistant coaches (full and part-time) to complete the annual test. The Associate Director of Operations will inform the athletics personnel of the respective testing dates, web link and password during the month of September.

Sports-Safety Training

According to the NCAA Division III Manual:

11.1.6 Sports-Safety Training. Each head coach and each certified strength and conditioning coach that conducts voluntary strength and conditioning activities outside the playing season in accordance with Bylaw 17.02.1.1.1-(f) shall maintain current certification in first aid, cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) use. (*Adopted 1/17/09; Effective 8/1/08; Revised 1/14/12; Effective 8/1/12*)

The Athletics Department will arrange for and pay a certified instructor to conduct the appropriate sessions on campus in August for all head coaches. All three certification are valid for a period of two years.

Personnel Expectations

1. Dress Attire – During the academic year (while classes are in session), dress code is business casual; during the summer months when classes are not in session, dress code can be casual. Keep in mind that prospects and parents could be on campus on any given day.
2. Conduct – Athletics Department personnel are expected to know, understand and adhere to the policies and ethos of Messiah College and the regulations set forth from the NCAA. Administrators and coaches are consistently in the public eye and serve as a representative of Messiah College and a role model/mentor to student-athletes.
3. Team Communication – Outline, distribute, and review team expectations with student-athletes prior to the start of each season. Plan practice and meeting schedules prior to the season and distribute to the team. Be clear, concise and consistent in communication with the student-athletes. Administrators and coaches are expected to return phone calls and respond to emails within a reasonable time frame not to exceed 48 hours unless there are unusual circumstances.
4. Community Involvement – As a member of the Messiah College Athletics Department it is important to stay visible on campus. This includes volunteering to work campus events and serve on committees. It is also important to attend campus events, including the following:
 - Community Day

- Student Affairs Kick-Off Event
- Community of Educators (COE) Fall and Spring Retreats
- Convocation
- Commencement
- Chapel (per Athletics Department requirement)
- Fall and Spring Student Affairs Professional Development Seminars

Policy on Amorous Relationships

The purposes of this policy are: (1) to provide a safe and healthy environment for student-athletes so that they may reach their full potential as students and as athletes; and (2) to ensure that all coaches and other Athletics Department staff adhere to ethical practices and do not develop inappropriate relationships with student-athletes, regardless of their age or consent.

Definitions:

- **Coach:** Any person serving as a head coach, assistant coach, graduate assistant coach, coaching intern, or volunteer coach in the Athletics Department.
- **Staff:** Any employee or student serving in the Athletics Department in an administrative, management, or support capacity, or in any capacity in which they supervise student-athletes or have responsibility for the provision of services or other benefits to student-athletes.
- **Supervisory Control or Authority:** This includes any responsibility with the potential to affect the student-athlete's participation in the athletics program, and includes the provision of direct services and benefits to the student-athlete, such as: training, health services, academic and student life program support, tutoring, counseling, eligibility determinations, program compliance, and control over the student-athlete's team.
- **Student-Athlete:** Any student of Messiah College who is a member of a varsity athletics team as defined by College and NCAA regulations.
- **Amorous Relationship:** Any sexual, romantic, or dating relationship.

This policy strictly prohibits amorous relationships between any coach/staff member and any student-athlete. Every coach/staff member has an ethical obligation to maintain a professional relationship with student-athletes and to place the well-being of student-athletes ahead of the coach/staff member's personal interests. This responsibility includes the duty to provide a safe and healthy environment for the student-athlete to flourish, and to serve as a role model within the confines of a professional relationship. As a result, no amorous relationship between a coach/staff member and a student-athlete – regardless of the perception of consent by one or both participants – can exist without jeopardizing the professionalism of the coach/staff member-athlete relationship and creating a significant conflict of interest. The respect and trust the student-athlete places in a coach/staff member and the vulnerability of the student-athlete in that relationship make “consent” unreliable in this setting. Conflicts of interest are endemic to amorous relationships between coaches/staff members and student-athletes, and the costs to the athlete, the team, the athletics programs, and Messiah College, necessitate a strict prohibition on amorous relationships between coaches/staff members and student-athletes.

Even when the coach/staff member has no direct professional responsibility for that student-athlete, other student-athletes may perceive that the student-athlete who has a sexual relationship with a coach/staff member may receive preferential treatment from the coach/staff member or the coach's/staff member's colleagues. Such relationships are incompatible with the ethical obligations of the coach/staff member and the integrity of the athletics program. Accordingly, the prohibition applies to relationships between all coaches/staff members and all student-athletes in the intercollegiate athletics program.

Reporting a Violation: Any person may allege a violation of this policy by contacting the Athletic Director, Senior Woman Administrator, or, if the person does not feel comfortable making the report to a person within the Athletics Department, to Messiah College's Affirmative Action Officer (Human Resource Office). Any person receiving such a report must immediately notify the Athletics Director. Any coach/staff member with information suggesting a possible violation of the policy must promptly report it to the Athletics Director, and the failure to do so will be considered a violation of Athletics Department policy. (If the report or information implicates the Athletics Director in a violation of the policy, it should be directed to the Messiah College's Affirmative Action Office instead.)

Investigation: Upon receiving such a report or information, the Athletics Director shall immediately notify the Messiah College's Affirmative Action Officer. Once on notice of a report or information of a possible violation of the policy, they will follow the Messiah College internal discrimination procedure. The investigation shall include interviews with any coaches, staff, and student-athletes with relevant information, and shall provide any coach or staff member accused of violating the policy with an opportunity to respond to the allegations. In investigating a possible violation of the policy, the standard of proof to be used is whether it is more likely than not that the policy was violated (a "preponderance of the evidence" standard, not the higher standard of proof used in criminal proceedings, "beyond reasonable doubt"). Using this standard, the investigation will result in a determination of whether this policy was violated.

Coordination of Information Relating to Violations of Other College Policy and/or Criminal Law: If the investigation leads to information suggesting that sexual harassment may have occurred, it shall be promptly forwarded to the appropriate College officials responsible for enforcing the College sexual harassment policy. If the investigation leads to information suggesting potential criminal conduct, it shall be immediately forwarded to Messiah College legal counsel, who will determine, consistent with Pennsylvania State and local law, whether to notify appropriate law enforcement official. However, the enforcement of this policy shall not be delayed pending the results of a criminal investigation.

Disciplinary Action: If an investigation determines that a coach or staff member has violated the policy, that coach or staff member shall be subject to disciplinary action, up to and including dismissal. Any disciplinary action shall be taken in accordance with applicable contractual College policy.

Confidentiality: Complaints, reports and information relating to possible violations of this policy shall be handled as confidentially as possible without jeopardizing the enforcement of the

policy, and the ability to conduct a fair investigation, or the safety of student-athletes and other persons connected with the athletics program. Information received in connection with a suspected violation of the policy shall be disseminated only on a “need to know” basis; that is, only when necessary to ensure compliance with the policy and/or to ensure the safety of student-athletes or others who come in contact with the athletics program.

Retaliation: Any retaliation for reporting a violation of this policy, or for participating in good faith in any investigation of a violation of this policy, is strictly prohibited. Any persons taking retaliatory action in violation of this policy shall themselves be subject to discipline, up to and including dismissal.

Evaluations

1. End-of Year Personnel Evaluation
 - The Director of Athletics will meet with each staff member to review the Personnel Evaluation (areas include Teaching, Mentoring & Student Care; Administration; Service to the College Community; Professional Development/Scholarship; and Summary), accomplishment of Professional Goals for the academic year, and the Student-Athlete Coaching evaluations. The staff member will have the opportunity to provide comments on the Personnel Evaluation form prior to signing the document. Copies of the Personnel Evaluation will be submitted to Human Resources, Vice Provost/Dean of Students and Director of Athletics.
2. Student-Athlete Coaching Evaluation – specific areas of evaluation include the following:
 - Character and Ethical Conduct
 - Knowledge of Sport and Ability to Communicate Knowledge
 - Rapport with Players
 - Rapport with Assistant Coaches and Staff
 - Organization and Administration of Program

Missed Classes

Messiah College student-athletes are considered representatives of the institution; as such, it is the responsibility of each student-athlete to assure that participation in practice and competition is done so without the sacrifice of academic achievement. The following NCAA bylaws apply to all Messiah College student-athletes:

17.1.4.2 Missed Class Time: A student-athlete shall not miss class for the following: (*Revised: 4/11/11 effective 8/11/11*)

- (a) Practice activities in any segment; and
- (b) Competition in the nontraditional segment.

17.1.4.2.1 Exceptions: A student-athlete may miss class for practice activities in the following circumstances: (*Revised 4/11/11 effective 8/1/11*)

- (a) When a team is traveling to an away-from-home contest and the practice is in conjunction with the contest; and
- (b) Student-athletes representing the host institution shall be permitted to miss class time for practice activities scheduled in conjunction with an NCAA championship.

As a NCAA Division III institution, Messiah College's emphasis is on the academic success of each student-athlete. Our student-athletes are here, first and foremost, to receive an outstanding education. The Messiah College community recognizes that cocurricular activities and intercollegiate athletics have a significant positive effect on students who choose to participate.

Student-athletes are required to prioritize academic responsibilities over athletics practice sessions. In general, the daily time of intercollegiate practices is 4:00-6:30 p.m. There will, however, be days when an athletics contest conflicts with class schedules. The following action steps will be conducted to minimize potential conflicts with faculty members:

1. Head coaches are responsible to complete prior to their respective season a Student Absence form located in MCSquare.
2. The Athletics Department, in coordination with the Faculty Athletics Representative (FAR), will send to all faculty members a schedule of away contests and departure times for fall, winter, and spring sports teams.
3. Ultimately, the student-athletes are responsible to meet with the individual faculty member a week in advance to discuss submission of assignments, quizzes, exams, etc.
4. The FAR will be the intermediate between student-athlete and faculty member if warranted.

Academic Eligibility/Probation

According to NCAA guidelines, each individual institution establishes its own benchmark grade point averages for eligibility. At Messiah College, those standards are:

- First Year Students: 1.80 cumulative grade point average
- Sophomores: 1.90 cumulative grade point average
- Juniors and Seniors: 2.00 cumulative grade point average

Academic eligibility is checked twice during the academic year: prior to the start of the fall semester and prior to the start of January Term. Student-athletes placed on academic probation shall be ineligible for participation in intercollegiate athletics. In addition, student-athletes must meet all NCAA eligibility requirements, including being a full-time student. At Messiah College, the student-athlete must be enrolled in a minimum of 12 credits to be considered full-time (Note: PHED 102 Intercollegiate Sports cannot be calculated for full-time status).

A fifth-year student-athlete who would like to complete their fourth year of eligibility has two options to be eligible (must be in compliance with Messiah College and NCAA regulations):

- Do not complete all requirements for an undergraduate degree on time, thus eliminating the possibility of walking with their peers at Commencement; or
- Graduate on time and participate in Commencement ceremonies and enroll in a Master's Degree program at Messiah College (six credits at the graduate level signifies full-time status for athletics eligibility).

College Credit for Intercollegiate Sport Participation

Student-athletes who complete a season as a member of an intercollegiate athletics team may receive academic credit for their participation via PHED 102 Intercollegiate Sports (1). A

maximum of two credits can be applied to a student-athlete's transcript (one credit per season of participation). Only one credit can be applied toward the General Education Physical Education requirement; the second credit can be applied as an elective credit; the two credits in totality cannot be substituted for PHED 101 Introduction to Wellness (2). The Athletics Department Administrative Assistant will facilitate the process with the College's Registrar's Office.

Conflict Resolution (Student-Athlete/Head Coach)

Due to the nature of intercollegiate athletics, there will be situations where a conflict develops between a student-athlete and head coach. In cases when the Director of Athletics is approached by a student-athlete, h/she is immediately asked if a meeting has taken place with the head coach. If the answer is no, then there will be no meeting with the Athletics Director. If the student-athlete has met with the head coach with no satisfactory results, then a meeting will take place. In such instances, the Athletics Director will meet with the head coach afterward to discuss the specific situation and develop a plan to move forward.

When a parent contacts the Athletics Director for a meeting regarding an issue with their son/daughter with a head coach, the first step is for the parents to meet with the head coach. If the parents are not satisfied with the results, they may contact the Athletics Director to arrange a meeting, if deemed necessary by the Athletics Director, for approximately one hour involving the student-athlete, parents, head coach, and Athletics Director. If the parents do not want their son/daughter in the meeting, there will be no meeting. If a meeting does take place and the parents/student-athlete are still not satisfied with the result, their next course of action is to contact the Vice Provost/Dean of Students to arrange a meeting.

Disciplinary Action

If a student-athlete is found to be in violation of a College policy, the Office of the Associate Dean of Students will be responsible for conducting their own investigation and establishing necessary sanctions in collaboration with the Administrative Student Conduct Committee. The head coach has the flexibility to administer additional sanctions upon the student-athlete, but these sanctions will not be considered by the Office of the Associate Dean of Students/Administrative Student Conduct Committee when establishing their own sanctions. When a violation occurs and the head coach is notified, it is a **requirement** for the head coach to meet with the Director of Athletics to discuss the violation and possible additional sanctions that the head coach may impose.

Sunday Competition

Intercollegiate athletics teams at Messiah College will not compete on Sundays during the regular season (including trips during college breaks; rescheduled contests) unless prior approval granted by the Director of Athletics and Vice Provost. During Middle Atlantic Conference and NCAA post-season play, Messiah College is allowed to host/participate on Sundays.

National Championship Awards/Final Four Participation

If an individual or team wins a NCAA Division III national championship, a championship ring will be purchased by the Falcon Athletic Network (F.A.N.). A \$200 allowance will be provided for

each travel party member in accordance to NCAA guidelines (refer to Section 4: Athletic Budgets/NCAA Post Season). The F.A.N. committee does not want a student-athlete to pay for any portion of the championship ring, thus it will be up to the discretion of the F.A.N. committee to allocate any necessary funds to cover the cost. The head coach is responsible for the design and ordering of the rings. Those teams which qualify for the NCAA National Championship Finals and do not win the national title, each member will receive a \$60 allowance to purchase respective athletic apparel commemorating the team’s achievement. The expenditure will be funded via the General Athletics Camp Surplus account. The Head Coach is responsible for ordering the appropriate item(s).

Team Rooms Policy

The Team Rooms were created to meet the needs of Messiah College’s indoor and outdoor team sports. The locker rooms provide a “home” for certain sports throughout the year, as well as a meeting space for other sports. The priority list consists of the following:

1. Team Locker Room: Indoor Sports – Volleyball and Basketball
2. Team Locker Room: In-Season Sports – Soccer, Lacrosse, etc.
3. Team Meeting Rom: Any sport

Volleyball, Women’s Basketball and Men’s Basketball all have the highest priority since they have the greatest need. The indoor sports are constantly being moved out of their game and practice facilities due to the large number of programs using that space (i.e., Athletics, SAB Concerts, Alumni Office, Development Office, and Lyceum). Therefore, it is critical that those teams are provided a space in which they can meet when other spaces are occupied. Finally, the concept of a Team Room is very important to the culture of basketball in regards to recruiting.

Wrestling is not considered among this group since they have much more say in regards to how and when their wrestling room is used throughout the year. Very rarely is the Wrestling team asked to move out of their practice facility so another program or group can use that space.

Men’s Soccer uses the Men’s Team Room during preseason and the first month and a half of its regular season until Men’s Basketball begins its season. The Team Room allows for the Men’s Soccer Team to hold team meetings, view videos and prepare for home games.

Men’s Lacrosse uses the Men’s Team Room starting at the conclusion of the Men’s Basketball season until the Men’s Lacrosse season ends. The Team Room aids in the care, storage and maintenance of their equipment (i.e., helmets, pads, sticks, gloves). In addition, the Team Room allows the team to hold meetings, view video and prepare for home games.

Teams that desire to use the locker room for pre-game and other meetings can schedule it (as long as there is no conflict) with the coach of the residing team (refer to the schedule). In addition, the Team Room may be scheduled to be used by SAB Concerts and NCAA events only with the approval of the residing coach.

Team Rooms Schedule:

Men’s Team Room:

Team	Start Date	End Date
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1. Men's Soccer	August 15 th	October 14 th
2. Men's Basketball	October 15 th	End of Season (March)
3. Men's Lacrosse	End of MBB Season (March)	End of MLAX Season (May)

Women's Team Room:

Team	Start Date	End Date
1. Volleyball	August 15 th	End of Season (October)
2. Women's Basketball	End of VB Season (October)	End of Season (March)
3. Softball/WLAX	End of WBB Season (March)	End of Season (May)

Pre-Game Music

Athletics events at Messiah College are expected to be fan friendly, thus the quality of music must be acceptable to a wide range of publics. The head coach is responsible to review any music that will be played at the sports venue well in advance to make sure it is deemed acceptable. While the music does not have to be "Christian" per se, it does need to be wholesome and have an uplifting sound to it.

Staff Meetings

All Athletics Department personnel are required to attend and participate in Athletics Department meetings throughout the academic year. The meeting agenda will be sent a minimum of two days prior to the meeting. Meetings typically are scheduled for Friday mornings for one hour twice per month. Part-time personnel are invited to attend staff meetings, but are not required.

Professional Development – Student Affairs Office

Professional development seeks to support educators to maintain and deepen their ability to fulfill the mission of the College and the goals of the Athletics Department. Professional development is an intentionally broad term that encompasses skill development, scholarship, knowledge acquisition, and remaining current in one's respective field. The central purpose is to sustain excellence in one's area of expertise as well as excellence in Christian higher education.

Professional development is supported through two primary initiatives: in-service programs and designated individual development funds:

- **In-Service Programs:** The Director of Athletics, in consultation with the Athletics Department personnel, provides in-service training opportunities. In-services are also provided by the Associate Dean of Students for the full division to facilitate shared learning and interdepartmental collaboration.
- **Professional Development Funds:** These may be used for position-related development including conferences/seminars, purchasing books/journals, software (these materials remain property of Messiah College Division of Student Affairs), and professional memberships. These funds are approved by the Director of Athletics and are directly tied to annual professional development goals. Each full-time Athletics Department employee must complete a professional development plan and submit it along with a

request for any necessary funding to the Director of Athletics by September 7th. Part-time employees may be funded for professional development at the discretion of the Director of Athletics. Part-time employees requesting funding should complete a professional development plan and a request for funding.

To request Professional Development Funds, the process is as follows:

1. Complete a Professional Development Plan and a Professional Development Funds Request. Forms are available on the Athletics Department Sakai site. Submit a proposed plan and funds request to the Director of Athletics by September 7th.
2. The Professional Development Plan should be informed and prioritized by the following:
 - Department of Athletics goals;
 - Professional and self-assessment development needs as described on the professional development annual summary; and
 - Any professional development needs identified by the Director of Athletics in the annual performance evaluation.

The Director of Athletics will be provided with a specific allocation of professional development funds to be distributed in the Athletics Department. Department personnel are encouraged to use their Messiah College Visa purchasing cards for professional development expenses. Expenses should be allocated to 2520-xxxx (*use the account appropriate for the charge*). A list of professional development expenses not paid by Visa should be provided to the Administrative Assistant for the Vice Provost/Dean of Students as they are incurred. Individuals are expected to submit an expense report to the Director of Athletics within ten days of returning from the respective conference. The Athletics Department Administrative Assistant will have expense reports or they can be accessed via the Athletics Department Sakai site.

Building Keys

Contact the Athletics Department Administrative Assistant who will inform you what keys are pertinent to your job responsibilities. When ordering keys, please be advised of the following procedures:

1. The recipient will receive an email that the keys are available for pick-up.
2. Keys ordered and delivered to Dispatch and not signed for within two weeks of the assignment notice date will be returned to the Key Services Office.
3. Keys are delivered to Dispatch for the recipient's signature the day they are notified by 3:00 p.m.

Cell Phone and Data Plan Policy

Cellular telephones and wireless communications devices can be an effective resource for campus employees in the performance of their job duties. For employees who spend considerable time outside of their assigned office area, or who must be accessible outside of scheduled or normal work hours, a cellular or mobile device can be a significant benefit. Based on job duties, certain employees may qualify to be provided a stipend to cover the business use of personal cell phones and iPad data plan purchase.

Due to the requirement to comply with IRS and the difficult and time intensive manual labor required to identify, track and determine personal versus business use, the College will no longer provide cell phone service to individual employees. The level of institutional cost for cell phone service has rapidly increased over the past few years, and with the introduction of iPads, data plan requests related to these types of hardware purchase are increasing. To bring costs more into line with the level of institutional benefit, a stipend policy for cost sharing has been adopted. This policy assumes that for most employees the device will be used for both personal and business use.

Certain employees may qualify for the College to provide an institutional stipend to cover the presumed business use of personal cell phones and service, or a data plan associated with an iPad. The stipend will be considered taxable income to the employee. The level of cash subsidy (stipend) will be determined by a person's job duties as it relates to usage and access. Guidelines to categorize cellular use as mandatory, beneficial or incidental are determined by the area Vice President. The stipend includes the cost of service plan equipment. The College will review and set the amounts to be provided for stipends and reimbursement on an annual basis.

Employee Responsibilities for Cell Phone: The employee will purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions. The employee is responsible for plan choices, service levels, calling area, service and phone features, termination clauses, and payment terms and penalties. The employee is also responsible for the purchase, loss, damage, insurance, and/or replacement of phone equipment.

- Data-Phone Purchase: Prior to purchasing any smartphone, employees should check with ITS to determine compatibility with campus systems. Do not purchase a non-Windows Mobile device (i.e., a Blackberry or Palm) before consulting with ITS.
- Service Discounts: The employee should check with ITS regarding the current availability of any institutional discounts.

Guidelines to receive a stipend or reimbursement for Cell Phones: Based on job duties, three categories are identified to determine if the employee should be provided funds to offset the cost of a personal cell phone and service:

- Mandatory: The institution requires an employee to have a cell phone and/or data service to fulfill job duties. The President, Provost, or a Vice Provost will approve qualifying employees in this category. Employees in this category have duties that require access by the College while away from the office or in off-hour situations. Service is required for "on-call" personnel to be contacted in the event of an emergency or service need. Service is provided for life or safety requirements.
- Beneficial: The use of a cell phone is not mandatory but is considered highly beneficial to an employee to fulfill job duties. The President, Provost, or Vice President will approve the stipend paid to employees in their area that qualify under this category. Service is provided so that an employee can work more efficiently, or because their working conditions require that they be away from traditional communications resources. Simple convenience is not sufficient to qualify for a monthly stipend.

- Incidental or Occasional: Reimbursement for business use of a personal device would be allowed on an as-incurred basis for all others. This would be in the form of a business related reimbursement request instead of a monthly stipend, and must be accompanied by documentation of the business purpose of all calls

Levels of Stipend Payment for Cell Phones and iPad Data Plans: There are many carriers with varying plans for phone equipment and plan service. The payment levels are intended to cover a presumed level of business use of personally-owned service and equipment in keeping with institutional benefit. The policy assumes that for most employees the device will be used for both personal and business use; therefore the overall costs are shared.

- Tier One – Basic Use (or voice only service): To receive this stipend, the individual is considered key personnel for emergency or safety purposes, or must be available 24/7 to monitor essential systems, but the average monthly volume of business calls is modest.
- Tier Two – Enhanced Use (heavy voice, or voice plus data service): To receive this stipend level, the employee is considered key personnel for emergency, safety, or essential functions and is expected to average a moderate to high number of minutes of daytime business use per month, or the employee uses fewer minutes per month, but because of travel or other position requirements, the availability of smart phone capabilities is required and/or cost effective benefit to the institution.
- Tier Three – Data Service Required (or full voice and data service): Employees receiving this stipend must maintain both voice and data service because they travel out of town frequently, and/or the individual's job description requires frequent out-of-office access to institutional email and calendar functions, or extensive use of text messaging.
- Tier Four – Heavy Travel (heavy voice and data service): Employees receiving this stipend travel extensively (average one or more complete days out of the office per week). Their job description requires frequent out-of-office access to institutional email and calendar functions, and they are expected to average an unusually high level of daytime business calls per month.
- Tier Five – Data Plan stipend for an iPad: Employees receiving a data plan stipend for an iPad travel extensively (average one or more complete days out of the office per week). Their job description requires frequent out-of-office access to institutional email, calendar functions, and internet based activities.
- Stipend Rates: Amounts listed in each category above will be reviewed and set annually by ITS and the Vice President for Finance. The stipend amounts will be listed on the annual Cell Phone and Data Plan Stipend Agreement.

Additional guidelines and information:

- Taxable Stipend: The stipend amount will be considered taxable income to the employee and added to their monthly paycheck. The stipend levels are set to provide for the additional tax burden an employee incurs. The stipend is only eligible for tax-related deduction and is not compensation that is eligible for, or included in benefits based on percentage of compensation (retirement benefits, long-term disability, medical insurance premium share, etc.).

- **Budget Accounts:** The stipend will be charged to account 6152 in the employee's organization, while incidental use reimbursement will be charged to account code 6380.
- **Annual Agreement:** Annual Cell Phone and Data Plan Stipend Agreement will be completed by the employee and approved by the area Vice President. Updates or changes to cell phone service (phone numbers, voice/data vs. voice only, stipend amount, etc.) will be reported promptly to the employee's department head and to the Department of Safety and Dispatch Services. The employee's department head/dean and area Vice President are responsible for an annual review of the business need for a cell phone stipend and iPad data plan and the authorized agreement must be submitted to Payroll prior to June 15th of each year to maintain continued payment of the stipend.
- **Change in Employment:** If the employee resigns, is terminated, transfers departments, or no longer qualifies for an institutional stipend, the department head will promptly notify the Payroll Office to discontinue the stipend payment.
- **Exceptions to Standard Stipend:** There may be rare circumstances where the stipend level must be adjusted due to extenuating conditions. If evidence of ongoing documented business use of cell/data service is provided, the President or area Vice President will approve exceptions.
- **Tax Deduction:** With sufficient documentation (i.e., name of callee and business purpose of all calls), the employee may be able to claim cell phone expenses as a miscellaneous deduction on their personal tax return.

Visa Purchasing Card

Messiah College's Purchasing Card (P-Card) Program has been designed to allow for the direct procurement of low-value purchases by the end-user through the use of a P-Card. P-Cards eliminate the need for requisitions for small dollar amount purchases, reduce paperwork, simplify the payment process and improve vendor negotiations. They provide greater flexibility in ordering and a convenient mechanism for managing expenses for those who travel. Those who have been issued a P-Card may initiate transactions in person, by telephone or via the internet within the limits of the individual card transaction limits and adhering to the guidelines stated in this document. The College P-Card Program is administered by the Department of Procurement. Authorized cardholders are required to attend a mandatory training session prior to receiving their P-Card and regular refresher training sessions as determined by the College. Use of a College P-Card is a privilege granted by the College, and as such, will be revoked and disciplinary action taken in the event of abuse, fraudulent use, or failure to perform related administrative duties outlined in this document.

Travel – College Fleet/Rental Vehicles

College vehicles are provided for administrative and program use in the pursuit of college-related business. Reservations and requests for college vehicles for college-related business must be placed by using the "[Vehicle Reservation System](#)" in MCSquare under self-serve. Confirmation of the reservation is not complete until drivers are approved by the Safety Department and a budget account number is provided to charge the cost of the trip.

1. All reservations must be made a minimum of 72 hours in advance of the arranged use of the vehicle.
2. Priority for reservation of vehicles will be as follows:

- Approved Messiah College **Academic Classes** will have first priority (Timeline for reservations: no more than one year in advance; if reservation is made less than ten months in advance, it may not bump another non-academic or non-athletic contests).
 - Approved Messiah College **Athletic Contests** (Timeline for reservations: no more than ten months in advance; if reservation is made less than eight months in advance, it may not bump another non-academic or non-athletic contest reservation).
 - All other uses
3. If your vehicle reservation is for the purpose of airport/train travel, the vehicle may not be left at the airport/train station for more than three days. Transportation to and from an airport/train station should be arranged with someone to drop off and pick up airplane/train travelers. Finding a qualified driver and the related expenses would be the responsibility of the requesting department.
 4. College vehicles may not be used for personal use.
 5. Cancellation of the use of a vehicle must be made 48 hours prior to a trip. Failure to do so will result in a \$25.00 fine to the account number provided for the trip.
 6. Messiah College reserves the right to alter, change, amend or revoke this policy at any time and reserves the right to make exceptions to the policy in the event such an exception is deemed to be in the best interest of the accomplishment of the mission of the College.

When reserving a rental car and/or van from Avis, contact John Patterson at jpatterson@avisofpa.com. Keys can be dropped off to Casey Stone (Administrative Assistant) Monday through Friday from 8:15 a.m. to 5:00 p.m., but keys must be returned to the College Dispatch window in the Eisenhower Campus Center after the completed trip. When reserving a vehicle for the first time, you must provide Avis with a copy of your driver's license and credit card.

Maintenance Work Orders

Maintenance Work Orders can be found on MCSquare on the right side under the heading "Operations."

Catering Policy Exception Request

Messiah College policy indicates that Dining Services is the exclusive caterer and food service provider on campus and maintains first right of refusal to provide services to the campus in its entirety. The Catering Policy Exception Request to the campus catering policy must be submitted to the catering manager a minimum of 15 days prior to the event date. Requests will be reviewed and returned. Note: Requesting an exception is not a guarantee that the exception will be granted.

Tailgate/Picnic Guidelines (Outdoor)

This document was created for coaches, parents, alumni and fans of Messiah College Athletics in order to better facilitate tailgating/picnicking at sporting events. Messiah College Athletics appreciates the support of its fans and the following guidelines will illustrate what

services/accommodations fans can expect and procedures that need to be followed when tailgating/picnicking on the Messiah College campus.

Definitions:

1. Tailgate: No requests made to the College for tables, tents, etc., and no approval needed.
2. Picnic: Requests made to the College for tables, chairs, tents, support staff, etc., and approval necessary.

Picnics:

1. Two locations: Creekside/Bonfire Pit.
2. Only a program's Head Coach can submit a request.
3. Conference Services must receive the request a week in advance.
4. Athletics, Campus Events, Dining Services and Grounds must all approve the request.

Tailgate:

1. Location: Athletics Department's preference would be in Starry Parking Lot, but programs have the freedom to hold it in other locations with the approval of the Director of Athletics.
2. Provide your own tables and chairs.
3. Portable gas or propane grills only.
4. Tents may be used without stakes.
5. Limit the number and use of crock pots or items needing electricity:
 - Never plug in more than two items to a receptacle.
6. Clean up:
 - Waste food items and trash must be disposed of in the appropriate receptacles that are provided throughout the grounds.
 - If there is excess trash then please provide your own trash bags and place trash bags next to receptacles.
 - Leave location clean.
7. No driving on gravel road to Anderson/Criste Courts/Back Practice Fields.
8. No cars on the grass.
9. Motor Homes/Campers (RVs) are not permitted.
10. Indoor Facilities/Falcon Express:
 - In the case of inclement weather, tailgates are permitted to **reserve** the Hostetter Fellowship Hall, Sollenberger Sports Center 165/166, or Howe Atrium in Boyer. **These spaces must be reserved through Conference Services.**
 - A parent/coach must communicate with Dispatch prior to using the Falcon (766-2511, ext. 6005).
 - Clean up:
 - Waste food items and trash must be disposed of in the appropriate receptacles that are provided throughout the Falcon Express.
 - If there is excess trash then please provide your own trash bags and place trash bags next to receptacles.
 - Wipe down tables and replace tables and chairs in their original location.
11. Athletics Department reserves the right to restrict tailgating at any time.

Non-Licensed Utility Vehicles (NUVs)

Utility vehicles refer to golf cart-type vehicles and gators used on campus for various business-related activities:

1. Non-licensed utility vehicles (NUV) should not travel on non-campus public roads; under no circumstances should one travel on Lisburn Road to the Bowmansdale facility.
2. NUV should obey all traffic laws dictated for licensed vehicles while traveling on campus.
3. NUV should yield to licensed vehicles when appropriate. (i.e., pull to the side and allow other vehicles to pass when safe).
4. Parking: NUV should be parked in parking spaces when available and appropriate; if parking NUV in other types of areas, NUV should be parked in an inconspicuous spot and not block or be an obstacle to the normal use of the area; NUV should not be parked in such a way that a landscaped area will be damaged.
5. Keys to NUV should not be left in the ignition while the NUV is unattended.
6. Damage to a NUV needs to be reported to the Department of Safety immediately; an incident report will be filed and the Department of Safety will notify Building and Property Services; costs to repair damage of NUV, resulting from inappropriate operation or use of NUV, may be assessed to the individual operating the NUV and/or to the respective department.
7. Use of the NUV during rain or snow conditions should be done with great care, caution, and common sense.
8. Student use of NUV: Students are permitted to operate NUV, only under the direction of a staff person; the department should have a staff person assigned to train the student in the proper use of the vehicle; students must also review and sign these guidelines before operating those vehicles; a sponsoring staff person and student must sign a copy of these guidelines and forward it to the Director of Building and Property Services at the Lenhart Building before the student may operate a NUV.
9. NUV assigned to departments: It is the responsibility of the supervisor/director of a department who is assigned a NUV, to manage the use of the NUV according to these guidelines; requests for use of a NUV by a different department should be cleared with the supervisor/director of the assigned department.
10. Maintenance of NUV should be requested by work order to the Building and Property Services Department; costs for repairs to damages will be charged to the department that owns the NUV.

Driving Vehicles on the Track Surface: It is the policy of Messiah College to properly protect the track surface from damage that could result from improper vehicle use on the Shoemaker Field track surface:

1. Whenever possible access to the Shoemaker Field should be through the southeast corner entrance where protective matting is in place.
2. Vehicles are allowed to cross the track only in areas that are protected by mats. Gators and golf carts are the only vehicles allowed to drive on the track surface without additional surface protection. Gators and golf carts should be driven only on the outer three lanes of the unprotected track surface. Gators and golf carts may not make a u-turn or sharp turns on the track surface. All sharp turns should be made on the grass.

3. All vehicles that are driven on the track surface shall be inspected by the vehicle operator before entering Shoemaker Field to ensure that fluids are not leaking from the vehicle. This includes rain water that may be on vehicles/golf carts/gators that could contain rust or other damaging liquids. During inclement weather no vehicle, golf cart or gator should be driven on unprotected track surfaces.
4. Larger events that are held on Shoemaker Field (commencement, etc.) that require vehicles to drive across the track are to be coordinated with the Grounds Department. In addition to the protective mats, plywood is to be used if vehicles larger than a mower or motorized cart need to cross the track to access the field.
5. Any motorized vehicle that is used to access Shoemaker Field is to be inspected (pre-trip) by the vehicle operator to ensure that no dripping fluids are present.
6. Communication of this policy to staff, students and others is the responsibility of the department that is coordinating the event that requires any vehicle to operate on the track. Any repairs that are needed due to improper vehicle operation on the track will be charged to the department that created the damage.

Room Reservations

The [Room Reservation Request Form/Events Calendar Form](#) is for use by Messiah College students, faculty and staff for college-related activities only. Requests for room reservations should be submitted at least ten days prior to the event.

SECTION 4: ATHLETIC BUDGETS

Organization Matrix

Sport	Operating Budget	Camp	Camp Surplus	Auxiliary	Restricted Gifts
Aquatics	2120				
Athletic Training	2111			6111	
Athletics	2119		7285		
Baseball	2101	2161	7288	6101	7101
Cross Country	2107	2185	7278	6107	7107
Field Hockey	2102	2162	7283	6102	7102
Golf	2117			6113	7127
Men's Basketball	2104	2164	7271	6104	7130
Men's Lacrosse	2122	2182	7282	6122	7122
Men's Soccer	2106	2166	7272	6106	7106
Men's Tennis	2112	2160	7289		7132
Softball	2115	2175	7277	6115	7115
Sports Information	2121				
Swim Team	2126	2184	7287	6127	7126
Track & Field	2114			6114	7114
Women's Basketball	2103	2163	7273	6103	7103
Women's Lacrosse	2123	2177	7286	6123	7123
Women's Soccer	2116	2176	7274	6116	7136
Women's Tennis	2113	2160	7289		7133
Volleyball	2109	2169	7275	6109	7125
Wrestling	2108	2183	7284	6108	7128

Operational

1. The Athletics Department fiscal year runs from July 1st to June 30th.
2. Each head coach is to determine budget needs utilizing the respective [worksheet](#); the Director of Athletics will review the proposed operational budget (early February) prior to the head coach inputting the actual numbers into the computer system.
3. Budgets are based on zero-based budgeting techniques; each year the budget of a respective sport will be recalculated based on the schedule and other needs.
4. All access of an operational budget must be reconciled via the Auxiliary Fund or Camp Surplus at the conclusion of the fiscal year.

Travel Parameters:

- Maximum Trip: 400 miles (1 overnight trip for team sports and 2 overnight trips for Cross Country, Volleyball, Wrestling and Swimming)
- Maximum Van Trip: 300 miles (cannot drive after midnight; exception would be if overnight trip)
- Hotel: Traveling party X \$35
- Maximum expense for an overnight trip: \$2,600

Meals/Food Parameters:

- Traveling Party: Roster + 2 coaches + 1 student manager
- Preseason: \$15 per day/Athlete when on campus
- Christmas Break: \$18 per day X traveling party
- Spring Break: 7 days X \$18 X traveling party
- Postseason Banquet: \$18 X traveling party

Wolf's Busing Charges (Effective August 1, 2013-June 1, 2014):

- Round Trips Over 200 Miles:
 - 15 Passenger \$ 3.10
 - 15 Passenger (Sat. /Sun.) \$ 3.35
 - 29 Passenger \$ 3.90
 - 29 Passenger (Sat./Sun.) \$ 4.10
 - 44 Passenger Shuttle Bus \$ 3.50
 - 44 Passenger Shuttle Bus (Sat./Sun.) \$ 3.85
 - 47 Passenger \$ 4.50
 - 47 Passenger (Sat./Sun.) \$ 4.95
 - 54 Passenger \$ 4.95
 - 54 Passenger (Sat./Sun.) \$ 5.40
- Layover Per Hour \$ 57.00
- Overnight/Day Charge Per Night \$260.00
 - Per Day See minimum charge
- Minimum Charge:
 - 15 Passenger \$375.00
 - 29 Passenger \$540.00
 - 44 Passenger Shuttle Bus \$440.00
 - 47 Passenger \$825.00
 - 54 Passenger \$950.00

Messiah College Van/Car Rental Charges:

- 15 Passenger Vans: \$0.76 per mile
- Minivans/Cars: \$0.53 per mile

Official/Assignor Fees:

- Field Hockey: \$320 per game/\$250
- Men's Soccer: \$445 per game/\$250
- Women's Soccer: \$445 per game/\$250
- Volleyball: \$120 per single match, triangular, quadrangular/\$250
- Swimming: \$255 per meet/\$250
- Women's Basketball: \$465 per games/\$250
- Men's Basketball: \$450-\$510 per game (possible mileage)/\$250
- Wrestling: \$8,075 per season/\$250
- Softball: \$400 per doubleheader/\$250
- Baseball: \$500 per doubleheader, \$350 per 9 inning game/\$250

- M/W Tennis: \$115 per match/\$250
- Men's Lacrosse: \$810 per game/\$250
- Women's Lacrosse: \$5,300 per season/\$250

Auxiliary – Fundraising

“Auxiliary” accounts are for the off-budget fundraising activities of intercollegiate sport teams, generating funds over and above the operating budget. For example, if a team conducts a t-shirt sale, they would deposit the funds received into their respective auxiliary account. Those funds are then available to be spent however the team wants to since they raised the funds.

To properly track what is being spent by each team, the Athletics Department has requested that coaches make all normal team expenditures (i.e., equipment, travel) from their on-budget team accounts, and then they can overspend their operating budget to the extent that they can cover the overspend from their Restricted or Auxiliary accounts (or, if they have one, their Camp Surplus account). The overspend is covered through a year-end transfer calculated and determined when the Business Office meets with coaches to settle their budgets. This allows the budget manager to see all of the normal team expenditures in the team's operating accounts instead of then being spread out over multiple accounts. Non-normal team expenditures (i.e., season-ending banquet) can be expensed directly to the Restricted or Auxiliary (or Camp Surplus) account.

Restricted

“Restricted” accounts are used to record donor gifts to the teams received and processed through the Development Office. Those funds are then available to be spent in accordance with the wishes of the donor. If the donor places additional restrictions on the gift (i.e., purchase new shoes), those additional restrictions should be communicated by the Development Office so that the funds can be spent in accordance with the wishes of the donor. Some intercollegiate sport teams also have an additional and separate Restricted account to record gifts specifically for team missions trips.

Once notified by the Development Office of a donation, the Head Coach is expected to follow-up with a thank you email to the donor within one week of being notified.

Camp Surplus

Camp surplus (7285) is established for those intercollegiate programs who conduct summer camps. Once all expenditures have been cleared, the camp director will meet with the Business Office to reconcile the surplus (typically mid-September). Twenty-five percent of the surplus is allocated to the respective intercollegiate sport. Funds from the camp surplus account can be utilized for team trips, equipment not designated in the normal operational budget, etc.

Recruiting Line Item

The Director of Athletics will inform each Head Coach in early July the amount of money allocated for recruiting purposes. The recruiting line item (6202) is located in the Athletics operational budget (2119). The Administrative Assistant will send the current balance remaining of recruiting funds to the Head Coaches on the 15th of each month. On May 1st, if

there are funds unspent in the recruiting line item, each head coach is required to submit a recruiting expenditure plan for the remainder of the fiscal year to the Director of Athletics. Upon review of the expenditure plans, it will be at the discretion of the Director of Athletics to reallocate those funds to other intercollegiate sports. The recruiting line item will not roll over to the next fiscal year if funds remain. If a coach decides to pay for airfare for a selected student-athlete prospect, the individual must have been accepted into Messiah College and an estimated financial aid package must have been received prior to making arrangements.

Uniform Replacement Plan

Intercollegiate sport uniforms will be replaced on a four-year cycle and will be paid out of the Athletics Camp Surplus account, not operational budget. It is the responsibility of each head coach to place the order and stay within the financial parameters.

FY14		
Intercollegiate Sport	Uniforms	Pregame Attire
Volleyball	\$2,880.00	\$1,400.00
Women's Lacrosse	\$3,000.00	\$2,100.00
Wrestling	\$2,720.00	\$2,100.00
Cross Country	\$2,800.00	
Men's Lacrosse		\$3,500.00
Women's Soccer	\$3,900.00	
Total	\$15,300.00	\$9,100.00
Apparel	\$24,400.00	
Every Year	\$5,615.00	
Total	\$30,015.00	

FY15		
Intercollegiate Sport	Uniforms	Pregame Attire
Men's Lacrosse	\$9,000.00	
Women's Basketball	\$4,800.00	\$1,120.00
Field Hockey		\$2,100.00
Golf		\$700.00
Softball	\$5,000.00	
Men's Basketball		\$1,120.00
Total	\$18,800.00	\$5,040.00
Apparel	\$23,840.00	
Every Year	\$5,615.00	
Total	\$29,455.00	

FY16		
Intercollegiate Sport	Uniforms	Pregame Attire
Track and Field	\$3,600.00	
Men's Basketball	\$5,000.00	
Men's Soccer	\$3,900.00	
Softball		\$1,540.00

Baseball	\$7,000.00	\$2,380.00
Total	\$19,500.00	\$3,920.00
Apparel	\$23,420.00	
Every Year	\$5,615.00	
Total	\$29,035.00	

FY17		
Intercollegiate Sport	Uniforms	Pregame Attire
Field Hockey	\$3,900.00	
Men's Soccer		\$2,100.00
Men's Swimming		\$1,680.00
Women's Swimming		\$1680.00
Women's Soccer		\$2,100.00
Men's Tennis		\$700.00
Women's Tennis		\$700.00
Cross Country		\$4,550.00
Track and Field		\$5,600.00
Total	\$3,900.00	\$19,110.00
Apparel	\$23,010.00	
Every Year	\$5,615.00	
Total	\$28,625.00	

Every Year	
Intercollegiate Sport	Expenditure
Men's Swimming	\$1,200.00
Women's Swimming	\$1,560.00
Baseball Hats	\$525.00
Softball Visors	\$280.00
Replacements	\$1,000.00
Golf	\$450.00
Tennis (alternate between men and women)	\$600.00
Total	\$5,615.00

MAC Post Season

Intercollegiate sport operational budgets do not contain funding for MAC Post Season (i.e., travel, meals, lodging, and officials). A separate organization (2127) is established for all expenses associated with conference playoffs.

NCAA Post Season

Intercollegiate sport operational budgets do not contain funding for NCAA Post Season (i.e., travel, meals, lodging, and officials). A separate organization (7221) is established for all expenses associated with NCAA playoffs. Per diems allocated by the NCAA are only to be used

for normal travel expenditures by the respective Head Coach (purchasing of operational equipment, t-shirts, etc., is not allowed). **NCAA travel party limits are strictly adhered to. Additional expenditures will be the responsibility of the respective head coach (e.g., auxiliary, camp surplus).**

Team Sports

Sport	Travel Party Size	Max Team Size	Per Diem Rate	Per Diem	Ground Transportation
Field Hockey	29	24	\$90	Standard team per diem	GO Ground-1 bus
M/W Soccer	29	24	\$90	Standard team per diem	GO Ground-1 bus
Volleyball	22	17	\$90	Standard team per diem	Go Ground-1 bus
M/W Basketball	20	15	\$90	Standard team per diem	Go Ground-1 bus
Baseball	30	25	\$90	Standard team per diem	GO Ground-1 bus
M/W Lacrosse	37	32	\$90	Standard team per diem	Go Ground-1 bus
Softball	25	20	\$90	Standard team per diem	GO Ground-1 bus

Individual/Team Sports

(NA=Non-athlete; IND=Student-Athlete)

Sport	Allowable Non-Athletes	Max Team Size	Per Diem Rate	Per Diem	Ground Transportation
M/W Cross Country	2 NA Teams; 1 NA for 1-5 ind	8	\$90	3 days for all eligible travelers	50 cents per mile per person
M/W Indoor Track	1 NA for 1-5 ind; 2 NA for 6-10 ind; 3 NA for 11-15 ind and 4 NA 16+	N/A	\$90	4 days for all eligible travelers	50 cents per mile per person
M/W Swimming	1 NA for 1-5 ind; 2 NA for 6-10 ind; 3 NA for 11-15 ind and 4 NA 16+	18	\$90	5 days for all eligible travelers	50 cents per mile per person
Wrestling	1 NA for 1-5 ind; 2 NA for 6-10 ind; 3 NA for 11-	N/A	\$90	4 days for all eligible travelers	50 cents per mile per person

	15 ind and 4 NA 16+				
Golf	1 NA teams and ind	5	\$90	6 days for all eligible travelers	50 cents per mile per person
M/W Tennis	2 NA per team; 1 NA for 1-5 ind	9	\$90	3.5 days (regionals)' 4.5 days (finals) for all eligible travelers	50 cents per mile per person – regionals and finals
M/W Outdoor Track	1 NA for 1-5 ind; 2 NA for 6- 10 ind; 3 NA for 11- 15 ind and 4 NA 16+	N/A	\$90	5 days for all eligible travelers	50 cents per mile per person

Nike Contract



Messiah College Athletics Agreement with Schuylkill Valley Sports

This document confirms the relationship between Messiah College and Schuylkill Valley Sports (SVS). The agreement begins August 15, 2013 and expires August 14, 2016.

Messiah College Athletics agrees to:

- Purchase all uniforms, apparel, footwear and equipment exclusively from Schuylkill Valley Sports
- All teams to use Nike apparel and equipment whenever possible
- Supply all approved school logos, colors, etc., to be used when decorating apparel

Schuylkill Valley Sports agrees to:

- Provide \$5000 of Nike product (valued at retail) during each of the 3 years of the Agreement. This merchandise will be unlettered. The cost of lettering will be at the discretion of SVS.
 - Year 1: Free product must be ordered between 1/1/2014 and 5/1/2014
 - Year 2: Free product must be ordered between 1/1/2015 and 5/1/2015
 - Year 3: Free product must be ordered between 1/1/2016 and 5/1/2016
- Outfit all players and coaches on any Messiah Varsity team that wins a League Championship with commemorative Tee Shirts.

Pricing:

Messiah College and SVS agree upon pricing on Nike product for the duration of the Agreement. Pricing does not include decoration.

Apparel/Stock Uniforms: 40% off retail pricing

Footwear/Equipment 35% off retail pricing

Custom and Modified Uniform and Sideline Exclusive pricing will be priced out on a case by case basis and pricing will be determined based on Nike programs.

Pricing on non-Nike products will be similarly discounted but will be handled on a case by case basis.

Part-Time Assistant Coach Wage Structure

Effective immediately (2012 fall semester), the following parameters will be instituted for part-time assistant coach wages:

1. A head coach is allowed to utilize up to \$12,000 of auxiliary funds (i.e., camp surplus, auxiliary funds and/or donor funds) for assistant coach wages:
 - Formerly, the maximum amount was \$5,000
 - Use of auxiliary funds supplements what is provided to each sport program by Messiah College for part-time assistant coaches
2. A part-time assistant coach will work no more than 20 hours per week over 10 months:
 - The head coach is responsible in determining the hourly wage (range between \$10-\$15 per hour) for each assistant coach
 - An assistant coach working 20 hours per week, 10 months will be paid no more than \$12,000
3. Auxiliary funds and College funding for part-time assistant coaches can be combined to hire one assistant coach or utilized for multiple assistant coaches, as long as the aforementioned limits are not exceeded.

Volunteer Assistant Coaches

Pursuant to Human Resource Office policies, intercollegiate sports teams are not allowed to have Volunteer Assistant Coaches. All coaching staff members must be paid a stipend.

Work Study

All Head Coaches are provided 300 work study hours per academic year. This can be for one person, or divided how the Head Coach sees fit. It can be used for office work, manager duties, videotaping, etc.

Purchase Orders

Purchase orders should be used for any order of \$1,000 and beyond. A requirement is to have two quotes on any order between \$1,000 and \$4,999 and three quotes for any purchase of \$5,000 or greater. The only exception is if there is a "Sole Source Justification (SSJ)" form on file

or if the SSJ was submitted and approved. A W-9 is required to be submitted for any new vendor.

Sales Tax Exemption

Messiah College is a tax exempt non-profit institution. When purchasing, a [tax exempt](#) form should be submitted to the company. The tax exempt number is also located on the front of the Purchasing Card.

Gate Revenue

Messiah College does not charge admission for athletic contests (except for MAC and NCAA playoffs). Admission charges are allowed for intercollegiate programs who host a tournament/invitational to recover expenses of hosting the event (cannot be a fund raiser for the program). Prior to the event, the head coach must meet with the Director of Athletics to discuss revenue projections, expenditures, etc. If approved, within one week of completion of the tournament/invitational, the head coach must submit to the Director of Athletics a spread sheet of gate revenues and expenses.

SECTION 5: TEAM TRAVEL POLICIES

The Athletics Department provides funding via operational budgets for travel to official athletics-related functions. The mode of transportation, length of stay, and size of party are administered consistently for all programs by Department guidelines and regulations (refer to operational budget guidelines).

Specific Athletics Department guidelines include the following:

1. Team travel must always take place in an officially-approved mode of travel. An officially contracted member of the coaching staff must accompany student-athletes to and from all athletics contests (including travel to airports). If College vehicles are the mode of travel, a student-athlete, trainer, or manager may not function as the vehicle operator unless he/she has met College requirements to do so, otherwise only a member of the coaching staff or other approved athletics staff member shall operate any College vehicle utilized for official athletics travel.
 - The maximum van trip is 300 miles and vans cannot be driven after midnight (exception if overnight trip).
2. All members of the official traveling party must travel with the team to and from the athletics contest. The Department of Athletics member who is officially responsible for the team for a given athletics contest may grant an exception to this requirement under the following conditions:
 - **Parent Transportation Release and Waiver:** Parent/Guardian signature required to provide transportation for their son/daughter to and/or from an athletics event/contest and agree not to transport anyone other than the child.
 - **Transportation Release and Waiver:** The student-athlete is 18 years or older and the travel destination is within one hour (60 miles) from departure site. A valid reason (i.e., late exam, internship) must be submitted with the request. A Parent/Guardian signature required. The student-athlete also agrees not to transport anyone other than themselves.

Note: The Department of Athletics preference in this type of situation is that an assistant coach will drive the student-athlete to the destination in a college approved vehicle (a coach cannot drive a personal vehicle with a student in this situation).
 - **Transportation Release and Waiver for Intercollegiate Golf – Practice Sessions:** Due to the nature of intercollegiate golf and holding practice sessions off-campus, the student-athlete is responsible for his own transportation. The student-athlete must be 18 years or older and assumes all risks of accident and injury as a consequence of providing his own transportation to intercollegiate golf practices.
 - **Waiver of Liability – Special Circumstances:** If a student-athlete would like to travel with parents of another student-athlete to a specific location (i.e., meals, amusement park) during an extended team trip (i.e., holidays, spring recess), the student-athlete must complete the Waiver of Liability form prior to leaving the team location.

3. The Associate Athletics Director for Operations shall coordinate charter bus reservations for athletics-related team travel (Note: Head coaches are responsible for securing van reservations for team travel). The head coach is responsible to respond to the Associate Athletics Director's request for information regarding mode of travel within seven days of receipt of such request. Mode of travel requests may be issued as much as eight months in advance of the actual date(s) of travel. Teams utilizing commercial or chartered vehicles may be requested to submit a response to travel requests more than six months in advance (Fall sports – January 15th; Winter sports – April 15th; Spring sports – June 15th), particularly in instances of weekend travel. (Note: Head coaches must provide a minimum of one week's notice of cancelation regarding charter buses)
4. Official travel party size and distance will dictate the mode of transportation to be utilized. A travel party of 14 or less shall utilize a College van. Squad sizes of 15 or more may utilize a chartered coach if the round-trip distance exceeds 100 miles.
5. Teams traveling more than 1,000 miles round-trip may be considered for air travel. All air travel must be approved by the Director of Athletics. A minimum of one member of the coaching staff must be present on each flight with student-athletes.
6. In all cases, the time of departure from campus and the time of return to campus must be requested by the Department of Athletics member officially responsible for the group travel, and such departure and return times must be approved by the Faculty Athletics Representative (FAR) and Associate Athletics Director for Operations.
7. For group-related expenses while traveling away from campus, the head coach is required to utilize the College's Purchasing Card (Visa). The head coach is responsible to keep all receipts and reconcile the Purchasing Card account at the end of each month. In the event that cash is needed for certain expenditures, the Head Coach can complete a Cash Advance Request Form with the approval of the Director of Athletics or in his/her absence, the Associate Director of Athletics for Operations. Upon return, the head coach must complete a Cash Advance Reconciliation with appropriate receipts to validate the expenditures. In all cases, there will be no reimbursement without a valid receipt.
8. Messiah College maintains a fleet of vehicles for official College-related travel. If vehicles are not available through the College, the head coach should contact a local rental car agency to secure the size and number of vehicle required. All rentals of cars for college business are to waive the Loss Damage. All rentals of 15-passenger vans are strongly encouraged to purchase the Loss Damage with the decision to be made in conjunction with the Vice Provost.
9. Team trips during vacation periods (i.e., Christmas break, Spring break) for extended travel must be approved by the Director of Athletics prior to making any arrangements for such trips. The general guidelines include the following:
 - Approval (during the fiscal year budgeting process) for the trip must be granted before any request for funding is submitted to any of the possible funding sources, including fund raising and regular operating budget.
 - Expenses (i.e., transportation, meals, lodging) may be paid for practice sessions only if they are associated with an away-from-home contest, conducted within the state, or are no more than 100 miles from campus.

- Regular operational funds may be made available for extended trips during vacation periods to the extent of what it would cost if the group would normally remain on campus during the same time period.
- It is not an expectation, nor is it considered normal, that all teams will schedule an extended trip each academic year.
- Funding for extended trips may be requested through fund raising activities.
- When institutional resources and fund raising efforts fail to meet projected expenses, the program director and the student-athletes are expected to make up the difference.
- All funds for extended trips must be approved and accounted for prior to contractual commitments. This requirement must be satisfied a minimum of 45 days prior to the projected date of departure. In instances of insufficient funds, the trip may be canceled.
- Any practice on an extended trip must take place either at the competition site or on a direct route between two competition sites. It is not permissible to schedule practice sessions at other locations to provide entertainment for team members.

Bylaw 16.8.1.2 Competition While Representing Institution. An institution may provide actual and necessary travel expenses (e.g., transportation, lodging and meals) to a student-athlete who is eligible for intercollegiate competition, provided the student-athlete departs for the competition not earlier than 48 hours before the start of the actual competition and remains not more than 36 hours following the conclusion of the actual competition even if the student-athlete does not return with the team.

Bylaw 16.8.1.2.1 Departure/Return Expense Restrictions. An eligible student-athlete may receive actual and necessary travel expenses to represent the institution in athletics competition, provided the student-athlete departs for the competition not earlier than 48 hours before the start of the actual competition and remains not more than 36 hours after the conclusion of the actual competition even if the student-athlete does not return with the team.

Bylaw 16.8.1.2.1.1 Exceptions. These travel expense restrictions do not apply in the following circumstances:

- a) Travel before and after contests in Hawaii or Alaska;
- b) Travel before and after contests in the 48 contiguous states for member institutions located in Hawaii or Alaska;
- c) Travel before and after regular-season competition that takes place during the institution's official vacation period during the academic year;
- d) Travel before contests in NCAA championship events;
- e) Return transportation after contests in NCAA championship events that take place during the institution's official vacation period during the academic year or between regular academic terms;
- f) Travel before and after regular-season competition that takes place during the institution's summer-vacation period; or

- g) Travel before and after regular-season competition that takes place in one or more foreign countries on one trip during the prescribed playing season and limited to not more than once every three years.
10. Regarding meals, all team travel shall conform to guidelines stipulated within the operational budget parameters.
 11. All teams shall seek comparable quality hotel lodging. The length of stay for each team shall be comparable and contingent on the timing of the event. The College will not accept charges to individual student-athlete rooms for phone calls, room service, or movie rentals.
 12. Head coaches dispersing money to student-athletes must keep a record of the dollar amount provided to each individual and obtain a signed receipt from each student-athlete receiving money. This practice is sometimes normal for athletics-related individual events when meal times may not be common to all participants.
 13. When traveling to athletics events away from campus, it is expected that all athletics personnel shall be attired in a professional manner. The wearing of team warm-ups is acceptable. T-shirts, jeans, and any form of "cut-offs" are not appropriate attire for members of the athletics travel party. The individual officially responsible for the traveling party is responsible to enforce travel attire expectations.
 14. When operating a vehicle with college personnel and student-athletes as passengers, the driver is not allowed to use a cell phone, texting, or any other hand held device while operating a vehicle. If it is necessary for the driver to use a cell phone, he/she is required to pull safely off the road.
 15. Athletics groups engaging in overnight travel for athletics purposes must prepare and submit a travel itinerary to the Administrative Assistant prior to departing campus. The travel itinerary shall include the following:
 - Names of individuals included in the travel party
 - Cell phone numbers of Head Coach and Assistant Coaches
 - Brief outline of schedule of events
 - Estimated time of departure/return
 16. Messiah College, via its regular operational budget, does not pay for any non-College person(s) to travel with a team. Non-College personnel who may be considered a part of the group's travel party (Roster + 2 coaches + 1 student manager) must pay their own expenses, unless approved by the Director of Athletics. In addition, non-College personnel who travel with the team will be required to sign an Assumption of Risk and Liability Release form prior to travel. Messiah College owned or leased 15-passenger vans shall not be used at any time to transport minors of the age of pre-primary, primary, or secondary school students (0 to 17 years of age).

SECTION 6: ATHLETICS GUIDELINES FOR SCHEDULING PRACTICES AND COMPETITIONS

Scheduling of Contests

All head coaches are responsible for developing their own schedules and submitting them to the Associate Athletics Director for Operations. All scheduling will seek to carry out the goals of each respective sport program with minimal interference with academic pursuits, specifically with class schedules.

1. All league schedules as approved by the MAC will be followed.
2. For sports requiring contests during daylight hours, contests should begin no earlier than 3:00 p.m. during the weekday (exceptions include baseball, golf and softball).
3. Each intercollegiate athletics team is permitted to schedule one overnight trip so long as it is a Saturday contest.
4. No intercollegiate athletics team may play three dates in a single week more than twice in a season (softball and baseball may have such a schedule three times in a season) without prior approval of the Associate Athletics Director for Operations.
5. Scheduling of tournaments must be approved by the Associate Athletics Director for Operations. The head coach is responsible for contacting and confirming all prospective participants, arranging guarantees offered to participants, and including the guarantees on contracts.
6. All scheduling changes or cancellations must be communicated to the Associate Athletics Director for Operations and Administrative Assistant immediately to allow all appropriate parties to be notified in the College community and outside constituencies.

Submission of contracts to opponents:

- Fall Sports: submit schedules by January 15th
- Winter Sports: submit schedules by April 15th
- Spring Sports: submit schedules by June 15th

Cancellation/Rescheduling of Contests

The Head Coach is responsible to notify the following personnel in case of a cancellation due to inclement weather or other valid reasons:

1. Administrative Assistant
2. Associate Athletics Director for Operations/SWA
3. Assistant Athletics Director for Public Relations/Marketing/Sports Information
4. Game Management Coordinator
5. Officials assigned to the contest
6. Athletic Trainer assigned to the team
7. Student-athletes

Prior to rescheduling a contest, the Head Coach must contact the Associate Athletics Director for Operations to discuss possible dates, times, etc.

Wolf's Bus Lines Guidelines

Final schedules should be submitted to the Associate Athletics Director for Operations/Senior Woman Administrator by the dates listed below to secure transportation for away contests:

Teams	Schedule
Fall	January 15 th

Winter	April 15 th
Spring	June 15 th

Submitted schedules should include at least the following:

- Date of contest
- Time of contest
- Location
- Opponent

Note: if any of these components is unknown, please note as "TBD"

Wolf's Bus Lines Contract (effective November 1, 2013)

Wolf's Bus Lines hereby covenants, contracts and agrees to furnish transportation via motorcoach service for all Messiah student-athletes involved in intercollegiate athletic competition. Wolf's also agrees to operate in an expeditious, substantial and workmanlike manner in accordance with industry standards. Messiah College agrees Wolf's Bus Lines to be the exclusive carrier for all scheduled intercollegiate athlete competitions unless Messiah College owned and operated vans are utilized.

Competitions not funded by the College or team funded competitions are special events and are excluded from this contract. Wolf's Bus Lines is not obligated to offer or locate transportation for these special events and competitions.

Wolf's Bus Lines covenants contracts and agrees neither to assign nor to transfer this contract. This agreement constitutes the entire agreement between the parties. No amendment or modification changing its scope or terms shall have any force or effect unless it is in writing and signed by both parties. This agreement shall be construed and enforced in accordance with the laws of Pennsylvania. The contract shall be binding upon the parties hereto their heirs, executors, successors, and assigns.

The following riders are hereby incorporated into and made part of this contract:

- Rider A: Terms and Conditions
- Rider B: Schedule of Charges
- Rider C: Price Escalation Clause

Rider A: Terms and Conditions

- Wolf's Bus Lines agrees to comply with all applicable laws and regulations of the Commonwealth of Pennsylvania in carrying out this contract. Regardless of provisions to the contrary found elsewhere in the provisions of this contract the laws of the Commonwealth of Pennsylvania shall be used in the interpretation of this contract.
- Transfer of this contract is not assignable without prior written consent of **Messiah College**.
- **Messiah College** may terminate this contract for its convenience if the college determines termination to be in its best interest. Wolf's Bus Lines shall be paid for all work completed.
- This contact and amendments constitutes the entire agreement between the parties.

- In carrying out this contract Wolf's Bus Lines shall minimize pollution and shall strictly comply with all applicable environmental laws and regulations.
- Advance deposit or payment is not required.
- Contracted prices are for cash and/or check payments only. Credit card payments will incur an additional 5% processing fee.
- If a 47-Passenger Motorcoach is requested by Messiah College Monday through Thursday and Wolf's Bus Lines does not have one available but Wolf's does have a 54-Passenger Motorcoach available; Wolf's Bus Lines agrees to substitute the 54-Passenger Motorcoach in place of the 47-Passenger Motorcoach requested at the 47-Passenger rate listed on Rider B (Schedule of Charges).
- If changes in reservations occur such as departure time, pick up location or any deviation in schedule; please notify Wolf's as soon as possible or at least four (4) days prior to departure.
- Excessive time charges will apply if use of our driver exceeds fourteen (14) hours on any given day.
- Trips booked with less than fourteen (14) days notice and which require a leased bus will be charged at the lease bus rates.
- One day trips that occur on Saturdays will be billed at the Saturday rate noted on the Rider B (Schedule of Charges). All multi-day trips will be billed at the weekly rate noted on the Rider B (Schedule of Charges) regardless of the days of the week.
- If it is necessary to cancel any trip or any portion thereof, notification of such cancellation must be received by Wolf's Bus Lines fourteen (14) days prior to the date of departure.
- Cancellations received less than five (5) days prior to the contracted date will be subject to a charge of 25% of the contracted amount as a cancellation fee. Conditions beyond the control of **Messiah College**, (i.e.) weather, event cancellation, will not be charged a cancellation fee. If notice is given by telephone please record time, date and name of the company representative. Failure to record this information may result in cancellation fees being assessed.
- All invoices will be processed every fifteen (15) days and are due and payable in full thirty (30) days after invoiced.
- It is agreed the performance of this contract is subject to many various state and federal regulations. As such, these regulations can and do have an effect on Wolf's ability to perform some services.
- Wolf's Bus Lines agrees to maintain 24/7 emergency contact telephone number.

Rider B: Messiah College Schedule of Charges

Vehicle Size	2014-2015 Rates
15 Passenger	\$3.15
15 Passenger – Saturday	\$3.40
29 Passenger	\$4.05
29 Passenger – Saturday	\$4.30
38 Passenger	\$4.40
38 Passenger – Saturday	\$4.80
44 Passenger	\$3.95

44 Passenger – Saturday	\$3.95
47 Passenger	\$4.70
47 Passenger – Saturday	\$5.10
54 Passenger	\$5.10
54 Passenger – Saturday	\$5.50

MINIMUM CHARGE:	
<i>Includes first two (2) hours after arrival at destination and one (1) hour meal stop during return travel to Messiah. Extended meal stops after the one (1) hour will be billed at regular per-hour rate rounded up to the nearest hour.</i>	
15 Passenger	\$360.00
29 Passenger	\$560.00
38 Passenger	\$710.00
44 Passenger	\$450.00
47 Passenger	\$840.00
54 Passenger	\$960.00
PER-HOUR: \$59.00 <i>(Time is rounded up to the nearest hour.)</i>	

Layover: Charges apply on any one (1) day less than 200 miles.
Layover time begins two (2) hours after arrival at destination and ends at departure from destination. A one (1) hour meal stop during return travel to Messiah will be given. Extended meal stops after the one (1) hour will be billed at regular rate rounded up to the nearest hour.

Overnight/Day Charge: Per Night: \$50.00 per night – Messiah books and pays for driver’s room.
 Per Night: \$260.00 per night – Wolf’s pays for driver’s room.
 Per Day: See minimum charge

Rest Stops: The bus driver is required to stop for a short period of time every two (2) hours.
Note: Trip information is requested a minimum of four (4) days prior to trip departure.

Rider C: Price Escalation Clause

In the event diesel fuel price exceeds \$4.00 per gallon during the contract period, rates in Rider B, in the schedule of charges will be negotiated by both parties. Diesel fuel prices are cost paid by Wolf’s Bus Lines as delivered to their bulk storage tank located in York Spring, PA. A price movement of over thirty cents, plus or minus would need to occur before this escalator would be invoked. Base fuel cost is set at \$4.00 per gallon of diesel. Fuel cost to be adjusted every January. Average fleet fuel mileage is 6 miles per gallon.

Note: Wolf’s Bus Lines does not participate in the NCAA’s Go Ground for post-season playoffs.

Practice Sessions

1. Practice sessions are limited to three hours per day when classes are in session.
2. **College Closure** – Scheduled practice sessions are at the discretion of the respective head coach when the College officially closes for inclement weather. Athletic Training

staff and access to the Athletic Training room will not be available, thus practice sessions conducted should have no physical contact. Captains' practices are not permitted. If a head coach decides to practice, the session must be held at the specific time period originally scheduled. Practice sessions are not permitted if the College has a power outage.

Athletic Facility Use Policy

Purpose: The primary purpose of the athletics facilities at Messiah College is to provide opportunities to educate our students through physical activity, athletics and recreation. The facilities are limited to the use of Messiah College's faculty, staff, students and alumni as well as affiliated constituents. This policy is in effect throughout the academic year starting in August and ending in May.

Priorities: Listed below are the priorities used to determine the allocation of the facilities:

Priority "A"	Messiah College Academic Activities
Priority "B"	Messiah College Sponsored Events
Priority "C"	Intercollegiate Activities
Priority "D"	Student Programs Sponsored Events
Priority "E"	Open Gym
Priority "F"	General Public/External Events

Definitions: Priorities are a way to view the different events held on campus and the general hierarchy of their activities. The scheduling of facilities may be adjusted as needs and opportunities change, and it is inevitable that groups may be confronted with modifications that are less than desirable from their viewpoint. There may also be times when an event within a particular priority group is moved ahead or gets dropped below another priority group's event. Lastly, an event that has been previously scheduled is not automatically canceled or rescheduled because another higher priority group wishes to use the facility, although there are times when that can occur.

Messiah College Athletics Facilities include the following:

- (1) Hitchcock Arena
- (2) Brubaker Auditorium
- (3) Wrestling Room
- (4) Starry Athletic Complex:
 - Baseball
 - Softball
 - Lower Starry Field
 - Upper Baseball Area
 - Shoemaker Soccer Field
 - Track
 - Anderson Field
 - Criste Tennis Courts
 - Practice Fields
- (5) Intramural Fields:

- Rec Sports Field
 - Horseshoe Field
- (6) Fredricksen Natatorium
 (7) Weight Room
 (8) Racquetball Courts

Messiah College Academic Activities: Activities that are directly tied to the instructional mission of the College including classes and academic programming activities. These activities are typically held Monday through Friday from 8:00 a.m. to 4:00 p.m. with occasional exceptions (i.e., guest speakers).

Messiah College Sponsored Events: Large scale events which are scheduled and sponsored by departments on campus for the members of the College community and/or benefit of Messiah College. Some examples would include Homecoming, Open House, Official Dinners, Victorian Christmas, etc. These activities typically are sponsored by the President's Office, Admissions Office, Office of Alumni and Parent Relations, and the Development Office.

Intercollegiate Athletics: Events and programs that include intercollegiate athletics contests, intramurals, intercollegiate practices, team sponsored fundraisers, and outside athletic events. All activities must be approved and scheduled through the Assistant Athletics Director for Operations.

- (1) **Athletics Contests** include official events held by the Athletics Department. These contests occur in Brubaker Auditorium, Hitchcock Arena and Starry Athletics Complex from 4:00-9:00 p.m. Monday through Friday and throughout the day on Saturday.
- (2) **Intercollegiate Practices** are official practices that include coaching staff and athletic training staff present. These are typically held in Brubaker Auditorium, Hitchcock Arena and Starry Athletic Complex from 4:00-6:30 p.m. Monday through Friday and throughout the day on Saturday. Teams that are in-season have a higher priority than teams participating in their non-traditional season.
- (3) **Athletics Team Sponsored Fundraisers** are activities that allows for Messiah College intercollegiate athletics teams to use the athletics facilities to raise money. These events could be, but not limited to tournaments, meets, games, clinics, all of which are sponsored by a College team. Teams are limited to one weekend event per semester.
- (4) **Rec Sports** is recreational programming that is scheduled directly out of the Rec Sports Office. They have priority scheduling Monday through Thursday from 7:00-11:00 p.m. in Hitchcock Arena and from 4:00-7:00 p.m. on the Rec Sports and Horseshoe Fields.
- (5) **Outside Athletics Teams** include both high school and collegiate teams that hold practices or contests at the College. These groups must be approved by the Athletics Department, sign a contract and provide a Certificate of Liability Insurance for one million dollars naming Messiah College as the additional insured. Facility use fees, administrative fees and support services fees can be assessed to outside groups if not sponsored by a Messiah College intercollegiate team.

Student Programs Sponsored Events: Activities that are sponsored by the Student Involvement and Leadership Programs (SILP) recognized clubs, organizations, programs and services planned

by and primarily for members of the Messiah College community. These events include Club Sports, Student Activity Board Concerts, Dances, Coffee Houses, Little Sibs Weekend, Family Weekend and Welcome Week. A number of Student Activities Board (SAB) activities fall between Athletics Contests and Intercollegiate Practices in regard to priority. SILP also includes Student Government Association (SGA) officially recognized student clubs such as Acclamation Dance, Swing Dance, Student-Athlete Advisory Committee (SAAC) Activities, Footprints, Martial Arts Club, etc. Club sports scheduling is handled by the Athletics Department. The indoor club sports are provided games and practice times based on availability of Brubaker Auditorium and Hitchcock Arena. The outdoor club sports are also provided games and practice times based on availability of the Rec Sports Fields, Anderson Field and Upper Baseball.

Open Gym: Gym space is reserved in Hitchcock Arena for the general student body, employees and alumni throughout the academic year.

General Public/External Events: Programs and activities that are organized by any non-profit or community groups that are not a part of the educational institution. Some examples would include the Special Olympics, MACSA Track Meet, CCAC Track Meet, Walk-a-thons, BIC Tournament, etc.

Scheduling:

- (1) **Indoor Athletics Facilities** are scheduled through the Conference Services Department in conjunction with the Athletics Department (Assistant Athletics Director for Operations).
- (2) **Outdoor Athletics Facilities** are scheduled through the Athletics Department (Assistant Athletics Director for Operations) in conjunction with the Conference Services Department:
 - **Intercollegiate Grass Game Fields** include the Baseball Field, Softball Field and Shoemaker Field. Due to the fragile nature of grass fields and the overall cost of maintenance, only athletic teams are able to use the intercollegiate game fields. The major exception is the Messiah College Commencement held in May.
 - **Intercollegiate Grass Practice Fields** include the Back Practice Fields and Lower Starry Field. Lower Starry Field is considered the area outside of the Softball Field.
- (3) **Lights** are located in three locations on Starry Athletic Complex- Public Tennis Courts, Shoemaker Field and Anderson Field. According to the agreement with Monaghan Township the lights on Anderson and Shoemaker Fields will be on no later than 10:00 p.m.
- (4) The Athletics Department reserves the right to reject any request if there is a potential for damage or harm to the facilities. The Department also reserves the right to cancel events, limit play or adjust times of facility/field usage due to facility conditions, renovation or restoration. Scheduling facilities are on a “first come, first serve” basis but are subject to change.

Starry Athletic Complex Services/Overtime – Grounds Department

The **Falcon Hut** will be opened the first regular season game of the spring season (not counting scheduled scrimmages). Athletics must contact Facility Services at least one week before the first game to schedule the de-winterizing of the Falcon Hut. The Falcon Hut will be winterized and closed shortly after the final playoff game in the fall.

The **irrigation system** and water reels will be winterized immediately after the final field hockey playoff game of the year or if the temperature drops below 32 degrees for two full days before the last game. The irrigation system will be started up no earlier than April 1st. Anderson Field's irrigation reel will be turned on after low temperatures reach 35 degrees for five straight days or the Grounds Department agree to a sooner date. Anderson Field's irrigation will only be used for games during the traditional sports seasons.

Practice Fields (back practice fields and lower Starry): The lines will be painted once a week for practices and sports camps. The grass will be cut twice a week at 3 inches during camps and out-of-season times.

Shoemaker Field: The lines will be painted at least once a week during camps and the soccer season. The grass will be cut three times per week, at 2 inches, during the soccer season, and twice a week at 2.5 inches during the off season. The field will be mowed and painted on game day or one day before game day (weather permitting).

Softball and Baseball Fields: The lines will be painted once a week during regular season, fall season, and during camps. The grass will be cut 3-5 times a week during the regular season at 1.5 inches (the entire field). During the fall season, for baseball, the infield grass will be cut at 1.5 inches and the outfield at 3 inches two times a week. In the off-season the entire field will be mowed at 3 inches. The infield dirt will be groomed before every practice and every game throughout the regular seasons and three times a week during the fall seasons. The field will be mowed and painted on game day or one day before game day (weather permitting).

Rec-Sports and Upper Baseball Field: The lines will be painted once a week during the Rec-Sports seasons. The grass will be cut once a week at 3 inches throughout the mowing season.

Grounds Services sports turf crew leaders are not subject to mandatory on call. However, there are mandatory work hours which fall beyond the normal work day. These hours are assigned accordingly:

1. Irrigation of athletic fields (25-30 hours):
 - April through September
 - Monitoring and shutting down irrigation pumps
2. Snow removal from Anderson Field (20 hours):
 - February through March
 - Removing snow from field during Men and Women's Lacrosse season for games and practices
 - Snow removal of main campus is first priority; after campus is complete Grounds Services will start removing snow off Anderson Field

3. Baseball Games (25-30 hours):
 - 4 weekend home doubleheader games (5-6 hours of overtime per game)
 - Playoffs
4. Softball Games (24-30 hours):
 - 8 weekday doubleheader games (1-1.5 hours of overtime per game)
 - 4 weekend doubleheader games (4-5 hours of overtime per game)
5. Track and Field Meet (2-4 hours):
 - 1 weekend meet (2-4 hours of overtime)
6. Men's Lacrosse Games (10-15 hours):
 - 4 weekend games (2 hours of overtime per game)
 - Playoffs
7. Women's Lacrosse Games (8-12 hours):
 - 4 weekend games (2 hours of overtime per game)
8. Field Hockey Games (12-20 hours):
 - 6 weekend games 2 hours of overtime per game)
 - Playoffs

Any overtime for Starry Athletic Complex, beyond the hours listed above, needs to be pre-approved by the Grounds Services Manager and/or the Director of Facility Services.

Weight Room Policy

1. The Weight Room may not be reserved by groups. Due to the limited size and the demand for the Weight Room, groups may not reserve a time in the Weight Room for private use.
2. The Weight Room may not be used outside of its normal operating hours. Due to liability concerns, the Weight Room may not be used when a Weight Room monitor is not on duty. Weight Room monitors are trained on how to respond to accidents in the Weight Room and they are CPR certified.
3. Access to Weight Room keys is limited to Weight Room work study students and Athletics Department personnel.
4. Weight Room use is limited to Messiah College employees, students, alumni and family members who present a valid College ID.
5. No music will be played in the Weight Room. Individuals are encouraged to bring personal music players with earphones (MP3/iPod/etc.).
6. Proper attire must be worn at all times (i.e., athletic shoes, shirts and shorts).

SECTION 7: ATHLETIC TRAINING/SPORTS MEDICINE GUIDELINES

General Guidelines

The goal of the Athletic Training Department is to provide health care through first aid, evaluation of athletic injuries, follow-up treatment, and rehabilitation, for the purpose of allowing athletes to participate in intercollegiate sports in a safe and healthy manner. The team physicians specialize in orthopedics, general medicine, podiatry and sports medicine and are readily accessible for diagnosis, referral and follow-up care.

The following are general guidelines of the Athletic Training Department:

1. Hours of operation:
 - Monday through Friday 1:30-6:30 p.m.
 - 2 hours prior to events
 - Others by appointment with a Certified Athletic Trainer (ATC)
2. An ATC and student-trainer will be assigned to each sport during the traditional playing season. During the non-traditional segment, an ATC will only be provided during the contest date.
3. The Parent/Guardian of any athlete whose injuries require care in a medical treatment facility (i.e., hospital) will be notified immediately.
4. Prior to resuming athletic competition, a student-athlete who had an injury and/or sickness must be cleared by an ATC or doctor.
5. If a student-athlete is injured outside the normal athletic practice session or competition, the student-athlete is responsible to report the injury to the athletic training staff and head coach immediately.
6. When an athletic team is away from campus and a student-athlete requires attention by a doctor (i.e., hospital, rehabilitation), a member of the coaching staff must be present. The coaching staff member is required to understand the latest regulations of HIPPA when transporting a student-athlete to the visit.

Concussion Management Guidelines

1. All Messiah College student-athletes will be informed of the dangers of a concussion at the pre-participation health screen performed prior to their first practice of each school year. Athletes will be informed of the signs and symptoms of a concussion and the importance of sharing these symptoms with their athletic trainer when they occur.
2. All Messiah College student-athletes who will compete in a collision, contact, or at-risk sport will undergo baseline cognitive testing via the computerized ImpACT test prior to their athletic career at Messiah College. Student-athletes participating in the following sports will be required to undergo baseline testing prior to their first year of participation or at the implementation of the ImpACT testing program:
 - Baseball
 - Basketball (Men and Women)
 - Field Hockey
 - Lacrosse (Men and Women)
 - Soccer (Men and Women)

- Softball
 - Track and Field (pole vault only)
 - Volleyball
 - Wrestling
3. When a student-athlete shows any signs, symptoms, or behaviors consistent with a concussion, the athlete will be removed from practice or competition for further evaluation by the Team Physician or an ATC. Student-athletes from a visiting team will be managed in the same manner as Messiah College athletes.
 4. The responsibility of determining the presence of a concussion will be that of the Team Physician. In the event that the Team Physician is not present, the responsibility will pass to the ATC who is covering that practice or competition.
 5. A student-athlete diagnosed with a concussion will be withheld from competition or practice and not return for the remainder of that day. Student-athletes who sustain a concussion outside of their sport will be managed in the same manner as those sustained during sport activity.
 6. A student-athlete diagnosed with a concussion will be monitored for deterioration of signs or symptoms. Student-athletes will be provided with written home instructions upon discharge; preferably with a roommate or guardian who can help them follow the instructions.
 7. A post-injury ImpACT test should be taken 24-48 hours after the student-athlete sustains the concussion.
 8. Student-athletes diagnosed with a concussion will be monitored via a symptom checklist daily. When a student-athlete diagnosed with a concussion is found to be symptom free, he/she may commence the Exertional Testing Protocol under the supervision of their Athletic Trainer.
 9. The student-athlete must pass each step of the Exertional Testing Protocol without a return of symptoms before progressing to the next step. At the onset of symptoms, the student-athlete should be removed from the protocol and allowed to rest. The same step will be repeated the next day if the student-athlete is symptom free at the time of testing.
 10. Exertional Testing protocol:
 - A. Symptom Checklist and ImpACT results within normal limits
 - B. Athletic Training Room exertional activities:
 - a) 10 minutes on stationary bike at <70% of max HR or <7/10 RPE
 - b) 10 minutes of continuous jogging on a treadmill at <70% of max HR or <7/10 RPE
 - c) Body Weight Strength Training (push-ups, sit-ups, squat thrusts)
 - d) Advanced CV Training (sprinting activities)
 - e) Advanced Weight Training (resisted exercises in the weight room)
 - f) Sport Specific Agility Drills (no contact, no opponent)
 - g) If no change or increase in symptoms, move to next step not before the next day
 - C. Non-Contact Practice:
 - a) If no change or increase in symptoms, move to next step not before the next day

- D. Limited-to-Full Contact Practice:
- a) If no change or increase in symptoms, may return to competition upon clearance by Team Physician or Athletic Trainer
11. Final authority for Return-to-Play will be at the sole discretion of the Team Physician. The Team Physician may empower the Athletic Trainers to make the Return-to-Play decision.
 12. The Messiah College Athletic Training Staff will document the incident, evaluation, continued management, and clearance of the student-athlete with a concussion.

Lightning Policy

Lightning can be a very dangerous and potentially life-threatening phenomena. As such, the Messiah College Athletic Training Staff has developed a policy to deal with the threat of thunderstorms and lightening in the area:

1. Prior to covering outdoor practices and games, the Athletic Trainer on duty will check the local weather reports and radar to note any potential storms or lightening in the area.
2. Any storm or lightening activity reported within 30 miles of Messiah College's campus will put the Athletic Trainer on alert. The Athletic Trainer shall alert coaches, officials, and game administrators that they are monitoring a potential storm.
3. The Athletic Trainer and game administrator shall work collaboratively to determine that all athletic fields must be cleared when the lightning is shown to be within 10 miles of campus. Acceptable methods of determining storm distance are as follows:
 - Flash to Bang: Once a lightning bolt is seen, record the number of seconds until thunder is heard. Divide the seconds by 5. This equals the approximate distance in miles that the storm is. The fields should be cleared if a Flash-to-Bang is within 30 seconds.
 - Lightning Detector: If the lightning detector records in the 3-8 mile range.
 - Lightning Monitoring Software (i.e., Telvent, Coach Smart, etc.): Records in real time when lightning strikes occur. Clear if a lightning strike is recorded within 10 miles of campus.
4. Officials have the authority to suspend a competition whenever they feel the situation has become unsafe.
5. Once the determination to clear the fields has been made individuals should make their way to the following safe shelters:
 - Messiah College Student-Athletes: Falcon Hut (inside with doors and windows closed), Climenhega Fine Arts Center
 - Opposing Teams: Return to their bus or vans (with windows rolled up)
 - Officials: Falcon Hut locker room
 - Spectators: Return to their vehicles (with windows rolled up)
 - The following are not safe shelters: dugouts, covered bridge, portable press boxes, convertible/soft-top vehicles, club cars/golf carts
6. Play shall be suspended until 30 minutes after the last recorded lightning strike within 10 miles of campus. If another strike occurs within 10 miles, the 30 minute clock is restarted.

7. Weather shall continue to be monitored even after the decision to resume play has been made.

Middle Atlantic Conference – Delayed Contests Policy:

1. For lightning, the NCAA 30 second flash to bang policy is to be enforced. To avoid gamesmanship, each school should have their procedure for determining this protocol in writing and available at the competition site.
2. For sports conducted indoors and outdoors where lightning is not present: the contest must restart within an hour of the delay.
3. For outdoor sports in the case of lightning: the athletics trainer must determine by the 60th minute of delay that the contest can resume in a half hour (thus, an hour and a half to restart a game)
4. When determining the possibility of completing a night contest during suspension in play, be sure to account for local sound and lighting ordinances. The game site manager should have this information available.
5. The above time parameters do not include the time to warm up after the delay ends. The warm up time is agreed to by the coaches and will not exceed 15 minutes.
6. This rule applies to all MAC contests (includes Freedom vs. Commonwealth opponents); for non-MAC contests, the governing rules would apply. In case the NCAA rules are unclear, present the MAC protocol to the non-conference school prior to the contest.

Insurance Coverage

The NCAA requires member institutions to verify that there is insurance coverage for medical expenses resulting from athletically related injuries sustained while participating in defined covered events. Messiah College has purchased an Accident Medical Expense Intercollegiate Sports Policy for the 2012-2013 policy year. This summary is intended to help the institution satisfy the NCAA insurance requirements.

Insurance Carrier: BCS Insurance Company
Policy Period: August 1, 2013 – August 1, 2014
Policy #: BSA-00124

Accidental Death & Dismemberment:	\$10,000
Base Accident Medical Maximum:	\$90,000
Deductible:	0
Benefit Period:	2 Year
Expanded Medical:	Yes
HMO/PPO:	Yes

COVERED ACTIVITIES – The policy covers injury resulting from accident which occurs during the Sports Coverage Period for the Insured Person’s Team while he/she is:

- a) Participating as a Member of a Team in a scheduled game, an official tournament game, a practice session of the Team, or an Association endorsed event; or
- b) Traveling directly to or from a game or practice sessions as a Member of a Team.

CLASS OF INSUREDS – The Policy insures all student members of all teams as listed in the Policy. The list of sports is derived from the Sports Census Form provided to the insurance company by the Athletics Department.

The Policy covers Student Managers/Coaches, Student Trainers and Student Athletes as indicated on the Sports Census. Coverage applies to these Class of Insureds for the same activities covered by the NCAA catastrophic policy. These activities include those associated with a covered event such as a game, practice for a game, or traveling to or from a covered event.

USI Affinity – Collegiate Insurance Resources

3070 Riverside Drive

Columbus, OH 43221

Toll-free: 800-322-9901

SECTION 8: CAMPS AND CLINICS

Bylaw 13.12 Sports Camps and Clinics

13.12.1 Institution's Sports Camps and Clinics

13.12.1.1 Definition: An institution's sports camp or instructional clinic shall be any camp or clinic that is owned or operated by a member institution or an employee of the member institution's athletics department, either on or off its campus. *(Adopted: 1/11/89, Revised 1/10/90)*

13.12.1.4 Prospective Student-Athletes/No Free or Reduced Admission Privileges: In operating a sports camp or clinic, an institution, members of its staff or a representative of its athletics interests shall not give free or reduced admission privileges to any individual who has started classes for the ninth grade. *(Revised: 1/11/89, 1/14/08)*

13.12.2 Employment at Camp or Clinic

13.12.2.1 Prospective Student Athletes: An institution may employ a prospective student-athlete at its institutional sports camp and/or clinic provided all compensation received by the prospective student-athlete is for work actually performed and at a rate commensurate with the going rate in that locality for similar services. *(Adopted: 1/14/08)*

Policies – Summer Camps

The following policies will be adhered to regarding the administration of summer sports camps at Messiah College:

1. Messiah College owns and operates the summer athletic camps. If a head coach conducts a clinic or summer camp off-campus, the clinic and/or camp cannot be publicized in reference to Messiah College.
2. Camp directors are under contract with Messiah College. Full-time coaches employed by the College are expected to operate at least one camp per summer. Camps are expected to at least break even financially. After two years, those camps which typically have not broken even are subject to review and may be terminated. Decisions to introduce new camps or terminate existing camps are the responsibility of the Director of Athletics.
3. A standardized [Summer Athletic Camp Employment Agreement](#) is signed by all employees of the camp. Each employee must show proof of the following prior to working a camp:
 - Health and Accident Insurance
 - PA Cogent – FBI Fingerprint
 - PATCH – Pennsylvania State Police Background Check
 - Pennsylvania Child Abuse Clearance

Note: Messiah College will cover the cost of current employees Background checks will be conducted by the Messiah College Athletics Department on all new camp employees and will check returning employees who are not Messiah College personnel every other year.

4. Staffing will have a minimum of 1:10 staff/camper ratio for both day and overnight camps; this ratio must also be maintained in the residence halls (dorm supervisor must be appointed – a supervising adult older than college age) for overnight camps.

5. The Director of Athletics serves as Camp Coordinator and facilitates summer camps. The responsibilities include the following:
 - a) Orient camp directors to Athletics Summer Camp Policies and Procedures;
 - b) Oversee the Summer Athletic Camp Employment Agreements and be sure that all employees have signed them;
 - c) Provide managerial support to the camp directors, including contact with campus officials, as necessary;
 - d) Act as a liaison between Conference Services and the camp directors;
 - e) Serve as a resource person to the camp directors and as an institutional representative to assure that camps meet the Institutional plans and goals;
 - f) Determine dates of camps;
 - g) Assist camp directors in budget preparation. Review and approve final financial reports, accounting, and revenue distribution; and
 - h) Ensure that all campers and non-Messiah College employed staff show proof of independent health and accident insurance.
6. Camp Directors will attend an annual meeting each spring to review safety concerns and responses and other safety-related policies related to their contracts and College expectations for camps. This meeting will also provide an opportunity to enhance the coordination of camps and the consistent application of policies as well as any sensitive issues that may jeopardize camper safety.
7. During the opening session of camp, the Camp Director is responsible to provide each camper a handout titled ["Messiah College Summer Sports Camp Code of Conduct"](#) and review the contents of the handout.
8. Athletic Training/Medical Policies:
 - a) Each camp must employ at least one certified athletic trainer (ATC). For contact/collision sports (e.g., men's and women's soccer, field hockey, men's and women's basketball, men's and women's lacrosse, wrestling), the ratio will be one ATC for each 100 campers. For non-contact sports (e.g., baseball, men's and women's cross country, golf, men's and women's swimming, men's and women's tennis, men's and women's track and field, softball, volleyball), the ratio will be one ATC for each 200 campers. The ATC will be on duty throughout the duration of the camp, having primary responsibility for treatment of ill or injured campers, supervision of student trainers, and will not serve in a dual role (i.e., official, coach, scorer);
 - b) In the event of a potentially significant illness or injury to a camper, the Camp Director, in consultation with the ATC, will be responsible to notify the camper's parent/guardian via telephone as soon as possible. A potential serious illness or injury shall include that which (1) requires immediate medical intervention, (2) is such that follow-up care is necessary or advisable, or (3) will cause the camper to miss the next scheduled activity. If a camper exhibits symptoms of a head/concussion injury, the ATC will follow standard operational procedures set forth by Messiah College Athletics Department/Athletic Trainers: 24 hours after the last symptom functional tests will be conducted; two or more symptoms and the camper will be required to be cleared by a physician, etc.;

- c) At no time shall a student athletic trainer or camper determine if a call should be made to a parent/guardian. That decision is the responsibility of the Camp Director, in consultation with the ATC, applying the aforementioned guidelines;
 - d) In the event that a camper becomes ill or is injured while in a residence (i.e., not during scheduled camp activities), the dorm supervisor (a supervising adult older than college age) or student trainer is to contact the Camp Director immediately. If the illness or injury requires treatment beyond simple first aid, Messiah College Public Safety also is to be notified immediately;
 - e) The Camp Director, in consultation with the ATC, is responsible to document all such incidents of potentially significant illness or injury as soon as possible by using the electronic incident reporting system; and
 - f) The Camp Director, in consultation with the ATC, is responsible to (1) advise the parents/guardians of campers to provide only the necessary doses of medication which a camper is required to take during the direction of camp, and (2) collect and dispense such medications as required.
9. Baseline salary structure:
- Camp Director:
 - Preparation Wage: \$1,125 for one week of camp
\$1,480 for two weeks of camp
 - Base Salary: \$1,175 per week for day camp
\$1,400 per week for overnight camp
 - Assistant Director:
 - Base Salary: \$560-\$1,070 per week
 - Certified Athletic Trainer:
 - Base Salary: \$510-\$715 per week
 - Instructor:
 - Base salary: \$330-\$560 per week
 - Instructor Aides:
 - Base Salary: \$230-\$460 per week (minimum of \$7.25 per hour)

Note: In the event of camps that do not run for a week (such as a weekend camp), the preparation wage for the Camp Director, as well as other salaries, will be determined on a case-by-case basis by the Director of Athletics (salaries will not exceed the predetermined weekly rates).
10. All compensation must be paid via standard payroll procedures.
11. Camp Directors are responsible to reconcile summer camps with the College Business Office (Accounting Analyst) by October 1st.
12. Profit sharing will be based on net profits and the distribution will be based on the following percentages:
- Camp Director 50% (includes any benefits)
 - Respective College Athletic Program 25%
 - Athletics Department Camp Surplus 25%
13. Camp Directors are responsible to review the terms of the Summer Conference Service Contract and to follow applicable deadlines and financial procedures.

14. Athletics Summer Camp policies and procedures will be reviewed annually in the late fall by an ad hoc committee consisting of:

- Director of Athletics (who will convene and facilitate the meeting)
- Provost
- Vice President for Finance
- Vice President for Operations
- College Attorney
- Vice Provost/Dean of Students
- Director of Safety
- Director of Conference and Events Services
- Director of Institutional Finance

Summer Sports Camp Code of Conduct

The camp director is responsible during the initial camp introductory session to provide a copy to each camper and read through the Messiah College Summer Sports Camp Code of Conduct.

Medical Information Form

Each camper (day and overnight) is required to complete a medical information form and submit it to the camp director prior to the first day of camp. Failure to do so will result in the camper not being allowed to participate. The forms will be kept on file by the Certified Athletic Trainer.

Liability Waiver Form

Each camper (day and overnight) is required to complete a liability waiver form and submit it to the camp director prior to the first day of camp. Failure to do so will result in the camper not being allowed to participate. The forms will be kept on file by the Certified Athletic Trainer.

Missing Camper Notification Policy

Missing campers should be reported to the Department of Safety. Once a missing persons report has been filed with the Department of Safety, the following emergency contact procedures will be initiated no later than 24 hours after a camper is determined missing:

- The Department of Safety will notify law enforcement, the camper's confidential contact, and the Office of the Associate Dean of Students.
- If a camper is under 18 years of age and not emancipated, the missing camper's parents will be notified by the Office of the Associate Dean or his/her designee no later than 24 hours after the student is determined missing.
- The Department of Safety will notify other campus offices having a need to know (e.g., Department of Residence Life).

Policies – Clinics

Clinics are defined as any instructional sessions held during the course of the academic year calendar (late August to mid-May). Intercollegiate athletics programs are limited to one weekend event per semester. Profit sharing will be allocated on net profits and the distribution will be based on the following percentages:

- Staff Wages = 50%; Respective college athletic program (Auxiliary Fund) = 50%

SECTION 9: MAC/NCAA COMPLIANCE

MAC Expectations of Athletic Programs

The following depicts MAC expectations of athletic programs as required by the *Fact Book* on philosophy and principles statement:

1. Compliance:
 - The presidents have ultimate authority for all conference functions.
 - Coaches must be familiar with their sport code and Executive Regulations in the *MAC Fact Book*.
 - Coaches and others responsible for compliance must pass the NCAA rules test on an annual basis.
 - The institutional person responsible for compliance must attend a NCAA Rules Seminar every three years.
 - Athletics administrators are to consult with the MAC Executive Director about all compliance issues. If he/she is unable to provide an answer, the institution will be referred to the NCAA conference liaison.
 - All Level 2 Secondary Violations are submitted to the MAC Executive Director.
 - All conference requests for institutional information must be submitted in timely fashion.
2. Facilities:
 - Competitive facilities, scoreboards, and clocks must meet the minimum standards of the sport playing rules and MAC guidelines.
3. Staff:
 - The director of athletics is responsible for promoting and controlling sportsmanship at the contest site.
 - An institutional staff member who is not involved in the competition (coach, SID, athletic trainer) must serve as site manager for every contest.
 - Every Conference team that travels for the purpose of intercollegiate competition with another member school shall be accompanied by a coach, or a member of the faculty, staff, or administration of that institution.
 - An athletic administrator must attend all conference meetings or a fine is imposed.
 - Retain enough security to provide a safe atmosphere for student-athletes, coaches, officials, spectators, and team representatives.
 - Provide a doctor, certified athletic trainer, and/or first aid trained person at all traditional or non-traditional season contests. A physician and ambulance must be present at conference football games.
 - Game management personnel, as defined in the sport playing rules and the *Fact Book*, must be provided.
 - Institutions must use the MAC coordinator of officials for booking officials in every conference championship sport (minimally for Conference contests).
4. Sports:
 - All equipment must meet the sport, NCAA, and MAC standards for safety.
 - Changes in the conference schedule must be approved by both coaches and athletic directors from the participating teams.

- Uniforms must meet sport, NCAA, and MAC guidelines.
 - Schools must purchase the conference ball in tennis, baseball, volleyball, basketball, and softball.
 - Football, basketball, men's and women's lacrosse, and men's soccer are required to use HUDL for exchanging game video.
5. Conference Reports:
- A collaborative institutional model for decision making.
 - Academic report data due in December each year.
 - Send "Final Report" on NCAA Financial Aid Report to MAC Office as soon as it is received.
 - Submit EADA "total expenses" to the MAC Office after the report is completed in October.
 - EADA assessment when it is sent by conference office.
 - Upon completion of the NCAA ISSG, send the report to the conference office.
6. Sports Information:
- Use approved MAC terminology.
 - Live stats are required in basketball, football, and all conference championships.
7. Championships:
- The host school is responsible for game site expenses.
 - The host must sell tickets to all spectators (those with MAC pass or involved in competition are the only exceptions). An adult supervises all ticket operations.
8. Awards:
- Each head coach must be registered with the organization that recognizes All-America teams in their sport. They are to participate in all aspects of the All-America selection process.
 - Unless funded by the conference, no conference award may be presented.
9. Although not mandated, the following functions should be met:
- A secure, private locker room that accommodates each visiting team with seating, lockers, showers and a white board.
 - A secure, private locker room that accommodates each game official with seating, lockers, and a white board.
 - FAR have expectations for role on campus and attend the MAC meeting in January.
 - Each school sends at least one male and one female SAAC representative to each conference meeting in September and February.
 - Trained, competent persons must be retained to announce, score, and time all team sports.
 - Each team has a SAAC representative on the college group.
 - Each school must sponsor 16 intercollegiate sports.
 - Submit video clips, interviews, and pictures to MAC office for conference videos.
 - Game stories and a picture must be sent to the conference office one hour after the contest conclusion.
 - All conference calls for sport committees and SIDs must have at least one participating representative.

- Results are posted on conference web site within a half hour of contest conclusion.
 - Game files are submitted to conference office no later than 10:00 a.m. the morning after the contest.
 - It is the responsibility of the school to make changes on the conference sport schedule.
10. The following are recommended criteria that should be met when feasible:
- A turf field for conference field hockey and lacrosse contests.
 - Facilities meet the NCAA championship criteria in each sport.
 - An institution that wants to drop a sport must give the conference at least two years notice.
 - Live stats in all team sports that are not required by conference.
 - A full-time person on campus who is responsible for the administration and recruiting in each and every sport.
 - Six hard surfaced tennis courts.
 - Video stream all team sports home contests.
 - A press box that allows for appropriate personnel and functions.

Compliance Information

1. Head coaches are required to submit the [Declaration of Playing Season \(Bylaw 17\) form](#) to the Associate Athletics Director for Operations by September 1st each year.
2. All Head Coaches, Assistant Coaches with recruiting responsibilities, and Administrative Staff with compliance responsibilities, must complete the [NCAA Rules Test](#) by September 1st each year.
3. All returning Athletics Department staff members, including ad-hoc and volunteer staff members, must sign the [NCAA Certification of Compliance form](#) by September 1st each year.

NCAA Bylaw 13: Recruiting

1. A contact is any face-to-face encounter between a prospective student-athlete or the prospective student-athlete's relatives, guardian(s) or individual of a comparable relationship and an institutional athletics department staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting.
2. A prospective student-athlete is a student who has started classes for the ninth grade.
3. In-person, off-campus recruiting contacts shall not be made with a prospective student-athlete or the prospective student-athlete's relatives or guardian(s) until the prospective student-athlete has completed the junior year in high school.
4. Using a form made available by the NCAA national office, a student-athlete who attends a Division III institution may issue, on his or her behalf, permission for another Division III institution to contact the student-athlete about a potential transfer. The student-athlete shall forward this form to the Director of Athletics at the institution of interest. Contact between the student-athlete and institution may occur during the 30-day period beginning with the date the permission to contact form is signed by the student-athlete. An additional form must be issued for contact to occur or continue beyond the initial 30-day period.

5. A member institution may contact a student-athlete who has withdrawn officially from a four-year collegiate institution without obtaining permission from the first institution.
6. Recruiting contact may not be made with a prospective student-athlete before any athletics competition in which the prospective student-athlete is a participant during the days or days of competition, even if the prospective student-athlete is on an official or unofficial visit.

Division III Official and Unofficial Visit Chart

	Official Visit	Unofficial Visit
Number of Visits Permitted	One per institution. (See Bylaw 13.6.1.1)	Unlimited. (See Bylaw 13.7.1)
First Opportunity to Visit	Opening day of classes of the prospective student-athlete's senior year in high school. (See Bylaw 13.6.1.1.1)	Any time. (See Bylaw 13.7.1)
Permissible Length of Visit	Shall not exceed 48 hours. (See Bylaw 13.6.2)	No time limitations. (See Bylaw 13.7 generally)
Meals	Three on-campus meals per day for prospective student-athlete, parents, guardian, spouse or individual of comparable relationship. Dessert or after-meal snack also permitted. (See Bylaw 13.6.5.6 and subparts)	One on-campus meal for prospective student-athlete only. (See Bylaw 13.7.2.1.1)
Lodging	Permissible within 30-mile radius of institution's campus, comparable to student life for prospective student-athletes, parents/guardian, spouse or individual of comparable relationship. (See Bylaw 13.6.4)	None, unless housing is generally available to all visiting prospective students. (See Bylaw 13.7.2.1.2)
Entertainment	\$20 per day for prospective student-athlete and host. (See Bylaw 13.6.5.5)	None. (See Bylaw 13.7.2.1)
Complimentary Admissions to Home Athletics Event	Admissions for prospective student-athlete, parents/guardian, spouse or individual of comparable relationship. No special seating. (See Bylaw 13.6.5.2)	Three admissions for prospective student-athlete and guests. No reserving additional game tickets. No arranging of special parking. No special seating. (See Bylaw 13.7.2.1)
Transportation	Round-trip (e.g., airfare, mileage) cost for prospective student-athlete only. Prospective student-athlete's relatives or friends accompanying prospective student-athlete traveling in automobile are permissible. (See Bylaw 13.5.2)	To view off-campus practice and competition sites in the prospective student-athlete's sport or other institutional facilities. Must be accompanied by institutional staff member. (See Bylaw 13.5.3)

NCAA Bylaw 14: Eligibility

1. To be eligible for practice or competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the institution. For purposes of this bylaw and its subsections, to be eligible for competition, a student-athlete shall be enrolled in not less than 12-semester-or-quarter hours, regardless of the institution's definition of minimum full-time program of studies.
2. A student-athlete may practice or compete while enrolled in less than a minimum full-time program of studies, provided the student is enrolled in the final semester or quarter of the baccalaureate or graduate program and the institution certifies that the student is carrying (for credit) the courses necessary to complete degree requirements.
3. If a student-athlete's academic eligibility changes at the end of a quarter or semester, the student-athlete shall become eligible or ineligible to compete on the date his or her eligibility officially is certified by the appropriate institutional authority. In a case in which the student becomes eligible at the end of the term, the earliest date on which the student can become eligible to compete is the day after the date of the last scheduled examination listed in the institution's official calendar for the term that is ending. In a case in which the student becomes ineligible, the ineligibility shall become effective not later than the first day of classes of the following semester or quarter. In any case, if the student-athlete is academically eligible to compete at the time of the student-athlete's or the institution's first participation in an NCAA championship, he or she shall remain eligible for the remainder of the championship.
4. A student-athlete shall complete his or her seasons of participation during the first 10 semesters or 15 quarters in which the student is enrolled in a collegiate institution in at least a minimum full-time program of studies, as determined by the regulations of that institution.
5. A season of intercollegiate participation shall be counted in the student-athlete's sport when a student-athlete participates (practices or competes) during or after the first contest in the traditional segment following the student-athlete's initial participation of that academic year at that institution or when the student-athlete engages in intercollegiate competition during the nontraditional segment in that sport. This provision is applicable to intercollegiate athletics participation (practice or competition) conducted by a Division III collegiate institution at the varsity, junior varsity or freshman team level.
6. A student-athlete may be granted an additional year of participation (per Bylaw 14.2.4) by the conference or the Committee on Student-Athlete Reinstatement for reasons of "hardship." Hardship is defined as an incapacity resulting from a season-ending injury or illness that has occurred under all of the following conditions:
 - (a) The season-ending injury or illness occurs before the completion of the first half of the traditional playing season in that sport for the season being waived and results in incapacity to compete for the remainder of the traditional playing season. The first half of the traditional playing season is measured by the maximum contest or date of competition (whichever is applicable to that sport) limitation in each sport as set forth in Bylaw 17 plus one contest or date of competition; and
 - (b) The season-ending injury or illness occurs when the student-athlete has not competed in more than one-third of the maximum contest or date of competition

(whichever is applicable to that sport) limitation in each sport (as set forth in Bylaw 17) plus one contest or date of competition.

(c) The following criteria are to be employed in the administration of the hardship waiver:

- Nature of Injury/Illness
- Medical Documentation
- First-Half-of-Season Calculation (refer to Figure 14-1)
- Reinjury in Second Half of Season. A student-athlete, who suffers an injury in the first half of the traditional season, enters competition during the second half of the traditional season and then is unable to participate further as a result of aggravating the original injury does not qualify for the hardship waiver.

7. To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall maintain satisfactory progress toward a baccalaureate or equivalent degree at that institution as determined by the regulations of that institution. As a general requirement, "satisfactory progress" is to be interpreted at each member institution by the academic authorities who determine the meaning of such phrases for all students (Messiah College interprets "satisfactory progress as progress towards good academic standing and degree completion), subject to controlling legislation of the conference(s) or similar association of which the institution is a member.

FIGURE 14-1**Hardship Waiver Calculations – Standard Denominators Based on Bylaw 17 Maximums**

Sport	Standard Denominator *	First Half of Playing Season	One-third of Contests or Dates of Competition
Baseball	41	Before the start of the 21 st contest	14
Men's Basketball	26	Before the completion of the 13 th contest	9
Women's Basketball	26	Before the completion of the 13 th contest	9
Men's Cross Country	11#	Before the start of the sixth date of competition	4
Women's Cross Country	11#	Before the start of the sixth date of competition	4
Field Hockey	21	Before the start of the 11 th contest	7
Men's Golf	21	Before the start of the 11 th date of competition	7
Men's Lacrosse	18	Before the completion of the ninth date of competition	6
Women's Lacrosse	18	Before the completion of the ninth date of competition	6
Men's Soccer	21	Before the start of the 11 th contest	7
Women's Soccer	21	Before the start of the 11 th contest	7
Softball	41	Before the start of the 21 st contest	14
Men's Swimming	17	Before the start of the ninth date of competition	6
Women's Swimming	17	Before the start of the ninth date of competition	6
Men's Tennis	21	Before the start of the 11 th date of competition	7
Women's Tennis	21	Before the start of the 11 th date of competition	7
Men's Track and Field (Indoor)	9**	Before the start of the fifth date of competition	3
Men's Track and Field (Outdoor)	9**	Before the start of the fifth date of competition	3
Women's Track and Field (Indoor)	9**	Before the start of the fifth date of competition	3
Women's Track and Field (Outdoor)	9**	Before the start of the fifth date of competition	3
Women's Volleyball	23	Before the start of the 12 th date of competition	8
Wrestling	17	Before the start of the ninth date of competition	6
*= Maximum number of contests or dates of competition plus one pursuant to Bylaw 14.2.5-(a)-(b) #= Maximum of nine dates of competition (Bylaw 17) plus two dates of competition pursuant to Bylaw 14.2.5.2.5.3 **= See Bylaw 14.2.5.2.5.1			

NCAA Bylaw 17: Playing and Practice Seasons

1. The playing (i.e., practice and competition) season for a particular sport is the period of time between the date of an institution's first officially recognized practice session and the date of the institution's last practice session or date of competition, whichever occurs later. An institution is permitted to conduct athletically related activities (see [Bylaw 17.02.1.1](#)) in each academic year only during the playing season as regulated for each sport in accordance with the provisions of this bylaw.
2. Segment limitations are applicable to all team sports that are listed under [Bylaw 17.02.12.1](#), except for basketball, football and rowing, and all individual sports listed under [Bylaw 17.02.12.2](#), except golf and tennis (see [Bylaw 17.1.1.3.4](#)). The segments shall be defined as follows: *(Revised: 4/11/11 effective 8/1/11)*
 - (a) Traditional Segment – The portion of the playing season that concludes with the NCAA championship in the sport shall be known as the “traditional segment.”
 - (b) Nontraditional Segment – The remaining portion of the playing season shall be known as the “nontraditional segment.”
3. During the playing season (see [Bylaw 17.1.1](#)), all athletically related activities shall be prohibited during one calendar day per week, except during the following: *(Revised: 4/11/11 effective 8/1/11)*
 - (a) Participation during NCAA championships;
 - (b) Participation between academic terms when classes are not in session or during the institution's preseason practice that occurs before the first day of classes; or
 - (c) Participation during an institution's official vacation period when classes are not in session.

SECTION 10 – FALCON ATHLETIC NETWORK (F.A.N.)

Falcon Athletic Network (F.A.N.)

The F.A.N. mission is to provide a method of establishing and maintaining relationships with alumni, parents, and community friends and fans, while at the same time provide current athletes the opportunities and privileges that make being a Messiah College student-athlete so special and distinct. The F.A.N. is designed to promote enthusiasm and financial support (funds generated via F.A.N. do not support standard operational budgets) to the intercollegiate sports programs. It is also the primary avenue through which the Falcons can go “above and beyond” to provide student-athletes, coaches and fans with experiences that make Messiah College one of the premier locations for NCAA Division III athletics.

Messiah College Athletics Hall of Honor

Established in 1995, the Messiah College Athletics Hall of Honor recognizes individuals who have distinguished themselves in athletics while representing the Falcons. Former student-athletes, coaches, and staff/personnel members are eligible for nomination and induction, with a full list of necessary requirements below. When reviewing a nomination, the selection committee considers any/all of a number of factors including, but not limited to, athletic ability and accomplishments, awards and recognitions, sportsmanship, Christian service, and outstanding contributions to Messiah College Athletics.

Hall of Honor – Eligibility Requirements:

Student-Athletes:

1. Must be alumni of the College and have used at least three years of amateur status at Messiah College
2. Must be at least 10 years removed from graduation (or expected graduation for non-graduates)
3. Must have been an exceptional performer in at least one varsity sport while attending the College
4. Under review of the committee, must have exemplified the highest ideals of intercollegiate competition while attending the College, including a refrain from any actions detrimental to the image of Messiah College

Coaches:

1. Must have served the Messiah College Athletics Department for at least 10 years, having been an outstanding coach in at least one varsity sport during their career
2. Must have completed their responsibilities at Messiah College for a minimum of one year
3. Must have exemplified the ideals and values of Messiah College and integrated them into their athletics leadership
4. Under review of the committee, must not have engaged in any actions detrimental to Messiah College and found to be in good standing with the College upon departure and/or retirement

Staff/Personnel:

1. Must have served the Messiah College Athletics Department for at least 10 years, having significantly influenced Messiah College Athletics in leadership, service or advancement during their career
2. Must have completed their responsibilities at Messiah College for a minimum of one year
3. Must have exemplified the ideals and values of Messiah College and integrated them into their athletics involvement
4. Under review of the committee, must not have engaged in any actions detrimental to Messiah College and found to be in good standing with the College upon departure and/or retirement

Senior Scholar Athlete Awards

Head coaches are to submit senior student-athletes' names to the Scholar Athlete Committee (Faculty Athletic Representative, Vice Provost/Dean of Students, Director of Athletics, Assistant Athletics Director for Public Relations/Marketing/Sports Information) by the end of the fall semester who have achieved a 3.50 minimum cumulative grade point average while proving to be outstanding performers in their sport. Six total student-athletes – one male and one female from each of the fall, winter, and spring athletic seasons – will be selected as finalists and be recognized at the Messiah College Athletics Hall of Honor Banquet. One male and one female recipient will be announced at the conclusion of the spring season

SECTION 11 – SPORTS INFORMATION GUIDE FOR COACHES

Schedules and Rosters

Final schedules and rosters should be submitted to Sports Information by the dates listed below:

Teams	Schedule	Roster
Fall	January 15 th	July 15 th
Winter	April 15 th	August 15 th
Spring	June 15 th	August 15 th

Submitted schedules should include at the least the following:

- Date of contest
- Time of contest
- Location
- Opponent

Note: *If any of these components is unknown, please note as “TBD”*

In addition to a complete listing of coaching staff members, submitted rosters should be complete with at least the following for each student-athlete:

- First and last name
- Height
- Weight
- Athletic class of eligibility
- Position on your team (or event, weight class, etc.)
- Previous school (i.e., high school or college) – please list complete name of the school
- Hometown

Scheduling Changes: Any changes to original schedule-including date, time, and/or opponent-should be sent ASAP to the following personnel: Administrative Assistant, Associate Athletics Director for Operations/SWA, Assistant Athletics Director for Public Relations/Marketing/Sports Information, and Game Management Coordinator. It is the responsibility of the individual coach to confirm the change(s) with each of the aforementioned personnel.

Roster Changes: Any changes to original rosters must be communicated ASAP with the following personnel: Administrative Assistant and Assistant Athletic Director for Public Relations/Marketing/Sports Information. It is the responsibility of the individual coach to confirm the change(s) with each of the aforementioned personnel.

Student-Athlete Bios

A link to the online student-athlete surveys for **all** Fall, Winter, and Spring teams will be sent to coaches during mid-August of each year. All coaches are expected to distribute the link to their student-athletes with the expectation that all student-athletes will complete the survey by the first day of Fall semester classes. The survey should also be sent to any new and/or added players as the year moves forward.

Coaches Bios

Online bios for current coaches will be updated each year. For new coaches, it is the responsibility of the head coach to send a link to the online survey that will be used by the Sports Information Office to create their bios. This link will be sent to head coaches by the Sports Information Office after a new roster is reviewed.

Bio Updates: Any changes and/or edits to online bios should be immediately sent to the Assistant Athletics Director for Public Relations/Marketing/Sports Information.

Reporting Guidelines

It is the practice of the Sports Information Office to report on all NCAA-varsity athletic competitions and/or stories of note. Coaches should keep in mind the following practices:

- Head coaches should expect to be contacted by the Sports Information Office to arrange pre-or-post-game comments related to a competition;
- Head coaches are expected to make themselves available following competitions for comments, even if such availability is only by email or cell phone (i.e., during away events);
- At times, coaches should note that it may be asked of them to leave an email and/or voicemail with a pre-arranged contact with comments on a competition.

Coaches are asked to understand that the extent of coverage received for each competition may vary depending on: 1) the number of competitions by Messiah College Athletics on the same day/weekend; or 2) the availability of Sports Information staffing to cover all competitions on a certain day/weekend.

Awards Guidelines

It is the practice of the Sports Information Office to publicize official conference and coaches association's awards. The list of these awards should be confirmed between each head coach and the Assistant Athletics Director for Public Relations/Marketing/Sports Information. This is to ensure that appropriate publication is given to the Falcons' award winners.

Specifically, head coaches should be aware of the following guidelines regarding Commonwealth Conference Player of the Week (POW) awards: it is the responsibility of the head coach to send the name of a POW nomination to the Assistant Athletics Director for Public Relations/Marketing/Sports Information by 8:30 a.m. on the Monday morning following the "week" of the player's performance. A brief reasoning for the nomination should accompany the name. The Assistant Athletics Director for Public Relations/Marketing/Sports Information will complete the nomination and submit it to the MAC office.

SECTION 12 – A REVOLUTION OF MISSIONAL ATHLETES (A.R.O.M.A.)

“But thanks be to God, who always leads us in triumphal procession in Christ and through us spreads everywhere the fragrance of the knowledge of him.

For we are to God the aroma of Christ among those who are being saved and those who are perishing.”

2 Corinthians 2:14-15

[AROMA](#) is the sports ministry arm of our Athletic Department which seeks to have an impact on our teams, our campus, our community and our world for the glory of God. AROMA facilitates sports ministry training and opportunities for anyone who wants to get involved on campus. Our prime vehicles for ministry include international trips, national service trips, local outreach, and summer camps.

SECTION 13: STUDENT ATHLETE POLICIES AND PROCEDURES

Student-Athlete Advisory Committee (SAAC)

The membership is composed of two voting members from each of the varsity intercollegiate teams. Their purpose is to assist in the evaluation of the Messiah College Athletics program and make recommendations to the Director of Athletics for the improvement of the student-athlete academic, athletic, and social experience. It also provides an avenue for the student-athlete population with an opportunity to more effectively communicate with the Messiah College athletic administration and provide suggestions on programs designed to serve their needs. Additional goals of the organization are to encourage unity, common purpose, and camaraderie between and among all athletes in the program. In addition, encourage involvement of the student-athletes in campus/community projects and design/implement programs, which will encourage academic achievement, health promotion, social responsibility, and general awareness.

Mission Statement: The SAAC at Messiah College desires to improve the quality of the intercollegiate athletics experience for all participants. The committee recognizes that, as students at a Christian college, participants in intercollegiate athletics at Messiah College strive to be representatives of Jesus Christ.

Messiah College SAAC Goals:

1. Represent student-athletes to the athletics administration and other campus administrators:
 - a) Generate a student-athlete voice within the Athletics Department and Messiah College;
 - b) Receive feedback from student-athletes regarding policies, procedures, and structure;
 - c) Distribute information to student-athletes;
 - d) Serve as a liaison between the committee and his/her team; and
 - e) Encourage student-athletes to be named on campus-wide committees.
2. Encourage communication, support, and unity among and between varsity teams and student-athletes.
3. Increase awareness of athletic programs:
 - a) Get involved in, or develop, programs that allow for student-athlete outreach and support and nurture growth and development in area high schools and other parts of the community; and
 - b) Promote awareness of Messiah College athletics on campus and in the community.
4. Provide feedback on NCAA legislation and suggest potential NCAA legislation.
5. Organize fund raising activities for worthy community causes.

Student-Athlete Handbook

SECTION 14: ATHLETICS VISUAL IDENTITY AND USE OF COLLEGE AND ATHLETIC DEPARTMENT LOGOS

Need for Review

The Athletics Visual Identity (AVID) committee was arranged in the fall of 2012 and tasked to review and reproduce the Visual Identity standards of the Messiah College Athletics Department. This effort was motivated by the need to address the frequent questions and confusion from Athletics staff and College personnel regarding the Visual Identity standards that were created in the year 2001. Specific attention was also given to the modern-day interests of the Athletics' sports programs and the changing climates in the print and web industries.

Philosophy and Guiding Principles

The Messiah College Athletics Visual Identity is arranged to both protect and maintain strong brand equity of the Messiah College intercollegiate athletics programs, logos, wordmarks, and color palette. The Visual Identity presents guidelines on how the athletics brand is to be used and, additionally, makes clear the expectation that the Falcons' administrators, coaches, student-athletes, and community members always operate in a way that protects the interest of the brand itself – i.e., its strength, prominence, and distinction within NCAA intercollegiate athletics.

Furthermore, the Visual Identity, by its nature, seeks to establish competitive positioning of the "Messiah College Athletics" brand by promoting the interrelation of the student-athletes and alumni as members of the same "Falcons" family.

In the most general of terms, the Athletics Visual Identity reinforces the values of unity, cooperation, and team within the Athletics Department. As the 2001 Visual Identity stated: "Just as coaches expect their student-athletes to be team players and follow the coach's leadership, Athletics staff members are expected to be team players and follow department and institutional leadership." This commitment continues in the renewed Visual Identity standards, with the standards themselves supporting consistency with how the Falcons' apparel items look and the ways the Falcons' logos, wordmarks, and colors are used.

What to Expect/What This Means for the Renewed (2013) Standards

Practical Applications

1. Emphasis on the use of Primary Wordmark ("MESSIAH") and Primary Logo (Falcon+MESSIAH).
2. Area of Isolation is expected for all official Visual Identity marks.
3. Removal of "Wings Up Falcon" from marks.
4. Commitment to redesign of the F.A.N. and AROMA marks.
5. Clear understanding of why individual team logos are not allowed and how the grandfathered logos will be utilized.
6. Provision of "Sport Labeled Marks" for coaches to choose from when applying combination of marks (e.g., the "Falcon Head + Messiah Field Hockey" image). Additional marks will have to be approved.

7. Ease of use when knowing how a mark should look, including an identification system to allow for easy access to fields.

Practical Applications

Definitions:

1. **Program Items:** Apparel worn by program members including coaches, student-athletes, managers, trainers, etc., when they are practicing, competing, and/or acting in an official capacity as a representative of Messiah College Athletics. This includes pre- and postgame functions, in-game competition, practices, and special events in which they participate because of their membership on a Falcons' team. This includes warm-ups, jerseys, shorts/pants, socks, hats, and travel bags. (Note: Whether the item is purchased with institutional funds, auxiliary funds, camp funds, or donate monies by a program member or someone outside of the program, the guidelines apply.)
2. **Promotional Items:** Apparel created by and supplied by the College, the Athletics Department, and/or a Falcons' teams to any/all constituents including student-athletes, parents, fans, campers, etc., for the purposes of promotional and/or entertainment activities.
3. **Coaching Items:** Category of apparel similar to Program items but with a distinction made for items for which only coaches and/or athletics administration will have access.

Apparel Guidelines:

1. Program Items – Competition Uniforms and Apparel
 - Primary Wordmark (i.e., "MESSIAH") across chest (or other approved location)
 - Any approved logo placed anywhere on the uniform is appropriate
 - Bottom of uniform piece: any official mark of Visual Identity
 - Colors must strictly follow palette
 - Area of Isolation is expected for all official Visual Identity marks
2. Program Items – All Other (Warm-ups, Travel Suits, Hats, Bags, etc.)
 - If a suit, the front of top piece must have either Primary Wordmark or Primary Logo (i.e., "Falcon+MESSIAH")
 - If a suit, the bottom may only have official marks of Visual Identity
 - Colors must strictly follow palette
 - Area of Isolation is expected for all official Visual Identity marks
3. Program Item – Practice
 - Primary Wordmark or Primary Logo must be used on front
 - Color palette adjusted to include Gray as primary/secondary options
 - Team phrases are permitted on back
 - Area of Isolation is expected for all official Visual Identity marks
4. Promotional Items – All
 - Primary Wordmark or Primary Logo must be used on front
 - Phrases and sayings are permitted on back
 - Other than Wordmarks being unchanged, text/font may change
 - Color of the shirt can come through logo to allow for one-color prints
 - Area of Isolation is expected for all official Visual Identity marks
5. Coaching Items – All

- All Program Item guidelines apply with one exception: Accent colors of palette are permitted for use as Secondary Colors

SECTION 15: CLUB SPORTS

Officers from each Club Sport are required to meet with the Associate Athletics Director for Operations during the spring semester to review the recommendation checklist. If all items on the checklist are sufficiently addressed, the Associate Athletics Director will send a recommendation letter to the Student Involvement and Leadership Programs Office.

New Groups Seeking Club Status

All groups are required to contact the Student Involvement and Leadership Programs Office and complete the appropriate application when seeking club status. A recommendation from the Athletics Department is required. The following items will be considered:

- There must be significant interest;
- The club must compete against outside competition;
- The club must have a coach (adult) and advisor (Messiah College employee);
- The club must demonstrate it is ready to follow the criteria used to approve new organizations by the Student Involvement and Leadership Programs Office;
- The club must demonstrate they are ready and willing to represent Messiah College in a positive manner;
- The club is required to use an appropriate club logo (cannot be the Athletics Department logo); and
- There must be adequate facilities available (cannot place undue strain on the facilities and the College infrastructure that prepares and takes care of the facilities, such as grounds and/or campus events). Refer to the facility scheduling policies and facility usage policy.

Any new group seeking club status must do so in writing to the Associate Director of Athletics for Operations seeking a recommendation. Prior to a group being granted club status, all of these issues will be addressed and carefully reviewed. The Athletics Department reserves the right to withhold a recommendation for any and all Club Sports.

Facility Scheduling Policy

1. Practice Sessions: All Club Sports are required to seek approval for all practices via the Assistant Athletics Director for Operations. Practices on campus will NOT be guaranteed. There are facility constraints and limitations that prevent practice time and space for Club Sports. All practices must be scheduled through the Assistant Athletics Director for Operations.
2. Games/Contests: Home events must also be scheduled through the Assistant Athletics Director for Operations. Home games and events will not be guaranteed. There are facility constraints and priorities that will limit home events. If facility space becomes available to host a home event, all Club Sports will be allowed a limited number of home events to be determined on a sport by sport basis. There are facility constraints and grounds crew limitations to consider.
3. Facilities Priorities:
 - Indoor Club Sports: Indoor athletics facilities accessible to indoor Club Sports are limited to Brubaker Auditorium, Hitchcock Arena, and Fredricksen Natatorium.

- Outdoor Club Sports: Outdoor athletics facilities accessible to outdoor Club Sports are limited to the Rec Sports Field, Horseshoe Field, Upper Baseball Field, and Anderson Field.
4. Priority List:
 - Priority A: Messiah College Academics
 - Priority B: Messiah College Sponsored Events
 - Priority C: Intercollegiate Athletics
 - 1) Athletics Contests
 - 2) Intercollegiate Practices
 - 3) Athletics-Team Sponsored Fundraisers
 - 4) Recreational Sports
 - 5) Outside Athletics Teams
 - Priority D: Student Programs-Sponsored Events (includes Club Sports)
 - Priority E: General Public/External Events
 5. Scheduling Facilities: Indoor athletics facilities are scheduled through the Conference Services Department in conjunction with the Athletics Department (Assistant Athletics Director for Operations). Outdoor athletics facilities are scheduled through the Athletics Department (Assistant Athletics Director for Operations) in conjunction with the Conference Services Department. The aforementioned priorities are a way to view the different events held on campus and the general hierarchy of their activities. The scheduling of facilities may be adjusted as needs and opportunities change, and it is inevitable that groups may be confronted with modifications that are less than desirable from their viewpoint. There may also be times when an event within a particular priority group is moved ahead or gets dropped below another priority group's event. Finally, an event that has been previously scheduled is not automatically cancelled or rescheduled simply because another higher priority group wishes to use the facility, although there are times when that may occur. The Athletics Department reserves the right to reject any request if there is a potential for damage or harm to the facilities. The Athletics Department also reserves the right to cancel events, limit play, or adjust times of facility/field usage due to facility conditions, renovations, or restorations.
 6. Anderson Field: According to the regulations set forth by Monaghan Township, the lights on Anderson Field must be turned off by 10:00 p.m. The Athletics Department reserves the right to move intercollegiate practices onto Anderson Field during previously scheduled club practices due to adverse weather conditions and/or field conditions.

Logos and Word Marks

Club Sports will NOT be allowed to use the official Athletics Department logos and word marks. All Club Sports must have the word "club" on their uniforms – all uniform logos must be approved on their official uniforms, and any public attire, websites, etc. (i.e., Messiah Club Soccer, Falcons Club Frisbee Football, Messiah Club Volleyball).

Athletic Training

There will be no athletic training services for Club Sports.

Review of Clubs

All Club Sports will be reviewed by the Athletics Department in cooperation with the Student Involvement and Leadership Programs Office on an annual basis. The Athletics Department has the right to withdrawal their support of any Club Sport at any time. Decisions to continue Club Sports will be made on an annual basis by the Student Involvement and Leadership Programs Office with input from the Athletics Department.