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## Department of Intercollegiate Athletics

### Staff Directory

#### Athletic Departments

<table>
<thead>
<tr>
<th>Name, Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Derek Carter, Director of Athletics</td>
<td>(302) 857-6030</td>
<td><a href="mailto:dcarter@desu.edu">dcarter@desu.edu</a></td>
</tr>
<tr>
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<tr>
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</tr>
<tr>
<td>Matt Miller, Asst. AD for Marketing</td>
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</tr>
<tr>
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<td>(302) 857-6068</td>
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</tr>
<tr>
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<td>302-857-6067</td>
<td><a href="mailto:mrogers@desu.edu">mrogers@desu.edu</a></td>
</tr>
<tr>
<td>Chantae Vinson, Ticket Manager</td>
<td>302-857-7497</td>
<td><a href="mailto:cvinson@desu.edu">cvinson@desu.edu</a></td>
</tr>
<tr>
<td>Eric Hart, Associate Athletic Director/Student Services</td>
<td>(302) 857-7542</td>
<td><a href="mailto:ehart@desu.edu">ehart@desu.edu</a></td>
</tr>
<tr>
<td>Academic Services</td>
<td></td>
<td></td>
</tr>
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</tr>
<tr>
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</tr>
<tr>
<td>Sandria Johnson, Academic Counselor</td>
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</tr>
<tr>
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<td>(302) 857-7415</td>
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</tr>
<tr>
<td>Harry Sanchez, Academic Counselor</td>
<td>(302) 857-7974</td>
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<tr>
<td>Equipment</td>
<td></td>
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</tr>
<tr>
<td>Mark Springs, Head Equipment Manager</td>
<td>(302) 857-7446</td>
<td><a href="mailto:msprings@desu.edu">msprings@desu.edu</a></td>
</tr>
<tr>
<td>Arthur Wright, Assistant Equipment Manager</td>
<td>(302) 857-7446</td>
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</tr>
<tr>
<td>Sports Medicine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nicole Hoffman, Interim Director for Sports Medicine</td>
<td>(302) 857-7554</td>
<td><a href="mailto:nhoffman@desu.edu">nhoffman@desu.edu</a></td>
</tr>
<tr>
<td>Tony Reed, Team Physician</td>
<td>(302) 857-7551</td>
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</tr>
<tr>
<td>Cara Cordrey, Associate Athletic Trainer</td>
<td>(302) 857-7554</td>
<td><a href="mailto:ccordrey@desu.edu">ccordrey@desu.edu</a></td>
</tr>
<tr>
<td>Nick Geller, Associate Athletic Trainer</td>
<td>(302) 857-7554</td>
<td><a href="mailto:ngeller@desu.edu">ngeller@desu.edu</a></td>
</tr>
<tr>
<td>Elyse Warns, Associate Athletic Trainer</td>
<td>(302) 857-7554</td>
<td><a href="mailto:ewarns@desu.edu">ewarns@desu.edu</a></td>
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<tr>
<td>Strength &amp; Conditioning</td>
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</tr>
<tr>
<td>Ryan Johnson, Director Strength &amp; Conditioning</td>
<td>(302) 857-6026</td>
<td><a href="mailto:rjohnson@desu.edu">rjohnson@desu.edu</a></td>
</tr>
<tr>
<td>Sports Information</td>
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</tr>
<tr>
<td>Maggie Hayon, Sports Information Director</td>
<td>302-857-6065</td>
<td><a href="mailto:mhayon@desu.edu">mhayon@desu.edu</a></td>
</tr>
<tr>
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<td>(302) 857-6068</td>
<td><a href="mailto:djones@desu.edu">djones@desu.edu</a></td>
</tr>
<tr>
<td>Ticketing</td>
<td></td>
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</tr>
<tr>
<td>Chantae Vinson, Ticket Manager</td>
<td>302-857-7497</td>
<td><a href="mailto:cvinson@desu.edu">cvinson@desu.edu</a></td>
</tr>
<tr>
<td>Baseball</td>
<td></td>
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</tr>
<tr>
<td>LP Blandin, Head Coach</td>
<td>302-857-6035</td>
<td><a href="mailto:jblandin@desu.edu">jblandin@desu.edu</a></td>
</tr>
<tr>
<td>Mike August, Assistant Coach</td>
<td>302-857-7809</td>
<td><a href="mailto:masaugust@desu.edu">masaugust@desu.edu</a></td>
</tr>
<tr>
<td>Men’s Basketball</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Greg Jackson, Head Coach</td>
<td>302-857-7480</td>
<td><a href="mailto:gjackson@desu.edu">gjackson@desu.edu</a></td>
</tr>
<tr>
<td>Arthur Tyson, Assistant Coach</td>
<td>302-857-7481</td>
<td><a href="mailto:ayson@desu.edu">ayson@desu.edu</a></td>
</tr>
<tr>
<td>Keith Walker, Assistant Coach</td>
<td>302-857-6139</td>
<td><a href="mailto:kwalker@desu.edu">kwalker@desu.edu</a></td>
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</tbody>
</table>

### Men's Sports

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<thead>
<tr>
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<tbody>
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<td>Name, Position</td>
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</tr>
<tr>
<td>Garrett Wilkerson, Assistant Coach</td>
<td>302-857-7449</td>
<td><a href="mailto:jwilkerson@desu.edu">jwilkerson@desu.edu</a></td>
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<tr>
<td>Mike Bernard, Director of Basketball Operation</td>
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<tr>
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<tr>
<td>Women's Basketball</td>
<td></td>
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</tr>
<tr>
<td>Ed Davis, Head Coach</td>
<td>302-857-6041</td>
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<tr>
<td>Andrea Bolton, Assistant Coach</td>
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</tr>
<tr>
<td>Fred Burroughs, Assistant Coach</td>
<td></td>
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<tr>
<td>Danielle Dawson, Assistant Coach</td>
<td>302-857-6819</td>
<td><a href="mailto:ddawson@desu.edu">ddawson@desu.edu</a></td>
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<tr>
<td>Jane Hicks, Administrative Assistant</td>
<td>302-857-7493</td>
<td><a href="mailto:jhickes@desu.edu">jhickes@desu.edu</a></td>
</tr>
<tr>
<td>Tyrene Shields, Director of Women's Basketball Operations</td>
<td>302-857-6047</td>
<td><a href="mailto:tshields@desu.edu">tshields@desu.edu</a></td>
</tr>
<tr>
<td>Bowling</td>
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<tr>
<td>Nick Williams-Ellison, Head Coach</td>
<td>302-857-7981</td>
<td></td>
</tr>
<tr>
<td>Cheerleading</td>
<td></td>
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</tr>
<tr>
<td>Sharon Whitaker, Head Coach</td>
<td>302-857-7509</td>
<td><a href="mailto:swhitaker@desu.edu">swhitaker@desu.edu</a></td>
</tr>
<tr>
<td>Men's Cross Country</td>
<td></td>
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</tr>
<tr>
<td>Duane Henry, Head Coach</td>
<td>302-857-6040</td>
<td><a href="mailto:dehenry@desu.edu">dehenry@desu.edu</a></td>
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<tr>
<td>Charles Bell, Assistant Coach</td>
<td></td>
<td><a href="mailto:cbell@desu.edu">cbell@desu.edu</a></td>
</tr>
<tr>
<td>VACANT, Assistant Coach</td>
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<tr>
<td>Men's Indoor Track</td>
<td></td>
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</tr>
<tr>
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<tr>
<td>VACANT, Assistant Coach</td>
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<tr>
<td>Women's Outdoor Track</td>
<td></td>
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</tr>
<tr>
<td>Duane Henry, Head Coach</td>
<td>302-857-6040</td>
<td><a href="mailto:dehenry@desu.edu">dehenry@desu.edu</a></td>
</tr>
<tr>
<td>Charles Bell, Assistant Women's Track Coach</td>
<td></td>
<td><a href="mailto:cbell@desu.edu">cbell@desu.edu</a></td>
</tr>
<tr>
<td>VACANT, Assistant Women's Track Coach</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soccer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nitan Soni, Head Coach</td>
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</tr>
<tr>
<td>Tom Edey, Assistant Coach</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peter Hulem, Assistant Coach</td>
<td>302-857-7632</td>
<td><a href="mailto:phulem@desu.edu">phulem@desu.edu</a></td>
</tr>
<tr>
<td>Volleyball</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renee Arnold, Head Coach</td>
<td>302-857-6077</td>
<td><a href="mailto:rarnold@desu.edu">rarnold@desu.edu</a></td>
</tr>
<tr>
<td>Kelly Carrigan, Assistant Coach</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Dover, DE 19901
Phone: 302-857-6077
Fax: 302-857-4034
Now in its 120th year, Delaware State University has eagerly moved into the new millennium by embracing today’s new technology, assuming its role as an institution of research and preparing its students for the global market.

Delaware State University’s beginnings date back to 1891, when the 58th General Assembly of the State of Delaware passed “An Act to Establish and Maintain a College for the Education of Colored Students in Agriculture and the Mechanic Arts” by virtue of the Second Morrill Act of Congress approved Aug. 30, 1890. The University began enrolling students in early 1892 and offered baccalaureate study in five (5) areas: agriculture, chemical, classical, engineering and scientific.

The institution has since developed into a 400-acre campus and has undergone two name changes since its inception. The name was changed to Delaware State College in 1947 and to Delaware State University in 1993. In addition to its main campus in the state capital of Dover, DSU has satellite campuses in Wilmington and Georgetown.

In the institution’s 119-year history, the institution has had 10 presidents – Wesley P. Webb (1891-1895), William C. Jason (1895-1923), Dr. William S. Grossley, (1923-1942), Dr. Howard Gregg (1942-1949), Dr. Oscar Chapman (1950-1951), Dr. Jerome H. Holland (1953-1960), Dr. Luna I. Mishoe (1960-1987), Dr. William B. DeLauder (1987-2003), Dr. Allen L. Sessoms (2003-2008) and Dr. Harry Lee Williams (2010-present).

During DSU’s history, there have also been two acting presidents. Dr. Maurice E. Thomasson served as acting president twice (1949-1950 and 1951-1953). Dr. Claibourne D. Smith was acting president from 2008-2010.

Now in his second year as the 10th president of DSU, Dr. Harry L. Williams has charted a new course for the university that is embodied by a new vision statement for the institution:

“As one of America’s most highly respected Historically Black Colleges and Universities, Delaware State University will be renowned for a standard of academic excellence that prepares our graduates to become the first choice of employers in a global market, and invigorates the economy and the culture of Delaware and the Mid-Atlantic Region.”

DSU is fully accredited by the Middle States Association of Colleges and Schools. In addition, the University’s education, social work, dietetics, nursing, hospitality and tourism programs all have national accreditations. The College of Business is internationally accredited. In 2009, the U.S. News & World Report ranked DSU 17th out of 80 HBCU’s that were evaluated for academic quality, peer assessment, faculty resources and other areas.
Students at DSU have a choice of 56 undergraduate majors, 25 graduate degrees and five doctoral programs. Of the 190 faculty members that are spread among 20 academic departments, more than 91% hold doctoral degrees while 45 have reached the rank of full professor. The student/professor ratio is a low 19:1.

Over the last six years, research has become a high priority at DSU. The university currently has research projects in the disciplines of biotechnology, chemistry, law enforcement, mathematics, natural resources, social work, applied optics, computer sciences and other areas.

In 2009, the University received a $5 million NASA grant to establish a Center for Applied Optics for Space Science on the DSU campus.

In addition to its traditional majors, DSU offers unique undergraduate programs in aviation, forensic biology, biotechnology, bioengineering, environmental science, hospitality and tourism management, community health and movement sciences. The most popular undergraduate majors are mass communications, criminal justice, sport science, management, psychology, accounting and biology.

Over the last three years, the University has also significantly increased its reach around the world through a number of international agreements abroad. The University has 31 formal agreements with institutions in countries such as China, Cuba, Egypt, Mexico, Namibia, Nigeria, Senegal, South Africa and others. The agreements facilitate student/faculty exchanges, research collaborations and joint conferences.

DSU offers 16 intercollegiate athletics programs at the NCAA Division I level. It’s Football, men’s and women’s basketball and softball teams and women’s equestrian have all achieved post-season national tournament bids over the last six years, mostly the result of winning their conference tournament championship and regular season titles. In addition, the DSU women’s bowling team has ranked in the Top 10 and as high as No. 3 in the country over the last three years.

Over the last three years, the University made significant enhancements to campus life with the completion of a $51.5 million student complex that includes a state of the art Strength and Conditioning Facility, a Wellness Center, a Swimming Pool and the three-story Martin Luther King Jr. Student Center.
Department of Intercollegiate Athletics

Mission

The University considers intercollegiate athletics to be an integral part of the University, as its existence provides students, faculty, alumni, and friends an opportunity to share in the life of the collegiate community. The Department of Athletics strives to achieve the same standards of excellence in its athletics program as exist within its academic, research and public service programs. We are dedicated to the University’s core values of Community, Integrity, Diversity, Scholarship and Outreach. The Department recognizes a dual commitment to serve both the University and student-athletes. Further, it embraces the concept that the student-athlete is first and foremost a student – possessing individual rights, academic abilities, personal interests and ambitions comparable to those of other members of the general student body.

Philosophy and Objectives

Established in 1891, the goal of Delaware State University is to provide a comprehensive and preeminent university where teaching, research and public service are of the highest quality. The University considers intercollegiate athletics to be an integral part of the University, as its existence provides students, faculty, alumni and friends an opportunity to share in the life of the collegiate community.

Philosophy

Success in Delaware State University intercollegiate athletics is evaluated against the educational mission of the institution and measured by the program's contribution to the University's educational environment and the personal development of student-athletes. Through competition, student-athletes learn about discipline, stamina and the high standards, which are lessons that sustain personal development. The Department is also committed to the University’s core values: Community, Integrity, diversity, Scholarship and Outreach.

The University is committed to established Mid Eastern Athletic Conference and NCAA rules and regulations governing its intercollegiate athletic endeavors. It acknowledges and upholds the concept of institutional control, requiring appropriate participation in the development and review of athletic policies by the President, the Athletic Director, the Athletic Council and the Faculty Athletic Representative. All athletic booster organizations, alumni and other groups and individuals who represent the University's athletic interests are expected to adhere to the policies and procedures established by the University for the governance of its intercollegiate athletics program.
Objectives

Integrating the mandates established by Delaware State University, the Mid Eastern Athletic Conference and the NCAA, the Department of Intercollegiate Athletics is guided by the following objectives:

- To employ coaches and other administrative staff members who are capable of performing as professionals in an educational community where high standards of integrity and ethical behavior, as well as sportsmanship, are expected of its members.
- To recruit student-athletes who are academically prepared for University work.
- To provide equal opportunities for both men and women by developing and sustaining programs which help student-athletes achieve their maximum potential, both athletically and academically.
- To operate its athletics program in a manner that does not detract from the student-athletes' educational opportunities.
- To provide financial aid to a student-athlete who is offered and accepts an athletically related scholarship, as long as the student-athlete is a team member and continues to make normal progress towards graduation, as defined by existing standards. During the year following completion of eligibility, financial aid may be available in an amount equivalent to that received in the previous year, for those whose record demonstrates the potential for degree completion.
- To operate its sports programs at the highest possible level of intercollegiate athletics competition and seek to affiliate with institutions demonstrating a similar commitment to academic excellence and institutional integrity.
- To promote character development in student-athletes, including the qualities of cooperation, teamwork, leadership, group loyalty and ethical behavior.
- To train student-athletes in legitimate methods of good sportsmanship, competition and the will to win, and thereby contribute to the development of institutional morale, loyalty and school spirit.
- To produce the revenue necessary to offer and maintain a comprehensive intercollegiate athletics program that utilizes both high quality facilities and state-of-the-art equipment.
- To maintain the necessary facilities and medical personnel to enhance the physical fitness and skill of the student-athletes, as well as to promote the recovery of those who become ill or injured.
- To provide programs for counseling student-athletes who abuse alcohol or controlled substances.
- To provide educational opportunities for those interested in athletics related careers, such as coaching, teaching or administration as a lifetime pursuit.
- To supply wholesome recreational activity and entertainment for the participants, the student body and the public.
- To provide a means by which institutional alumni and the public at large identify with the University for mutually beneficial purposes.
- To interface with booster groups that support the intercollegiate athletics program, maintain control of all donations and expenditures of funds that are handled by the booster groups and follow appropriate audit and information procedures consistent with Mid Eastern Athletic Conference and NCAA guidelines.
The policies, procedures and practices which are needed to carry out these objectives follow and constitute the body of this Manual.
Department of Intercollegiate Athletics

Commitment to Equal Opportunity and Gender Equity

Delaware State University is committed to equal opportunity in employment and education, and does not discriminate on the basis of sex, race, ethnicity, age, color, religion, veteran status, marital status, national origin, or against handicapped persons. The University complies with non-discrimination regulations under Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, MEAC Sections 799A and 845 of the Public Health Service Act, the Equal Pay and Age Discrimination Acts, MEAC Section 504 of the Rehabilitation Act of 1973, the Vietnam Veteran's Readjustment Assistance Act of 1974, and Executive Order 11246. The DSU Board of Trustees, as well as the President of the University and the Director of Athletics, are highly committed to both the letter and spirit of the above federal regulations.

Delaware State University is an official member institution of the Mid Eastern Athletic Conference and the National Collegiate Athletic Association. In creating Departmental policies and procedures every effort has been made to comply with MEAC and NCAA rules and regulations and to implement all policies recommended by these authorities. This commitment encompasses all administrative and coaching aspects of the intercollegiate athletics program, as well as the management of student-athlete activities.

The Department of Athletics at Delaware State University is highly committed to the letter and spirit of the regulations of Title IX by providing equity in participation, facilities, funding, staffing, and treatment of all athletic teams at the University.

Any student(s) or employee(s) who feels he/she/they has been the victim of discrimination should contact the Associate VP for Human Resources.
Department of Athletics
NCAA Division I Philosophy

These statements are not binding on member institutions but serve as a guide for the preparation of legislation by the division of planning and implementation of programs by institutions and conferences. A member of Division I:

I. Subscribes to high standards of academic quality, as well as breadth of opportunity;

II. Strives in its athletics program for regional and national excellence and prominence. Accordingly, its recruitment of student-athletes and its emphasis on support of its athletics program are, in most cases, regional and national in scope;

III. Recognizes the dual objectives in its athletics program of serving both the university or college community (participants, student-body, faculty-staff, alumni) and the general public (community, area, states, nation);

IV. Believes in offering extensive opportunities for participation in a variety of intercollegiate athletics for both men and women;

V. Sponsors at the highest feasible level of intercollegiate competition one or both of the traditional spectator-orientated, income-producing sports of Football and Basketball. In doing so, members of Division I recognize the differences in institutional objectives in support of Football; therefore, the division provides competition in that sport in Division I-A Division I-AA, and Division I-AAA.

VI. Believes in scheduling its athlete’s contests primarily with other members of Division I, especially in the emphasized, spectator-orientated sports, as a reflection of its goal of maintaining an appropriate competitive level in its sports program;

VII. Strives to finance its athletics programs as much as possible from revenues generated by the program itself. All funds supporting athletics should be controlled by the institution, and;

VIII. Understands, respects, and supports the programs and philosophies of other divisions. Occasionally, institutions or athletics associations will seek membership of Division I. In such cases, the applicants should be required to meet, over a period of time, prescribed criteria for Division I membership, in order that such institutions agree and comply with the principles and program objectives embodied in this statement.

NCAA Operating Principles

GOVERNANCE AND COMMITMENT TO RULES

Institutional Mission: Maintaining intercollegiate athletics as an integral part of the educational program is a basic purpose of the Association. Consistent with this fundamental policy, the mission and goals of the athletics program shall:

- Appear in published form and be given wide circulation within the institution and among its external constituencies;
- Relate clearly to the mission and goals of the institution;
• Support the educational objectives and academic progress of student-athletes;
• Support equitable opportunity for all student-athletes and staff, including women and minorities;
• Result from a process of development and periodic review involving substantive participation by the major constituent groups of the institution, and
• Be reflected in the actual practices of the institution’s athletics program.

Institutional Control
The Association’s principle of institutional control vests in the institution the responsibility for the conduct of its athletics program, including the actions of its staff members and representatives of its athletics interests.

Presidential Authority/Governing Board
The institution’s governing board shall provide oversight and broad policy formulation. The chief executive officer shall be assigned ultimate responsibility and authority for the actual operation of the athletics program, with clear and direct support of the Board.

Shared Responsibilities
The athletics program shall be an integral part of the educational enterprise of the institution. As such, appropriate campus constituencies shall have the opportunity to provide input into the formulation of policies relating to the conduct of the athletics program and to scrutinize the implementation of such policies.

Assignment of Rules/Compliance Responsibilities
The institution shall have in place a set of written policies and procedures that assign specific responsibilities in the area of rules compliance. In critical and sensitive areas, institutional compliance procedures shall provide for the regular participation of persons outside of the athletics department.

Rules/Compliance Accountability
Rules compliance shall be the subject of an ongoing educational effort, and the commitment to rules compliance shall be a central element in personnel decisions within the department of intercollegiate athletics.

ACADEMIC INTEGRITY

Student-Athletes Integrated in Student Body
An intercollegiate athletics program shall be designed to be a vital part of the institution’s educational system, and student-athletes shall be considered an integral part of the student body.

Admissions and Graduation
The institution shall admit only student-athletes who have reasonable expectations of obtaining academic degrees. If the graduation rate of student-athletes is significantly lower than that of the rest of the student body, this disparity shall be analyzed, explained and addressed (through specific plans for improvement) by appropriate institutional authorities under clearly established and approved policies. If the academic profile of entering student-athletes differs from that of the rest of the student body, the contrast shall be analyzed and explained by regular institutional authorities under clearly established and approved policies.

Academic Authority
The responsibility of admissions, certification of academic standing and evaluation of academic performance of student-athletes shall be vested in the same agencies that have authority in these matters for students generally.

Academic Support
Adequate academic support services shall be available for student-athletes. Student-athletes shall be encouraged and assisted in reaching attainable academic goals of their choosing. When it is determined that individual student-athletes have special academic needs, these needs shall be addressed and reviewed periodically by academic authorities outside the department of intercollegiate athletics.

Assignment of Rules/Compliance Responsibilities
Rules compliance should be the subject of an ongoing educational effort, and the commitment to rules compliance shall be a central element in personal decisions within the department of intercollegiate athletics.

Scheduling
The scheduling of athletics competition and practice shall minimize conflicts between athletics participation and academic schedules, especially during examination periods.

FISCAL INTEGRITY

Financial Controls
Institutional financing of intercollegiate athletics shall follow prudent management and fiscal practices and provide relatively full and stable opportunities for student-athletes. All funds raised for and expended on athletics shall be subject to generally accepted practices and document, review and oversight. In addition, all expenditures from any sources for athletics shall be approved by the institution. Budget and audit procedures for athletics shall be consistent with those followed by the institution and with the provisions of NCAA Constitution 6.2, which requires that the institution’s annual budget for athletics be approved by the institution’s chief executive officer or designee from outside the athletics department, and that a financial audit be performed by a qualified auditor who is not a staff member of the institution and who is selected by the chief executive officer or designee from outside the athletics department.

Established Policies and Procedures
The institution has in place policies and standard operating procedures to ensure that all expenditures for athletics are handled consistently in accordance with NCAA rules.

COMMITMENT TO EQUALITY

Gender Issues
The institution demonstrates that in the area of intercollegiate athletics, it is committed to fair and equitable treatment of both men and women. It has adequate information for assessing its current progress in this area and an institutional plan for addressing it in the future. The plan provides for accommodating the evolving standards of the Association in the area of gender equity.

Minority Issues
The institution demonstrates that in the area of intercollegiate athletics, it is committed to providing equitable opportunities for minority students and institutional personnel. It has available adequate information for assessing its current progress in this area and an institutional plan for addressing it in the future. The plan provides for accommodating the evolving standards of the Association in the area of minority issues.

Student-Athlete Welfare
The institution demonstrates a commitment to the fair treatment of student-athletes, particularly in their academic role as students. There is evidence that the welfare of student-athletes and the fairness of their treatment are monitored, evaluated and addressed on a continuing basis.

NCAA President’s Commission Statement on Sportsmanship & Verbal Conduct
Whereas, intercollegiate athletics exists to foster sportsmanship and personal development, as well as competitive excellence; and whereas, coaches and athletics personnel are charged to value and be role models for young people.

There is evidence of widespread and growing use of obscene and vulgar language by coaches and student-athletes, which reflects badly on institutions of higher learning. Therefore, the NCAA President’s Commission, in its meeting in Kansas City, Missouri, June 23-24, 1992, expresses its concern regarding the linguistic behavior of coaches and student-athletes and urges presidents, athletic directors, coaches, officiating organizations and student-athletes to take steps to protect canons of good sportsmanship as they relate to verbal conduct. Existing rules of competitive behavior that deal with this matter should be fully enforced.

Where existing rules are inadequate, appropriate groups should consider establishing and enforcing new standards.
The Mid-Eastern Athletic Conference

In 1969, a bold ad hoc group of innovators long associated with intercollegiate athletics, met to discuss the feasibility of organizing a new conference based along the Atlantic coastline. After adopting the program, seven institutions agreed to become the MID EASTERN ATHLETICS CONFERENCE (MEAC). Its major objective was to establish, organize, and supervise an intercollegiate athletics program among a compact group of educational institutions of high academic standards and with a sound philosophy of curricular activities.

An extremely prestigious event occurred when the MEAC satisfied necessary National Collegiate Athletics Association (NCAA) criteria to be classified as a Division I Conference, and just a month later, was granted an automatic birth to participate in the NCAA Division I Basketball Championships.

The MEAC consists of the following sports: baseball, men’s & women’s basketball, women’s bowling, men’s & women’s cross country, football, softball, men’s & women’s tennis, men’s & women’s track and field and women’s volleyball.

MEAC Conference Members:
- Bethune-Cookman University
- Coppin State University
- Delaware State University
- Florida A&M University
- Hampton University
- Howard University
- University Of Maryland- Eastern Shore
- Morgan State University
- Norfolk State University
- North Carolina A&T State University
- North Carolina Central University
- Savannah State University
- South Carolina State University

MEAC Conference Contact Information

Address:
2730 Ellsmere Avenue P. O. Box 10247
Norfolk, VA 23513 Norfolk, VA 23513

Telephone:
(757) 951-2055

Fax:
(757) 951-2076 (Administration) (757) 951-2078 (Compliance) (757) 951-2077 (Media Relations)

MEAC Website
- www.meacsports.com
MEAC Staff

Commissioner: Dr. Dennis E. Thomas

Director of Championships: Raynoid Dedieux

Assistant Commissioner for Administration & Compliance (Senior Woman Administrator): Sonja O. Stills

Director of Media Relations: Patricia L. Porter

Director of Finance: Jonathan Gattis II

Assistant Director of Media Relations: Sahar Abdar-Rashid

Assistant Director of Compliance/Championships: Quintin Wright

Coordinator of Baseball Umpires: John Porter

Coordinator of Softball Umpires: Carl Blair

Supervisor of Men’s Basketball Officials: Larry Rose

Supervisor of Women’s Basketball Officials: Dwight Barbee

Supervisor of Football Officials: Dan Evans

Receptionist: Terria Galvez
Governing Authorities

The DSU Board of Trustees, President and Administrative Council establish policies which control the University and retain plenary jurisdiction over the University's intercollegiate athletics program. However, the President has the authority and responsibility for the control and conduct of intercollegiate athletics.

There is an on-campus advising body, the Hornet Advisory Council, which in conjunction with the Faculty Athletic Representative advises the President in matters concerning the intercollegiate athletics program. The Director of Athletics retains general responsibility for the administration of the Department of Intercollegiate Athletics and reports to the President.

The Hornet Advisory Council's purpose is to exercise faculty control over the University's athletic endeavors. The Council is comprised primarily of faculty with administrative, student and alumni representation (and the Director of Athletics as an ex officio member), the Council recommends and monitors the implementation of policies.

The Faculty Athletic Representative reports to the President and represents the University at the Mid Eastern Athletic Conference, the NCAA and other athletic associations. The Faculty Athletic Representative initiates investigations and makes determinations regarding the athletic eligibility of student-athletes, in compliance with the rules of the University, the MEAC and the NCAA.

Policy Formulation

Policy formulation is essential in order to ensure that the Department of Intercollegiate Athletics receives the direction necessary to function in a progressive and successful manner. Policies affecting the operation and administration of the intercollegiate athletics program at Delaware State University are developed by the Director of Athletics or his/her designee and approved by the Athletic Council, the Administrative Council and the President of the University. The Director of Athletics will provide copies of policy and procedures drafts to the Associate Director/Coordinator of Policy and Procedures and to the University General Counsel to ensure that they comply with local, state and federal laws and do not conflict with any University policies.

In establishing athletic policy for both, student-athletes and Departmental staff, the University's commitments to educational achievement, physical fitness and athletic excellence are developed in compliance with the rules and regulations found in the following publications:

- The NCAA Manual;
- The Mid Eastern Athletic Conference Manual;
The DSU Staff Handbook;
The DSU General Catalog;
The Bylaws and Regulations of the Board of Directors;
Policy Statements (PS), issued by the Office of the President and filed in individual offices;
The Policies and Procedures for the Student-Athlete Handbook; and
The Department of Athletics Policies and Procedures Manual.

Athletic Council

The University President and the Board of Trustees DSU Board set forth the Bylaws for the Athletic Council.

There shall be established an Athletic Council on campuses having organized athletic programs and participation in intercollegiate competition. The University shall formulate a policy regarding the operation of the Athletic Council. This policy shall address membership, terms of office, voting and bylaws, and functions of the Council. This policy shall be in compliance with the rules and regulations of the appropriate athletic oversight organization. The Athletic Council policy shall be submitted to the President of DSU for review and approval as well as any subsequent amendments to this policy.

Departmental Organization

The head of Delaware State University’s Department of Intercollegiate Athletics is the Director of Athletics who reports to the President of the University. Reporting directly to the Director of Athletics are:

- The Associate Athletic Directors (1), Assistant Athletic Director’s (3).
- The Associate Athletic Director / Senior Women’s Administrator (who supervises all Olympic Sports)
- The Men’s and Women’s Basketball Head Coach (who supervises Assistant Coaches and the Administrative Assistant for Basketball), and
- The Head Football Coach (who supervises the Assistant Coaches, Recruiting Coordinator and Coordinator for Football Operations).

Departmental operations are characterized by a high degree of liaison and coordination among directors and managers in order to efficiently conduct each sport’s program. The coaching, training, academic, development, facilities management and public affairs activities are all interrelated and interdependent. All divisions work closely together to provide for the implementation of academic, coaching and administrative policies throughout the Department of Intercollegiate Athletics at Delaware State University.

Athletics Staff Meetings

Staff meetings provide a forum for the dissemination and discussion of business that pertains to the administration and total operation of the Intercollegiate Athletics Department and all its programs.

- The Athletics Director or his/her designee will supervise all staff meetings.
- The athletics staff shall meet for the purpose of reviewing old and new information that affects the operation of the intercollegiate athletics program on a monthly basis or as needed. The Senior Staff (Associate Athletics Directors) may meet more frequently.
- The general staff shall meet monthly or as needed at predetermined dates as set by the Director of Athletics. The Director of Athletics presides over these meetings as well.
Organizational Charts

The following organizational charts display the Departmental structure as related to the divisions under which each member of the department works, including:

Specific job descriptions are available for each position within the Department of Intercollegiate Athletics. These job descriptions meet State, University, and Department of Intercollegiate Athletics Requirements.
Department of Intercollegiate Athletics
Financial Operations

Budget Formulation

All departments within Delaware State University submit annual budget requests which, once approved, are incorporated into the University's annual operating budget. This budget becomes the basis of authority for the financial operations of each individual department within the University during the fiscal year, which begins July 1.

Budget priorities for the Department of Athletics are established each year through round-table discussions with senior Departmental administrators. The Director of Athletics sets overall Departmental goals (e.g., salary improvements, enhancement of student support services, facility improvements, etc.). The allocation of funds is based on the justification of programs using the following criteria:

1. The objectives of the intercollegiate athletics program, as defined in the Philosophy and Objectives in this Manual;
2. The short and long-term goals for Departmental operations;
3. The activities and programs needed to achieve the goals, to include capital equipment and maintenance requirements; and
4. An analysis of factors and situations which may affect planned activities.

The Assistant AD for Athletics Administration coordinates budget formulation activities for the Department of Intercollegiate Athletics. The budget is prepared through participatory budgeting (i.e., a method by which all levels of management responsible for actual performance are involved). Zero-based budgeting is utilized for operations and expenditure line items that can be projected in detail. Otherwise, historical cost center data is adjusted for projected changes in activity levels.

Budget Planning Cycle

The budget planning cycle takes place during the period from December through April. The budget formulation process is initiated by the Assistant AD for Athletics Administration. Each staff member with budgetary responsibilities receives a budget request package which includes historical budget performance data on the Budget Work-paper (see Appendix). Each staff member with budgetary responsibilities is asked to project the actual cost of operations to perform the required functions of his/her sport or administrative area. Priority is given to team and recruiting travel, operating accounts, and salaries. Capital needs are funded according to projected reserves after other needs are addressed.
Preliminary budget requests, including support documentation of details for wages, travel, equipment and capital expenses, are submitted to the Assistant AD for Athletics Administration for review. The schedules are combined into a total "Requested" Budget. Then the Assistant AD for Athletics Administration, the Assistant Athletic Directors, the Associate Athletic Director and the Director of Athletics review the "Requested" Budget and make necessary adjustments, ensuring compliance with University guidelines.

Revenue Estimates

Revenue projections are developed annually and used as the basis for overall budget preparation. Generally, Departmental revenues are derived from the following sources:

- Event admissions
- Game guarantees
- Parking
- MEAC/NCAA distributions
- Other revenue such as: multimedia rights, concessions, Gift Center, logo licensing, etc.
- Donations

The Assistant AD for Athletics Administration prepares the revenue budget based on either actual data (e.g., contracted amounts) or historical trends. Opponents may be contacted for data regarding guarantees. Staff members with budgetary responsibilities submit income projections from sources other than ticket sales that will benefit their activity. In the event that actual income falls short of budget projections, budget revisions may be made.

Budget: Approval

With the approval of the Director of Athletics, the final Department of Intercollegiate Athletics budget is submitted to the President and the Board of Trustees. Budget hearings may be held to resolve any points of contention.

Budget: Salaries and Wages

The Department of Intercollegiate Athletics strives to provide salaries and wages to its staff commensurate with their duties and responsibilities and in compliance with University guidelines. Staff members with budgetary responsibility make annual salary and wage recommendations for the employees under their supervision. The Director of Athletics is responsible for approving all salary and wage increases, to include any such projections in the annual budget. The final approval for salary and wage increases over $10,000 rests with the President and the Board of Trustees. For budgetary purposes, salaries and wages for classified and unclassified staff, as well as those for graduate assistants, transient employees and student workers, are covered in the designated unit or sport's budget. In addition, any budget allocations for overtime compensation must appear in the designated unit or sport's budget. All salary and wage recommendations must comply not only with University guidelines but also with applicable Conference and NCAA rules and regulations.

The DSU Staff Handbook and specific job descriptions outline the conditions of employment for staff positions within the Department of Intercollegiate Athletics. Staff members with budgetary responsibilities are expected to consider the results of annual performance evaluations in making recommendations for salary and wage increases.
Exempt Employees

As defined by the Fair Labor Standards Act, the exempt staff consists of employees whose responsibilities include executive, managerial and/or administrative duties, or whose positions require an advanced educational degree or specific experience level within the designated area of responsibility and authority. These employees are exempt from the Fair Labor Standards Act. Professional staff members are paid bi-weekly based upon terms of an open-ended contract (except for those individuals with multi-year contracts).

Recommendations for annual increases, which are made during budget preparation, are based upon merit and equity. Mid-year increments may be given as a result of the assignment of additional duties or promotion. Such increments are based on a percentage of current salary and the level of added responsibilities.

Coaching Staff

The policy for exempt staff is applicable to the Coaching staff, with the exception that the Head Coaches for the sports of football, men's basketball, and women's basketball, have formal multi-year contracts. Employment contracts for the Assistant Coaches for all sports are considered for renewal annually.

Coaches may receive additional compensation for radio and television show appearances, as well as participation in postseason events. Such additional compensation is granted within guidelines established by the DSU Board of Trustees.

Employees designated as support staff, clerical and service personnel, are identified by the Federal Fair Labor Standards Act as non-exempt employees, and as such are protected by the provisions of the Wage and Hour Law. In addition, compensation guidelines for these classified staff members are established by the State Department of Civil Service. The University's Office of Human Resources determines the status of each position.

Recommendations for annual increases are based upon written performance evaluations. Salary increases are based upon both merit and equity. Mid-year increments may be given as a result of the assignment of additional duties or promotion.

Budget allocations for overtime compensation are subject to the approval of the Director of Athletics. Staff members with budgetary responsibility are expected to make every effort to conserve the number of overtime hours required for their staff. Overtime allocations for classified staff are to be justified in writing by the staff member with budgetary responsibility.

Budget: Accountability, Control, Reports and Revision

Pursuant to the policies of the Board of Trustees, the President of the University is accountable for the administration of athletic funds. However, the Director of Athletics has the authority and responsibility to review and approve all Departmental expenses. The Director may delegate such authority for approving certain types of expenses to the Assistant AD of Athletics Administration and other Departmental administrators.
Accountability

It is imperative that staff members with budgetary responsibility strive to operate within budget guidelines. The expenditure report is a tool to assist managerial staff with the efficient fiscal administration of their designated area. The Director of Athletics has sole authority to approve non-budgeted expenditures, including expenses that may place an account over-budget.

Budgetary Control

Budgetary control measures are an integral part of the system for approving the expenditure of Departmental funds. Prior to committing the Department to a financial obligation, a staff member must have the request approved. If prior approval is not obtained, the individual staff member may be held personally responsible for the resulting charges. The Assistant AD for Athletics Administration, in conjunction with the Athletic Director and the Associate Athletic Director/SWA, reviews all purchase requisitions. Once the purchase request is approved, it is processed through the Athletic Office, according to established purchasing procedures (see Policy, Purchasing Procedures, in this Manual).

Expenditure Reports

Expenditure reports reflecting a comparison of budget to actual expenditures are prepared by the University Accounting Office. All activity is summarized on a year-to-date basis. The Assistant AD for Athletics Administration reviews the reports to ensure appropriate usage of allocated funds and performs a budget variance analysis by comparing actual expenditures and encumbrances to approved budget figures. Copies of the reports are distributed to Departmental administrators who are responsible for budgetary control.

Budget Revisions

Requests to revise the approved budget must be submitted to the Athletic Office. Specific line items may be adjusted (i.e., funds may be transferred from one object code to another) if it is determined that University guidelines are met. The total Departmental expenditure budget can only be revised with the approval of the Vice President for Finance and Administration.

Receipt, Custody and Deposit of Funds

The Department of Intercollegiate Athletics is responsible for all funds from the point of collection to the final deposit of funds.

Custody of Funds

All cash and checks received in the mail or from individuals must either be transferred immediately or prepared for direct deposit with the University Finance and Administration. Monies received should be deposited in a timely manner.
Deposit of Funds

The Assistant AD for Athletics Administration reviews the checks and assigns the account numbers. The Assistant AD for Athletics Administration prepares all deposits for University accounts. The appropriate deposit form is prepared and sent to the University Finance and Administration for deposit.

Accountability: State Property Law

The Department of Athletics adheres to the University's policy concerning property control. The President or designate is responsible for all real property owned by Delaware State University. Delegated responsibility for accountable property housed within the auspices of the Department of Intercollegiate Athletics rests with the Director of Athletics. The Assistant AD for Athletics Administration, in conjunction with the department heads, ensures compliance with the State Property Law. University property and/or equipment is to be used only in the performance of University activities. Moreover, it is against University policy for anyone to remove University property and/or equipment from the buildings and grounds of the University for purposes other than University business. Requests to remove equipment from University premises must be made in writing and approved by the University's Property Manager prior to removal. As required by State law, the University's Department of Assets Management has established an orderly accounting system for moveable property and/or equipment (i.e., items of a nonexpendable nature costing or being valued at $1000 or more including office machines and office equipment costing or being valued at $1000 or more). A physical inventory is conducted each year by Departmental staff to verify the accuracy of the University's inventory records. In addition, test audits are performed each year by the State auditors.

Inventory Control Numbers

In most cases, items considered to be equipment are issued a University inventory number. The Athletic Office ensures that each new piece of equipment obtained with Departmental funds is reported to the Department of Asset Management. Inventory control numbers are issued routinely by the University's Office of Asset Management after an item has been received and paid for.

Disposal of State Property

All materials purchased for the University remain the property of the State until consumed or disposed of with the approval of the Property Manager. The Equipment Inventory Action Request form (need an electronic copy) must be completed, signed by the Athletic Office and submitted to the Property Manager when property is to be disposed of. If the University sells the property through State Surplus, the Department receives a portion of the money received for the items.

Donation of Departmental Property

The Department of Athletics prohibits the donation of equipment and supplies to any individual or organization without prior written approval of the Office of Property Management. Athletic equipment which is no longer useful to the Department must be disposed of according to University policy. State law prohibits cash donations from Departmental funds; however, donations can be made from private funds (i.e., Hornet Athletic Foundation) provided that the donation is within NCAA guidelines. The Athletic Office and the Director of Athletics and the Office of Institutional Advancement must authorize such a donation.
Accountability: Inventory Control Procedures

The Department of Intercollegiate Athletics conducts a physical inventory of moveable property/equipment on an annual basis in accordance with University policy. The Athletic Office coordinates the inventory. Each spring the University’s Office Asset Management provides the Department of Intercollegiate Athletics with a computerized print-out of inventory as of December 31 of the previous year. Each item is listed by its serial number. These items must be cross-checked against the computer list and verified as to their serial number, location and description. The Athletic Office assigns portions of the listing to individuals with control over (or working knowledge of) the various equipment areas. After conducting the inventory, the Departmental staff member returns the assigned list to the Athletic Office, who reviews the reports and completes the Inventory Submittal Cover Sheet. The entire package is reviewed and approved by the Assistant AD of Athletics Administration prior to being submitted to the Office of Asset Management.

Athletic Equipment

The Head Equipment Manager maintains a continuous inventory of all athletic equipment (i.e., game equipment, uniforms and general supplies) for all sports. These records facilitate the re-ordering of expendable equipment items and provide data which is useful in budget formulation.

At the end of each season, all equipment is counted and all items are evaluated as to their status for the next year (e.g., current, obsolete, in need of repair, etc.). Obsolete stock is either transferred to Surplus Property, discarded or salvaged for miscellaneous use in the next year. Although athletic equipment is not tagged by the University, it is marked as property of the Department of Athletics. A copy of the athletic equipment inventory should be submitted to the Head Coach of each sport.

The Head Equipment Manager ensures that athletic equipment areas are secured by key or pad lock. Whenever feasible, equipment cages are utilized to maintain control points for distribution and collection of equipment. For additional information related to the issuance, maintenance and control of athletic equipment, see Policy on Athletic Equipment in this Manual.

Purchasing Procedures

The purchasing procedures for the Department of Athletics have been established in accordance with University purchasing policies and procedures. The Assistant AD for Athletics Administration and the Director of Athletics oversee Departmental purchasing activities and ensure compliance with University rules and regulations. Commitments made by individual staff members without proper authorization will not be honored. In general, all Departmental purchases (i.e., supplies, equipment and services from other University departments or outside vendors, using either University or Hornet Athletic Foundation funds) must be approved in advance using a DSU Purchase Request Form, and processed according to procedures described below in “Purchase Requests.” The Assistant AD for Athletics Administration reviews all purchase requests to determine legitimate need and ensures that the request is within budgetary constraints. Extraordinary purchase requests are subject to the approval of the Director of Athletics and University Purchasing.
University Guidelines

Purchasing procedures differ according to the value of the items to be purchased. Portions of University policy are summarized below:

Purchases Up To and Including $1,000
The Department may make these purchases from off-campus vendors without obtaining competitive bids from other sources, provided the price is reasonable. The $1,000 limit is a weekly limit per vendor, and splitting of purchases to stay within the limitation is not permitted. Qualifying purchases may be paid for via purchase card or check through Direct Charge.

Purchases Valued Between $1,000 and $5,000
In general, quoted prices should be secured before requesting such purchases. Fax quotes must be obtained from at least three (3) sources. These shall be solicited by the Purchase Office Coordinator using the two-part University Standard RFQ form and submitted with requisition to the Purchasing Office in advance of the purchase. The purchase request form must reflect the exact quantities and adequate description of the desired item. Purchase request shall include detailed specifications and at least one vendor which shall be solicited.

Purchases Valued Between $5,000 and $25,000
If the cost is estimated to be from $5,000 to $25,000, the Purchasing Office solicits formal bids from at least eight (8) firms that normally handle the merchandise or service. The time allowed for vendors to respond to invitations to bid is normally 21 days, but never less than ten (10) days. Purchase request forms must be accurate in quantity and description of requested items. If necessary, additional pages may be submitted that include detailed specifications, designs, or artwork.

Purchases Above $25,000
Purchases of supplies, materials, equipment and services that exceed $25,000 must be advertised at least one time in the official journal of the State and in a local newspaper. The advertisement must appear at least ten (10) days prior to the bid due date. Purchase request details listed above still apply.

Vendor Selection

The Department of Athletics is committed to selecting vendors on an equitable basis. The criteria considered includes the vendor's past performance record, their ability to meet the University's need and a competitive price quote, as well as the long-term benefits to be derived by DSU. When selecting a vendor for purchases valued at less than $1000, Departmental staff members are responsible for using the criteria specified above. For purchases above $1000, the Purchasing Office has ultimate authority in selecting a vendor, and does so, on an equitable basis. The lowest bidder is usually awarded the contract unless there is written justification explaining why using another source is in the best interest of the University.

Preferred vendors may be noted on the purchase requisition form, and the Athletic Office works closely with the Purchasing Office in vendor selection. (If the required purchase is an item available from a sole source, a justification should be submitted with the purchase requisition stating why the technical characteristics of the item are essential and cannot be obtained from any other source.) It is against University policy to purchase supplies, equipment or services from a DSU employee. The Purchasing Office may approve exceptional cases. Any University employee who has, or whose relative has, a substantial interest in any contract, sale, purchase or service to DSU must make that interest known to the University and refrain from participating in any manner in such contract, sale, purchase or service. (For additional information, see Policy, Departmental Staff: Conduct and Ethics.)
Contracts

All proposed contract documents must be submitted to the University General Counsel for review and approval before work with the contractor may begin. To comply with University regulations and audit requirements, it is necessary for contracts involving the use of Departmental funds to be approved by the Vice President for Finance and Administration. If deemed appropriate, the Vice President and the General Counsel may have the contract reviewed by the University's Administrative Council.

This includes, but is not limited to, contracts with:
- Conference organizations and other institutions;
- Vendors;
- Consultants, lawyers and other professionals;
- Radio, TV and other media;
- Promotion/Advertising Entities (e.g., corporate sponsors); and
- Charity Organizations.

However, the Director of Athletics is authorized to execute game contracts since any financial guarantee would have received prior approval as part of the annual budget. For additional information on game contracts, see Policy, Scheduling: Events, in this Manual.

Purchases Using Hornet Athletic Foundation Funds

The Department of Institutional Advancement is held accountable for all purchases which are paid for with Hornet Athletic Foundation funds (i.e., monies given to the Department by individuals or organizations outside of the University). When requesting approval to purchase items or services with these funds, written justification must be submitted, stating why the expenditure is necessary, when the expenditure is to be made, who is involved with the event and where the event is to occur. These requests are subject to the approval of the Assistant AD for Athletics Administration, the Director of Athletics and the VP for Institutional Advancement.

Purchase Request Procedure

The following procedures are used to process purchase requests:
1. The staff member completes the Athletic Department Purchase Request Form.
2. The staff member forwards the form to the Athletic Office.
3. If the request is not approved, the staff members receives a copy of the request indicating it is "Not Approved."
4. If the request is approved, a job number is assigned and the request is processed.

Purchase requests for items or services which must be handled by the University's Purchasing Office are processed by the Athletic Office according to University procedures.

Purchasing Office Supplies

Office supplies are ordered on an as needed basis from the Athletic Office.

Petty Cash Purchases
Petty cash is to be used only for an emergency purchase which has received prior approval. If the purchase is made without prior approval an Athletic Department Personal Reimbursement Request Form must be completed to request reimbursement. The Athletic Office determines if the purchase was a justified emergency and if the employee should be reimbursed. Expenses which cannot be processed through petty cash include, but may not be limited to, items usually submitted on travel vouchers, memberships to organizations and prescription drugs.

**Delivery of Purchased Items**

Materials purchased by the Department of Athletics are delivered to the Central Receiving area. Upon delivery of materials and/or services, the Athletic Equipment Room is notified. Never have materials delivered to home address. If there is a problem with the materials received (i.e., damages, overages or shortages), the Athletic Office should be contacted immediately. The vendor is notified of the problem. For information on payment authorization for items purchased, see Policy, Disbursements: Goods and Services, in this Manual.

**Disbursements: Goods and Services**

Any disbursement for goods and services provided to the Department of Athletics must be approved by the Athletic Office. Disbursement requests are processed by the Athletic Office according to University policies and procedures. The University Accounting Office monitors all disbursements to ensure that transactions involving University funds are approved, documented and disbursed for payment in compliance with University policy. Provided established purchasing procedures are followed (See Policy, Purchasing Procedures), activating the disbursement of University funds to pay for goods and services is easily accomplished by providing all necessary documentation to the University’s Accounting Office. Such documentation may include, but is not necessarily limited to:

- A copy of the purchase order;
- A vendor’s invoice (preferably pre-printed and sequentially numbered);
- A copy of shipping documents and receiving reports; and
- An authorization by the recipient that all goods were received and the invoice may be processed for payment (may be a signature on the invoice).
- In order to facilitate the accounts payable process, the receiving report should be forwarded to the Athletic Office immediately upon receipt of goods.

**Disbursements: Payroll**

The Department of Intercollegiate Athletics adheres to established University policies and procedures in the administration of payroll. While the Director of Athletics has ultimate responsibility for approving payroll expenditures and/or related amendments to the budget, the AVP of Human Resources supervises the payroll function for the Department.

The University pays all salaried employees (i.e., unclassified staff) on a bi-weekly basis (i.e., every other Friday). Wage employees (i.e., classified staff) are paid biweekly. If a regular payroll distribution day falls on a holiday, pay checks are distributed the previous working day.

All documents which amend the annual budget as it pertains to salaries and wages are processed and retained on file by the Athletic Office and the AVP of Human Resources. The DSU Hiring Data Status Change () is used to document payroll changes for classified and unclassified staff. All requests to verify employment should be referred to the University's Office of Human Resources.
For more specific information on the determination of salaries and wages, see Policy, Budget: Salaries and Wages, in this Manual.

Payroll Reporting Procedures

Classified departmental employees are required to document the number of hours worked for each pay period on the University’s Time Record form. The Time Record forms, which must be signed by the employee and his/her supervisor, are submitted to the AVP of Human Resources on a biweekly basis. This information is compiled for the University's Payroll Office to facilitate the preparation of computer generated vouchers.

Distribution of Pay Checks

The University requires direct deposit.

Deposits and Automatic Deductions

Upon request, Accounting Services will also deduct (in addition to regular insurance, retirement, and tax deductions) tax-sheltered annuity payments, Credit Union payments, United Givers Fund donations, U.S. Savings Bond purchases, season athletic ticket purchases, and Faculty Athletic Club membership fees.

Any change in number of dependents or change of address should be reported immediately to the AVP of Human Resources.

Holiday Wage Compensation

Regular Full-time employees receive pay for all University-approved holidays, if the employee is in approved pay status. Payroll reporting procedures and details concerning holiday compensation are discussed in Policy, Departmental Staff: Holidays, in this Manual.

Overtime Wage Compensation

The AVP of Human Resources must authorize all overtime. Overtime wage compensation is provided to full-time, non-exempt employees in compliance with the Fair Labor Standards Act (FLSA), Civil Service rules, state law and the DSU Board of Trustees. Overtime begins once an employee works over 40 hours during a given workweek (i.e., Monday through Sunday). Overtime may be paid or compensatory time awarded. However, the granting of compensatory time does not satisfy the legal overtime requirement for non-exempt employees, unless time off is given during the same 40-hour work week. Overtime is computed for all hours worked beyond the normal 40-hour work week and is paid at one and one half (1 1/2) times the employee’s regular hourly rate. No leave time (e.g., sick leave, personal leave, annual leave, etc.) can be used in computing the 40-hour work week. Non-exempt employees are responsible for recording overtime work hours on the employee's Time Record form.

In some cases exempt classified staff may be paid overtime compensation; however, it is more often the case that compensatory time off is granted at the discretion of their supervisors. Exempt unclassified employees are normally not eligible for overtime compensation. For more detailed information, consult the University policy or the AVP of Human Resources.
For additional information on overtime compensation, see Budget: Salary and Wages, in this Manual.

### DSU Athletics

#### 2011-12 Equipment Request

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Introduction

The purpose of this policy is to provide guidelines under which all athletic employees will be reimbursed for authorized travel expenses incurred while conducting University business. As the Athletic Department has different parameters than the average employee at the University, this policy is in addition to the University Travel policy. In addition to guidelines, specific procedures with regard to incurring and reporting travel expenses are provided. While this policy does not cover every possible situation, it establishes adequate parameters for all employees to make appropriate judgments about expenditures of the University.

University Travel Card (PNC)

The University travel card is issued in the name of the employee and is for the convenience of the individual employee only to conduct authorized University business.

The University (PNC) travel card cannot be used to purchase items from department stores, home shopping networks, etc. nor can it be used to make unauthorized withdrawals from automatic teller machines. The card can only be used for official University business. The unlawful, improper, or unauthorized use of the Delaware State University Travel Card may result in criminal prosecution and/or administrative actions up to and including termination from employment.

Members of the Department of Intercollegiate Athletics are issued the University (PNC) travel card to conduct University business and travel. The Employee retains the travel card. The Credit Card limit is dependent on the position of the employee and at the discretion of the Credit Card Administrator, Athletic Director and the Asst AD for Administration.

Disbursements: Travel and Entertainment Expenses

The Athletic Office handles disbursements for travel and entertainment expenses according to Departmental and University policies and procedures, and within the prescribed budget for each operational area. The Assistant AD for Administration in the Athletic Office coordinates the disbursement of such funds and is available to answer any questions related to the processing of cash advances and reimbursement requests.

Entertainment expenses must be approved by the President and/or the Director of Athletics. All travel and entertainment expenses incurred by staff members or teams on official Departmental business must be within the applicable budget allocation and have the prior approval of the Assistant AD for Athletics Administration.
as well as the Associate Athletic Director/SWA or the Director of Athletics. Employees are reminded to apply a conservative approach when incurring travel or entertainment expenses, so as to ensure the approval of all submitted expenses.

Expenses incurred without proper approval are the personal obligation of the responsible person(s).

**Business Travel**

Categories of travel approved by the Department for reimbursement are:
1. Individual Staff Travel (Recruiting and Non-Recruiting);
2. Team Travel; and
3. Prospective Student-Athlete Travel.

**Business Entertainment**

The reimbursement or payment of business meals and entertainment expenses is a privilege extended by the Department for the enhancement of legitimate business purposes. Departmental staff members are expected to ensure that the privilege is not abused and that only legitimate purposes are served.

The guidelines and limitations for business entertainment expenses are set by the State of Delaware, and, in some instances, NCAA rules and regulations.

In most cases (except when entertaining recruits on official campus visits or providing entertainment, as allowed during team travel), reimbursement for entertainment expenses must have the prior approval of the Director of Athletics and/or the President.

In general, staff members who are normally allowed to entertain on behalf of the Department include Head Coaches and certain administrators whose responsibilities require frequent public relations activities.

Documentation for reimbursement of entertainment expenses should include:
1. A valid receipt;
2. A listing of participants and their relationship to the Department;
3. The date and location of the entertainment function; and
4. A statement of purpose for the entertainment. All entertainment must relate to University business (e.g., news media, promotions, fund raising, development, etc.).

In general, disbursements for travel and entertainment expenses are handled in the following ways:
- Direct payment to the vendor;
- Travel advance; or
- Reimbursement for expenses paid by the employee.

**Direct Payment to the Vendor**

Travel and entertainment expenses which are incurred through contractual agreement (e.g., transportation and/or lodging) are usually paid for directly by the University. The Assistant AD for Administration ensures that all
documentation related to each invoice is in order prior to submitting the invoice for payment to the Accounting Specialist.

Reimbursement for Expenses Paid by the Employee

A Personal Expense form, along with all receipts and other required documentation (as specified for the designated category of travel), must be submitted to the Athletic Office by within 72 hours of travel in which travel is completed. The Personal Expense form is designed to elicit a detailed account of travel expenditures, as required for reimbursement. Extreme care should be used to differentiate between those expenses that are paid directly by the University as opposed to those paid for by credit card or by funds obtained through the Advance Request Form. The form is reviewed by the Assistant AD for Administration, corrected if necessary, submitted for all applicable approval signatures and then forwarded to Office of Business and Finance for final review and reimbursement of expenses.

The Personal Expense form is not only used to report all expenses associated with travel, but also to reconcile and clear any cash advanced for the trip. In the event that funds which were advanced for a trip were not needed to cover official business expenses, the traveler must return the balance of the funds to the University when submitting the Personal Expense form. In addition, reimbursement for personal expenses that have been charged to the University must be remitted before the travel clearance is complete. If an individual fails to submit a Personal Expense form within 72 hours of completion of travel, the travel advance may be garnished from his/her paycheck.

Travel: Individual Staff Members

Official travel is defined as that which is essential to transact University business. Individual travel covers all approved travel by Departmental staff members on official University or Departmental business. Travel in this category includes, but is not necessarily limited to, such activities as recruiting, and attendance at professional meetings, fund raising events and speaking engagements. All travel arrangements are made through Administrative Assistants for the revenue sports or the Head Coach for Olympic Sports. Travel expenses must be within budget constraints. Staff members may not claim expenses which are covered by an outside source, and reimbursement requests are to be supported by appropriate documentation.

Recruiting Travel

Travel requests for recruiting travel must be approved by the Recruiting Coordinator, or the Head Coach of the designated sport, as well as the Associate Athletic Director for Compliance/Internal Operations, the Assistant AD for Administration and the Athletic Director. Related expenses must be within the approved budget allocations for each sport. Therefore, the amount of recruiting, the mode of transportation used for recruiting and other related travel expenses are constrained by budgetary guidelines.

The travel itinerary for each trip is developed through the combined efforts of the individual who is traveling and the Admin Assist or Head Coach. In addition to the required information, coaches should note the high schools visited and specific discussions with high school coaches. The Associate Athletic Director for Compliance/Internal Operations monitors all recruiting travel to ensure compliance with MEAC and NCAA regulations regarding:

The number, the site and the dates of contacts made by athletic staff members with prospective student-athletes and the prospect’s relatives; and Limitations concerning prospective student-athlete
entertainment during contacts. (See Policy, Prospective Student-Athletes/Recruits: Recruitment, for more specific information.)

Non-Recruiting Travel

Travel requests for non-recruiting purposes must be approved by the individual's immediate supervisor, the Athletic Assistant AD for Administration, and the Athletic Director. Before a Departmental staff member commits to attend a clinic or conference, the individual's immediate supervisor, the Assistant Athletic Director for Administration and the Athletic Director should be consulted. Approval is based on the availability of funds in the cost center budget for such purposes.

Speaking Engagements

Staff members are encouraged to accept speaking engagements which might enhance the marketing and public relations efforts of the intercollegiate athletics program. However, every effort should be made to minimize expenses related to speaking engagements so as to avoid any cost to the Department of Athletics. Reimbursement for expenses incurred in association with speaking engagements or while making public appearances as a representative of the Department is subject to the following limitations:

1. The purpose of the speech must concern some aspect of intercollegiate athletics, DSU or recognized sports associations or organizations.
2. If an honorarium is paid, the amount of expense reimbursement is limited to costs incurred by the speaker which are in excess of the honorarium.
3. Reimbursement for speaking engagements which require travel must be approved in advance by the Director of Athletics.
4. Any unauthorized time away from duty must be charged to the accrued vacation leave of the speaker.

13.1.8 Banquets, Meetings and NCAA Promotional Activities.

13.1.8.1 Banquets or Meetings at a Prospective Student-Athlete’s Educational Institution. (Revised: 4/15/09)

(a) Sports Other Than Football or Basketball. In sports other than football and basketball, a coach may speak at a meeting or banquet (except for dead periods per Bylaw 13.02.5.4) at a prospective student-athlete’s educational institution outside of a contact period or may speak at such a meeting or banquet during a contact period without using one of the institution’s permissible contacts or evaluations, provided:
   (1) The meeting or banquet is initiated and conducted by the educational institution;
   (2) The coach does not make a recruiting presentation in conjunction with the appearance;
   (3) The coach does not have any direct contact with any prospective student-athlete (or a prospective student-athlete’s parents or legal guardians) in attendance; and
   (4) The coach does not engage in any evaluation activities.

(b) Basketball
   (1) During a Contact Period. In basketball, a coach who speaks at a meeting or banquet at a prospective student-athlete’s educational institution during a contact period, uses the institution’s once-per week visit to a prospective student-athlete’s educational institution and uses an evaluation for all basketball prospective student-athletes at that educational institution. The coach does not use a contact, provided he or she does not make a recruiting presentation in conjunction with the appearance and has no direct contact with any prospective student-athlete (or a prospective student-athlete’s parents or legal guardians) in attendance.
   (2) Outside a Contact Period. In basketball, a coach may speak at a meeting or banquet at a prospective student-athlete’s educational institution outside a contact period without such attendance being considered an evaluation or a visit to a prospective student-athlete’s educational institution (except
for dead periods per Bylaw 13.02.5.4), provided: *(Revised: 5/18/05)*

(i) The meeting or banquet is initiated and conducted by the educational institution; *(Adopted: 2/22/01)*

(ii) The coach does not make a recruiting presentation in conjunction with the appearance;

(iii) The coach does not have direct contact with any prospective student-athlete (or a prospective student-athlete’s parents or legal guardians) in attendance; and

(iv) The coach does not engage in any evaluation activities. *(Revised: 9/9/98)*

(c) Football [FBS/FCS]

(1) **During a Contact Period.** In football, a coach who speaks at a meeting or banquet at a prospective student-athlete’s educational institution during a contact period, uses one of the institution’s six in person, off-campus recruiting contacts per prospective student-athlete and also uses the institution’s once-per-week visit to a prospective student-athlete’s educational institution (see Bylaws 11.7.2.2.1 and 11.7.3.2.1).

(2) **Outside a Contact Period.** In football, a coach may speak at a meeting or banquet at a prospective student-athlete’s educational institution outside a contact period without such attendance being considered an evaluation or a visit to a prospective student-athlete’s educational institution (except for dead periods per Bylaw 13.02.5.4), provided: *(Revised: 5/18/05)*

(i) The meeting or banquet is initiated and conducted by the educational institution; *(Adopted: 2/22/01)*

(ii) The coach does not make a recruiting presentation in conjunction with the appearance;

(iii) The coach does not have direct contact with any prospective student-athlete (or a prospective student-athlete’s parents or legal guardians) in attendance; and

(iv) The coach does not engage in any evaluation activities (see Bylaws 11.7.2.2.1 and 11.7.3.2.1). *(Revised: 9/9/98)*

**13.1.8.2 Banquets or Meetings at Locations Other Than a Prospective Student-Athlete’s Educational Institution.** A coach may speak at a meeting or banquet at which prospective student-athletes are in attendance at a location other than a prospective student-athlete’s educational institution (except during a dead period per Bylaw 13.02.5.4) outside of a contact period or may speak at such a meeting or banquet during a contact period without using one of the institution’s permissible contacts or evaluations, provided: *(Revised: 4/15/09)*

(a) The meeting or banquet is initiated and conducted by an entity other than the coach’s institution;

(b) The coach does not make a recruiting presentation in conjunction with the appearance;

(c) The coach does not have any direct contact with any prospective student-athlete (or a prospective student-athlete’s parents or legal guardians) in attendance; and

(d) The coach does not engage in any evaluation activities.

**Travel Authorization**

Staff members should complete Travel Request authorization forms and obtain the necessary approvals before making travel arrangements. The Request for Travel Advance form and the Fleet Services and/or Car Rental Approval Request Form are used for this purpose. Staff members who travel without prior written approval may be held personally accountable for all related expenses.

**Travel Advance**

Any Departmental staff member who is traveling on official business may obtain a cash advance for 100% of estimated expenses, except for those which will be paid directly by the University and those which are charged to a
credit card. For detailed information on procedures for obtaining travel advances, see Disbursements: Travel and Entertainment Expenses, in this Manual.

Allowances and Documentation

Staff members are to use established business practices when traveling on official Departmental business. Travel reimbursements, as specified below, are limited to actual expenses incurred for transportation, meals, lodging and related business expenses that are allowable by Departmental policy. Whenever possible, expenses must be documented by receipts.

Transportation

The method of transportation is determined by the Assistant AD for Administration and should be that which is in the best interest of the University. Whenever practical, transportation should be by common carrier (e.g., commercial airline, train or bus). The forms necessary for reservations (e.g., purchase order, interdepartmental memo, etc.) are handled by the Assistant AD for Athletics Administration.

Staff members should take advantage of round trip and special rates when they are available. Complete and accurate travel expense estimates must be prepared based upon the destination(s) by the most direct and usually traveled route. Any individual traveling otherwise will not only be held financially responsible for the extra expense, but also may be required to use vacation leave for excess travel time.

Air Travel

Airline travel is recommended not only when considering the employee's time, but also when other methods of travel would result in increased lodging and meal expenses. The cost of airline tickets is not to exceed normal coach fare. Airline tickets may be issued and charged to the University without an outlay of cash by the traveler.

Automobile Travel

Automobile transportation may be used to save time when common carrier transportation is not conveniently available to outlying places, or to reduce expenses when two (2) or more Departmental employees are making the same trip. Departmental employees needing transportation to a common destination should use one (1) automobile whenever possible.

If travel by car is determined to be feasible, a Fleet Services car is to be used when available. Arrangements for using a Fleet Services car can be made by contacting completing the Travel Request Form and the Fleet Services Reservation Form. However, Departmental staff that have the use of courtesy cars, normally use these vehicles for all official automobile travel. If neither of the above options are possible or practicable, staff members may be reimbursed for business travel in personal vehicles.

University guidelines and limitations for reimbursement are $.51 per mile for personal car use and $.14 per mile for courtesy car use.

The total cost of the mileage may not exceed the cost of travel by state contract air rate or lowest logical if no contract rate is available.
**Rental car** use at the least expensive rate available may be approved when no alternate mode of transportation is possible or practicable. The Employee must ensure that all University required approvals are obtained prior to making arrangements for rental car usage.

**Taxi and limousine service** expenses are approved on a limited basis when other local transportation methods are not readily available. However, receipts and an explanation are required for taxi charges amounting to $15.00 or more per trip.

**Lodging, Meals, Registration Fees and Incidental Expenses**

Every effort should be made to minimize subsistence expenses. The employee’s are expected to obtain paid receipts wherever practicable and attach these to the Personal Expense Form. Expense documentation should include the following:
1. The name of the establishment on an imprinted receipt. If imprinted receipts are not available, the staff member should ask for a written receipt with the establishment’s official stamp, bank deposit stamp or credit card imprinted receipt (without the credit card’s having been inserted);
2. The correct date of the transaction;
3. The amount of the expense clearly stated on the receipt; and
4. The description of the item purchased.

In addition, expenses must be within reasonable and customary charges for the area visited. If not, expenses may be disapproved for payment, and become the responsibility of the staff member.

**Lodging**

The Department of Athletics has secured accommodations for all MEAC competitions for team to lodging. Each team is required to contact the established hotels for reservations.

Receipts from a bona fide hotel or motel for lodging **must** be submitted and attached to the Personal Expense Form. Employees may be reimbursed actual expenses for lodging, not to exceed the state of Delaware approved lodging allowance for in-state, out-of-state, and conference travel. The Assistant AD for Athletic Administration is available to provide additional information on related matters.

The Assistant AD for Administration ensures that lodging reservations are within the University's reimbursement limitations. When a staff member "guarantees" a lodging reservation and afterwards his/her plans change, it is his/her responsibility to cancel the reservation. If the staff member fails to cancel a reservation, any charges incurred are considered the individual's personal obligation.

When two (2) staff members share expenses (i.e., room, meals, taxi, etc.), it is recommended that one person pay the bill in full and submit the appropriate documentation with an explanation of what the total expense includes and a reference to the name of the other staff member. The other person should indicated on his/her expense report which portion of the bill was his/hers and who paid it.
Reimbursement Rates for Meals

Staff members are reimbursed for meals when in approved travel status, providing that the travel time is clearly documented on the Travel Expense Voucher. The following guidelines are used to determine allowable expenses:

1. When travel begins on/or before 6:00 a.m. on the first day of travel, or extends beyond 9:00 a.m. on the last day of travel, the employee may receive the breakfast per diem.
2. When travel begins on/or before 10:00 a.m. on the first day of travel, or extends beyond 2:00 p.m. on the last day of travel, the employee may receive the lunch per diem.
3. When travel begins on/or before 4:00 p.m. on the first day of travel, or extends beyond 8:00 p.m. on the last day of travel, the employee may receive the dinner per diem.
4. When traveling in-state, the lunch meal may not be claimed if the traveler is not in travel status for 12 hours or more.

Whenever feasible, Departmental staff members should adhere to the University's reimbursable rates for meals. The following rates are allowable:

Registration Fees

When a staff member has received the approval of the Director of Athletics to attend a conference, seminar or official business meeting, the registration fee is reimbursed. The employee must specify what the fee covers (i.e., conference attendance, meals, lodging, transportation, etc.). Those items included in the registration fee cannot be claimed again. All incurred costs, within reason, must be appropriately documented. Documentation may include official printed materials listing fees. Staff members can use the DSU PNC Card to pay for registration.

Incidental Expenses

The University reimburses the traveler for expenses incidental to official travel as specified below:

1. Communication (i.e., telephone and telegraph) expenses related to University business (receipts required if over $ 3.00);
2. Charges for storage and handling of equipment and supplies associated with the purpose of travel;
3. Taxi and bus fares;
4. Shuttle services to and from terminals or stations; and
5. Baggage tips not to exceed $ 1.00 per bag maximum 3 bags for both airport and hotel in and out:
6. Supplies (i.e., unanticipated supplies necessary to the conduct of business and/or minimal amounts of copying services).

A detailed accounting of such expenses with any available receipts must be attached to the Personal Expense Form.

Non-reimbursable incidental travel expenses include, but are not necessarily limited to, the following:

1. Personal accident insurance and collision deductible waiver insurance on rental vehicles;
2. Laundry and dry cleaning;
3. Costs of purchasing traveler's checks, money orders, certified checks, etc.; and
4. Any other items not specifically permitted.
Reimbursement of Travel Expenses

A fully executed Personal Expense form, Authorization to Travel Form, and original receipts must be submitted to the Accounting Specialist - Travel in the Athletic Office within three (3) days after return from travel. For additional information, see Disbursements: Travel and Entertainment Expense, in this Manual.

Travel: Athletic Teams

The Department of Athletics is committed to following all University, Mid Eastern Athletic Conference and NCAA rules and regulations related to transporting student-athletes to and from practice and competition sites. Since team travel represents a major expense to the Department, individuals involved in making such arrangements must strive to negotiate terms, which are in the best interest of the University. Moreover, when warranted by the size and related costs of the traveling party, transportation may be let out for bid.

All team travel arrangements for away contests are approved by the Assistant AD for Administration and the Athletic Director, as related to expenses and NCAA rules and regulations. The Travel Manager for the team coordinates team travel arrangements for their sports teams, which are coordinated by the Assistant AD for Administration.

In general, travel arrangements include:
1. Developing the team itinerary;
2. Completing travel authorization paperwork;
3. Arranging for transportation, lodging and team meals;
4. Obtaining team travel advances; and
5. Reporting all expenses and reconciling the cash advance with appropriate documentation upon completion of travel.

Each team's Head Coach is responsible for setting conduct standards (e.g., dress, conduct, curfews, free time activities, etc.) during trips.

Travel Requirements for Team Members

In general, all team members must travel to and from an away event with their teammates and must stay with them at assigned lodgings. However, exceptions may be made at the discretion of the Head Coach, with the approval of the Associate Athletic Director of Compliance/Internal Operations, the Assistant Athletic Director for Administration and the administrator who manages the sport. If approval is granted to a team member to travel separately, the student-athlete must sign a letter of release, which is co-signed by the Head Coach and the student-athlete’s parent or guardian. The letter releases the Department of Intercollegiate Athletics and the University, from any liability or risk involved in the alternate travel plans.

Student-athletes, with the prior approval to travel separately, may be reimbursed for expenses that are within NCAA rules and regulations. In lieu of providing team transportation, the University may pay the greater of the transportation cost for a student-athlete who has gone home to travel from (a) campus to event site to campus, (b) campus to home to campus, or (c) home to event site to home for practice and competition that is scheduled during an official University vacation period. The student-athlete must leave the event site within 48 hours of the conclusion of the event. Additional information on this and other permissible student-athlete travel expenses is

Official Travel Party

Prior to the travel date, an official travel party list must be approved by the administrator who manages the sport. Only persons with their names on the list may travel with the team. Only student-athletes who are eligible and who have been officially certified by the University to compete as per MEAC and NCAA regulations may be allowed to travel.

For football, the official travel party may include the following: team members, coaches, graduate assistants, team managers, team doctors, team trainers, the President, the Provost, the Vice Presidents, the General Counsel, members of the Board of Trustees, the Director of Athletics, Assistants to the Director, the Academic Counselors, the Manager of Marketing and Sales, one University photographer, the cheerleaders and their sponsor, the Hornet mascot, the Assistant AD for Administration, the Athletic Ticket Manager, the Assistant Ticket Manager, the Sports Information Director and Assistant Sports Information Directors, and up to two (2) announcers when the game is televised. In addition, the Director of Athletics may authorize team travel for other essential athletic personnel not listed above. The size of the official University travel party for football may include up to 130 persons, excluding the cheerleaders, Hornet mascot and their sponsor.

For men's and women's basketball, the official travel party may include the following: team members, coaches, an administrative assistant, graduate assistants, team managers, team trainers, team doctors, the Director of Athletics, Assistants to the Director, Academic Counselors, the cheerleaders and their sponsor, the basketball band and their sponsor, the Hornet mascot, the Assistant AD for Administration, the Athletic Ticket Manager, the Sports Information Director, and the Assistant Sports Information Directors. In addition, the Director of Athletics may authorize team travel for other essential athletic personnel not listed above. The size of the official travel party for men's and women's basketball may include up to 26 persons, excluding the band, cheerleaders, Hornet mascot and their sponsors. For Football, men's and women's basketball, lodging, meals and transportation expenses are authorized for non-University personnel who provide security for the travel party. However, a letter of agreement regarding these services must be obtained from the appropriate law enforcement agency. Meals may also be provided for bus drivers traveling with the teams.

For all other sports, the official travel party is limited to a specific number of student-athletes, coaches, graduate assistants, trainers, managers and other individuals.

Whenever a University-owned bus is used to transport a team, the bus driver is considered a member of the official travel party and travel expenses are authorized for the bus driver.

The Director of Athletics is responsible for utilizing available transportation, lodging and meals in the most effective manner. The Director is authorized to invite official guests to accompany the teams on road trips when space is available, and provide them with transportation, lodging and meal expenses. This authorization is restricted to a maximum of ten (10) guests per trip selected from the following categories:

1. Jobbers;
2. Contributors to the Department;
3. Potential contributors;
4. University employees not otherwise noted above; and
5. Selected non-University official guests.
In addition to the ten (10) guests authorized above, the Director of Athletics may invite two (2) guests per trip from the University faculty.

Radio and television announcers are authorized to accompany the teams on road trips. However, pro rata expenses for transportation, and all expenses for actual lodging and actual meals provided for such non-University personnel must be reimbursed to the University.

The Department must identify by name and above category each individual for whom travel expenses are provided.

For charter flights, the Department must provide a flight manifest identifying by name and category each passenger on the charter.

Finally, the NCAA allows the University to provide travel expenses to the spouse of a student-athlete to accompany the player to a certified postseason Football game, provided the student-athlete is certified eligible to participate. The use of Departmental funds for a student-athlete's spouse is subject to the prior approval of the Director of Athletics.

**Travel Itineraries**

Travel itineraries are developed jointly by the Travel Manager and a designated coach for the sport, in compliance with NCAA rules and regulations. Each itinerary must include the following information:

1. Official travel party list;
2. Departure date and time;
3. Mode of transportation and name of carrier (e.g., airline, bus, charter company, etc.);
4. Lodging accommodations;
5. Telephone contact number at destination; and
6. Anticipated time of return to campus.

The Travel Manager finalizes and distributes copies of the itinerary to the Head Coach, the administrator who manages the sport, Assistant AD for Administration, Security and the Sports Information Director, who in turn may distribute the itinerary to other appropriate staff members.

**Travel Authorization**

The Request for Travel Advance form (see Appendix), along with the official travel party list, must be submitted to the Business and Finance Office before a travel advance can be issued. These documents must be reviewed and approved by the Assistant AD for Administration, the Athletic Director, and the administrator who manages the sport. Subsequent to departure, changes in student-athlete travel plans must be approved by the Assistant AD for Administration, the Athletic Director, and the administrator who manages the sport.
Travel Accommodations

All expenses incurred by a sport's team when traveling must be within budgetary constraints and Departmental, University, MEAC and NCAA guidelines. Depending on the team size, the amount of required travel and related costs (e.g., transportation, lodging, meals), all or part of the travel accommodations.

Transportation

The mode of transportation for team travel is selected by the Head Coach, after consultation with the Travel Manager. When choosing transportation, the following criteria are employed:
1. Safety;
2. Expense;
3. Availability;
4. Distance; and
5. Number of travel days.

University vehicles (i.e., autos, vans, buses, etc.) are used whenever feasible. Otherwise, charter buses are used when distance and time allows. Commercial and/or charter airline transportation is primarily reserved for long distance travel or to minimize number of class and study days missed.

Meals and Lodging

Student-athletes may be provided with per diem meal allowance not to exceed $28.00 per day (i.e., $6.00 for breakfast, $10.00 for lunch and $12.00 for dinner) for travel out-of-state and to high city cost areas, or $38.00 per day (i.e., $8.00 for breakfast, $12.00 for lunch and $18.00 for dinner) for in-state travel. The student-athletes are required to sign for the receipt of such funds on the Meal Allowance Receipt - Team Travel form. See current rates published in the Delaware Travel Guide for the destination you will be visiting.

Coaches may arrange for sit down meals for the team (e.g., pre-game meals) in lieu of giving a meal allowance. In order to secure the best possible rates, sit down meals must be arranged through the Travel Manager. All sit down meals must be supported by a receipt showing the name of the establishment, the total cost of the meal and the number of people served. In addition, a signed list must be submitted with the voucher identifying who ate the meal.

Student-athletes, based on NCAA student welfare policies, can receive a pre or post game meal during competition day in addition to the normal daily per diem meal allowance. Rationale—Competition can be at 7:00 pm, the student-athlete would have had breakfast, lunch and dinner before competition and need replenishment after the competition.

The Rooming List form is used to document room assignments for all individuals on the official travel party list. Specific information required includes the name of the team, city, dates of occupancy and name of the hotel, as well as the room numbers, assigned occupants, their position and the price of each room. Student-athletes should be advised that all unapproved; in-room charges are to be their personal responsibility. Any approved miscellaneous expenses for student-athletes are to be substantiated with a valid receipt or detailed explanation and attached to the Personal Expense Form.
Team Entertainment

The Director of Athletics is authorized to approve reasonable expenditures for team entertainment when in travel status for away games, to include team members and those individuals traveling with the team as members of the official travel party for whom expenses are authorized to be paid by the University. Local entertainment of team members prior to competition may be approved by the Director of Athletics for reasonable entertainment expenditures on game day or the day before the game.

In no case will more than one (1) entertainment expense be allowed per sports event or game, unless prior approval from the President's Office has been obtained. All expenses for team entertainment must be supported by receipts and a listing identifying all participants.

Travel Advance and Reimbursement Procedures

Once the Request for Travel Advance form is fully approved (as described above under "Travel Authorization), Business and Finance will process the travel advance. For additional information, see Policy, Disbursements: Travel and Entertainment Expenses, in this Manual.

NCAA Championship Competitions

All expenses are reimbursed by the NCAA for any Championship competition based on the current rates set by the NCAA. These expenses include: transportation, hotel and per diem. Based on NCAA policies, student-athletes participating in the competitions are to receive the established NCAA per diem rate for student-athletes, which currently is set at $125.00 a day.

The Assistant AD for Administration will process the paperwork for the reimbursement from the NCAA once the team has returned to the University.

Foreign Tours

A Coach who desires to plan a foreign tour for his/her sport must first secure the permission of the Director of Athletics, who presents the proposal to the President and the Board of Trustees. The certification for tour approval must be retained on file by the Department of Athletics.

NCAA member institutions are limited to one international tour every four (4) years in each sport. However, the basketball team may not take a foreign tour in the same academic year (or the following summer) in which the team participates in a game in Hawaii, Alaska or Puerto Rico, or the preseason National Invitation Tournament.

Foreign tour teams should consist only of those student-athletes eligible for participation in intercollegiate play under University and NCAA eligibility requirements. Freshmen and incoming junior college transfer student-
athletes are eligible, provided the international competition begins after the official starting practice date in the sport or after the first official day of classes at the University, whichever comes first.

The following conditions for participating in foreign tours and competitions must be followed:
1. The tour must be scheduled during the summer vacation period, between the spring and fall terms, or during any other vacation period published in the University's official catalog.
   All travel to and from the foreign country must take place during such a vacation period.
2. A team is limited to a maximum of three (3) football games, ten (10) basketball games, or five (5) contests or dates of competition in any other sport during, and as part, of the tour.
3. The team cannot compete during the tour against other American teams (i.e., colleges or other U.S. teams) other than teams composed of U.S. armed forces personnel stationed at U.S. military bases in foreign countries.
4. Not more than ten (10) days of practice are permitted prior to departure.
5. Any foreign football tour is considered the University's postseason play for that season, with the season beginning with the start of the University's fall football practice.
   NCAA Bylaw, Article 17 does allow an intercollegiate athletics team to play one or more of its contests in one or more foreign countries on one trip during the prescribed playing season.
   However, except for contests played in Canada and Mexico or on a certified foreign tour, the University may not engage in such in-season foreign competition more than once every four years in each sport.
6. Per NCAA 30.7.9 An institution may provide a student-athlete with $20 cash per day to coverage unitemized incidental expenses incurred in connection with a foreign tour in his or her particular sport. This expense allowance may be provided each day of the tour, up to a maximum of 21 days in addition to the daily per diem.

**Transportation to Local Practice Fields**

Our student-athletes all drive themselves to away from campus practice sites (Equestrian and Bowling.)
Department of Intercollegiate Athletics

Procedures for Travel Authorization and Personal Expense Reimbursement Forms

Travel Authorization

1. When trip is identified, proceed with obtaining flight and hotel information. Before flight and hotel are booked complete a Travel Authorization form for trip. Be sure to complete all items required for the trip. (appendix A)
2. Employees may use the DSU Travel Card to obtain cash advance for meal per diem only. Employees must use their personal money for all miscellaneous expenses (tolls, tips and mileage) and submit receipts for reimbursement.
3. Travel Authorization form is to be signed by supervisor and entered into Banner System by sports appointed Administrative Assistant. Once entered and signed, Travel Authorization must be brought to the Athletic Administrative Building for the Director of Athletics (AD) signature. If it is a Recruiting Trip or Official Visit, form must also be approved by Associate AD for Internal Operations.
4. If Travel Authorization when entered into Banner comes up with Insufficient Funds, Administrative Assistant must review budget to see where funds can be transferred to cover travel. DO NOT COMPLETE TRANSACTION.
5. In this instance a Budget Transfer must be done. Please complete Budget Transfer paperwork and submit to Director of Athletics Office for approval. (appendix B)
6. **When AD’s signature is secured, flight and hotel may be booked.** (We understand that there are some instances where the cost of the flight may increase before this process is completed. Please contact the Athletic Administrative office for approval to purchase ticket.)
7. Travel Authorization form, once approved by AD, will be copied, logged on the delivery log and taken to Business & Finance. A copy of your approved authorization with Requisition No. will be placed in your mail box for your records.

Personal Expense Reimbursement Form

1. Whenever the DSU Travel Card is used a Personal Expense Reimbursement Form (PE) must be completed. (appendix C)
2. If Flight or Hotel purchases are made before the actual trip and charged to the DSU Travel Card, a PE form must be completed at time of purchase.

3. When the Travel Card is used before the actual trip and the PE form is completed, please write PARTIAL on the form so the Requisition No. is left open for the remainder of the trip.

4. Once the PE form is completed, it must be signed by the Supervisor and brought to the Athletic Administrative office to be copied, logged on the delivery log and taken to Business & Finance.

5. If the trip is a Recruiting trip, the PE form must also be signed off by the Associate AD for Internal Operations before it is taken to the Business & Finance office.

6. **PE form must be completed within 72 hours of return to campus.**

7. Once the PE form has been audited by Business & Finance, it will be sent back to the Athletic Department for the AD’s final signature, pink copy of form pulled out, logged on to the delivery log and returned to Business & Finance.
National Collegiate Athletic Association and Mid Eastern Athletic Conference Rules Review

As mandated by the NCAA, the President of Delaware State University ensures that an annual review of applicable NCAA and Mid Eastern Athletic Conference rules and regulations is conducted for all coaches, other Departmental staff members and student-athletes.

Rationale

Delaware State University is committed to conducting its overall intercollegiate sports program according to the official rules and regulations of the NCAA and the Mid Eastern Athletic Conference. These rules and regulations impact the operations of the intercollegiate athletics program in three (3) main areas: the playing of athletics contests, most matters affecting student-athletes, and the administrative and financial operations of the Department of Athletics.

Coaches are integrally involved in the above mentioned areas of Departmental operations, and as such, they must be familiar with all rules which either directly or indirectly affect the administration of their particular sport, to include recruiting, eligibility, academics, athletically related financial aid, postseason participation, practices and all other areas involving student-athletes. This is essential, not only to prevent coaches from committing violations themselves, but to enable them to instruct and monitor student-athletes in matters under the jurisdiction of the NCAA and the Mid Eastern Athletic Conference.

Additionally, as Departmental staff members, coaches must abide by a diverse set of regulations which affect personal conduct, squad sizes (some have maximums), publicity, expense reimbursement, outside activities, etc. Administrative staff members, depending on their respective functions, are also affected by NCAA and Mid Eastern Athletic Conference rules and regulations. While in some instances only a few regulations apply to a particular staff member’s duties or areas of responsibility, a thorough knowledge of all the rules and regulations allows that staff member to function within a system of checks and balances, which helps prevent unintentional violations. (For example, knowledge by Athletic Office staff of rules pertaining to allowable recruiting expenses would prevent illegal travel payments from being made.)

Although student-athletes are made aware of applicable NCAA rules and regulations prior to entering the intercollegiate athletics program, it is crucial that student-athletes be informed of newly passed legislation which impacts them, and also reminded of the pre-existing regulations. The annual review not only
provides the student-athletes with information concerning game play, but also makes them aware of situations which might jeopardize their athletic and academic eligibility.

**Review for Coaches and Staff**

In late August of each year, the Associate Athletic Director for Compliance/Internal Operations reviews new NCAA and MEAC (Mid Eastern Athletic Conference) rules and regulations. New rules and/or additional interpretations of existing rules are emphasized at this time. All coaches and administrative staff members are required to attend. Attendance is documented.

**Review for Student-Athletes**

Early in the fall and as needed throughout the year, the Associate Athletic Director for Compliance/Internal Operations reviews applicable NCAA and Conference rules and regulations with student-athletes and their coaches. Attendance is required, and the review must be completed each academic year before the first practice or any form of participation by student-athletes. Prior to participation, each student-athlete must sign an NCAA Student-Athlete Statement and the NCAA Drug Testing Consent Form (see Appendix). Failure to attend the review or sign the statement renders the student-athlete ineligible for intercollegiate athletic participation.

**Prospective Student-Athletes**

When recruiting prospective student-athletes, coaches must ensure that the prospects are made aware of the rules regarding activities that constitute recruiting violations.

**Enforcement**

Any willful violation of an NCAA, MEAC and/or University regulation regarding intercollegiate athletics may subject a coach, an administrative staff member or other University official to immediate disciplinary action or termination of employment. Such actions are taken in accordance with appropriate University, MEAC and NCAA policies and procedures. Likewise, student-athletes found to have violated any NCAA, MEAC and/or University regulation are also subject to due process following University policies and procedures. In addition, it is the policy of the University to cooperate fully with NCAA or MEAC representatives whenever suspected violations are investigated.
Department of Athletics

Compliance

Delaware State University, by virtue of its membership in the National Collegiate Athletic Association (NCAA) and the Mid-Eastern Athletic Conference (MEAC), is responsible for ensuring complete compliance of all constituencies (i.e. university staff, student-athletes, alumni, fans, boosters and friends) with all NCAA and MEAC rules and regulations. Under NCAA rules, parents, alumni, fans and friends may be categorized as “representatives of athletics interests.”

Delaware State University strives for academic and athletic excellence. Pursuant to that goal is an on-going commitment to ethical conduct by all members of its staff and supporters. Even the simplest, inadvertent actions on the part of a booster or supporter may jeopardize the eligibility of student-athletes and/or prospects and the compliance of the university with NCAA or MEAC regulations.

A Compliance Checklist – For More Information, call 302-857-7047

Extra benefits (as defined by the NCAA) – “any special arrangement by an institutional employee or representative of athletics interest to provide a student-athlete a benefit not expressly authorized by NCAA legislation. Receipt of such a benefit in not considered an NCAA violation if that same benefit is generally available to the institution’s students or their relatives and/or friends or to a particular segment of the student body determined on a basis unrelated to athletics ability.”

WHAT YOU CAN’T DO:

A booster is prohibited from making in-person, on-or off-campus recruiting contacts, or written or telephone communication with a prospect or the prospect’s relatives or legal guardians.

In addition, a booster is prohibited from contacting any enrolled student-athlete at another institution for the purpose of encouraging transfer to Delaware State University and participation in its athletics program. If a prospect approaches a DSU booster regarding the athletics program, please explain that NCAA rules prohibit such a discussion and suggest to the prospect that he/she contact the head coach of the sport for more information.

A booster is prohibited from contacting the prospect’s coach, principal or counselor for the purpose of obtaining information about the prospect.

A booster is prohibited from picking up film or transcripts from the prospect’s educational institution.

A booster is prohibited from entertaining a prospect and/or relatives and friends of a prospect at any site, either on-or off-campus.

In addition, a booster is prohibited from providing tickets at no or reduced cost to any Delaware State home or away athletic or non-athletic event for prospects, their relatives or friends. Only the DSU
Department of Intercollegiate Athletics can provide complimentary admissions to prospects and only for HOME events.

A booster is prohibited from paying or arranging for transportation for a prospect and/or relatives and friends of a prospect to visit campus. While it is permissible for a friend or neighbor to transport a high school or community college student who is NOT an athlete to the campus, NCAA regulations prohibit the activity for a prospect.

WHAT YOU CAN DO:

A booster is permitted to send newspaper clippings or any other information regarding a prospect to the respective Delaware State coaching staff.

A booster is permitted to attend high school or community college athletic(s) events. You simply cannot have any contact with prospects or relatives and/or friends.

A booster is permitted to continue established family relationships with friends and neighbors. Contact with sons and daughters of these families is permitted as long as they are not made for recruiting purposes.

A booster is permitted to have a telephone conversation with a prospect ONLY if the prospect initiates the call. However, the booster is not permitted to have a recruiting conversation with the prospect and an institutional staff member cannot prearrange the call.

EMPLOYMENT RULES

Delaware State University and its Director of Athletics asks that all boosters, prior to employing or arranging for the employment of a prospect or enrolled student-athlete, check first with the Delaware State Athletics Department. The department is permitted to make arrangements for summer employment for prospects prior to their enrollment as freshmen and to enrolled student-athletes during summer and semester breaks. Accurate record keeping must be maintained regarding employment. Therefore, the Department of Athletics asks for your cooperation.

Regarding Employment

A booster is prohibited from providing employment transportation for prospects or student-athletes unless such transportation is available to all employees.

A booster is permitted to pay student-athletes employed for work actually performed and at a rate commensurate with the going rate for similar services in the community or business.

WHOM DO I CONTACT?

It is of significance that all individuals associated with Delaware State University and its athletics department, including alumni, parents, and boosters, have an awareness and understanding of NCAA rules and regulations. Should you, at any time, have a question please do not hesitate in directing inquiries to:

Office of Athletics Compliance
Delaware State University
1200 N. DuPont Highway
Dover, DE 19901
Department of Intercollegiate Athletics Investigation Policy

Date: 3/9/2006
Revision: 1.0
Page: 1 of 6

1.0 Purpose

This policy establishes a cooperative program to detect, report and reduce violations of NCAA legislation, conference legislation and institutional policies and procedures and to consistently impose fair corrective measures and penalties for such violations.

2.0 Revision History

3/9/06 1.0 New Document
4/18/2011 2.0 Revised to fit DSU

3.0 Persons Affected

This policy covers all athletics department employees, boosters, student-athletes and anyone reasonably suspected of being involved in or having knowledge of an NCAA, Athletics Conference or Athletics Department rules violation at DSU.
4.0 Policy

4.1 As per NCAA Bylaw 30.3, in July of each year, the institution’s CEO, coaching and Administrative staff members must sign the NCAA Certification of Compliance Form. The completed form with all signatures must be on file in the athletics Compliance office by September 15.

4.2 Coaching and departmental staff members are required to sign annually a “Responsibility to Comply with NCAA Rules” form, which outlines the staff member’s responsibility as it relates to rules compliance.

5.0 Definitions

A. The principles of Sportsmanship and Ethical Conduct will be underlying themes in athletics programs. Student-athletes, coaches, staff and others associated with the athletics programs will promote integrity, character development, fairness, honesty, respect, and responsibility. (NCAA Bylaw 2.4)

B. The principle of Rules Compliance requires that all of the NCAA be followed. The Institution is expected to monitor its programs to assure compliance and report it to the NCAA Association any incidences where violations have occurred. Members of the institution’s staff, student-athletes, other individuals and groups are expected to comply with all applicable rules. (NCAA Bylaw 2.8)

6.0 Responsibilities

6.1 The head compliance officer will be responsible for contacting the NCAA, the University President, the MEAC Commissioner, the Athletics Director and the NCAA Vice President for enforcements services or designee.

6.2 It is the responsibility of all departmental staff members for knowing and following NCAA, and institutional rules as they apply to an athletics program or unit. All staff members are expected to make a conscientious and continuous effort to stay abreast of the standards that
govern intercollegiate athletics. And to report any violation of which he or she may become aware.

7.0 Reporting a Violation

7.1 Any allegation of a rules violation will be directed to the Director of Athletics and to the person designated as the Chief Athletics Compliance officer.

8.0 Investigating an Inquiry

8.1 The chief athletics compliance officer in a timely manner but not longer than two weeks following receipt of an allegation (with the advice of the NCAA Faculty Athletics Representative if necessary) will determine whether there are reasonable grounds for believing that the allegation was made in good faith, is non-trivial and if true would constitute a violation of NCAA, conference, or institutional rules. If it is necessary to consult with others in order to make this decision, the chief compliance officer will seek to maintain, if possible, the anonymity of all individuals involved, including those who have made the allegations, and in any event it will require all those consulted to treat the matter as strictly confidential.

8.2 If the chief athletics compliance officer determines that the allegation does not warrant further investigation, the results of the evaluation and the reason therefore will be set forth in a written report which will remain in a locked file for a period of six years, per NCAA recommendations. The Director of athletics or the chief athletics compliance officer will promptly inform in writing the person(s) who made the allegations of this decision.

8.3 If the chief athletics compliance officer determines that there are reasonable grounds for believing that the allegation was made in good faith, is non-trivial and if true would constitute a violation of NCAA rules, or if the chief athletics compliance officer is unable to reach a determination in a timely manner, the Director of Athletics and/or the chief athletics compliance officer will appoint an ad hoc Inquiry Committee [NCAA Faculty Athletics Representative, chief athletics compliance officer] to examine the allegation. The chief athletics compliance officer will promptly inform the accused that an allegation has been made and will be subject to an inquiry and will provide to him or her the names of members of the Inquiry Committee and sufficient information about the allegation so as to permit the accused to prepare a response. At this time the accused will be asked to sign the DSU Honesty and Ethical Conduct Affidavit.
8.4 The Director of Athletics or the chief athletics compliance officer will notify University General Counsel and the Provost if a student-athlete is involved in a non-athletics violation that an inquiry has been initiated and the nature of the alleged violation.

8.5 The Inquiry Committee immediately will request and secure all materials it believes directly relevant to the allegations. The Inquiry Committee will seek to interview the accuser(s) and the accused so as to hear firsthand the allegations as well as the response of the accused. The Inquiry Committee also may interview or otherwise request information from others within or outside the University, including persons uninvolved in but knowledgeable about the matter under inquiry, and may seek expert advice. All persons requested to participate in the Inquiry or to provide documents are expected to cooperate per NCAA Bylaw 10.1 and 10.4. The members of the Inquiry Committee will make every effort to maintain the confidentiality of their materials and deliberations. All correspondence, minutes, and other records will be marked "confidential" and kept in locked file. In seeking information, the Inquiry Committee, will require confidentiality of those with whom it must communicate. The Inquiry Committee will give due regard to preserving the privacy of the person(s) bringing the allegations; however, if the Inquiry Committee determines that confidential disclosure of the identity of the accuser to any person (including the accused) is necessary in order for it to proceed fairly with its deliberations, the Inquiry Committee, after first informing the accuser, may make such disclosure.

8.6 As soon as practicable (and within 60 days) after receiving its charges, the Inquiry Committee will prepare a written report for the Director of Athletics setting forth its conclusions and the evidentiary basis for those conclusions (including summaries of interviews). If circumstances clearly warrant extending the inquiry beyond 60 days, the report shall include documentation of the reasons for the extension. The Inquiry Committee may reach one of two conclusions:

8.6.1 If the Inquiry Committee concludes that there are not reasonable grounds for believing that the allegation may be true, the Director of Athletics will maintain the written report. In that event, the Director of Athletics will inform the accuser, and to the extent appropriate, persons consulted by the Inquiry Committee, of that conclusion and the reasons for it and will provide a copy of the report for the accused. Necessary steps should be taken to restore the reputation of the accused.

8.6.2 If the Inquiry Committee concludes that there are reasonable grounds for believing that the allegations may be true and that a formal investigation is required, it will provide to the Director of Athletics along with its report a formal written statement detailing the
specific rules violations that should in its judgment be the subject of an investigation. The Director of Athletics will convey the report and this statement to the accused.

8.7 If the inquiry substantiates, NCAA rules violations which is admitted by the accused, the Director of Athletics will determine what actions should be taken, including any further investigation, and the sanctions to be imposed or recommended, consistent with applicable disciplinary procedures.

9.0 Formal Investigation

9.1 The Director of Athletics will initiate a formal investigation, if it is deemed an investigation is warranted, as soon as practicable after receiving the report from the Inquiry Committee containing its conclusions and its statement of charges (within 30 days.)

9.2 The Investigation will be carried out by an ad hoc investigation committee consisting of three or more individuals whom the Director of Athletics will appoint and which may include, in addition to or in lieu of members of the athletics department or faculty members, qualified individuals from outside the School or University.

9.2.1 The Director of Athletics will not appoint to the Investigation Committee any individuals whom he or she believes have a potential conflict of interest with respect to the matter under review or the individuals involved.

9.3 The Director of Athletics will inform the accused of the membership of the Investigation Committee, and will consider any objection promptly raised by the accused based on conflict of interest. However, the Director of Athletics evaluation of any such objection shall be final. The Director of Athletics will promptly inform General Counsel and the Provost if a student-athlete is involved of the initiation of the Investigation.

9.4 The Investigation Committee will gather, review and assess relevant evidence and will determine whether the charge or charges are substantiated.
9.5 The Investigation Committee will impound any materials, including notebooks, data and other research or materials, which the committee believes are relevant.

9.6 The Investigation Committee will make every effort to hear directly from the accused as well as the accuser(s). The committee may call witnesses who may be any persons within or outside the University who may be knowledgeable about the matters under investigation, may seek expert advice and may review the records of the Inquiry Committee.

9.7 The Investigation committee will maintain confidentiality and protect the privacy of those involved. The Investigation Committee will provide to the accused the opportunity to inspect all documents which it will consider, except where there is a compelling need to protect the confidentiality of a communication, in which case the Committee will inform the accused of the substance of the document.

9.8 The Investigation Committee also will provide the accused the opportunity to submit evidence and suggest witnesses.

9.9 The Investigation Committee at its discretion may permit the accused to be present during the hearing of testimony from other witnesses or may exclude the accused, provided that the accused is given an opportunity to rebut or respond to the substance of all testimony.

The Investigation Committee will complete its work as soon as possible (no longer than 120 days from the date it receives its charges.) If the Investigation cannot be completed within that time, the Investigation Committee will report to the Director of Athletics on the status of the Investigation and he or she will notify General Counsel and the Provost if a student is involved as to an estimated timetable for completion of the Investigation.

10 Report of Investigation

10.1 Upon completion of its Investigation, the Investigation Committee will prepare a written report consisting of the following:

10.1(a) The date or dates of the violation.
10.1(b) The NCAA, conference or institutional bylaw or bylaws involved in the violation.

10.1(c) The name or names of the student-athlete’s involved.

10.1(d) The name or names of prospective student-athletes involved.

10.1(e) A description of the violation i.e. a statement of the Committee's findings of fact and the conclusions it has drawn from those facts.

10.1(f) How the violation was discovered.

10.1(g) A summary of the substance of the documents, the testimony and the other forms of evidence which the Investigation Committee relied upon in reaching its conclusion.

10.1(h) Corrective and Disciplinary Actions as well as the committee's recommendation, if any, as to what actions the Director of Athletics should undertake.

10.1(i) The committee’s position on the violation (isolated, intentional, inadvertent etc.)

10.1(j) Any eligibility issues for prospects or student-athlete’s that need to be resolved.

10.2 The Director of Athletics will accept the findings of fact and conclusions of the report, as supplemented, of the Investigation Committee and will determine in light of the report, what actions, including disciplinary action, he or she will take or recommend to the Provost and President be taken or initiated in accordance with University procedures. The chief athletics officer will notify the accused of his or her decision in writing.

10.3 In the event that the investigation concludes that charges are not substantiated, the Director of Athletics will request the Committee to advise him or her on reasonable measures that can and should be taken to help restore the reputation of the accused, and will see that they are taken.

11 Appeal

11.1 Any person who has brought an allegation of violating NCAA, conference or Institutional rules, or any person accused violating NCAA, conference or Institutional rules who believes that the allegation was improperly reviewed, may appeal in writing to the Director of Athletics. In considering such an appeal, the Director of Athletics will limit his or her review to determining whether appropriate procedures and standards were applied.
11.2 The chief athletics officer, at his or her discretion may permit the accused to inspect the Committee's summary of documents, testimony and other evidence in the report and its findings of fact and conclusions, and to indicate in writing what clarification or corrections, if any, he or she believes are appropriate. The chief athletics officer may also allow a similar opportunity to the accuser. The athletics director, after receiving the comments on the report, may ask the Investigation Committee to supplement its report.
The Standards of Honesty and Sportsmanship per NCAA Bylaw 10.01.1 states that individuals employed by or associated with DSU to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive activities.

Unethical Conduct per NCAA Bylaw 10.1 may include, but is not limited to, the following:
(a) Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution; (b) Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete; (c) Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid; (d) Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the individual's involvement or knowledge of matters relevant to a possible violation of an NCAA regulation; or (e) Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner"). (Adopted: 1/9/96)

Acknowledgement

I have read the above statement and understand my responsibility to comply with NCAA, Conference and institutional rules and regulations. Further, I understand that I am not to discuss this investigation with anyone until after the inquiry/investigation is complete.

Name (Please Print) Sport
Department of Intercollegiate Athletics
Sports Information and Media Relations

The Delaware State University Media Relations Department is responsible for publicizing each of the University’s 16 intercollegiate sports.

In an effort to keep both DSU fans and interested media outlets updated on a daily basis, the staff produces media guides, game notes, statistics and other publications with all of the latest team information. The Media Relations Department is also responsible for maintaining the Athletic Department’s official website www.DSUHornets.com.

Media Policies and Procedures - DSU Football

The following Media Policies and Procedures are designed to assist members of the media in its coverage of the Delaware State football/basketball program. Additional information, including releases and photographs may be obtained by contacting the DSU Athletic Media Relations Office at (302) 857-7365. Please take a moment to review the following policies and services that are intended to assist you in your coverage of Delaware State football this season. If you have questions, feel free to contact the Assistant Athletic Director for Media Relations.

Media Credential

All requests for press, broadcast and photo credentials for DSU home Football games should be directed to Assistant AD for Media Relations by calling (302)-857-7365 or faxing (302) 857-6034. Requests should be made one week before the game.

As a general rule, working space is allocated on the following basis: (1) daily newspaper and wire-service writers covering for next-day publications; (2) radio and television personnel for broadcast origination; (3) newspaper and television photographers. Limited space is available for weekly representatives, nationally accredited internet news services and non-originating radio representatives on a game-by-game basis.

Photo and Film Guidelines

NCAA rules limit shooting to outside the restraining line enclosing the playing field and between the outside the 35-yard lines. No media personnel or their equipment shall be in the team area or coaching box. Each photographer is required to display their credential visibly on the sidelines.
Media Parking

Media Parking for all home football games is located in Lot 4 (adjacent to the Tennis Courts and Jenkins Hall) on the campus of Delaware State University. Media requesting season parking should contact the DSU Athletic Media Relations Office. (Please note: Parking is limited and is on a first-come, first-serve basis. A parking pass does not guarantee a designated spot in Lot 4).

On game day, Lot 4 will be accessed via the west-most entrance (Gate 3) on College Road. From Route 13, College Road is just across from North Dover Shopping Center/Acme Supermarket. Enter campus via the third gate on the right. Immediately turn left, follow road to Lot 4 on right. If you are traveling East on College Road (towards DSU), enter campus via first gate on left. Immediately turn left, follow road to Lot 4 on right.

Will Call

Media Will Call is located at the west-most ticket booth at Alumni Stadium/Memorial Hall. Any parking passes needed day-of-game will be left with a Game Day Staff member at the College Road entrance to Lot 4.

Interviews

ALL INTERVIEWS should be scheduled at least 24 hours in advance through the DSU Athletic Media Relations Office (302-857-7365). The best time for in-season interview with Head Coach is after practice or during a weekly press conference held each Tuesday.

The best time to interview players is following practice and during Tuesday’s press conference. DSU practice usually begins at 3:30 p.m. and end a 6:00 p.m.

Please call at least one day in advance for all phone interviews. The DSU Athletic Media Relations Office will not distribute home/cell numbers for players or coaches. All phone interviews should be conducted during those times reserved for general media interview sessions.

There are no player interviews on Friday or Saturday (prior to the game).

Calling players at their homes or on their cell phones will not be tolerated.

THE DSU RESIDENCE HALLS, LOCKER ROOM, WEIGHT ROOM AND TRAINING ROOM ARE OFF LIMITS TO THE MEDIA AT ALL TIMES.

Post-game Interviews

The athletic staff at Delaware State University is aware of the importance of media coverage and places great importance on the role of the media insofar as it interacts with their respective duties. To ensure the most workable situation for member of both entities, the following procedures must be observed.

1) Delaware State University football program will observe a customary 15-minute cooling off period
before beginning post-game interviews.

2) Interviews will be conducted in a predetermined post-game press conference area (DSU Strength and Conditioning Center).

3) The press conference will begin with the visiting team's head coach and players followed by Delaware State.

3) Post-game interviews will NOT be held on the field, unless it is necessary in order to meet deadlines.

Each visiting team will set its own post-game interview policy, which will be announced in the press box during the fourth quarter. Check with the opposing team's sports information staff if you have further questions.

**Weekly Press Luncheon**

A weekly press luncheon featuring the Head Coach and key players will be held every Tuesday at noon during the season (with the exception of Tuesdays before Open Dates). Information on the weekly press luncheon will be made available the week before the start of the season. For more information contact the DSU Media Relations Office at (302) 857-7365.

**MEAC Weekly Teleconference**

The Mid-Eastern Athletic Conference sponsors a weekly football teleconference each Tuesday from 10:00 a.m. until 11:35 a.m. The teleconference will begin Sept. 1 and run through November 17, with one for postseason teams on November 24 and each additional Tuesday as teams advance. Head Coach will be on the call for 10 minutes beginning at 10:33 a.m. every Tuesday. Any media member interested in participating or for more information contact Patricia Porter, MEAC director of media relations at 757-416-7100, E-mail: porterp@themeac.com.

**The Media Center on www.DSUHornets.com**

All news releases are posted to the DSUHornets.com website. Media can access the latest news of all Delaware State University Football by checking in regularly to DSUHornets.com's front page or the main Football page. The DSU Athletic Media Relations has created comprehensive "Media Center" with media guides, updated stats and game notes for all 17 of DSU intercollegiate teams. A link labeled "Media Center" can be accessed by clicking on the "Media Center" Button on the right side of the home page or at top of each individual sports main page.

**Weekly Game Notes**

Game Notes will be available every Monday (with the exception of Open Dates). They will be accessible via the "Media Center" on www.DSUHornets.com as well as e-mailed to those on our media distribution list.
Department of Intercollegiate Athletics
Student-Athletes Academic Policy

* The Office of Academic Services for Student-Athletes (ASSA) falls under the University Provost's Office.

Student-Athletes and Academics

Delaware State University academic standards and requirements apply for student-athletes in the same manner that they do for the general student population. Delaware State University officials acknowledge that there are often demanding pressures placed on the student-athlete when maneuvering through academics, athletics and personal growth. The Office of Academic Services for Student-Athletes (ASSA) exists to assist individuals address these demands. The ASSA will assist the student-athlete in the following areas: arranging tutoring, monitoring academic success and progress toward a degree, assisting with personal goals and student life well-being.

Student-athletes, however, must assume ultimate responsibility for their academic endeavors while attending the University. All DSU student-athletes are expected to familiarize themselves with the Academic Services for Student-Athletes Policy and Procedures Manual, which includes detailed information on academic requirements, as well as academic support services, which are available to all student-athletes. The manual also contains very useful information on policies and regulations that apply to all University students. Under auspices and guidance of the Provost’s Office, the Associate Athletic Director for Academic Services is responsible for the overall administration of the student-athlete academic support program, including the management of academic counseling.

The ASSA staff monitors the academic progress and eligibility status of each student-athlete. The primary goal of the academic support program is to help each student-athlete take full advantage of the educational opportunities that are made available, and thereby, not only maintain athletic eligibility but also earn a degree from the University.

To accomplish this goal, the ASSA supports the academic growth of each student-athlete by providing:
- A detailed student-athlete orientation on MEAC Conference and NCAA rules, regulations and procedures;
- Appropriate counseling for academic advising, and career planning;
- Assistance in scheduling classes and with registration;
- Study skills, a computer lab, and referrals to other University services;
- Careful assessment of the student-athlete's academic skills and needs;
- Academic tutoring and mentoring;
- Supervised study hall sessions.

The Office of Academic Services for Student-Athletes is located on the second floor of the William C. Jason Library.

Orientation

Prior to initial enrollment, freshman and transfer student-athletes must attend the general registration and orientation sessions for all students. Additionally, the ASSA conducts orientation/information sessions for new student-athletes.

The primary purpose of the orientation session is to familiarize student-athletes with the
academic demands of the University. Student-athletes are also made aware of changes and updates in MEAC Conference and NCAA rules regarding eligibility.

Advisement and Registration

Student-athletes who have not declared a major are assigned to the Academic Advisement Center, located in the William C. Jason Library, room 204. Academic advisement should be performed by the assigned professional/faculty advisor. Coaches may supplement this advisement, not supplant it.

Generally, all University advisors are aware of the special needs of student-athletes concerning scheduling around practice and regarding NCAA eligibility requirements. The institutional Advisor's Handbook includes extensive information regarding student-athletes needs. All advisors have access to these requirements.

Student athletes are encouraged to contact the Academic Services for Student-Athlete anytime they feel there may be a question about the advice he/she has received pertaining to academic advisement or eligibility. A student-athlete's opportunity to participate should not be jeopardized through ignorance of academic eligibility standards.

The College of Business (COBA) Advisement Center is located in the Bank of America (BOA) building room 106. Business majors will be assigned to an advisor in this center.

Education majors are assigned to the College of Education (COE) Advisement Center in the Education and Humanities Building, room 106.

The College of Health and Public Policy Advisement Center works with students majoring in Nursing, Sports Management and Social Work and is located in the Price Building.

The College of Arts, and Humanities & Social Science (CAHSS) and the College of Mathematics Natural Science and Technology (CMNST) are advised at the department level. The Department CAHSS is located in the EH Building, extension 6628. Call extension 6500 for location of the Department CMNST.

The College of Agriculture and Related Science is located in the Baker Building, extension 6410. The Department of Human Ecology is located in the Price Building, extension 6440.

Class Attendance

There is a direct correlation between classroom attendance and academic success.

Class Attendance (Away Games)

When classes will be missed due to an away competition, an absence verification memorandum (Travel Letter) will be given to the student-athlete by his or her coach. A copy should be shown to each instructor prior to the trip. The instructor of the class is the only person who can excuse an absence. Instructors are likely to be more considerate toward a student-athletes team related absences when the only absences the student-athlete has are for game competition. In any event, student-athletes are responsible for all missed class assignments while absent. Travel letters are obtained from the Office of Academic Services for Student-Athletes by request from the respective coach.

Class Verification (No-Show Policy)

All enrolled student-athletes are required to attend each class during the first two weeks of school in order to verify participation in the class.
IMPORTANT: Failure to verify participation in a class during the first two weeks of classes will result in the course(s) being deleted from your student’s schedule, and will render you ineligible to participate in any DSU program.

Exams

When a student-athlete learns that an exam is scheduled during the time he/she will be participating in the intercollegiate athletics program, the student-athlete is responsible for notifying the instructor and making arrangements to make up the exam. The instructor should be contacted at the earliest possible date.

Dropping a Class Policy

Once a student-athlete has been advised and registered for classes, adjustments to the schedule should not be made without consultation with the coach, academic advisor and their respective ASSA counselor. Care must be taken to assure that adjustments do not result in loss of countable hours required for immediate and future eligibility.

IMPORTANT: Course drops should be considered carefully. However, the final decision to drop a course must always be in the student-athlete’s best academic interest.

In order to remain academically eligible to participate in intercollegiate athletics, a student athlete’s course load must not drop below 12 hours (See Dropping a Class Procedure on page 48 of the Academic Services for Student-Athletes Policy and Procedures Manual for more information).

Incomplete Grades

Incomplete course work due to reasons clearly beyond the control of the student will yield the grade I.

IMPORTANT: This grade must be removed by the end of six weeks of the student’s next semester in attendance. Otherwise the grade “I” will be changed to an “F”.

Academically suspended students who have incompletes may register only if they removed the incompletes and achieved the necessary 2.00 average no later than the last day of the late registration period.

Tutoring Policy

The Office of Academic Services for Student-Athletes provides a free individualized tutoring program to student-athletes in a wide variety of academic courses, such as, but not limited to, English, Mathematics, Biology, Chemistry, Accounting, and Foreign Language. The procedure for getting a tutor starts as soon as the student-athlete realizes a need for additional help in a particular subject course(s).

Request for a Tutor - Procedures

To request for a tutor, the student-athlete should contact their respective ASSA counselor and complete a Tutor Request Form, either by way of their Coach, or if preferred, by a visit to their respective counselor directly, located at the W.C. Jason Library, 2nd floor. All tutoring sessions must be held in the W.C. Jason library, or an academic building on campus.

Once a student-athlete completes the Tutor Request Form, he or she will be notified within 48 hours, for either a one-on-one or small group tutoring session at a mutually agreed time.
Academic Counselors for Student-Athletes

Every student-athlete at Delaware State University is assigned an academic advisor in his or her major. Academic Counselors for Academic Services for Student-Athletes (ASSA) serve as secondary advisors, who support the role of the primary advisor by encouraging student-athletes to seek advice and direction from their advisor. The Office of Academic Services for Student-Athletes assists all student-athletes in defining academic/career goals, in developing an academic plan which supports these goals, and in assuming responsibility for the attainment of these goals. In addition, Academic Counselors for ASSA help students-athletes resolve scheduling conflicts with class, practice, and travel. Lastly, the office provides information regarding Delaware State University and NCAA academic rules and regulations.

Student athletes are strongly encouraged to visit both the Athletic Counselor and their chosen major department advisor/faculty each semester before registering for classes. The respective Athletic Counselor for student-athletes is located in William C. Jason Library, on the second floor, and appointments can be made by calling their respective Academic Counselor.

Study Hall

- **Hours of Operation**
  - 2:00 P.M. – 10:10 P.M. Sundays
  - 6:00 A.M. – 10:00 P.M. Mondays – Thursdays
  - 8:30 A.M. – 3:30 P.M. Fridays

- Study hall hours are reported for the week beginning on Sunday and ending on Friday. Coaches will receive an official copy of the study hall report on Friday afternoons.

Student-athletes are required to sign-in and sign-out to receive credit for study hall. FAILURE to sign-in or sign-out will result in 0 credits for study hall (NO EXCEPTIONS).

Required study hours are excused when a team is on the road traveling; however, it is STRONGLY encouraged for each team to set up study hall for those required to complete hours. Coaches will have to structure organized study sessions while on the road unless provisions are made (hotel room and travel) for ASSA counselor to set up study sessions.

- **Study Hall Requirements:**

Incoming First Year Student-Athletes and new transfer student-athletes are required to earn 10 hours per week during the first fall semester.

Incoming First Year Student-Athletes are required to attend study hall for one academic year (fall/spring). Required hours for the spring semester will be determined by the cumulative grade point averages earned after the first fall semester:

- 4.00 – 3.50 Grade Point Average 2 hours of study hall per week.
- 3.49 – 3.00 Grade Point Average 4 hours of study hall per week
- 2.99 – 2.50 Grade Point Average 6 hours of study hall per week
- 2.00 – 2.49 Grade Point Average 8 hours of study hall per week
- < 2.00 Grade Point Average 10 hours of study hall per week
Financial Aid – All Sports

a. You are not eligible if you receive financial aid other than the financial aid that your institution distributes. However, it is permissible to receive:

(1) Money from anyone on whom you are naturally or legally dependent;
(2) Financial aid that has been awarded to you on a basis other than athletics ability; or
(3) Financial aid from an entity outside your institution that meets the requirements specified in the Division I Manual. [Bylaw 15.01]

b. You must report to your institution any financial aid that you receive from a source other than your institution. However, you do not need to report financial aid received from anyone on whom you are naturally or legally dependent.

Books

Book Voucher Policy

Those student-athletes awarded book-scholarships are provided the privilege of obtaining books for course curriculum exclusively.

IMPORTANT: It is illegal to purchase books for individuals other than for whom the voucher was awarded. If you are found in violation of purchasing books for teammates whether on, or not on book scholarship; friends in your classes, girlfriends, boyfriends, or significant others may result in, but not limited to the following penalties: suspension of privileges in receiving future book scholarships; lost of NCAA eligibility; lost of your team post-season competition privileges; and the possibility of repaying the value of the voucher to the University’s athletics department.

In addition, you may NOT purchase pens, pencils, paper, school supplies, disposable products such as snacks, gum, chips, or soft drinks, etc., with book scholarships.

Book Return Policy

Student-athletes with book scholarship are required to return all purchased books to the bookstore during the buy-back period. Any questions or concerns, please contact your respective ASSA academic counselor.

“What is the Academic Progress Rate?”

What is the Academic Progress Rate? Simply stated, the Academic Progress Rate or APR is an academic enhancement instrument created by the NCAA to establish (in real time), the retention and eligibility status of scholarship student-athletes. From semester to semester, each student athlete (on scholarship) is able to earn his or her respective team 1 R point for retention and 1 E point for Eligibility. In essence, at the end of the academic year, a scholarship student-athlete can earn up to 4 points. Of the almost 330 student-athletes at Delaware State University, approximately ½ of the student-athletes are on scholarship. The collection of data to determine the 2009-2010 APR was retrieved from years 2006 -07; 2007 – 08; 2008 – 09; and 2009 – 10). Each APR cycle, the previous year “rolls” off.

How is the “925” cut off score determined? Once all points have been tallied for an athletic squad, the total points earned are divided by the total points possible to come up with your team’s score. For example:
Institution A – Men’s Golf program has seven golfers. Six of the seven earned 4 points. One golfer only earned three because he decided to transfer to another institution. The team’s APR score would equal = 964 (27 points/28 possible points to earn). The 925 is deemed the cut score by the NCAA and equates to roughly a 50% – 55% Federal Graduation Rate.

When does the APR have to be submitted? The APR must be submitted to the NCAA four weeks after the census date in the fall of each academic year. In the data collection process, we constantly ask, “Did we retain/graduate our students to DSU and were they eligible to compete?”

When will the APR become accessible for Public viewing?

The APR will be available for public viewing typically in early to mid-May. Also during the release, the NCAA will provide the names of teams across the nation in the TOP 10% of their sport.

What happens if a team falls below the cut score of 925? The NCAA takes into account [institution by institution; team by team; conference by conference] a host of situations that prevent teams from historically meeting the 925 cutoff. In most cases the following can occur:

- Loss of Scholarships
- Loss of Competition
- Academic Improvement plans (followed by site visits from NCAA representatives to ensure implementation and execution of the plan (THEY WANT RESULTS)
- Public Reprimand – Listed on their website (NCAA.org and other media outlets i.e. ESPN, USA Today)
Department of Intercollegiate Athletics

Scholarship Reduction or Cancellation Appeals Policy

A student that has had their scholarship reduced or cancelled by the DSU Athletics Department shall be provided the opportunity for a hearing in order to appeal this decision to a committee composed of individuals outside of the Athletic Department per NCAA Bylaw 15.3.4.2.1 and 15.3.5.1.

In order to obtain such a hearing you must notify in writing the Faculty Athletics Representative (FAR), within 10 days (July 11, 2009) of the date of your written notification of reduction or non-renewal.
Pursuant to NCAA Bylaw 6.1.3:

A member institution shall designate an individual to serve as Faculty Athletics Representative. An individual so designated after January 12, 1989, shall be a member of the institution’s faculty or an administrator who holds faculty rank and shall not hold an Administrative or coaching position in the athletics department. Duties of the Faculty Athletics Representative shall be determined by the member institution. (Adopted: 1/11/89) NCAA Handbook.

The Faculty Athletics Representative (FAR) provides oversight and advice in the administration of the intercollegiate athletic program. The FAR is appointed by the administration and will serve a two year term. The FAR will serve as the liaison between the student athletes and the faculty at large. Other duties performed by the FAR as follows:

1. Oversight of the academic integrity of the athletic program
2. Assurance of the welfare of the student athlete
3. Monitor academic performance of student athletes
4. Member of the academic appeal committee
5. Oversees the administration of support services for student athletes
6. Advisor to the President on matters of academics as they relate to the Athletic Program. Should you encounter any issues related to the relationship between academics and athletics please contact the faculty athletic representative.
Introduction

As coaches our duty is far more extensive than in recent decades. A coach’s role is not just to teach the fundamental skills required to achieve on the field. Coaches are now accountable for teaching and reinforcing the life skills that a society void of responsibility and social concern for fellowman seems to have forgotten.

As coaches at Delaware State University, we must develop the whole person. We are an integral part in the growth of young men and women. Within the following pages we will present our approach and detail the procedure in which we look to develop our student-athletes. These pages serve as a guideline to how things should be done “The Hornet Way”.

Head Coaches

Head coaches are responsible for the total operation of their sport program(s): practices, facilities, equipment, budget, public relations, recruiting, administrative duties, fundraising, etc. Actions and or behaviors that jeopardize the University’s good reputation and wellbeing or violate established NCAA, Athletic Conference, University or Athletic Department rules/regulations/policies may result in termination of employment.

Coaching Code of Ethics

Regarding student-athletes and the University:

- The welfare of student-athletes will always come first. Coaches are expected to maintain a professional relationship with their student-athletes at all times.

- The rules of the particular sport being played will be observed at all times.

- Coaches must instill in their student-athletes the importance of exhibiting sportsmanship at all times.

- Coaches shall always remember that their players are student-athletes and not make demands upon them that are inconsistent with institutional, conference and national governing body rules or in any way compromise the student-athletes’ academic pursuits.

- Discriminatory practices on the basis of race, color, religion, sexual orientation, age, national or ethnic origin, or qualified handicapped or disabled persons by coaches or anyone else will not be tolerated.
Coaches must uphold drug and alcohol use policies established by the University, Athletic Conference, and the NCAA.

Coaches are expected to behave in a manner that brings credit to their profession, the institution they work for and themselves.

Professionalism in the way coaches express themselves, dress and act is expected at all times.

Coaches shall act in full accordance with institutional, conference or governing body rules, regardless of how minor they believe the violation to be.

Coaches shall immediately report any violation of conference or governing body rules regardless of how minor they believe the violation to be.

Dissatisfaction with the implementation of institutional, conference and national governing body rules shall be addressed through the proper channels and not through media or through public opinion.

Official Season
The period for an official season shall be from the first day of official practice until the end of post season competition involving the particular team. A Declaration of Length of Playing Season NCAA form (Appendix I) must be completed and returned to the Compliance Coordinator before the start of the season or semester whichever is earlier.

Official Practice
Coaches are to submit in writing to the Compliance Coordinator when official team practice begins using a Declaration of Length of Playing Season NCAA form.

Once official practice begins, coaches are to be in attendance at all practice sessions.

Arrangements are to be made with the Athletic Training Staff for physical exams and screenings before official practice begins. Screenings and physicals are scheduled in advance.

Any student practicing on their own, and not under the supervision of the coach is not eligible to be covered under the athletic medical insurance policy of the institution.

Teams are not to organize and conduct informal practice sessions on their own. A coach must be present at all practice sessions.

Practice
Coaches are to be in attendance at all practice sessions. A designee may cover a
practice session, but the Office of Athletics should be notified ahead of time when this occurs so that arrangements can be made to have proper personnel in attendance.

Coaches and student-athletes will be excused from practice sessions or contests that occur on religious holidays, if they so desire.

Coaches will be responsible for scheduling practice facilities for their sport through the Office of Athletics. Times and places for practice will be reviewed and updated weekly and all schedules are expected to be followed.

Practice Logs (Appendix J – Playing Season Countable Athletically Related Activities) must be completed via email, and submitted to the Compliance Coordinator each month, specifying the permissible 20 hours per week and indicating the required day off during the week for regular season, as per NCAA rules.

Practice logs must also be completed and submitted to the Assistant to the Compliance Coordinator for any NCAA permissible off-season or individual workouts.

Team Rules and Regulations

Each coach is responsible for the establishment and enforcement of team rules and regulations in accordance with University, Intercollegiate Athletic Department, Athletic Conference, and NCAA guidelines. Each coach is responsible for this information, and will submit a copy of his/her team rules and regulations annually to the Director of Athletics prior to the start of the academic year.

Roster Size

- Each varsity sport will be given a roster size number for the academic year.

- Head coaches shall place a student on the varsity team roster if the student a.) is receiving the institutionally sponsored support normally provided to athletes at the institution involved, e.g., coaching, equipment, medical and training room services, on a regular basis during a sport’s regular season; and b.) is participating in organized practice sessions and other team meetings and activities on a regular basis during a sport’s season, or c.) cannot meet a or b because of injury, but continues to receive financial aid on the basis of athletic ability.

- A team’s traditional season is the season which culminates in NCAA championships.

- Any deletions to your team roster must be provided in writing to the Athletic Department with the date and reason for student-athlete leaving the team. All deletions must be reported within 48 hours of student-athlete leaving team.

- Student-athlete is not eligible for practice and/or competition until eligibility is certified by the compliance officer, and the student-athlete is medically cleared by the Head Athletic Trainer.

- The head coach must track each student-athlete’s daily participation in practice on calendar weekly log and have a student-athlete sign the calendar to certify his/her participation. The practice logs must be submitted to the compliance office on a weekly basis.

- Failure to comply with these policies will be reflected in coaches’ annual performance evaluation, and may result in restrictions on practice and competition.
First Aid and CPR Certification

All DSU coaches are required to be certified annually in First Aid and CPR. Certification training will be arranged by Athletic Department.

NCAA Recruiting Test

All DSU coaches with recruiting responsibilities must successfully complete the NCAA Coaches Certification Exam, before being certified to recruit off-campus. The exam is administered annually by Compliance Officer or the Faculty Athletics Representative.
Department of Intercollegiate Athletics
Student-Athlete Code of Conduct

Philosophy

Your participation in the DSU athletics program is considered a privilege, not a right. As a DSU student-athlete you are expected to conduct yourself with honesty, pride, sportsmanship, and integrity on the playing field as well as off the playing field which includes but is not limited to the classroom.

Code of Conduct

Your behavior as a student-athlete is subject to the DSU Student Conduct Code while you are on University premises or when you are involved with off campus University activities. Because of the high visibility of student-athletes, this expectation is further extended to the public arena. The Department of Athletics will review violations of misconduct of the Student Conduct Code and may apply further sanctions as they relate to participation in athletics.

In addition, student-athletes are subject to all rules and regulations that are required for individual participation on a specific team. While those rules may be particular to each team, they are presented to the student-athlete by the coaching staff with the full support of the Athletic Department.

In the case of behavioral problems that involve formal criminal charges by a law enforcement agency, the student-athlete(s) may be placed on suspension until the facts of the incident are reviewed.

In the event that the student-athlete is charged with a felony absent extraordinary circumstances, as determined by the athletics administration he or she will not be permitted to represent the university in competition until such time as the charge(s) is resolved and all Court, University, and Athletic Department conditions for reinstatement have been met.
Absent extraordinary circumstances as determined by the athletics administration, a student-athlete charged with a misdemeanor offenses will have his/her case reviewed by the Director of Athletics or designee pending the outcome by legal authorities. Interim disciplinary actions may be invoked by the athletics administration if deemed appropriate.

Participation on an athletic team representing DSU is a privilege with attendant responsibilities and expectations.

a. Student-athletes and coaches must conduct themselves in a manner consistent with the notion of privilege.

b. Fair play and good sportsmanship are basic expectations in the pursuit of athletic excellence. Anything less will not be tolerated and will be grounds for dismissal from athletics.

c. Respect for the intrinsic dignity and worth of all persons, regardless of race, ethnic origins, religious preference, or gender, is to be acknowledged in the athlete’s actions. Any discriminatory or harassing behavior will be summarily disciplined including possible suspension or expulsion from athletic participation.

d. Physical abuse (including team members, opposing coaches, players fans and officials), on or off the field of play, will result in disciplinary action, including possible suspension from athletic participation.

e. The illegal use or sale of controlled substances is prohibited. Disciplinary action, including suspension or expulsion from athletics, will result from any involvement with illegal drugs.

**Academic Responsibilities**

Academic responsibilities are considered the highest priority of student-athletes attending DSU. The Department of Athletics supports the academic mission of the University; therefore, student-athletes are required to do the following:

a. Adhere to all class attendance requirements. Attend appropriate tutorial sessions and meetings with the academic advisor. (NCAA rules stipulate that no classes be missed to attend practices or off season athletic events.)

b. Complete all class assignments and take all course examinations as required for successful completion of academic work.

c. Understand and comply with the academic regulations of the University as described in the Student Handbook which includes the academic dishonesty policy.

d. Communicate to the appropriate parties in a timely manner when an academic and athletic conflict occurs.

e. Take full responsibility for monitoring one’s own satisfactory progress. This may include seeking assistance from the academic advisor, professor or coach when required or making the academic advisors aware of any diagnosed Learning Disabilities or Individualized Education Programs (LD’s or IEP’s).
**Athletically Related Financial Aid**

Student-athlete’s are required to file a FAFSA every year. Athletic grant-in-aids are awarded for a one year period. Renewal of athletic aid becomes the prerogative of the Head Coach and Director of Athletics. Student-athletes in such circumstances have the right to appeal to the Financial Aid Committee.

**Medical Responsibilities**

Participation in athletics at DSU is contingent on medical approval by the Athletic Team Physician, the Student Health Services staff, and the Athletic Training Staff. In addition, the following obligations are conditions for participation:

a. Student-athletes are required to show evidence of proper medical insurance and provide a medical history, which is kept on file.

b. Student-athletes are required to communicate all necessary health prescriptions as requested by the medical personnel.

c. Student-athletes are required (within a reasonable realm) to take responsibility for their physical and mental health. This includes a review of personal practices as well as requesting medical assistance when necessary.

**NCAA and Conference Responsibilities**

All student-athletes are required to adhere to applicable NCAA rules as addressed in the NCAA Student-Athlete Statement which is administered annually. This includes those activities relative to the student-athlete’s role as a prospective student-athlete (PSA), recruited student-athlete, and amateur.

In addition, all conference regulations must be adhered to.

**Disciplinary Action and Rights of Appeal**

a. Athletes are expected to follow their coaches’ instructions regarding practice, discipline and team matters. Appropriate coaches may levy sanctions for an athlete’s failure to comply with any of these stipulations.

b. Disciplined athletes retain the right to appeal decisions they perceive as unfair to the Director of Athletics. The final level of appeal is made to the Faculty Athletics Representative.
Department of Intercollegiate Athletics
Sexual Harassment and Consensual Relationships

Purpose

To maintain the integrity of the professional relationship between University coaches and staff members and the student-athletes for whom they are responsible, and to prevent the giving of impermissible benefits or advantages to student-athletes by coaches, staff members, or student-assistants. To state the Department of Intercollegiate Athletics’ (DIA) policy on consensual relationships between DIA coaches, staff members, student assistants, and student-athletes.

Scope

All full-time, part-time, and voluntary Department of Intercollegiate Athletics coaches, staff members, and student-assistants.

All third-party staff members who work for or report to Department of Intercollegiate Athletics staff.

Policy

It is the policy of the Department of Intercollegiate Athletics that sexual relationships between coaches (whether paid or voluntary) or other full-, part-time, or voluntary staff members and student-athletes or student assistants, are prohibited.

This prohibition does not apply to a consensual relationship between an Athletics staff member or student assistant and a student-athlete that began before the individual became an Athletics staff member. Any coach, staff member, involved in such a pre-existing relationship must notify his or her supervisor of this fact immediately upon becoming an Athletics staff member.

While friendships are not prohibited (unless an impermissible benefit or advantage is realized), sexual relationships, which increase the likelihood of an improper extra-benefits violation or harassment, are prohibited.

When a newly appointed graduate assistant has a pre-existing romantic relationship with a student-athlete, the new student or graduate assistant assumes and accepts the responsibilities of becoming an Athletics staff member. This means that the new staff member can continue the relationship, but must not provide a service or product to a student-athlete that the staff member knows or should know will result in an improper extra-benefits violation.
Policy Violation

Violation of this policy shall result in disciplinary action, up to and including dismissal of the offending coach or staff member. In determining what discipline to assess, the Director of Athletics shall take into account whether the coach, staff member, self-reported and disclosed the violation before it was discovered by other means.

Disclosure of the relationship need not result in termination—depending on the circumstances, the staff member may be reassigned so as not to have any further professional contact with the student-athlete—but the staff member will be required to end the relationship as a condition of continued employment with Department of Intercollegiate Athletics.

Nondisclosure of the relationship will result in the staff member’s termination from Department of Intercollegiate Athletics.

For more information refer to:

NCAA Bylaw 10.1, Unethical Conduct

NCAA Bylaw 16.02.3, Extra Benefit

NCAA Bylaw 16.11.1, Permissible Benefits, Gifts and Services

In light of the heightened awareness of sexual harassment in society today, it becomes imperative for those in athletic settings to become knowledgeable about what types of behavior constitute sexual harassment and to be educated about healthy and positive ways for coaches, athletic directors, and athletes to interact.

Sexual harassment and sexual relationships with athletes violate ethical boundaries. Harassing behavior, if ignored or not reported, is likely to continue and become worse. The impact of sexual harassment on a student-athlete's well-being may be significant and can impede an athlete's progress toward athletic, academic, and personal goals (U.S. Department of Education Office for Civil Rights, Sexual Harassment: It's Not Academic, 1997).

Sexual harassment is a form of prohibited sex discrimination under Title IX of the Education Amendments of 1972 (Title IX). Accordingly, no individual may be discriminated against on the basis of sex in any education program or activity receiving federal financial assistance (62 Federal Register 12038). Two types of conduct constitute sexual harassment:

1. Quid Pro Quo Harassment—Occurs when a school employee causes a student to believe that he or she must submit to unwelcome sexual conduct (sexual advances; requests for sexual favors; or other verbal, non-verbal, or physical conduct that is sexual in nature) in order to participate in a school program or activity, regardless of whether the student submits to the demands.

2. Hostile Environment Harassment—Occurs when the unwelcome sexual conduct is so severe, persistent, or pervasive, that it affects a student's ability to participate in the educational program or activity (62 Federal Register 12038).

Sexual and/or romantic relationships should not be tolerated between coaches and student-athletes. Such relationships are unprofessional and represent an abuse of professional status and
power (Prevention of Sexual Harassment in Athletic Settings, Women's Sports Foundation). Coaches cannot absolve themselves of the responsibility of avoiding intimate sexual relationships with athletes simply because the intimacy may be initiated by the student-athlete. Because of the superior-subordinate relationship, the coach must realize that the subordinate is not in a position of taking responsibility for eliminating the sexual harassment, especially if the athlete is a minor. The nature of the coach/student-athlete relationship requires that the coach is always responsible for maintaining the professional relationship. Intimacy initiated by the subordinate must be anticipated, discouraged, and avoided by the coach.

Sexual harassment can occur at any level of relationship. In addition to the coach/student-athlete relationship, other examples may include:

- Athletic directors and athletes
- Coaches and assistant coaches
- Athletic directors and coaches
- Athlete and athlete

Sexual harassment includes:

- Peer harassment (student on student/non-employee)
- Sexual advances
- Touching of a sexual nature
- Graffiti of a sexual nature
- Displaying or distributing sexually explicit drawings, pictures, and written materials
- Sexual gestures
- Sexual or dirty jokes
- Pressure for sexual favors
- Touching oneself sexually or talking about one's sexual activity in front of others
- Spreading rumors about or rating students regarding sexual activity or performance

(U.S. Department of Education Office for Civil Rights, Sexual Harassment: It's Not Academic, 1997)

Examples of sexual harassment in athletic settings include the following scenarios:

- A coach tells a student-athlete that they will not play in the next game unless they hug the coach.
- An athletic director makes sexual comments about an assistant coach's body.
- An athlete taunts another athlete with sexual jokes or gestures.

Coaches and athletic directors should educate their athletes and staff about sexual harassment. Education can help prevent incidents and prepare individuals to act appropriately. Coaches and athletic directors should know who the appropriate, designated Title IX person is in their school.

Under federal law, schools are required to have grievance procedures for students to report sex discrimination, including sexual harassment. Schools are also encouraged to implement policy for the prevention of sexual harassment (62 Federal Register 12038). Schools with accessible, effective, and fair policies against sex discrimination and sexual harassment send a message of non-tolerance and encourage students to report harassment (62 Federal Register 12040). Coaches
and athletic directors should make it their business to find out who the appropriate, designated Title IX person is in their school, and identify this person to all student/athletes.

Dealing with Sexual Harassment

Coaches and Athletic Directors

- Use discretion when alone with a student-athlete, and when coaching students, try to have another coach or supervisor present.
- Don't touch a student-athlete outside of necessary touch to teach a skill.
- Don't drive alone with a student-athlete.
- Stay in separate sleeping quarters when traveling for athletic events.
- Educate your student-athletes about sexual harassment and encourage them to talk to you if anyone makes them uncomfortable.
- Document any behavior by students directed toward you which is sexual in nature. Include witnesses, how you dealt with the situation, and who you talked to about the situation.
- Tell your athletic director about any accusations.
- Educate student-athletes about what sexual harassment is, providing quality examples, and about who the dedicated Title IX person is that they should contact in such case.

Students

If you believe you are being sexually harassed:

- Tell someone—Seek support from a friend, colleague, or counselor. Tell your parent, athletic director, or a teacher that you are being harassed.
- Keep records—Keep a written record of what happened and when. Include the date, time, place, and names of people involved, witnesses, and who said or did what to whom.
- Say "No" to the harasser—Tell the harasser verbally and non-verbally, his or her behavior is unwelcome and you want it to stop. Be as direct as you can.
- Take personal action—Report the harassment to the appropriate school official (Title IX Officer; Director of Judicial Affairs).
- Be confident—Nobody deserves to be the target of sexual harassment. Take necessary steps to eliminate the abuse and seek guidance from University or governmental officials.
- Report the incident to the Title IX Officer at the University.

School Administrators

- Notify students, parents, and employees of sex discrimination grievance procedures, including where complaints may be filed. Conduct thorough and impartial investigations of complaints, including the opportunity to present witnesses and other evidence.
- Designate reasonable and prompt timeframes for the complaint process.
- Notify the parties of the outcome of the complaint.
- Assure that your University will take steps to prevent the recurrence of harassment.
Department of Intercollegiate Athletics
Official Recruiting Visit Policy

1.0 Purpose

1.1 As part of the Delaware State University’s (DSU) continuing effort to insure the intercollegiate athletics program is in compliance with the rules and regulations of the NCAA, Conference and University; DSU establishes the following official recruiting visits guidelines. This policy is to assist in the continued pursuit of the top athletes, while acting within the spirit of honesty, sportsmanship and ethical conduct.

1.2 The policy concerning official recruiting visits of this institution is to comply with the NCAA requirement that institutions must establish written official-visit policies that apply to prospects, student hosts, coaches and other athletics administrators and to prevent unnecessarily raising prospects' expectations during official visits to the DSU campus or creating a sense of entitlement for prospects.

2.0 Revision History

9/1/09 1.0 New Document
10/27/11 1.2 Procedures Updated

3.0 Persons Affected

This policy covers all employees, volunteers, student-athletes, representatives of athletics interests and prospective student-athletes of the Delaware State University.

4.0 Definitions

4.1 Employees - all full-time and part-time athletic department staff members, or volunteer coaches officially appointed and approved by DSU Athletics.

4.2 Excessive entertainment - A member institution may not arrange or permit excessive entertainment of a prospect on the campus or elsewhere (e.g., hiring a band for a dance specifically for the entertainment of the prospect, a chauffeured limousine, a helicopter). Using institutional vehicles not normally used to transport prospective students while visiting the campus. NCAA Bylaw 13.5.2

4.3 General Seating – seating in a reserved area, or an area not open to the general public for example seating during the conduct of the event (including intermission) for the prospect or the prospect's parents [or legal guardian(s)] or spouse in the facility's press box, special seating box(es) or bench area.

4.4 Institutional Tours - tours conducted by the Delaware State University by persons or groups not affiliated with the athletics department of DSU.

4.5 Institutional Vehicle - vehicles normally used to transport prospective students while visiting the campus. (NCAA Bylaw 13.5.2)
4.6 **Official Visit** - An official visit to a member institution by a prospective student-athlete is a visit financed in whole or in part by the member institution. NCAA Bylaw 13.02.13.1.

4.7 **Personalized Recruiting Aids** – use of a prospect's name, likeness or number in a manner contrary to NCAA legislation for example, personalized jerseys, or personalized audio or video scoreboard presentations.

4.8 **Prospective Student-Athletes** - A prospective student-athlete ("prospect") is a student who has started classes for the ninth grade. In addition, a student who has not started classes for the ninth grade becomes a prospective student-athlete if the institution provides such an individual (or the individual's relatives or friends) any financial assistance or other benefits that the institution does not provide to prospective students generally. (NCAA Bylaw 13.02.9) **Senior Prospect Defined** - For purposes of this legislation, a "senior prospect" is a prospect who is eligible for admission to a member institution or who has started classes for the senior year in high school. A preparatory school or two-year college student is considered to be a "senior prospect" for purposes of this rule. (NCAA Bylaw 13.13.1.2.1.1)

4.9 **Representatives of Athletics Interests** - NCAA Bylaw 13.02.11 defines a Representative of Athletics Interests as an individual, independent agency, corporate entity (e.g., apparel or equipment manufacturer) or other organization who is known (or who should have been known) by a member of the institution's executive or athletics administration to:

(a) Have participated in or to be a member of an agency or organization promoting the institution's intercollegiate athletics program;

(b) Have made financial contributions to the athletics department or to an athletics booster organization of that institution;

(c) Be assisting or to have been requested (by the athletics department staff) to assist in the recruitment of prospects;

(d) Be assisting or to have assisted in providing benefits to enrolled student-athletes or their families; or

(e) Have been involved otherwise in promoting the institution's athletics program.

4.10 **Standard Housing** – housing similar to that provided to the average DSU student or housing normally used for prospects visiting campus.

4.11 **Student-athlete** - A student-athlete is a student whose enrollment was solicited by a member of the athletics staff or other representative of athletics interests with a view toward the student's ultimate participation in the intercollegiate athletics program. Any other student becomes a student-athlete only when the student reports for an intercollegiate squad that is under the jurisdiction of the athletics department, as specified in Constitution 3.2.4.6. A student is not deemed a student-athlete solely on the basis of prior high-school athletics participation. NCAA Bylaw 12.02.5

4.12 **Student Host** - The student host must be either a current student-athlete or a student designated in a manner consistent with the institution's policy for providing campus visits or tours to prospective students in general. NCAA Bylaw 13.7.6.5

4.13 **Volunteer** – a coach who performs or offers their service free of charge and is officially appointed and approved by DSU Athletics.

5.0 **Responsibilities**
5.1 This policy must be approved and endorsed by the Athletics Director prior to being forwarded to the Board and the President.

5.2 This policy must also be approved and endorsed by the university President and kept on file at both the school and the conference(s).

5.3 This policy must be reviewed for update on an annual basis by the Coaches and approved by the Athletics Council.

5.4 This policy must be reviewed by an outside entity at least once every four years. DSU will be held accountable through the NCAA enforcement program if the stated policies are clearly disregarded.

5.5 This policy must be reviewed and agreed to by the entire athletics staff and student-athletes on an annual basis.

5.5 This policy must be reviewed with all prospective student-athletes offered an official visit in the form of an official visit letter.

6.0 Policy

6.1 DSU Athletics must use coach-class or lower commercial airfare when providing air transportation to and from official visits.

6.2 Transportation of prospects (and those accompanying the prospect) around campus during an official visit must use an institutional vehicle normally used to transport prospective students during a campus visit (coaching staff members or student hosts also may use personal vehicles).

6.3 The use of specialized vehicles, such as those with special décor or modified with televisions is prohibited.

6.4 Prospects (and parents or legal guardians) are to be housed in standard lodging available generally to all guests and eat standard meals comparable to those provided to student-athletes during the academic year.

6.5 DSU athletics prohibits the use of alcohol, drugs, sex and gambling in the recruiting process.

   a. Student-Athlete Hosts are prohibited from taking prospective student-athletes to bars, clubs or establishments with the primary purpose of serving alcoholic beverages.

   b. Student-Athlete Hosts are prohibited from taking prospective student-athletes to gentlemen’s clubs, strip clubs or establishments with the primary purpose of using sex for entertainment.

   c. Student-Athlete Hosts are prohibited from purchasing or administering drugs and or alcohol (legal or otherwise) for or to prospective student-athletes.

   d. Student-Athlete Hosts are prohibited from the use, purchase or administration of all illegal drugs and or alcohol with prospective student-athletes.

6.6 Student-Athlete Hosts used to entertain prospects during official visits must be current student-athletes from the prospect’s sport, or designated in a manner consistent with the institution's policies for providing tours to prospective students.
6.7 Gender-specific groups used as prospective student-athletes hosts will be prohibited unless they are
groups used in a manner consistent with the overall campus-visit experience.

6.8 Members of the athletics staff cannot arrange miscellaneous, personalized recruiting aides (for
example, personalized jerseys, or personalized audio or video scoreboard presentations) or engage in any
game-day simulations during official or unofficial visits.

6.9 Complimentary admissions for prospective student-athletes and their parents or legal guardians must
be in the regular or general seating areas during contests.

7.0 Procedures

7.1 When starting the process of having a prospect on campus for an official visit an Official Visit
Checklist should be used. This form serves as a checklist in the reconciliation process of an official visit
and must be completed by a coaching staff member or designee.

7.2 Prior to a prospect making an official visit to the DSU campus the Head coach or Designees must turn
in transcripts and tests scores (if applicable) to be evaluated for NCAA Initial eligibility standards and DSU
admissions standards.

7.3 The Head Coach or Designee must file a DSU PRE-APPROVAL AND CAMPUS OFFICIAL VISIT
FORM. This form must be received at least 72 hours prior to the official visit. Attached to this form
should be:

A copy of the prospect’s transcripts (and test scores if applicable.)
A copy of the prospect’s official visit letter and the DSU Graduation Rates Report letter.
A preliminary itinerary for the visit.
The prospect’s name and social security number.
Departure and arrival time.
Tentative location of meals.

7.4 The Athletics Compliance Office will check through the packet to determine if all of the appropriate
information is present and that the visit is in compliance with NCAA rules and regulations to allow an
official visit.

7.5 Once the Official Visit Pre-Approval Packet has been approved, the Athletics Compliance officer will
sign and date the bottom of the form, and return a signed copy of the Official Visit Pre-Approval Form
(Top Sheet only) to the coach. A copy of the approval will be forwarded to the necessary parties.

7.6 When this form is received it is then permissible reserve tickets or to have a prospect(s) in for and
official visit.

7.7 At the conclusion of an official visit the Official Visit Checklist form must be submitted with copies of
all expenses and required visit documentation to the athletics compliance office. The following should be
attached:

Prospect Declaration Form
Curfew Form
Airline Itinerary or Ticket Request (if applicable.)
Mileage Reimbursement Report form (prospect’s signature)
Hotel Receipt (names of those staying)
Itemized Meal Receipt(s) (including the names of everyone present.)

7.8 Student Host Money and Receipts. Student-athlete host must return money and receipts by the
following Wednesday after the visit.
7.9 Coaches are responsible for ensuring that their respective prospects and student-athlete hosts comply with all aspects of Bylaw 13.6 and with the NCAA recruiting reform packet.

8.0 Partial Invalidity: Severability

8.1 This policy shall not be invalid as a whole because any or more of its provisions is or are hereafter declared illegal.
Department of Athletics
Sports Performance: Policies & Procedures*

Mission Statement

Delaware State University Sports Performance is committed to developing the total student-athlete through their experiences within a competitive training environment. This will be accomplished by focusing on reducing the risk of injury and maximizing athletic potential through individual evaluation and program design.

Staff Goals

1. Be among the best in the country at developing athletes
   - Injury prevention
   - Maximize athletic potential
   - Create a competitive training environment

2. Develop positive relationships with administrators, coaches, and athletes

3. Identify and correct individual weaknesses, both mentally and physically

4. Outwork our competition at all times

5. Educate the athlete about what we are doing
   - Have a purpose for everything we do

6. Demand the athlete’s best effort at all times
   - Give your best effort at all times

7. Keep it simple yet progressive
   - 80/20 Rule – 80% of results come from 20% of your actions

Staff Responsibilities

Director of Sports Performance
1. Direct and organize sports performance program
2. Design and implement year-round sports performance programs for all 17 teams, which may include:

- Flexibility, speed training, strength training, conditioning
- Lifestyle analysis (sleep and nutrition habits)
- Pre-practice/game warm-ups
- Design training camp practice sessions
- Develop healthy meal choices for road games
- Rehab injured athletes during practices
- Budget development and maintenance
- Supplement and equipment purchases
- Pro liaison
- Director of internship program
- Interview all candidates
- Supervise and educate all interns
- Provide educational materials to interns
- Establish a schedule for interns
- Report to academic advisors
- Manage equipment and repairs
- Cleaning and maintenance of equipment and facility
- Update the record board
- Update the performance news

Undergraduate Student Interns

- Daily set up and break down of equipment
- Cleaning and maintenance of equipment and facility
- Implement year-round sports performance programs for all 17 teams
- Music selection
- Other duties as assigned by the Director of Sports Performance

Coaching Policies

- **Be Professional**
- **Be on time**
  Call or notify the sports performance coach ahead of time if you cannot make your scheduled time.
- **Dress appropriately**
  Wear issued DSU gear at all times.
  Do not wear hats when training student-athletes.
  Shirts should always be tucked in.
- **Be respectful**
  Treat people the way you want to be treated.
- **Be sincere**
  An athlete will work harder for you when they know that you care about them.
  Learn the athletes name and address them by it when speaking to them.
- **Coach**
  This is not a social hour with the athletes. We are here to help them and make them better. You must never do personal workouts with a group that you are supervising.
You must never do personal workouts with a group that you are supervising. Our focus should be on developing student-athletes and being the best teacher possible.

- **Look the part**
  Do not lean on the equipment or sit down during group sessions. Stay on your feet and be ready to coach.

- **Integrity**
  We abide by the rules of Delaware State University, the Mid-Eastern Athletic Conference, and the NCAA.

- **Conduct**
  The following is strictly prohibited by staff members:
  a) Socializing with student-athletes other than at a team function.
  b) Dating a student-athlete.
  c) Being in the presence of a student-athlete who is a minor consuming alcohol.
  d) Being in the presence of student-athletes at an establishment where alcohol is served.

- **Take Initiative**
  Ask questions. Staff members are here to learn. If you don’t understand something ask and find out. Don’t assume anything.

- **Fulfill your responsibilities**
  Make sure you perform the tasks that you are given on a daily basis.

- **Jump right in**
  If you know how to do something, jump in and help out (spot, clean up the room, teach proper technique, put equipment away, etc.). If you don’t do it who will?

- **Work hard**
  Developing a good work ethic will allow you to learn and develop the knowledge to assume more responsibility in the strength and conditioning program.
# Cleaning Responsibilities

The following cleaning duties are performed throughout the week:

<table>
<thead>
<tr>
<th>Cleaning duty</th>
<th>Times cleaned per week</th>
<th>Cleaned with</th>
</tr>
</thead>
<tbody>
<tr>
<td>All bars and cables</td>
<td>1</td>
<td>WD-40 and gray towel</td>
</tr>
<tr>
<td>Office windows and mirrors</td>
<td>1</td>
<td>Windex and paper towels</td>
</tr>
<tr>
<td>Red on GHR, rev. hyper, benches, cable stations, jammers, 4-way necks, db racks</td>
<td>1</td>
<td>Blue spray and blue towel</td>
</tr>
<tr>
<td>Cardio Equipment</td>
<td>1</td>
<td>Lysol disinfectant spray and blue towel</td>
</tr>
<tr>
<td>Stability balls and bosu balls</td>
<td>1</td>
<td>Cavicide and white towel</td>
</tr>
<tr>
<td>Foam pads</td>
<td>2-3</td>
<td>Cavicide and white towel</td>
</tr>
<tr>
<td>Medicine ball wall, all walls and columns</td>
<td>1</td>
<td>BH-38/Lysol and blue towel</td>
</tr>
<tr>
<td>Intern Office</td>
<td>1</td>
<td>Vacuum, Lysol and blue towel</td>
</tr>
<tr>
<td>Sweep platforms</td>
<td>1</td>
<td>Vacuum/broom</td>
</tr>
<tr>
<td>Rubber on platforms and top of blocks</td>
<td>1 (after they have been swept)</td>
<td>Blue spray and blue towel</td>
</tr>
<tr>
<td>Racks</td>
<td>1</td>
<td>Blue spray and blue towel</td>
</tr>
<tr>
<td>Wood platforms</td>
<td>1</td>
<td>Power Lift spray and mop</td>
</tr>
<tr>
<td>Sweep floor</td>
<td>3+</td>
<td>Large broom</td>
</tr>
<tr>
<td>Pick up weights, belts, bands, chains, straps, etc.</td>
<td>Everyday</td>
<td>Lysol spray</td>
</tr>
<tr>
<td>Foam rollers and PVC pipes</td>
<td>1</td>
<td>Lysol spray</td>
</tr>
</tbody>
</table>
DSU Sports Performance Rules

- Be early for all training sessions. If you are 5 minutes early you are on time, if you are on time you are late.
- Athletes must wear DSU issued gear at all times. T-shirts (no tank tops), shorts, and running shoes must be worn at all times.
- Items prohibited from the strength and conditioning center:
  - Cell phones
  - Hats, headbands, bandanas
  - Food and/or drinks, chewing gum
  - Jewelry – earrings, bracelets, watches, necklaces, etc.
  - Lifting gloves
- Absolutely no horseplay, dancing, profanity, or sitting down.
- Clean up after each training session.
- Communicate any schedule conflicts with the sports performance staff. All training sessions must be made up before an excused miss.

*It is an athlete’s privilege to use the strength and conditioning center. If these rules are not followed, this privilege will be taken away.

If any of the above rules are broken the student-athlete will be subject to punishment at the discretion of the sports performance coach.

Per late and unexcused training sessions:

  - The first and second misses will result in punishment at the discretion of the sports performance coach.
  - The third miss may result in the dismissal of the student-athlete from the sports performance program for the remainder of the semester.

Emergency Situations

Strength and Conditioning Center

Emergency Response Personnel:
- Certified Strength and Conditioning coach on site for scheduled lifts
- ATC
- Nurse
- Physician

Emergency Response Communication:
- Fixed telephone line – Coaches offices
- Cell phone – Personal

Emergency Response Equipment:
- Supplies (first aid kit in Strength and Conditioning Center)
- AED in Strength and Conditioning Center

Activating the EMS System:
- Call 911
- Provide information:
Caller name, address, telephone number
Name of student athlete(s)
Condition of student athlete(s)
First aid treatment initiated
Specific directions
Other information as requested
Direct EMS to scene
Spectator, media, and family member control

**Designated Personnel:**
Person to initially assess injuries and stay with injured athlete: strength coach or strength coach designee
Person to call for medical assistance: strength coach or strength coach designee
Person to stay with other athletes: strength coach or strength coach designee
Person to meet EMS and direct to injured athlete: strength coach or strength coach designee
Person to call emergency contacts: strength coach or strength coach designee
Person to accompany injured athlete to the hospital: strength coach, strength coach designee, ATC (if possible)
Person responsible for documentation of emergency information: strength coach or strength coach designee

**Environment: Extreme/Inclement Weather**

**Cold**
If T = -5 – 40 degrees, wind speed (WS) = 5 – 60 mph
Frostbite possible in 30 minutes
Practice is restricted to < 90 minutes

If T = -35 – -5 degrees, WS = 5 – 60 mph
Frostbite possible in 10 minutes
No practice

If T = -45 – -40 degrees, WS = 5 – 60 mph
Frostbite possible in 5 minutes
No practice

Sign & Symptoms of Cold Stress:
Excessive Shivering
Numbness and pain in fingers
Burning sensation of ears, nose or exposed skin

Guidelines adapted from National Weather Service.

**Heat**
Green zone (caution)
T < 88 degrees, relative humidity (RH) < 100
Practice w/o modification

Yellow zone (extreme caution)
T = 90 degrees, RH > 50
Frequent water breaks
Practice no longer than 2 hours
Orange (danger)
T = 98-106, RH >40
Frequent water breaks
Practice no longer than 90 minutes

Red (extreme danger)
T = 108-110, RH >40
No practice

Always consult ATC prior to training outside in extreme/inclement weather.

Guidelines adapted from National Weather Service, National Athletic Training Association & American College of Sports Medicine

In either temperature extreme it is a medical emergency if these signs and symptoms are present:

- Sluggishness
- Poor judgment
- Disoriented
- Speech becomes slurred and slow
- Movement is clumsy
- Desire to lay down and “rest”

**Lightning**

Be aware of how close lightning is to your training area. Use the “Flash to Bang” method. Count the number of seconds between the flash and bang divide by 5. That gives an estimate of distance, in miles, to the lightning from your area.

The National Severe Storms Laboratory and NCAA strongly recommend that for the “Flash to Bang” of 30 seconds or less, all personnel should go to a safe structure or site.

If a warning is issued, immediately evacuate all personnel to a safe structure. If outside use Alumni Field locker rooms or the strength and conditioning center. If inside, remain in the strength and conditioning center.

Remain in those structures until the authorities have issued a statement that it is safe to resume outdoor activities.

**Tornado/High wind**

If a watch is issued, the media will issue instructions from the National Weather Service Center. Be aware that a sudden change without advance warning can occur. Outside activity must be canceled during a tornado watch or warning.

If a warning is issued, immediately evacuate all personnel to a safe structure. Go to an inside room away from doors and windows. If outside, use Alumni Field locker rooms or the strength and conditioning center. If inside, remain in the strength and conditioning center.

Remain in those structures until the authorities have issued a statement that it is safe to resume outdoor activities.

Always consult ATC prior to training outside in extreme/inclement weather.

Athletic Injuries and Blood-Borne Pathogens

Blood-borne Pathogens
Research shows that the risk of getting a significant contagious disease in an athletic setting is very low. However, University Athletic Staff need to decrease the possibility of exposure to blood-borne pathogens including HIV, HBV and HCV while attending injured student-athletes.

“Universal precautions” means protecting oneself from exposure to blood or body fluids through the use of latex gloves**, masks, or eye goggles; cleaning blood and body fluid spills with soap and bleach solution and water; and disinfecting or decontaminating infected waste before disposing off in an approved Hazardous Material Bin.

Universal Precautions for University Athletics Staff include:
Whenever blood and body fluids are present, a barrier (latex rubber gloves**, thick layer of paper towels, or cloth) should be used to minimize exposure of the attending person while the injury is cleansed and/or dressed.

Soiled clothes of the injured person must be bagged to be sent home or disposed off in a Hazardous Waste Bin.
- Place waste in a plastic bag for disposal in a Hazardous Material Bin.
- Thoroughly wash hands with soap.

Attending to the injured person:

Clean and disinfect environmental surfaces
Whenever cleaning and disinfecting environmental surfaces in which blood and body fluids are present, a barrier (rubber utility gloves durable enough to withstand environmental cleaning and disinfecting, thick layer of paper towels, or cloth) should be placed between the blood and the attending person.

Use disposable paper towels or other disposable materials to remove blood and body fluids.

Disinfect the affected area(s) and cleaning tools with a commercial tuberculocidal disinfectant (mixed according to manufacturer’s specifications) or bleach solution (approximately 1/4 cup common household bleach per gallon of tap water, mixed fresh daily).

The affected surface being disinfected should remain wet for several minutes.

Secure all waste in a plastic bag for disposal.

Remove gloves, dispose and secure in a plastic bag and place in a Hazardous Waste Bin.

Clean up for attending person
- Immediately apply soap. Thoroughly wash hands with soap by rubbing hands together (avoid scrubbing hands).
- Pay particular attention to fingertips, nails and jewelry.
- Rinse with fingers pointing downward.
- If running water and soap are not immediately available, a waterless antiseptic cleaner or moist towelette may be used until hands can be thoroughly washed (use of antiseptic cleaner or towelette is NOT a substitute for hand washing).

WASH HANDS AS SOON AS POSSIBLE!
Reduce risk of exposure to blood-borne pathogens by using universal precautions to prevent contact with blood and body fluids. *

* Body fluids that contain blood. ** Non-latex gloves should be available for any staff member who has a known latex allergy.
Department of Intercollegiate Athletics
General Guidelines for Player’s Meetings and Film Study

1. Be prepared.
Write down a guideline and any announcements. Have all tapes ready to go before players arrive
Any handouts should be ready when they arrive.

2. Meet only as needed.
Maximize your time If you have covered what is needed and you feel they have grasped the concept, release them.
Meeting just to meet wastes everyone’s time

3. Use all available means to teach your players. Players learn in all different ways; try and find out how they learn best and incorporate it into your meetings.
Hand Outs, Walk-Thrus, Video, Board Work and Test are great ways to teach.

4. Include the players in the meeting. Have players read the script, make corrections, etc. Ask questions more than stating facts. Find out what they saw or were thinking.
Make players take notes.

5. Watch film prior to meeting with players.
Notes should be available to players either verbally or in writing so they can see your evaluation

6. Show them plays with great effort or great technique
Players respond to positive reinforcements.
Spend more time on the great and extraordinary opposed to belaboring the negative.
Leave an impression of what you want and expect.

7. If possible, show cut ups to get your point across.
This will allow you to save time and applies an emphasis in a particular area

8. Always have a laser pointer available

If you can provide several pointers to the players it will allow them to be active and show you their perspective.
Department of Intercollegiate Athletics
DSU Camp & Clinic Procedures

All sport camps and clinics must be registered with the athletics compliance office prior to advertisement or promotion of the camp. The steps listed below must be followed:

1. Submit the Camp / Clinic Description Form to the Athletic Compliance Office with any necessary attachments [i.e., camp application form, brochures, website materials, Camp / Clinic Staff and Compensation Form, etc.] by March 1 for the upcoming summer’s camps for approval. OTHER CAMPS OR CLINICS SCHEDULED DURING THE SCHOOL YEAR MUST RECEIVE APPROVAL AT LEAST ONE MONTH IN ADVANCE.

2. Complete Background Checks for Camp Workers
   The Camp Director is responsible for ensuring all campus workers are identified in advance of the camp start date. All Workers must have a background check conducted, including camp instructors, full-time DSU staff, head coach, DSU student-athletes. (HR will do the background checks for a minimal charge.)

3. Submit the Free or Reduced Admission Recipient / Group Memorandum to the athletics compliance office to receive prior approval from the Director of Athletics for any recipients who will receive camp or clinic free or reduced admission privileges.

4. If applicable the camp must hold in state Liability Insurance
   Proof of required General Liability insurance must be presented to DSU athletics at least 72 hours before the start of the camp. Insurance must include indemnification and hold harmless language.

5. Subsequent to the camp or clinic the following forms must be submitted to the athletics compliance office:
   Sports Camp / Clinic Financial Report aka Revenue/Expenditure Report
   Sports Camp / Clinic Final Registration List
   Copies of completed camp/clinic applications, credit card receipts, money orders or checks (no cash) should be maintained with the payment ledger/registration list.
   (Camp Director may submit this information in any matter; does not have to appear on this specific form)
   • Sports Camp / Clinic Refund List

6. The Coach must fill out the Application for the Athletic Camp/Clinic Account Form prior to having camp/clinic:
1. The application must first be submitted and approved by all channels.

2. The Coach must turn in a binder that includes all memos, applications, receipts, flyers, time cards, etc.

3. **Time Cards & Absence Reports**
   
   All salaried employees are required to fill out a Salaried Absence request for any camps held during regular university working hours.

**Camp Documentation:**

A Camp Activity File is required for all camps. All activity files must contain the following information:

1. Director of Athletics’/designee’s authorization to hold camp (memorandum of approval)
2. Narrative of Activities (Camp/Clinic Description Form)
3. Approved Application for Camp/Clinic Account form
4. Official Roster of Participants / Final Registration List
5. Membership Fee Reconciliation/Clinic Refunds
6. Camp & Clinic Staff and Compensation Prior Approval Form
7. Promotional Releases
8. Camp Revenue Reconciliation
10. Proof of Liability Insurance if applicable
11. Proof of Workers compensation Insurance

**Operating Procedures**

**Camp or Clinic**

Definition of Camp and Clinic:
NCAA Bylaw 13.13.1.1 - An institution’s sports camp or instructional clinic shall be any camp or clinic owned or operated by a member institution or an employee of the member institution’s athletics department, either on or off its campus, and in which prospects participate.

**Purpose**

NCAA Bylaw 13.13.1.1.1 Purposes of Camps or Clinics

DSU’s sports camp or clinic shall be one that:

(a) Places special emphasis on a particular sport or sports and provides specialized instruction, practice or competition;

(b) Involves activities designed to improve overall skills and general knowledge in the sport; or

(c) Offers a diversified experience without emphasis on instruction, practice or competition in any particular sport.

**Authorization**

The Director of Athletics must authorize in writing the activities of all camps and clinics (on campus or off campus).

**Leadership**

Sports camps and clinics shall be directed by an employee of the member institution. The Camp or Clinic Director can delegate operational duties to camp or clinic employees.

**Scheduling Camp Activities**

Football camps will be scheduled during June, July and August in accordance with NCAA Bylaw 13.12.1.2. Basketball camps will be scheduled during June, July and August in accordance with NCAA Bylaw 13.13.1.1.3. All other camps or clinics must meet NCAA bylaw 13.12.3.1 Developmental Clinics regulations. All required information necessary to hold a summer sports camp must be submitted, in writing, to the Director of Athletics by April 15.

**Utilization of Campus Facilities**

The Director of Athletics must be informed of University facilities needed for the sports camp. A Request for Facility Reservation form must be completed to ensure that University management approves the activity, and that all administrative units are notified of the facilities to be used.

**Off-Campus Camp Participation:**

Operation of off campus camps must comply with all University and NCAA policies and procedures.

**Business Procedures**

**Camp Revenue:**

1. All revenue will be receipted into the appropriate camp activity account.

3. A copy of any sundry and official receipts will be filed in the Camp Activity File.
Purchasing Procedures:

All camp expenditures must comply with University purchasing policies and procedures. Prior written approval of all expenditures is required. University employees are not authorized to obligate University funds for any reason. All invoices must be submitted directly to the Accounts Payable Office immediately upon receipt.

Distribution of Revenue:

The distribution of revenue should not be made until after the Coach certifies that all expenditures have been paid.

Final Camp Summary:

A Final Camp Report must be submitted to management within **thirty working days** after the completion of the camp. The report will document the following:

- Narrative of Program Activities (Camp/Clinic Description Form)
- Camp Revenue Reconciliation

Other Camp and Clinic Procedures

1. All athletics staff members employed in or attending (i.e., coaches evaluating prospects) sports camps and clinics (i.e., private or other institution’s camp or clinic) must provide information concerning the camp or clinic in memo form to the Athletic Compliance Office. Please provide the following information:
   - Individual, organization or institution sponsoring, establishing or conducting the camp or clinic;
   - Location and inclusive dates;
   - The type of camp or clinic;
   - Camp or clinic brochures and/or advertisements;
   - Specific responsibilities (i.e., director, lecturer, instructor);
   - Characteristics of camp or clinic participants (i.e., age, prospects, senior prospects); and
   - Levels of compensation and method of payment.
   - Deadlines for making payments via personal check.
Department of Intercollegiate Athletics
Student-Athlete Employment Policy

DSU is committed to monitoring the employment of student-athletes to ensure that NCAA rules and regulations are being adhered to. The following guidelines have been developed as a means to monitor and document compliance with student-athlete employment legislation.

Student-Athletes

A student-athlete may receive earnings from legitimate on- and off-campus employment income during semester or term time.

Further, prior to employment, the student-athlete and the employer must sign a written statement to be kept on file in the athletics department, which specifies the following:

- The student-athlete may not receive any remuneration for the value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following he or she has obtained because of athletics ability;
- The student-athlete is to be compensated only for work actually performed; and
- The student-athlete is to be compensated at a rate commensurate with the going rate in that locality for similar services.

In addition, a student-athlete may receive on- or off-campus employment earnings without considering such aid to be institutional aid, provided the employment (other than employment in the institution’s recreational sports unit) is not in the athletics department or an athletics’ facility (owned or operated by the athletics department). Compensation from employment is considered institutional aid if athletics interest have interceded on behalf of the student-athlete to secure the employment.

Athletics Staff Interceding for Employment

Coaches or athletics administrators must notify the Compliance Office on all jobs for student-athletes they intercede on or make a special arrangement to assist the student-athlete in securing the employment opportunity. This includes jobs for which their name is used as a reference. All employers will be mailed an Employer Participation Agreement detailing NCAA employment guidelines and asked to sign a form affirming their intention to comply with these rules.

NOTE: The NCAA has determined that if a coach intercedes for summer employment for a student-athlete and the student-athlete continues to work for the same employer during the academic year, the academic year job is also viewed as employment where an athletics staff member interceded. Non-scholarship student-athletes in this situation would become counters.
The following procedures must be followed to ensure compliance with all DSU, MEAC and NCAA rules and regulations concerning a student-athlete’s financial aid limitations:

1. Student-athlete is to meet with the Associate Athletic Director for Internal Operations and complete a Student-Athlete Employment Information and Statement Form.

2. The Associate Athletic Director for Compliance will determine if approval for employment is met by checking the student-athlete’s, cumulative grade point average and academic probation status.

3. If the student-athlete has met the financial and academic stipulations, the coach of the student-athlete will be notified. The ability of the student-athlete to handle the additional responsibility of employment whether in-season or out-of-season will be discussed. If the coach has no objection to the student-athlete obtaining employment, the student-athlete will be notified of his or her approved status. If the coach objects to the student-athlete obtaining employment, the student-athlete will be notified and it will be suggested that the student-athlete set up a meeting with his or her coach to further discuss the situation. If the coach decides to approve the student-athlete’s employment request, the coach will notify the Associate Athletic Director for Internal Operations of this change.

4. When the student-athlete has gained employment, the Associate Athletic Director for Internal Operations will communicate both verbally and in writing with the employer the stipulations surrounding the student-athlete’s employment. The employer will be sent an Employer Participation Agreement. At the end of each term during the regular academic year, the employer will be sent an Employer Earnings Report to determine and certify the amount of earnings as well as monitor the employment relationship to maintain a manner consistent with NCAA employment legislation.

5. The student-athlete will forward copies of his or her pay stub to the Compliance Office, which indicates the number of hours, worked, the rate of pay and the gross pay received. Each student-athlete must bring their pay stub after each payday to the Athletic Office.

6. The Athletics Compliance officer will monitor the student-athlete’s earnings. If the individual’s employment is found to be in violation of NCAA Rules, the student-athlete must terminate employment immediately. The violation will be dealt with accordingly to maintain compliance with NCAA rules.

**Summer Break**

Prior to summer break, all student-athletes will be asked to fill out a Student-Athlete End-of-Year Information form indicating where he or she will be living over the summer, whether or not the student-athlete intends to work over the summer, and whether or not the student-athlete has already obtained a job. If the student-athlete has already obtained a job, the student-athlete will be asked to complete employment information on the Summer Vacation Employment Written Statement. NOTE: Each head coach has come up with his or her own Student-Athlete End-of-Year Information form pertinent to the coaches needs. Pertinent compliance information has been placed on each individual form and copied to the athletics compliance office.
The athletics compliance office will keep on file all Student-Athlete End-of-Year Information forms and maintain a master list of student-athletes’ employment status.

The athletics compliance office will follow up with the student-athletes who indicate an intent to work. In late May, student-athletes who indicated an intent to work but did not have a job at the time the End-of-Year Information form was completed, will be mailed a letter requesting them to fill out a Summer Vacation Employment Written Statement and return it to the athletics compliance office as soon as possible or notify the athletics compliance office if his or her intent has changed.

When the student-athlete has gained employment, the athletics compliance office will communicate both verbally and in writing with the employer the stipulations surrounding the student-athlete’s employment. The employer will be sent an Employer Participation Agreement. At the end of the summer or upon termination, the employer will be sent an Employer Earnings Report to determine and certify if compliance has been maintained as well as monitor the employment relationship to maintain a manner consistent with NCAA employment legislation.

At the first-of-the-year squad meetings, student-athletes will be asked to complete a section within the DSU Historical Report entitled Student-Athlete Post Employment Evaluation for the summer. The athletics compliance office will compare the Student-Athlete Post Employment Evaluation section with the Written Statements and Employer Participation Agreements and note any discrepancies, which may need to be investigated.
Department of Intercollegiate Athletics
Drug Screening and Substance Abuse Program

Purpose

The Division of Intercollegiate Athletics believes that it has a responsibility to ensure fair and equitable competition and to help protect the health and safety of student athletes competing for Delaware State University. The use of controlled substances and "performance enhancing" drugs represents a danger to the health and careers of student-athletes. Furthermore, the use or abuse of drugs can be injurious to student-athletes and their teammates, particularly when participating in athletic competition or practice.

Therefore, the Athletic Department has implemented a mandatory program of drug education, testing, and treatment (to include counseling/rehabilitation) to assist and benefit athletes at Delaware State University. The program seeks to protect student-athletes at DSU from risks and dangers of drug abuse through such measures as sanctions for violations of this policy.

Nothing in these procedures shall be construed to create a contract between student-athletes and the Delaware State University. However, signed consent and notification forms shall be considered affirmation of the student-athlete’s agreement to the terms and conditions contained in this policy.

Athletic Drug Advisory Committee

The Athletic Drug Advisory Committee oversees the Drug Screening and Substances Abuse Program. This committee is comprised of: the Athletic Director, Associate Director of Athletics & Administration, Compliance Director, the Senior Women’s Administrator (SWA), Director of Sports Medicine, and the Head Team Physician.

The Athletic Training Staff works cooperatively with the Athletic Drug Advisory Committee to help supervise the Drug Screening and Substance Abuse Program. The Athletic Training Staff collects from each student-athlete a signed copy of the consent form to participate in the Drug Screening and Substance Abuse Program. The Director of Sports Medicine will contact the contracted testing agency to monitor and collect urine during the testing procedure.

Reasons for Drug Testing

Reasons for drug testing are, but are not limited to:

1. Random testing
2. Reasonable suspicion (i.e. mood, physical, academic and/or personality changes)
3. Re-entry test
4. Follow up test
5. Previous positive tests
Reasonable Suspicion Screening

A student-athlete may be subject to testing at any time when the Director of Athletics or his/her designee determines there is individualized reasonable suspicion to believe the participant is using a prohibited drug. Such reasonable suspicion may be based on objective information as determined by the Director of Athletics or by an Associate/Assistant Athletic Director, Head Coach, Assistant Coach, Head Athletic Trainer, Assistant Athletic Trainer, or Team Physician, and deemed reliable by the Director of Athletics or his/her designee. Reasonable suspicion may include, without limitation, 1) observed possession or use of substances appearing to be prohibited drugs, 2) arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances, or 3) observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances. Among the indicators which may be used in evaluating a student-athlete’s abnormal appearance, conduct or performance are: class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, physical appearance changes, academic/athletic motivational level, emotional condition, mood changes, and legal involvement. If suspected, the Director of Athletics or his/her designee will notify the student-athlete and the student-athlete must stay with a member of their coaching staff, the athletics administration staff, or the sports medicine staff, until an adequate specimen is produced. Note: The possession and/or use of illegal substances may be determined by means other than urinalysis. When an individual is found to be in possession and/or using such substances, he/she will be subject to the same procedures that would be followed in the case of a positive urinalysis (e.g., using on-site saliva testing products to determine alcohol consumption).

Prohibited Substances

Delaware State University uses the same list as the NCAA banned substance list for its own drug testing program. The list of substances banned by the NCAA is available from the NCAA or from the Athletic Training Room on campus. Please see attached addendum of the list.

Medical Exceptions

Exceptions for student-athletes that test positive because they are using a banned substance for legitimate medical reasons are possible. The student-athlete is responsible for providing a signed physician’s note documenting the medical history demonstrating the need for regular use of the drug before the start of the academic year.

Use of Tobacco Products

The use of tobacco products is prohibited by all game personnel in all sports during practice and competition.

Drug Testing Procedure

Student Athletes are asked to sign a "Drug Testing Consent Form" giving the Delaware State Athletic Department permission to test. The contracted testing agency working with the Athletic Training Staff will collect the urine samples for analysis.

Team testing and randomization will be done periodically through the year. For the random testing, official team rosters from the Compliance Office will be used to produce a computerized generated list of student athletes.
Team and individual random testing will be performed based upon short or no notice communication between the Athletic Training Staff, the selected Athlete, and the Head Coach. Athletes will sign in at the testing site with a valid ID. Throughout the testing procedure, a legal "chain of custody" will be maintained to assure that no tampering with the urine sample is possible. All samples go through a screening and confirmation process through the laboratory. The first test is a screen and the second is the confirmation test.

**Failure to appear for any drug test will be considered a positive test.** If a student athlete is unable to produce a specimen or produces an insufficient volume for testing, he/she will be instructed to drink fluids every fifteen minutes for the remainder of the testing period. If after this time, an adequate specimen still has not been produced, the student athlete will be required to produce an acceptable sample at a designated testing site by the end of the business day. Failure to comply will be treated as a positive result. Any attempt to alter the integrity or validity of the urine specimen and/or collection process will be treated as a positive result.

**Safe Harbor Program**

All student-athletes are eligible for the Delaware State University Safe Harbor Program. This program allows student-athletes to refer himself or herself to the Program for voluntary evaluation, testing and counseling. **A student is eligible for the Program after he or she has been informed of an impending drug test but is not eligible after having received a positive Delaware State University or NCAA drug test.**

Delaware State University will work with the student to prepare a Safe Harbor treatment plan, which will include confidential drug testing and entering the Y’z Up program through the local YMCA. The student-athlete will be tested for banned substances upon entry into the Safe Harbor Program and such a positive initial test will not result in any administrative sanction except those listed in this section (the team physician may suspend the student from play or practice if medically indicated). A student will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan. A student will not be permitted to enter the Safe Harbor Program thirty (30) days prior to NCAA or Conference postseason competition. A student-athlete will only be permitted to enter the Safe Harbor Program one time during their athletic eligibility at Delaware State University. **If a student tests positive after being in the safe harbor program that test will count as two positive tests.**

If a student-athlete is determined to have new substance use after the initial Safe Harbor Program test (as determined by follow-up testing), or fails to comply with the Safe Harbor Program treatment plan, the student-athlete will be removed from the Safe Harbor Program and be subject to appropriate sanctions as detailed in the Delaware State University drug testing program. Entering the Safe Harbor Program will not be treated as a positive test as it relates to sanctions. However, any positive test after the completion of the Safe Harbor Program will be treated as the next subsequent positive.

While in compliance with the Safe Harbor Program treatment plan, the student-athlete will not be included in the list of students eligible for random drug testing by Delaware State University. Students in the Safe Harbor Program may be selected for drug testing by the NCAA. If a student test positive from an NCAA test it will be considered breach of the Safe Harbor Program and considered a positive test for Delaware State University’s program.
The Director of Athletics, the DOSM, the student-athlete’s Head Coach and the Team Physician may be informed of the student’s participation in the Safe Harbor Program. The athletic trainer assigned to that sport also may be notified, if medically appropriate. The assistant coach(es) also may be informed at the discretion of the team physician. Other university employees may be informed only to the extent necessary for the implementation of this policy.

**Negative Results**

The Department of Athletics will assume that all student athletes will test negative to the controlled substances listed. There will be no maximum number of times each student athlete may be tested during his or her career. If a student athlete does have a positive urine test, then he or she will be placed on an active list and will be subject to follow-up testing for the remainder of his or her career at Delaware State University.

**Positive Results**

Identification of those participating in the urinalysis and the results will be strictly confidential. The testing service will notify the Director of Sports Medicine of the results. The Director of Sports Medicine (DOSM) will be the only person capable of matching test results with individual identification numbers and will in turn notify the Athletic Director, Head Coach, and the student of a positive test in writing. Whereupon a meeting will be scheduled with the DOSM, Head Coach, and student to review the positive test, discuss the penalty, and define what the student must do next. If the student athlete is a minor, their parent(s) or legal guardian will be required to be on a conference call for the meeting.

If a team completes its competition schedule while a student-athlete is under the above suspension, the student’s participation suspension will carry over into the following year (next season’s competition). This penalty does not allow a student athlete to "red shirt" during their suspension, in other words the athlete’s clock does not “stop” during the suspension. If the athlete has already "red-shirted" one year, then with the second positive drug test, he/she would have used up all of his/he eligibility and financial aid.

If a student athlete participates in more than one intercollegiate sport the penalties for a positive result will be applied to the sport when the drug test was administered. However, a positive test during a different sport’s season will be counted as a successive test against the student.

All suspensions will be explained as "violation of team rules" unless made public by the student athlete.

**First Violation:**

The student athlete will be required to attend two (2) mandatory counseling sessions through the University and suspension from competition including pre and post season for a time period of 10% of the team’s season, to begin immediately; (EXCLUDES PRACTICE); and if the student athlete is a minor, parents or legal guardian will be notified. Once the student athlete has completed the university’s counseling program as determined by the Counseling Center, the student athlete may be released from the University Counseling Program. This will be conferred via a signed note from the counselor stating the date of the visits and is delivered by the student to the Director of Sports Medicine within 14 days. Failure to comply or refusal to participate with the counseling program will result in immediate disqualification from all athletic participation until the above guidelines are met.

**Second Violation:**

The student athlete will be required to attend two (2) mandatory counseling sessions through the University and completion of the Y’z Up Program through the YMCA in addition to suspension from
competition including pre and post season for a time period of 20% of the team’s season, to begin immediately; (EXCLUDES PRACTICE); and if the student athlete is a minor, parents or legal guardian will be notified. Once the student athlete has completed the satisfactory counseling sessions as from the Counseling Center, the student athlete may be released from the University Counseling Program. This will be conferred via a signed note from the counselor stating the date of the visit and is delivered by the student to the Director of Sports Medicine within 14 days. Failure to comply or refusal to participate with the counseling program will result in immediate disqualification from all athletic participation until the above guidelines are met.

**Third Violation:**

The Director of Athletics will notify the student athlete in writing that he/she will be immediately removed from all further athletic participation at Delaware State University for 1 year (365 days). In addition any financial assistance provided by the Athletics Department will cease for the same time period and is effective immediately.

**Fourth Violation:**

The Director of Athletics will notify the student athlete in writing that he/she will be permanently suspended from athletics and the loss of any and all Athletic related aid will commence immediately.

**NCAA Drug Testing Program**

It is important to emphasize that the previously mentioned penalties apply only to the Delaware State University Department of Athletics Drug Testing and Substance Abuse Program. All athletes are still subject to the NCAA drug testing program and any athletes who test positive during an NCAA drug test will face the penalties that are prescribed by that governing body as outlined in the appropriate NCAA literature. **It should be understood that an NCAA positive drug test counts as a violation in the Delaware State Program but the reverse is not true.** For additional information and resources you can access the NCAA website at [www.ncaa.org/health-safety](http://www.ncaa.org/health-safety) and the Resource Exchange Center (REC) website at [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec).

**Appeal Process**

Student-athletes who test positive for a banned substance by the testing agency retained by the University may, within 72 hours following receipt of notice of the laboratory finding, contest the finding. Upon the student-athlete's request for additional testing of the sample, the Director of Athletics will formally request the testing agency retained by the University to perform testing on specimen B. Specimen B findings will be final, subject to the results of any appeal. If specimen B results are negative, the drug test will be considered negative. Student is able to play pending the results of the appeal.

Student-athletes who test positive under the terms of the Intercollegiate Athletics Alcohol, Tobacco and Other Drug Education and Testing Policy will be entitled to a hearing with the Director of Athletics or his/her designee prior to the imposition of any sanction. Requests for such a hearing must be made within two business days of notification of a positive test result. Requests must be in writing and received by the Director of Athletics.
The student-athlete may have an advocate or other representative present if the student so desires. However, the student-athlete must present his or her own case. The meeting should take place no more than three business days after the written request is received. Either the student-athlete or the committee members involved may request an extension of time to the Director of Athletics, who will consider whether to grant the extension upon a showing of good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential. The decision by the Director of Athletics or his/her designee regarding the sanction to be imposed shall be final.
DRUG TESTING CONSENT FORM
DELAWARE STATE INTERCOLLEGIATE ATHLETIC DEPARTMENT

DRUG SCREENING AND

SUBSTANCE ABUSE PROGRAM

I, __________________________ hereby acknowledge that I have reviewed the Delaware State Athletic Department’s Drug Screening and Substance Abuse Program. I further acknowledge that I may obtain a complete copy of the policy at any time by contacting the Director of Sports Medicine and that I fully understand the provisions of the Policy. It is understood that you must sign this form in order to participate in Intercollegiate Athletic practices and competition at Delaware State University

I agree to allow the Delaware State University Athletic Department to drug test in accordance with the procedures including any random and team testing as outlined to me;

I also agree that with reasonable suspicion due to the objective characteristics of changes in behavior, grades, and/or physical attributes observed by any of the following including the head coach, athletic trainer, or athletic administrator, I may be drug tested;

I understand that I may voluntarily enter the Safe Harbor Program at any time before a drug test;

I agree to be bound by the penalties outlined in the Athletic Department’s Drug Screening and Substance Abuse Program policy;

1st Violation: Will result in two (2) mandatory counseling sessions and suspension from 10% of the team’s competition season. The University and suspension from competition includes pre and post season to begin immediately; (EXCLUDES PRACTICE); and that if a minor, my parents or legal guardian will be notified;

2nd Violation: Will include two (2) Mandatory Counseling sessions at DSU and completion of the Y’z Up Program through the YMCA, and Suspension from 20% of the team’s season competition schedule.

3rd Violation: Will include Mandatory Counseling and Suspension from Athletics at Delaware State University for 1 year (365 days).

4th Violation: Will include Permanent Suspension from Athletics at Delaware State University and the loss of Athletic related Aid at Delaware State University.

I agree that I was provided an opportunity to review these procedures as outlined in the Delaware State University’s Drug Screening and Substance Abuse Policy;
I agree to have the drug testing results released to everyone listed in this policy (to include the Athletic Director, Compliance Director, Sr. Associate Athletic Director, Director of Sports Medicine, Team Physician, Teams Athletic Trainer, Designated Coach(s), and Parents/guardians);

I understand that I am subject to the sanctions outlined in the Drug Screening and Substance Abuse Policy at Delaware State University.

I understand that if I sign this statement falsely or erroneously, I will violate NCAA legislation on ethical conduct and my eligibility will be jeopardized.

Name (print) ______________________________________   Sport _______________________

Date          ____________________________
Signature of Student Athlete

Date          ____________________________
Signature of Parent (if student-athlete is a minor)

NCAA Banned-Drug Classes 2007-08
The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or www.ncaa.org/health-safety for the current list. The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.
Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete’s own risk. Student-athletes should contact their institution’s team physician or athletic trainer for further information.

**Banned Drugs**

The following is a list of banned-drug classes, with examples of substances under each class:

**(a) Stimulants:** methylenedioxymethamphetamine
amiphenazole (MDMA, ecstasy)
amphetamine methylphenidate
bemigride nikethamide
benzphetamine octopamine
bromantan pemoline
caffeine (guarana) pentetrazol
chlorphentermine phendimetrazine
cocaine phenmetrazine
cropropamide phentermine
crothetamide phenylpropanolamine (ppa)
diethylpropion picrotoxine
dimethylamphetamine pipradol
doxapram prolintane
ephedrine (ephedra, strychnine)  
ma huan (citrus aurantium)  
ethamivan zhi shi, bitter orange)  
ethylamphetamine and related compounds. 
fencamfamine The following stimulants are not banned:  
methamphetamine phenylephrine  
pseudoephedrine  

(b) Anabolic Agents:  
anabolic steroids  
androstenediol methyltestosterone  
androstenedione nandrolone  
boldenone norandrosterone  
clostebol norandrosterone  
dehydrochloremethyl- norethandrolone  
testosterone oxandrole  
dehydroepiandro- oxymesterone  
sterone (DHEA) oxymetholon  
dihydrotestosterone stanozolol  
(DHT) testosterone  
dromostanolone tetrahydrogestrinone (THG)  
epitrenbolone trenbolone  
fluoxymesterone and related compounds  
gestrinone  
mesterolone other anabolic agents  
methandienone clenbuterol
(c) **Substances Banned for Specific Sports:**

**Rifle:**
- alcohol
- pindolol
- atenolol
- propranolol
- metoprolol
- timolol
- nadolol and related compounds

(d) **Diuretics and other Urine Manipulators:**
- acetazolamide
- hydrochlorothiazide
- bendroflumethiazide
- hydroflumethiazide
- benzthiazide
- methyclothiazide
- bumethanide
- metolazone
- chlorothiazide
- polystiazide
- chlorothalidone
- probenecid
- ethacrynic acid
- spironolactone (canrenone)
- finasteride
- probenecid
- flumethiazide
- triamterene
- furosemide
- trichlormethiazide
- and related compounds

(e) **Street Drugs:**
- heroin
- tetrahydrocannabinol
- marijuana (THC)

(f) **Peptide Hormones and Analogues:**
- corticotrophin (ACTH)
- growth hormone (hGH, somatotrophin)
- human chorionic gonadotrophin (hCG)
insulin like growth factor (IGF-1)
luteinizing hormone (LH)

(all the respective releasing factors of the abovementioned substances also are banned.)
erthropoietin (EPO) sermorelin
darbepoetin

(g) Anti-Estrogens
anastrozole
clophiphene
tamoxifen

and related compounds

(h) Definitions of positive depends on the following:
1 for caffeine—if the concentration in urine exceeds 15 micrograms/ml.
2 for testosterone – an adverse analytical finding (positive result) based on any reliable analytical method (e.g., IRMS, GCMS, CIR) which shows that the testosterone is of exogenous origin, or if the ratio of the total concentration of testosterone to that of epitestosterone in the urine is greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.
Alcohol Policy

Delaware Code, Title 4, Section 904 makes it unlawful to purchase alcoholic beverages (liquor) for or to give it to a person under 21 years of age, and also makes it unlawful for persons under 21 years of age to consume an alcoholic beverage (liquor) or to have it in their possession. It is also unlawful to be intoxicated in public.

DSU is a DRY Campus. Although, the legal drinking age in Delaware is 21, University regulations prohibit any student from possessing or consuming alcohol on University Premises or at University Activities. Any student found in violation of this policy will be subject to University disciplinary and, where applicable, criminal action.

Violations and Possible Sanctions:

1. The following are the violations and minimum sanctions for students under age of 21:

Violations:

• Possession and/or consumption regardless of student’s age
• Open container of alcohol in public
• Hosting a party involving illegal use of alcohol
• Dispensing alcohol to minors
• Intoxication
• Constitution of a public nuisance by being offensive to public order or decency

Possible Sanctions:

First Offense
• Disciplinary probation for one year
• Alcohol education/counseling
• $50 fine
• Parental notification

Second Offense
• Deferred suspension from Residence Halls for one year
• Substance abuse referral
• $100 fine
• Parental notification
Third Offense

• **Suspension** from Residence Halls for one year. The student will be held responsible for the full cost of the residence hall for the remainder of the academic year
• **Suspension** from University for one year
• Parental notification.

2. The following are the violations and sanctions for **students over the age of 21**:

**Violations** (examples)

• Hosting a party involving illegal use of alcohol
• Dispensing alcohol to minors
• Intoxication (See Violations of Criminal Law and/or Zero Tolerance Policy for definition.)
• Constitution of a public nuisance by being offensive to public order or decency

**Possible Sanctions:**

**First Offense**

• Disciplinary probation for one year
• Alcohol education/counseling
• $50 fine

**Second Offense**

• Deferred suspension from Residence Halls for one year
• Substance abuse referral
• $100 fine

**Third Offense**

• Suspension from Residence Halls for one year

*Note: Sanctions may be altered based on the severity of the behavior. Offenses are cumulative throughout matriculation at Delaware State University.*

**Alcohol Education On-Line Course:**

In addition to other sanctions, all alcohol violators are required to take the Alcohol Education on-line course required of incoming freshmen. Any student who has taken (or re-taken) the Alcohol Education course as a sanction for a first offense, and is later found to have committed further violations of the Alcohol Policy, may be subject to more severe sanctions. Students who fail to complete the Alcohol Education on-line course by the end of the first two (2) weeks of the following semester will be fined $100.00 as an additional penalty for the violation.

If the student does not complete the course by the end of that semester, the fine will be doubled ($200), and additional sanctions imposed, including suspension from living in the residence hall and a hold placed on the student's registration for the next semester.
Department of Intercollegiate Athletics
Ticket Policy

It’s the role of the Delaware State University Athletic Ticket Department to provide efficient and convenient methods of distributing tickets and event information for social, cultural, educational, and athletic programs at Delaware State University. The following policy will outline the services and methods in which patrons will be able to purchase tickets.

The DSU main ticket office is located in Memorial Hall. Hours of operation are as follows: Mon-Fri 9am to 4pm, for athletic events the booth will open 1.5 hours prior to start time of the event. Hours will vary on weekends and holidays according to the event schedule.

Office Contact Information

Telephone: 302-857-TIXX (8499) or toll free 866-378-2845

Website: WWW.DSUHORNETS.COM

Privacy Policy

In certain cases we require contact and personal information from our customers. This information is strictly used for processing orders and responding to ticket inquiries. We take the responsibility of protecting the privacy of our customers very seriously. No information will be sold, shared, or rented out. Security measures have been taken on our site to insure against misuse, loss and tampering of any sort regarding information under our control.

Payment Types

- Check Payments- Customers wishing to pay in the form of a check must have valid ID at the time of purchase. Mailed Orders- it is the responsibility of the customer to put their driver’s license information on the check. Checks will only be accepted from customers that have a account setup in the system. To setup an account please contact the ticket office at the numbers above.

- Credit Card Payments- DSU ticket office only accepts the following major credit cards: Discover, Master Card, Visa, and any bank card displaying these logos. AMEX (American Express) will not be accepted.
  *Tickets will not be released or held without payment. Payments may be made by cash, check, Visa, MasterCard, Discover, only. Checks must be made payable to the Delaware State University Athletics.

Delivery of Tickets

Listed below are the methods of shipping and the costs that the customer will have to pay for the option they choose.
**Shipping Methods**

<table>
<thead>
<tr>
<th>Method</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>FedEx Priority</td>
<td>$10.00</td>
</tr>
<tr>
<td>Standard Mail</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

*Please note that FedEx does not ship to P.O. Boxes and all deliveries will require a signature.*

**Delays and Cancellations**

In the case of an event being cancelled and not rescheduled, the ticket cost, not including any fees for shipping and handling will be refunded. This does not apply to cancellations due to an act of God (weather, earthquake, etc.), venue structure issues, war, fire, civil disobedience, any acts of government, customer inability to obtain transportation, terrorism, strike, lockout or other labor disputes. There are no cancellations, refunds or exchanges for delayed events. We are not responsible for time changes or the rescheduling of an event. If an event is postponed, the original tickets will generally be honored for the new date and time of the event.

**Customer Cancellations**

The customer **cannot** cancel their order or exchange tickets once payment is received.

**Admission Requirements**

Children under the age of 4 do not need a ticket if they are going to sit on an adult's lap. All other patrons must have a ticket for entry into all DSU Athletics events.

**Banners, Flags, and Signs**

Banners, signs and flags are allowed in athletics venues provided they do not impede another guest's view of the competition, cover any venue signage, and/or are not attached to the facility. Banners, signs, and flags on poles or sticks are prohibited. Athletics Event Staff reserves the right to remove any banner, sign, or flag that is in violation of the policy.

**Prohibited Items:**

- Containers
- Umbrellas
- Weapons
- Audio recorders
- Items that can be thrown such as balls or Frisbees
- Strollers
- Food
- Beverages
- Video cameras
- Large Bags and backpacks with multiple pockets or zippers
- Artificial noisemakers
- Coolers
Transfer of Tickets

The purchase of season tickets is not a property right but rather a privilege that is assigned to you annually by DSU Athletics. Season ticket holder privileges may only be transferred to a spouse of a season ticket holder, or to the surviving spouse in the event of death. Such privileges cannot be transferred to children or anyone else during the lifetimes or after the deaths of the season ticket holder and his or her spouse. Non-compliance with this policy will result in the forfeiture of your season tickets.

Ticket Release Procedure

Any patron who has a balance after the stated renewal deadline will forfeit their seat because of non-payment.

Address Changes

It is the responsibility of each patron to inform the DSU Athletic Ticket Office of any changes of address. Changes of address must be done in writing and may be faxed to the DSU Athletic Ticket Office at 302-857-6034, or mailed to DSU Athletic Ticket Office, Attn: Ticket Office 1200 N. DuPont Highway Dover De, 19901. Please remember that any changes of address will not be accepted via telephone in order to protect the privacy of patrons.

Parking/Will Call

All will call tickets must be submitted 24 hours prior to competition. Any tickets submitted after the deadline will not be held by the DSU ticket office.

Football: Ticket Booth Located in front of Alumni Stadium.

Parking will be available on game day 3 hours prior to game time, patrons are asked not to save spaces for future arriving guests as parking is on a first come first serve basis. Parking regulations allows one space per vehicle, vehicles not in compliance may be towed at the owner’s expense. The Ticket booth will be available 1.5 hours prior to game time. Will Call closes at the completion of halftime, any tickets not picked up at that time will be made available for sale. Anyone who is on the comp list and arrives after the deadline will be required to purchase a ticket to make entry.

Basketball: Ticket Booth located in front of Memorial Hall Gymnasium.

The ticket booth will open 1.5 hours prior to event time. The gym will open 1 hour prior to game time.

Complimentary Admission Policy

The Department of Athletics is committed to comply with NCAA bylaw 16.2 by allocating and distributing complimentary admissions to athletic events in a fair and equitable manner. When used properly, complimentary tickets are an excellent public relations and recruiting tool. However, it can result in extensive loss of revenues, as well as administrative and NCAA sanctions. Therefore, it is essential that departmental staff understand the constraints placed on the distribution of complimentary admissions and be sensitive to the dollar amount involved in their allocation. Any exceptions to established policies must be approved by the Director of Athletics.
Athletic Staff:

Football & Basketball

Each employee of the Department of Athletics will be given the opportunity to receive two (2) complimentary season tickets, with the option to purchase additional event tickets at an athletic staff discounted rate of five ($5) dollars (max 4 additional tickets). In season coaches will receive four (4) complimentary season tickets to their respective sports. DSU athletic staff members are required to request their season passes by email to ticket office prior to the respective season. The tickets will be available for pick up with in twenty four hours of the request and may only be released with proper signature from the requesting person. All tickets that have not been picked up by twelve noon the day before the first home contest will be put back into the system for sale. DSU staff members are not permitted to present the MEAC Complimentary pass to gain access to DSU home athletic events.

Compliance/Guest Management

Prior to any season requiring tickets the respective coach of the sport is responsible for coordinating a time with the Ticket office to review the guest management process.

Per NCAA guidelines complimentary admissions should be provided to no more than four individuals (family and friends) designated by the competing student-athletes via a pass list.

All student-athletes are required to submit their request through the online guest management system located on the athletics website www.dsuhornets.com. These requests must be submitted 48 hours prior to the contest. Student-athletes will not be allowed to add names after this set time. The complimentary admission designee will report to the “pass gate” at the respective playing facility. The “pass gate” closes at the end of the half, if a patron has not picked up their pass they will be required to purchase a ticket at that time. Under no circumstances will tickets be issued to student-athletes or their designated complimentary recipient without proper identification. Under no circumstances may a student-athlete or their designated guest receive payment in exchange for a complimentary admission. Under no circumstances will the ticket booth accept hand written pass lists. (This policy includes cheerleader team).

Recruits

Coaches requesting complimentary admissions for prospective student-athletes must submit their requests to the DSU compliance department for approval. Once the request has been approved, prospective recruits will be on a master list for the specified sport.

Per NCAA guidelines, no more than three complimentary admissions will be issued for any prospective student-athlete to any DSU athletic contest. Recruits and guests will be admitted through the “pass gate” at the respective facility. The “pass gate” closes at the end of the half, if a guest has not picked up their pass they will be required to purchase a ticket at that time. No “hard” tickets will be issued.

General Student Body

To be admitted to an athletic event, an undergraduate or graduate student must present their valid DSU ID at the student entry point and receive a ticket to gain access to the event. In the case of basketball, no entry will be made after halftime of the second game. For Football any student arriving after halftime will have to pay a $5.00 entry fee.
Athletic Facilities & Event Operations develops and revises policies constantly for the safety and security of everyone using the facilities in accordance with these policies. Intercollegiate Athletics strives to organize its day-to-day operations in a consistent and efficient manner within the framework of similar operational procedures conducted by other Delaware State University departments. Although several sectors in Intercollegiate Athletics are vastly different types of operations from those conducted by the University itself, these procedures are often similar and in full compliance with Mid-Eastern Athletic Conference (MEAC) and NCAA rules and regulations. Since athletic facilities and event operations are maintained by Intercollegiate Athletics, use by University groups and outside groups is highly restricted due to liability and excessive overtime costs. In all cases, every attempt will be made to satisfy student-athletes, staff, and spectator needs.

Athletic Facilities & Event Operations Responsibilities
Athletic Facilities & Event Operations is responsible for scheduling, records, budget, personnel and facilities development. It is also responsible for all grounds including outdoor playing surfaces, all surrounding grounds and field preparation for events. Other responsibilities include all maintenance of facility equipment, coordinating logistics and operations to conduct all athletic events including meetings, workouts, practices, competitions, championships and camps. All work orders for Telecom, Computer Services, Data Network Services, Physical Plant, Building Services and Alterations and Improvements must be submitted by the Coordinator of Athletic Facilities & Events. Athletic Facilities & Event Operations reports to the Director of Athletics.

FACILITY USE
The Coordinator of Athletic Facilities and Events is ultimately responsible for ensuring that all procedures for athletics facility use are followed. The following athletics facilities must be reserved for practices and events through the following personnel:
• The Coordinator of Athletic Facilities and Events will coordinate usage of Alumni Stadium (Football, Soccer, and Track), Memorial Hall (Volleyball and Basketball), Soldier Field (Baseball), The Hornets’ Nest (Softball), Tennis Courts, and Meeting Rooms.
• Athletic teams and athletic support groups have priority on the use of all athletics facilities.

Facility Use by University Groups
Athletic facility use is available to the University Intramural Sports Program and to various University-approved spirit groups. The procedure for reserving athletic facilities by University groups is a written request submitted via the University Event Management System well in advance to the Coordinator of Athletic Facilities and Events. Facility use will be prohibited if there is no supervision by a University faculty or staff member sponsor. All requests will be dealt with on a case-by-case basis if the facility requested is not being utilized by an athletic team or other Department of Intercollegiate Athletics function.
Facility Use by Non-University Groups
The use of athletics facilities by non-university groups is highly restricted and is generally limited to events conducted by the approved users.

Facility Rental Rates
Facility rental rates will be in accordance with the rates set by the University Events Office.

EVENT CANCELLATION
The Department of Intercollegiate Athletics event cancellation requires approval of the Director of Athletics (or their designee) of both institutions as well as the event manager/head coach of the specific event. In addition, Media Relations notifies the appropriate electronic and print media outlets as well as the MEAC Office. In the event of cancellation by the University group, notification of event cancellation is the responsibility of the user or a financial penalty may be assessed.

COMMERCIAL PHOTOGRAPHS / VIDEOTAPPED FOOTAGE OF FACILITIES
The use of photographs or videotaped footage of Athletics Department's facilities, in association with any commercial establishment, is prohibited unless prior permission is granted from the Director of Athletics.

FACILITIES MAINTENANCE
Supervision of the maintenance of athletic facilities is the responsibility of the Coordinator of Athletic Facilities and Events. The University maintenance staff performs routine maintenance functions. If maintenance problems arise which are beyond the level of expertise of maintenance staff, repair and maintenance may be performed by outside contractors. Choice of University maintenance or outside contractor maintenance is dependent upon warranties, initial installer, and availability of the level of expertise required.

REQUEST FOR REPAIR/SERVICE
Once a repair or service need has been identified, the Coordinator of Athletic Facilities and Events will complete a Facility Work Order (FWO). Most repairs will be completed based on a first-come-first-serve method. However, service needs and repairs requiring immediate attention may be placed higher on the repair schedule.

ATHLETIC EVENT MANAGEMENT RESPONSIBILITY
The staging of athletic events is performed by a variety of individuals depending on the complexity and nature of the event. In Football, baseball, basketball (men's and women's), volleyball, softball, track and soccer, staging and event management operations are coordinated by department personnel in Administration, Operations, the Ticket Office, the Media Relations Office and the External Operations Office.

SCHEDULING EVENTS
All individuals or coaches consider the following factors responsible for scheduling:
- Income
- Expense
- Balance of home and away contest
- Major University annual events
- Class time missed by student-athletes (away events)
- Final exam and commencement schedules
- University vacation schedules
Any revisions on approved schedules require the following to be notified:
- The Director of Athletics
- The MEAC Office, if officials are involved
- The Sport Supervisor (home games)
- The Coordinator of Athletic Facilities and Events
- Athletic training staff
- Athletics Ticket Office (if appropriate)
- Media Relations, which will notify local and regional print and electronic media representatives

**COORDINATING EVENT MANAGEMENT**

**Football**
In Football, the Coordinator of Athletic Facilities and Events supervises all game management operations. Pre-game and halftime activities are scheduled and coordinated by the External Operations Group. The Coordinator of Athletic Facilities and Events is responsible for developing the pre-game timing schedule and for distributing this schedule to game clock operators, officials, coaches, public address announcers, radio and television producers, broadcast crews and other appropriate personnel.

**Basketball Coordinator (Men's and Women's)**
The Coordinator of Athletic Facilities and Events is responsible for coordinating overall game management operations. Pre-game and halftime activities are scheduled and coordinated by the External Operations Group. The Coordinator of Athletic Facilities and Events is responsible for developing the pre-game timing schedule and for distributing this schedule to game clock operators, officials, coaches, public address announcers, radio and television producers, broadcast crews and other appropriate personnel.

**Other Events**
The Coordinator of Athletic Facilities and Events is responsible for coordinating overall game management operations for other events, such as baseball, soccer, softball and volleyball. External Operations coordinates intermission activities. The respective sport coach is responsible for developing and supervising pre-match timing protocols (schedule) and for distributing this schedule to the scoreboard/clock operator, public address announcer, coaches, officials and radio or TV crews covering the event.

**EMERGENCIES AT GAMES/EVENTS**

**Medical Personnel and Emergencies**
Athletic trainers and/or student trainers are available at all athletic events. In Football and basketball, team physicians as well as athletic trainers are present at all home contests. EMS and the RRAMS are also available at home events in Football and basketball and will function largely if emergencies occur which involve spectators.

**Natural Emergencies / Severe Weather**
DSU Athletics is responsible for implementing policies and procedures to protect student-athletes, coaches, support staff and spectators during practice and during home athletic competitions. Personal safety should not be compromised under any circumstances and staff will always err on the side of caution when making decisions regarding safety during severe weather.

Practice: During practice, the Sports Medicine athletic trainer is responsible for making decisions pertaining to lightning weather hazards.

Home Events: When there is a threat of hazardous weather on an event day, the Coordinator of Athletic Facilities and Events will maintain continuous contact with the University Risk Management Officer to obtain as much information as possible. This information will be shared with the head official, umpire-in-chief, referee, and/or meet director upon their arrival. The Coordinator of Athletic Facilities and Events will also ensure that there is a clear
understanding of the evacuation procedure during a weather warning. Information will be shared with the Director of Athletics and/or Sport Supervisor and with the sport head coach.

Until such time as the head official, umpire-in-chief, referee and/or meet director assumes on-site responsibility as prescribed in NCAA rules, the Director of Athletics and/or Sport Supervisor, the Coordinator of Athletic Facilities and Events, Head Athletics Trainer, and sport head coach are responsible for making the determination if it is safe to begin on-field practice for competition.

The head official, umpire-in-chief, referee or meet director will have responsibility for lightning hazard safety from the time they assume on-site responsibility until such time as they leave the site of competition as prescribed in NCAA rules. He or she has discretionary power to suspend the game whenever such action is deemed necessary due to hazardous weather. The Coordinator of Athletic Facilities and Events will continue to monitor all weather sources and will regularly share this information with the officials and the Director of Athletics (if present) to ensure both players and spectators remain in a safe environment. Coaches will be kept informed but will not be a part of the decision process to suspend or terminate competition. DSU Athletics also has an obligation to warn spectators of hazardous weather conditions. The Coordinator of Athletic Facilities and Events, in conjunction with Media Relations, will ensure that spectators are kept informed of suspensions using the stadium’s public address system. Spectators will be directed to evacuate the stands and to seek shelter in a safe location when severe weather conditions exist. Again, personal safety must remain paramount and staff will always err on the side of caution when making lightning hazard decisions.

Fire, Bomb Threats, and Extreme Weather Activity Emergencies
In the event of fire, bomb threats, or extreme weather emergencies during events, the Coordinator of Athletic Facilities and Events shall consult privately with the Director of Athletics and the University Police Chief; inform coaches of the emergency; and shall then have the public address announcer read the appropriate evacuation or shelter instructions statement. The Coordinator of Athletic Facilities and Events shall stress to the public address announcer the importance of keeping spectators calm and orderly during the exit or sheltering process. The emergency evacuation plan or emergency statement for each specific facility shall be included in the announcer’s event announcement material at each event.

OFFICE SECURITY

All employees are responsible for the security of Department Inventory and must take all appropriate action to minimize the opportunity for theft. Typical necessary actions include:
• Lock all desks drawers, filing cabinets and office doors when leaving the office area at the end of the day.
• Personal items containing cash and credit cards, such as briefcases and purses should be locked in filing cabinets or hidden from view when office will be empty.
• Cash should never left in office overnight.
• If leaving after 5:00 p.m., make sure the exterior door exited is locked.
• Do not prop open exterior doors.
• Question any unknown person observed walking into or standing in an unoccupied office.
• Immediately notify the Coordinator of Athletic Facilities and Events of the loss of any lock or any departmental key.
• Immediately notify the University Police and Coordinator of Athletic Facilities and Events of any attempt or successful theft.

Use of Athletic Facilities

• The Coordinator of Athletic Facilities and Events coordinates the use and scheduling of athletic facilities based upon the game schedules of the various teams.
• The Coordinator of Athletic Facilities and Events coordinates the use of athletic facilities by DSU organizations based upon the game schedules of the various teams, in conjunction with the University Events Office (depending on the type of event).

• The Coordinator of Athletic Facilities and Events coordinates the use of athletic facilities by non-DSU organizations based upon the game schedules of the various teams, in conjunction with the University Events Office (depending on the type of event).

• At the present time, the Executive Director of Dining and Auxiliary Services currently handles concessions during games and sports events.

• The Assistant AD for Marketing is responsible for program sales.

• The Coordinator of Athletic Facilities and Events in conjunction with the Athletic Equipment Manager handle the coordination and inventory of athletic equipment.

For more information please refer to the *DSU Conferences, Events and Ticketing Policy and Procedures Manual*. 
# Department of Intercollegiate Athletics

## Policy for Adding Varsity Sports

Delaware State University is committed to fair and equitable opportunities and fair and equitable treatment of members of both genders.

The Delaware State University Department of Intercollegiate Athletics currently offers 15 varsity sports for men and women:

<table>
<thead>
<tr>
<th>Men's Sports</th>
<th>Women's Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Basketball</td>
</tr>
<tr>
<td>Basketball</td>
<td>Bowling</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Cross Country</td>
</tr>
<tr>
<td>Football</td>
<td>Volleyball</td>
</tr>
<tr>
<td>Indoor Track</td>
<td>Softball</td>
</tr>
<tr>
<td>Outdoor Track</td>
<td>Soccer</td>
</tr>
<tr>
<td></td>
<td>Indoor Track</td>
</tr>
<tr>
<td></td>
<td>Outdoor Track</td>
</tr>
<tr>
<td></td>
<td>Tennis</td>
</tr>
</tbody>
</table>

DSU also has intramural and club sport programs for students. There are many intramural sports, which welcome students of all ability levels and many clubs from which to choose. Information on intramural and club sports can be found on the internet at [http://www.desu.edu/intramural-sports](http://www.desu.edu/intramural-sports). Through our varsity, club and intramural sports programs, offers a variety of sports participation opportunities for all students.
The Delaware State University Department of Intercollegiate Athletics, through its Senior Woman Administrator and Faculty Athletics Representative will establish a Title IX committee to annually review and assess athletics programs to determine, consistencies with Title IX and whether the interests of men and women interested in participating in specific sports exceed available opportunities at the university. The report of the committee will be submitted to the Hornet Advisory Board for consideration and determination as to what further action, if any, the University should take to ensure that its athletics program equally and effectively accommodates the athletics interest’s abilities of all students.

DSU has established a procedure for those groups or individuals wishing to seek varsity status for a sport. That procedure is as follows:

1. Submit a written statement of your request to the Senior Woman Administrator or the Faculty Athletics Representative. This statement should provide such details as the number of participants, current schedule, records from previous years, equipment and facility needs of the sport, and any other pertinent information.

2. The Title IX committee will consider this request. If the committee determines the sport making the request is a viable consideration for varsity status, the committee will forward the request to the athletics director for consideration.

3. The Athletics Director will consider the request and if he/she approves the request, it will be forwarded to the Hornet Advisory Board for consideration. The Hornet Advisory Board will approve or deny the request.

4. In the event, the Athletics Director does not forward the request to the Hornet Advisory Board, the request may be made directly to the Hornet Advisory Board.

5. If the request is not approved, and the individual/group making the request feels they have not received adequate or fair consideration, they should contact the University Equal Employment Opportunity/Title IX Coordinator.
Department of Intercollegiate Athletics
Athletic Marketing Policy and Procedures

The Department of Intercollegiate Athletics strives to take advantage of its high visibility, not only in Dover and the State of Delaware, but regionally and nationally in its marketing and promotions program.

Rather than soliciting sponsorship from numerous small entities, the goal of the department’s marketing and promotions program is to enlist corporate sponsors (i.e., a small core of businesses) who become major sponsors of the DSU department of athletics.

The Assistant Athletic Director for Marketing coordinates all marketing and sales activities and develops marketing packages for potential corporate sponsors. The Assistant Athletic Director for Marketing will work with department graduate assistants, to implement the promotional aspects of the agreements with the corporate sponsors. The Assistant Athletic Director for Marketing oversees the marketing and promotions program and ensures that all such activities are considered appropriate in an educational environment.

In addition to the marketing and promotions staff, other departmental areas are involved in related activities. Those activities include, but are not limited to: ticket sales; television/radio programs; facility operations; athletic development; and merchandise sales.

For additional information on ticket sales, television/radio programs, and merchandise sales see specific policies respectively, in this manual.

CORPORATE SPONSORSHIP

Corporate sponsorships are allowed on an exclusive and non-exclusive basis. Those sponsorships which provide exclusivity in an athletic marketing/industry category are determined to be “Corporate Champions”. These exclusive marketing partnerships pertain only to the Athletic Department and in no way are considered as University exclusive. Sponsorship packages are valued from $1,000 and up usually grant advertising in the following mediums: television shows (Signage on national and regional broadcasts), game programs, scoreboards, public address system, and marquees. They may also include game and event sponsorships, ticket rights, signage, personal appearances by coaches and other VIP considerations.

In fostering good relationships with these corporate sponsors, the Department makes every effort to ensure that both the interests of the University and the sponsor are protected. To achieve this end, the Assistant Athletic Director for Marketing and University Development Office personnel work together on agreements that involve advertising and/or sponsorships. Other sponsorships may become available. The Athletic marketing staff, in consultation with the University’s Development Office representatives, will assess the value of those sponsorships on a case-by-case basis.
PROMOTIONAL ADVERTISING

The promoting of a special event, or specific sports program, is coordinated by the Assistant Athletic Director for Marketing, in conjunction with the sports information office. While news releases are routinely used to promote such activities, special advertisements may also be used.

Only approved Department of Athletics and Delaware State University logos are to be used in such advertising. All advertising for department sponsored events must be approved by the Assistant Athletic Director for Marketing. If the cost of advertising is not picked up by a corporate sponsor, the cost of the advertisement must be within the athletic marketing budget.

The Assistant Athletic Director for Marketing is available to meet with each Head Coach to discuss individual advertising. The advertising of certain special activities (e.g., summer camps, clinics, etc.) is the financial responsibility of the coach directing the event. The coach is expected to know and adhere to NCAA regulations regarding such advertisements.

The director of the event is also responsible for making all arrangements to schedule the advertisements. However, the Assistant Athletic Director for Marketing as well as the University’s Office of Institutional Advancement, reserves the right to approve the specifications for the advertisement, which should include the following: advertising medium; advertisement copy; size of the ad; cost per run date; and run dates.
Delaware State University
Background for Guidelines on Solicitation

Delaware State University (DSU) recognizes its responsibility to educate students and prepare them for life. To deliver on that promise, publicly-supported universities like DSU depend upon tuition revenues, and private and government support to sustain ongoing programs, launch new ones, attract and retain our students. The past generosity of our donors and other supporters has enabled thousands of students to make their mark on the world. Just as education is an ongoing process, so is the need for financial support from DSU’s alumni, community, family, and friends. DSU is reaching out in an unprecedented manner to alumni, friends, and corporate and foundation partners, inspiring them to invest in the University's academic and intellectual pursuits and celebrate the rich University legacy.

There are multiple sets of rules and guidelines governing the fundraising process, solicitation for sponsorships and contributions, and acquisition of in-kind (non-monetary) donations. These rules and guidelines are necessary to comply with various governing bodies and to obtain the most support possible for the University.

The mission of the Office of Development is to raise funds for the University by serving as a liaison between DSU and private individuals, corporations and charitable foundations that are potential sources of funding. The Office of Development “adds value” by fulfilling its crucial role as facilitator and clearinghouse. Such solicitation enables the Office of Development to assist and support faculty, staff and administrators with all phases of solicitation. Solicitation without prior approval of the Office of Development is prohibited.

Coordinating with the Office of Development from the beginning ensures that multiple requests for support or sponsorship are not submitted to a potential funder who will consider only one request for the University. Some grant makers will fund only one proposal per year from DSU and its students and related entities. Submitting two or more requests creates confusion and potential loss of significant financial resources. For example, if an associated entity submits a request to a corporation for $1,000 to sponsor a table and the University submits a $500,000 proposal, the lesser request may preclude the greater, leaving literally tens to hundreds of thousands of dollars of funding resources on the table.

The Office of Development’s purpose is to ensure that proposals are submitted to corporations and foundations to increase funding for the University or any related entity. The Office of Development particularly strives to “add value” to those projects and programs that enhance student achievement. Such contact enables the Development Team to assist with all phases of pre-proposal preparation and submission, including but not limited to:

- Identification and research of potential funding sources;
- Pre-submission procedures;
- Determination of appropriateness of request amount;
• Budget preparation;
• Internal review, revision, routing and approval; and
• Complete, accurate and timely submission to a funding source.

Delaware State University

Fundraising, Sponsorship and Non-Monetary Support Solicitation

Guidelines

PURPOSES:

Delaware State University (DSU) recognizes the need to protect the campus environment from uncontrolled solicitations, but acknowledges the need to support worthwhile causes and to have convenient access to a variety of merchandise and services. The University also recognizes the importance of raising financial and in-kind support from outside sources to benefit the University, its students, departments, and activities.

DEFINITIONS:

• Solicitation is any verbal or written effort to raise funds through the sale of merchandise/services or through charitable donations as well as to influence or gain support for an issue or cause.
• Proposal is any request for financial or in-kind support.
• Associated Entity is any organization which is affiliated with DSU, but is not the University itself, and uses or intends to use the name, trademark, logo, or other University unique identifier. For example, the DSU Alumni Association, Sororities and Fraternities, Boosters and other like organizations are considered associated entities.
• Campus is considered any physical property owned or leased by DSU.

ON-CAMPUS SOLICITATION:
Solicitation is prohibited on campus without prior written approval per these solicitation guidelines.

- DSU clubs, organizations, including athletic organizations, and individuals intending to solicit or sponsor a program on campus must obtain prior written approval from the Vice President for Institutional Advancement or Associate Vice President for Development at least 10 business days prior to the event.
- DSU clubs or organizations wishing to hold a raffle, bingo, lottery, or similar legally authorized game of chance on or off campus must receive written approval from the Vice President for Institutional Advancement or Associate Vice President for Development at least 10 business days prior to the proposed start date. Games of chance are subject to local, state and federal laws.
- Instructors/presenters are prohibited from advertising services or products in classes without approval according to the guidelines for on campus solicitation.
- Off-campus groups or individuals desiring to solicit on campus must obtain written approval at least 10 business days prior to the proposed start date from the Vice President of Institutional Advancement or Associate Vice President for Development and must be sponsored by a DSU club or organization. Requests without proper sponsorship will be automatically disapproved. The request must include the following:
  - Name of sponsoring organization
  - Vendor contact information
  - Purpose of solicitation
  - Preferred dates of solicitation
  - Methods used to solicit, including examples of advertising and publicity
  - Preferred location(s)
  - Target populations
  - Descriptions of products, programs, and/or written materials to be distributed.

Generally, solicitation on campus by off-campus groups or individuals is discouraged. However, activities which enhance the DSU community will be given serious consideration.

- Profit-making solicitations (fund raisers) may be subject to a contractual relationship by which a negotiated percentage of sales will be allocated to the Delaware State University Foundation, Inc. or organization sponsoring the event.
- Off-campus groups or individuals must abide by the policies affecting recognized university clubs and organizations.
- All persons involved with a solicitation must respect the rights of individuals to refuse the solicitation being made.
- Flyers and signs must be approved in accordance with the procedure for posting on DSU property before posting on campus. Solicitors cannot put flyers, cards or any type of advertising on cars in the campus parking lots.
- Voice mail, email and campus monitors are for official DSU business only. See DSU Computer Usage Policy at [www.desu.edu](http://www.desu.edu).
- Any and all fundraising activities with concern to the athletic department, in which funds are to be used for specific athletic teams or athletic administration, must be cleared at least 10 business days prior to the proposed start of those activities through the Office of Development. Such fundraising activities include, but are not limited to, raffles, silent auctions, golf outings, souvenir sales, used equipment sales, and others. All monetary receipts through these fundraising activities must be accounted for as income.
- Violations of any of the above policies may result in disciplinary action, legal action and/or sanctions.

**Off-Campus Solicitation by Faculty, Staff and Administration**

Faculty, staff and administrators shall involve the Office of Development in the earliest stages of and no less than 10 business days prior to soliciting monetary or non-monetary support by contacting the Associate Vice President for Development and/or designee prior to approaching a potential donor, sponsor or contributor for support. Under no circumstances should a proposal be submitted to a corporation or foundation without first receiving written approval from the Associate Vice President for Development or the Vice President for Institutional
Advancement. Each proposal must go through an internal review process before it is submitted to a potential grant maker or funder.

The proposal review and approval process is as follows:

- Contact the Associate Vice President for Development to request written approval for the grant application.
- For academic units, the Principal Investigator/Program Director obtains the approval of the Department Chair and Dean regarding the proposal (solicitation), with particular attention to cash and in-kind budgets and committed outcomes. The Department Chair, College Dean, Provost, and Vice President for Institutional Advancement or Associate Vice President for Development approves the proposal (solicitation) by signing the Off Campus Solicitation Request Form for Faculty, Staff and Administrators. (See attached).
- For non-academic units, the individual requesting funding of a proposal must obtain the approval of the immediate manager or appropriate officer (i.e., Director, Board Chair), with particular attention to cash and in-kind budgets and committed outcomes. The Vice President for Institutional Advancement or the Associate Vice President for Development approves the proposal by signing the University’s Off Campus Solicitation Request Form for Faculty, Staff and Administrators. (See attached).
- For all units of DSU, the proposal must always have a cover letter signed by an authorized official of the University designated by the Office of Development. The Office of Development will prepare the cover letter for signature by the authorized official.

Because changes must sometimes be made to the proposal, on-going communication is necessary between the Program Director/Investigator and the Office of Development staff. The Program Director/Investigator should submit the proposal to the Office of Development no fewer than 15 business days before the delivery deadline or desired mailing date.

**OFF-CAMPUS SOLICITATION BY STUDENTS, ALUMNI AND ASSOCIATED INDIVIDUALS OR ENTITIES**

Students, alumni, and associated individuals or entities shall involve the Office of Development in the earliest stages of soliciting monetary or non-monetary support by contacting the Associate Vice President for Development or designee prior to approaching a potential donor, sponsor or contributor for support. Under no circumstances should a proposal be submitted to a corporation or foundation without first receiving written approval of the Associate Vice President for Development or the Vice President for Institutional Advancement. Each proposal must go through an internal review process before it is submitted to a potential grant maker or funder. The approval process is as follows:

- Obtain a copy of the appropriate DSU solicitation review form.
- Complete and submit the appropriate DSU solicitation request review form through the appropriate channels (Director of Student Leadership and Activities, Director of Alumni Affairs, or Other) to the Vice President for Institutional Advancement or the Associate Vice President for Development for approval prior to solicitation. (See attached).
- DSU trademark licensing requests must be approved by the Vice President for Institutional Advancement or the Director of Integrated Marketing.

On-going communication may be necessary between the Office of Development and the requestor. The required information should be completed and submitted in electronic and paper form, including any proposal or
written request, to the Office of Development no fewer than 10 business days before the delivery deadline or desired mailing date.
Delaware State University

On-Campus Solicitation Request Form

(Use additional sheets to respond to all questions.)

Date: ________________

Organization Requesting Permission: Women’s Tennis for Leukemia Foundation

Authorized Organizational Representative: Candy E. Young

Representative’s Title: Associate Athletic Director/ SWA

Address: 1200 N. DuPont Highway

City: Dover State: DE Zip Code: 19901

Telephone: 302-857-7633 Email: csanders@desu.edu

Describe the purpose of your request (use additional sheets if necessary): ______________________

See Attached
What is the time period that you wish to solicit on campus? ___/___/20___ - ___/___/20___

If you plan to print materials for the solicitation, what are the intended contents? How many copies will be made? How many will be distributed? How? Who are the intended recipients?
____________________________________________________________________________

If you plan to use a speech or script, please attach the text. Also, what is the intended audience?
____________________________________________________________________________

What benefits will DSU receive from your on-campus solicitation? _______no______________
____________________________________________________________________________

Have you read the Solicitation Guidelines __yes__? Do you agree to abide by them? __yes___

Signature: ______________________________ Title:___________________________________

Director of Student Leadership and Activities_______________________ Date ______________

(If applicable)

AVP for Development ___________________________________________ Date ______________

VP for Institutional Advancement _________________________________ Date_______________
DELWARE STATE UNIVERSITY

FUNDRAISING, SPONSORSHIP OR OTHER CONTRIBUTION – OFF CAMPUS
CONDUCTED BY STUDENTS

ON BEHALF OF THE UNIVERSITY, ITS STUDENTS, DEPARTMENTS, OR ACTIVITIES

REVIEW FORM

Title/Event: ______________________________________________________________________

Donor/Sponsor (Who is being solicited?): __________________________________________________________________

Donor/Sponsor Contact Person: __________________________________________________________________

Address: __________________________________________________________________________

City: _________________________________ State: ___________ Zip Code: ________________

Telephone Number: ___________________ Email: ________________________________
Person Requesting Donation/Sponsorship: __________________ Telephone No. __________________

Desired Mailing Date: ___________________________ Deadline: _______________________________

**Signatures Indicating Approval**

Requesting Organizational Leader _______________________________ Date ________________
(If multiple donors or sponsors are being solicited, submit one form for each.)

Director of Student Leadership and Activities _________________________ Date ________________

AVP for Development ___________________________________________ Date ________________

VP for Institutional Advancement _________________________________ Date ________________

Attachments:

- Grant/proposal guidelines from potential donor/sponsor, if applicable
- Donation/Sponsorship request
- DSU Trademark Licensing Request
- Any supporting documents

For Internal Office of Development Use Only:
Request Number: ______________ Date Mailed: ______________ Date Awarded: ______________


Title/Event: ________________________________________________________________________

Donor/Sponsor (Who is being solicited?): _______________________________________________

Donor/Sponsor Contact Person: ________________________________________________________

Address: __________________________________________________________________________

City: _________________________________ State: ___________ Zip Code: _______________

Telephone Number: ___________________ Email: ________________________________________

Person Requesting Donation/Sponsorship: _______________ Telephone No. _______________
Alumni Organization Name: ___________________________________________________________

Desired Mailing Date: ________________________ Deadline: ____________________________

Signatures Indicating Approval

Requesting Alumni Organization Leader ______________________________  Date ________________

Director of Alumni Affairs ___________________________________________  Date ________________

AVP for Development ___________________________________________  Date ________________

or

VP for Institutional Advancement ________________________________  Date ________________

(If multiple donors or sponsors are being solicited, submit one form for each.)

Attachments:

- Grant/proposal guidelines from potential donor/sponsor, if applicable
- Donation/Sponsorship request
- Trademark Licensing Request
- Any supporting documents

__________________________________________________________________________________

For Internal Office of Development Use Only:
Request Number: ______________ Date Mailed: ______________ Date Awarded: ______________
DELAWARE STATE UNIVERSITY

FUNDRAISING, SPONSORSHIP OR OTHER CONTRIBUTION – OFF CAMPUS
CONDUCTED BY OTHER ASSOCIATED INDIVIDUALS OR ENTITIES

ON BEHALF OF THE UNIVERSITY, ITS STUDENTS, DEPARTMENTS, OR ACTIVITIES

REVIEW FORM

Title/Event: ________________________________

Donor/Sponsor (Who is being solicited?): ________________________________

Donor/Sponsor Contact Person: ________________________________

Address: ____________________________________________________________

City: ___________________________ State: __________ Zip Code: ___________

Telephone Number: _______________ Email: _____________________________

Person Requesting Donation/Sponsorship: __________________ Telephone No. _______________

147
Entity Name (if applicable) ____________________________________________________________

Desired Mailing Date: ________________ Deadline: ________________________________

Signatures Indicating Approval

Requesting Individual or Entity Leader ____________________________   Date _________________

AVP for Development _________________________________________   Date _________________

VP for Institutional Advancement ________________________________   Date _________________

(If multiple donors or sponsors are being solicited, submit one form for each.)

Attachments:

- Grant/proposal guidelines from potential donor/sponsor, if applicable
- Donation/Sponsorship request
- Trademark Licensing Request
- Any supporting documents

________________________________________________________________________________

For Internal Office of Development Use Only:
Request Number: ______________ Date Mailed: ______________  Date Awarded: ______________
DELAWARE STATE UNIVERSITY

FUNDRAISING, SPONSORSHIP OR OTHER CONTRIBUTION – OFF-CAMPUS
CONDUCTED BY FACULTY, STAFF & ADMINISTRATORS
ON BEHALF OF THE UNIVERSITY, ITS STUDENTS, DEPARTMENTS, OR ACTIVITIES

REVIEW FORM

Title of Project or Proposal: ____________________________________________

Program Director/Principal Investigator: __________________________________

Corporation/Foundation: ________________________________________________

Corp/Fdn. Contact Person: _____________________________________________

Address: ____________________________________________________________________

City: ____________________________ State: ____________ Zip Code: ______________

Telephone No. ____________________________________________________________
University Contact Person: ________________ Phone ______________ Email: ______________

Total Amount Requested: ________________________ Postmarked Date: ______________________

*Signatures Indicating Approval*

Department Chair _____________________________ Date________________________
(Academic Unit)

Dean _____________________________ Date________________________
(Academic Unit)

Provost _____________________________ Date________________________
(Academic Unit)

Manager/Officer _____________________________ Date________________________
(Non-Academic Units)

VP for Institutional Advancement _____________________________ Date________________________
(All Entities)

OR

AVP for Development _____________________________ Date________________________

Proposal Number: ______________ Date Mailed: ______________ Date Awarded: ______________
DELAWARE STATE UNIVERSITY

FUNDRAISING, SPONSORSHIP OR OTHER CONTRIBUTION – OFF CAMPUS
CONDUCTED BY FACULTY, STAFF & ADMINISTRATORS
ON BEHALF OF THE UNIVERSITY, ITS STUDENTS, DEPARTMENTS, OR ACTIVITIES

REVIEW FORM

Title of Project or Proposal: __________________________________________________________

Program Director/Principal Investigator: ______________________________________________

Corporation/Foundation: ____________________________________________________________

Corp/Fdn. Contact Person: ___________________________________________________________

Address: _______________________________________________________________________

City: _________________________________ State: ____________ Zip Code: ________________

Telephone No. ____________________________________________________________________

University Contact Person: _______________ Phone ______________ Email: _______________
Total Amount Requested: ________________________ Postmarked Date: ________________________

*Signatures Indicating Approval*

Department Chair ________________________________ Date________________________
(Academic Unit)

Dean __________________________________________ Date________________________
(Academic Unit)

Provost _________________________________________ Date________________________
(Academic Unit)

Manager/Officer _________________________________ Date________________________
(Non-Academic Units)

VP for Institutional Advancement __________________ Date________________________
(All Entities)

OR

AVP for Development _____________________________ Date________________________

Proposal Number: ____________ Date Mailed: ____________ Date Awarded: ____________
Delaware State University

Procedure and Guidelines for Fundraising Events

Coaches must first complete the solicitation form from the office of Institutional Advancement and Development. Diase has sent this information in email form at the beginning of the semester, However if you do not have it I can provide you with the forms.

A. Submit a proposal that includes:

1. The purpose, other than fundraising
2. Date, time, and place of the event
3. Format or program of the event
4. Copy of flier, ticket or forms of advertisement for the event
5. Budget
6. List additional sponsors or forms of support
7. Contact Person/ ext. number

This information maybe a duplicate to the form, however this will give me a snapshot of the event and allow Vita from Development to read through the form much quicker.

I will submit the information to Vita Pickrum and we will discuss your proposal. If we need to include you for additional information we will set up a meeting at that time.

B. Please submit your information for your event at least 8 weeks prior. We need to verify the date against the university calendar. If you have pre-planned annual events, please submit that right away.

C. All information goes to me instead of George. I will make the request on your behave and move it through development with Vita’s help.
Department of Intercollegiate Athletics
Medical Policy

STUDENT – ATHLETE MEDICAL POLICY

The Department of intercollegiate Athletics maintains a comprehensive Athletic Training program to ensure quality health care for its student-athletes. More specifically, the Athletic Training staff (i.e., Team Physician and Athletic Trainers), while focusing on the prevention of athletic injuries, also provides the care required to evaluate, treat and rehabilitate student-athletes who have sustained injuries or illnesses as a result of participation in scheduled practices, competitions or during travel to and from these events.

Maintaining adequate health care is a shared responsibility between the Athletic Training staff, the coaches, and the student-athletes. The Team Physician, with the assistance of the Athletic Training staff, has absolute authority in evaluating the physical fitness of each student-athlete, to include determining whether a student-athlete with a given injury or illness may participate. Coaches must not only be able to handle emergency situations, but also be willing to implement the instructions given by the Athletic Training staff and abide by medical disqualifications and restrictions. Student-athletes must report any injury incurred during a scheduled practice or athletic event immediately to a member of the Athletic Training staff.

The Department of Intercollegiate may only pay for medical expenses for athletically-related injuries that occur as a direct result of participation in the intercollegiate athletic program. Participation includes supervised conditioning; organized practice attended by a member of the coaching staff or a Department sponsored game, meet or match. The University does not accept financial responsibility for injuries that occurred prior to enrolling at DSU. Injuries received while voluntarily playing any sport (e.g., intramural, with friends or at home) may be the financial responsibility of the individual.

In addition to the athletically related medical care that is provided to the student-athlete through the Athletic Training program, the University offers quality health care at a minimal cost through the Student Health Center.

For non-athletically related injuries or illnesses, the student-athlete can seek medical care from the Student Health Center if they choose.

Operations and Use of Training Room Facilities
A certified athletic trainer is always present, or on campus with a mobile phone, for scheduled practices and competitions of all sports. Student-athletes are not allowed in the Athletic Training Rooms without supervision. All therapeutic modalities are administered by a member of the Athletic Training staff because of the potential danger involved. When an athletic training room is not in use, the facility is to be locked at all times.

The athletic training rooms are strictly for the use of those individuals involved in the intercollegiate athletics program; however, the facilities are available to visiting teams on an as-needed, courtesy basis.

Training room rules for student-athletes are as follows:
• All athletes must sign in and out when receiving treatment
• Report to all treatment and schedule appointments on time
• Do not remove any equipment from the Athletic Training Room without authorization
• You must shower before receiving treatment; this includes anytime you enter the pool area. There is a shower available in the pool area.
• The training room offices and phones are off limits to athletes unless accompanied by a staff athletic trainer.
• The training room is a co-ed facility…please dress and act appropriately.
• When using the pool facility:
  o Males: Clean athletic t-shirt/clean athletic shorts with jock strap, swimsuits
  o Females: Clean athletic t-shirt with sports bra, clean shorts, swimsuits, unitards
• Please ask a staff athletic trainer before taking anything from the training room.
• The training room is off limits to spit cups and the use of smokeless tobacco.
• No food and drinks are allowed in the Treatment Area of the Athletic Training Room.
• No cleats in the training room.
• You must be taped, and out of the athletic training room by practice time.
• 20 minute limit in pools (Unless indicated by staff trainer)
• No Horse Play in Pools (If caught, the student-athlete will not be allowed in the Athletic Training Room for 1 week)
• Shoes must be removed when on treatment tables
• Computers are off limits to student-athletes

Medical Examinations

All student-athletes participating in DSU’s intercollegiate sports program are required to undergo a comprehensive physical examination each year prior to any participation in practice or competition. The examinations are scheduled by the Athletic Training staff and administered by the Team Physician. Scholarship student-athletes are examined at University expense; walk-on student-athletes must pay for their initial examination. Once acceptance as an official team member, uninvited walk-ons are examined at the University’s expense. Upon entering the University, all student athletes that appear on a sport’s active roster will undergo an echocardiogram early in their career.

The walk-on athlete must first report to the coach for permission and a signed form to walk on the team. This form then is brought by the student athlete to the Compliance Department to initiate Clearinghouse protocol. Once this form is signed, they bring it to the training room. It is at that time that the student-athlete is given a letter that explains the medical requirements for trying out for their specific sport. This form is returned to the training room after the attending physician has signed it off. Once signed and approved by a staff athletic trainer, the athlete must then report back to Compliance. The coach will be notified by the Compliance Office when they are cleared to participate.

In addition to pre-participation physicals, a post-season physical examination may be given to student-athletes who participate in certain sports, to ensure that the Athletic Training staff is fully aware of the physical well being of the student-athletes at the end of the season.

Medical Records

A medical record is created at the time a student-athlete joins the intercollegiate athletics program. The file contains appropriate insurance information, medical histories, authorizations, understandings and agreements between the University and the student-athlete and his/her parents or legal guardians, as well as a history of athletically related injuries and illnesses and treatments rendered.

Computer Tracking

All of the athlete’s pertinent medical history is also tracked in a computer program that is created off of the Microsoft database Access. This database allows the training staff to track times and dates of all visits to the training room for medical treatments, track the progress of rehabilitation as well as any visits to the team physicians and pharmacist.
From this database a daily injury report can be generated to inform the coach of the status of any athlete at any date and time.

The Athletic Training staff maintains complete medical records for each student-athlete. These records are kept on file in the training room and reviewed on an as-needed basis by the Physician. The Student Health Center also maintains a file on each student-athlete. Copies of any medical transcriptions affecting student-athletes at the Student Health Center are sent to the training room.

**Coverage of Scheduled Practices and Events**

The athletic training staff is responsible for any injury or illness sustained as a result of athletic participation in scheduled practices and games or during travel to and from those events. For low-risk sports, such coverage may be provided by a certified athletic trainer who is on campus with a cell phone. For high-risk sports, coverage is provided at the site of the practice or competition by a certified athletic trainer.

Coverage of practice and events is usually scheduled as follows:
- During all practices, a certified athletic trainer is either present, or on campus with a pager while a student athletic trainer is in attendance.
- A certified athletic trainer is present at home competitions for all sports.
- The Team Physician is present at all Football games (both home and away). They are also either present or on-call for home contests for all sports.
- For away contests, a certified athletic trainer or a student athletic trainer usually travels with the team for the sports of baseball, men’s basketball, Football, track, soccer and volleyball. In addition, a member of the Athletic Training staff usually travels with the tennis teams for MEAC and NCAA competitions.

All Head Coaches and their assistants are expected to be familiar with the Department’s medical policies. Coaches should be equipped to handle emergency situations in the absence of a member of the Athletic Training staff. Such knowledge is not only vital to the welfare of the student-athlete, but it is important in preventing charges of neglect or misconduct from being filed against the coach in charge.

**Preventative Care**

In addition to providing medical care in injured student-athletes, the Athletic Training staff strives to prevent injuries by identifying risk factors associated with athletic participation, and educating coaches and student-athletes on preventative safety techniques.

It is the responsibility of the coaches, as well as the Athletic Training staff and the Equipment Manager, to make sure that all athletic equipment is in good working order and inspected on a regular basis. Coaches must ensure that each student-athlete is wearing appropriate, properly fitted athletic equipment.

Counseling is to be provided to the coaches of the appropriate sports regarding clothing, practice duration and appropriate rest and water breaks during practice sessions. Additionally, all coaches should be able to recognize the onset of fatigue, dehydration and heat exhaustion and notify a member of the Athletic Training staff when such an event occurs.

The Athletic Training staff works with the Cafeteria Manager with regards to appropriate training diets. More specifically, every effort is made to provide an adequate number of calories and proper nutrition to student-athletes who are active sports participants. When there are adverse climate conditions, extreme care is used to maintain the proper balance of body weight and fluids intake.

**Treatment of Illness or Injury**

All injuries and illnesses are to be reported immediately to a member of the Athletic Training staff for emergency first aid and evaluation. When treatment is required to augment Athletic Training Room services, the Athletic Training staff member evaluates and treats the student-athlete to the extent possible in the Athletic Training Room and then refers the student-athlete to the Team Physician for medical diagnosis and prescribed treatment. The Team Physician, or his designate, evaluates all athletic injuries and refers student-athletes to specialists, when appropriate.
All referrals for off-campus and/or health center medical care must be authorized in advance by an Athletic Training staff member. If the student-athlete is seen without staff approval and without authorization form, the student-athlete will be financially responsible for the bills that may be incurred.

The DSU Authorization Form is used to document all medical referrals for athletically related illnesses or injuries. The authorization may also be used in the event the physician elects to send the student-athlete to a local hospital or other medical specialists.

Any equipment such as crutches and electrical modality machines (Micro, Tens) that you are given as part of recovery from injury must be signed out from a certified athletic trainer. You will sign a contract stating that you are financially responsible for any of these items that you lose or fail to return to the Athletic Training Room.

Medical Consultations

All medical consultations must be arranged by the Team Doctor or by a member of the athletic training staff. You CAN NOT see a medical specialist without the consent of a staff athletic trainer and without receiving an authorization form. Seeing any doctor without this form will result in the athlete becoming financially responsible for the bill.

DSU may financially cover the cost of all testing and medical exams to aid in the diagnosis of an injury or disease. However, we may not be responsible for any surgical procedures or treatments if the diagnosis is not related to or will adversely affect the athlete’s participation in sport. Pell Grant and Opportunity Fund recipients will receive separate consideration. Emergency Room visits that have not been authorized by the DSU Athletic Training Staff are the athlete’s financial responsibility.

Medication

Notify the training staff of all medications that you are currently taking, who prescribed it, and for what condition. If you feel you have a need for medication, whether over the counter or prescription, contact the head athletic trainer or a member of the athletic training staff.

If you see a physician at the Student Health Center, you may get any prescription medications filled there. You must return your Student Health Center referral form to the athletic training room upon completion of your visit.

Insurance

When insurance claims are made, the athlete/family insurance will become the primary source of payment. Whatever the athlete’s insurance does not pay, DSU will become the secondary source of payment. If the athlete/family does not carry any health insurance, DSU will cover the expense of any health care that is a result of participation in the sport. All walk-ons are required to have health insurance prior to participation with Delaware State University Intercollegiate Athletics. A portion of the student fee you pay at registration ensures you medical care through the Student Health Center. Most services are free, but you are responsible for lab work, x-rays, and prescription medication if you go without prior authorization from your sport’s athletic trainer. The Department also carries hospitalization, accident and travel insurance for use on official trips only. Any injury that may result in surgery or physical therapy that was not an injury incurred while participating in the athlete’s sport may not be financially covered by LSU.

Rehabilitation

In order for a signee/incoming freshman to receive treatment for an injury that was sustained during high school or in the summer time, the student-athlete must have signed their letter of intent and be enrolled for the Fall semester to receive treatment on injuries.
If the athlete sustains an injury while in high school and requires rehabilitation during the summer prior to coming to DSU, the athlete must be enrolled in summer school in order to receive rehabilitation in the DSU Training Room.

Any rehabilitation of injuries must be performed at DSU. DSU may pay for housing costs while the athlete remains under the care of the team physicians or athletic trainers. If the situation arises where the athlete must go home, for whatever reason, it will be left up to the athletic training staff’s discretion as to how to go about arranging for the need for physical therapy.

**Eye Care**

DSU will pay for corrective contact lenses or glasses if corrective measures are needed in order to enhance vision. Corrective glasses may be provided even if they are not worn during participation in sport. The physician will determine the need for any specialty lenses (disposable lenses, gas permeable, single day / extended wear lenses, soft / hard lenses). Special consideration may be made for those athletes eligible for Pell Grant or Opportunity Funds. If you should lose or damage your lenses or glasses during practice/games, report it immediately, as the Department is allowed to replace them. Our team ophthalmologist will come to the Center for Athletic Training once a month to do evaluations and exams on the student-athletes. You need to talk to your athletic trainer regarding appointment times.

**Dental Care**

DSU will not be financially responsible for teeth cleaning or any other dental work unless the work that is needed is a result of an injury that occurred while participating in sports at DSU. Pell Grant and Opportunity Fund recipients will receive separate consideration. Dental work may be performed at a contracted dental office.

**Supplements**

Athletes who are taking supplements during the summer will be required to purchase the supplement over the summer for a cost (TBA). This fee will cover the amount of the supplement that has been recommended by the Strength and Conditioning Department. You do not have to take any vitamin or supplement that you do not feel you need. If you have any questions or concerns about the use of supplements, please contact the athletic training room.

**Counseling / Drug Rehabilitation**

DSU offers an extensive program in psychological counseling and drug rehabilitation. If you have any questions or concerns regarding this area or need any assistance, please contact Mr. Robinson in the Counseling Center.

If you have been informed of any appointments scheduled for psychological services and fail to make your appointment time you will be financially responsible for this appointment. The charges will be at the discretion of the scheduled doctor. This fee will be assessed to your accounts receivable.

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**Department of Intercollegiate Athletics**
Appeal Hearing Regarding Transfer Request Denial

If a transfer request has been denied by the DSU Intercollegiate Athletics Department, you shall be provided the opportunity for a hearing in order to appeal this decision to a committee composed of individuals outside of the Athletic Department per NCAA Bylaws 13.1.1.3.1 and 14.5.5.3.10(d).

In order to obtain such a hearing you must notify in writing the Faculty Athletics Representative, within 10 days of the date of your denial.