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ARTICLE ONE
Mission, Vision, Philosophy & Objectives

Section 1. Institutional Vision

Texas A&M University-Kingsville aims to be a nationally recognized public university.

Section 2. Institutional Mission

The mission of Texas A&M University-Kingsville is to develop well-rounded leaders and critical thinkers who can solve problems in an increasingly complex, dynamic and global society. Located in South Texas, the university is a teaching, research and service institution that provides access to higher education in an ethnically and culturally diverse region of the nation. Texas A&M University-Kingsville offers an extensive array of baccalaureate and master’s degree programs and selected doctoral and professional degrees in an academically challenging, learner-centered and caring environment where all employees contribute to student success.

Section 3. Institutional Core Values

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<td>Opportunity</td>
<td>Access to higher education for those who wish to advance personally and professionally</td>
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Section 4. Javelina Athletics Vision

Texas A&M University-Kingsville aims to be a model NCAA Division II athletics department exemplifying best practices and championship success.

Section 5. Javelina Athletics Mission

The Texas A&M University-Kingsville athletics department is in the business of education, competition and leadership. Our purpose is to produce successful graduates and championship teams that reflect the core values of integrity, excellence, opportunity, success and service. All of our actions are measured by achieving these objectives.

Section 6. Javelina Traditions & Expectations

Texas A&M University-Kingsville student-athletes belong to a proud tradition, consistently demonstrating that high level NCAA Division II competition can be combined with a successful and rewarding educational experience. Javelina student-athletes graduate at a rate exceeding the overall student body and demonstrate a shared commitment to competitive and classroom achievement.
Below are the guiding principles of Javelina student-athletes. These beliefs and attitudes are imbedded in our history and guide us in our behavior.

- Understanding that earning a degree is the primary goal of the student;
- Meeting all academic responsibilities, including regular class attendance and timely completion of all academic assignments;
- Complying with all rules and regulations of NCAA II, the Lone Star Conference and Texas A&M University-Kingsville;
- Striving to be involved as a fully fledged member of the University community;
- Seeking assistance from the athletics department and University support services when needed;
- Understanding that the assumption of personal responsibility is at the heart of the educational experience; and
- Making a complete commitment to academic integrity.

Section 7. NCAA II Philosophy

NCAA Division II members believe that intercollegiate athletics is an integral part of the educational mission of an institution and that the educational welfare of all participants is of primary concern. Division II members believe in:

- Promoting the academic success of student-athletes, measured in part by an institution’s student-athletes graduating at least at the same rate as the institution’s overall student body;
- Intercollegiate athletic participation benefits the educational experience of its student-athletes, campus and external communities;
- Offering intercollegiate athletics participation opportunities consistent with the institution’s vision and mission;
- Striving for equitable participation and competitive excellence, encouraging sportsmanship and ethical conduct, enhancing diversity and developing positive societal attitudes in all its athletics endeavors;
- Preparing student-athletes to be good citizen leaders;
- Scheduling the majority of its athletics competition with other members of Division II and within the surrounding region;
- The need to balance the role of competitive athletics to serve both the campus (e.g. participants, student body, faculty, staff) and the public (e.g. alumni, surrounding community, region, state);
- Offering opportunity for intercollegiate athletics participation by awarding athletically-related financial aid;
- Institutional control is a fundamental principle that supports the educational mission of NCAA II institutions; and
- Athletics departments operating within an institutionally approved budget, compliance with and self-enforcement of NCAA regulations.
ARTICLE TWO
Administrative Control

Section 1. Texas A&M System
Javelina Athletics is governed at multiple levels. External to the University, the policies of the Texas A&M University System and the NCAA also govern Javelina athletics. At the campus level, three groups/individuals provide independent review of Javelina athletics: the University President, the Intercollegiate Athletics Committee (IAC), and the Faculty Athletics Representative.

The Texas A&M University System (TAMUS)
The System Policy and Regulation Manual of the Texas A&M University System contains three policies regarding intercollegiate athletics: the creation and operation of the Athletic Council; principles for intercollegiate athletics participation; and policy regarding post-season participation. The University President is charged with ensuring these policies are enforced through systematic reports to the TAMUS Chancellor.

Texas A&M University System Policy 18.01 Athletic Council

Each system member university that participates in intercollegiate athletics competition shall have an athletic council nominated by the president of such university.

A. The council of each system member university is established to advise the president in the development and supervision of intercollegiate athletic programs.

B. The athletic council of the university may:
   1. Review and make recommendations to the president of the university on any matters pertaining to the enforcement of eligibility rules and regulations established by any athletic conference or national association in which the university holds membership; and
   2. Review and make recommendations on any pertinent matters related to the university’s intercollegiate athletics program; however, such recommendations and suggestions shall be made to and channeled through the president of the university.

C. Appointment and Terms of Council
   1. The president of each system member university shall appoint membership of the athletic council and shall assure the diversity of the council and shall include members of the faculty, administration, students, alumni, and members at large, consistent with appropriate conference and national association rules. The president shall submit a description of the makeup of the council to the chancellor; and
   2. All appointments to the council shall be for a term of three years, with the exception of the student member whose term will be for one year. Council members shall serve at the pleasure of the president. The president shall appoint the chairperson of the council and shall fill vacancies whenever necessary.
Section 2. Intercollegiate Athletics Committee (IAC)

The Intercollegiate Athletics Committee (IAC) serves as the liaison group between intercollegiate athletics and the academic leadership of Texas A&M University-Kingsville (i.e., Provost's Council and Faculty Senate). The IAC serves in an advisory capacity to the president and the director of athletics relative to rules, regulations and administration of intercollegiate athletics. The purpose of the IAC is to help the University develop and maintain a quality intercollegiate athletic program consistent with the academic mission and fiscal integrity of the institution.

In fulfilling this purpose, the IAC:

Chaired by: A faculty member elected by the committee membership

Membership: The Committee is composed of seven (7) faculty members, two (2) students, the Faculty Athletics Representative (FAR) to the Lone Star Conference, and, ex officio, the athletic director or his/her designee.

Function: The Committee is concerned with maintaining intercollegiate athletic programs at Texas A&M University-Kingsville that benefit both student-athletes and other students, and are supportive of the purposes and goals of the University. To carry out its general purpose, the committee recommends to the President in the following broad categories:

- Policies pertaining to student-athletes;
- Federal or State regulations that apply to or affect intercollegiate athletics;
- Policies relating to the use of facilities normally under the supervision of the athletics director;
- Policies regarding the competitive level of intercollegiate athletics at Texas A&M University-Kingsville;
- NCAA rules compliance;
- In concert with the Faculty Athletics Representative (FAR), periodically review gender equity compliance;
- Conduct NCAA self-study (ISSG) as scheduled by the NCAA;
- Review the eligibility process on an annual basis; and
- Audit the Compliance Office and its procedures.

In addition to making recommendations in the categories described above, the committee will respond to requests for recommendations on matters involving intercollegiate athletics from the President of the University, the athletics director, or the Faculty Athletics Representative.

Section 3. Faculty Athletics Representative (FAR)

The National Collegiate Athletic Association (NCAA) requires that all member institutions have a Faculty Athletics Representative (FAR) who is appointed by the institution’s Chief Executive Officer (CEO). The FAR is typically a regular member of the faculty with teaching and/or
research responsibilities and may be an administrator who holds faculty rank. The FAR cannot hold a position within the athletics department.

NCAA Division II defines the FAR as a member of the institution's faculty or administrative staff who is designated by the institution's chief executive officer or other appropriate entity to represent the institution and its faculty in the institution's relationship with the NCAA and its conference(s), if any. The Texas A&M University-Kingsville, the Faculty Athletics Representative (FAR) 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. Texas A&M University-Kingsville’s FAR must also have tenure or prior experience in the FAR role.

The FAR represents the faculty’s perspective on the institution’s conduct of its intercollegiate athletic program. The FAR supports the faculty’s belief that the intellectual development of students coupled with academic integrity is the primary mission of an institution of higher education and that the value of co-curricular activities, athletics included, shall be measured by their contribution to that mission. The FAR has the responsibility of reviewing the academic progress of student-athletes and of all other areas of NCAA compliance.

The FAR shall be appointed by the CEO for a three-year term. There shall be no limitation on the number of successive terms which may be served. The FAR shall serve as the chair of the IAC.

The duties of the FAR include the following:

- Understanding the NCAA rules, especially those in Bylaws 13, 14, 15;
- Participate in student-athlete orientation activities and recruiting weekends;
- Participate in any Possible Alleged Rule Violations and review all infractions reports;
- Serve as a voting member of the IAC;
- Monitor student-athlete time demands, practice and competition schedules;
- Together with the Registrar or designee, the Compliance Office, and Academic Office review eligibility lists;
- Squad lists shall be forwarded for review only after all aid, Federal and Athletic, has been awarded;
- Meet with the President and athletics director to formulate an institutional position on all pertinent NCAA legislation;
- Attend appropriate Lone Star Conference meetings;
- Attend the annual NCAA convention acting as the voting delegate when requested;
- Administer the NCAA II Coaches Certification Test;
- At the end of an academic year a review of student-athletes’ major and course selections (including frequency of changing majors); courses taught by coaching staff members; summer school attendance; utilization of independent study, correspondence, remedial courses/programs and Internet courses as necessary;
- In concert with the IAC, conduct periodic gender equity reviews;
- Attend athletic department and Student-Athlete Advisory Committee (SAAC) meeting as necessary;
• Together with all members of the athletic administration, ensure that appropriate standards of student-athlete conduct are established, clearly communicated, and consistently exemplified;
• Promote a balance between academics, athletics and the social lives of student-athletes, affording them the opportunity to enjoy the full range of collegiate experiences available to students;
• Conduct through the IAC an annual review of all aspects of the department’s rules compliance program and report to the President; and
• Undertake other responsibilities as assigned by the President.

Section 4. System Policies
Texas A&M University System Policy 18.02 Principles for Intercollegiate Athletics Participation

1. Intercollegiate athletics programs under the auspices of the Texas A&M University System shall be operated by the system member university to ensure accountability to the values and principles of American higher education and The Texas A&M University System.

2. The Board of Regents is committed to a philosophy of firm institutional control of athletics, to the unquestioned academic and financial integrity of our athletics program, and to the accountability of the athletics department to the values and goals befitting higher education.

3. The president of each system member university shall take all appropriate steps to carry out the expressed commitment of the Board of Regents to ensure full compliance with all athletic conference and national association rules, regulations, constitutions and bylaws, and to take immediate and affirmative steps in each instance where noncompliance is suspected or reported to ensure compliance with the spirit, letter and intent of all such rules. In accordance with requirements for certification to each athletic conference and the national association, the president of each system member university shall furnish a copy of such certification to the Vice Chancellor for Academic Affairs, who will send notice to the Chancellor and the Board of Regents and fully affirm that such programs are in full compliance.

4. The Board of Regents and the Chancellor expect all intercollegiate athletics programs to operate under institutional control, with academic and financial integrity, and in full compliance with conference and national association rules. Annually, the Chancellor will review academic and financial matters related to intercollegiate athletics programs operated by system member universities and report to the Board of Regents on the academic achievement of student-athletes, compliance with national association rules, and financial status of the program.

5. All intercollegiate athletics department funds, regardless of source, shall be deposited in the institutional fiscal office, and all accounting and disbursement of such funds shall be subject to institutional fiscal rules and procedures.

Texas A &M University System Policy 18.03 Post-Season Athletics Competition

The presidents of system member universities, with the approval of the Chancellor and the Board...
of Regents, shall develop post-season procedures governing the method and amount of incentives for those responsible for the accomplishments of any athletic team.

Texas A&M University–Kingsville

One of the many goals of any Division II athletic department is the objective of qualifying for post-season play. To this end, NCAA Division II will cover the expenses of those who compete in post-season play. Expenses may include any travel costs associated with post-season play, including but not limited to transportation, food, and lodging. The Texas A&M University–Kingsville athletics department will also cover necessary costs associated with the extended stay of a student-athlete on campus beyond the normal school year. Thus, the student-athletes’ dorm room expense and meal expense (per diem rate) will be covered until the time post-season play is completed. Students that live off campus will not be reimbursed for lodging expenses if their lease specifies that they will be paying a rental fee during the time in which post-season play occurred. These off-campus athletes are still eligible to receive meal money.

The athletic department at its own discretion, and in conjunction with NCAA bylaws, may provide student-athletes or teams a special recognition dinner and gift to acknowledge their accomplishments. The dinner and gift cannot exceed pre-set NCAA limitations per NCAA Bylaw 16.1.

If a team or individual qualifies for post-season play, the athletics department will ensure that student-athletes miss the least amount of class time possible given the travel and time constraints of the competition.

Section 5. The National Collegiate Athletic Association (NCAA)

Student-athletes and employees are subject to the rules and regulations of the NCAA. Sanctions or punishment imposed by Texas A&M University–Kingsville or Javelina Athletics on individual student-athletes or staff members reside within the guidelines of the University and the NCAA.

Each member of the full-time coaching staff has access to an NCAA manual and a Javelina Athletics Policy and Procedures Manual. Coaches are encouraged to look up answers to questions in these manuals and ask questions if they cannot find the answer. In addition, coaches will be provided workshops, instruction and/or memos to keep them apprised of department policy, procedures, rules changes, or interpretations.

Specifically, the Athletic Department will ensure the following:

- Compliance with all NCAA rules is a central element in coaches’ contracts, job descriptions;
- The NCAA rules applicable to each operation are readily available to those persons involved in that operation;
- Appropriate forms and/or checklists are provided to persons involved in specific operations to ensure they will properly follow NCAA rules;
- A procedure is established for timely communication among various University offices regarding determinations that affect compliance with NCAA
Meaningful compliance education programs are provided for new personnel engaged in athletically related operations; “refresher” programs for personnel continuing in their current capacities;

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

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

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

An external audit of athletics compliance in the Lone Star Conference is undertaken at reasonable intervals;

The University President expects compliance with NCAA and Lone Star Conference rules and demonstrates lack of tolerance for those who deliberately violate the rules or do so through gross negligence; and

The University and its staff members create a culture of self-reporting and self-investigating all potential violations.

Section 6. Texas A&M University-Kingsville President

The Board of Regents of the Texas A&M University System, as the highest governing body of Texas A&M University-Kingsville, has ultimate control and responsibility in the governance of Javelina Athletics. This authority is delegated through the Chancellor to the President of the University under whose jurisdiction Javelina Athletics directly falls. The President is charged with official responsibility for certifying that all Javelina Athletics policies, programs and activities are in compliance with the NCAA, Lone Star Conference rules and regulations, applicable laws of the State of Texas, the Texas A&M University System’s policies and regulations, and the rules of Texas A&M University-Kingsville.

Section 7. Student-Athlete Advisory Committee (SAAC)

The NCAA requires all member institutions to establish a “Student-Athlete Advisory Committee” (SAAC). Specifically, NCAA Bylaw 6.1.4 states:

*Each institution shall establish a student-athlete advisory committee for its student-athletes. The composition and duties of the committee shall be determined by the institution.*

In addition, the NCAA Division II SAAC created a best practice manual, stating a campus SAAC should be:

- made up of student-athletes,
- led by a SAAC Executive Committee with all positions held by student-athletes (e.g., chair, chair-elect, secretary/treasurer), and
- governed by a campus SAAC Constitution and Bylaws.
The Texas A&M University–Kingsville
Student-Athlete Advisory Committee Constitution

I. Name
This organization shall be called the Student-Athlete Advisory Committee (SAAC).

II. Purpose
Its purpose will be to review certain NCAA activities and offer its opinions on those matters. The SAAC may also suggest potential NCAA legislation. In addition, the organization will help organize community service efforts.

III. Membership
Any student-athlete attending Texas A&M University-Kingsville, without regard to handicap, race, creed, sex, or national origin, can be a member on the committee. Two athletes per sport will be appointed members.

IV. Officers
The Executive Branch shall be composed of a President, Vice President, and Secretary.

Election of Officers
- The officers shall be elected by a plurality vote at the last meeting of each academic year, and they shall serve for one full year.

Duties and Powers of Officers
- The President shall preside over meetings, initiate committees, and appoint committee chairmen. The President shall have the power to fill any vacancies that may occur;
- The Vice President shall assume the duties of the President in his/her absence or if he/she is incapable of performing said duties; and
- The Secretary shall record the minutes of all meetings of the organization and handle the distribution of same when appropriate.

V. Advisor
The Assistant Athletic Director for Compliance and Assistant Athletic Director for Academic Outreach shall serve as the advocates for the organization and ensure that all business conducted by the organization meets University standards.

VI. Meetings
The organization shall have a minimum of two business meetings per semester.

VII. Attendance
Members may not be absent from meetings except in cases of emergency or a prior excuse from the SAAC President. Illness, accidents, or family deaths constitute emergencies. Members missing two consecutive meetings without excuse will be placed on probation. The probationary period will be for the remainder of the semester.
VIII. Expulsion

There are no expulsion procedures.

XI. Financial Obligation

There are no financial obligations.

X. Amendments

Amendments to this Constitution may be proposed by any member of the organization and approved by a two-thirds ($\frac{2}{3}$) vote of the members present at any designated meeting. Members should be notified one meeting in advance that an amendment is in question. All amendments will be submitted to the University committee on Student Organizations for final approval before being incorporated into the Constitution.
Section 8. General Governance

Student-athletes at Texas A&M University-Kingsville are subject to the same academic standards as their fellow students. All student conduct is subject to the rules and regulations outlined in the Code of Student Conduct. The Code of Student Conduct and the Javelina Student Handbook are distributed to all students.

Javelina Athletics staff and coaches are subject to the policies affecting all University employees as outlined in the Athletic Department Policy and Procedures Manual and the University’s Rules Manual. In addition, Javelina Athletics staff members, with faculty appointment, are subject to the policies affecting all faculty members as outlined in the University’s Faculty Handbook.

Section 9. A Culture of Ethical Behavior

Texas A&M University-Kingsville is committed to creating a culture of ethical behavior in all activities. To this end, Javelina Athletics embraces the academic mission of the University and the regulations established by the NCAA while embracing gender balance and diversity within its teams and staff. Athletic staff personnel will undergo periodic diversity and ethics training through the Human Resources Department. In addition the staff will undergo sexual harassment training through the University Director of Compliance Office. Texas A&M University-Kingsville faculty, administrators, and athletics personnel do not tolerate or condone individuals who deliberately violate university and NCAA rules or who do so through gross negligence.

The University and/or Departmental Compliance Offices are responsible for informing the Athletic Director about any compliance issues facing Javelina Athletics.

Part II-A: Ethical Conduct

It is imperative that we conduct our business consistently with the highest standards of honesty, fair play, and good sportsmanship to strengthen and preserve the high standards associated with Javelina Athletics. In addition, as members of the Texas A&M-Kingsville Athletic Department, we are expected to:

1. Willingly furnish information relevant to a NCAA or Lone Star Conference investigation;
2. Never knowingly be involved in providing or arranging fraudulent academic behavior;
3. Never offer a prospective or enrolled student-athlete an improper inducement;
4. Never conceal information concerning an athlete's use of banned substances;
5. Never provide information to individuals involved in organized gambling;
6. Never participate in any gambling activity that involves intercollegiate or professional athletics;
7. Never provide a student-athlete with an extra benefit, which is defined as a benefit not available to the university student body in general, unless specifically approved by the NCAA. Examples of these types of violations include, but are not limited to:
   a. Allowing the student-athlete to use departmental phones for long-distance
personal calls;
b. Providing a student-athlete with a loan of money, signing or cosigning a 
ote to arrange a loan, (NCAA Bylaw 16.11.2.3); and

c. Providing a student-athlete an automobile or the use of an automobile.

8. Contact the Compliance and/or Academic Offices before contacting any faculty 
member individually pertaining to a student-athlete's grade or progress in class;

9. Do not date any student-athlete during the time that he or she has eligibility 
remaining;

10. Follow all rules set forth in NCAA Bylaw-10 (Ethical Conduct) and Bylaw-11 
(Conduct and Employment of Athletic Personnel).

Section 10. Director of Athletics

A. Under authority delegated by the University President, the Director of Intercollegiate 
Athletics (referred to herein as Director of Athletics) has the administrative 
responsibility for the overall supervision, approval, conduct and control of the athletic 
programs. The Director of Athletics reports to the Vice President for Institution 
Advancement (VPIA) and provides the VPIA with documentation and 
recommendations for decisions about athletics policy, administration, budget, 
personnel, programs and related matters. The Director of Athletics is responsible for 
the maintenance and implementation of department policies and for those policies 
that are subject to the rules of the NCAA and the Lone Star Conference.

B. The Director of Athletics is an ex-officio member of the Intercollegiate Athletic 
Committee (IAC).

C. The Director of Athletics has overall responsibility for setting policies and standards 
of conduct for all representatives of the institution's athletics programs or interests. 
These include the conduct of the coaches and the conduct of each program, including 
adherence to fiscal procedures.

As the chief administrator of the Department, the Director of Athletics is responsible for the day-
to-day operations of the Department as well as the strategic planning for the continued success of 
intercollegiate athletics at Texas A&M University-Kingsville. In addition, several specific 
operations and related responsibilities applicable to the Department are assigned to the FAR and 
the Compliance Office, including:

A. The Compliance Office’s responsibilities shall include but not necessarily be limited 
to the following:

1. Ensure compliance with all NCAA regulations;
2. Coordinate and monitor satisfactory academic progress of all athletes 
including such areas as advising, tutorial sessions, etc;
3. File all necessary compliance/eligibility records with the Lone Star 
Conference (LSC) and the NCAA;
4. Monitor enrollment records of all student-athletes for compliance with LSC 
and NCAA rules and regulations;
5. Monitor all sports and coaches for compliance with LSC and NCAA rules and
6. Assist in registering student-athletes for classes as required by their degree plan and approved by their academic advisor;
7. Notify instructors of student-athletes' travel for competition;
8. Coordinate appeals and other issues, which apply to student-athlete eligibility;
9. Report to the NCAA and/or the LSC any issues involving compliance with rules and regulations;
10. Participate in compliance seminars and LSC meetings;
11. Keep on file a copy of the degree plan for each athlete; and
12. Periodically, check the recruiting logs for all coaches.

B. The FAR shall strive to enhance academic integrity, institutional control, and student-athlete welfare by:
   1. Serving as the principal advisor to the University President on all matters related to intercollegiate athletics;
   2. Serving as the institutional representative to the NCAA and the Lone Star Conference;
   3. Spot-checking the academic preparation and performance of student-athletes and reporting such to the appropriate bodies;
   4. Supporting the Student-Athlete Advisory Committee;
   5. Assisting the University President and the Director of Athletics in determining Texas A&M-Kingsville’s position on proposed NCAA and Lone Star Conference matters; and
   6. Facilitating communication between the Athletic Department and A&M-Kingsville’s Faculty Senate.

Several executive management policies are also established to ensure compliance with existing state law, system rules, and institutional guidelines--as well as NCAA and Lone Star Conference requirements. These basic managerial policies are listed below:

1. All audit reports applicable to the Athletics Department and its various programs shall be submitted to the Vice President for Institutional Advancement through the Director of Athletics;
2. The Vice President for Institutional Advancement shall conduct an annual performance review of the Director of Athletics, and routinely review performance evaluations of all coaches submitted by the Director of Athletics;
3. The Director of Athletics shall meet regularly with the Vice President for Institutional Advancement to review the operation and performance of the Athletics Department;
4. The Director of Athletics shall meet with the FAR and the University President to review all matters pertaining to the University's position relative to NCAA and the Lone Star Conference rules, policies, and procedures; and
5. The University President shall meet annually with the Director of Athletics, all head coaches, and all assistant coaches for the purpose of affirming the institutions' commitment to the principles of fair play and amateur athletic competition, as defined by NCAA rules, and to discuss with staff members the standards and expectations of their performance.
Section 11. Eligibility Certification

A. Initial-Eligibility

1. The Compliance Office centrally coordinates the institutional request list process based on request made by the coaching staff members. The Compliance Office also monitors the academic and amateurism status of each prospective student-athlete via NCAA Eligibility Center web-status reports;

2. Prospective student-athletes are admitted to the institution through the admissions office and are subject to the same admission standards as other prospective students. Exceptions do not exist for prospective student-athletes; and

3. The role of the institution in certifying initial-eligibility is limited since the NCAA Eligibility Center determines NCAA certification status.

B. Continuing Eligibility

1. The FAR, Director of Athletics, Registrar (or designee), Assistant Athletic Director for Compliance and the Head Coach sign the eligibility reports and the reports are submitted to the Lone Star Conference prior to the first competition in each sport. The institution utilizes forms distributed by the Lone Star Conference office to generate the eligibility reports. The Compliance Office is charged with developing the eligibility report;

2. Each August, the Compliance Office, in cooperation with the FAR and Registrar’s Office, reviews student-athlete transcripts and applicable satisfactory-progress requirements to determine eligibility for competition, practice and financial aid;

3. The Compliance and Athletic Academic Offices are the offices charged with identifying student-athletes that need to enroll in summer school for ensuing academic year eligibility purposes;

4. The university computer system is used to monitor full-time enrollment. Systems are in place that precludes student-athletes from dropping to part-time status without athletics department consultation; and

5. At the conclusion of each semester, the Registrar’s Office certifies the term-by-term six-credit-hour requirement for all student-athletes.

C. Transfer Eligibility

1. The Compliance Office, in cooperation with the FAR, Registrar’s Office and
Athletic Academic Office, reviews student-athlete transcripts and applicable satisfactory-progress requirements to determine transfer eligibility. This assessment occurs after the student-athlete is admitted to the institution;

2. The Compliance Office is responsible for ensuring that the prospective transfer student-athlete has registered with the NCAA Eligibility Center and has satisfied all other applicable requirements;

3. The Compliance Office is responsible for ensuring that transcripts are received for all two-year and four-year transfer student-athletes and entered into the institution’s software system;

4. The Compliance Office is responsible for producing the eligibility certification written procedures by developing an eligibility calendar and outlining the roles and responsibilities of individuals (e.g., Registrar’s Office, FAR, Compliance Office, Athletic Academic Office) responsible in the eligibility certification process;

**Compliance Procedure Approvals**

a. The Compliance Office is responsible for producing the institutional process for requesting a NCAA satisfactory progress waiver, including formal notification of the decision outcome to individuals involved in the eligibility certification process.

b. The University’s President approves the eligibility certification process as mandated by NCAA Bylaw 14.10.1.

c. The Athletic Council serves as the external entity when reviewing the effectiveness of the eligibility certification process.

**D. Investigatory and Self-Reporting Process**

1. The FAR reviews and is copied on all secondary violations. As required by the Lone Star Conference, all secondary violations must be submitted to the conference as they occur and are discovered;

2. The Compliance Office, the FAR and/or the University Legal Counsel conducts interviews relative to any serious secondary and alleged major rules infractions;

3. The Compliance Office is responsible for producing the investigative policy on all alleged rules, infractions, including major allegations. The policies and procedures outlines the involvement of the University President, FAR, Director of Athletics and Compliance Office, and include policies related to the institution’s standard for determining whether a violation has occurred, the
nature of the violation (Level I or Level II), prescribed sanctions, disciplinary measures and the reporting and notification process;

4. The Compliance Office will hold monthly compliance educational sessions for the athletic coaches that will include what constitutes a secondary violation, major violation, and unethical conduct; and

5. The Compliance Office will hold at least one community educational forum each year for all individuals outside the athletic department who are involved or associated with athletics (including but not limited to, individuals who have responsibilities for admission, certification of academic standing, evaluation of academic performance and administration of financial aid for student-athletes) indicating the importance of NCAA rules compliance.

E. Recruitment Monitoring

1. The Compliance Office has oversight responsibility for monitoring recruiting activities. Coaching staff members use the NCAA Compliance Assistant Internet (CAi) software program to document their recruiting activities including, but not limited to, telephone calls, contacts and evaluations. This monitoring mechanism ensures ongoing review by the Compliance Office, who has access to view the coaches’ records. Coaches are expected to complete the online information on a timely basis and failure to do so could result in the Director of Athletics’ intervention;

2. Official visit record forms must be completed by the PSA and coach; the forms document travel arrival and departure times, mode of transportation used, lodging, entertainment and individuals that accompanied the PSA to campus;

3. Student host pre- and post-official visit forms are used to educate the student-athlete on NCAA rules and regulations and to verify expenditures relative to official visit entertainment; and

4. Coaches are required to submit travel expense reports and receipts to the Athletic Business Manager as a condition for travel reimbursement.

F. Rules Education

1. The Compliance Office is responsible for holding a student-athlete orientation at the beginning of the academic year; required NCAA forms are administered at that time and other general rules are discussed;

2. The Compliance Office presents rules education information during monthly athletic department meetings;
3. The Compliance Office e-mails monthly compliance questions to all athletic staff members and coaches. The Compliance Office provides the correct answers once the staff members and coaches have time to review the questions;

4. The Compliance Office participates in monthly Lone Star Conference compliance conference calls and attends the annual NCAA Regional Compliance Rules Seminar; and

5. The Compliance Office will develop a calendar for compliance-related activities (e.g. NLI signing dates, financial aid agreement deadlines, enrollment dates) and distribute it throughout the athletics department.
TEXAS A&M UNIVERSITY-KINGSVILLE ATHLETICS DEPARTMENT ORGANOGRAH

Vice President, Institutional Advancement

Director of Athletics
- Assistant Coaches
- Head Coaches
- Administrative Assistants

Senior Associate Athletic Director - Facilities/AT
- Assistant Athletic Trainer
- Student Athletic Trainers
- Home Events
- Motor Pool
- Athletic Training Room, Medical Services & Insurance
- Facilities
- Ticket Mgr
- Summer Camps

Associate Athletic Director - External Advancement
- Sports Information Director
- Coordinator, External Affairs
- Javelina Club
- Annual Giving
- Corporate Sponsors
- Work Study

Assistant Athletic Director - Compliance/SWA
- NCAA Compliance & Rules Education
- Athletic Student Services
- Scholarships & Financial Aid
- Summer Camps
- NCAA Research & Accounting
- Community Service
- SAAC

Assistant Athletic Director - Academic Outreach
- CHAMPS/Life Skills
- Academic Services
- Community Engagement
- SAAC
- Community Service
ARTICLE THREE
Chapter A
Budget and Financial Procedures and Policy

Section 1. Responsibility and Control

The Board of Regents annually approves the University budget. There is also a Regents' budget review process called the "Programmatic Budget Review." Part of this process requires a specific presentation on athletic budget matters, including sources of funding. Under Board policy, operational decisions regarding intercollegiate athletics are delegated to the Chief Executive Officer of each member university. Final budgetary allocations and fiscal control and responsibility are vested in the President and the Vice President for Finance and Administration as approved by the Board of Regents. The Director of Athletics is responsible for formulating overall budgetary allocations for submission to the Vice President for Institutional Advancement.

Section 2. Budget

1. The budget of the Department of Athletics is designed to serve not only as the plan for determining the expenditure level of each area of operation, but also as the basis for management of operations and performance.
2. All expenditures must be made in accordance with the procedures of the Department of Athletics, System Regulations and University guidelines. It is the responsibility of all personnel in the Department of Athletics to inform themselves of all applicable rules and regulations to ensure that expenditures are in conformity with State laws as well as University and Department of Athletics procedures.
3. Coaches and staff members who are delegated budget responsibility will receive an annual budget to conduct their programs from the Director of Athletics. All coaches and staff members will operate their respective programs within the funds allocated.
4. When revenues are near depletion in a sport or in the total Intercollegiate Athletics Program, funds may be restricted in an effort to prevent total depletion prior to the end of the fiscal year (August 31).

Section 3. Annual Audit

The Department of Athletics will be subject to an external NCAA compliance audit every 5 years through the Lone Star Conference and an external financial audit every 3 years in accordance with NCAA II agreed-upon procedures. Compliance with all rules and regulations governing finances and the actions of the Department of Athletics will be reviewed and a report submitted to the President.

Any concerns or problems will be addressed and a methodology prescribed for solving these problems will be given to the A&M System auditors.

Section 4. Policies and Procedures for Team and Individual Travel
(See article 8 for additional information)
Team Travel

A Travel Card/cash advance Itinerary, leave request, event agenda, and travel roster must be completed and turned in to the athletics business manager prior to the team(s) traveling. A departmental requisition, prepared by the athletics business manager, is utilized in requesting the Travel Card/cash advance. On the day the advance is requested to be made available, the trip coordinator picks up the Travel Card/cash advance from the business office. Upon returning from the team(s) trip, the trip coordinator for each program submits receipts and all necessary paperwork to the athletics business manager. He/she reconciles the receipts for the trip with the Travel Card Expense Statement and ensures that all information on said expense statement is in correspondence with the originating request. Once reconciled by the athletics business manager and signed by the Account Manager, the Travel Card Expense Statement is given back to the trip coordinator for submission to the business office. Any remaining cash is taken by the trip coordinator to the business office within 2 business days of the team’s return. The approval for all team travel, absence(s), and expense is signed off on by either the Athletics Director or the Senior Associate Athletics Director.

Team travel guidelines state coaches must, over the course of their respective seasons, adhere strictly to the average cost for a hotel room as being $85 or less for two to four people. It is also respectfully requested that coaches provide team meals in which the coach pays the bill for all meals (and does not provide cash per diem to each student-athlete) using his CLIBA Card. The meal per diem for a full day’s travel is no more than $22 ($5 breakfast, $7 lunch, $10 supper).

Coaches are encouraged to negotiate packages with hotels and restaurants to lower their costs. With prior approval from the Athletic Director, coaches may use other funds within their discretionary operating budget and/or special activities fund to offset travel expenditures.

The general athletic department guideline states that if teams are playing within 4 hours or 250 miles of campus transportation will be by van, mini bus or Javelina sports bus. Distances beyond 4 hours/250 miles will be by mini bus, charter bus or Javelina sports bus. Distances beyond 14 hours will be by plane, charter bus or Javelina sports bus. All teams will return from road competition upon completion of their contest(s). See Addendum ____ for the IAC approved departure/return matrix.

All university rules and regulations surrounding student (team) travel are followed by the athletic department.

Please see the University Travel policies and procedures for additional information

Individual Travel

For individual travel by athletic department personnel, a Travel Card/cash advance Itinerary, leave request, and event agenda must be submitted to the athletics business manager. The leave request form is completed by the traveler before the trip occurs, submitted to the administrative assistant, and authorized by the Director of Athletics. All staff members who are responsible for
teaching classes must document on this form what arrangements are made to cover any missed class time. A copy of this form must also be submitted to the Department Chair of the Health and Kinesiology Department. Travelers are expected to keep itemized receipts for all expenses. Upon return from travel, the traveler will submit said receipts and paperwork to the athletics business manager to reconcile the trip, making sure the timetable is in adherence with all receipts, allowable claims, bills, etc. Copies of all related documents are kept in the corresponding file in the Athletic Department office. The original travel documents with receipts are forwarded to the University Business Office for processing.

Please see the University Travel policies and procedures for additional information.

Section 5. Signature Authority for Individual Team or Sport Accounts

Coaches, athletes, and staff members do not have signature authority on individual, team or sport accounts. Beginning in Fiscal Year 2004, teams may conduct their own fundraising with the prior approval from the Director of Athletics (see Appendix A) and deposit these funds into a rollover account within the university account system (i.e. special activities account). All monies received go to the athletics business manager /Ticket Manager for deposit. All requests for fundraising account spending must be approved by the Director of Athletics before the expenditure occurs.

Section 6. Petty Cash Given to Student Hosts for On-Campus Recruiting

When the Athletics Compliance Office approves an official visit, a student host may receive no more than $30/day in cash for entertaining a recruit. After the official travel request and student host form is signed and the visit approved by the Director of Athletics and/or Senior Associate Athletic Director, the student host receives the petty cash and signs the student host form. At the completion of the recruit’s visit, the student host returns any unused monies and/or receipts up to the amount originally allotted to the sports’ respective coach. Any remaining monies are deposited back to the corresponding account and the receipt from the university business office is also attached to the paperwork to be verified by the Athletics Compliance Office and signed by the Director of Athletics or designee.

Section 7. Sponsorship Contracts

Upon acceptance of a sponsorship proposal, the Associate Athletic Director of External Advancement will produce a written agreement with agreed upon terms to be signed by the Director of Athletics and the organization’s representative. All contracts will state the type of sponsorship, term of the agreement, financial consideration and performance obligations and other related items necessary to complete the sponsorship agreement. Sponsors will be invoiced by the Associate Athletic Director of External Advancement based on the terms of their agreement. All payments will be receipted, noted on a financial report and reconciled with FAMIS/Canopy.

Chapter B
Policies and Procedures for Monetary Receiving of Funds
and Deposits of Those Funds

Section 8. Money Received by Athletics

A. Javelina Club/T-Association Checks (i.e. Membership Dues, Challenge Funds) and Miscellaneous Revenue (i.e. Auction Proceeds, Ring/Hometown Sponsorships, Endowments/Scholarships)
Periodically a statement is sent to all corporate sponsors, individuals, and Javelina Club members regarding any balance due for which they have committed funds in support of the athletics department. Upon receipt of monies the Associate Athletic Director of External Advancement, who is responsible for the following actions, records the receipt of said monies, verifies that payment was due, and adjusts the remaining balance so financial records properly reflect any balances yet to be fulfilled. After verification by the Associate Athletic Director of External Advancement, a transmittal sheet is prepared by the athletics business manager /Ticket Manager that corresponds with the monies received per individual payment. It is then taken, by the athletics business manager /Ticket Manager, to the Development Office at which time the Development Office’s designee confirms said transmittals and deposits the funds received. The deposit/transmittal sheets are then taken to the Office of Development for recording and deposit. The payments is stored in electronic files by the Associate Athletic Director of External Advancement and made available to the Director of Athletics upon request.

B. Pre-Sale/Early Bird Ticket Revenue
When pre-sale/early bird ticket revenues are received in the ticket office by the athletics business manager/athletics ticket manager, a cash register receipt is given to the customer. At the end of the day’s receipting, totals are printed and monies are reconciled with totals (this is referred to as a “Z” reading). A balance sheet is prepared for the day’s sales. The balance sheet and money are deposited with the Business Office within the next business day. All university business office receipts (which includes breakdown of checks, credit cards, cash and online sales) are kept in a folder corresponding to the fiscal year in the athletics department.

C. Game Day Revenue
Revenue received for game day ticket sales, and special events (i.e. cross country meet, entry fees, etc.) are recorded by the athletics business manager and Ticket Manager and verified for accuracy by reconciling sales to tickets based on sequential numbering system on the tickets. Upon reconciling sales, recording the information and preparing the balance sheet, the Ticket Manager takes monies to the athletics department athletics business manager, who then verifies all information is correct and recorded properly. The athletics business manager then takes the balance sheets and monies to the business office for deposit within one (1) business day. The Senior Associate Athletic Director or designee can make the deposit if the Administrative Assistant does not have the opportunity to do so within the designated time frame as stated above. All university business office receipts are kept in a folder, corresponding to their respective fiscal year, in the athletics department.
When monies total more than $1000.00 they are placed in a locked bank bag and taken to the
night depository at Wells Fargo Bank (accompanied by UPD officer). On the first business
day following the event, business office personnel will receive a balance sheet from the
Athletic Department, go to the bank and deposit monies into the appropriate University
account(s). The bank deposit record will be delivered to the business office and a receipt will
be sent to the Athletics Department.

**D. Javelina Athletic Camps**
Javelina Athletic Camp registration may be completed either in-person or online. All
registrants online and offline will be entered into a spreadsheet stating their name, address,
phone number, email address, camp attended, amount paid, any discounts and any other
notes needed. Information from this spreadsheet will be entered into Marketplace. Once
payment is received for registration fees a receipt is written from the university receipt book
by the camp secretary. The camp secretary fills out the balance sheet, and the deposit is made
to the Business Office by the camp secretary, ABM or ATM. Deposits are made within one
(1) business day of receipt of funds. Balance sheets and receipts and receipts are kept in the
Athletic administration. Upon completion of the camp, the camp records are reconciled with
the account information in FAMIS.

**E. Receipt Book Procedures**
All receipt books for payments issued to the athletics department are acquired from the
University Business Office. At least one receipt book is always kept in the athletics
department for miscellaneous items. The athletics department always gives one receipt to the
customer and when the book is completed returns it to the business office. The business
office policy is that to receive a replacement receipt book a department must return a
complete receipt book. A temporary receipt book is checked out from the University
Business office by the athletics business manager /Camp Secretary to be used specifically for
receipting in funds from the various camps held by the athletics department.

**F. Cash Handling Prior to Deposit**
Regardless of the receiver of cash or checks (coaches, staff, etc.), any form of currency kept
overnight in the athletic department prior to deposit in the business office is kept in a vault in
the Ticket Manager’s office in McCulley Hall 106. Only the Ticket Manager & Senior
Associate Athletic Director can open the vault. During the next business day, the receiver
may check out the funds from the Ticket Manager/Senior Associate Athletic Director for
depositing purposes. If money is collected off campus or during non-business hours
(weekends) then that individual is responsible for safeguarding those funds until the next
business day and the athletics business manager /Ticket Manager are available to complete
the deposit process. These situations arise when selling tickets during off-campus sporting
events, raffles, luncheons/dinners, or other fundraising activities. All checks must be
restrictively endorsed by the person who is receipting and preparing the deposit for
submission to the University Business Office.

**G. Advertising and Raffle Ticket(s) Funds**
Periodically a statement is sent to corporate sponsors/ individuals regarding any balance due
for which they have committed funds in support of the athletics department. Upon receipt of
monies the Associate Athletic Director of External Advancement, who is solely responsible
for the following actions, records the receipt of said monies, verifies that payment was due, and adjusts the contributor’s remaining balance so financial records properly reflect any balances yet to be fulfilled. After this verification process, a balance sheet is prepared by the athletics department athletics business manager/Ticket Manager that corresponds with the monies received. It is then taken to the Business office by the athletics department Administrative Assistant/Ticket Manager so said monies can be deposited and posted to the FAMIS account(s) as noted on the balance sheet. The recording of the receipt of these payments is stored in electronic files by the Associate Athletic Director of External Advancement and made available to the Director of Athletics upon request.

H. All Other Miscellaneous Funds (i.e. special events, Game Guarantee, Reunion/Hall of Fame)

Once funds are received for such miscellaneous events as special events, game guarantee(s), and reunion/hall of fame registration fees a receipt is written from the university receipt book by the Ticket Manager/athletics business manager. Deposits are made within one (1) business day of receipt of funds using a deposit form that is given to the athletics department by the Business office. The Ticket Manager fills out the balance sheet in accordance with the funds received and the receipts that are written. Then the Ticket Manager takes the funds and balance sheet to the athletics business manager to be verified. Upon said verification all the aforementioned items are taken to the University Business office for deposit. The receipt from the business office notes the account, amount deposited, starting and ending receipt numbers, date of deposit, and the person making the deposit.
ARTICLE FOUR
Coaches

Section 1. Responsibilities and Expectations

A. The head coaches in all sports report directly to the Director of Athletics. Each coach will work closely with the Director of Athletics and with all other administrators involved with carrying out the vision, mission and objectives of the Intercollegiate Athletics Program.

B. The head coach is responsible for administering all aspects of the program under his or her charge, including coaching, recruiting, promoting, making grant-in-aid recommendations, scheduling, making travel arrangements (with the approval of the Director of Athletics), requisitioning equipment, supervising assistants, monitoring academic progress of athletes, completing required NCAA documents and fulfilling such other related duties that may arise or be assigned.

C. All assistant coaches are directly responsible to the head coach in their respective sports.

D. In addition, all coaches must be thoroughly familiar with and comply with all University, Lone Star Conference and NCAA policies as stated in their letter of appointment and job descriptions. Failure to abide by these policies will result in appropriate disciplinary action, including possible suspension or termination.

E. Coaches are expected to exhibit a high level of expertise in their professional fields. They also must treat the academic requirements necessary for progress toward a degree as a matter of highest priority for the student-athletes in their charge and must actively encourage them to succeed academically and graduate. Coaches should be sensitive to class and final examination schedules for the athletes when scheduling their practice sessions and competition dates and follow the guidelines set forth in Article 5 of this manual by the Director of Athletics.

F. It is expected that coaches in all sports will represent the University at the highest professional level with dignity, integrity, and character. Coaches will respect the rights and dignity of each student-athlete, while displaying sensitivity to racial and ethnic differences.

Section 2. Team Rules and Regulations

A. Pursuant to approval by the Director of Athletics, each head coach is expected to establish rules and regulations regarding the general conduct of student-athletes in his or her charge. These rules and regulations are to be turned in to the Director of Athletics for approval. These rules and regulations will cover appearance, practice, classroom attendance, academic responsibility, punctuality, dress code, appearance of student-athletes on team trips, and general standards of behavior. It is a policy of the Department of Athletics that each coach makes clear to the student-athletes in his or her charge the acceptable standards of behavior and conduct. Each coach will also clarify that appropriate and consistent disciplinary action will be enforced when these standards are not observed.

B. It is the responsibility of the head coach that student-athletes understand their responsibilities. A student-athlete must realize that he or she is an amateur athlete and
that financial aid has strict limitations as governed by the University, Lone Star Conference and/or the NCAA. The student-athlete also must realize that as an athlete representing an intercollegiate sport, he or she is more in the "limelight" than the average student. It is important that the student-athlete accepts the responsibility to represent his or her sport in the classroom and on the campus in a manner that will positively reflect on athletes in general and his or her team in particular.

C. The head coach in conjunction with the Compliance Office must brief his or her squad on University, Lone Star Conference, and NCAA rules and regulations prior to practice or on the first day of practice. It is required that summaries of these rules be furnished to student-athletes in writing through the Student-Athlete Handbook to prevent misunderstandings.

D. The Compliance Office and coaches will advise their teams that the University prohibits any connection with gambling and/or gambling interests by Department of Athletics personnel, including student-athletes. Officials of the University, Department of Athletics, and students (athletes or non-athletes) are directed to report any solicitation to become a party to sports bribery. Failure to report such incidents is regarded as a serious offense and will be cause for appropriate disciplinary action.

Section 3. Complimentary Tickets

The Athletics Director will establish the number of complimentary tickets for each head coach in his or her sport and for assistant coaches annually. Tickets over and above the designated complimentary total may be purchased at full price by the coach, if tickets are available. See Article 12 of this manual for more information.

Section 4. Outside Employment

Athletically Related Outside Income

Athletics department staffs submit the appropriate form(s) and receive approval for activities that lead to receiving outside athletically related income before the performance of those activities.

At the end of the year (usually noted as the last day of the second summer session), one must submit a detailed accounting of all athletically related income earned during the ending year to the Director of Athletics for review. A report from the Director of Athletics to the University President will then be made which certifies compliance with the existing (filed) agreements for the year.

Non-Athletically Related Outside Income

The university requires all full-time employees to complete an Outside Activity Approval Request at the beginning of each academic year. This form must be completed and approved by your department head (Director of Athletics) and the President of the University. A copy of this form can be requested from the Human Resources Office.

A. Speaking Engagements to Outside Groups such as High Schools, Banquets, and Clinics:
Many college coaches have opportunities for speaking engagements, depending on team success and exposure of their sport. A coach may receive an honorarium or suggest the amount of an honorarium for such speaking engagements. The fee or honorarium he or she receives is considered personal income and is accountable by the coach for tax purposes. If travel expenses are paid by the sponsoring organization, per diem or travel expenses may not be claimed from the University.

B. Radio and Television Shows:
In some instances coaches are invited to have a personal radio or television show. Care should be taken that the sponsors of the show represent products in good taste. Coaches' shows should not be sponsored by products that might have unfavorable connotations for intercollegiate athletics in general or for the particular team that the coach represents.

C. Other:
Any employment on a full- or part-time basis outside the University for a full-time, 12-month coach must have prior approval by the Director of Athletics and the President.

D. Business Support of Programs:
Coaches wishing to solicit support for programs, sports camps or clinics must review these plans with the Director of Athletics before contacting any individual or business.
ARTICLE FIVE
Student-Athletes

Introduction

Section 1. General Requirements for Student-Athletes

A. All University requirements for admission to and retention in student status apply equally to athletes.

B. Student-athletes should familiarize themselves with the academic regulations of the University, of their respective colleges, and of the departments from which they take courses in order to be knowledgeable of the requirements for their particular degree.

C. Student-athletes are expected to attend the classes in which they are enrolled, turn in all class assignments, and complete all course examinations. The Athletic Academic Office will provide each coach with student-athlete absence letters. These letters will be requested in advance by the coaches and approved by the Athletic Academic Office. The student-athlete should make contact with the professor and arrange with the professor to make up missed class work and request a signature on the excused absence form. Rules about make up exams are the same for student-athletes as they are for all students. This policy is consistent with the university policy on class attendance. The Director of Athletics will work with each coach to minimize the missed class time due to athletic travel and competition in each sport. Acceptable excuses are:

1. personal illness or injury;
2. death in the family; or
3. personal reasons.

Men’s & Women’s Basketball: Will avoid scheduling any games on a final exam day during the December time period.

Baseball, Softball, Men’s & Women’s Track & Field: Will avoid scheduling any contests on a final exam day during the May time period. They will schedule as many games as possible during Spring Break. If a Conference Tournament falls during the spring final exam period, the Provost will be notified and will work with the Athletic Academic Office to notify the faculty.

Volleyball: Will work to minimize missed class time each semester.

D. The Athletic Academic Office reports the academic performance of each student enrolled at Texas A&M University-Kingsville at the end of each term. Student-athletes' academic performance reports are sent to the head coach and the Director of Athletics. The Athletic Academic Office keeps the athlete's coach advised of academic progress. Included in this report may be an advisory notice stating academic warning or academic probation. Such notices of status are based on standards established by the faculty and
applied by the Registrar. In addition, in cases of deficient academic performance, the student's dean may take further action about academic probation or suspension according to the applicable faculty and University policies.

E. Credit may be allowed for courses completed at other colleges and universities, including interim and/or summer terms, to determine athletic eligibility of a student-athlete enrolled at Texas A&M University-Kingsville. It is advised that one receive prior approval to ensure transferability. Courses completed at other colleges and universities without advanced approval can be evaluated for Texas A&M University-Kingsville transfer acceptability. Costs for courses taken at other institutions cannot be paid by Texas A&M University–Kingsville.

F. To be eligible for intercollegiate athletic competition, students will follow the credit hour and cumulative grade point requirements of Texas A&M University-Kingsville, the Lone Star Conference and the NCAA. In addition, a student-athlete must be enrolled in a course of study leading to a degree and must be making normal, satisfactory progress. A student-athlete must declare a major after 48 semester hours/four semesters (NCAA and University requirements). Academic advisement is predicated upon completion of a baccalaureate degree within a four-year period. Normal progress is defined as satisfactorily completing such courses as would be required of a student pursuing a degree program to be completed in a total of 10 semesters.

Section 2. Enforcement of Academic Policy for Student-Athletes

A. The Compliance Office, Registrar’s Office and the FAR must certify that each student who participates or will participate in an intercollegiate athletic event is eligible to participate under the rules of this code and other regulations of Texas A&M University-Kingsville and, when appropriate, the Lone Star Conference or the NCAA.

B. Immediately communicate any information having a bearing on the eligibility of any student to participate in athletics to the Compliance Office and other officials needing the specific data. Faculty members are urged to provide information to the Compliance Office on the academic performance and class attendance of student-athletes.

C. Dates of travel and names of traveling squads must be provided by the coaches to the Athletic Academic Office far enough in advance to allow for approval and then the Athletic Academic Office will create the excused absence form and return it to the coach for disbursement to the student–athletes. Each student-athlete provide the excused absence form to their professors and return it to the coach prior to departure.

Procedure for Obtaining Excused Class Absences for Student-Athletes

1. The head coach should request an excused absence form through the Athletic Academics Office for Student-athletes who need to be excused.

Things we need to know to complete your absences list:
When you are leaving: Date and Time

When you are returning: Date and Time

Where you are going: City and State

Opponents you are competing against:

List of all persons that will be traveling including coaches, graduate assistants, managers, trainers, and players with “K” numbers.

The above information must be delivered to the Athletic Academic Office at least one week prior to a trip taking place to allow the students to have time to present the excused absence form to their professors in advance of the trip.

All excused absence forms are to be collected prior to departing campus. Excused absence forms will serve as official documentation should an attendance issue arise with a faculty member.

2. After the excused absence request is approved it will be returned to the head coach and copies should be given to the student-athletes concerned. The student-athletes should provide a copy of the approved excused absence form to each professor.

3. The request for excused absences should be made far enough in advance to allow student-athletes to have excused absence form to give their professors before the classes are missed. If it is not possible to have an absence excused in advance, the procedures in 1 and 2 above will still be followed. This should only occur when extenuating circumstances prevent knowledge of the absence.

Section 3. Recruitment of Prospective Student-Athletes

A. Adherence to Rules. Each coach at Texas A&M University-Kingsville is expected to recruit student-athletes within the limitations of his or her budget. The Department of Athletics policy is that coaches have a thorough knowledge of Lone Star Conference and NCAA rules and conform to the rules that apply to each sport. The Director of Athletics is ultimately responsible for all funds and expenditures incurred in the recruitment of prospective student-athletes.

B. Recruiting Guide and Regulations. Each coaching staff is provided an individual copy of the NCAA manual which lists all Recruiting Rules and Regulations. Coaches are expected to understand and comply with the requirements in this publication and any additional rules and regulations as published by the Athletic Department, as well as pass an annual NCAA recruiting exam.

Section 4. Financial Aid to Student-Athletes

Texas A&M University-Kingsville offers athletic scholarships that recognize athletics ability. As
stated in University Rule 13.03.01.C3, athletic awards are competitive and selection is based upon athletic ability and compliance with academic standards set by the University and the National Collegiate Athletic Association (NCAA). Oversight responsibility for all athletic scholarships awarded by the institution rests with the Head Coach, Compliance Office and the Director of Athletics.

Below is an explanation of the procedure for establishing an athletic scholarship, the process for awarding scholarships, the criterion used in awarding scholarships, the conditions governing the renewal of scholarships, the process for appealing a decision to withdraw a scholarship, and related topics.

A. ESTABLISHMENT OF SCHOLARSHIPS

Monies to support scholarships are received in the Office of Development. Questions about endowing a scholarship should be directed to the Director of Athletics; inquiries about the administration of scholarships should be directed to the Office of Student Financial Aid.

The responsibility for formally acknowledging all athletic scholarship contributions resides with the Athletics Director and the Office of Development. The Office of Student Financial Aid will provide assistance in the identification process. In addition, the Assistant Athletic Director for Athletics and Athletic Director are responsible for the creation and maintenance of a master file for all scholarship distributions. This file contains all details associated with the specific scholarship, its monetary amount, provisions, and awarding history.

Gifts from donors can be used to fund the athletic scholarship endowments.

Scholarship Endowment – An endowment preserves the principal of a gift to the University or the Texas A&M University-Kingsville Foundation. In the case of scholarship endowments, the gift is invested and a portion of the earnings are used to fund the scholarship. The remaining earnings, if any, are reinvested each year to retain purchasing power. This method allows the endowment to continue to grow and thereby increase the scholarship award. Endowments offer a stable source of scholarship funds each year to the University.

B. SCHOLARSHIP APPLICATION

The selection of athletic scholarship recipients and the awarding of scholarships shall be recommended by the coaches, and confirmed by the Director of Athletics and Compliance Office.

In awarding athletic scholarships, priority will be given based on the head coach’s recommendation, athletics ability, and potential for development, academic record, and past accomplishments. These applicants will receive scholarships provided that they meet all requirements and sufficient funds are available regardless of the academic year of the student-athlete (i.e. freshman, transfer, or graduate). The Office of Student Financial Aid
provides administrative support. Students who are awarded scholarships must be admitted to
the University.

The Head Coach, Assistant Athletic Director for Academics, Director of Financial and the
Director of Athletics are responsible for executing a scholarship agreement between the
University and the student-athlete. A copy of this agreement will be forwarded to the
student-athlete, Office of Student Financial Assistance, and the Compliance Office.

1. **Freshman Scholarships**

   Minimum qualifications to be considered for a freshman athletic scholarship are defined
   as being a qualifier or partial qualifier by the NCAA Division II Financial Aid
   Requirements of the NCAA Manual (Bylaw 14.3).

2. **Transfer Students**

   Transfer students may be eligible for athletic scholarships provided they meet the
   requirements set for by the NCAA Division II Manual (Bylaw 14.5).

3. **Graduate Students**

   New or entering graduate students must have athletic eligibility remaining and be
   accepted into graduate school based on Texas A&M University–Kingsville graduate
   school requirements.

   Existing graduate students must maintain good academic standing as defined by Texas
   A&M University–Kingsville and be enrolled full-time unless in their final semester
   leading to graduation.

   Normally, only full-time students are awarded athletic scholarships. To be enrolled full-
   time, undergraduates must carry at least twelve (12) semester hours. Graduate students
   must carry at least nine (9) semester hours.

   Scholarships for all types of students are awarded on a yearly basis. Normally, athletic
   scholarships are renewed, provided that the recipient continues to meet the athletic and
   academic requirements. For the purpose of awarding and maintaining scholarships, the
   academic year consists of the fall and spring semesters.

4. **Conditions for Freshman, Transfer, and Graduate Students**

   During the term of the scholarship, an athletic scholarship may only be altered as set forth
   by Bylaw 15.3 of the NCAA Manual. Satisfactory progress to maintain an athletic
   scholarship during the year or to be eligible for an athletic scholarship the following year
   is defined in Bylaw 14 of the NCAA Division II Manual and the “Student Financial Aid
   Programs” section of the Texas A&M University–Kingsville Catalog.

   An applicant may appeal the denial or reduction of an athletic scholarship by submitting a
   letter and any supporting documentation to the Compliance Office in the Department of
   Athletics.
Section 5. Housing of Student-Athletes

If a student-athlete receives a partial or full grant-in-aid scholarship it is recommended that he or she reside in University housing. Student-athletes must follow the same procedures that other students follow when submitting applications to live on campus, and, when living on campus, follow all the applicable University, athletics department, and housing rules and regulations. Failure to do so may constitute removal from university housing.

Section 6. Housing Arrangements for Cross-Country, Football, and Volleyball Student-Athletes Before the Start of the Fall Semester

Due to current practice regulations established by the NCAA, the cross-country, football, and volleyball teams are allowed to practice as a team in countable regular season practices prior to the start of the Fall Semester. This will constitute staying on campus for those living in campus housing. Any cross country, football, or volleyball player who is staying on campus during these pre-season practices will have their housing paid for by the athletics department. Off-campus student-athletes will not be reimbursed, but can participate in all team meals provided by the campus dining facilities.

Section 7. Policy on Supervised Study Program for Student-Athletes

All student-athletes are provided an opportunity to improve their academic standing through participation in supervised study programs. These programs make available qualified tutors and other academic support services to student-athletes. The head coach and Athletic Academic Office can assist anyone in need of additional support. (See Appendix- Academic Policy)

Section 8. Policy on Practice During Exam Week

The decision to practice and play during Final Exam Week rests with the head coach in consultation with the Director of Athletics. It is up to the individual player to determine if practice would interfere with his or her preparation for upcoming exams, then discuss the matter with the head coach. Coaches will not ask student-athletes to reschedule exams or study sessions to accommodate practice schedules. (See practice policy section of the department manual)

Section 9. Policy on Student-Athletes Use of University Telephones

Student-athletes may not use Department of Athletics or Texas A&M University-Kingsville telephone charge cards or access codes. They may not make telephone calls from their residence halls or other locations and charge to departmental or University telephones. No coach may give their respective long distance codes to any athletes for personal use.

Section 10. Policy on Student-Athletes Injury Hardships

NCAA regulations provide that a student-athlete may be granted an additional year of competition for "hardship," defined as an incapacity resulting from injury or illness provided
certain conditions are met. The Compliance Office will complete the form and collect the medical documentation from the Athletic Training Staff following the completion of the season or at the end of the school year. The Compliance Office will submit it to the Director of Athletics for approval and send it to the Lone Star Conference.

Section 11. Policy on Departmental Student-Athlete Data Base Information

A completed and updated student-athlete questionnaire for every new student-athlete will be submitted to the Sports Information Office at the start of every season of competition. Changes will be submitted as they occur during the season. The Compliance Office will be notified immediately when a student-athlete leaves or quits the team and when a student-athlete is added to the team and will inform the Director of Sports Information, the Head Athletic Trainer and Director of Athletics.

Section 12. Policy on Reporting Redshirt Status

At the end of each sports season the head coach will provide the Compliance Office a listing of all team members who did not participate in any games of competition and did not scrimmage against outside competition during the previous segment.

Section 13. Travel Policy for Injured Student-Athletes

Student-athletes with injuries that preclude them from participating in intercollegiate athletics competition are restricted from any team travel. Student-athletes who are redshirting will typically be barred from team travel. Exceptions to this policy must be approved in writing by the Director of Athletics.

Section 14. Meal Plan

All full grant-in-aid recipients receive an amount as determined through the university bulletin and cost to the athletics department for room and board (if off-campus). On campus board is issued through a meal card which can be used in on-campus dining facilities.

Section 15. Goals Set for Graduation of Student-Athletes

The Department of Athletics has a goal that every student-athlete will graduate in five years and/or at the completion of intercollegiate athletics eligibility.
ARTICLE SIX
Academic Progress

Section 1. Academic Standing

Students are expected to achieve in the classroom and make steady, satisfactory progress toward completion of degree requirements. The NCAA principle of sound academic standards and satisfactory progress will be met as long as a student-athlete is eligible to remain a full-time student and is academically eligible to participate in intercollegiate athletics as determined by the faculty and respective deans and meets the provisions of NCAA Bylaw 14.4.

Section 2. Academic Deficiencies

Scholastic Probation, Enforced Withdraw, Dismissal, 6 Drop Policy

Scholastic Probation
Students will be placed on scholastic probation any time their overall grade point average at Texas A&M University-Kingsville falls below 2.000. Such students are required to fully participate in academic support programs and to seek academic advising. Students who are placed on scholastic probation will be removed from such probation at the conclusion of the semester or summer term when they achieve a 2.000 grade point average.

Enforced Withdrawal
Students who are placed on scholastic probation and fail to achieve the minimum cumulative grade point average in their next semester of enrollment will be placed on enforced withdrawal for the subsequent semester. Students with less than three enforced withdrawals may be granted permission to register on scholastic probation after an absence of one semester from the University. Following an absence of two years from Texas A&M University-Kingsville, a student may be allowed to enroll providing a minimum of a 2.500 grade point average is achieved during each term in which the student is enrolled. This provision must be approved by the appropriate college dean each semester until an overall 2.000 grade point average is achieved.

Removal of Enforced Withdrawal Status by Summer Study
Students placed on enforced withdrawal for the first or second time by this university are eligible to attend the succeeding summer session at this university. If, at the conclusion of one or both summer terms at the University, the student achieves a cumulative grade point average of 2.000 or higher, the student's withdrawal status will be removed.

Readmission After Three Withdrawals
A student placed on enforced withdrawal the third time will not be permitted to register again at Texas A&M University-Kingsville without the approval of the appropriate college dean. Approval can only be considered after an absence of at least one semester. A current transcript and a petition explaining the reasons improved academic performance can be expected in the summer or regular session must be submitted to the dean of the college in which the student
wishes readmission. In order to receive consideration, this must be done prior to registration for
the semester in which the student is eligible to request readmission.

6 -Drop Policy – Senate Bill 1231
Beginning with the 2007-2008 Academic Year, undergraduate students subject to Senate Bill
1231 will be permitted only six (6) non-punitive drops during their undergraduate studies. Non-
punitive grades included in the maximum number of drops will be identified on the transcript
with a grade of QI. Once a student has accumulated 6 (six) QI grades, the only grade that may
be awarded for a dropped course is a grade of QF, regardless of the student’s academic standing
in the class. Drops processed while withdrawing from the university will not be included in the
maximum number of non-punitive drops.

Section 3. Department of Athletics Academic Probation Policy

Institutional athletically related financial aid may be reduced or canceled during the period of the
award if the recipient renders himself or herself ineligible for intercollegiate competition [NCAA
Article 15.3.4.1.(a)].

Section 4. At-Risk Student-Athlete Policy

The Texas A&M University-Kingsville Athletics Department adopted programs and policies to
assist student-athletes who are “at risk.” Student-athletes are defined “at risk” if they fail into
one of the following categories:

- First semester freshman (regardless of ACT or SAT)
- Continuing student-athletes with a cumulative GPA less than 2.20
- Continuing student-athletes whose previous semester GPA was less than 2.5

Student-athletes in one of the categories above are notified in writing and required to meet six
times during the semester with their assigned academic services staff member. Three of these
meetings must occur prior to the drop date.

First Semester Freshman/Transfer Student-Athlete
First semester freshmen or transfer students athlete are required to complete six to eight hours
per week of study hall.

Returning Student Athlete
Returning Athlete with a 2.3-2.49 Cumulative GPA: A returning student-athlete with a
cumulative GPA of 2.3-2.49 is required to complete four to six hours per week of study hall.

Returning Athlete with a 2.0-2.29 Cumulative GPA: A returning student-athlete with a
cumulative GPA of 2.0-2.29 is required to complete six to eight hours per week of study hall.

Ineligible & Returning Athlete with Less than 2.0 Cumulative GPA
A returning student-athlete with a cumulative GPA of less than a 2.0 is required to complete
eight to ten hours per week of study hall.
An ineligible student athlete is required to complete ten hours per week of study hall.

Section 5. Academic Expectations Agreement

In order to ensure athletic eligibility, remain in good academic standing with Texas A&M University-Kingsville and receive continuing support from our staff, student-athletes must adhere to the following expectations:

1. Student-athletes are expected to maintain contact with the Athletic Academic Office either through regularly scheduled meetings and when they have an academic concern.

2. If assigned to study hall, student-athletes are expected to complete all required hours and to utilize study hall time in a responsible productive manner, unless excused by their head coach.

3. Except for absences due to road competition, student-athletes are expected to attend all lectures, discussions and labs.

4. Student-athletes are expected to make appropriate arrangements with instructors to make up missed tests and other assignments prior to athletic travel departure.

5. Student-athletes are expected to seek out their instructors for extra help when needed.

6. NCAA Bylaws require student-athletes to be enrolled in a minimum of 12 credit hours at all times during the fall and spring semesters, except for specific exceptions permitted by the NCAA.

7. The NCAA also requires student-athletes to earn a minimum of 24 degree-applicable credit per year, with a maximum of 6 credits to be earned during the summer term for eligibility purposes.

8. Student-athletes are expected to maintain a minimum 2.0 GPA at all times.

Going to class, completing assignments and a proactive approach are the ingredients for a successful college experience.
ARTICLE SEVEN
FACILITIES

Section 1. General Policy

The primary responsibility for the administration, management, and maintenance of the athletic facilities, on campus, is delegated to the Senior Associate Director of Athletics by the Director of Athletics.

Section 2. Facility Requests

All University athletic facilities are used to maximum levels. All requests for facility use outside of team practices and contests during the academic year must be directed to the Senior Associate Athletics Director and approved by the Director of Athletics. During the summer term the process remains the same with the possibility of the same cooperation with Community Outreach.

Section 3. Maintenance and Security

All intercollegiate facilities are maintained and upgraded as needed and subject to funding in order to ensure that they will be of a standard in accordance with the quality established by the University. Appropriate budgets will be charged for expenses required to maintain this standard. The Senior Associate Athletics Director determines, in conjunction with the Director of Athletics, and in consultation with appropriate parties, the priorities of facility maintenance and/or renovation.

Proper security of the facilities is the responsibility of the individual user and campus police. All authorized personnel permitted to use the facilities are responsible for reporting any misuse of facilities by unauthorized persons. All facilities must be locked and secured after use.

Section 4. Facility Rental Fees

Special events involving the use of any facilities by either on-campus or off-campus organizations must first be granted permission to hold such an event by the Director of Athletics or his/her designee. Where fees for the use of the facility, its operation, maintenance, and/or security are involved, the Director of Athletics determines the availability of the request and the cost(s) involved. A general university contract will then be used to solidify the terms agreed upon by the parties involved.

Section 5. Grievance Procedures

Any disputes arising over the proposed use of athletic facilities are to be decided by the Director of Athletics and the Senior Associate Athletics Director upon consultation with the parties involved.
ARTICLE EIGHT
ATHLETIC EQUIPMENT: PURCHASES, MAINTENANCE
AND RESPONSIBILITY POLICY

Section 1. Equipment

The following policies and procedures are applicable to equipment owned by the Department of Athletics and to management of the various sport specific equipment rooms.

1. Primary responsibility for purchase, storage, maintenance, security, and inventory of athletic equipment for the Department of Athletics is vested in that particular sport’s head coach with supervision by the Senior Associate Athletics Director.

2. It will be the responsibility of each head coach in carrying out the policies and procedures applicable to athletic equipment.

3. Each head coach will report to the Senior Associate Director of Athletics in conjunction with the Director of Athletics on matters of athletic equipment.

4. All athletic equipment purchase requests must be initiated through and by the head coach.

5. A coach desiring equipment for his or her program will submit a written requisition to the Director of Athletics or athletics business manager, who has the responsibility to ascertain need, based upon availability of funds, current inventory, and upon utilization of equipment.

6. If the requisition is approved and funds are available for expenditure, the athletics business manager will request the equipment order and advise the head coach that an order was placed.

7. Once an order is placed the Senior Associate Athletics Director and/or the Director of Athletics will have the authority to make any alterations to the order with the vendor unless permission is given to the coach.

8. All equipment is to be delivered directly to the department of athletics. Upon receipt, the athletics business manager will inventory the order, comparing it with accompanying delivery receipt and actual purchase order (i.e., quantity and quality). After inspection and approval of the order, the athletics business manager will send the delivery receipt to the Accounts Payable Office, and recommend payment or partial payment.

9. The head coach or designee, at the end of each sport's season, will inventory all equipment. A listing of such is to be filed with the head coach and the Senior Associate Director of Athletics.

Section 2. Policy And Procedures For Care Of Assets

The coaches and staff of the department are responsible for all University property placed in their control. Property record forms are subject to the approval of the University Property Manager and/or the Director of Athletics. A physical inventory must be taken of assets under your control at least annually. In addition, athletic-related (team) equipment must be inventoried at the beginning and at the end of each season. A copy of the form showing the results of the beginning and ending inventories must be submitted to the Senior Associate Athletics Director. Each athlete must have an individual check out form for all equipment. Appropriate university forms will be distributed for all other assets under your control that have an initial cost of at least $250.
Transfers of equipment and other assets must be noted by completing a departmental requisition form. Deletion of any assets currently under your control from the department's official inventory list requires the completion of a form provided by the University Property Manager with approval to delete noted by the Senior Associate Athletics Director.

University property and equipment shall be used only for official university business. No university employee shall use for his or her personal benefit or pleasure any University property or equipment. Any off-campus use of University property or equipment must have proper authorization.

All gifts or offers of gifts of property or equipment to the University must be reported to the Director of Athletics and Associate Athletic Director of External Advancement who will, in turn, report the offer to the Vice President for Institutional Advancement.

Any property or equipment under your control that becomes in need of repairs must be reported to your primary supervisor (head coach or Senior Associate Athletic Director).

Usage of the Steinke Physical Education Center facilities must be arranged and scheduled through the SPEC Coordinator (or designee).

If someone not connected with Texas A&M University-Kingsville asks you to allow him or her to use some part of the department's athletic facilities, you must direct that request to the Senior Associate Athletics Director and approved by the Director of Athletics. There are established procedures that must be followed and, in some instances, fees that must be collected when outside groups use University facilities. In addition, you should consult the NCAA Manual for rules and guidelines pertaining to the lending of equipment.

Because of the importance of video equipment to the teaching and coaching of student-athletes, you are asked to adhere to the following procedures concerning the use of films, videotapes/dvds, and related equipment under control of the department. You are urged to treat the equipment with great respect, as it is very expensive, very difficult to replace.

1. Use extreme care with all equipment. Report any malfunction to the person responsible for the equipment. Turn off the power at the conclusion of each viewing session. Do not leave equipment on for prolonged periods of time. Never leave equipment unattended.

2. Special care is needed when you use any video equipment. Use extreme care when moving them about on carts. Be sure to pack them properly in their designated cases if removed from the facility. Leave the fan running following use until it cools the crystal bulb.

3. When using the editing unit: always shut off the power when you finish editing tape/disc. Lock the door when you leave. This unit should never leave the video room.

4. When using cameras: arrange for camera operators through your program, or through the
Senior Associate Athletics Director. Make sure our operators are thoroughly familiar with the camera's features and functions. Pack the unit properly when traveling. Store cameras, tripods, etc., in their designated place--the video closet--and make sure the closet is locked.

**Section 3. Operation of Each Sport’s Equipment Room**

1. All equipment checked out for summer use by individuals must be returned promptly when players return to school. If a student-athlete fails to return the equipment, the Senior Associate Director of Athletics/Head Coach will bill him or her for its cost and place a hold on their student account.
2. All individual equipment taken on trips must be returned on the first school-day after the student-athlete returns to campus.
3. Head coach or designee must make sure uniforms are in good order and picture-ready when the time dictates.
4. Requests by the head coach for special equipment to be obtained by Senior Associate Athletic Director should be made as far in advance as possible/with Athletic Director’s approval.
5. Department of Athletics-owned equipment will be issued to team members only.
6. All equipment checked out to a coach must be returned to the respective equipment room or training room at the end of his or her sport season so that it may be cleaned, checked, repaired, or replaced before the start of next season.
7. Each sport equipment room operating hours may vary, please be sure to keep it locked at all times.
8. Any equipment problems should be referred to the Senior Associate Athletics Director.
9. New equipment will not be issued to an individual until equipment previously issued is returned.

**Section 4. Use of the Department's Javelina Logo**

Sports offices may use the Javelina Athletics/university approved logo(s) or the Javelina from within the logo on items ordered for their teams. All vendors must be approved by SMA.
ARTICLE NINE
Chapter A – Individual Travel
TRANSPORTATION

Section 1. General

All Department of Athletics personnel (coaches, staff, and administration) are subject to the guidelines contained in this section. Travel includes recruiting, travel to organizational meetings and/or conferences, travel to clinics, etc. All individual travel must be approved in advance by the Director of Athletics. An Official Travel Request (OTR) form must be submitted prior to departure from campus. Travel expenses incurred without prior approval will not be reimbursed. All travelers should carry with them a Tax Exempt certificate for both hotel tax and sales tax so that upon request for proof of tax exemption status the traveler may present it to the requesting establishment without delay.

Section 2. Meals

Meal expenses will be reimbursed at the following rates via per diem: (or prior approval of the Director of Athletics)

<table>
<thead>
<tr>
<th>Meal</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Rate (In-State)</td>
<td>$21.00/day</td>
</tr>
<tr>
<td>Out-of-State Rate</td>
<td>Allowable rate based on system travel website</td>
</tr>
</tbody>
</table>

NOTES: Meal expenses are allowable only if the individual is staying overnight while traveling. This is per TAMU System Travel Regulations 25.02.01. Itemized receipts (with individual names indicated) are required for meal reimbursements; however, the amount reimbursed to the traveler must not exceed the state limit.

Section 3. Lodging

Individuals are expected to utilize moderately priced hotels and motels (such as Holiday Inn, Ramada Inn or Quality Inn) when traveling. Individuals may not go over the allowable state of Texas rate ($85) or the rate allowed by the state of Texas to the location being traveled to for out-of-state travel, based on the TAMU System website. Coaches and staff traveling together are expected to be housed two-to-a –room, unless those traveling are of the opposite gender. Single rooms must be authorized in advance by the Director of Athletics.

Section 4. Transportation

Actual costs of coach (Y class) air fare, train fare, bus fare, or automobile may be claimed if one of these methods of travel is utilized. All requests for air travel must be approved by the Director of Athletics prior to reserving a ticket. A Travel Request must be completed by the individual traveler and approved by the Director of Athletics prior to making reservations.

1. Transportation costs by air, train, or bus must be supported by original receipts. Flight arrangements may be made through Brush Country Travel Agency ($25 fee) or through
the internet, whichever is cheaper. The traveler must be aware that any travel arrangement made through the internet that does not take place is the sole responsibility of the traveler, at no cost to the University.

2. When official travel is performed in courtesy cars, the TransMontaigne Fleet gas card may be used for all gasoline purchases.

3. Athletic Department vehicles will be reserved on a first-come, first-serve basis. Requests should be made through the Senior Associate Athletics Director.

4. Use of University vehicles must be arranged with the Senior Associate Director of Athletics. All gasoline receipts must state what type of vehicle (University, rental car, or personal) is being used. State gasoline credit card must be used for all gas purchases, except during team travel. Gas receipts should be submitted upon return from the trip to the administrative assistant.

5. Tips/gratuities, alcoholic beverages, movies, etc. are not reimbursable from state funds.

6. Personal accident, safe trip or personal effects insurance are not reimbursable when renting automobiles.

7. It is the policy of the athletics department at Texas A&M University-Kingsville that no one (parents, siblings, friends of athletics, etc.) may accompany the team on its bus, van, or plane without the approval of the Director of Athletics.

Section 5. Other Expenses

Other expenses at the place of the traveler's destination that may be reimbursed include:

1. Registration fees for clinics and conference. (If meals are included in the registration fee, an appropriate reduction is to be made in the meal expenses claimed.) A receipt must be submitted for these expenses.

2. Parking, taxi and other ground transportation fares between the airport/station and hotel may be claimed to the extent that they are reasonable. Expenses must be supported by receipts.

Section 6. Automobile Rental

Automobiles may be rented when it is economically feasible. Enterprise Car Rental is to be used unless Enterprise cars are not available.

Section 7. Travel Expense Vouchers

Travel expense vouchers must be submitted to the administrative assistant within four working days after the trip is completed. If a travel advance was received and not fully used, the remaining cash for the unused funds should be returned to the business office with the voucher. Travel vouchers lacking receipts or containing errors will be returned to the department’s Administrative Assistant. Reimbursement will not be made until receipts are obtained and/or errors corrected. All claims for travel expenses must be submitted on the proper form. Improperly submitted expense vouchers will be returned to the department’s Administrative Assistant for correction.
Section 8. Entertainment

Entertainment costs must be reasonable and must be within limits established by the Texas A&M University System. Entertainment expenses must be listed on the travel expense statement with the following information attached:

1. Who was entertained?
2. Who provided the entertainment?
3. Purpose of the entertainment.

Receipts must be provided for all entertainment costs.

Section 9. Exceptions

Exceptions to the policies outlined above must have the prior written approval of the Director of Athletics.

Chapter B – Team Travel
TRANSPORTATION

Section 1. General

All athletic team travel is subject to the guidelines contained in this section. This includes travel to regular season events, post-season events, and invitational events (state, regional and national). All team travel must be approved in advance by the Director of Athletics and be within budget limits. An Official Travel Request (OTR) must be submitted to the administrative assistant prior to departure from campus along with the CLIBA/cash advance itinerary, a team roster, and a schedule of events so that a departmental requisition can be submitted to the Business office. Travel expenses incurred without prior approval will not be reimbursed.

Section 2. Meals

Meal expense allowances will be at the following rates (or prior approval from the Athletics Director):

$ 21.00 per day

Meal expenses are allowable only if the team is away from campus during the regular meal hours. Players cannot receive money (per diem) for meals that they would eat at home based on travel arrangements.

Section 3. Lodging

Teams traveling are expected to utilize moderately priced hotels and motels when traveling. Coaches traveling together should, when feasible, be housed two per room.
Section 4. Transportation

Transportation of teams is subject to the same guidelines as those of individual travel. Arrangements for bus travel is made by the Senior Associate Director of Athletics and then followed up by the respective coach. Airline travel reservations are made by each head coach. Departmental policy is that team members and coaches stay with the team during team travel. If a team member departs with a team, that team member returns with the team; any exception must be approved by the Head Coach.

The Javelina Sports Bus and/or Mini-Bus are the preferred modes of transportation for teams traveling to away contests.

Airline travel is the preferred mode of transportation when travel time via ground transportation will exceed 14 hours one-way. Proposed air travel and arrangements for air travel are to be coordinated by the sport’s respective Head Coach and with prior approval by the Director of Athletics.

It is important to note that transportation costs represent a significant portion of a team's travel budget. Coaches should exercise good judgment in preparing a schedule of contests to assure that travel expenses are within the team travel budget.

Section 5. Other Expenses

Other allowable expenses at the site of team (or individual) competition are subject to the same guidelines as those for individual travel. In addition, entry fees, if not paid in advance, are reimbursable if supported by a receipt. Any expenditure for team entertainment must be approved in advance by the Director of Athletics.

Section 6. Travel Expense Vouchers

Travel expense vouchers must be submitted to the administrative assistant as outlined in Article 8 Section 7 (Pg. 44) and Article 3 Subsection A Section 4 (Pg 19-21).

Section 7. Travel Advances

Team Travel Advances may be obtained by completing a Team Travel Advance Request/Leave Request/Itinerary form and submitting it to the Administrative Assistant for processing. A Team Travel Roster must accompany the request. Requests are processed through the Business Office after the Director of Athletics has approved and a CLIBA Card is issued to the requesting coach.

Section 8. CLIBA Cards

Obtain a CLIBA card application from the Business Office. Plan the trip and calculate the amount of credit needed. Submit all the application forms for your regular-season contests at least 10 days before your first contest for the entire season, along with a statement of all required information. Only full-time employees will be issued a card from the program administrator. The
CLIBA card, expense statement and all pertinent receipts and any unused funds must be returned within four business days from return of trip.

Section 9. Exceptions

Exceptions to the policies outlined above must have the prior written approval of the Director of Athletics.

Chapter C – Use of Motor Vehicles on University Business
TRANSPORTATION

Applicability
These guidelines apply not only to the operation of vehicles owned or leased by the University, but also apply to the operation of personal vehicles when used in the conduct of University business.

Driving a University Vehicle
1. One must be an employee of the University.
2. Employees are required to pass a Background/Driving Record Check.
3. Authorized students can drive University vehicles but it must be in the performance of University duties.
4. Vehicles may not be taken across the U.S. border without authorization, liability insurance, and Mexico Tourist Insurance.

General
Drivers are expected to abide by and enforce the following provisions:
- Comply with all applicable traffic laws and regulations.
- All occupants must use seat belts when the vehicle is in motion.
- All occupants must remain seated when the vehicle is in motion.
- The driver shall confront rowdy or disorderly behavior by passengers that may cause driver distractions.
- Smoking prohibited in athletic vehicles.
- No alcoholic beverages are allowed in vehicles at any time.
- Driving while under the influence of drugs or alcohol is prohibited.
- Use of radar/laser detection devices is prohibited.
- Use of headphones or earphones is prohibited.
- Must be at least 18 years old.
- Must hold a valid USA Class C Operator's License.
- Must have adequate insurance coverage for the vehicles they are driving.
- Drivers of University vehicles or vehicles leased using University funds must complete the appropriate authorization form.

Accident Report for University Vehicle

In case of an accident while out of town, obtain a police report and call the Senior Associate Athletics Director. You will also be required to complete Texas A&M University Motor Vehicle Accident Report as soon as possible. Copy of the form can be downloaded from SAGO Office
of Risk Management and Safety website.

1. When a personal vehicle is used to conduct University business, the vehicle owner's personal liability insurance policy provides the first line of coverage in the event of an accident.

**Team Travel**
Because team travel involves the transportation of large numbers of individuals, the University and the personnel who supervise such trips take on special responsibilities. When a commercial carrier is employed, many of the responsibilities are assumed by the carrier, but they remain with the University if the travel takes place in vehicles owned or leased by the University, or in vehicles owned or leased by the participants themselves.

1. If a faculty or staff member is a passenger in a vehicle, he or she is "in charge" and responsible for the safe conduct of the trip. The faculty or staff member is expected to exercise his/her authority as a University official to assure that the vehicle is operated in a safe and lawful manner.

2. The faculty or staff member is also responsible for seeing that vehicles are not occupied beyond their capacity. Overcrowding may be construed as an unsafe condition and should always be avoided.
ARTICLE TEN
Courtesy Car Policy

Section 1. Approval of Courtesy Cars

The use of courtesy cars (complimentary vehicles) by Department of Athletics personnel for business purposes is receipted as a gift-in-kind to the University. When travel expenses are reimbursed on the basis of actual use of gas, oil, and so forth, courtesy cars can provide substantial savings to the University. The University does not guarantee a courtesy car to any employee of the Department of Athletics. All courtesy car arrangements will initially be coordinated through the Director of Athletics and are subject to his/her approval.

Section 2. Responsibilities of Departmental Staff

The Departmental staff member using a courtesy car must abide by the following:

1. The staff member must keep the car clean and in good appearance.
2. When the car is returned to the dealer for exchange, it will be clean inside and out.
3. The automobile will be returned to the dealer at the agreed-upon mileage for exchange.
4. If the dealer desires, the car will be returned to the dealership for periodic checks.
5. The car is provided for the use of the staff member.
6. A mileage chart will be kept, noting any personal use of the vehicle for IRS taxation purposes.

Section 3. Insurance Coverage on Courtesy Cars

Courtesy car insurance is provided by the Javelina Club. In the event of an accident, police should be called no matter how minor the accident and an accident report filed. The Director of Athletics should also be notified and he/she will in turn contact the dealership.

Section 4. Benefits to Automobile Dealers in Courtesy Car Program

In exchange for each use of a courtesy car, the dealer will received gift-in-kind benefits as approved by the Director of Athletics.
ARTICLE ELEVEN
MEDICAL POLICY

VISION STATEMENT:
The Texas A&M University-Kingsville Athletic Training Department shall provide a comprehensive health care system for its Division II intercollegiate student-athlete population. The athletic training department will provide efficient services with the highest quality of care and professionalism.

MISSION STATEMENT:
The mission of the Texas A&M University-Kingsville Athletic Training Department is to develop and maintain a traditional athletic training setting to best serve the healthcare needs of the student-athletes in a cost effective manner. The focus of the certified athletic trainers will correspond with the National Athletic Trainers Association performance domains including: the prevention of athletic injuries; the recognition, evaluation and immediate care of athletic injuries; rehabilitation and reconditioning of athletic injuries; healthcare administration; and professional development and responsibility. We will continually upgrade the list of healthcare providers that can be used on a referral basis for all aspects of student-athlete wellness.

The philosophy of the athletic training department is a direct reflection of Texas A&M University-Kingsville's commitment to excellence. Our top priority is the welfare of the student-athlete. We also share the philosophy of the athletic department with goals to enable student-athletes to return to participation, as soon as it is medically safe to do so, and to contribute to the student-athlete having an overall positive collegiate experience.

Finally, the Texas A&M University-Kingsville Athletic Training Department strives to promote the profession of athletic training. This will be achieved through the constant education of students, parents, coaches and other healthcare providers. We will also support involvement of the staff in professional organizations, meetings, research and public relations activities.

Policies and Procedures

Section 1. Personnel

1. The Director of Athletics, after consultation with the Head Athletic Trainer, will select the Team Physician and/or Orthopedic Surgeon who will monitor the complete health care of all Texas A&M University-Kingsville student-athletes.
2. The Team Physician is responsible for assisting the sports medicine program for the Department of Athletics. The Team Physician works in conjunction with the Head Athletic Trainer.
3. The Team Physician may designate another doctor(s) to assist or act in his or her stead. However, the Team Physician must be informed of any serious injuries and has the final authority with regard to treatment.
4. The physical capability of an injured or ill student-athlete to participate in any University athletic activity or competition is determined by the Team Physician, with the assistance of the Head Athletic Trainer and other medical consultants when circumstances are
warranted. In the absence of the Team Physician, the Head Athletic Trainer will decide the availability of an injured student-athlete if not under the medical care of a physician.

Section 2. Medical Information

A medical physical is required for all incoming first-year students, transfer students, and first-year participants prior to athletic activity of any kind. University policy states that all students must obtain a medical physical prior to participation. It is the responsibility of each coach to provide complete rosters to the sports medicine staff well in advance of initial intercollegiate practice or competition to ensure the administration of athletic physicals. Deletions or additions must be reported accordingly. All student-athletes must submit a completed annual medical history form prior to participation. No student-athlete may participate in any athletic activity until a satisfactory medical history form has been received by the sports medicine staff and met the approval of the team physician. The Athletic Department retains the right to require further examination based upon the student-athlete's medical history.

Section 3. Medical Referral and Services

All injuries and illnesses are to be reported to the sports medicine staff on the same day they occur. The student-athlete will be referred to the Student Health Center or the team physician as necessary. In order to protect the medical insurance eligibility of the student-athlete, please utilize the services of the athletic training staff instead of seeking self-treatment and referral. In case of an emergency or impending medical problem (outside of normal training room hours) the student-athlete should immediately contact the athletic training staff for assistance or advice, regardless of the time of day. If unable to contact an athletic training staff member in an emergency, the student-athlete should contact the head coach for advice. In emergencies, medical attention will be arranged immediately for the student-athlete, normally by the Head Athletic Trainer. Referrals to specific medical personnel will be made by the sports medicine staff with the assistance of the team physician. If you desire medical attention other than provided by the Texas A&M University-Kingsville sports medicine staff for injuries occurring as described above, you may do so at your own expense and with the assistance of the team physician. A student-athlete who is currently seeking medical care outside of our department will not be allowed to participate until deemed appropriate in writing from his or her personal physician; then review from the team physician.

Section 4. Dental Services

The Department of Athletics will assume a degree of responsibility for payment in the case of dental damage done to teeth and other injuries related to the mouth while participating in practice or games.

Section 5. Optometric Services

As a matter of general policy, the Department of Athletics will not underwrite the cost of eye examinations unless the examination is required because of an athletic-related injury. If an injury does occur and an examination is needed, the appropriate medical coverage will be given.
The Department of Athletics will replace contact lenses in the event that the lens is lost or damaged during intercollegiate athletic participation. Contact lenses can only be ordered with a current prescription, i.e., a prescription that was written within the past 12 months. It is the responsibility of the student-athlete to obtain and update prescriptions and to provide the Sports Medicine Staff with a copy of the current prescription.

Section 6. Prescription Drugs

The Department of Athletics will be responsible for the cost of therapeutic drugs required as a direct result of athletic injury or illness and approved by the team physician. Some non-athletic related prescriptions may be paid in compliance with NCAA rules and in the season of competition. Some non-athletically related that requires prescription or non-prescription drugs may be paid by the athletic department with approval of the Sr. Associate Director of Athletics.

Section 7. Medical Insurance and Related Medical Costs

1. Parents of all student-athletes are expected to continue coverage for their son/daughter via the medical insurance program under which they were included prior to enrolling at Texas A&M University-Kingsville. Virtually every parent would include his or her son/daughter if he or she were not participating in intercollegiate athletics. Therefore, participation in intercollegiate athletics should not be the reason for discontinuing the medical coverage. The premium paid for including the son/daughter in a medical program does not increase due to his or her participation in intercollegiate athletics.

2. Parents must provide current information on their insurance coverage. An insurance questionnaire provided by the Department of Athletics will be completed for every student-athlete prior to the first practice of the season. Information provided on the questionnaire may be subject to periodic review to assure that the information on file is current. The Department of Athletics will not be held responsible in the event an athlete fails to notify a change within their insurance coverage. When returning the completed questionnaire, parents are requested to submit a photocopy of the insurance card provided by their insurance carrier. This is requested by our healthcare providers in order to eliminate confusion in billing and expedite authorization for medical services.

3. Many insurance carriers make payment directly to the subscriber, i.e., the parent. All payments should be sent to the provider of the medical service (doctor, hospital, lab, etc.) for credit to the student-athlete's account. Providers are able to obtain information regarding payments made to subscribers. Parents should not jeopardize the eligibility of their son/daughter by failing to forward payments to providers.

4. Due to increasing health care costs, many families opt to change their insurance coverage to a Health Maintenance Organization (HMO) or a Preferred Provider Organization (PPO) involving a specific primary care physician. These plans have strict regulations which may directly affect the services allowable to student-athletes from our team physician or other medical consultants. Therefore, it may be necessary for the injured student-athlete to seek the services of the primary-care physician.

5. All claims under medical insurance for injuries sustained while participating in Texas A&M University-Kingsville athletically related events will be filed as follows:
   - Any claims for benefits must first be filed on the individuals or family's insurance
coverage.

- Any amounts that are not paid by the student-athlete's insurance coverage will be considered by our athletic insurance or by the Texas A&M University-Kingsville Department of Athletics. The student-athlete must provide an explanation of benefits (EOB) to verify denial of insurance coverage.

6. The Athletics Department assumes no financial responsibility for:

- Injuries or illnesses that are not reported as noted above.
- Any medical charges for which you were not referred by a member of the Sports Medicine staff or team physician.
- Any injuries or conditions not received in a supervised practice or during intercollegiate contests.
- Any injuries or conditions received prior to matriculation into Texas A&M University-Kingsville.
- Required or elective surgery where an injury or illness (received as a student-athlete at this University) is not the direct cause of participation, such as an appendectomy or wisdom tooth extraction.

Section 8. Tobacco

The use of tobacco (including cigarettes, chewing tobacco, "dip" or "snuff") in any form is prohibited. No tobacco will be allowed in University facilities or on University sanctioned trips (i.e. buses, airplanes, vans, hotels, stadiums, etc.). It is not only a health hazard, but is a poor example for student-athletes and the athletic staff to exemplify.

Section 9. Athletic Training Room Use

Only those persons with authorization from the team physician or Head Athletic Trainer may use the athletic training room or other departmental rehabilitation facilities.

Section 10. Release of Information to News Media

All requests for information regarding the nature of injuries or the condition of injured student-athletes will be directed to the Sports Information Director upon speaking with the Head Athletic Trainer.

Section 11. Procedures for Care of Texas A&M University-Kingsville Student-Athletes

Because the ultimate responsibility of care for student-athlete rests with the Team Physician and sports medicine staff, the following are the methods of care regarding injury or illnesses:

In case of emergency - Dial 9-911. This will activate the EMS including the response of campus police emergency trained personnel – and transportation to Spohn Hospital Emergency Room. As soon as possible, contact a staff athletic trainer or the team physician.

In non-emergency situations, these steps should be followed:

- Contact the athletic training room. Injuries are to be reported to the athletic training staff on the same day that they occur. If a student-athlete encounters an illness, he or she must
report it to the athletic training room before noon to receive instructions.

- If there is not an athletic trainer on campus (after hours), contact the staff athletic trainer assigned to your sport at home or contact the Head Athletic Trainer, Assistant Athletic Trainer or another Staff Member (home or cell).
- If the student-athlete cannot contact a staff athletic trainer, he or she should next contact the Director of Athletics, Head Coach, Assistant Coach, Graduate Assistant or Health Center.
ARTICLE TWELVE
Drug Screening and Education Program

I. PURPOSE

Texas A&M University-Kingsville is committed to developing and maintaining an environment that encourages students participating in intercollegiate athletic competition to avoid the abuse of alcohol and the unauthorized use of controlled substances and performance-enhancing drugs. The integration of a comprehensive educational program with reliable tests and predictable responses to student-athletes who test positive will function as an effective deterrent to substance abuse.

To this end, the program has several components. The education program is designed to discourage student-athletes from alcohol abuse and experimentation with drugs and minimize the risk of drug abuse and drug dependency. An accurate and reliable drug-screening program will identify users and abusers of controlled substances and performance-enhancing drugs. Student-athletes who test positive will participate in a program designed to encourage the student-athlete to make positive choices about his or her future conduct, and to discipline those student-athletes who continue to abuse controlled substances and performance-enhancing drugs.

II. Student-Athlete Assistance Program Substance Abuse Program

The mission of Javelina Athletics at Texas A&M University-Kingsville is to offer every student-athlete a quality athletic experience. This includes providing each student-athlete with the opportunity to enhance his or her intellectual, physical, personal and social development within a competitive sport environment. The use of drugs is inconsistent with this mission, and may create a serious risk to the health and safety of all student-athletes. Preventative measures used by the Athletics Department include drug screening combined with an alcohol and drug education program.

The Athletic Department's definition of inappropriate use of alcohol by student-athletes includes, but is not limited to, the following: under-age drinking, drinking on road trips, consumption of alcohol prior to or during athletic practice or competition, and public drunkenness. The Athletics Department will determine sanctions for the inappropriate use of alcohol.

The Athletics Department will use urine drug testing to help detect those student-athletes with drug abuse, alcohol, or chemical dependency problems. It is the policy of the Javelina Athletics program to return to athletics those who are in compliance with institutional policies, and, to restrict from athletics those who are not. A third strike, the student-athlete may sit out a year and request re-evaluation and re-admission to Javelina Athletics.

III. Education and Screening Program Goals

1. Educate student-athletes concerning the problems of substance and alcohol abuse.

2. Provide reasonable safeguards ensuring the safety of every student-athlete by allowing
only drug free student-athletes to participate in athletic competition.

3. Identify and treat student-athletes who may be involved with substance or alcohol abuse.

4. Encourage prompt treatment or counseling for student-athletes with substance or alcohol abuse problems.

**Education and Prevention Program**

Texas A&M University-Kingsville shall, in accordance with NCAA Guidelines, provide the following:

- A yearly, mandatory, scheduled educational program addressing substance abuses for all student-athletes. Substance abuse education sessions will be conducted to enhance student awareness. Sessions may address, but not be limited to, the following:

  1. Alcohol
  2. Street Drugs
  3. Steroids, Tobacco
  4. Eating Disorders
  5. NCAA-Banned substances,

- All educational sessions and preventative programs shall utilize expert resources from the university and the community as approved by the Director of Athletics and shall emphasize discouraging drug use and the value of a counseling education treatment response to substance abuse.

**IV. Program Implementation**

Any student-athlete participating or intending to participate in Javelina Athletics will be included in the program. At least once each year, a presentation by the head athletic trainer or designee will be made to each team outlining and reviewing the Department's program and policy regarding drug screening, its purpose and its implementation. Prior to the start of the first intercollegiate competition, in a sport, in an academic year, each student in that sport will confirm in writing that she/he has received, read, and is willing to abide by this policy.

**V. Drug Screening**

Currently, Javelina Athletics conducts tests for street drugs such as amphetamines, cannabinoids (substance contained in marijuana), cocaine and other controlled substances. The department also has the capability and authority to test for any drug listed on the NCAA list of banned drugs [Bylaw 31.2.3.1].

A. **Testing Guidelines**

   1. Random tests will be conducted throughout the fall and spring semesters of the academic year, testing a minimum of 25% of total eligible intercollegiate athletes. The Head
Athletic Trainer will determine the method of randomization. The randomization will be
determined prior to the beginning of the fall semester from the submitted team rosters and
will not reflect bias to any individual athlete.

2. Fifth-year athletes (including those whose eligibility is exhausted or those medically
unable to compete) receiving any form of athletic scholarship must comply with all
elements of the program.

3. Each refusal by a student-athlete to take a drug test at the time it is requested will result in
the appropriate suspension. (See Section VI - Non Compliance)

4. The presence of any known masking agents or urine manipulators in urine sample is
prohibited and will result in the appropriate suspension. (See Section VI - Non
Compliance)

B. Reasonable Suspicion

The Texas A&M University-Kingsville Department of Athletics may request drug screening for
specific student-athletes on a reasonable suspicion basis. Reasonable grounds for suspicion
includes the following:

a. Odor about the person
b. A signed informant’s statement
c. Observation of drug paraphernalia
d. Previous positive test results
e. Physical symptoms or emotional symptoms suggestive of substance abuse as
determined by trained medical personnel such as a physician or nurse
f. Any other factor or act that would lead a person to suspect substance abuse in
violation of this policy based on the dictates of reason and common sense
g. Any arrest for a drug related offense

C. Testing Procedures

1. Student-athletes will be asked to report directly to the testing area and will be required to
remain until the collection is completed.

2. Collection will be done under the direct supervision of an Athletic Training staff member.

3. The student-athlete will transfer collection from a collection cup to a lab specimen
container and then seal it before placing it in the box for shipment.

4. The student-athlete will sign a ledger acknowledging an assigned code number that will
correspond to the number on the specimen container.

5. Specimens are collected from the training rooms. A courier will then sign for and pick
up specimens, after the Head Athletic Trainer / Site Coordinator has signed them
verifying that tampering has not taken place. The test lab will then sign as having
received them untampered. Bonded carriers will take specimens to respective labs.

6. A certified sports testing lab will conduct the analysis of the specimen.

7. Testing protocol may vary based on the testing laboratory's guidelines. (Available upon
request)
VI. Disposition of the Results

A. Positive Tests
   1. The positive test results will be received from the testing center by the Site Coordinator / Head Athletics Trainer who will notify the Director of Athletics.
   2. The Head Athletic Trainer will inform the student-athlete and coach immediately of the positive test result.

B. Assessment
   1. An appointment for a chemical dependency assessment will be made with the treatment administrator.
   2. The student-athlete has 3 to 16 days to follow through with completing the assessment. If the student-athlete fails to comply within this time frame, the student-athlete will be immediately suspended from practice and competition for a minimum of two weeks (14 days) from the date of expiration of the original 14-day compliance period. The Head Coach will determine the term of suspension, and subsequent reinstatement should any successive periods be needed to obtain compliance after the initial 14-day period.
   3. The treatment administrator recommends a plan for the appropriate program for the student-athlete, based on the information contained in the assessment.
   4. The plan is shared with the Head Coach and the Head Athletic Trainer.

VII. Education, Treatment Program

A. Education Program

   Participation in the annual substance education program developed by the university counseling center as a means to prevent future substance abuse will be mandatory for all university athletes.

B. Treatment Program

   The treatment program is designed to use a variety of techniques as a means to accomplish secondary prevention success. Each case will be unique in its treatment plan as determined by the treatment coordinator.
   1. The treatment administrator will report progress and consult with the head trainer.
   2. Any violation of the treatment program, including a positive test, will be reported to the Director of Athletics.
   3. Decisions regarding the student-athletes' ability to continue to practice and/or compete are contingent on the confidential recommendations from the treatment administrator with input from the head trainer, consultation with the head coach and the approval of the Director of Athletics. During treatment student-athletes may be required to:
      a) Submit to (monthly) drug testing for the remainder of the academic year as required by the treatment facility.
      b) Sign a comprehensive contract (treatment plan) that stipulates conditions for eligibility for competition and/or practice.
VI. Non-Compliance

Compliance at each stage is the responsibility of the student-athlete. Failure to comply with any aspect of the program following the first positive test may result in a suspension from athletic participation at the discretion of the sport Head Coach and Director of Athletics.

Therefore, non-compliance can occur through failure to follow the requirements at any of these stage: drug testing, assessment, treatment or aftercare. Positive test results are cumulative throughout an athlete's career at Texas A&M University-Kingsville.

A. The first positive test result by a student athlete:
   1. The student-athlete is required to notify his parent or guardian of the violation.
   2. The student-athlete is required to attend professional counseling and evaluations sessions. Fees for such sessions are the responsibility of the student-athlete.
   3. The student-athlete is required to submit to non-random drug testing at more frequent intervals than other student-athletes.

B. The second positive test result:
   1. The student-athlete’s scholarship may be terminated.
   2. The student-athlete may be suspended from participation in their sport.

C. The third positive test result:
   1. The student-athlete may be banned from intercollegiate participation at Texas A&M University-Kingsville.

VII. Voluntary and Other Referrals

A. A student-athlete who comes forward voluntarily or is referred by other means (prior to notification of selection for drug testing) and acknowledges a problem with drug abuse shall be afforded the support and resources available to address the problem.
   1. The student-athlete will undergo a mandatory chemical dependency assessment, as scheduled by the Head Athletic Trainer. The procedures followed will be the same as those outlined under "Assessment for a first positive result" previously listed.
   2. A student-athlete who fails to follow the recommended treatment plan will be considered non-compliant, and will receive the appropriate suspension.

B. A self-referral after notification of selection for drug testing is not considered voluntary.

VIII. Coach’s Role

It is the responsibility of the head coach to ensure that his/her student-athletes follow through with all responsibilities regarding their assessment, treatment, and/or aftercare programs.

IX. Violation of State or Federal Law

Any criminal violation of state or federal laws involving the possession or sale of any drugs or
illegal substances by student-athletes will be dealt with using the procedures outlined in the Student-Athlete Code of Conduct.

X. AMENDMENTS

This program may be amended from time-to-time at the discretion of the Director of Athletics. Amendments shall be distributed to all student-athletes. No amendment shall be applied retroactively if such application will adversely affect a student-athlete's right to prior notice of standards of conduct or discipline.

The NCAA Executive Committee shall authorize methods for drug testing of student-athletes who compete in NCAA championships and certified post-season contests. The authorized methods, and any subsequent modifications, shall be published in The NCAA News and copies of the report shall be available, on request, to member institutions. The Executive Committee shall determine those championships and certified post-season contests for which drug tests shall be made and the procedures to be followed in disclosing its determinations.

31.2.3.1 Banned Drugs. The following is the list of banned-drug classes:

Please note that the banned drug list changes constantly. For the most current list please consult www.ncaa.org.

Stimulants:
- amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen);
- methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); etc.

exceptions: phenylephrine and pseudoephedrine are not banned.

Anabolic Agents:
- boldenone; clenbuterol; DHEA; nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrosterenedione; methandienone; etiocholanolone; trenbolone; etc.

Alcohol and Beta Blockers (banned for rifle only):
- alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

Diuretics and Other Masking Agents:
- bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

Street Drugs:
- heroin; marijuana; tetrahydrocannabinol (THC).

Peptide Hormones and Analogues:
- human growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO);
- etc.

Anti-Estrogens:
- anastrozole; clomiphene; tamoxifen; formestane; etc.

Beta-2 Agonists:
- bambuterol; formoterol; salbutamol; salmeterol; etc
Texas A&M University-Kingsville
CONSENT AND AUTHORIZATION AGREEMENT

The Athletic Department serves a unique role within the university as well as in the community. Texas A&M University-Kingsville devotes large amounts of resources toward the operation of the department and can only justify the expenditure if the department operates in such a manner that: (1) it reinforces the University’s overall mission and educational goals; (2) it enhances the image of the University in a positive manner by student-athletes performing in a way that students, faculty, and staff develop a sentiment of pride, unity and esprit de corps; (3) actions, appearance and conduct on the part of the individual student-athlete are such that student respect, unity and support will be a resultant factor; and (4) the performance, appearance and conduct of all student-athletes are such that all residents and students will be supportive of the University.

Because of the unique status of intercollegiate athletics within the University, higher standards of conduct, appearance and discipline are required of student-athletes and coaches.

In order to insure that student-athletes are aware of and agree to adhere to the general regulations of the University and to the specific regulations of the athletic department, they must read and sign this policy statement.

Athletic Department regulations prohibit the following:

1. Illegal use of alcoholic beverages and/or consumption or possession of alcoholic beverages in dormitory rooms or on University premises.
2. Sale, distribution, possession, and/or use of illicit drugs. Illicit drugs are defined as those drugs that are listed as banned by the National Collegiate Athletic Association.
3. Actions that result in conviction of misdemeanor(s) or more serious charges.
4. Negative and/or uncooperative behavior.
5. Actions that constitute failure to comply with University student life regulations (as specified in the University’s Student Handbook) and/or actions, which tend to alienate athletes from the rest of the student body.
6. Actions that bring discredit upon the University, department and/or program (e.g. conduct unbecoming)

Failure to comply with Athletic Department and University regulations, as specified above may result in the student-athlete being required to submit to disciplinary actions as deemed appropriate by the Head Coach and/or Athletics Director. This includes disciplinary actions such as those listed in specific team disciplinary policies.

In addition, failure to comply with Athletic Department regulations with regard to the sale, use and/or distribution of illicit drugs will result in one or more of the following disciplinary policies.

THREE STRIKE RULE:

STRIKE ONE:
1. The student-athlete is required to notify their parent or guardian of the violation
2. The student-athlete is required to attend professional counseling and evaluation sessions. Fees for such sessions are the responsibility of the student-athlete.
3. The student-athlete is required to submit to non-random drug testing at more frequent intervals than other student-athletes.

STRIKE TWO:
1. The student-athlete’s athletic scholarship may be terminated.
2. The student-athlete may be suspended from participation in their sport.

STRIKE THREE:
1. The student-athlete may be banned from intercollegiate participation at Texas A&M University-Kingsville.

I READ, UNDERSTAND AND AGREE TO ABIDE BY THE ABOVE RULES AND REGULATIONS:

SIGNED: ____________________________ DATE: ________________________

HOME ADDRESS:__________________________
ADDRESS __________________________ CITY __________________________ STATE ______ ZIP __________

SOCIAL SECURITY NUMBER: _______________
HOME PHONE: __________________________

BIRTHDATE: ____________________________
Texas A&M University-Kingsville
CONSENT AND AUTHORIZATION AGREEMENT

For and in consideration of being permitted to participate in the intercollegiate athletic program at Texas A&M University-Kingsville, I hereby agree to abide by the principles and conditions of the drug-testing program that is adopted by the athletics department. I reviewed a copy of the Athletic Department’s Drug Education and Testing Policy, read and understand its provisions including possible sanctions for violations of those provisions.

As a participant in the intercollegiate athletics program, I agree to cooperate with the personnel of the athletics department in the collection or urine specimens at such time or times as may be determined by the athletics department and I understand that such specimens will be tested for the presence of certain drugs which are banned by the National Collegiate Athletic Association (NCAA). I specifically consent to have my urine collected and tested for such substances pursuant to such a program.

I further agree that the athletics department may, in its sole discretion, determine the test to be conducted upon my urine specimen, the substances to be tested for, and the person or person to perform the appropriate testing procedures. The results for such tests may be submitted to such laboratory personnel as may be selected by the University for interpretation and evaluation of results.

I, ________________________________________, hereby consent for such laboratory personnel to release test results of my urine specimen, together with evaluations and interpretations to my parents, legal guardian or spouse, the Athletics Director or designee, the President or designee, the Head Athletic Trainer, the Team Physician, Counseling Personnel, and the Head Coach of the sport or sports in which I may be a participant. My execution of this form shall be consent for release of such information to such authorized individuals under the Texas Medical Practice Act (Sec. 5.08(j), Art. 4485b, Vernon’s Texas Civil Statutes), and the Family Educational Rights and Privacy Act of 1974 (title 20 U.S.C.A., Sec. 1232g), and I further release Texas A&M University-Kingsville, its Board of Regents and its officers, employees and agents from any and all liability for all damage that may result from the authorized release of such information or records.

STUDENT-ATHLETE’S SIGNATURE: ________________________________________

STUDENT-ATHLETE’S PRINTED NAME: ________________________________________

DATE SIGNED: _________________________________

HEAD COACH’S SIGNATURE: ________________________________________

HEAD COACH’S PRINTED NAME: ________________________________________

DATE SIGNED: _________________________________

IF THE STUDENT-ATHLETE IS A MINOR:

SIGNATURE OF PARENT OR GUARDIAN: ________________________________________

PRINTED NAME OF PARENT OR GUARDIAN: ________________________________________

DATE SIGNED: _________________________________
ARTICLE THIRTEEN
INTERCOLLEGIATE ATHLETICS TICKET PRIORITIES POLICY

Section 1. Goals

The goals of the ticket policy are to:

1. Promote attendance at Texas A&M University-Kingsville athletics events, particularly in football, men's and women's basketball, baseball, softball, volleyball and Track, and generate funds to help support the intercollegiate athletics programs for men and women.
2. Provide greater incentive for Texas A&M University-Kingsville students to attend football, basketball, baseball, softball, women’s golf, volleyball, track and field games.
3. Give priorities to those persons who loyally support men's and women's basketball, baseball, softball, track and field, women’s golf and volleyball teams in the past years through the purchase of season tickets by providing them the option to annually renew the purchase of their existing seats for the respective sports.
4. Encourage alumni and friends of the University to purchase season tickets.
5. Give recognition and priorities to faculty and staff members and alumni.
6. Provide an incentive for contributions to Texas A&M University-Kingsville by providing benefits for the purchase of available seats to those who contribute to athletic programs and/or the Javelina Club.
7. Provide access to University athletics events for the general public.

Section 2. Ticket Priority Dates

Dates will be established by the Director of Athletics and announced annually by the Ticket Manager for the purchase of season tickets to football, men's and women's basketball, baseball, softball and volleyball games and for other sports as the need arises. All season ticket orders must be received on or before the established dates for a person to exercise his or her priority/option.

1. Those persons holding season tickets, in the respective sports, must renew their options annually to retain their existing seats.
2. In every case, season ticket orders will be filled before individual game ticket orders. Individual game ticket orders will be filled on the designated date with the same priorities on available tickets as those for season tickets.

Section 3. Football Tickets

E-ticketing will be used for reserved seating for football tickets. Currently enrolled Texas A&M University-Kingsville students are admitted to the games free by presenting their student ID’s. A list of currently enrolled students is available at the ticket gate for those students IDs will not scan. Students who fail to present their ID will be required to purchase an e-ticket. Cash or checks are acceptable methods of payments.
Football Season passes will be sold through the office of the Ticket Manager. Cash, check or credit cards are acceptable methods of payments.

All general admission tickets that are sold at the gate will be generated by the e-ticket system. Cash or checks are acceptable methods of payment.

Reserved tickets are sold for football at the ticket office in McCulley Hall. Ticket Office hours are Mondays-Friday, 8 a.m.-5 a.m. and Saturday game-day 9 a.m.-noon.

Section 4. Ticket Reconciliation

The Ticket Manager will supervise the reconciliation of tickets with the Administrative Assistant at the beginning of the following business day. The Ticket Manager will count the funds received from the tickets sales, noting any cash over/short discrepancies. The Ticket Manager will also prepare the daily deposit for tickets sales. Both the Administrative Assistant and the Ticket Manager will initial off the reconciliation form in the designated areas for cash and tickets. [See Appendix A: Tickets Reconciliation Form].

The Administrative Assistant or designee will deposit funds received at the Business Office before 4 pm of the next business day.

Section 5. Accounting for ticket

Revenue from tickets sales are reconciled against the e-ticket report and are deposited in the Business Office no later than 4 PM on the next business day. Two forms are maintained. These completed forms are filed in the office of the Ticket Manager.

1 General Admission and Reserved Tickets: The Tickets Sales Reconciliation shows the number of tickets sold at the gate, sport, date, and opponent.

2 The Reserved Ticket Reconciliation shows the number of reserved and complimentary tickets sold/ distributed prior to game-day.

Section 6. Gate Money (Working Funds):

On game day, the Ticket Manager or designee, will pick up funds from the controlled area in the Ticket Manager’s office and will deliver the working funds to the event ticket supervisor who will sign for receipt of funds on the Ticket Sales Reconciliation forms. If the total value of the working funds exceeds the amount stated in System Regulation, a police officer will accompany the Athletic staff member from the Athletic Department to the event ticket supervisor.

The event ticket supervisor will be responsible for the working funds and ticket revenue until the ticket window close. The event ticket supervision will distribute working funds to the cashiers working the game. After halftime, the cashier on the visitor’s side, accompanied by a police officer if required, will deliver the working funds and tickets
revenue to the event ticket supervisor on the home side. After the ticket widows close, the event ticket supervisor, accompanied by a police officer, will reconcile the revenue and ticket report from the e-ticket system, noting any discrepancies (cash over and short). The event ticket supervisor will then transfer funds to the Ticket Manager or designee, who will sign off on the receipt of funds and related documentation. The Ticket Manager or designee, accompanied by a police officer, will transfer the working funds, and ticket revenue to the locked safe in the Ticket Manager’s office.

On the following working day, the Ticket Manager will participate in the verification of tickets revenue to the e-ticket reports and the preparation of the deposit. Upon completion, the Ticket Manager will approve the deposit of funds and enter the deposit amount in the cash log.

The Administrative Assistant will deposit funds received at the Business Office before 4pm of the business days in which the deposit was prepared. In the event that the Cashier’s window has closed (early campus closure or other reason), the deposit will be made on the following working day before noon. If the total value of the funds to be deposited exceeds the amount state in System Regulation a police will accompany the Athletic staff member from the Athletic Department to the Business Office.

The start-up (working) funds will be secured in the controlled area in the Ticket Manager’s office until the next event. As cash is either disbursed or received by any member of the Athletic department for the purpose of deposit or making change, that individual will be responsible for logging in the receipt or disbursement of funds on the cash log. If funds are disbursed for the purpose of change, the designated representative who is physically responsible for picking up the funds will log in their arrival time with the funds [See Appendix B: Cash Log form].

Section 7. Ticket Priorities for Post-Season Games at Texas A&M University-Kingsville Facilities

1. Season ticket holders will have first option on their regular seats for post-season games, provided they are purchased by the designated date. The Director of Athletics will announce the details for purchase of tickets as soon as arrangements for post-season games are completed.
2. Contributors to the Javelina Club.
3. Texas A&M University-Kingsville Faculty and Staff.
4. General Public.

Policy for Complimentary Tickets

Texas A&M University-Kingsville student-athletes are provided up to four complimentary tickets for each home game in their sport. Pass lists are used for all sports.

No complimentary tickets are issued for post-season and playoff games.
The Lone Star Conference provides each member institution’s faculty athletic representative a pass for two reserved tickets to any athletic event hosted by a member of the conference. In addition, complimentary tickets are provided to the visiting University President and his or her party as requested.
ARTICLE FOURTEEN
INTERCOLLEGIATE ATHLETICS AWARDS

Section 1. General Statement

The Department of Athletics and the University endorse an athletics award system to recognize the achievement earned by each varsity student-athlete.

Section 2. Letter Award Criteria

Each head coach is responsible for developing their own varsity letter criteria for their program.

1. If an athlete engages in two or more sports, he/she is eligible for multiple awards.

Section 3. Letter Award System

All sophomores, juniors, and seniors who would be eligible for a second, third, or fourth letter will be identified as lettering athletes.

Section 4. Championship Awards

In recognition of winning a conference championship and/or participating in a NCAA championship, the Department of Athletics may provide student-athletes a dollar per diem up to $200 (if funds are available) towards a ring or other designated award in recognition of their achievements based on available funds. The remainder of the balance is the responsibility of the student-athlete. Coaches and student-athletes will be afforded the opportunity to participate in the design of their award.

Recipients

(a) Ring recipients will include squad members, coaches, and appropriate staff members associated with the team. Upon completion of the NCAA championship competition, the head coaches will prepare a proposed list for his or her sport administrator.

(b) Rings may be provided for designated donors, staff, president's office representative, and other constituents. Any proposed special recipient would be approved by the Director of Athletics.

Distribution

When possible the rings (awards) will be presented in public forums such as basketball halftimes, team banquets, etc.

Section 5. Individual Sport Award Ceremonies

Teams are allowed to conduct a team-only award ceremony. However, the expense must be paid by the individual budget of each team and the meal and/or award value may not
exceed “normal” costs or any NCAA regulations.

Any awards given to student-athletes by the institution or another party must meet the regulations outlined in NCAA Bylaw 16.
ARTICLE FIFTEEN
POLICY STATEMENT ON CAMPS AND CLINICS

Texas A&M University-Kingsville recognizes that sports camps and clinics are an integral part of its intercollegiate athletics program. Therefore, head coaches and administrators are provided both an opportunity and a process for directing camps and/or clinics. Per University policy camps and clinics have three central purposes: (a.) to provide Texas A&M University–Kingsville with positive community and regional exposure; (b.) to provide external program specific revenues; (c.) to provide a supplemental compensation incentive. Camps and clinics at Texas A&M University-Kingsville are governed by both University and departmental policies and procedures.

Section 1: Texas A&M University-Kingsville ~ Institutional Camp/Clinic Rules

1. GENERAL

1.1 The provisions of this Rule apply to camps and youth outreach programs that have a participant group made up in whole or part, of individuals under the age of eighteen and to University orientation camps. All camps and youth outreach programs held on Texas A&M University-Kingsville property or utilizing the University’s name or resources in any way must operate under the administrative purview of a University department, college or recognized University organization. All camps and youth outreach programs must be approved annually.

1.2 As a condition of approval, each camp or youth outreach program is required to maintain adequate general liability and accident medical insurance. A background screen check must be conducted on temporary employees or volunteers who will work with participants who are under the age of 18.

1.3 Except for orientation camps or youth outreach programs where campers are also enrolled at the University, healthcare services from Life Services and Wellness are not available to participants covered under this rule. Camp and youth outreach program sponsors should formally arrange for referral for emergency medical services prior to the start of the camp. Documentation to confirm this arrangement must be provided as part of the application process.

2. APPROVAL

2.1 All camp and youth outreach programs must be approved before camp activities occur. The Application accompanied by a Planning & Risk Assessment Form should be forwarded to the Event Planning Coordinator, MSUB 211 for a review of compliance with the provisions of University rules. The Camps and Youth Outreach Programs Review Committee shall
meet to certify this review prior to forwarding the application for final approval. The President has delegated authority for approval of camps and youth outreach programs as designated below:

2.1.1 Camps or academic youth outreach programs sponsored through a University academic college/department shall be approved by the college dean.

2.1.2 Camps sponsored through the University Athletics Department shall be approved by the Director of Athletics.

2.1.3 Camps or academic youth outreach programs sponsored through a unit under the Division of Academic Affairs which does not report through a college dean shall be approved by the Associate Vice President for Academic Affairs.

2.1.4 Camps or academic youth outreach programs sponsored through a unit under the Division of Student Affairs shall be approved by the Dean of Students Office or an Assistant Vice President for Student Affairs.

2.2 Applications for camp or youth outreach program approval shall follow the provisions of Standard Administrative Procedure 11.99.99 M1.01: Camp and Youth Outreach Program Procedures.

3. REPORTING OF INCIDENTS OR ACCIDENTS

All camp and youth outreach program sponsors shall submit an incident report to the Dean of Students Office and Environmental Health and Safety Office in the event of an incident or accident involving camp or youth outreach program participants, or where it is necessary to summon police officials because of health and safety concerns. Incidents to be reported need not necessarily result in physical injury to a participant. (Refer to Standard Administrative Procedure 11.99.99 M1.01: Camp and Enrichment Program Procedures.) In addition, a copy of the incident report shall be sent to the administrator who approved the camp application (refer to sections 2.1.1 through 2.1.4 of this rule for appropriate administrator).

4. MONITORING OF CAMPS / YOUTH OUTREACH PROGRAMS

The Dean of Students Office and Environmental Health & Safety shall monitor that the administration of these camps/programs are in compliance with University rules and procedures.
Section 2: Standard Administrative Procedure ~ Camps/Clinics

1. GENERAL

1.1 All camps and youth outreach programs held on Texas A&M University-Kingsville property or utilizing the University’s name or resources in any way must operate under the administrative purview of a University department, college or recognized University organization.

1.2 For the purpose of these procedures “university sponsored” shall be understood to mean the operation of a camp or youth outreach program using the name, staff, affiliation, facilities, or other resources of Texas A&M University-Kingsville.

1.3 All camps and enrichment programs must be approved annually. Information about the application process and the necessary forms may be obtained in the Event Planning Office, Memorial Student Union, Room 211. Applications for camps and youth outreach programs should be submitted at least eight weeks prior to the start date of the camp or program. Applications shall be submitted to the Event Planning Coordinator, MSUB 211 for processing.

1.4 Approval of a camp or youth outreach program does not guarantee facility availability or usage. It is the responsibility of the camp sponsor to research and arrange for the booking of meeting rooms, housing accommodations, food service, etc. for desired dates.

2. DEFINITION OF CAMP AND YOUTH OUTREACH PROGRAMS

2.1 Camps:

2.1.1 A university sponsored activity that has a participant group made up in whole or part, of individuals under the age of eighteen. (K through 12th grade groups visiting campus for the purpose of conducting tours or solely as patrons of educational or entertainment events are generally not considered to be camps or youth outreach programs).

2.1.2 Collects fees from participants and,

2.1.3 Serves some aspect of the University’s educational mission.
2.2 Academic Youth Outreach Programs:

2.2.1 A university sponsored activity that has a participant group made up in whole or part, of individuals under the age of eighteen and is operated by a department or college for the primary purpose of academic enhancement or recruitment. (K through 12th grade groups visiting campus for the purpose of conducting tours or solely as patrons of educational or entertainment events are generally not considered to be camps or enrichment programs).

2.2.2 Youth outreach programs should charge only a nominal fee or no fee to participants.

2.3 Student Affairs Youth Outreach Programs

2.3.1 In addition to the criteria established in section 2.1.1 of this procedure, programs operated through the Division of Student Affairs shall be sponsored by a department within Student Affairs or by a recognized student organization.

2.3.2 Student Affairs Youth Outreach Programs should charge only nominal or no fee to participants.

2.3.3 For purposes of this procedure, University orientation activities are considered to fall under the guidelines of youth outreach programs regardless of the age of the program participants.

2.4 Third Party Camps

2.4.1 Third Party Camps are covered under this procedure if they meet the provisions stated in 2.1.1. Except for the use of the University’s facilities, a Third Party Camp is not otherwise affiliated with TAMUK. They must operate under the administrative purview of a University department and are subject to the same approval and insurance coverage criteria as University camps.

2.4.2 The University department must receive a portion of the net proceeds generated from the operation of the Third Party Camp.

2.4.3 For purposes of this procedure, subsequent references to “camp(s)” shall be construed to include Third Party Camps.

Activities described in Sections 2.1 through 2.4 are governed by this procedure regardless of whether or not the program is a day camp/enrichment program, one that includes an overnight stay, or whether the overnight stay is on or off campus.
3. **STAFFING**

3.1 Camp/ youth outreach program sponsors shall plan for adequate staffing in accordance to the number of anticipated participants, age group, whether students will stay overnight and the type of activities that will occur.

3.2 **Camp or youth outreach program sponsors shall conduct background screening checks on temporary staff or volunteers who will serve as directors, staff counselors, volunteers, or other roles if any program participants are under the age of 18.** Background screenings may consist of one of several formats (i.e., criminal history checks or sex offender database checks) or a combination of formats, as appropriate given the operational design of the camp/ youth outreach program. **The University Police Department will conduct background checks upon request for a nominal fee of $3.00 per person.** The camp or youth outreach program shall bear this expense. Factors such as whether staff or volunteers will be housed overnight with participants, or relied upon to conduct one-on-one activities with participants, should be considered when determining appropriate background screening measures.

3.3 Camp or youth outreach sponsors are responsible for recommending which background screening measure(s) shall be used for their respective camp/youth outreach program. **Individuals with approval authority are responsible for determining if the background screening measure is reasonably sufficient.**

3.4 Camp or youth outreach program sponsors are responsible for ensuring that background screening is conducted prior to the start of employment or volunteer service and that appropriate documentation is maintained.

3.5 Contracts with Third Party Camps shall include as a provision of the contract, the requirement that individuals affiliated with the camp, as staff or volunteers, will have completed background screening. The process used for background screening by the Third Party Camp must be acceptable to the individual with designated approval authority.

4. **OTHER APPROVAL PROVISIONS**

4.1 **A copy of the budget** for the camp or youth outreach program and a complete description of the activities that are planned must accompany the application form.

4.2 **The sponsor of the camp/ youth outreach program must have established a process for the proper receipting, depositing and handling of special activity fees and other funds collected as per university procedures.** This must be done in consultation with the Manager, Business Services, whose office is located in College Hall 102.
4.3 The sponsoring department, college, or other unit of the University must have in place, or must establish, an account (accounts) with the Business Office for the deposit of special activity fees or other funds collected. All invoices associated with the camp or youth outreach program, such as food services, transportation, insurance, housing, etc., will be paid from this account.

4.4 Copies of invoices generated by the camp/youth outreach program to collect funds must also be provided to the Business Office for close coordination of receivables which are outstanding or due.

4.5 Insurance Requirements

4.5.1 As a condition of approval, each camp or youth outreach program is required to show evidence of general liability and accident medical insurance coverage, or participate in a policy to be purchased by the University. The cost of the required insurance coverage will be the responsibility of the sponsor.

4.5.2 Third Party Camps must secure their own insurance coverage. They are subject to the same approval and insurance coverage criteria as University camps. Third Party Camps must provide evidence of a general liability insurance policy under which Texas A&M University-Kingsville is listed as “additional insured”.

4.5.3 The sponsoring office, department, college division, or recognized organization will assume responsibility for all resulting expenses and liability for any camp or youth outreach program that fails to obtain adequate insurance coverage.

4.6 Safety and Medical Care Provisions

4.6.1 Safety awareness information, specific to camp/youth outreach program activities, shall be provided to all camp staff or volunteers. Where appropriate safety awareness information may include training on First Aid and CPR.

4.6.2 Provisions shall be made so that each camp or program participant (or a parent/guardian if underage) shall complete a medical treatment authorization/liability waiver form.
4.6.3 Except for orientation camps or youth outreach programs where campers are also enrolled at the University, healthcare services from Life Services and Wellness are not available to participants covered under this rule. *Camp and youth outreach program sponsors should formally arrange for referral for emergency medical services prior to the start of the camp.* Documentation to confirm this arrangement must be provided as part of the application process.

5. **REPORTING OF INCIDENTS OR ACCIDENTS**

Camp and youth outreach program sponsors are responsible for submitting an incident report in any case where a participant is involved in a physical altercation, when a camper is injured (whether taken for medical care or not), or where it is necessary to summon police officials because of health and safety concerns. Incident Reports shall be submitted to the Dean of Students Office as soon as possible following the incident. A copy of the incident report shall also be sent to the University Administrator who approved the camp application and the Environmental Health and Safety Office. To report an incident or accident, the *Camp & Youth Outreach Incident Report Form* should be used.

6. **MONITORING OF CAMPS / YOUTH OUTREACH PROGRAMS**

The Dean of Students Office and Environmental Health & Safety shall monitor that the administration of these camps/programs are in compliance with University rules and procedures.

6.1 Camp sponsors will be expected to submit documentation requested in the Planning & Risk Assessment Form prior to the start of the camp.

6.2 Camp registration, promotional materials and website information will be reviewed for compliance with university rules and procedures.

6.3 Staff training and orientation materials will be submitted by camp sponsors for documentation and review.

6.4 A camp risk assessment report will be prepared annually by Dean of Students/Environmental Health & Safety, and the results reported to upper management.
Camp/Clinic Guidelines & Procedures:

Section 3: Declaration of Camp/Clinic Dates, Target Audiences & Draft Business Plans for Approval

1. All prospective camp/clinic directors must submit a request to hold a camp to the athletics director no later than the 60 days prior to official camp. Plans for each camp/clinic should also include the following:
   a.) Specific theme/type of camp
   b.) Cost of attendance
   c.) Marketing plan (e.g. direct mail; electronic mail; youth or high school coach referral, etc.)
   d.) Projected instructor-to-camper ratio (Minimum: 12:1; Camps only; clinic ratio will be reviewed on a case-by-case basis)
   e.) Projected cloth and equipment purchases
   f.) Plans for ATC coverage (Note: ATC coverage is required)
   g.) Officials/umpires (if utilized)
   h.) Awards and/or photos (if provided)
   i.) Merchandise for re-sale (if provided)
   j.) Projected number of current student-athletes serving as staff (Note: indicate whether with compensation or serving as volunteers)
   k.) Alternative sites for inclement weather
   l.) Projected AV/IT needs
   m.) Projected break-even point and pro forma (i.e. forecasted revenues and expenses)

2. The director of athletics will provide feedback and confirmation for all camp/clinic requests within 30 days of receipt.

Section 4: Printed Materials, NCAA Compliance, Draft Text, Electronic Marketing, Targeted Mailings

1. Camp/clinic directors will submit all draft text to the sports information director (SID), compliance director and director of athletics for review, editing, compliance, risk management and formatting. Publications and website updating will be conducted by the sports information department.

2. The sports information department will:
   ● Will assist in creating an annual publication template for all Texas A&M University-Kingsville camps and clinics
   ● Oversee the website production and update (www.javelinaathletics.com) of annual Javelina athletic camps/clinics

3. All Javelina athletics camps/clinics will utilize common risk management language and indemnity forms (see appendices)

4. All artwork (including items for re-sale) will be reviewed and approved prior to purchasing by the sports information department for branding consistency and clarity

5. The purchase/development of articles for re-sale require prior approval by the
director of athletics
6. Aramark Food Services retains first right of refusal for all on-campus food service and/or catering
7. The compliance director monitors/reviews all camp scholarships and discounts.
8. The athletic department administrative staff will serve as the central data czar(s) for the following with the on-line registration/database system:
   • Receipt of all postal mail applications and payments
   • Deposit of all postal mail and “walk-up” payments in program specific 2108XX camp accounts
   • Upload of all postal mail and “walk-up” applications into the on-line camp registration system
   • Deposit of all on-line system bi-monthly camp revenues from the on-line registration system and into program specific 2108XX camp accounts

Section 5: On-Line Registration System (Marketplace)

1. The department (and, quite likely, University) has aligned all camps and clinics with an on-line event registration system
2. Camp/clinic directors will have on-line, read-only access of daily enrollment and application data, financial reports, etc.
3. The on-line system will allow for credit card payment and electronic:
   • Confirmation
   • Indemnity waivers
   • Accounting
4. Camper registration is activated only with receipt of full cost of tuition and completed medical form.

Section 6: Employment Covenants

1. Texas A&M University-Kingsville Employment Agreements stipulate (Article 8):
   This agreement constitutes the entire and only agreement between the Parties [i.e. employer and employee] hereto and supersedes any prior understanding or written or oral agreements between the Parties or any policy manuals or guidelines of the UNIVERSITY regarding the subject matter hereof, the EMPLOYEE expressly waiving and relinquishing all rights, privileges and entitlements thereunder. This agreement may be altered only by a subsequent written agreement signed by both parties. However, the EMPLOYEE shall abide by all current policies, regulations and rules of the UNIVERSITY applicable to all employees. Et al.
2. Texas A&M University-Kingsville Employment Agreements stipulate (Article 9):
   The EMPLOYEE shall devote the EMPLOYEE’s entire productive time, ability, and attention to the business of the UNIVERSITY during the term of this Agreement. The EMPLOYEE shall not directly or indirectly render any services or work of a business, commercial, or professional nature to any other person or
organization whether for compensation or otherwise, without prior consent of the Director.

3. Texas A&M University-Kingsville Employment Agreements stipulate (Article 14):
EMPLOYEE shall receive annually prior written approval from the President and shall annually report all athletically related income from sources outside the institution (including, but not limited to, income from annuities; sports camps; housing benefits; complimentary ticket sales; television and radio programs; and endorsement or consultant contracts with athletics shoes, apparel or equipment manufacturers) through the Director to the President.

Section 7: Financial Distribution & Accounting

1. All camp/clinic expenses are the direct responsibility of the camp/clinic coordinator and in consultation with the director. Administrative expenses include the following:
   a.) Postage
   b.) Printing
   c.) Copies
   d.) Insurance
   e.) Facility, custodial

2. At the conclusion of all revenue receipt and expense payment, net revenue distribution occurs in the following order and with the following minimums:
   a.) 30% of net revenues will be transferred to the administrative special activities account (215010 account) to assist in athletic training supplies, sports information department operations, NCAA Infraction Fund, scholarships and fiscal year operation expenses.
   b.) The remaining net revenues (up to 65%) may be dispersed as compensation to sport-specific employees, (minimum of 5%) allocated to the camp account (2108XX) as a reserve or allocated to the program’s special activities account (4618XX).
   c.) If end-of-year sport-specific black budget is not achieved (i.e. 3150XX account) and scholarship accounts, net camp compensation revenues and/or special activity account (4618XX) revenues must be transferred to (i.e. account 3150XX) retire any outstanding balance.
   d.) Special activity (4618XX) and camp (2108XX) accounts must maintain end-of-fiscal-year black budgets.

Section 8: Third Party Camps

1. Lessee will provide a certificate of insurance to lessor showing that lessee has liability coverage and workman’s compensation coverage satisfactory to lessor. The certificate will be filed in the athletic department prior to June 1. Failure to do so will nullify the agreement and all commitments made by lessor in it. Insurance requirements (minimums): Liability $1,000,000/occurrence; fire damage $50,000; personal injury $1,000,000; General Aggregate $2,000,000;
Worker’s Compensation (state statutory).

2. Lessee will satisfactorily complete *Planning and Risk Assessment Form* and *Registration Form*.

3. Lessee will pay standard camp/clinic rates for facility, maintenance, custodial, food service, lodging, administrative and instructional space. Rates are contingent upon camp format, dates, facilities utilized and attendance.

4. Lessee will provide and/or contract ATC coverage at a ratio of one certified ATC per 60 participants.

**Section 9: Conducting Satellite Camps (i.e. Off Campus) Under the Texas A&M University-Kingsville Name**

1. All satellite camps/clinics require advance approval, and all guidelines and procedures that apply for on-campus camps/clinics also apply for satellite camps/clinics (e.g. Planning & Risk Assessment Form; Registration Form; Background Checks, etc.)

2. Generally speaking, satellite camps/clinics are encouraged. Simply, such initiatives—run well—transfer the brand, spirit and character of program leadership to new locales.

3. Satellite camps/clinics, for the most part, are 1-2 day clinics and/or partial-day events.

4. Satellite camps/clinics, generally defined, are camps/clinics that *utilize the University’s name or resources in any way and thereby must operate under the administrative purview of a University department, college or recognized University organization.*

5. Financial Distribution of Satellite Camps:

   **Fixed Administrative Expenses**
   a.) Postage
   b.) Printing
   c.) Copies
   d.) Insurance

   **Net Revenue Distribution**

   1. At the **conclusion** of all revenue receipt and expense payment, net revenue distribution for satellite camps/clinics occurs in the following order and with the following minimums:
   a.) 25% or $12.00/camper—whichever is lesser-of net revenues will be transferred to the administrative special activities account (215010) to assist in the athletic training supplies, sports information operations, scholarships and other fiscal year operation needs.
   b.) The remaining net revenues may be dispersed as compensation to sport-specific employees or allocated to the program’s *special activities account* (4618XX) and/or *scholarship account* (3100XX)
   c.) If end-of-year sport-specific black budget is not achieved (i.e. 3150XX account), net camp compensation revenues and/or special activity account
(4618XX) revenues must be transferred to (i.e. account 3150XX) retire any outstanding balance.

d.) Special activity (4618XX) and camp (2108XX) accounts must maintain end-of-fiscal-year black budgets.

Section 10: Conducting Camps/Clinics ~ Annual Leave

1. Annual leave request is not required to conduct on site camps/clinics and/or satellite camps/clinics per the purposes and revenue-share plan of Texas A&M University-Kingsville athletic camps/clinics.

2. Annual leave request and permission are required for those employees conducting Third Party camps/clinics, both on campus and off campus.

3. Third party camps present a unique dilemma. That is, Javelina coaches are encouraged to serve as instructors at the best instructional camp/showcase venues available. These showcases are generally defined as: Those venues that include committed, college-bound, high school age prospects (e.g. rising juniors and seniors). The department’s encouragement is simple: camp venues populated with high school prospects provide unparalleled opportunities to recruit for both attitude and ability. The dilemmas in these scenarios are: a.) required annual leave, or allowable recruiting travel; and b.) reimbursable recruiting expense, or acceptance of Third Party salary/honorarium. The gap analysis of the dilemma is found in the TAMUS HR Training (i.e. Ethics): That is, representing Texas A&M University-Kingsville in a recruiting capacity is both allowable, reimbursable and does not require annual leave. However, receiving compensation/honorarium while representing the University on company time is not allowable or reimbursable. Simply, the answer to the dilemma presents two either/or choices, not a both/and.
ARTICLE SIXTEEN
STUDENT-ATHLETE EXIT INTERVIEWS

The Department of Athletics conducts Exit Interviews as required by the NCAA Constitution. Article 6 Section 3.2 reads as follows:

6.3.2 Exit Interviews. The institution's Compliance Office shall conduct exit interviews in each sport with a sample of student-athletes (as determined by the institution) whose eligibility has expired. Interviews shall include questions regarding the value of the students' athletics experiences, the extent of the athletics time demands encountered by the student-athletes, proposed changes in intercollegiate athletics and concerns related to the administration of the student-athletes' specific sports.

The Compliance Office will conduct exit interviews at the completion of the sport's season. Student-athletes invited and/or selected to participate devote approximately a half-hour in conversation with the Compliance Office discussing his or her experiences and perceptions as a student-athlete.

A written survey covering the issues and topics to be discussed is presented each interviewee.

At Texas A&M University-Kingsville, the Compliance Office is responsible for selecting representatives from each sport, conducting the exit interview, and disclosing all information and feedback to the Director of Athletics.

STUDENT-ATHLETE SURVEYS

At the end of each sport season student-athletes are asked to complete the student athlete survey to obtain information regarding the student-athlete experience. The Compliance Office compiles the results and discloses all information and feedback to the Director of Athletics.
ARTICLE SEVENTEEN
DEPARTMENT OF ATHLETICS EMPLOYEE EVALUATIONS

Section 1. Frequency of Evaluations

a. An employee's job performance will be formally evaluated at least once per year. The performance review is designed to be a positive learning experience for the employee and it is important that the supervisor and the employee discuss the evaluation and exchange information about job requirements and performance expectations. Both parties should be able to present their thoughts for work improvement and job success. Both the supervisor and the employee must sign the formal evaluation to acknowledge that a two-way communication has occurred.

b. The Department of Athletics Employees Performance Evaluation System will have a staggered schedule to provide timely evaluations. These evaluations are used for promotion, retention and salary decisions. The evaluations should be reviewed and signed by the employee.

TYPES OF EVALUATIONS

There is only one type of evaluation for all personnel within the Department of Athletics.

This type of evaluation is the Coaching Staff/Assistant Coaching Staff/Administrative Staff Performance Evaluation (see Appendixes A). Each evaluation covers the same basic job performance principles; however, each evaluation is catered to the specific job that person is being evaluated on. There are special evaluations that rate coaches in their job performance based in part on criteria that are in keeping with the purposes and basic policy of the NCAA, and principles for the conduct of intercollegiate athletics. In addition to the ordinary criteria by which an individual is rated, consideration should be given to include the following:

a. Academic progress of student-athletes (including graduation rates), manifested by a high percentage of student-athletes certified as academically eligible to participate and an acceptable percentage of student-athletes graduating within a prescribed period. Other indicators include: the percentage of student-athletes in good academic standing over a period; extraordinary academic achievement of student-athletes; the kind and degree of academic support provided student-athletes that encourage academic progress, and the efforts made to secure that support.

b. Adherence to professional and institutional code of ethics, manifested by coaches' exemplary behavior as stated in professional and institutional code of ethics.

c. Knowledge of NCAA regulations (including adherence to the same)
manifested by an individual's performance on rules examinations, an individual's statements, actions, and behavior or complicity in activities resulting in rules violations.

d. Maintenance of team discipline (on and off field of play) manifested by players' behavior or involvement in activities that are contrary to the rules of the NCAA, conferences, University or society.

e. Development of a whole person, manifested by the promotion of citizenship, sportsmanship, academic excellence, personal development and leadership in student-athletes.

The Director of Athletics conducts all evaluations for administrative staff and head coaches and copies are kept in that office. All assistant coach evaluations are done by the head coach for that sport; however, they are still filed with the Director of Athletics.
JAVALINA ATHLETICS FUNDRAISING CONSENT FORM

All athletic-related fundraising activities by student-athletes, staff, alumni and boosters must be approved by the Director of Athletics. All revenues and expenses from fundraising activities must be accounted for through each individual team’s fund raising account.

The procedure to approve summer camps, academic-year clinics, and tournaments does not apply to this form. All other fundraising activities such as clothing or food sales, -thons, golf tournaments, solicitations of individuals or businesses, etc., must be approved by using this form. All donated items must be recorded through University Advancement (anonymous donation can be accepted). Athletic and University staff must comply with NCAA II and Texas A&M University-Kingsville rules and regulations when soliciting cash gifts or gifts in kinds.

Name: ____________________________ Sport: ____________________________ Date: __________

Name/type of fundraising project you want to conduct:

________________________________________

Date (s) of fundraising project:

________________________________________

Location of fundraising project (i.e. home facility, golf course, on campus, etc):

________________________________________

Specific purpose (if any) of fundraiser:

________________________________________

Please provide a full description of your fundraising proposal, including how it will be conducted (i.e. mailing in the office, parents to conduct selling, etc.).

________________________________________

________________________________________

Please list the business name(s), contact person, and telephone number of any outside organizations that you would like permission to contact for your fundraiser (i.e. businesses, foundations, alumni groups):

________________________________________

________________________________________

________________________________________

By signing below, I verify that I understand the terms of this form and will take full responsibility for this project if approved. In addition, I agree to complete a fundraising income form at the conclusion of the project to keep on file in the Athletic Department for fundraising reports and auditing purposes.

Signature: ____________________________ Title: __________________________ Date: __________

APPROVAL SIGNATURES:

Director of Athletics: ____________________________ Date: __________

Associate Athletics Director: ____________________________ Date: __________

Comments: ____________________________

Please submit this form to the Texas A&M University-Kingsville Athletics Department upon completion.
JA VELINA ATHLETICS TEAM FUNDRAISING PROCEDURES

CONSENT FORM
All head coaches interested in pursuing fundraising projects must first complete the Texas A&M University-Kingsville Athletics Fundraising Consent Form. The form must be signed by the Director of Athletics and the Associate Athletic Director. A meeting may be required to discuss specifics of the project and additional written instructions may be provided.

PROSPECT LIST
Any project involving the solicitation of businesses or individuals may include an additional list of prospects attached to the consent form. The prospect list will be reviewed by the Associate Athletics Director in consultation with the Director of Athletic. This process may take up to 10 days. To expedite the list creation process, the head coach may begin by reviewing the current athletic corporate partner/prospect list which is off limits to all solicitors.

SUBSEQUENT PROSPECTS
Additional prospects may be provided by the head coach to the Athletics Director on an on-going basis via e-mail, telephone or campus mail. All prospects must be screened before ANY contact is made.

ADMINISTRATION
For all fundraising projects, the coach will serve as the sole administrator for his or her team. Any student-athletes, assistant coaches or boosters assisting with the project will take direction from the head coach who will serve as the liaison with the Athletics Director. For solicitation projects, the coach will assign prospects to student-athletes, assistant coaches or boosters only after the approval process has been followed. Coaches and/or student-athletes may not approach any business until they receive appropriate approval.

SOLICITATION LITERATURE
After the approval process has been met, the head coach should equip each solicitor with accurate project literature to assist in securing support. This literature must be reviewed and may be edited by the Director of Sports Information and approved by the Director of Athletics. Contracts should be provided if necessary.

ACCOUNTING
All incoming funds must be administered by the head coach in a timely and accurate fashion in accordance with the University’s billing, remittance, handling, and deposit policy. Checks must be made out to the appropriate individual team sport and deposited in the appropriate team fund raising account through the athletic department ticket manager. For business sponsorships, a copy of the contract and check must be forwarded to the Associate Athletics Director for Advancement so that the transaction may be kept on file. For individual solicitations, all solicitors are required to obtain the donor’s name, address, phone number, relationship to Texas A&M University-Kingsville, and business and spouse information for receipting purposes.

CONTRACTS
For all business sponsorships, a copy of the signed contract should be provided to the Associate Athletics Director before Texas A&M University-Kingsville’s obligations can be fulfilled (i.e. the hanging of signs, placement of ads, etc.).

MISCELLANEOUS
Additional stipulations may be placed on the project by the Director of Athletics, Associate Athletics Director or SID based on its nature. These stipulations will be provided in writing to the head coach.
Appendix A
Compliance Forms
Conference and National Championship Ring Policy

Pursuant to Bylaw 16.1.3.2 awards for winning an individual or team championship may be presented each year, value of award cannot exceed $325 for a Conference Championship and $415 for a National Championship. The following criterion must be met in order for an individual to receive an award at the institution’s expense:

- Funds must be available for the purchase of awards.
- Student Athlete must have been eligible to compete in the Championship event.
- Student Athlete must have been in good standing with the program, department and Institution.

The funds for such awards may be provided by the Athletic Department or Corporate Sponsors. The funds will not be named for a certain athlete; they will however go into a general Championship Award fund.

Student Athletes that were NCAA Partial Qualifiers or Non Qualifiers are not eligible to receive a championship award at the Institution’s expense. They will however be allowed to purchase an award at the same amount as the general public.

Student Athletes who voluntarily withdraw themselves from the team (e.g. quit) are also not eligible to receive an award at the Institution’s expense. Purchase will only be allowed with written approval from the Head Coach and Director of Athletics on a case by case basis.
Walk on Procedure

1. Walk on meetings are held with prospective student-athletes at least 2 days prior to the try-out;
2. Prospective Student-athlete completes the front side of the walk on form;
3. The form is forwarded to the compliance office at least 2 days prior to the tryout;
4. The compliance office reviews the walk on form and determines if the prospective student-athlete can try-out;
5. The forms are returned to the head coach for the tryout;
6. The tryout is conducted;
7. If the coach does not want to add the prospective student-athlete, the head coach circles “No” on the Add To Team Roster question and then signs. The form is returned to compliance office, the process ends; and
8. If the coach wants to add the student-athlete, the head coach will complete all boxes on the back of the walk on form and sign. The coach sends the prospective student-athlete with the walk on form and the late addition to the team roster form to the compliance office to finish the process.
### Texas A&M University-Kingsville Walk On Form

**Sport:**

**Date:**

**Prospect’s Name:**

**Social Security Number:**

**Address:**

**City:**

**State:**

**Zip:**

**Date of Birth:**

**Phone Number:**

**Email:**

**Parents or Guardians Name:**

**Phone Number:**

**Address:**

**City:**

**State:**

**Zip:**

---

### High School

**Name of High School:**

**Graduation Date:**

**ACT:**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Date</th>
<th>Score</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SAT</th>
</tr>
</thead>
</table>

| Yes | No | Date | Score |

---

### PREVIOUS COLLEGE INFORMATION

**Name of Institution**

**JC / 4yr**

**Dates Attended**

**FTPT**

**Graduate Y/N**

**Semesters of Competition (i.e. F02, S03):**

**Semesters of Practice (i.e. F02, S03):**

**Number of years athletic aid received:**

**Have you ever signed a National Letter of Intent?**

**Yes**

**No**

---

I _______ agree that neither I nor any agents representing me will seek any claims against Texas A&M University-Kingsville or any of its agents or employees in the event that I am injured or suddenly take ill during or as the result of the physical test which I am about to perform. I do hereby certify that all the information that I have provided is current and correct to the best of my knowledge.

**Signature:**

**Date:**

---

### For Compliance Office Use Only

<table>
<thead>
<tr>
<th>4 C</th>
<th>0</th>
<th>PQ</th>
<th>N</th>
<th>Date</th>
<th>Full Time Enrolled</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Permission to contact</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Date</th>
<th>Transcript on file</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>4 Year Release received</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Date</th>
<th>Approval For Tryout</th>
<th>Yes</th>
<th>No</th>
<th>Initials:</th>
</tr>
</thead>
</table>
Texas A&M University-Kingsville
Graduate Assistant Aid Request Form

Sport: ___________________ Requesting Coach: ___________________

Date: ___________ Social Security Number: _______________ Date of Birth: _______________

Full Name: ________________________________________________________________

Address: __________________ City: __________ State: __________ Zip: ___________0

AWARD

Period of Award: __________________

Dollar Amount: __________________

☐ Tuition and Fees
☐ Room
☐ Books
☐ Waive to Instate Tuition
☐ Board
  Chaperone ☐ Yes ☐ No
☐ Other: _________________________

Coaches Signature: ___________________ Date: ___________________
The term “cheating” includes, but is not limited to:

- use of any unauthorized assistance in taking quizzes, tests or examinations.
- dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments.
- fabricating information to falsify results obtained from research or laboratory experiments, for class assignments, research papers and/or oral presentations.
- unauthorized changing of grades on an examination, in an instructor’s grade book, or on a grade report.
- the acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff.

Some examples of plagiarism are:

- Buying a paper from a research service or term paper mill.
- Turning in another student's work with or without that student’s knowledge.
- Turning in a paper a peer has written for the student.
- Copying a paper from a source text, including the internet without proper acknowledgment.
- Copying materials from a source text, supplying proper documentation, but leaving out quotation marks.
- Paraphrasing materials from a source text without appropriate documentation.
- Turning in a paper from a “free term paper” website.

“Plagiarism and the World Wide Web

The World Wide Web has become a more popular source of information for student papers, and many questions have arisen about how to avoid plagiarizing these sources. In most cases, the same rules apply as to a printed source: when a writer must refer to ideas or quote from a WWW site, she must cite that source.

If a writer wants to use visual information from a WWW site, many of the same rules apply. Copying visual information or graphics from a WWW site (or from a printed source) is very similar to quoting information, and the source of the visual information or graphic must be cited. These rules also apply to other uses of textual or visual information from WWW sites; for example, if a student is constructing a web page as a class project, and copies graphics or visual information from other sites, she must also provide information about the source of this information. In this case, it might be a good idea to obtain permission from the WWW site’s owner before using the graphics.”

Produced by Writing Tutorial Services, Indiana University, Bloomington, IN
http://www.indiana.edu/~wts/wts/plagiarism.html#wwwplagiarism

Students are expected to do their own course work. A simple case of first offense cheating or plagiarism by an individual student may be handled by the instructor after consultation with the department chair. When the evidence is indubitable, the usual penalty is a grade of F on the particular paper or in the course. The student is usually confronted with the evidence in private and advised of the penalty to be assessed. The evidence will be retained for at least one full year.

For more serious cases, such as those involving repeated offenses, conspiracy with other students or the theft and selling of examination questions, a report should be made by the instructor via the department chair and dean of the college to the senior Vice President and Provost for disciplinary action. Expulsion from the university is a normal penalty for such offenses.
**OCCASIONAL MEAL FORM**

This form is to be completed and submitted to the Athletics Compliance Office two business days prior to any occasional meal which is hosted by either an institutional staff member or a representative of athletics interest (university booster). Additionally, all individuals attending the meal must be filled in below, or an additional list must be attached to this document. Under the TAMUK Athletics Department policy, no student-athlete may attend more than six occasional meals during the academic year (August - May), with one additional occasional meal allowed during the summer. Most requests will be approved, unless determined not to be infrequent and special per the intent of the legislation.

NCAA Bylaw 16.11.1.4, Occasional Meals states:
A student-athlete or the entire team in a sport may receive an occasional meal in the locale of the institution on infrequent and special occasions from an institutional staff member. An institutional staff member may provide reasonable local transportation to student-athletes to attend such meals. A student-athlete may receive an occasional meal from a representative of athletics interests on infrequent and special occasions under the following conditions:
(a) The meal must be provided in an individual's home (as opposed to a restaurant) and may be catered, and;
(b) A representative of the institution's athletics interests may provide reasonable local transportation to student-athletes to attend the meal function only if the meal function is at the home of that representative.

List the individuals attending the occasional meal (or attach a separate list of all attendees):

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Date of Attendance</th>
</tr>
</thead>
</table>

Sport: __________________________

DATE OF MEAL: __________________________

Is a TAMUK Athletics Department Employee hosting this meal? YES or NO (Circle)
If YES, list name(s): __________________________

Name of Individual Hosting Meal

_____________________________

Home Address

_____________________________

Home Phone

_____________________________

Email Address

_____________________________

Will transportation be provided? If so, by whom?

_____________________________

Coach's Signature: __________________________ Date: __________________________

Director of Athletics or Compliance Signature: __________________________ Date: __________________________ Number of Meals: _______ OF _______
TEAM ROSTER DELETE

Rosters to be Deleted From
Check All That Apply

- Baseball
- Men’s Basketball
- Women’s Basketball
- Men’s Cross Country
- Women’s Cross Country
- Football
- Men’s Track & Field (Indoor/Outdoor)
- Women’s Track & Field (Indoor/Outdoor)
- Softball
- Volleyball

STUDENT-ATHLETE

K=

Status Change (Circle One)

1. EXHAUSTED ELIGIBILITY
2. MEDICAL (Date of last practice
3. QUIT (Date of last practice
4. GRADUATED
5. CUT/DISMISS (Date of last practice
6. ACADEMICALLY INELIGIBLE
7. DROPPED TO PART-TIME STATUS
8. UNBECOMING BEHAVIOR

Participation Status (Circle ALL that Apply)

- Participated in varsity contest
- Medically unable to participate
- Eligibility exhausted - Fifth year
- DII injury/illness after initial practice

STUDENT ATHLETE ATHLETIC AID:

- REVOKED □ IMMEDIATELY □ END OF TERM
- KEPT □ FOR FULL YEAR

Coaches Signature ____________________________ Date ____________

I understand that I am quitting the team voluntarily and my scholarship may be revoked or reduced at the head coaches discretion.

Student Athlete Signature ____________________________ Date ____________

For Compliance Office Use ONLY

Date Received ________________ C.Ai __________________________

Email ____________________________ Banner __________________________
TEXAS A&M KINGSVILLE
DEPARTMENT OF ATHLETICS
ATHLETICALLY RELATED INCOME REQUEST

Academic Year (Current Year): ________________________

Sources                                                                 | Actual Income
1. Sports Camps                                                      | ________________________
2. Housing Benefits                                                  | ________________________
3. Complimentary Ticket Sales | ________________________
4. Speaking Engagements                                              | ________________________
5. Endorsement or Consultation Contracts:
   a. Athletic Shoes                                                  | ________________________
   b. Apparel                                                        | ________________________
   c. Equipment                                                      | ________________________
   d. Other (please list):________________________________________ |
6. Courtesy automobile                                               | ________________________
7. Other (please specify)                                            | ________________________

I hereby certify that I am in compliance with all NCAA, conference, and institutional regulations governing outside income. I will notify the chief executive officer of any new information or income sources that may affect this agreement through the office of the Director of Athletics.

Coaches Signature: ________________________ Date: ________________________

AD/Designee Signature: ________________________ Date: ________________________
The Athletic Department serves a unique role within the University as well as the community. Texas A&M University-Kingsville devotes large amounts of resources toward the operation of the department and can only justify the expenditure if the department operates in such a manner that: (1) it reinforces the University’s overall mission and educational goals; (2) it enhances the image of the University in a positive manner by student-athletes performing in such a way that students, faculty and staff develop a certain pride, unity and espirit de corps; (3) actions, appearance and conduct on the part of the individual student-athlete are such that student unity and support will be a resultant factor; and (4) the performance, appearance and conduct of all student-athletes are such that area residents and students will be supportive of the University.

Because of the unique status of intercollegiate athletics within the University, higher standards of conduct, appearance and discipline are demanded of student-athletes and coaches than of other students and faculty.

In order to insure that student-athletes are aware of and agree to adhere to the general regulations of the University and to the specific regulations of the athletic department, they must read and sign this policy statement.

Athletic Department regulations prohibit the following:
1. Illegal use of alcoholic beverages (i.e., by minors) and/or consumption or possession of alcoholic beverages in dormitory rooms or on University premises as specified in University regulations.
2. Sale, distribution, possession and/or use of illicit drugs. Illicit drugs are defined as those drugs which are listed as banned by the National Collegiate Athletic Association.
3. Actions which result in conviction of misdemeanor(s) or more serious charge(s).
4. Negative and/or uncooperative behavior.
5. Actions which constitute failure to comply with University student life regulations (as specified in the University’s Student Handbook) and/or actions which tend to alienate athletes from the rest of the student body.

Failure to comply with athletic department and University regulations, as specified above may result in the student-athlete being required to submit to disciplinary actions as deemed appropriate by the Head Coach and/or Athletic Director. This includes disciplinary actions such as those listed in individual team disciplinary policies.

In addition, failure to comply with Athletic Department regulations with regard to the sale, use and/or distribution of illicit drugs will result in one or more of the following disciplinary policies.
1. The student-athlete is required to notify his parent or guardian of the violation.
2. The student-athlete is required to attend professional counseling and evaluation sessions. Fees for such sessions are the responsibility of the student-athlete.
3. The student-athlete is required to submit to non-random drug testing at more frequent intervals than other student-athletes.
4. The student-athlete’s athletic scholarship may be terminated.
5. The student-athlete may be suspended from participation in their sport.
6. The student-athlete may be banned from intercollegiate participation at Texas A&M University-Kingsville.

I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE RULES AND REGULATIONS:

SIGNED:____________________________________________ DATE:__________________

ADDRESS:______________________________________________________________________________________

HOME ADDRESS   CITY           STATE             ZIP

HOME PHONE:__________________________SS#:_________________________BIRTHDATE:___________
For and in consideration of my being permitted to participate in the intercollegiate athletic program at Texas A&M-Kingsville, I hereby agree to abide by the principles and conditions of the drug testing program that has been adopted by the athletic department. I have reviewed a copy of the Athletic Department’s Drug Education and Testing Policy and have read and understand its provisions including sanctions for violations of those provisions.

As a participant in the intercollegiate athletic program, I agree to cooperate with the personnel of the Athletic Department in the collection of urine specimens at such time or times as may be determined by the Athletic Department and I understand that such specimens will be tested for the presence of certain drugs which are banned by the National Collegiate Athletic Association (NCAA). I specifically consent to have my urine collected and tested for such substances pursuant to such a program.

I further agree that the Athletic Department may, in its sole discretion, determine the tests to be conducted upon my urine specimens, the substances to be tested for, and the person or persons to perform the appropriate testing procedures. The results of such tests may be submitted to such laboratory personnel as may be selected by the University for Interpretation and evaluation of the results. I hereby consent for such laboratory personnel to release test results of my urine specimen, together with evaluations and interpretations to my parents, legal guardian or spouse, the Athletic Director or his designee, the President of the University or his designee, and the Head Athletic Trainer, the team physician, counseling personnel, and the Head Coach of the sport or sports in which I may be a participant. My execution of this form shall be consent for release of such information to such authorized individuals under the Texas Medical Practice Act [Sec. 5.08(j), Art. 4495b, Vernon’s Texas Civil Statutes], and the Family Educational Rights and Privacy Acts of 1974 (Title 20 U.S.C.A., Sec. 1232g), and I further release Texas A&M-Kingsville, its Board of Regents and its officers, employees and agents from any and all liability for all damage that may result from the authorized release of such information or records.

STUDENT-ATHLETE’S PRINTED NAME:___________________________________________________________
STUDENT-ATHLETE’S SIGNATURE:___________________________________________________________
DATE SIGNED:___________________________________________________________

HEAD COACH’S PRINTED NAME:___________________________________________________________
HEAD COACH’S SIGNATURE:___________________________________________________________
DATE SIGNED:___________________________________________________________

IF THE STUDENT-ATHLETE IS A MINOR:
PRINTED NAME OF PARENT OR GUARDIAN:___________________________________________________________
SIGNATURE OF PARENT OR GUARDIAN:___________________________________________________________
DATE SIGNED:___________________________________________________________
Name: _______________________________ Date: ______

Sport: ______ Soc. Sec #: ________________ Date of Birth: ________________

Gender: ____________ K ________________
International Student: (circle one) Yes No

Blue & Gold PIN # (should be birthday unless changed) _______________________

Ethnicity: (circle one) Alaskan/American Indian Asian/Pacific Islander Black Hispanic White Non-Resident Alien

Other (please describe) ________________________________

Housing: (circle one) on-campus off campus DL # ___________ State ______

Date entered TAMUK: __________ Date entered any college (full-time): __________

Local phone: ___________ Permanent Phone: ___________

Cell Phone: ___________ Email: ________________________

Local Address: ________________________________________

Permanent Address: ____________________________________

City __________________ State ________ Zip ____________

PARENT/GUARDIAN INFORMATION

#1 Parent(s)/Guardian(s) Names(s): __________________________ Relationship: _______

Home Phone: ( _____ ) ______ Work Phone: ( _____ ) ______ Other Phone: ( _____ ) ______

Address: ____________________________ E-Mail __________________________

If different from permanent address

#2 Parent(s)/Guardian(s) Names(s): __________________________ Relationship: _______

Home Phone: ( _____ ) ______ Work Phone: ( _____ ) ______ Other Phone: ( _____ ) ______

Address: ____________________________ E-Mail __________________________

If different from permanent address
INSURANCE
What health insurance policies are you covered under (circle one)
Personal             Parents             Guardian             None

HIGH SCHOOL/PREP SCHOOL INFORMATION
Name of Institution   Location   Graduation Date (mm/yr)


RECRUITMENT STATUS (circle answers)
1. Did a member of the athletics staff or anyone representing TAMUK provide transportation for you to visit the campus? YES    NO
If yes who provided the transportation? _______________________

2. Did you make an “official visit” to TAMUK, at the expense of the Javelina Athletic Department?
    YES    NO

3. Did anyone from the Javelina Athletic Department initiate or arrange a telephone contact, on more than one occasion, with you or a member of your family for the purpose of encouraging you to attend TAMUK and participate in athletics.
    YES    NO

4. Did anyone from the athletic department at TAMUK visit you in your home, at your high school, or any other place for the purpose of encouraging you to attend TAMUK and participate in athletics?
    YES    NO

PREVIOUS COLLEGE INFORMATION
Name of Institution       JC / 4y   Dates Attended   FT/PT   Graduate Y/N

1. Did you practice at any institutions listed above
    Yes    No

    If yes, which institution? ____________________________ What sport? ________________
2. Did you compete in varsity intercollegiate athletics at any institution listed above?
   Yes  No
   If yes, which institutions? ________________________

   What sport? ________________________ What Semesters: (i.e. F00, S01) ________________________

   What sport? ________________________ What Semesters: (i.e. F00, S01) ________________________

   What sport? ________________________ What Semesters: (i.e. F00, S01) ________________________

3. Did you sign a National Letter of Intent (NLI) to attend any of the above institutions?
   Yes  No
   If yes, which institution? ________________________ What sport? ________________________

4. Did you receive athletically related financial aid at any of the above institutions?
   Yes  No
   If yes, which institution? ________________________ What sport? ________________________
   If yes how many years did you receive athletically related aid? ________________________
   What Semesters: (i.e. F00, S01) ________________________

5. Did you participate on any club teams while you were enrolled at any of the above listed
   institutions?
   If yes which institution? ________________________ What sport? ________________________

   What Semesters: (i.e. F00, S01) ________________________

ELIGIBILITY
Since graduation from high school have you ever competed in organized athletic
competition, either as an individual or as a member of a team, that was not one of the
college or university teams listed earlier?

   Yes  No  If yes, please list: ________________________

Did you appear in any “High School “all-star” games?  Yes  No
   If yes, please list game(s) and date(s)
   1. ________________________
   2. ________________________
   3. ________________________
**Time Lapse Statement:** If you have not continuously attended college as a full-time student each spring / fall semester since your graduation from High School, please describe your activities during the period you were not in school (i.e., work, military service, church mission) and the exact time period.

Dates: ___________________  Reason: ________________________________

Dates: ___________________  Reason: ________________________________

Dates: ___________________  Reason: ________________________________

Dates: ___________________  Reason: ________________________________

**AMATEURISM**

1. Have you ever accepted a loan, payment of expenses (i.e. travel, lodging, meals) and /or agreed orally or in writing to be represented by an agent/professional sports organization?  Yes  No

2. Has anyone (other than your immediate or extended family) given you cash or gifts of value since signing with the Javelina athletic program?  Yes  No

3. Have you ever wagered a bet on a college or professional athletic contest(s)?  Yes  No

**EMPLOYMENT INFORMATION**

Do you plan to work in the 2009-2010 academic year?

Name of Employer: ___________________  Dates of Employment: __________

City/State: ___________________  Job Title: ___________________

Job Duties: ________________________________

Salary: _________________  How did you obtain this job? ________________

Did anyone connected with Javelina athletics help you get this job?  Yes  No

If “yes” who was it? What did they do? ______________________________________

My employment falls in the following categories:

Work-study  Intern  University  Commercial  Self

**CAR REGISTRATION**
Will you have use of a vehicle on-or off-campus this year?

If “yes” please fill in:

Year: ____________   Make: ____________   Model: ____________

License plate number: ____________   State: ____________

Person (s) the car is registered to: __________________________

Did you purchase a TAMUK parking permit: (circle one)
   Yes   No

I understand the Javelina Athletic Compliance Office will verify this information through the university police department. By initialing here I consent and give my permission for this information to be disclosed to the compliance office by the university police during this academic year. __2009-2010__

Initial: ____________   Date: ________

I certify that I have not received special discounts or financing while purchasing my personal vehicle due to my association with the athletic department.

Initial: ____________   Date: ________

I ____________________ authorize Texas A&M University-Kingsville to use my name or picture to generally promote Javelina athletic events, activities or programs.

Signature: ________________________________   Date: ________________
**FINANCIAL AID**

Any financial aid awarded from agencies outside of Texas A&M University – Kingsville and your immediate family MUST be reported to the financial aid office. Please list any such awards below:

<table>
<thead>
<tr>
<th>Example: (John Smith High Outstanding Athlete Scholarship)</th>
<th>$1000</th>
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</table>

I certify that my answers are complete and correct. I understand that ANY FALSE OR INCOMPLETE STATEMENTS IN THIS HISTORICAL FORM/ REPORT MAY MAKE ME INELIGIBLE FOR INTERCOLLEGIATE ATHLETIC COMPETITION and/or any athletically related financial aid at Texas A&M University Kingsville. If any of the information I have supplied in this report changes during the year, I will notify the compliance office as soon as possible.

Signature: ____________________________________________  Date: ____________________
TEXAS A&M UNIVERSITY-KINGSVILLE
RETURNING STUDENT-ATHLETE INFORMATION FORM
2009-2010 ACADEMIC YEAR

Name: ____________________________ Date: ______________________

Sport: ________ Soc. Sec #: __________ Date of Birth: _______________

Gender: ________ High School Graduation Date: ___________________

International Student: (circle one)  Yes  No

Ethnicity: (circle one)  Alaskan/American Indian  Asian/Pacific Islander  Black  Hispanic
               White  Non Resident Alien  Other (please describe) ____________________________

K#______________ Blue & Gold PIN # (s/b birthday unless changed) _____________

Housing: (circle one)  on-campus  off-campus  DL# ______  State_______

Date entered TAMUK: __________ Date entered any college (full-time): __________

Local phone: _________ Permanent Phone: _______________ Cell Phone: ____________

Email: _____________________ Local Address: _____________________________

Permanent Address: _______________________________________________________

City______________________ State________________ Zip____________________

INSURANCE
What health insurance policies are you covered under: (circle one)  Personal  Parents  Guardian  None

FINANCIAL AID
Have you been awarded any new scholarship(s) for the upcoming year, other than athletics aid and need-based aid received from Texas A&M University Kingsville?  (Circle one)  Yes  No
If “yes”, please list new award(s) and amount(s):

Name of the Award: __________________________________________ Amount: $_______

Name of the Award: __________________________________________ Amount: $_______

AMATEURISM

1. Have you ever accepted a loan, payment of expenses (i.e. travel, lodging, meals) and/or agreed orally or in writing to be represented by an agent/professional sports organization?  Yes  No

2. Has anyone (other than your immediate or extended family) given you cash or gifts of value since signing with the Javelina athletic program?  Yes  No
3. Have you ever wagered a bet on a college or professional athletic contest(s)?
   Yes   No

EMPLOYMENT INFORMATION
Do you plan to work in the 2009-2010 academic year?

Name of Employer:  
Dates of Employment:  

City/State:  
Job Title:  

Job Duties:  

Salary:  
How did you obtain this job?  

Did anyone connected with Javelina athletics help you get this job?
   Yes   No
If “yes” who was it? What did they do?  

CAR REGISTRATION
Will you have use of a vehicle on-or off-campus this year?

If “yes” please fill in:

Year:  
Make:  
Model:  

License plate number:  
State:  

Person(s) the car is registered to:  

Did you purchase a TAMUK parking permit: (circle one)  Yes   No

I understand the Javelina Athletic Compliance Office will verify this information through the university police department. By initialing here I consent and give my permission for this information to be disclosed to the compliance office by the university police during this academic year.  2009-2010

Initial    Date

I certify that I have not received special discounts or financing while purchasing my personal vehicle due to my association with the athletic department.

Initial    Date

I ____________________ authorize Texas A&M University-Kingsville to use my name or picture to generally promote Javelina athletic events, activities or programs.

Signature:  
Date:  

103
I certify that my answers are complete and correct. I understand that ANY FALSE OR INCOMPLETE STATEMENTS IN THIS HISTORICAL FORM/REPORT MAY MAKE ME INELIGIBLE FOR INTERCOLLEGIATE ATHLETIC COMPETITION and/or any athletically related financial aid at Texas A&M University Kingsville. If any of the information I have supplied in this report changes during the year, I will notify the compliance office as soon as possible.

Signature: ___________________________ Date: __________
Name: ___________________________ Date: __________

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Have you ever received a medical hardship waiver for this sport? Yes No
If “yes”, What Semesters ___________________________

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Have you ever received a medical hardship waiver for this sport?  Yes  No
If “yes”, What Semesters

Sport 3:

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**Have you ever received a medical hardship waiver for this sport?**  Yes  No

If “yes”, What Semesters ____________________________

PLEASE SIGN ON NEXT PAGE
I certify that my answers are complete and correct. I understand that ANY FALSE OR
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during the year, I will notify the compliance office as soon as possible.

Signature: ____________________________    Date: ________________
DECLARATION OF PLAYING SEASON

---

**Sport:** Football

**Year:**

---

In accordance with NCAA Bylaw 17.1.3, I hereby declare my playing season as follows:

**Championship Segment:**

- 5 Day Acclimation Period

**Preseason:**

**First Practice Date:**

**First Competition Date:**

**Last Practice Date / Contest Date:**

**Non-Championship Segment:**

- 29 Days:

- 15 Sessions:

Please enclose with this document:

- A schedule of your intercollegiate contests for the upcoming season
- A roster of your returning players
- A list of all incoming transfers and freshman who have applied

---

Coaches Signature _______________________________ Date ____________________

108
All textbooks required for your approved courses will be issued on a **Loan Basis** through the bookstore. All books must be returned to the Athletic Department at the end of each semester.

No Books will be issued for next term until you have turned in all books listed on this card. Also, failure to return books will be cause to put a hold on your transcript. Laboratory manuals, supplies and other articles must be paid for by you. No reference books can be issued.

I hereby acknowledge receipt of the books listed above and understand that I'm to return them in good condition to the athletic department at the end of the semester. Damaged, lost, or stolen books will be paid for by me. Failure to clear my record of books issued at the conclusion of each semester during the designated time will result in a "hold" on my account and a $50 **Late Fee**.
Appendix B
ATHLETIC TRAINING
A. PROTOCOL FOR ATHLETIC TRAINING STUDENTS DEALING WITH MEDICAL RECORDS

1. All current medical records will be stored in head athletic trainer’s office.
2. Insurance records will be stored in the assistant athletic trainer’s office.
3. All documents will be input into the medical software program by designated personal with supervision of full time staff member.
4. All medical records will be kept under lock and key for seven years as mandated by state and federal law.
5. Hard copies of medical files will be shredded by full time staff at the start of physical year.
6. Insurance hard copies will be kept for four years. These documents will be shredded by full time staff at the start of physical year.

B. CONFIDENTIALITY TRAINING AND STATEMENT

1. Student trainers will take the ethics training offered by the A&M system.
2. Student trainers as well as full time medical staff will sign a confidentiality letter yearly. This will be filed in the head athletic trainer’s office and the athletic director’s office.

C. ACCESSING STUDENT ATHLETE’S MEDICAL RECORDS

1. All medical staff that has met policy B requirements will have access to the medical software program with authorization by full time medical staff.
2. Insurance information will be maintained by full time medical staff.
3. When a student athletic trainer is traveling without a full time athletic trainer, insurance records will be checked out from the assistant athletic trainer and returned after the trip. If no athletic trainer is traveling this will be done by a coach of that sport.
TEXAS A&M UNIVERSITY-KINGSVILLE
INSURANCE INFORMATION FORM

Athlete’s Name: ______________________ Social Security Number: ________________

Date of Birth: _______ Sport(s): ____________________ Academic Yr: _____________

Home Address: Street: _______________________________________________________________________

City: __________________ State: ______ Zip: ___________

Parent’s phone number: ___________________ Athlete’s phone number: ________________

Transfer student: Y____ N ____ If yes, previous school name: _____________________________

Are you covered by a Medical expense benefits plan (Insurance Company): Y ____ N _____

If yes: Policy Holder Name: ______________________ Relationship: __________________

Social Security Number: _______________________ Date of birth: _______________________

Address (if different from above): Street: _______________________________________________________________________

City: __________________ State: ______ Zip: ___________

Work Phone: _________________ Home Phone: ________________

Cell Phone: _________________ Email: _______________________ Employer: _____________________

Insurance Company Name: ________________________________________________________________

Address: Street: _______________________________________________________________________

City: __________________ State: ______ Zip: ___________

Phone: ______________________

Plan/ID Number: ___________________ Policy/Group Number: ___________

Type of Plan: HMO ____ PPO ____ SMHC ____ Military ____ Other: ______________________

Does the policy cover athletically related injuries: Y ____ N _____

___________________________________________   _________________________________
Signature of Parent or Guardian Date

___________________________________________   _________________________________
Signature         Date

Please include 2 copies of the FRONT and BACK of the athlete’s insurance card with this form.
The Athletic Department serves a unique role within the University as well as the community. Texas A&M University-Kingsville devotes large amounts of resources toward the operation of the department and can only justify the expenditure if the department operates in such a manner that: (1) it reinforces the University’s overall mission and educational goals; (2) it enhances the image of the University in a positive manner by student-athletes performing in such a way that students, faculty and staff develop a certain pride, unity and esprit de corps; (3) actions, appearance and conduct on the part of the individual student-athlete are such that student unity and support will be a resultant factor; and (4) the performance, appearance and conduct of all student-athletes are such that area residents and students will be supportive of the University.

Because of the unique status of intercollegiate athletics within the University, higher standards of conduct, appearance and discipline are demanded of student-athletes and coaches than of other students and faculty.

In order to insure that student-athletes are aware of and agree to adhere to the general regulations of the University and to the specific regulations of the athletic department, they must read and sign this policy statement.

Athletic Department regulations prohibit the following:

6. Illegal use of alcoholic beverages (i.e., by minors) and/or consumption or possession of alcoholic beverages in dormitory rooms or on University premises as specified in University regulations.

7. Sale, distribution, possession and/or use of illicit drugs. Illicit drugs are defined as those drugs which are listed as banned by the National Collegiate Athletic Association.

8. Actions which result in conviction of misdemeanor(s) or more serious charge(s).

9. Negative and/or uncooperative behavior.

10. Actions which constitute failure to comply with University student life regulations (as specified in the University’s Student Handbook) and/or actions which tend to alienate athletes from the rest of the student body.

Failure to comply with athletic department and University regulations, as specified above may result in the student-athlete being required to submit to disciplinary actions as deemed appropriate by the Head Coach and/or Athletic Director. This includes disciplinary actions such as those listed in individual team disciplinary policies.

In addition, failure to comply with Athletic Department regulations with regard to the sale, use and/or distribution of illicit drugs will result in one or more of the following disciplinary policies.

7. The student-athlete is required to notify his parent or guardian of the violation.

8. The student-athlete is required to attend professional counseling and evaluation sessions. Fees for such sessions are the responsibility of the student-athlete.

9. The student-athlete is required to submit to non-random drug testing at more frequent intervals than other student-athletes.

10. The student-athlete’s athletic scholarship may be terminated.

11. The student-athlete may be suspended from participation in their sport.

12. The student-athlete may be banned from intercollegiate participation at Texas A&M University-Kingsville.

I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE RULES AND REGULATIONS:

SIGNED:______________________________________ DATE:__________________

ADDRESS:____________________________________________________________________________

HOME ADDRESS              CITY           STATE               ZIP

HOME PHONE:_________________________ SS#:__________________________________ BIRTHDATE:__________
For and in consideration of my being permitted to participate in the intercollegiate athletic program at Texas A&M-Kingsville, I hereby agree to abide by the principles and conditions of the drug testing program that has been adopted by the athletic department. I have reviewed a copy of the Athletic Department’s Drug Education and Testing Policy and have read and understand its provisions including sanctions for violations of those provisions.

As a participant in the intercollegiate athletic program, I agree to cooperate with the personnel of the Athletic Department in the collection of urine specimens at such time or times as may be determined by the Athletic Department and I understand that such specimens will be tested for the presence of certain drugs which are banned by the National Collegiate Athletic Association (NCAA). I specifically consent to have my urine collected and tested for such substances pursuant to such a program.

I further agree that the Athletic Department may, in its sole discretion, determine the tests to be conducted upon my urine specimens, the substances to be tested for, and the person or persons to perform the appropriate testing procedures. The results of such tests may be submitted to such laboratory personnel as may be selected by the University for interpretation and evaluation of the results. I hereby consent for such laboratory personnel to release test results of my urine specimen, together with evaluations and interpretations to my parents, legal guardian or spouse, the Athletic Director or his designee, the President of the University or his designee, and the Head Athletic Trainer, the team physician, counseling personnel, and the Head Coach of the sport or sports in which I may be a participant. My execution of this form shall be consent for release of such information to such authorized individuals under the Texas Medical Practice Act [Sec. 5.08(j), Art. 4495b, Vernon’s Texas Civil Statutes], and the Family Educational Rights and Privacy Acts of 1974 (Title 20 U.S.C.A., Sec. 1232g), and I further release Texas A&M-Kingsville, its Board of Regents and its officers, employees and agents from any and all liability for all damage that may result from the authorized release of such information or records.

STUDENT-ATHLETE’S PRINTED NAME: __________________________________________

STUDENT-ATHLETE’S SIGNATURE: ____________________________________________

DATE SIGNED: ________________________________

HEAD COACH’S PRINTED NAME: ____________________________________________

HEAD COACH’S SIGNATURE: ________________________________________________

DATE SIGNED: ________________________________

IF THE STUDENT-ATHLETE IS A MINOR:

PRINTED NAME OF PARENT OR GUARDIAN: ________________________________

SIGNATURE OF PARENT OR GUARDIAN: ______________________________________

DATE SIGNED: ________________________________
Appendix C
ADMINISTRATIVE FORMS
LETTER OF AGREEMENT

RENTAL OF Nolan Ryan Field

Texas A&M University-Kingsville hereby enters into an agreement with School ISD to utilize Baseball Field for their scheduled Baseball game, Date/Time.

The fee for the above baseball games is $000.00

Baseball Stadium turn-key fees include the following: Custodial, Field Lines/Paint Announcer/Scorekeeper/Ticket Takers/Lights.
(If a double header it need only the staff will be added to the bill.)

Security falls under the responsibility of the University Police Department and is coordinated by Texas A & M University Kingsville

Ticket Prices: Adult Student Passes

Gates Open:

Officials will be paid according to UIL Guidelines

Radio:

All concessions are the property of the Texas A&M University-Kingsville.

Approved: Home team ________________________________
Date: ________________________________

Approved: Visitors team ________________________________
Date: ________________________________

________________________________
Ruben Cantu
Associate Athletic Director
Texas A&M University-Kingsville
Texas A&M University-Kingsville
Estimates for High School Softball/Baseball Playoffs

<table>
<thead>
<tr>
<th></th>
<th>Softball (Night)</th>
<th>Baseball (Day)</th>
<th>Baseball (Night)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TICKET TAKERS</td>
<td>$29</td>
<td>$29</td>
<td>$29</td>
</tr>
<tr>
<td>$7.25 x 4 hours</td>
<td>$29</td>
<td>$29</td>
<td>$29</td>
</tr>
<tr>
<td>SECURITY</td>
<td>$135</td>
<td>$135</td>
<td>$135</td>
</tr>
<tr>
<td>$30 x 4.5 hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GROUNDS</td>
<td>$90.00</td>
<td>$90</td>
<td>$90</td>
</tr>
<tr>
<td>$30 x 3 hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOOK</td>
<td>$50.00</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>ANNOUNCER</td>
<td>$50.00</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>LIGHTS</td>
<td>$165.00 (Night)</td>
<td>----</td>
<td>$300 (4 hr game)</td>
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<tr>
<td>$100 1st hour</td>
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<tr>
<td>$65 after that</td>
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<tr>
<td>FIELD</td>
<td>$300.00</td>
<td>$350</td>
<td>$300.00</td>
</tr>
<tr>
<td>TURN KEY</td>
<td>$650 (850)</td>
<td>$750</td>
<td>$1050</td>
</tr>
</tbody>
</table>

***Umpire pay is based on gate receipts***
LETTER OF AGREEMENT

Texas A&M University-Kingsville
and
H.M. King High School

This Letter of Agreement ("Agreement") between Texas A&M University-Kingsville, on behalf of its Department of Athletics, a member of the Texas A&M University System, an agency of the State of Texas ("TAMU"), and H.M. King High School ("LEASEE") summarizes the understandings of both parties in relation to LEASEE’s use of Javelina Stadium for their 2009 regular-season home football schedule.

I. LEASEE, H.M. King High School

LEASEE is responsible for the following:

A. Security falls under the responsibility of the University Police Department and all security services will be coordinated by the Athletic Director’s office at H.M. King High School;
B. Payment of security officers for each game will be the responsibility of H.M. King High School;
C. H.M. King High School Athletic Department will coordinate tickets and game officials for each game regular season game;
D. H.M. King High School must coordinate game schedule around the Texas A&M University-Kingsville schedule.

II. LESSOR, Texas A&M University-Kingsville

Texas A&M University-Kingsville is responsible for the following:

A. Providing Ambulance Service; Public Address Announcer; Scoreboard Operators; Game Day Set-Up; Clock Operators; Custodial Services; Marking Field Lines/Paint; Game Administrators (2); Ticket Takers; Parking Attendants; Post-Game Trash Removal;
B. Provide the use of the Pro Star Video board during all regular-season home games and staffing thereof; and
C. All concessions and parking revenues are the property of the Texas A&M University-Kingsville; and

III. Payment

LEASEE agrees to pay Texas A&M University-Kingsville Five Thousand Two Hundred and Fifty Dollars ($5,250.00) per game for the services provided by as specified herein. This amount represents the per regular-season game sum payable by LEASEE for Texas A&M University-Kingsville’s services and the use of Javelina Stadium.

IV. State Contracting Requirements

A. The dispute resolution process provided in Chapter 2260, Texas Government Code, and the related rules adopted by the Texas Attorney General pursuant to Chapter 2260, shall be used by TAMUK and LEASEE to attempt to resolve any claim for breach of contract made by LEASEE that cannot be resolved in the ordinary course of business. LEASEE shall submit written notice of a claim of breach of contract under this Chapter to the University Contracts
Officer of TAMUK, who shall examine LEASEE’s claim and any counterclaim and negotiate with LEASEE in an effort to resolve the claim.

B. The validity of the Agreement and all matters pertaining thereto shall be governed and determined by the Constitution and the laws of the State of Texas. Venue for any suit filed against TAMUK shall be Kleberg County.

C. FORCE MAJEURE: Neither party is required to perform any term, condition, or covenant of the Agreement, if performance is prevented or delayed by a natural occurrence, a fire, an act of God, an act of terrorism, or other similar occurrence, the cause of which is not reasonably within the control of such party and which by due diligence it is unable to prevent or overcome.

D. INAPPLICABLE PROVISIONS: None of the following provisions, if they appear in the Agreement, shall have any effect or be enforceable against TAMUK: (i) requiring TAMUK to maintain any type of insurance either for TAMUK’s benefit or for Javelina Stadium’s benefit; (ii) renewing or extending the initial Agreement term or automatically continuing or renewing the original Agreement term; and (iii) binding TAMUK to any arbitration, to the decision of any arbitration board, commission, panel or other entity, or to any other alternative dispute resolution other than is provided below.

E. The H.M. King High School and Kingsville Independent School District shall maintain a general liability and catastrophic injury coverage of not less than $1,000,000, and shall AGREE TO HOLD HARMLESS for any and all purposes Texas A&M University-Kingsville Athletics, Texas A&M University, The Texas A&M University System and its Board of Regents, and their officers, employees, agents, and volunteer from ANY AND ALL LIABILITIES, CLAIMS, DEMANDS, OR INJURY, INCLUDING DEATH, that may be sustained arising out of any travel or activity(s) conducted by or under the auspices of the LEASEE caused by risks associated with this activity and/or facility and/or the negligence of the LEASEE, while participating in this activity, including traveling to, from, and for the activity, or while in, on or upon premises where the activity is being conducted.

ACCEPTED AND AGREED:

For: Texas A&M University-Kingsville
By: Marilyn Fowle, Ed.D.
Vice President for Finance & Administration
MSC 212, 700 University Blvd.
Kingsville, TX 78363
361-593-2719

For: H.M. King High School
By: Robert Wilcox
Director of Athletics
2210 N. Brahna
Kingsville, TX 78363
361-592-6401
Data For Travel/Recruiting Reimbursement

Name: __________________________________________ SS #: __________________________

Destination: ______________________________ Purpose: __________________________

Departure: _______________________________ Return: _____________________________

(Date & Time) (Date & Time)

Mode of Transportation: (Please circle at least one)

<table>
<thead>
<tr>
<th>Personal Car: Yes or No</th>
<th>University Vehicle: Yes or No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Car: Yes or No</td>
<td>Courtesy Vehicle: Yes or No</td>
</tr>
</tbody>
</table>

Example:

01.31.03 Departed Kingsville for Dallas & stayed at friends’ house/ name of hotel
02.01.03 Recruited or Scouted at Name of School
02.02.03 Departed Dallas for Kingsville

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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(Attach Additional Pages For More Dates/Descriptions)

Description of Expenditures for Reimbursement:

Lodging (Flat Rate without Taxes): __________________________

Meals ($5 Breakfast, $6 Lunch, $8.00 Dinner per Day): __________________________

Other Transportation Fees (ie Taxi, Shuttle, or Airfare): __________________________

Parking Fees, Tolls, & Gasoline: __________________________

Incidental Expenses (Other Than City Taxes on Lodging): __________________________

Total Due: __________________________

Coach’s Signature __________________________________ Date __________________________
Texas A&M University-Kingsville
Business Meal(s) Information

Name of Employee/Cardholder: ________________________________

PIN (if submitted for reimbursement): ________________

Last Eight Digits of Pcard (if Pcard payment) _____________________

Date of Meal: _______________________

Location: _____________________________________________

Purpose of Business Meal: ________________________________

PARTICIPANTS:

(Attach additional sheet if necessary)

____________________________________          __________________

____________________________________          __________________

____________________________________          __________________

____________________________________          __________________

____________________________________          __________________

____________________________________          __________________

Alcohol Amt: _______ Food Amt: _________ Tip Amt: _______

Total Amount: __________________________

Attach original receipts and submit for processing.
**Procurement Card Order**  
**Transaction Log**

Card Number: [ ]  
Cardholder Name: [ ]  
Departmental Approval: [ ]  
Cardholders Signature: [ ]

Statement Closing Date: [ ]

<table>
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<th>Vendor Name</th>
<th>Account Number</th>
<th>Object Code</th>
<th>Description</th>
<th>Amount</th>
<th>Date Received</th>
<th>Date Reconciled By Whom</th>
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</table>
Texas A&M University-Kingsville

EMPLOYEE REIMBURSEMENT DIRECT DEPOSIT
AUTHORIZATION

INSTRUCTIONS
* Use only BLUE or BLACK ink
* Alterations must be initialed
* Financial institution must complete section 4 or a voided check must be attached

For further instructions, see the back of this form

SECTION 1: TRANSACTION TYPE

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<thead>
<tr>
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<th>Description</th>
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<tr>
<td>☐</td>
<td>New setup (sections 2, 3 &amp; 4)</td>
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<tr>
<td>☐</td>
<td>Change financial institution (sections 2, 3 &amp; 4)</td>
</tr>
<tr>
<td>☐</td>
<td>Cancellation (Sections 2 &amp; 3)</td>
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<tr>
<td>☐</td>
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<tr>
<td>☐</td>
<td>Change account type (sections 2, 3 &amp; 4)</td>
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</table>

SECTION 2: EMPLOYEE IDENTIFICATION

<table>
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<tr>
<th>Number/Line</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.</td>
<td>Social Security Number or Federal Employer’s Identification (FEI)</td>
</tr>
<tr>
<td>2.</td>
<td>Home Phone Number</td>
</tr>
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<td>3.</td>
<td>Name</td>
</tr>
<tr>
<td>4.</td>
<td>Office Extension Number</td>
</tr>
<tr>
<td>5.</td>
<td>MSC Box where notification can be mailed.</td>
</tr>
</tbody>
</table>

SECTION 3: AUTHORIZATION FOR SETUP, CHANGES OR CANCELLATION

6. Pursuant to section 403.016, Texas Government Code, I authorize Bank of America, an agent of Texas A&M University-Kingsville, to deposit by electronic transfer payments owed to me by the University and, if necessary, debit entries and adjustments for any amounts deposited electronically in error. The University shall deposit the payments in the financial institution and account designated below. I recognize that if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or that my payments may be erroneously transferred electronically.

I consent to and agree to comply with the National Clearing House Association Rules and Regulations and the University’s rules about electronic transfers as they exist on the date of my signature on this form or as subsequently adopted, amended or repeated.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>7.</td>
<td>Authorized signature</td>
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<tr>
<td>8.</td>
<td>Printed name</td>
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<tr>
<td>9.</td>
<td>Date</td>
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</tbody>
</table>

SECTION 4: FINANCIAL INSTITUTION (Must be completed by financial institution representative if a voided check is not provided)

<table>
<thead>
<tr>
<th>Number/Line</th>
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<tbody>
<tr>
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<td>Financial institution name</td>
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<td>11.</td>
<td>City</td>
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<tr>
<td>12.</td>
<td>State</td>
</tr>
<tr>
<td>13.</td>
<td>Routing transit number</td>
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<tr>
<td>14.</td>
<td>Customer account number</td>
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<td>15.</td>
<td>Type of account</td>
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<td></td>
<td>□ Checking</td>
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<td></td>
<td>□ Savings</td>
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<tr>
<td>16.</td>
<td>Representative name (please print)</td>
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<tr>
<td>17.</td>
<td>Title</td>
</tr>
<tr>
<td>18.</td>
<td>Representative signature</td>
</tr>
<tr>
<td>19.</td>
<td>Phone number</td>
</tr>
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<td>20.</td>
<td>Date</td>
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</table>

SECTION 5: BUSINESS OFFICE USE

<table>
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<tr>
<td>21.</td>
<td>Received by:</td>
</tr>
<tr>
<td>22.</td>
<td>Entered to the system by:</td>
</tr>
<tr>
<td>23.</td>
<td>Date entered to the system</td>
</tr>
<tr>
<td>24.</td>
<td>Prenote date:</td>
</tr>
<tr>
<td>25.</td>
<td>Comments</td>
</tr>
</tbody>
</table>

NOTICE

For Deposit Information
Deposit notification will be mailed to employee through campus mail.
Please submit this form to the Business Office, Accounts Payable Department, MSC 104, (Marcy A. Flores).
EASE OF MIND

DIRECT DEPOSIT

IS AVAILABLE STARTING SUMMER 2003

You no longer have to wait for the mail to receive your refund!

Now you have a choice. Electronic refunds are quick, secure, and convenient. The Division of Finance and Administration at Texas A&M University-Kingsville will electronically deposit any refund directly into your account at the financial institution of your choice.

3 EASY STEPS

1. Complete the authorization form on the reverse side

2. Attach a voided check or ask a representative from your financial institution to complete section 4 of the form

3. Return form to:
   Texas A&M University-Kingsville
   Business Office
   Accounts Payable Department
   700 University Blvd
   MSC 104
   Kingsville, TX 78363

For questions, please call Marcy Flores (361)593-4192 or Judy (361)593-3952 at the Business Office.