Department of Intercollegiate Athletics
Policy & Procedure Manual
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I. Department Mission, Philosophy & Goals

1.1 WSU Department of Intercollegiate Athletics Mission Statement

The Winona State University Department of Intercollegiate Athletics, as an integral part of the University’s educational mission, is committed to offering opportunities to experience academic and athletic excellence for our student-athletes through two simple words: *Graduate Champions*. The Department provides for the emotional, physical and social well-being and development of the student-athlete. In the Department’s attempt to “Graduate Champions,” the individual growth and progress of our student-athletes is nurtured by offering opportunities for success in the classroom as well as the development of leadership, skills and talents in the field of competition. An intercollegiate athletics program enhances the University experience for both the participant and the observer. The Department strives to encourage unity within the Winona State University community by providing a program of excellence, honor and integrity.

1.2 WSU Department of Intercollegiate Athletics Philosophy Statement

The Winona State University Department of Intercollegiate Athletics, through our stated mission and goals, shall advance the mission of Winona State University and support the educational objectives and academic progress of our student-athletes. Furthermore, we support the Sixteen Principles for Conduct of Intercollegiate Athletics, as stated in Article 2 of the National Collegiate Athletic Association Division II Manual. These principles guide the decision-making process at WSU and provide general standards in the areas of Institutional Control and Responsibility; Student-Athlete Well-Being; Gender Equity; Sportsmanship and Ethical Conduct; Sound Academic Standards; Nondiscrimination; Diversity within Governance Structures; Rules Compliance; Amateurism; Competitive Equity; Recruiting; Eligibility; Financial Aid; Playing and Practice Seasons; Postseason Competition and Contests Sponsored by Noncollegiate Organizations; and the Economy of Athletics Program Operation. We also strive to adhere to the values espoused in the NCAA Division II Philosophy Statement, as found in NCAA Division II Article 20.10, and the Division II Strategic Positioning Platform, which advocates development in six key attributes: Balance, Learning, Passion, Resourcefulness, Service and Sportsmanship. As a proud NCAA D-II member, WSU fully supports the ideals and mission of the Division II Community.

1.3 WSU Department of Intercollegiate Athletics Goals

Establish and maintain a program that attracts and retains superior student-athletes who are developed by their coaches and Winona State University to achieve their maximum potential as people, leaders, students and athletes.

Establish and maintain a program characterized by diverse student-athletes all achieving academically, with graduation rates and GPAs equal or better than the undergraduate population; leading by example and position; and serving Winona State University and its surrounding community.

Establish and maintain a program that attracts exceptional coaches and administrators who model, teach, and instill the University’s core values in student-athletes and prepare them for life and leadership in a global society.

Establish and maintain a program known for its competitive excellence, first class facilities, exceptional sportsmanship and hospitality and NCAA tournament quality programs.

Establish and maintain a program that builds Winona State University’s reputation as a leading regional institution of teaching and learning, and attracts student and community support, sponsorship and philanthropic support.
I. Department Mission, Philosophy & Goals

Establish and maintain a program that embraces and integrates the NCAA Division II philosophy, vision, programs and opportunities to create an environment of demonstrated integrity, innovation and quality.

Establish and maintain a program that strives to emulate the Northern Sun Intercollegiate Conference (NSIC)/Wisconsin Intercollegiate Athletic Conference (WIAC) and NCAA Division II philosophy, mission and strategic positioning platform.
II. Department Administrative Control

2.1 Governing Authorities

Winona State University operates under and abides by all policies and procedures established by the Minnesota State College and University System (MnSCU). In accordance to this operational standard, the President of Winona State University reports directly to the MnSCU System Chancellor and Board of Trustees. MnSCU delegates the authority and responsibility for control and conduct of WSU's participation in intercollegiate athletics to the President of WSU, who in turn, delegates primary responsibility for overseeing and managing the intercollegiate athletics program to the Director of Athletics. However, MnSCU retains plenary jurisdiction over the University's intercollegiate athletics program.

2.2. Policy Implementation and Formulation

Departmental policy and program formulation is the responsibility of the Director of Athletics. As such, he is accountable to the President of WSU, as well as to MnSCU for recommending and implementing athletic policy. When formulating new policies or modifying existing policies, the Director of Athletics and President are receptive to and recognize the legitimate concerns of the students, faculty, staff, alumni, and friends of Winona State University.

To ensure that the University accomplishes the goals of the Department of Intercollegiate Athletics, the University President provides overall direction and general expectations to the Department. This guidance includes specification of the duties and responsibilities of the Director of Athletics, and requires the Director to do likewise for all Department Staff. The procedure for development and authorization of policies necessary for the successful operation of the Department include the following:

- Policies related to student-athlete academic and welfare standards of the athletics program, including, but not limited to, the granting of letters and awards, academic eligibility, satisfactory progress toward a degree, student-athlete support services, admission standards and class attendance are recommended and/or reviewed by the Associate Athletic Director for Student Development and Compliance, the Faculty Athletics Representative, and the Athletics Review Committee. They are then approved by the Director of Athletics and the President.

- Policies affecting the operation and administration of the Department, such as budgeting, fundraising, alumni relations and community relations are recommended by Administrative and Coaching Staff members. They are then approved by the Director of Athletics and the President.

- Policies affecting the overall mission of the athletics program (which include but are not limited to NCAA requirements, schedule planning and development, recruiting programs, etc.) are recommended and/or reviewed by Administrative and Coaching Staff members. They are then approved by the Director of Athletics.

With regard to policy implementation, all WSU student-athletes and Department Staff are subject to the rules and regulations found in the following publications when applicable:

- Winona State University Department of Intercollegiate Athletics Policy and Procedure Manual
- Winona State University Department of Intercollegiate Athletics Compliance Manual
- Winona State University Department of Intercollegiate Athletics Student-Athlete Handbook
- Winona State University Student Handbook and Catalog
- Winona State University Faculty Handbook
- The Minnesota State College and University Board Policies and System Procedures
- Northern Sun Intercollegiate Conference Constitutions and Bylaws
- Wisconsin Intercollegiate Athletic Conference Handbook
- National Collegiate Athletic Association Division II Manual
II. Department Administrative Control

National Collegiate Athletic Association Division III Manual

Other policies are contained in various manuals, statements, memoranda and letters issued by the members of the University’s faculty and administration or by the Director of Athletics. Student-athletes and Department Staff are expected to keep abreast of changes in policies or procedures and to meet or exceed Departmental program standards.

2.3 Faculty Oversight of Athletics

2.3.1 Faculty Athletics Representative

Preamble

It is the cardinal tenet of the Winona State University Intercollegiate Athletics Program that the intellectual development of the student-athlete; the health, safety, and welfare of the student-athlete; the attainment of a baccalaureate degree; and the holding firm to a principle of academic integrity are high priorities of both the Department of Intercollegiate Athletics and the University. In order to assist in the attainment of the aforementioned philosophical goals, it is appropriate and necessary that the faculty of the University be represented in the administration of the WSU Intercollegiate Athletics Program. The primary conduit for such faculty representation at WSU is through the University’s Faculty Athletics Representative (FAR).

The common bond that links Faculty Athletics Representatives across all NCAA member institutions is a commitment to academic integrity. Although it is expected that all Department Staff and student-athletes place the utmost importance on academic integrity, it is the primary responsibility of the FAR to ensure that these standards are promoted and observed.

Policy

The FAR shall be appointed by the University President for a three-year term. There shall be no limitation on the number of successive terms that may be served.

The FAR shall be a full-time faculty member or administrator outside of the Department of Intercollegiate Athletics. The FAR may not hold an administrative appointment in the University above the level of department chair.

The position requires a strong set of academic values, collegiality, accessibility and discretion. It entails some travel and represents a significant investment of one’s professional time and energy and is, therefore, most appropriately filled by a senior member of the faculty. There is always some periodic summer activity.

In order to access information and assistance related to the conduct of its mission, the WSU Faculty Senate shall, through the FAR, have access to any University records and documents which contain pertinent information relative to the recruiting, admission, academic performance and participation of all student-athletes and to the services of various offices and agencies of the University.
II. Department Administrative Control

Role of the Faculty Athletic Representative

The FAR plays a strategic role to ensure academic integrity, facilitate institutional control of intercollegiate athletics and enhance the student-athlete experience. The FAR works collaboratively with the Director of Athletics, the Senior Woman Administrator, and ultimately the University President to provide significant leadership in the governance of the intercollegiate athletics program. The FAR will be broadly aware of institutional, NSIC/WIAC and NCAA issues as they relate to compliance with rules and regulations, the promotion of a balance between academics, athletics and the social lives of student-athletes and the necessity to play a central role in communicating matters related to athletics to constituents and/or governance groups across the University. Faculty and other members of the institutional community should have an opportunity to learn about the work of the FAR and to channel relevant questions or concerns about the administration or direction of the intercollegiate athletics program through the FAR. As experience is gained in the role, the FAR can strive for leadership responsibilities within the Conference, the NCAA and the FAR Association. The University will provide appropriate resources to the FAR consistent with the responsibilities placed upon the position.

Typical Duties of the Faculty Athletic Representative

- Monitor and propose academic policies and procedures related to student-athletes
- Serve on the Athletics Review Committee as an ex officio voting member
- Monitor the work of the WSU Compliance Department in areas involving student-athletes and their academic eligibility and progress
- Receive comments from faculty regarding the WSU Intercollegiate Athletics Program
- Meet regularly with Department of Intercollegiate Athletics Administrators and periodically with the Student-Athlete Advisory Committee
- Possess a working knowledge of NCAA Division II rules, especially those in bylaws 13 (Recruiting), 14 (Eligibility) and 15 (Financial Aid)
- Administer the NCAA Coaching Certification Exam to all coaches each year
- Participate in student-athlete orientation activities
- Participate in student-athlete exit interviews
- Receive copies of reports of all secondary and major violations from the NCAA
- Receive copies of reports of all institutional investigations and have access to all infraction reports that are submitted to the NCAA
- Make spot checks of recruiting documentation, squad lists and eligibility lists
- Meet with the President, Director of Athletics and Senior Women's Administrator to formulate an institutional position on pertinent NSIC/WIAC and NCAA legislation
- Receive documentation for certifying the overall initial and continuing eligibility of student-athletes
- Serve as an advisor to the President and the Director of Athletics with regard to any and all matters related to intercollegiate athletics
- Perform other duties related to the many different aspects of the Intercollegiate Athletics Program at WSU
- Coordinate the nomination process for NSIC/WIAC and NCAA honors, awards and scholarships
- Establish a working relationship with administrative officers whose responsibilities are related to the WSU Intercollegiate Athletics Program
II. Department Administrative Control

- Undertake other responsibilities as assigned by the University President
- Promote, together with the Athletics Review Committee, a balance between academics, athletics and the social lives of student-athletes, thus affording them opportunities to enjoy the full range of collegiate experiences available to all students
- Participate in searches for Head Coaches and Department Staff
- Play a central role in developing a dialogue between the faculty, the University Administration and the Department
- Serve as the University President’s designee to represent the University and its faculty in the institution’s relationships with the NSIC/WIAC and NCAA. The FAR also serves as the University’s voting representative and liaison to the NSIC/WIAC and to the NCAA. In addition to attending NSIC/WIAC and NCAA meetings, the FAR should also represent the University at Faculty Athletics Representatives Association meetings.
- Play a role in the general oversight of NSIC/WIAC and NCAA compliance efforts, including rules education for student-athletes, coaches, staff and faculty
- Inform all WSU student-athletes about the FAR’s role as an independent source of counsel, assistance and information to student-athletes and coaches
- Assume an advisory role to the University President and Director of Athletics with respect to the academic preparation and performance of student-athletes
- Review the results of any NSIC/WIAC or NCAA audits of the Intercollegiate Athletics Program that may be conducted
- The FAR, together with all members of the Department Administration Team, should ensure that appropriate standards of student-athlete conduct (governing behavior both on and off campus) are clearly communicated and consistently enforced

2.3.2 Athletics Review Committee

The charge of the Athletics Review Committee includes the following:

- “To review reports produced by the Athletics Department related to NCAA and the University’s Division II Athletics Mission Statement”
- “To provide a forum for issues and questions both from other teaching faculty to the Athletic Department and issues and questions that the faculty in the Athletic Department have with other teaching faculty’s relationship to athletics”

The FAR shall be a voting ex officio member of the committee, which also shall include three other faculty members, preferably from separate colleges.
II. Department Administrative Control

2.4 Summary of Individual Departmental Responsibilities

**Director of Athletics**

As designated by the University President, the Director of Athletics shall oversee all aspects related to the conduct and governance of the Intercollegiate Athletics Program at WSU. The Director of Athletics shall directly, or indirectly, supervise all Head Coaches and Department Staff. The Director of Athletics shall ensure that the Intercollegiate Athletics Program complies with all applicable rules and regulations and operates in an efficient manner with a special emphasis placed on integrity and excellence in all endeavors.

Currently: Eric Schoh

**Senior Woman Administrator**

The Senior Woman Administrator (SWA) is the highest ranking female administrator within the Department of Intercollegiate Athletics. The SWA shall take active involvement in the management of the Department and will possess program-wide administrative responsibilities, including decision-making at the institutional, conference and national levels. The SWA is a designation, not a job title or an employment description.

Currently: Jennifer Flowers

**Associate Athletic Director- Internal Operations**

The Associate Athletic Director for Internal Operations shall assist the Director of Athletics in the overall administration of the WSU athletic program. The Associate AD for Internal Operations shall report directly to the Director of Athletics; shall oversee many of the day-to-day operations of the Department; and also shall oversee WSU’s 10 athletic programs for women. The Associate AD for Internal Operations also shall serve as the Chief Compliance Officer for the University, in regards to NSIC/WIAC and NCAA rules and regulations.

Currently: Jennifer Flowers

**Associate Athletic Director- Student Development & Compliance**

The Associate Athletic Director for Student Development & Compliance shall oversee the Student-Athlete Services Department and, thereby, the provision of academic support services to student-athletes including advising, counseling, tutoring, leadership development, eligibility monitoring and holistic development of student-athletes. The Associate Athletic Director for Student Development & Compliance also shall assist in all NSIC/WIAC and NCAA Compliance operations. The Associate Athletic Director for Student Development & Compliance shall report directly to the Director of Athletics.

Currently: Michael Turgeon
II. Department Administrative Control

**Assistant Athletic Director- Development**

The Assistant Athletic Director for Development’s primary purpose shall be to work in the area of development, marketing and promotions of the Department of Intercollegiate Athletics. The Assistant AD for Development’s principal responsibilities shall be to solicit and cultivate donors and prospects, participate in athletic events and manage game day operations. The Assistant AD for Development shall work with the various media forms (radio, TV, print, etc.) to market and promote the athletic teams, solicit corporate sponsorship programs, assist with the merchandising and licensing of athletic items and work with athletic event ticket sales.

Currently: Jill Bratberg

**Assistant Athletic Director- Events**

The duties of the Assistant Athletic Director for Events shall include, but are not limited to, the scheduling, organization and supervision of all home athletic events for all 15 sports with a focus on the improvement of the overall game environment. The Assistant Athletic Director for Events also shall coordinate all facility obligations and requests related to events conducted by the Department, the University and the Greater Winona Community. It shall be essential for the Assistant AD for Events to work with student-athletes on a daily basis to enhance their experiences on campus and in the community.

Currently: Chris Kautza

**Sports Information Director**

The Sports Information Director shall serve as the window into the Winona State University athletic programs for the general public through various means, including website management, writing press releases, developing game day materials and creating feature stories. The Sports Information Director shall report directly to the Director of Athletics.

Currently: Grant Wall

**Head Athletic Trainer**

The Head Athletic Trainer shall direct, supervise and provide the delivery of health care services to all student-athletes who participate in intercollegiate athletics at WSU. Coverage shall be provided for the athletic training room, practices and home/away events and competitions. The Head Athletic Trainer also shall act as a preceptor for students enrolled in the Athletic Training Education Program (ATEP) as assigned by athletic training faculty. The Head Athletic Trainer shall supervise all Assistant Athletic Trainers and Student Trainers. The Head Athletic Trainer shall report directly to the Director of Athletics.

Currently: Stacey Czaplewski
II. Department Administrative Control

**Head Coach**

The Head Coach shall recruit, train and provide guidance to the members of her/his specific team in a manner which promotes the academic, athletic and social success of student-athletes and is consistent with the mission and goals of the Winona State University Department of Intercollegiate Athletics. The Head Coach shall report directly to the Director of Athletics or Associate Athletic Director for Internal Operations; shall supervise any Assistant Coaches and Graduate Assistants assigned to her/his program; and also shall work collaboratively with other Department Staff.

**Assistant Coach**

The Assistant Coach shall recruit, train and provide guidance to members of her/his specific sport in a manner which promotes the academic, athletic and social success of student-athletes and is consistent with the mission and goals of the Winona State University Department of Intercollegiate Athletics. The Assistant Coach shall report directly to the Head Coach and works collaboratively with other Department Staff.

**Graduate Assistant**

The Graduate Assistant shall recruit, train and provide guidance to members of her/his specific sport in a manner which promotes the academic, athletic and social success of student-athletes and is consistent with the mission and goals of the Winona State University Department of Intercollegiate Athletics. The Graduate Assistant shall work part-time (20 hours/week); shall report directly to the Head Coach; and shall work collaboratively with other Department Staff.

**Assistant Athletic Trainer**

The Assistant Athletic Trainer shall provide athletic training services for the intercollegiate athletic program, including coverage of the athletic training room, practices and home/away events and competitions. The Assistant Athletic Trainer also shall act as an Approved Clinical Instructor (ACI) for students enrolled in the Athletic Training Educational Program (ATEP) as assigned by the athletic training faculty. The Assistant Athletic Trainer shall report directly to the Head Athletic Trainer.

**Athletic Academic Advisor**

The Athletic Academic Advisor shall provide academic support, through academic advising and program implementation, to WSU student-athletes. The Academic Advisor also shall be responsible for providing intrusive academic advising to assigned student-athletes and may serve as the liaison between the Department and other WSU departments. The Athletic Academic Adviser shall report directly to the Associate Athletic Director for Student Development and Compliance.
II. Department Administrative Control

2.5 Departmental Organizational Charts

Winona State Athletics
Organizational Chart
August 2013
II. Department Administrative Control

HEAD COACHES

Men’s Programs

GOLF
Brian Paulson
Adjunct

SB
Greg Jones
.958 ATHLETICS/.042 PESS

BB
Scott Ballard
.917 ATHLETICS/.083 PESS

ASST SB
Chad Tuescher
.458 ATH/.458 SAS/.083 PESS

GA SB
Courtney Dunker

ASST BB
Ana Wurtz
.833 ATHLETICS/.167 PESS

GA BB
Jamie Majerowicz

VB
Dave Simon
.75

ATHLETICS/.25 PE

GA VB
Lea Hartigan

ASST VB
Selene Teitelbaum
.583 ATH/.334 SAS/.083 PESS

SOC
Ali Omar

GA SOC
Reegan Lloyd

ASST SOC
Bryan Ufheil
.49 ATHLETICS/.51 ADMIS

T&F
Mason Rebarchek
1.0 FTE

ASST T&F
Evan Perkins
.667 SAS/.333 ATHLETICS

ASST T&F
Mike Turgeon
1.0 FTE

TEN
Heather Pierce
Adjunct

GYM
Beckie Rolbiecki
1.0 FTE

CC
Brett Ayers
Adjunct

BA
Kyle Poock
.75

ATHLETICS/.25 HER

ASST BA
Patrick Reilly
.49 ATHLETICS/.51 ADMIS

GA BA
Charlie Dubanoski

BB
Mike Leaf
.875

ATHLETICS/.125 PESS

ASST BB
Tom Brown
.667 ATHLETICS/.333 PESS

ASST BB
Chris Gove
.50 ATHLETICS/.50 PESS

FB
Tom Sawyer
.875

ATHLETICS/.125 PESS

ASST FB
Brian Curtin
.667 ATHLETICS/.333 PESS

ASST FB
David Braun
.667

ATHLETICS/.333 PE

ASST FB
Zac Barton
.75 ATHLETICS/.25 PESS

ASST FB
Tony Spencer
1.0 FTE

ASST FB
Cameron Keller
.667 ATHLETICS/.333 PESS

GA FB
Keely Flood

GA FB
Nate Justice

Winona State Athletics
Coaching Staff Org Chart
August 2013
II. Department Administrative Control
III. General Departmental Policies and Procedures

3.1 Staff Conduct & Ethical Standards

Winona State University has established a tradition of integrity and ethical conduct within all operational and cultural aspects. In accordance with this tradition, all employees associated with the Intercollegiate Athletics Program are expected to represent the University in an honorable manner at all times.

3.1.1 Applicable Standards and Regulations

Standards of ethical conduct for Department Staff are established and enforced by the Department of Intercollegiate Athletics, the University, MnSCU, the NSIC/WIAC and the NCAA. All Department Staff members are:

- Subject to such rules and regulations, which serve as conditions of employment at WSU (e.g. the published policies and procedures of Winona State University; of MnSCU; of the Minnesota Management and Budget Office; Union Contracts as applicable, etc.).

- Subject to the rules and regulations of the NSIC/WIAC and NCAA which govern ethical conduct, use of banned substances, gambling activities and other forms of misconduct, as outlined by the NSIC/WIAC and the NCAA.

- Expected to comply with the general ethical guidelines set forth in the WSU Department of Intercollegiate Athletics Policy & Procedure Manual and any additional Departmental, University, or System publications addressing staff conduct.

3.1.2 General Departmental Expectations

It is the policy of the Department of Intercollegiate Athletics to conduct business in an ethical manner and to ensure compliance with all rules and regulations applicable to the Department and the University.

To achieve this goal, all Department Staff members should have a practical, working knowledge of the rules and regulations within their area(s) of responsibility. Any Department Staff member who has knowledge of a violation should report it to the Director of Athletics, the Associate Athletic Director for Internal Operations, the Associate Athletic Director for Student Development and Compliance and/or the Faculty Athletic Representative.

Department Staff members are expected to exercise care in the use of the personnel, capital equipment and supplies and funds entrusted to them. Department Staff members are prohibited from using Departmental time, facilities or property for reasons other than officially approved University business. Goods and services provided by Department Staff members must be consistent with all applicable NSIC/WIAC and NCAA rules and regulations, and accepted University practices.

Department Staff members may not accept gifts, payments, entertainment, privileges or other favors that might influence future decisions made by the Department or that are provided solely on the basis of the individual’s status as a Department Staff member. All gifts and payments received or disbursements made on behalf of the Department must be fully and accurately reflected in Departmental records.

Furthermore, Department Staff members are to conduct their personal business affairs in a manner that is not unbecoming to themselves, the Department or the University.
III. General Department Policies & Procedures

3.1.3 Personal Conduct & Responsibility
Department Staff members are expected to establish and maintain a standard of behavior, which brings credit to themselves and to the Department. The following guidelines for personal conduct, while not all inclusive, have been established for all Department Staff members:

- Act with judgment, discretion and integrity at all times;
- Represent the Department and the University with dedication, enthusiasm and loyalty;
- Treat all persons with courtesy, friendliness and respect for their personal dignity;
- Never discriminate against any individual for reason of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity or gender expression;
- Dress appropriately in the office and on the field of play; and
- Maintain scheduled office hours throughout the academic year, including off-season periods and student vacation breaks.

3.1.4 Alignment with Departmental and University Philosophy & Standards
Department Staff members have a direct and vital impact on the behavior, personal development and quality of life of all University students, not just student-athletes. Accordingly, Department Staff members should conduct themselves in a manner consistent with the University's philosophy and be unwilling to compromise themselves, the Department or the University. The primary efforts of Department Staff members should be focused on meeting the stated Departmental goals and attending to the interests and well-being of all University students.

Although specific responsibilities are described in individual job descriptions, general responsibilities are as follows:

Academics

The primary objective of the Intercollegiate Athletics Program is to help each student-athlete complete a degree within 5 years. Every effort is made by the Department and the University to offer a program that will achieve this objective and operates in alignment with pertinent Departmental, University, NSIC/WIAC and NCAA rules and regulations. Recognizing the importance of the educational experience, Department Staff members are expected to contribute to the academic development of all University students.

Athletics

When developing training and coaching guidelines for the Intercollegiate Athletics Program, the overall well-being of the student-athlete is of utmost concern to the Department and the University. Rules for individual sports are established by coaches within the parameters set by the Department, the University, the NSIC/WIAC and the NCAA. A coach is encouraged to formulate rules for the training of her/his team that are feasible; that are based on the professional experience and judgment of coaches and any allocated Athletic Training or Strength and Conditioning Personnel; and that are tailored with the student-athlete’s individual situation in mind.
III. General Department Policies & Procedures

Recruiting

Department Staff members are to adhere to established recruiting guidelines and are not permitted to recruit prospective student-athletes under false or misleading pretenses or by offering inducements that are violations of any governing authority's regulations.

Student-Athlete Welfare

Department Staff members should consistently monitor and evaluate the well-being of all student-athletes. Regarding any issues related to student-athlete welfare, Department Staff members are encouraged to refer student-athletes to support services provided through the Department and through WSU's Student Life and Development Office. Not only is it the responsibility of each Department Staff member to maintain consistent and fair treatment of all student-athletes, but it also is expected that Department Staff members consistently maintain this level of treatment when interacting with all University students and personnel. As part of the annual performance evaluation, Department Staff members will be expected to demonstrate how the physical, emotional and social welfare of student-athletes is being taken into account in her/his daily work.

Sportsmanship

All Department Staff members are to serve as positive role models by demonstrating sportsmanlike conduct. The criticism of sports officials, before, during or after competition, is to be considered completely unethical and unacceptable. Established channels of communication and procedure for protesting an official's ruling are to be followed by all Department Staff.

Additionally, Department Staff members are expected to formally instruct student-athletes regarding positive approaches to sportsmanlike conduct. The Director of Athletics shall ensure that all Department Staff members encourage sportsmanlike conduct through direct discussion of appropriate sportsmanship techniques and professional conduct with student-athletes.

3.1.6 Interpretations Process

When faced with a question or concern regarding NSIC/WIAC or NCAA rules and regulations, the following process should be followed:

- Step 1: Utilize the NCAA Manual. If the information in the Manual does not clearly answer your question move on to step 2.
- Step 2: Utilize the NCAA.org Website. If the information on the Website does not clearly answer your question move on to step 3.
- Step 3: Contact the Associate AD for Internal Operations or the Associate AD for Compliance and Student Development. The Compliance Office shall assist Department Staff members with any questions or concerns related to interpretations of NSIC/WIAC or NCAA Division II bylaws. Consequently, all Department Staff members should not hesitate to submit, in writing, any questions or concerns directly to the Compliance Office. If no administrator from the Compliance Office is available, move on to Step 4.
- Step 4: Contact one of the following people:
  - Faculty Athletics Representative
  - Director of Intercollegiate Athletics
III. General Department Policies & Procedures

Reporting & Investigation of Potential Violations

All Department Staff members are to uphold the principle of institutional control of, and responsibility for, all intercollegiate sports in conformity with applicable rules and regulations. Violations of University, NSIC/WIAC or NCAA rules and regulations can result in sanctions against individuals, as well as the University. Therefore, every effort must be made to ensure that all student-athletes and Department Staff adhere to all pertinent rules and regulations.

It is the duty of every University student or employee to immediately report any alleged or suspected violations of NSIC/WIAC or NCAA rules to the Compliance Office. If Compliance Office Administrators are not available, violations should be reported to the Faculty Athletics Representative or to the Director of Intercollegiate Athletics.

By definition, a secondary violation is one that provides only a limited recruiting or competitive advantage and is isolated or inadvertent in nature. Most secondary violation cases are self-reported. When information is developed concerning a potential secondary violation, the Compliance Office will investigate the suspected violation and confer with the Director of Athletics to determine if a violation did in fact occur, and if so, to what extent. A letter of self-report, containing the relevant information as compiled by the Compliance Office, will then be forwarded to the NSIC/WIAC office. The report should include the following information:

- The date and location of the violation;
- A description of the violation, including citation of any applicable rules;
- The identity of the Department Staff members, prospective and enrolled student-athletes, and other individuals involved in the violation;
- The reason(s) the violation occurred;
- The means by which the institution became aware of the violation;
- A list of corrective and disciplinary actions taken by the institution and conference (if any);
- The institution’s position regarding the information; note that if an institution disagrees that the facts result in a violation, the stipulated facts would first be referred to the NCAA legislative services staff for a determination of the application of NCAA legislation; and
- Any other information that should be considered in reviewing the case, which will be forwarded to the NCAA office. Copies of the letter of self-report also will be sent to the Head Coach of the involved sport, the Director of Athletics, the University President and the NSIC/WIAC Commissioner.

If the University does not agree with the findings of the NCAA concerning the alleged violation, the institution, per NCAA Division II Bylaw 19.7.1, does have an opportunity to appeal the decision to the full Committee of Infractions. This appeal may occur through written correspondence or through an appearance before the committee.

In the case of a major violation, outside legal counsel may be secured. The investigation will be conducted by individuals who are not employed by the Department of Intercollegiate Athletics. The findings of the investigation will be reported directly to the University President’s Office, which will forward the results to the Compliance Office. When determining appropriate corrective and disciplinary actions, the Compliance Office will utilize resources available through the NSIC/WIAC. A letter of self-report will then be submitted to the NCAA through the NSIC/WIAC office.
III. General Department Policies & Procedures

3.2 Staff Meetings

The Department of Intercollegiate Athletics recognizes the value of maintaining open communication channels among its staff members. To establish and maintain such an environment and increase the effectiveness of overall Departmental administration, Staff meetings are conducted on a regular basis. Other Departmental meetings involving specific personnel groups (e.g. coaches, administrative teams, etc.) also are scheduled periodically.

In addition to formal Staff meetings, Departmental and University memoranda and/or email may be employed to disseminate information of importance to Department Staff.

3.2.1 Administrative Staff Meetings

The primary purpose of Administrative Staff meetings is to plan Departmental objectives, address concerns related to the operation of the overall Department, review immediate activities and preview upcoming events. In addition to the formal agenda, issues of major concern may be presented for inclusion on the agenda to the Director of Athletics prior to the meeting or may be addressed during the open discussion period of the meeting.

3.2.2 Coaching Staff Meetings

Coaching Staff meetings are scheduled, as required, and may include all coaches or only Head Coaches. These meetings enable the Director of Athletics to address topics of concern related to Departmental or University policies and procedures, compliance issues, rules education and matters regarding student-athletes. The Director of Athletics routinely conducts these meetings, but may designate another administrator to conduct a given meeting.

Additional Department Staff members may be invited by the Director of Athletics or the Head Coaches to attend meetings that address specific subjects related to their areas of responsibility.

3.3 Special Event Attendance

Throughout the year, special events and functions are scheduled to increase public awareness of the Intercollegiate Athletics Program. Individuals specifically responsible for the operation of these functions are required to be in attendance as a part of their administrative responsibilities. Additionally, Department Staff members are encouraged to attend as many sponsored events and functions as possible to demonstrate support for the overall Intercollegiate Athletics Program.

When invitations are required for admittance to events or functions, they are distributed directly by the Director of Athletics. Department Staff members are asked to assist the Director of Athletics in ensuring that each guest list is complete and includes all Department Staff members who should be in attendance. To ensure efficient notification, Department Staff members are responsible for submitting guest invitation lists in writing prior to each scheduled event.

3.4 WSU Student-Athlete Code of Conduct

WSU student-athletes are expected to adhere to all rules and regulations outlined in the WSU Student-Athlete Handbook. Upon notification of any violations of the Student-Athlete Code of Conduct, the Director of Athletics shall address the matter in a manner commensurate with the nature of the violation.

3.4.1 Alcohol and Street Drug Policy

The goal of the Department of Intercollegiate Athletics’ Alcohol and Street Drug (ASD) policy is to ensure that all student-athletes practice and compete to the best of their ability free of the influence of drugs. Five objectives accompany this goal:
III. General Department Policies & Procedures

- Contribute to the education of the student-athlete regarding the abuse of ASD by participating in and encouraging student-athlete participation in campus-wide substance abuse prevention programs
- Aid student-athletes in finding medical assistance and counseling for ASD Policy-related issues
- Facilitate compliance with NCAA regulations concerning substance abuse
- Protect the health and safety of all student-athletes
- Prevent those who abuse illicit or illegal chemicals from securing a competitive advantage

Any use of a substance belonging to a class of drugs currently banned by the NCAA may be cause for loss of eligibility. For further information regarding chemical substances or other medical questions, contact the Athletic Training Office.

Violations

If a student-athlete is discovered to be consuming over-the-counter and/or prescription drugs, alcohol, mind altering and/or performance enhancing substances in an illegal or illicit manner, defined as action which violates University, municipal, state, or federal laws and regulations, the student-athlete’s status on the team may be jeopardized. In effect, if the student-athlete receives a citation related to illegal or illicit possession or use of drugs, alcohol or other illegal substances and is convicted or admits culpability (whether through a plea of guilty or no contest), then the ASD Policy Violation Response Process, as detailed below, will be set in motion. Specific citations that may constitute a violation of the ASD Policy include, but are not limited to, the following: underage drinking, open containers of alcohol, providing alcohol to minors, illegal possession of drugs and driving or operating a motor vehicle under the influence of drugs and/or alcohol.

The ASD Policy is in effect during the entire calendar year, and also is published in the WSU Student-Athlete Handbook. As such, in terms of possible sanctions or penalties, there is no difference between an in-season and an out-of-season violation. Also, violations of the policy may accrue during the entire academic and athletic career of the student-athlete at Winona State University. However, in cases involving alcohol, the slate will be wiped clean if the student-athlete adheres to all WSU Department of Intercollegiate Athletics guidelines, and does not have another alcohol violation within one year of the first incident. This also is dependent upon the seriousness/nature of the infractions against the ASD policy, and the Director of Athletics may still apply more stringent measures at his discretion.

ASD Policy Violation Response Process

The following protocol for responding to the student-athlete with a possible substance abuse problem, as evidenced by documented violation(s) of the Department’s ASD Policy, is employed to ensure that consistency and fairness are present in each and every situation. The primary principle, which underlies this approach, is that any student-athlete with a substance abuse problem needs to receive appropriate treatment and counseling. Consequently, the sanctions imposed on the student-athlete in regard to participation in athletic competition should be consistent with the goals of the individualized counseling program. This protocol recognizes that the overall health and wellness of the student-athlete in question is of paramount concern and, therefore, this process attempts to address and balance treatment and sanctions.

- First Violation
  - The student-athlete shall arrange a conference with the Director of Athletics and/or Head Coach to discuss the violation.
III. General Department Policies & Procedures

- The student-athlete shall attend mandatory counseling or education sessions on campus. The student-athlete shall work in conjunction with appropriate University conduct officials and health care professionals to determine the duration of the counseling plan. Attendance is mandatory and unsatisfactory attendance shall be considered a breach of contract by the student-athlete. Such a breach may result in suspension from participation, loss of athletically related financial aid and/or immediate dismissal from the Intercollegiate Athletics Program as determined by the Director of Athletics.

- After the first violation, the student-athlete will be subject to drug tests ordered and administered by the Department, as the standard of reasonable suspicion will have been established. These tests may be arranged at random and shall be conducted within the guidelines established by the Athletic Training Office. Thus, it will not violate any personal or civil liberties held by the student-athlete. A positive drug test for any of the NCAA banned drugs found in Bylaw 31 of the NCAA Manual will result in another violation of the ASD Policy and will bring about the appropriate sanctions. The student-athlete shall be responsible for any costs encumbered as a result of these tests.

- Depending on the severity of the violation, the Director of Athletics, at his sole discretion, may reduce or cancel any and all athletically related financial aid. Also, the Director of Athletics, again at his sole discretion, may suspend or dismiss a student-athlete from the Intercollegiate Athletics Program should he feel such a penalty is warranted.

- Team rules may be more stringent than the ASD policy. Accordingly, the Head Coach may enforce additional sanctions at her/his discretion.

- **Second Violation**

  - A second violation shall result in a minimum suspension of 10% of the playing season. This suspension refers specifically to competition and may include practice at the discretion of the Director of Athletics. If the violation in question occurs out-of-season, the suspension will begin during the next season of competition. Due to concerns regarding student-athlete welfare, the Head Coach may elect to begin the suspension after conditioning activities have been completed.

  - The student-athlete shall again attend mandatory counseling or education sessions on campus. The student-athlete shall work in conjunction with appropriate University conduct officials and health care professionals to determine the duration of the counseling plan. Additionally, the student-athlete must arrange for a third party evaluation to determine the nature and severity of the dependency. The third party must be an official drug and alcohol treatment center or clinic with no direct ties to Winona State University. All expenses encumbered while securing the third party evaluation will be the sole responsibility of the student-athlete. The student-athlete is required to follow the treatment recommendations outlined by the third party treatment center or clinic.

  - The student-athlete will continue to be subject to the Department’s drug testing protocol.

  - There will be a second conference between the student-athlete, the applicable Head Coach and the Director of Athletics. Subsequent to the meeting, and based upon the severity of the violation, the Director of Athletics, at his sole discretion, may increase the time of the suspension; reduce or cancel any and all athletic financial aid; and/or dismiss the student-athlete from the Intercollegiate Athletics Program.
III. General Department Policies & Procedures

- Team rules may be more stringent than the ASD policy. Accordingly, the Head Coach may enforce additional sanctions at her/his discretion.

- **Third Violation**

  - A third violation shall result in removal from competition for at least one playing season. The Director of Athletics, at his discretion, may choose to dismiss the student-athlete from the Intercollegiate Athletics Program in lieu of this suspension. The student-athlete may seek reinstatement. If the student-athlete decides to seek reinstatement, he/she may write a formal statement detailing the reasons why he/she believes reinstatement is warranted. This formal document may include the reasons and circumstances surrounding the violations and the means by which the student-athlete is seeking to address the obvious pattern of drug and/or alcohol abuse. The request for reinstatement must be filed within two weeks of the student-athlete’s suspension or dismissal from the Intercollegiate Athletics Program. A panel consisting of the University Conduct Officer, the Faculty Athletic Representative, and another administrator appointed by the Director of Athletics shall hear the request for reinstatement, and the panel’s decision, determined by majority vote, shall be binding and final. The panel shall submit its decision within three business days of the hearing. It is important to note that this reinstatement process differs from the appeal process in that the appeal process only governs challenges to a specific violation or drug test submitted by the student-athlete. A discussion on the specifics of the appeal process is forthcoming.

  - In addition to any sanctions related to eligibility for practice and competition, the student-athlete shall forfeit all athletically related financial aid that has been or will be awarded.

3.4.2 Banned Substance Policy

Procedures

- Consent

Each student-athlete shall sign the NCAA Drug Testing Consent Form signifying he/she is aware he/she may be drug tested at NCAA championships.

- **Individualized Testing Based Upon Reasonable Suspicion**

The WSU Department of Intercollegiate Athletics reserves the right to conduct drug testing of any student-athlete if a Department Staff member provides evidence that demonstrates reasonable suspicion that a particular student-athlete is using or has used any substances in violation of the Department’s ASD Policy or the NCAA Banned Drugs Policy. A positive test result shall be considered a violation and may subject the violator to the consequences discussed below. “Reasonable suspicion” is defined as submission of a written statement from a Department Staff member which includes specific and articulable facts that allow the Director of Athletics to realistically infer that a student-athlete has violated WSU or NCAA policy related to banned substances. Consequently, any actions employed by the Director of Athletics shall be executed in “good faith” on the grounds that the information supplied was accurate.

- **First Violation**

  - Automatic one-year suspension, commencing upon notification of a positive test, with no participation in practice during the period of suspension as per NCAA rules;

  - Loss of athletically related financial aid; and
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- Mandatory re-testing in 7 and 10 months, with laboratory fees to be paid by the individual student-athlete

  ➢ Second Violation

  - Permanent dismissal from the Intercollegiate Athletics Program at Winona State University

The Winona State University Department of Intercollegiate Athletics strictly adheres to the NCAA policies banning the use of performance enhancing drugs.

Appeals

- The student-athlete shall have three business days after notification of a positive test to request, in writing, that the Director of Athletics arrange for an appeal hearing related to the positive test. If a student-athlete is away from the University at the time of notification, the student-athlete shall then have three business days after returning to the University to file an appeal.

- A hearing shall be held within three business days of receipt of the written request. An appeal should be based on a claim of a procedural violation, a false positive test or extenuating circumstances.

- The Appeals Committee shall consist of the University Conduct Officer, the Faculty Athletic Representative and the Head Athletic Trainer.

- The Committee shall submit its final and binding decision, as determined by majority vote, to the Director of Athletics within three business days of the hearing.

3.4.3 Other Code of Conduct Violations

Minor Violations

Violations of the Student-Athlete Code of Conduct that do not primarily involve drugs or alcohol and are deemed to be minor in nature by the Director of Athletics will be addressed in the following manner:

- The Director of Athletics will work in conjunction with the appropriate Head Coach to determine whether or not the violation is minor in nature.

- The student-athlete in question then shall meet with the Head Coach, and the Director of Athletics if deemed necessary, to discuss the violation and any sanctions or remediation plans, which shall be established as a result of the violation.

- Sanctions handed down by the Director of Athletics may include suspension from practice or competition and/or reduction or cancellation of athletically related financial aid.

- Additionally, the Head Coach may enforce additional sanctions at her/his discretion.

- Appeals of sanctions or remediation plans imposed by either the Head Coach or the Director of Athletics may be made directly and in writing to the Director of Athletics. The Director of Athletics will review any information related to the violation and will issue a final and binding decision within three business days of the request.

Major Violations

Repeated minor violations or a single violation deemed to be “major” in the opinion of the Director of Athletics will be addressed as follows:
III. General Department Policies & Procedures

- The Director of Athletics will work in conjunction with the appropriate Head Coach to determine whether or not a major violation has occurred.
- The student-athlete in question will then meet with the Head Coach and the Director of Athletics to discuss the violation and any sanctions or remediation plans, which shall be established as a result of the violation.
- Sanctions handed down by the Director of Athletics may include suspension from practice or competition, reduction or cancellation of athletically related financial aid and/or dismissal from the Intercollegiate Athletics Program.
- Additionally, the Head Coach may enforce additional sanctions at her/his discretion.
- Appeals of sanctions or remediation plans imposed by either the Head Coach or Director of Athletics may be made directly and in writing to the Director of Athletics. The appeal must be filed within two weeks of the student-athlete’s suspension or dismissal from the Intercollegiate Athletics Program. A panel consisting of the University Conduct Officer, the Faculty Athletic Representative, and another administrator appointed by the Director of Athletics shall hear the appeal and the panel’s decision, as determined by majority vote, shall be binding and final. The panel shall submit its decision within three business days of the hearing.

Harassment and Hazing Policy

Harassment, of a physical or nonphysical nature, of another individual or group by a WSU student-athlete will not be tolerated. An incident where harassment has occurred shall be considered to be a major violation and appropriate sanctions and remediation plans shall be established as a direct consequence of the incident.

Hazing, defined as any act committed against someone joining or becoming a member or maintaining membership in any organization that is humiliating, intimidating or demeaning or endangers the health and safety of the person, by a WSU student-athlete will not be tolerated. A hazing incident shall be considered to be a major violation and appropriate sanctions and remediation plans shall be established as a direct consequence of the incident.

WSU Student-Athlete Handbook

Additional information regarding Departmental expectations of WSU student-athletes can be found in the WSU Student-Athlete Handbook.
III. General Department Policies & Procedures
IV. Internal Policies & Procedures

4.1 Administrative Operations

All administrative operations will be coordinated out of the Athletic Office with the approval of the Director of Athletics. Internal operations of the department will be handled primarily by the Associate AD for Internal Operations. The Assistant AD for Events, the Assistant AD for Development and the Sports Information Director will be primarily responsible for external operations.

4.1.1 Budgets

Formulation

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

Budget priorities for the Department of Intercollegiate Athletics are established each year by the Director of Athletics, who sets overall Departmental goals (e.g., salary improvements, enhancement of student support services, operations, etc.). The allocation of funds is ultimately based on the justification of programs using the following criteria:

- The objectives of the Intercollegiate Athletics Program, as defined in its mission statement, philosophy and goals;
- The short and long-term goals for Departmental operations as described in the Department's Strategic Plan;
- The activities and programs needed to achieve these goals, which include capital equipment improvements; and
- An analysis of factors and situations which may affect planned activities (e.g., competition schedules, M&R costs, program expansion, etc.).

The Director of Athletics coordinates budget formulation activities for the Department of Athletics in conjunction with the Associate AD for Internal Operations. The budget is prepared through participatory budgeting (i.e., a method by which all levels of management responsible for individual cost center performance are involved). Historical cost center budget information, as adjusted for anticipated changes in activity levels, is utilized to determine line item projections.

Budget Planning Cycle

The Departmental budget planning cycle begins in January of each year, with the overall University budget finalized by July 31st. The department's budget is presented to the Budget Manager and Vice President for Administration and Finance for final review and approval.

Staff members with cost center responsibilities (e.g., Head Coaches, Program Directors and Department Heads) receive a budget request from the Director of Athletics and are asked to project the actual cost of the operations necessary to perform the required function in their sport or administrative area. Priority is given to team travel, recruiting, equipment, and other required operating expenses. Capital needs are funded according to projected reserves only after other needs are addressed.
Preliminary budget requests, including support documentation detailing travel, equipment, and capital expenses, are submitted by required deadlines to the Director of Athletics for review. The Director of Athletics and Associate AD for Internal Operations combine individual budget requests into a total Department of Athletics proposed balanced budget. The Director of Athletics reviews the proposed budget and makes necessary adjustments as dictated by departmental needs, ensuring compliance with University guidelines.

**Revenue Estimates**

Revenue projections are developed annually by the Director of Athletics and are used as the basis for overall budget preparation.

The Director of Athletics prepares the revenue portion of the Department's formulated budget based on actual data (e.g., contract amounts) and historical data, figuring variances due to competition scheduling, etc. Staff members are asked to submit anticipated income projections from sources other than ticket sales that will benefit their activity (e.g., fundraising, hosting events). In the event that actual income falls short of budget projections, budget revisions will be made.

**Budget Approval**

With the approval of the Director of Athletics, the final Department budget is submitted to the University’s Budget Manager and the Vice President for Administration and Finance. The completed University budget is then submitted to the University President for final review. Following final approval, Staff members with budgetary responsibilities within the Department will receive copies of their cost center approved budget.

**Budget: Accountability, Control and Revision**

Pursuant to the policies of the MnSCU System, the University President is ultimately responsible for the administration of athletic funds. However, the Director of Athletics has the authority to review and approve all departmental expenditures, and is accountable for the same.

**Accountability**

The University requires that approved budgets not be exceeded. Therefore, it is imperative that Staff members with cost center responsibility (e.g., Head Coaches, Program Directors and Department Heads) operate within their budget guidelines. Staff members are held accountable for violations of this policy.

Head Coaches, Program Directors and Department Heads are held accountable for the depletion of budget accounts, substantiating unbudgeted expenditures, and/or justifying the use of private funds to cover budget overruns. However, the Director of Athletics is solely responsible for the approval of unbudgeted expenditures.

**Budgetary Control**

The oversight and approval of funds expenditures is a central component of the Department's budgetary control system. Prior to committing the Department to a financial obligation, a Staff member must have the request approved. If prior approval is not obtained, the individual Staff member may be held personally responsible for the resulting charges.

The Director of Athletics and Associate AD for Internal Operations review all purchase orders and purchase requisitions and analyzes expenditure levels to ensure that budget allocations are not exceeded.
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It is recognized that there are areas within most cost center budgets where staff members have little or no control; however, in the areas that can be controlled, expenditures should be carefully monitored.

Once a purchase request is approved, it is processed by the Associate AD for Internal Operations according to the established administrative and financial procedures.

Monthly Budget Reports

The monthly budget report is a tool, which has been developed to assist managerial staff with the efficient fiscal administration of their budget accounts. Monthly budget reports reflecting a comparison of budget to actual expenditures, is prepared by the Associate AD for Internal Operations. These reports will include known encumbrances.

Copies of the reports are distributed to Department Staff members who are held accountable for cost center control. The Associate AD for Internal Operations is available to personally review these reports with all Staff members.

Budget Revisions

Requests for major revisions to the Department's approved budget must be submitted with written justification to the Director of Athletics, who ensures that such revisions are in compliance with University guidelines. The request is then submitted to the Vice President for Administration and Finance for approval. Extreme caution must be taken to ensure that the budget's bottom line continues to remain in balance.

4.1.2 Receivables

Receipt, Custody and Deposit of University Funds

It is a University requirement that all Department employees read and understand the Finance and Administration Policies and Procedures for the University. Those policies outline the basic procedures in regard to financial control and accountability, and takes precedent over any of the information listed below, which provides a broader description of department policies.

A true and full accounting of state funds collected is recorded and maintained by the Associate AD for Internal Operations. Accountability for funds received begins from the point of collection and continues until deposited with the WSU Business Office. In that regard, it is important to understand that the records kept by the Athletic Office are for internal tracking purposes, and all official records are posted to the system by WSU and the Winona State Foundation. Areas within the Department which receive funds include the Athletic Office and the Ticket Office and the process governing those transactions is as follows:

- Donations received are reported to the Winona State Foundation or the Athletics Office.
- Miscellaneous state funds received by the Athletics Office are receipted by the Associate AD for Internal Operations, who is responsible for the preparation and/or tracking of all cash receipts for deposits.
- The Ticket Seller in the Athletic Ticket Office is responsible for reconciling all cash and checks received by the Ticket Office with the income listed on the Report of Event Ticket Sales as provided by the Associate AD for Internal Operations along with each cash drawer. Additionally,
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the Ticket Office is responsible for completing the WSU Athletic Ticket Report which details the number of tickets sold and/or comped at that event.

*Deposit of Funds*

Within the Department, the Associate AD for Internal Operations is responsible for preparing the deposit of all cash and checks from fund raising activities. All state revenues, including camp payments, received by the Department must be deposited daily with the Business Office by the Associate AD for Internal Operations.

*Verification of Deposits*

Revenues received by the Department are verified within the Athletic Office. The Associate AD for Internal Operations is responsible for reconciling income detail lists.

Proofs of deposit (e.g., copies of deposit forms, cash receipt forms, etc.) are used to verify receipt of income to the Department of Athletics.

When making deposits with either the Business Office or the WSU Foundation, the Director of Athletics shall be consulted on each deposit. As a general rule of thumb, revenue shall be deposited in the same area where original expenses were dispersed (i.e. if it was paid for by state funds, the revenue should be deposited in a state cost center). More specifically, all game guarantees, ticket sales, NSIC/WIAC revenues, NCAA revenues and championship reimbursements will be deposited with the Business Office, and the appropriate cost center will be adjusted accordingly at the request of the Director of Athletics or the Associate AD for Internal Operations.

*Receivables: Invoicing and Accounting*

Actual monies due the Department, which are directly invoiced and accounted for by the Department, include revenue from the following sources:

- Rights fees
- Advertising
- Special events
- Game tickets
- Donor Pledges

*Invoicing Procedure*

Various areas within the Department generate initial invoices for the above types of revenues. With the exception of game tickets and donor pledges, copies of any such invoices generated by these areas are forwarded to the Associate AD for Internal Operations. In addition, copies of all invoices shall be forwarded to Business Office to allow for proper tracking and follow up when necessary.

*Management of Outstanding Invoices*

Open account receivables are checked monthly by the Associate AD for Internal Operations, the Assistant AD for Development and the Business Office, and notices are sent when appropriate.
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4.1.3 Administration and Finance Procedures

The Winona State University Administration and Finance office has been charged with the responsibility for securing competitive bids to obtain maximum value from University expenditures, maintaining relationships with vendors, coordinating the procurement of goods and services for the University, and developing the most cost effective supplier sources for equipment, services, and materials for the University.

Purchasing Procedures

It is the policy of the Department of Intercollegiate Athletics that all Departmental purchase transactions are channel through the Associate AD for Internal Operations. It is the responsibility of the Associate AD for Internal Operations to ensure that proper Administration and Finance procedures are followed.

MAKING A PURCHASE

Purchase Order

A 1400 Requisition For Purchase (Appendix A) form is completed with specific information about the item/service and the vendor. All expenditures need to be encumbered from the appropriate cost center first, using a 1400 form (see below under Purchase Order). Of the two signatures required, one must be the responsible person for the Cost Center listed (Director of Athletics or Associate AD for Internal Operations). Attach additional information such as: quotes (listed below), special expense form (Appendix B) if needed, and/or additional information.

To create a purchase order for an amount of:

- **Less Than $2,000:**
  A minimum of one verbal, written or faxed quote is preferred, but not required. 1400 form required.

- **$2000-$4,999.99:**
  A minimum of one hard copy quote is required. 1400 form required.

- **$5000-$9,999.99:**
  A minimum of two hard copy quotes are required. 1400 form required.
  **IF WE HAVE AN EXISTING AGREEMENT/SPONSORSHIP WITH COMPANY TWO QUOTES ARE NOT REQUIRED (ex. BIG Sports)**

- **$10,000-$24,999.99:**
  A Minimum of two hard copy quotes are required on WSU Bid Form. 1400 form required.

- **$25,000-$49,999.99:**
  A minimum of two hard copy quotes are required. 1400 form required.
  May or may not be required to go out for advertised bids on the State Register.

Field Orders

Field Orders are used only for items received at the place of purchase. They cannot be mailed or faxed to a vendor. A Field Order Form can be picked up from the Athletic Office and the following conditions apply when using the Field Order Form:
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- The form must be presented to the vendor at time of purchase and/or delivery;
- The Purchase must be under $2000; and
- Food purchases require additional documentation (special expense form).

The completed Field Order Form must be returned to the Athletic Office within five working days with a Vendor receipt or invoice **ATTACHED**. Some other factors to be considered when completing a Field Order include:

- Both purchaser **AND** vendor sign the field order form and a copy is given to the vendor.
- Form also must be signed by the person responsible for the cost center (Director of Athletics or Associate AD Internal Operations).

**NOTE:** Walmart, Target, Sam’s Club and Fleet Farm do **NOT** accept Field Order forms.

**Purchasing Cards**

Purchasing cards (P-Cards) are used for supply items ONLY and cannot exceed $2000. Before applying for a purchasing card, you must complete the Purchasing Card training with the Purchasing Director. Applications are located in the Business Office (Somsen 205) and must be signed by a person responsible for the cost center (Director of Athletics or Associate AD for Internal Operations). Each cardholder is responsible for retaining and turning in the appropriate receipts (attached to statement) and signatures on the weekly statement he/she receives from the Business Office.

A copy of the Purchasing Card User Manual can be found on the Business Office website.

**Special Purchases**

When purchasing computer equipment, office supplies or any printing service please contact the Associate AD for Internal Operations prior to the purchase to ensure proper University procedures are followed.

**4.1.4 Staff Travel**

Official travel is defined as that which means an absence from the city or town where one normally works for the purpose of conducting University business. Department Staff travel covers all approved business travel by individual staff members including, but not limited to, activities such as recruiting; training; staff development; and attending professional meetings, fundraising events, speaking engagements, or sport events. State of Minnesota policies and procedures are the same for all types of travel, although Staff members also must abide by any additional Departmental, NSIC/WIAC and NCAA rules and regulations.

Under the supervision of the Director of Athletics, the Associate AD for Internal Operations monitors all travel and business expense reimbursement forms for conformity with University guidelines. For travel expenses to be approved for reimbursement, they must be:

- Actual and reasonable in cost;
- Supported by original receipts;
- Consistent with reasonable living standards and an appropriate representation of the University at the activity; and
- Necessary for the performance of University business.
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**Personal Appearance Authorization**

The Director of Athletics must approve all requests for personal appearance or speaking engagement travel expenses. These requests are given individual consideration, and approval is based on the benefit derived and the expense incurred by the Department. As a general rule, when the employee receives compensation, the University does not reimburse for travel expenses, or allow for the use of a state vehicle.

**Travel Request Form**

All official travel by Department Staff must be approved in advance and in writing, regardless of whether the Department or the University incurs any expense related to the travel. A Travel Request Form (Appendix C) must be completed and submitted to the Associate AD for Internal Operations in a timely manner to allow for the authorization process.

**Employee Expense Reports**

Upon the conclusion of official travel an Employee Expense Report (Appendix D) must be completed and submitted to the Associate AD for Internal Operations within 60 days of travel. Instructions for completing an Employee Expense Report can be found in Appendix E.

**Travel Reservations**

Department Staff should make their own travel reservations as far in advance of a planned trip as possible to ensure that travel discounts and suitable accommodations can be obtained. Staff members should check with the Director of Athletics or Associate AD for Internal Operations as to University approved travel agencies and purchase procedures.

**Airline Ticket Purchasing**

The University has a Travel Coordinator who should be used when booking airline tickets. Payment will be made the day the tickets are booked. Employees must complete a Travel Request Form, obtain the appropriate signature for departmental approval, submit the form to the Travel Coordinator in the Business Services Office and then the flight will be purchased.

The Travel Request Form must be approved BEFORE any ticket purchase takes place.

The Director of Athletics must approve purchase of airline tickets for recruiting trips/Prospective Student-Athlete home visits.

**General Business Travel**

Department Staff members are encouraged to participate in educational and/or professional conferences, conventions, and other forms of training and professional development. However, some limitations have been placed on the amount of time that can be taken away from work and the reimbursable expenses allowed for such travel.

Furthermore, the Department recognizes the public’s interest in intercollegiate sports and encourages Staff members to accept speaking engagements that will provide an acceptable forum to increase public awareness and support of the University’s Intercollegiate Athletics Program, as well as to generate goodwill within the community, state, or region. However, Staff members must make every effort to
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minimize expenses, as well as their time away from work, related to speaking engagements. When individuals accept fees for addressing various groups, the individual must pay travel expenses, which means state and courtesy vehicles will not be made available. Additionally, prior approval of the Director of Athletics is required for all outside employment to ensure appropriate documentation and use of vacation time. For non-fee-paid speaking engagements, reimbursement of travel expenses is provided when attendance is first approved by the Director of Athletics.

**Recruiting Travel**

Travel expenses for recruiting purposes must be within the approved budget for each sport. Therefore, the amount of recruiting, the mode of transportation used for recruiting, and other related travel expenses are constrained by budgetary guidelines.

Individual Staff members are responsible for making their own travel arrangements and documenting specific information about the travel, including high schools visited and contact with high school coaches and prospective student-athletes. A travel request form must always be given to the Associate AD for Internal Operations and this information shall be retained for three years.

Specific information concerning the acceptable recruiting practices is provided in the NCAA Manual.

The Department will not reimburse the expense of recruiting performed while on vacation. Any exceptions to this rule must be approved by the Director of Athletics PRIOR to the trip.

**Allowances and Documentation**

Department Staff members are to use established ethical business practices when traveling on official University business. Travel reimbursements are limited to actual expenses incurred for transportation, meals, lodging, and related business expenses. Staff members are responsible for all expenses of spouses or other dependents that may accompany them on trips.

**Meals**

Employees are reimbursed for the actual cost of a meal not to exceed the maximum established in the applicable collective bargaining agreement or compensation plan. Meals are not to be treated as a per diem arrangement.

Receipts are not required for meal reimbursement. To see your bargaining unit compensation plan for reimbursements see Appendix F.

Eligible meal reimbursement includes:

- Breakfast - in travel status overnight or when the trip begins before 6:00am.
- Lunch - in travel status AND more than 35 miles from work station through the normal lunch period.
- Dinner - in travel status overnight or when the trip ends after 7pm.
- Times of departure and return must be indicated on the Expense Report for all meal reimbursement requests.

If you are not staying overnight, the reimbursements for meal expenses are taxable income, therefore when the expenses are paid, federal, state, FICA, and Medicare taxes will be withheld from the employee’s pay. NOTE: This gets recorded in the 4th column of the Expense Report.
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**State Vehicles**

State-owned vehicles may be used only for official state business. Authorized drivers must comply with M.S.16B.55 and the Department of Finance and Administration policies and procedures regarding use of state vehicles. Drivers are required to observe all ordinances and laws pertaining to the operation of motor vehicles. Before you drive a WSU motor pool vehicle, please familiarize yourself with the regulations. Additionally, please read the guidelines regarding reserving a state vehicle before you originate a Vehicle Request Form.

An authorized driver must be:

- driver approved,
- a state employee, or
- a contract employee, if authorization to drive a state vehicle is stipulated in the contract.

Additionally:

1. Drivers must have a valid U.S. driver's license.
2. The driver must be at least 18 years old.
3. Foreign nationals, who have a foreign driver's license, are not permitted to drive state vehicles.
4. Only employees of the University, or other persons having a direct or specific professional purpose for riding, may be passengers in a state vehicle. Insurance regulations make this mandatory.
5. State vehicles may NOT be parked at your home overnight. You may stop at your home to pick up any travel items that you may need; but you may not keep the car at your home.

**NOTE:** The Department of Finance has issued the following statement regarding the use of cell phones while operating a state vehicle:

"State of Minnesota employees are discouraged from using a cellular phone while operating a motor vehicle in the conduct of state business, except for the purpose of obtaining emergency assistance."

Driving a WSU motor pool vehicle is a privilege and, as such, the privilege may be revoked for misuse, disregard of the regulations governing use of the vehicle, or failure to obey traffic laws.

**Courtesy Cars**

Courtesy cars are occasionally provided for Departmental staff members’ use, as designated by the Director of Athletics. Staff members are permitted to use the cars for business use only, and all University rules and regulations apply.

The Courtesy Car program is of great benefit to the Department of Athletics with regard to cost savings and convenience. It is vitally important that all personnel afforded this privilege be cognizant of their responsibility to maintain the automobiles in proper condition according to the dealer’s or manufacturer’s requirements. Failure to comply with all aspects of the courtesy car program and established procedures may result in the loss of courtesy car privileges.
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Automobile Requests

Courtesy cars are intended for use by all sports and administration within the athletic department. Due to a limited number of vehicles available through the courtesy car program, use of vehicles is based largely on a first-come-first-served basis. However, when there are more requests than vehicles available, priority will be given to the staff member who is traveling the furthest. This will allow for a smaller amount to be charged to the athletic department for use of a state vehicle or personal car. When these situations arise, the Athletic Director will make final determination on use of the courtesy vehicle.

Internal Administration

The Courtesy Car program is under supervision of the Director of Athletics. It is coordinated by the Associate Athletic Director for Internal Operations, who maintains the required documentation for the Courtesy Car program.

When individuals from the athletic department are driving a courtesy vehicle from one of our sponsors, the driver’s individual insurance may be responsible for any physical damage. This is the same as if you were renting a vehicle. Winona State University also has coverage for comprehensive, collision and liability damages. The State carries a $1 million liability policy if you are on official University business.

It is recommended that everyone who drives, or plans to drive, a courtesy vehicle carry an extended non-owner coverage on their personal policy. The cost of this is minimal.

Department Responsibilities

Each staff member using a courtesy car is responsible for complying with all conditions set forth by the dealership providing the vehicle. In general, it is the responsibility of all staff to:

- Keep the car clean and neat at all times;
- Maintain an ongoing relationship with the dealer, contacting the car donor several times a year;
- Ensure that the car is serviced regularly to the manufacturers specifications at the dealer’s service department, if possible, and keep a record of all maintenance;
- Return the car promptly to the dealer at the agreed time or completion of mileage allowance;
- Report any accidents involving the car to the dealer and Athletic Director, regardless of the extent of the damages;
- Be responsible for all traffic and parking violations;
- Return the car in good re-sellable condition; and
- Keep a valid Driver’s License.

Dealer Responsibilities

Although individual dealership responsibilities are negotiable, dealers participating in the Courtesy Car program are generally expected to:

- Provide the department a passenger car of the dealer’s choice suitable for recruiting, scouting, and conducting staff business.
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- Replace the car in service according to the schedule agreed upon when the dealer entered the program.
- Instruct the department regarding the service operation of the vehicle, including service checks and where the checks are to be made.
- Check the condition of the car being returned before an exchange is made and furnish the driver a copy of any repairs required for which the driver is considered liable.

**Personal Vehicle Mileage**

If a motor pool vehicle is not available, an individual may use his/her personal car for University business travel.

Mileage will be reimbursed for the shortest direct route to the destination, according to an official state highway department map. Deviation from the shortest route, such as vicinity driving or departure from the employee’s residence, must be disclosed separately.

Commercial or public transportation should normally be used for out-of-state travel except to communities which border Minnesota (see [Mileage Table](#) for approved driving destinations). For destinations not included in the table, contact the travel director. Reimbursement for transportation to and from long distance destinations is limited to the lowest advance purchase airfare at the time of travel.

No additional reimbursement will be made for any vehicle expense, except for the payment of toll charges and/or parking fees.

It is highly recommended to use a state vehicle but an individual may elect to use his/her personal car even if a state car is available. The reimbursement rate per mile shall be lower than when a state car is not available. Reimbursement rates for private car for all bargaining units are as follows:

- State vehicle is not available - **56.5 cents per mile**
- State vehicle is available - **49.5 cents per mile**

**State Vehicle Mileage**

The chargeback rate to each sport or the department for use of a state vehicle from the WSU Motor Pool is based on the type of vehicle used. Please consult Business Services or the Associate AD for Internal Operations for the amounts per mile.

**Registration Fees**

In order to be reimbursed for any registration fee(s), one must have a program, registration form, or agenda indicating the amount and any meals that may have been included, along with a receipt for the registration fee.

If meals and/or lodging are included in the registration fee, those meals and/or lodging may not be claimed as additional reimbursement. If a Department Staff member is unable to attend an event requiring a registration fee, which is paid in advance, the employee is responsible for reimbursing the State for any portion of the fee that is non-refundable.
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Receipt Policy

Original itemized receipts are required for all expenses except meals.

It is the employee's responsibility to obtain and submit the correct receipts.

For example, a hotel receipt MUST include:

- Name and location of the hotel;
- Dates the employee was lodged;
- Detailed description and amount of each item charged, such as lodging, meals and telephone; and
- Total amount and date paid by the employee.

Itemized Receipts

An itemized receipt is defined as the first detailed source document issued to the employee that is marked, by the vendor, indicating that the bill or invoice was paid. It is not a copy or reproduction and must include the name and address of the vendor, date(s), detailed list of items, total amount, date paid and vendor signature. A vendor signature is required when an employee purchases an item, but there is no documentation of payment received.

Lost Receipts

If a receipt is lost, the agency must require the employee to obtain a duplicate receipt, if possible, in order to be reimbursed.

4.1.5 Team Travel

The Department of Intercollegiate Athletics is committed to following all State of Minnesota, University, NSIC/WIAC and NCAA rules and regulations related to transporting student-athletes to and from practice and competition sites. Since team travel represents a major expense to the Department, individuals involved in making such arrangements must strive to negotiate terms that are in the best interest of the Department and the University. Moreover, when warranted by the size and related costs of the traveling party, transportation and lodging arrangements are to be let out for bid according to University and State guidelines.

All team travel arrangements for away contests are itemized, trip-by-trip, by the respective head coach during the budget formulation process. Coaches are then expected to remain within established budget limitations.

In general, travel arrangements include:

- Developing the team itinerary for approval by the Associate AD for Internal Operations;
  - The Head Coach or an individual designated by the head coach develops a travel itinerary for every away contest (or any other event that necessitates a departure from Winona). Travel itineraries may be in any format, but must include the following information:
    - Dates of event(s)
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- Dates and times of departure and return to campus;
- Cities and states that team will visit;
- Hotel name, address, and phone number;
- Bus or air charter name and contact information;
- Flight and/or bus schedule;
- Dates/times of all organized team activities;
- Team travel coordinator (must be in travel party) name and cell phone number;
- Names of every individual traveling on a particular trip; this must include all traveling, including guests and family members; be sure to indicate if any members of the party are traveling separately.
  - The head coach or an individual designated by the head coach must email travel itineraries at least 48 hours before the team’s departure to:
    - Associate AD for Internal Operations;
    - Travel party; and
    - Others at the discretion of the specific sport (radio/TV announcers, team doctors, hotel personnel, Bus Company, ticket office, etc.).
  - Any change to the travel party roster must be communicated to the Associate AD for Internal Operations ASAP via email or cell phone.
- Arranging for transportation, lodging, and team meals;
- Completing all necessary travel paperwork
  - Student-Athlete Class Absence Form (Appendix G)
  - Athletic Team Cash Advance (Appendix H)
  - Athletic Travel Cost Estimate Worksheet (Appendix I)
  - 1400 Form for bus travel – with quote from authorized bus provider (Appendix A)
- Reporting all expenses and reconciling the cash advance, with appropriate documentation within three days of completion of travel or in advance of the next trip, whichever is earlier.
  - Credit Card Settlement for Student Travel (Appendix J)
  - Cash Advance Settlement for Student Travel (Appendix K)

Each program’s Head Coach is responsible for setting standards of conduct (e.g. dress, behavior, curfews, free time activities, etc.) during trips. Each team also should be accompanied by a member of the Coaching Staff. When this is impossible, an adult representative of the Department must be present.

In general, all team members must travel to and from an away event with their teammates, and must stay with them at assigned lodgings. However, exceptions may be made at the discretion of the head coach if done so in writing and approved by the Director of Athletics.
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Transportation

The mode of transportation for team travel is selected by the Head Coach. When choosing transportation, the following are considered:

- Safety
- Expense
- Availability
- Distance
- Number of travel days

Courtesy cars and State vehicles are used when feasible. Otherwise, charter buses are used when distance and time allow. The use of charter buses shall be only with the Department’s exclusive charter bus provider. The selection of the charter bus provider will follow normal University bid procedures and be conducted on an annual basis unless contract provisions provide differently.

Meals and Lodging

The student-athletes are required to sign for the receipt of per diem funds if these amounts are provided to the student-athletes in lieu of meals.

The preferred department method of meals is to arrange for entire team meals (in lieu of giving a meal allowance). In order to secure the best possible rates, team meals must be arranged as far in advance as possible. An original receipt showing the name of the establishment, the total cost of the meal, and the number of people served must support all team meals. It is the responsibility of the Head Coach to choose appropriate eating establishments that are representative of the image the University wishes to portray. Additionally, all gratuities and service fees should be negotiated in advance. It is University policy to pay a maximum of 15 percent for gratuities.

If the hotel property you are using requires a contract be signed, please forward that contract to the Associate AD for Internal Operations. The contract will then be reviewed and approved by the Director of Affirmative Action, Equity and Legal Affairs. The rooming list is used to document room assignments for all individuals on the official travel party list. Specific information required includes the name of the team, city, dates of occupancy, and name of hotel, as well as the room numbers, assigned occupants, and the price of each room.

Student-athletes should be advised that all unapproved, in-room charges (i.e. pay per view movies, phone charges, laundry, etc.) are to be their personal responsibility.

Departure Time

While the Department recognizes the need for teams to arrive early enough prior to competition to allow for maximum performance of our athletes, it also is understood that maximizing class attendance is crucial. The Head Coach should consider the following when determining departure times:
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1) Maximizing class attendance,
2) Availability of facilities – both WSU and its opponents,
3) Distance traveled, and
4) Appropriate and reasonable arrival time – every effort should be made to ensure that teams arrive at the site of competition a minimum of three hours prior to game time if traveling the same day, and by 10:00 p.m. if arriving the night before.

In most circumstances, student-athletes are not allowed to miss class to attend practice. However, on travel days, as allowed by NCAA rules, student-athletes may miss class with prior written approval from the Director of Athletics. The decision to grant or deny approval will be made by the Director of Athletics and will be based on the four criteria listed above.

4.1.6 Scholarships

Student-athlete scholarships have several sources of funding at Winona State University – the University’s general fund, outside revenues (e.g. corporate sponsorship and contracts), ticket sales and suites, and Foundation support.

The Director of Athletics will determine scholarship guidelines for each sport in conjunction with Head Coaches, Associate AD for Internal Operations and the Associate AD for Student Development & Compliance. All 14 D-II varsity programs receive some level of scholarship funding. Scholarship budgets are determined based on funds available, historical financial data, conference and regional comparisons, and competitiveness. Every effort will be made to notify each head coach in a timely manner to allow for appropriate recruiting plans.

4.1.7 Scheduling of Events

Schedules are constructed for all programs in order to provide competitive equity while remaining within budgetary constraints and applicable University, NSIC/WIAC and NCAA rules and regulations. All schedules are subject to the final approval of the Director of Athletics.

Rules and Regulations

As a member of the NCAA, as well as the NSIC/WIAC, WSU is bound by the rules and regulations governing playing and practice seasons (both traditional and non-traditional). Specifically, the NCAA has established limitations on times and dates for athletically related activities to ensure that athletics participation does not limit a student-athlete’s ability to secure a well-rounded education.

Schedule Construction

The Head Coach of each program is responsible for initiating and submitting a preliminary schedule of competitive events to the Director of Athletics, or designated administrative staff member. Deadlines for submitting preliminary schedules are February 1 for fall sports and April 15 for winter and spring sports. Final schedules are due to the Athletic Office based on parameters set by the conference offices. In addition to NSIC/WIAC and NCAA limitations, the following factors must be considered in the construction of schedules:
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- Class absences required for each contest, including both home and away contests;
- Academic and holiday schedules (with special attention given to exam schedules);
- Income and expenses involved for each contest and the potential impact on the allocated budget;
- Availability of facilities for home contests;
- Balance between number and spacing of home and away contests;
- Caliber of opponents;
- Competition dates for other sports, tournaments, meets, and championship events;
- Establishment of favorable reciprocal agreements and existing commitments; and
- Avoidance of conflicts with other home events.

The following information must be included on the schedule: opponent, location, date, time, guarantee amounts. Also please provide any additional information that may be helpful in reviewing the preliminary schedule (e.g. justification for classes missed, additional fundraising needs for special trips, etc.).

Schedule Approval

All sports schedules are subject to the final approval of the Director of Athletics. Once approved, the Sports Information Office distributes copies of the schedule to staff, campus, community and media outlets.

Changes

All changes must be approved by the Director of Athletics. If a change is approved, the Director of Athletics will direct the Associate AD for Internal Operations to change/update the master schedule. The Associate AD for Internal Operations then distributes the new master schedule with the change(s) highlighted and “current as of” date to all original recipients.

Prior to Print – If a schedule change is made prior to the printing of media guides, posters, and pocket schedules, the following steps are to be followed:

- **Ticket Office** - make correction to ticketing venue
- **Sports Information** - update website, posters, media guides, schedule cards, submit change to NSIC & request updated schedule of officials
- **Associate Athletic Director** - update master facility calendar

After Print – If a schedule change is made after printing media guides, posters, and/or pocket schedules, the following steps are to be followed:
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- **Ticket Office** - ticket holders need to be notified by phone if time/date printed on ticket is incorrect
- **Ticket Office** - e-mail ticket holders & insert in mailing if possible
- **Sports Information** - update Athletic Website
- **Sports Information** - press release if appropriate
- **Associate Athletic Director** - notify NSIC Office and request updated schedule of officials
- **Associate Athletic Director** - update master facility calendar

**Cancellations/Postponements**

Cancellations of scheduled competitions are permitted, as circumstances require. The Head Coach, in conjunction with the Director of Athletics, has been granted the authority to cancel an athletic event after reviewing all available options.

**4.1.8 Scheduling of Practices**

Practice schedules are formulated by individual Head Coaches through the Assistant AD for Events and within the established guidelines of the Department, University, NSIC/WIAC and NCAA. Furthermore, each Head Coach is expected to give appropriate consideration to budgetary limitations, as well as the fair and equitable use of facilities by all sports. The Compliance Office is responsible for monitoring compliance with all established guidelines.

Preliminary practice schedules are submitted to the Assistant AD for Events a minimum of one month prior to the start of each semester. The Assistant AD for Events is responsible for compiling all practice schedules and constructing a master schedule to reserve required facilities.

Prior to finalization of the master schedule, the Head Coaches of all sports and/or their designated representative review the proposed schedule to ensure that their programs’ time and space requirements are met. The finalized schedule is then submitted to the Director of Athletics for approval.

**4.1.9 Equipment**

The Department of Intercollegiate Athletics is committed to providing and maintaining all athletic equipment necessary for its sports programs. Each program is assigned specific space for the storage and securing of its equipment when available.

Each program is responsible for the documentation, issuance and return of athletic equipment that is distributed to student-athletes. Following the initial issuance, any further equipment, including apparel, is available strictly on a one-for-one exchange basis. As stated in NCAA Bylaw 17.12.2.7, it is not permissible for a student-athlete to accept (without personal expense) athletic equipment, supplies, or clothing (e.g., tennis racquet, golf clubs, shirts, shoes, etc.) from a manufacturer or commercial enterprise. These items may be provided to the institution to be utilized by the team in accordance with accepted practices for issuance and retrieval of athletics equipment. However, at the end of a student-athlete’s collegiate participation, it is permissible for him/her to retain some athletics apparel items (not to include equipment), as designated by NCAA rules and approved by the Director of Athletics.

**Head Coach’s Responsibility**

Each Head Coach is responsible for the following:

- Provide an accurate initial and game day roster for the issuance of equipment;
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- Designate game day uniform requirements to allow sufficient time for preparation of uniforms;
- Ensure that student-athletes turn in complete uniforms after each game in order to facilitate laundry service;
- Assist with inspection of safety equipment used by student-athletes to ensure that optimum safety standards are maintained;
- Report all athletic equipment received via purchase request (or free of charge) for inclusion on inventory lists; and
- Ensure that each student-athlete returns equipment by established deadlines.

**Athletic Equipment Procurement**

Each Head Coach is responsible for coordinating purchase order requests with the Associate AD for Internal Operations. All University purchasing procedures are followed in the procurement of athletic equipment. Head Coaches are responsible for verifying equipment on-hand prior to requesting additional equipment. When necessary, vendor meetings are scheduled for the ordering of specific items (i.e., new uniforms) by the Head Coach in order to review available merchandise and make order decisions regarding brand, material, color, design, logos, sizes, etc.

The request is then submitted to the Associate AD for Internal Operations, who reviews it to ensure that all required information is provided. The request is then approved by the Director of Athletics based on available funds.

The Department assumes financial responsibility for only those items approved by the Director of Athletics and processed according to Departmental and University policies and procedures. Any purchase made, or order placed, outside the University’s official purchasing system becomes the responsibility of the person making the commitment.

**Receiving and Distribution**

All items are to be delivered to the appropriate Head Coach, and he/she will inventory prior to distribution. The Head Coach is responsible for completing the required inventory documentation and proper storage of all equipment.

Immediately upon receipt, all goods are to be verified against the receiving copy of the Requisition Form to ensure that all components are received in good condition and proper quantity. Receiving reports are sent immediately to the Associate AD for Internal Operations and submitted for payment.

**Items Received by Coaches**

Head Coaches are responsible for reporting athletically related equipment and apparel received at their homes or offices for inclusion on the inventory list. This directive is to be followed whether the item(s) was purchased or received free of charge for their personal use or the use of their team. Non-compliance may result in appropriate disciplinary action, as determined by the Director of Athletics.

**Back Orders or Damaged Goods**

When equipment is back ordered, the Head Coach is permitted to contact the vendor directly to check on the shipment’s status. Damaged goods are reported via the receiving copy of the Requisition Form to the Associate AD for Internal Operations, with returns handled as designated by the vendor.
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Maintenance, Repair and Inventory

Athletic equipment is to be maintained in optimum condition at all times. The Head Coach is responsible for coordinating the on-going inspection of all athletic equipment and for coordinating repairs or ordering replacements, as deemed necessary.

Each program’s coaching staff is responsible for conducting an annual inventory of expendable goods following the end of a sport’s season. Capital goods are inventoried according to standards established under University policy. Inventory results are utilized in each sport’s budget preparation process for the upcoming fiscal year and as a means of identifying chronic abuse or loss of equipment.

Issuances of Equipment to Student-Athletes

The Department of Intercollegiate Athletics provides only the highest quality equipment with optimum safety features to its student-athletes. Each Head Coach is responsible for scheduling the issuance of equipment. Student-athletes are eligible to receive equipment when they have achieved the following:

- Academic clearance from the Compliance Coordinator;
- Medical clearance from the Training Room Staff; and
- Athletic clearance from the Head Coach.

The Compliance Coordinator and Head Coaches are responsible for educating the student-athletes as to any applicable NCAA rules regarding equipment usage and its return.

Student-athletes are responsible for all athletic equipment and apparel issued to them. After the initial issuance of equipment, subsequent equipment items are available strictly on a one-for-one exchange basis. Furthermore, student-athletes are responsible for their own equipment when traveling.

Equipment Return

Each student-athlete who is issued equipment is responsible for returning it in good condition (allowing for normal wear and tear), following criteria established by their Head Coach.

In general, all student-athletes are required to return their equipment after the close of their season. Each individual is held responsible for all equipment that is issued for personal use. Lost or stolen equipment is not replaced without the written approval of the Head Coach. A hold will be placed on grades for student-athletes not returning their equipment by the prescribed deadline.

Student-athletes withdrawing from the University or dropped from a team are required to return all athletic equipment. Head Coaches should advise the Associate AD for Internal Operations immediately when a student-athlete has been dropped from a team and assist with the turn-in of Departmental equipment. Equipment must be returned no later than two weeks following the drop from the team roster.

4.1.10 Sports Camps/Clinics

All Head Coaches are encouraged by the Department to conduct summer sports camps and clinics for their respective sports to enhance the outreach of the University and generate additional funds for their sport’s budget. When conducting camps and clinics, all established University policies and procedures in regard to staffing, Administration and Finance, expenditures, income, accounting and cash control must be followed.

It is the responsibility of the Head Coach to complete all necessary forms in regard to their camp. The Camp Approval Form (Appendix L) must be completed and signed prior to any promotion or
communication about the camp. After appropriate approval has been given by the completion of the camp approval form, Sections I – VI of the camp overview form must be completed and returned to the Director of Athletics one month prior to the first day of instruction. This will ensure ample time for the form to be forwarded to Human Resources for preparation of all hiring documents. Upon completion of the camp or clinic, Sections VII and VIII must be completed within five working days and submitted to the Director of Athletics. The Associate AD for Internal Operations will assist coaches in the completion of all forms and keep completed copies of all forms and registrations for five years in the Athletic Offices.

All pre-registration payments should be made out to WSU Athletics. All monies received for camps and clinics shall be deposited the same as outlined above under “Receivables: Receipt, Custody and Deposit of University Funds”. WSU sports camps are operated as a University function; therefore these revenues and expenditures are considered University financial activity to be reported on WSU’s ledgers and financial reports.

Employment at WSU Camp/Clinic

In order to appropriately compensate those who are employed by a WSU camp/clinic the following procedures must be followed:

- Current WSU Staff members who are earning money through their camp work will be compensated directly through their contract. Section III of the Camp Approval Form should include all appropriate information. The Associate AD for Internal Operations will work with the Director of Athletics to make necessary additions to contracts.

- Enrolled students (whether an incoming freshman, current SA or former SA who is finishing school) must be paid through student employment on campus. They must be paid monetarily and must be paid an appropriate amount for the work being performed. Section IV of the Camp Approval Form must list all those who will be working. The Associate AD for Internal Operations will work with student payroll to ensure all procedures are followed and payment is distributed.

Non-WSU employees/non-WSU students who will be working camp must complete a Services Performed Form (Appendix M) upon completion of work. The form must be an original copy (no fax or photocopies) and also must be signed by the head coach/camp coordinator. Section V of the Camp Approval Form must list all those who will be working. A 1400 form must be done to encumber the funds for the employees. In the instance that the camp employee has never worked at WSU, a W-9 tax form (available in the Business Office) also should accompany the Services Performed Form. The forms should be submitted to the Associated AD for Internal Operations within three business days of the conclusion of camp.

4.2 Warrior Club Student-Athlete Success Center

The Warrior Club Student-Athlete Success Center (SASC) exists to provide academic and logistical support to all WSU student-athletes. SASC Staff work closely with student-athletes, coaches and other Department of Intercollegiate Athletics Staff to ensure that all Warrior student-athletes achieve their educational goals.

4.2.1 Academic Support

Team Advisers

Each athletic program is assigned a team adviser through the SASC. This adviser is responsible for overseeing the overall academic progress and support operations for her/his assigned teams. The philosophy of the team adviser will be to get to know each student-athlete personally and identify
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strengths and weaknesses regarding academic performance. The team adviser will closely monitor academic progress made throughout the semester through regular, individual meetings with student-athletes from her/his assigned teams. The regularly scheduled individual meetings are crucial to ensure that student-athletes are achieving satisfactory academic progress. The team adviser will work in conjunction with the Associate AD for Student Development & Compliance and the Head Coach to determine the frequency of meetings required for each student-athlete. If a student-athlete fails to attend a previously scheduled meeting and has provided an unacceptable reason, or no reason at all, to explain her/his failure to attend, the team adviser will notify the appropriate Head Coach.

Study Tables

Study Tables are a supervised study hall program housed within the SASC. The rationale behind the Study Tables program is to ease the transition from the structured K-12 educational system to the more autonomous collegiate environment by providing a distraction-free environment in which student-athletes can focus on completing academic coursework. The team adviser will work in conjunction with the Associate AD for Student Development & Compliance and the Head Coach to determine the required number of hours of Study Tables each student-athlete must complete per week. To meet Study Tables hour requirements, a student-athlete may log hours at the SASC and work independently or with a tutor hired by the SASC. A student-athlete also may accumulate hours by working with student tutors at the WSU Tutoring Services Center in prearranged or drop-in tutoring sessions or through attendance at WSU’s various Supplemental Instruction (s2i) sessions. The Head Coach will receive a report each Monday morning detailing the number of hours accumulated by student-athletes on her/his roster during the previous week. The Head Coach will begin to receive these reports in Week 3 of the semester (Study Tables begin in Week 2) and will receive the final report for the semester on the Monday of Finals Week (no Study Table hours are required during Finals Week). The Head Coach also will be notified should any disciplinary issues involving a student-athlete on her/his roster occur within the SASC.

Tutoring and Academic Support

The Staff of the SASC will coordinate all academic support plans related to WSU student-athletes. This may include tutoring and academic assistance available within the SASC, as well as services offered in conjunction with other WSU Departments including Tutoring Services, the Math Achievement Center, Student Support Services and Access Services. Any student-athlete in need of assistance or academic support should contact her/his team adviser immediately.

Registration

The Staff of the SASC also will coordinate the course registration process for all student-athletes. For undecided student-athletes, the team adviser will serve as the academic adviser of record for the student-athlete. For student-athletes who have declared a major course of study, the team adviser will work in conjunction with the faculty adviser assigned to the student-athlete to ensure that the student-athlete is registered for a minimum full-time program of studies (usually at least 12 credits during the regular academic year) and that the student-athlete continues to meet Progress Toward Degree benchmarks required to retain athletic eligibility. The team adviser also will work with the student-athlete to ensure that, whenever possible, scheduled meeting times for courses do not conflict with the practice or travel schedules for her/his program.

Registration for spring semester begins during the previous fall semester, usually in mid-November. Registration for fall semester begins during the previous spring semester, usually in mid-April. An incoming freshman or transfer student-athlete will register at a previously arranged Orientation session.
SASC Staff will work in conjunction with the student-athlete and the WSU Admissions Office to coordinate that process.

4.2.2 Liaison to other Departments & Organizations

Staff from the Warrior Club Student-Athlete Success Center also may serve as liaisons to other departments on campus. The rationale behind this arrangement is to designate one person who coordinates collaborative efforts with another department, thereby ensuring consistency of communication and overall efficiency.

Admissions

SASC Staff will work in conjunction with the WSU Admissions Office to monitor the admission status of any prospective student-athlete (PSA), including freshmen and transfers. It is critical that Head Coaches keep the SASC informed as to PSA’s that need to be added or removed from the PSA database. A Head Coach will be able to monitor the admission status of each of her/his prospective student-athletes, but should not contact WSU Admissions Office Staff directly. Instead, the Head Coach should forward any questions or concerns relative to a PSA’s admission status to SASC Staff.

Faculty

SASC Staff will work in conjunction with WSU Faculty to monitor the academic progress of WSU student-athletes. SASC Staff will solicit grade reports directly from faculty and will coordinate the Academic Progress Reporting System. SASC Staff will work with Head Coaches to complete Student-Athlete Class Absence Forms (Appendix G) and also will notify faculty of any classes missed by student-athletes due to extended travel schedules or injuries. In regards to any academic issue, other Department Staff should not contact faculty members directly; rather, they should work through the SASC and FAR to resolve any issues.

Financial Aid

SASC Staff will work with student-athletes, coaches and other Department Staff should any issues arise relative to the student financial aid process. Department Staff should not contact the Financial Aid Office directly; rather, they should make SASC Staff aware of any questions or concerns.

Housing & Residence Life

Each spring, SASC Staff will work with all Head Coaches to generate a list of incoming PSA’s for the following year. SASC Staff will then forward this master list, along with any requests regarding roommate preferences, residence hall assignments, and Ogden Scholarships to the Office of Housing & Residence Life, who will do everything possible to accommodate said requests. PSA’s still need to complete the standard housing application process, but this process allows the Department to make requests related to on-campus housing arrangements. It is critical that Head Coaches keep the SASC informed as to PSA’s that need to be added or removed from the PSA database. Other Department Staff should not contact the Office of Housing & Residence Life directly; rather they should make SASC Staff aware of any questions or concerns.

International Services

SASC Staff will work with the WSU International Services Office to coordinate admission, registration, and orientation of any International PSA’s. It is critical that Head Coaches make SASC Staff aware of the
recruitment of any International PSA’s as early in the process as possible so monitoring of her/his status can begin. Other Department Staff should not contact the International Services Office directly; rather they should make SASC Staff aware of any questions or concerns.

**NCAA Eligibility Center**

SASC Staff will monitor progress made toward the Academic and Amateurism certification of all incoming PSA’s as determined by the NCAA Eligibility Center and will keep Head Coaches informed of progress made specifically by a program’s PSA’s. It is critical that Head Coaches keep the SASC informed as to PSA’s that need to be added or removed from the Institutional Request List. Other Department Staff should not contact the NCAA Eligibility Center directly; rather they should make SASC Staff aware of any questions or concerns.

**Registrar and Student Record Services**

SASC Staff will work with student-athletes and coaches to resolve any issues related to transcripts, registration holds, and other issues related to student records. Other Department Staff should not contact the Registrar or Student Record Services directly; rather they should make SASC Staff aware of any questions or concerns.

**Office of Student Life and Development**

SASC Staff will serve as the official liaison to the WSU student service departments listed above and all other departments within the Office of Student Life and Development. Other Department Staff should not contact the Office of Student Life and Development directly; rather they should make SASC Staff aware of any questions or concerns.

**4.2.3 Academic Recognition & Scholarships**

**Presidential Scholar-Athlete Awards**

The SASC will determine which WSU student-athletes qualify for distinction as WSU Presidential Scholar-Athletes. This award is given to all student-athletes who post a semester GPA of 3.20 or higher in the previous fall or spring semester. These student-athletes are then recognized at a pre-selected Basketball game in late January or February.

**External Academic Recognition**

The SASC will work in conjunction with the FAR and Director of Sports information to ensure that the names and pertinent information of all qualifying student-athletes are submitted to all external organizations that may recognize student-athlete academic achievement. These external organizations may include the NSIC, the WIAC, the NCAA and various professional and community organizations. A Head Coach may submit requests for academic information related to student-athletes on her/his roster directly to the team adviser assigned to her/his team. If a coach or student-athlete feels that an oversight occurred regarding submission of academic information relative to academic recognition, he/she should contact the team adviser and/or Sports Information Director.

**Academic Scholarships**

The SASC will make all qualifying student-athletes aware of any potential academic financial aid that may be available to them through the WSU Foundation or other internal and external sources. The SASC also
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will work in conjunction with the FAR to nominate qualified candidates for the NCAA Degree Completion and Post-Graduate Scholarship programs, as well as for the NSIC’s Britton-Kelly awards.

4.3 Compliance

The WSU Department of Intercollegiate Athletics is determined to be in compliance with all applicable University, NSIC/WIAC and NCAA rules and regulations in regards to student-athlete eligibility and Departmental operations. The Associate AD for Internal Operations oversees the compliance process at WSU, but it is truly a Department-wide effort. For more information on specific Compliance topics, please refer to the WSU Department of Intercollegiate Athletics Compliance Manual. Department Staff also may discuss any questions or concerns with either of the Associate AD’s, the Director of Athletics, and/or the FAR.

4.4 Marketing & Promotions

The overall marketing and promotions philosophy of Winona State University Department of Intercollegiate Athletics is to promote increased exposure and generate revenue opportunities while maintaining a positive public image. The Department’s marketing focus is on activities that create a traditional hometown feeling and communicate the overall quality of the sports programs.

The Director of Athletics with the assistance of other Department Staff, oversees the planning and coordination of all marketing and promotional activities, and ensures that these activities are appropriate within an educational environment.

Promotional activities are designed to provide a “total entertainment package” to the Department’s patrons. More specifically, the goal is to create a wholesome family atmosphere with something of interest for everyone in a festive, upbeat environment. This requires careful coordination between the coaches, teams, cheerleaders, dance team and the band.

4.4.1 Marketing Plan Strategies

The Department’s current marketing focus is on:

- The development of promotional packages designed to provide a total entertainment experience that is attractive to the majority of patrons;
- The marketing and sale of Warriors Athletics packages to an identified and select number of high-profile corporate partners; and
- The implementation of packages sold.

All these activities require careful coordination within the Department and the full cooperation of the coaches specifically.

An emphasis is placed on the marketing of programs with income producing or fund raising potential. Activities and items included in the overall marketing and promotions plan include, but are not limited to:

- Ticket Sales - Development and implementation of marketing and sales campaigns to maximize all ticket revenues. (Activities may include direct mail promotions and purchase appeals, or trade-outs for radio, newspaper, television, outdoor/transit, or other advertising to generate ticket sales.)
- Special Event Marketing - Marketing and promotion of Northern Sun Intercollegiate Conference Tournaments, NCAA Championships and other related events.
• Media Promotions - Development of radio spots, commercials, billboards, flyers and newspaper advertising.
• Booster Support - Campaigns to promote the Department’s booster club, as well as communication with business and community groups to create support for this organization.
• Game Day Entertainment - Coordination of special events and activities surrounding game attendance for all sports. (Activities include press conferences, tailgate parties, post-game gatherings, autograph sessions, special game days and other activities.)

4.4.2 Corporate Sponsorships
A primary objective of the Department’s marketing plan is to obtain corporate sponsors for athletic events hosted by Winona State University in order to offset expenses and/or enhance attendance. Sponsorship packages include advertising in/on the following: game boards, game programs, banners, message center and public address system. They also may include game and event sponsorships, large group ticketing, signage and media and special event (e.g., receptions, golf outings, etc.) promotions.

The Department designs corporate packages based on the principle that potential advertisers will not purchase mediums that do not cost-effectively broaden their consumer base. Therefore, sponsorship solicitations are limited to appropriate firms (i.e., no sponsors for tobacco or other harmful substances) and generally sold on the basis of advertising merit (i.e., competitive in quality and price).

Under no circumstances should any Department Staff member undertake a solicitation effort unless he/she is requested to do so or approved to do so by the Director of Athletics or his designee.

4.4.3 Advertising Guidelines
Only approved logos for the Department and WSU are to be used in advertising. Additionally, all advertising for Department-sponsored events must be approved by the Director of Athletics. The Department will either secure a sponsor or pay the cost of the advertisement within the budgetary constraints established for each sport.

The development of advertising copy/spots for identified athletic events and special events is the responsibility of the Director of Athletics, in conjunction with the Staff member directing the event. Staff members are expected to know and adhere to NSIC/WIAC and NCAA regulations regarding such advertisements. The Director of Athletics reserves the right to evaluate and approve the specifications for the advertisement, including but not necessarily limited to the following:

• The appropriateness of the advertisement;
• The advertising medium;
• The advertisement copy;
• The size of the ad;
• The cost per run; and
• The run dates.

4.4.4 Solicitation and Trade-Out Guidelines
The solicitation of advertising for the production of promotional materials is the responsibility of the Assistant AD for Development. Coaches and other Department Personnel are discouraged from soliciting advertising unless prior approval has been granted from the Director of Athletics (to avoid any exclusivity rights and other contractual specifics).
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All requests for promotional advertising, such as posters, media guide advertisements, and schedule cards, must be submitted to the Director of Athletics well in advance of the date required. Department Staff members are not to place orders for promotional materials without an approved purchase order.

The Assistant AD for Development is responsible for soliciting trade-outs from businesses for items to be used by various units within the Department. Department Staff members may not assign advertising space on a trade-out basis without prior approval of the Director of Athletics. All requests for trade-outs must be submitted in writing to the Director of Athletics, who evaluates the appropriateness of the item/service.

4.4.5 Promotional Guidelines

The Department has specific procedures established for the promotional areas specified below. The Vice President for Administration and Finance approves all related contracts with outside commercial entities.

Display of Product, Product Likeness, Mascot, or Displays Other Than Banners

- A commercial entity is permitted to display products at an athletic event as an exhibitor, provided all Departmental guidelines are followed.
- A skill contest prize may be displayed on or just off of the playing floor while a skill contest is being conducted, or may be displayed in a public lobby area during the event for which it is to be awarded.
- The mascot of a major sponsor may be allowed to appear at an athletics event provided all Departmental requirements and restrictions are followed.
- The name and or logo of a skill contest may appear on a vinyl floor target used to define a throwing area during a skill contest.

Scoreboard Advertisement

- Advertising of a permanent type displayed on scoreboards and other similar permanent signage is permitted. The Director of Athletics must approve permanent displays.
- Event-specific sponsor acknowledgements of a non-permanent nature may be displayed on digital electronic scoreboard displays.

Free Distribution of Advertising

- Lotteries may be held at specific events provided all three elements of a lottery are present: prize, chance and consideration.
- Product giveaways may be used as an event promotional technique, with or without the title sponsor’s name (e.g., gift to first 500 attendees at the event).

Use of Department Staff Member’s Name or Image

- The University holds property rights for any coach’s radio or television show. These rights may be transmitted to the specified coach if stipulated in the terms of her/his employment contract. Such an agreement must be made with the radio or TV station prior to commencement of such a show and must be approved by the Director of Athletics.
- Agreements related to the donation of a product(s) to the Department (e.g., shoes worn by basketball team, etc.) are made with the University.
IV. Internal Policies & Procedures

- A coach is permitted to have a separate personal consulting contract with a sponsor provided the agreement conforms to University, MnSCU, State, NSIC/WIAC and NCAA regulations and does not depend on the wearing of the product by WSU teams. All such contracts must have the prior approval of the Director of Athletics.

- The use of the name or image of a coach may be approved provided the coach does not specify any affiliation with a specific team or the University.

Display of Commercial Banners

- Corporate banners may be permitted in designated facilities used for athletics events, as permitted by University regulations.

- Any other type of display by corporations or sponsors requires the permission of the President.

Logo and Licensing Guidelines

The Department of Intercollegiate Athletics has registered its trademarks, service marks and logos, and has trademark ownership rights to them. The Assistant AD for Events acts as the Department's Licensing Coordinator.

All entities wishing to manufacture or sell products using the Department's marks must be licensed and pay royalties, with the exception of those producing goods for use by the Department that are not for resale.

Departmental licensing agreements are prepared with assistance from the Legal Affairs Office. A standardized contract is utilized for licensing agreements. Alterations to this contract are discouraged. The following are the terms of a standard contract:

- All advertising and promotional activities of the Department of Intercollegiate Athletics must be in compliance with existing University policies.

- Licensees pay a specific royalty percent of the gross wholesale selling price of the product licensed to be sold.

- Royalties are reported and collected, if due, on a regular and specified basis.

- The contract is for a specified term.

4.5 Event Management

4.5.1 Ticket Office

Athletic event tickets are a negotiable commodity and an important source of revenue for the Department of Intercollegiate Athletics. The mishandling or misappropriation of tickets could result in revenue losses or NCAA sanctions. For this reason, the policies and procedures prescribed for the printing, handling, sale and distribution of tickets are to be strictly followed.

The primary objectives for operating the Athletic Ticket Office are as follows:

- To properly handle and account for the distribution of tickets and admissions to all athletic events;

- To properly deposit and record income obtained from ticket sales; and

- To maintain a proper public relations posture with customers in order to promote continued support for the University and the Intercollegiate Athletics Program.
IV. Internal Policies & Procedures

Ticket Office policies and procedures are developed by the Director of Athletics in conjunction with Head Coaches and other Department Staff. All Department Staff members involved in the sale and distribution of tickets are responsible for maintaining current knowledge of University, NSIC/WIAC and NCAA rules and regulations governing ticket operations. Any questions regarding the intent or interpretation of specific policies are to be directed to the Director of Athletics.

Ticket Office: Sales

The Department issues tickets for Men’s and Women’s Basketball, Volleyball, Soccer, Gymnastics, Outdoor Track & Field, and Football. The Assistant AD for Events coordinates the day-to-day sale of tickets required for admission to athletic events.

Ticket Prices

Price structures for tickets to athletic events are established by the Associate AD for Internal Operations, the Director of Athletics, and other Department Staff. Proposed changes are based on several factors, including ticket demand, facility seating, strength of schedule and revenue needs.

Methods of Payment

Tickets may be paid for with cash, checks, money orders or credit card (Visa, MasterCard).

Record of Sales

All ticket sales are recorded and deposited with Business Services the same as any cash or check to the Department that is considered state funds. All athletic events where admission is charged must follow University procedures in regard to cash drawers and ticket control.

Season Ticket Applications

Season ticket applications are mailed to those individuals who purchased season or individual game tickets for the previous season. Renewal of season tickets is offered to season ticket holders for the same seating held the previous year. The deadline for renewing season tickets is normally four weeks after the applications are mailed.

Receipt of Funds

Ticket Office sales are receipted by the Ticket Office as described below.

Ticket Office: Complimentary Tickets

WINONA STATE UNIVERSITY ATHLETICS
COMPLIMENTARY TICKET POLICY

I. ATHLETIC DEPARTMENT STAFF

Family Members: Each athletic department employee may request complimentary tickets for immediate family members the week of a home contest for sports in which they do not coach. Requests for these tickets should be made at least 48 hours prior to the contest on the “Family/Staff” request form (Appendix N). These tickets cannot be used for visiting recruits or their family members. The transfer or resale of complimentary tickets is prohibited. Requests for friends and neighbors will not be granted.
Coaches of the ticketed sport: If admission is charged for the sport you coach, that coaching staff will receive four complimentary season tickets per University-funded staff position: (Football, 44; Volleyball, 12; Soccer, 12; Basketball, 12). These tickets are to be used at the discretion of the head coach of those sports. All complimentary ticket requests from that coaching staff (other than recruits) should be made through the head coach. Once those complimentary tickets are used, all other tickets must be purchased.

II. STUDENT-ATHLETES

It is Winona State University's policy that two (2) complimentary tickets are allowed to each student athlete in his/her sport, which is allowable by Bylaw 16.2.1.1 (see below). It is the responsibility of the head coach of each ticketed sport to provide a pass list for each home game to the Assistant Athletic Director for Games Management at least 48 hours prior to each home contest.

16.2.1.1 Institutional Contests in the Student-Athlete's Sport.
An institution may provide four complimentary admissions per home or away contest to a student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest.

16.2.1.2 Regulations
Complimentary tickets shall be distributed only to persons designated by the student-athlete who have identified themselves and signed receipt therefore. The institution shall be responsible for this administrative procedure, and the student-athlete’s eligibility shall be affected by involvement in action contrary to the provisions of Bylaws 16.2.1.1 and 16.2.2.1.

Home Events in Other Sports

Each student-athlete may receive admission to all regular season home events in sports other than that in which the student-athlete is the participant. Proof of identity (Student ID) shall be required.

III. RECRUITS

Requests for complimentary tickets for recruits can be made on the Recruit Ticket Request Form (Appendix O) and submitted to the Athletic Department Office at least 24 hours prior to the starting time of the home event. Please list only one recruit and his/her guests per form.

13.6.5.2 Complimentary Admissions (Official Visit)
During the official visit, a maximum of three complimentary admissions to a campus athletics event in which the institution’s intercollegiate team practices or competes may be provided to a prospective student athlete. Such complimentary admissions are for the exclusive use of the prospective student athlete and those accompanying the prospective student athlete on the visit and must be issued on an individual-game basis.

13.7.2.1 Complimentary Admissions (Unofficial Visit)
During an unofficial visit, the institution may not pay any expenses or provide any entertainment except a maximum of three complimentary admissions to a campus athletics event in which the institution’s intercollegiate team practices or competes. Such complimentary admissions are for the exclusive use of the prospective student athlete and those accompanying the prospective student athlete on the visit and must be issued on an individual-game basis.

IV. OTHER COACHES
IV. Internal Policies & Procedures

High school, junior college or college coaches are permitted one complimentary ticket for each home contest. These will be general admission tickets. These coaches simply need to show proper identification at the Will Call window and sign for the ticket. No advance request/reservation is required.

4.5.2 Athletic Events

The Assistant AD for Events assumes overall responsibility for the staging of home athletic events to include both facility and game management operations. Game management activities are directly overseen by the Assistant AD for Events, who delegates specific staging procedures to Department Personnel designated as “Home Game Management Staff”. These individuals are responsible for carrying out assigned duties in an efficient and proper manner.

Effective game administration requires continual cooperation and clear communication among the individuals, departments and agencies involved. Furthermore, strict adherence to stated procedures is required to ensure the safety of all spectators and participants and to guarantee that operations run smoothly during athletic events.

Alcoholic beverages, in any form, are prohibited at intercollegiate athletic events, except for designated areas as approved by the University President. WSU reserves the right to inspect all bags, blankets, coolers and any other containers of patrons entering an athletic event. Home Game Management Staff are expected to behave in a positive and courteous manner at all times. When necessary, security personnel may be asked to assist in the inspection of patrons’ belongings.

Preliminary Arrangements

As soon as home athletic event schedules are determined, the Assistant AD for Events begins to make necessary arrangements for the successful staging of these events. Before arranging for various auxiliary services, attendance projections are developed for scheduled events. Staging requirements include (but are not limited to) the following:

- Scheduling and supervision of ancillary personnel (e.g., ticket takers, gatekeepers, ushers, custodians, etc.) and game management staff (e.g., officials, public address announcers, scoreboard operators, and statisticians);
- Notifying the Concessions Manager of scheduled events;
- Arranging for police security and crowd control;
- Arranging for facility maintenance coverage;
- Coordinating requests for special media services with the Sports Information Director;
- Coordinating visiting and home team locker room requirements;
- Coordinating pre-game and half-time events;
- Coordinating spirit squad, Mascot and Band performances with the Advisor and Band Director;
- Preparing and distributing the game day format and script;
- Coordinating complimentary admission operations with the Ticket Office;
- Ordering refreshments for team locker rooms, officials’ locker room and the press box;
- Preparing letters to visiting teams sent a minimum of one month prior to the event; and
- Securing alternative practice arrangements for sports displaced by an event.
Facility Management

The Assistant AD for Events coordinates facility requirements with Facilities Services staff. This is to ensure that all structural components of the required facility are in good working order (e.g., lighting, plumbing, etc.). The Assistant AD for Events coordinates with Facility Services and designated Home Game Management Staff workers for the preparation of the facility for competition by performing such activities as lining the field, preparing locker rooms, setting up the floor area, etc.

Event Staff

The number of game workers (e.g., ticket takers, ticket sellers, ushers, program sellers, etc.) required for each event is determined by the size of the anticipated crowd. The Assistant AD for Events determines the number and type of personnel needed and makes appropriate arrangements, as necessary, with Department Personnel or the University for coverage, as follows:

- Security coverage is arranged through Campus Security, working with the Winona Police Department.
- Appropriate credentials and passes are provided to the press and other game personnel for easy identification.
- The Assistant AD for Events trains and schedules ushers, ticket takers, and ticket sellers for athletic events.
- Emergency medical services are arranged by the Head Athletic Trainer.
- Food Service provides concessions and is scheduled by the Assistant AD for Events by means of the master calendar.
- Clock operators, announcers, scorers and statisticians are hired, trained and scheduled by the Sports Information Director.

Officials

The Assistant AD for Events ensures proper preparation of facilities for officials scheduled through the NSIC or WIAC.

The officials’ host is responsible for preparing adequate dressing and showering facilities for officials. Towels and complimentary game programs are to be placed in the locker room prior to the officials’ arrival. The officials’ locker room is kept locked while they are officiating the game.

Security is provided to all officials upon their entrance to and exit from the playing field or court area. Complimentary cold drinks are provided in the officials’ locker room as well.

Press Box Operations

The Sports Information Director organizes press box operations for home athletic contests to include preparation and mailing of press credentials and parking passes, compiling and distributing statistical materials, filing post-game reports to media outlets, overseeing the installation of transmission facilities, and arranging for statistical crews.

Hosting NCAA Postseason Competitions

The Director of Athletics, or his/her designee, is responsible for completing the required application paperwork in order to host NSIC/WIAC or NCAA Championship events.
If selected to serve as host, the Director of Athletics normally appoints the Associate AD for Internal Operations as the Tournament Director. Working in conjunction with the Director of Athletics, the Associate AD for Internal Operations is responsible for ensuring that all requirements listed in the site/facility specifications are met. Additionally, the competition must be conducted and administered in accordance with the policies of the NSIC/WIAC and/or NCAA as applicable.

4.6 Athletic Facilities

Policies and procedures governing Departmental use of Athletic Facilities are established and enforced through the cooperative efforts of the Director of Athletics, the Assistant AD for Events and the Head Coaches. Departmental staff members and student-athletes are expected to comply with all rules regarding facility use. Of primary importance are the prevention of injuries to student-athletes and spectators alike, and the maintenance of facilities and equipment in optimal condition. The Department’s Administrative Staff is charged with the responsibility to review and determine the use of all facilities on an on-going basis.

The Assistant AD for Events, as approved by the Director of Athletics, coordinates the use of athletic practice and competition facilities for the Intercollegiate Athletics Program. Athletics Facilities are prioritized, with athletics programs receiving top priority, followed by academic needs, campus organizations and outside organizations. Within the Intercollegiate Athletics Program, in-season sports are given top priority with revenue producing sports granted highest priority. Next priority is given to sports preparing to begin their competitive season of that year (as opposed to teams beginning their off-season).

The Department controls the maintenance and use of all Athletic Facilities that are owned by WSU. The Assistant AD for Events, in conjunction with the Director of Athletics, maintains a master schedule of all practice and event schedules and is responsible for disseminating notifications of any schedule changes.

Outside Use of Facilities

The Department’s facilities are for the primary benefit of the Department’s programs, events and contests. The Department may permit the use of its facilities by both campus and outside groups, provided usage does not conflict with Departmental programs. When available, Athletic Facilities may be scheduled according to the following prioritized organizational categories:

- Camps conducted by coaches and the Department Staff;
- Organizations and/or individuals, considered on a case-by-case basis by the Director of Athletics, in conjunction with the Assistant AD for Events, from which revenues can be generated to support the facility;
- Campus organizations requesting use of facilities; and
- Outside, non-profit groups.

The Assistant AD for Events coordinates the use of Athletic Facilities and accepts all requests for their scheduling on behalf of the Department.

Preparation of Facilities for Use

The Assistant AD for Events ensures that all necessary preparations are accomplished for practices and competitive events that appear on the master facility schedule, as well as for non-Departmental events. Additionally, the Assistant AD for Events coordinates the daily maintenance and preparation of each facility for scheduled events. To ensure appropriate set up and preparation of event sites, the Assistant
IV. Internal Policies & Procedures

AD for Events must have advance notice (actual lead time requirements vary with the type of event). The Assistant AD for Events arranges for support staff to work scheduled events and coordinates with the Facility Services Office for any set up and clean up needs.

Rules for Facility Use

The following rules are in effect for the use of all Athletic Facilities:

- Pets are not permitted inside athletic facilities, including Maxwell Stadium and must be on a leash in outdoor athletic areas.
- Fighting, roughhousing and abusive language or behavior is not tolerated.
- Individuals may be held responsible for any damage to equipment beyond normal wear and tear.
- Food and beverage consumption is limited to designated areas. Littering of all track, field and court areas is prohibited.
- Designated entrances and exits must be used. Use of fire exits during non-emergencies or to permit access of non-eligible patrons may result in the removal of both parties from the facility.
- The Department reserves the right to close any facility or forbid use of its equipment without prior notice during emergencies.
- The Department reserves the right to eject or to refuse entrance to any individual judged as a potential danger to the general safety of its patrons.
- Person(s) stealing or damaging personal or University property in any facility are subject to immediate ejection and prosecution to the full extent of the law.
- Use of the facilities under Departmental control is restricted to organizations and activities authorized by the Director of Athletics or his designee.

Safety Precautions

In order to ensure the personal safety of University students, staff and guests, requests for facility use are approved only if the planned use of the facility is within the limits of its seating capacity and its condition, as normally equipped. Posted safety and fire prevention regulations are to be followed, and all injuries, accidents, equipment failures, etc. are to be reported immediately.

4.7 Sports Information

The Sports Information Director (SID) is responsible for the operation of Winona State University’s Sports Information Office, which serves as the primary media contact for the Department of Intercollegiate Athletics. The SID responds to requests made by electronic and print media representatives for information and commentary on all aspects of the Intercollegiate Athletics Program.

A primary objective of sports information is to publicize all intercollegiate teams in a professional manner while creating both interest and enthusiasm and maintaining a reputation for credibility and integrity. To do this, the SID relies on a steady flow of information from and close communication with coaches, administrators and student-athletes.

The SID is charged with overseeing the Office and coordinating staff assignments.

4.7.1 Responsibilities of the Sports Information Office

The media-related responsibilities of the Sports Information Office include:
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- To write, edit, publish and/or disseminate all athletically-related material, in the following forms:
  - Daily and weekly news releases and sports updates pertaining to individual student-athletes, coaches or team activities;
  - Event programs, as well as annual sports brochures for media and recruiting purposes;
  - Current team and individual statistic compilations;
  - Current and historical files for all sports, including information on teams, individual student-athletes and coaches;
  - Special interest stories related to student-athletes, coaches, teams or Departmental activities; and
  - Master sporting event schedules for media on a weekly/monthly/yearly basis.

- To direct media activities at athletic events in the following ways:
  - Serving as host to radio, television and print media representatives and providing all background information;
  - Supervising credentials for sideline, press box and team practices;
  - Coordinating publicity events and press conferences involving student-athletes, coaches and administrators;
  - Providing requested materials to opponents’ Sports Information Offices for both home and road games;
  - Reporting results to media outlets;
  - Supervising the gathering of required statistics at home contests;
  - Coordinating the transmission of post-game information to the media;
  - Overseeing the maintenance of information and archives for all sports;
  - Coordinating the staffing of away events; and
  - Assisting in the preparation of NSIC/WIAC and NCAA reports, as required.

- To oversee the design and maintenance of the Department’s Web Page in the following ways:
  - Posting information and results specific to each sport as frequently as possible.
  - Updating all graphics, pictures, and general University information that comprise the web page as frequently as possible.

- To provide additional services as required, to include the following:
  - Assisting student-athletes in gaining postseason academic and athletic honors and/or publicizing the receipt of such honors;
  - Providing student-athletes with interview guidelines;
  - Assisting student-athletes and coaches in preparing for scheduled interviews;
  - Coordinating individual interviews and media conferences;
  - Traveling with teams; and
  - Assisting the Administration with public relations campaigns.

4.7.2 Responsibilities of the Coaches

Coaches are expected to cooperate fully with the Sports Information Office to achieve favorable media coverage and provide for the production of quality brochures, media releases and event programs for their sports. Head Coaches’ home telephone numbers will be released to known media representatives
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unless the Coach requests in writing that his/her number be withheld. Cell phone numbers will NOT be given to media unless approved in advance by the coach or administrator.

The media-related responsibilities of WSU coaches are as follows:

- To coordinate the completion of pre-season individual student-athlete publicity information forms on an annual basis;
- To abide by the Buckley Amendment/FERPA when releasing student-athlete information;
- To participate in television, radio and print interviews, as requested;
- To be courteous and cooperative with members of the media at all times, even during difficult situations;
- To be honest when dealing with the media and to exercise sound judgment when commenting to the press on any topic;
- To go through the SID when scheduling media releases and restrict press statements to their specific sport;
- To honor all deadlines when submitting information for rosters, schedules, publicity questionnaires and athletic event information by setting up a meeting with the Sports Information Office at least eight weeks prior to the opening of the sport’s season;
- To provide the Sports Information Office with all information pertinent to competitions and championships conducted at WSU, as soon as possible prior to the event;
- To be on time for pre-arranged interviews and return calls to media members in a timely fashion;
- To assist the Sports Information Office in setting up a time and place for either a press day or photo session for the team at least four weeks prior to the opening of the sport’s season, and be available for team and individual pictures;
- To report away game results immediately after the conclusion of the game through the Sports Information Office; and
- To ensure that student-athletes receive proper instructions and encouragement on appropriate interview techniques.

Winona State University receives media coverage both regionally and nationally. Therefore, coaches are reminded to think carefully prior to answering media questions dealing with subjects such as specific student-athletes, injuries, or controversial topics. Public statements or media releases regarding sensitive topics are to be approved by the Director of Athletics prior to release, and depending on the situation may be referred to University Relations in accordance with the University Crisis Management Policy.

4.7.3 Privacy Rights of Student-Athletes

All Department of Intercollegiate Athletics Staff Members are expected to comply with University and NCAA rules and regulations, as well as federal laws, regarding the release of personal information related to student-athletes and prospective student-athletes. Therefore, in accordance with University, NCAA rules and regulations, and the 1974 Family Educational Rights and Privacy Act (Buckley Amendment), personal information about the student-athlete is not to be used or released unless the student-athlete has given her/his consent to the University for the release of such information for use in publicity.

4.8 Athletic Training

The Athletic Training Staff of Winona State University seeks to achieve the following goals:
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- to prevent athletic injuries;
- to treat athletic injuries;
- to rehabilitate athletic injuries; and
- to prepare Athletic Training students for careers in Athletic Training/Sports Medicine.

4.8.1 Injury or Illness Policy

The Winona State University Department of Intercollegiate Athletics follows the policies set by the National Athletic Trainers’ Association (NATA) & the NCAA. The Department will be responsible for medical services if the student-athlete is injured in a practice or game which was under the coach’s supervision with a coach or their representative present.

The process of securing medical aid for illness or injury of a student-athlete is as follows:

- during hours which the Athletic Training Facility is open, report injuries or illnesses in person to the Head Athletic Trainer or Staff Athletic Trainers;
- at night, or during hours when the Athletic Training Facility is not open, contact your respective Certified Athletic Trainer or the Head Athletic Trainer for assistance;
- if a doctor writes the student-athlete a prescription, he/she will be responsible for the expense;
- if for any reason a student-athlete receives a medical bill, return it immediately to the Head Athletic Trainer for authorization for payment if qualifying under the terms of insurance. An explanation of benefits must be included and also can be submitted to the Head Athletic Trainer.

The Athletic Training Facility is available to all WSU student-athletes regardless of sport, sex or ability. The Athletic Training Staff strives to provide quality medical care for all. The decisions made by the Athletic Training Staff take into consideration the best interests of the student-athlete.

All student-athletes are required to turn in a Medical History form and Insurance Information. Also, student-athletes are required to pass a Physical Examination on an annual basis. The physical is to be completed before any equipment may be issued and before the student-athlete may begin practice. The Team Physician will be the final authority regarding defects or limitations that will exclude a student-athlete from competition.

Within the framework of the Athletic Training Facility Policy, these procedures have been developed for use by student-athletes:

- Student-athletes must sign in for all treatments.
- No shoes, cleats or spikes are to be worn in the Athletic Training Facility or on the treatment tables and student-athletes must wear shorts, shirt & socks.
- No equipment is allowed in the Athletic Training Facility.
- No alcohol or chewing/smoking tobacco is permitted in the Athletic Training Facility.
- No loud music is allowed in the Athletic Training Facility.
- Vulgarity, sexism, harassment, horseplay, theft or the use of prescription/illegal drugs will not be tolerated.
- Athletic Training Facility Hours are posted on the door of the Athletic Training Facility.
- Treatment and rehabilitation will take place prior to practices and, as needed, on game days. Evaluations of injuries will take place at the time of the injury.
IV. Internal Policies & Procedures

- Coaches’ Reports are available as desired and indicated by the Head Coach of each team.
- There is no lounging or food allowed in the Athletic Training Facility; it is not a social gathering place. No one is late to practice because of the training room.
- Skipped rehab/modalities/treatments and/or partially finished rehab are treated just like a practice & will be handled by the team’s discipline policy.
- The Athletic Training Facility is not a self-serve facility. All bandaging, first aid and treatment will be administered by the Athletic Training Staff.
- Return all loaned items to the Athletic Training Facility. All non-returned items will be charged to the borrower. Any member of the Athletic Training Staff who distributes the following materials will record them on the appropriate chart:
  - crutches
  - splints/immobilizers
  - walking boot
  - coolers
  - other equipment/items
- All Athletic Training Staff will keep student-athlete medical/health information confidential.
- No problem will be ignored or mishandled due to personal feelings of an Athletic Training Staff member toward a student-athlete.
- The Athletic Training Facility is a health care facility and should remain clean at all times.
- Equipment and treatment materials must be put away. Anyone caught stealing anything from the Athletic Training Facility will lose all privileges to the Athletic Training Facility.
- Pool usage - must shower first, have a lifeguard on duty, and follow pool rules.

Coaches are expected to observe the following guidelines:

- All athletic injuries are to be directed to the Athletic Training Facility for the first evaluation.
- No coach is to refer a student-athlete to student health services or a specialist unless serious injury occurs when Athletic Training Staff is not available.
- The Athletic Training Staff will handle all athletic injuries without interference from the Coaching Staff.
- When the student-athlete is injured, the Athletic Trainer will proceed to her/his aid as quickly as possible, evaluate the case and begin immediate care. The Head Coach will be informed of the student-athlete’s availability for the remainder of the practice or game.
- When the services of a specialist are required, the Athletic Training Staff and/or Team Physician will schedule the appointment. This will coordinate services and aid in insurance record keeping.
- In case of emergency, the Athletic Training Staff will administer the necessary first aid until the ambulance service has arrived. Do not request removal of a student-athlete or attempt to move her/him if in doubt as to the student-athlete’s condition.
- It is recommended that members of the Coaching Staff refrain from discussing a student-athlete’s injury in the presence of other student-athletes.
- The Team Physician and Head Athletic Trainer will determine the type and duration of therapy treatment. Coaches should not send a student-athlete to the Athletic Training Facility with instructions to get a specific treatment.
IV. Internal Policies & Procedures

- The rehabilitation of all injuries will be directed by the Head Athletic Trainer and supervised by the Team Physician or Team Orthopedic Specialist and the Certified Athletic Training Staff.
- When school is not in session, it is the responsibility of the coach to make advance arrangements with the Head Athletic Trainer in order to have someone from the Athletic Training Staff cover practices and competitions.

Team Assignments

Winona State University has an accredited Athletic Training Education Program. Athletic Training students will be assigned to all sports and these students must be treated with respect.

Emergency Ambulance Response

The Winona Area Ambulance is on standby for special events and specified games. At other times, when necessary to have injured players removed by an ambulance, the procedures are listed in the Athletic Training Handbook issued to each WSU sport.

Other Athletic Training questions/concerns are addressed in individual team Athletic Training Policies and Procedures manuals.

4.8.2 Winona State University Concussion Policy

1) All WSU student-athletes must read the NCAA Concussion Fact Sheet and sign the attached student-athlete statement acknowledging that:
   a. They have read and understand the NCAA Concussion Fact Sheet
   b. They accept the responsibility for reporting their injuries and illnesses to the WSU Medical Staff, including signs and symptoms of concussions.

2) All WSU Coaches (Head Coaches, Assistant Coaches and Graduate Assistant Coaches) and Department of Intercollegiate Athletics Personnel must read and sign the attached coaches statement acknowledging that they:
   a. Have read and understand the NCAA Concussion Fact Sheet
   b. Will encourage their student-athletes to report any suspected injuries and illnesses to the WSU Medical Staff, including signs and symptoms of concussions; and that they accept the responsibility for referring any student-athlete to the WSU Medical Staff suspected of sustaining a concussion.
   c. Have read and understand the WSU Concussion Management Protocol

3) Winona State Team Physicians, Athletic Trainers and Undergraduate Athletic Trainers must read and sign the medical provider statement acknowledging that they:
   a. Will provide student-athletes with the NCAA Concussion Fact Sheet and encourage their student-athletes to report any suspected injuries and illnesses to the WSU Medical Staff, including signs and symptoms of concussions.
   b. Have read, understand, and will follow the WSU Concussion Management Protocol

4) The Head Athletic Trainer will coordinate the distribution, educational session, signing and collection of the necessary documents. These documents will be filed appropriately in the Athletic Training Facility.

5) The Department of Intercollegiate Athletics and Head Athletic Trainer will coordinate the signing of the aforementioned documents on an annual basis for the medical personnel and coaches. This will take place in the early fall with the annual Staff Development Day. The Athletic Training
IV. Internal Policies & Procedures

Office will keep the signed documents, along with the WSU Concussion Policy, on file. A copy of the WSU Concussion Policy also will be distributed to each Coaching Staff.

6) The Head Athletic Trainer will coordinate an annual meeting at the end of each academic year to review and update the Concussion Policy with the WSU Medical Staff. Any changes to the policy will be effective August 1 of that year.

4.8.3 Winona State University Concussion Management Protocol

Concussions and other brain injuries can be serious and potentially life threatening injuries in sports. Research indicates that these injuries also can have serious consequences later in life if not managed properly. In an effort to combat this injury the following concussion management protocol will be used for WSU student-athletes suspected of sustaining a concussion.

A concussion occurs when there is a direct or indirect insult to the brain. As a result, transient impairment of mental functions such as memory, balance/equilibrium, and vision may occur. It is important to recognize that many sport-related concussions do not result in loss of consciousness and all suspected head injuries should be taken seriously. Coaches and fellow teammates can be helpful in identifying those who may potentially have a concussion because a concussed student-athlete may not be aware of their condition or potentially be trying to hide the injury to stay in the game or practice.

The Plan

1) The process will begin with pre-season baseline testing. Every new (first year or transfer) student-athlete in the sports of baseball, basketball (men and women), football, gymnastics, soccer, softball, track and field (pole vaulters and high jumpers), and volleyball must receive a pre-season baseline assessment for concussion which involves Impact Testing.

   a. The respective team’s Athletic Trainer will conduct the following assessment for all new athletes: Impact Testing

   b. The respective team’s Athletic Trainer also will provide the educational material to all athletes on their respective teams and will acquire appropriate signatures on specific documentation.

2) A student-athlete suspected of sustaining a concussion will be evaluated by the team’s Athletic Trainer using the Graded Symptom Checklist (GSC). Should the Team Physician not be present, the Athletic Trainer will notify the Team Physician to develop an evaluation and a treatment plan. If able, an assessment of symptoms will be performed at the time of injury and then serially thereafter (i.e, 2-3 hours post-injury, 24 hours, 48 hours, etc). The presence or absence of symptoms will dictate additional testing.

3) Any student-athlete diagnosed with symptoms of a concussion will not return to activity for the remainder of the day. Medical clearance will be determined by the Team Physician and or the combination of the Team Physician and Athletic Trainer involved.

4) The Team Athletic Trainer will administer the Impact Testing when they deem the student-athlete capable of taking the test. These test results will be given to the Team Physician after results are received.

Concussion Assessment

NO STUDENT-ATHLETE SUSPECTED OF HAVING A CONCUSSION IS PERMITTED TO RETURN TO PLAY THE SAME DAY, AND NO STUDENT-ATHLETE IS PERMITTED TO RETURN TO PLAY WHILE SYMPTOMATIC FOLLOWING A SUSPECTED CONCUSSION.
IV. Internal Policies & Procedures

1) **Baseline Testing**: performed on each student-athlete upon entering as a first year student, transfer, or for those student-athletes sustaining a concussion the previous season (reestablish a baseline).

2) **Time of Injury**: clinical evaluation, GSC, and appropriate referral if needed; each student-athlete will receive a Head Injury Information Card that they can take with them.

3) **1-3 hrs post-injury**: if available reevaluate, GSC and appropriate referral if needed.

4) **Next day**: reevaluate, GSC.

5) **Follow-up evaluations** daily to track signs and symptoms.

6) **Administer Impact Testing**: when Athletic Trainer and or Team Physician deems necessary.

7) **Once the athlete becomes asymptomatic**:
   a) The student-athlete must be asymptomatic for 24 hours before any exertional activity will take place. This must be documented in the student-athlete’s file and the results of the Impact Test must be placed in student-athlete’s file.

**5 Step Graduated Exertional Return to Play Protocol**

The protocol allows for a gradual increase in volume and intensity during the return to play process. The student-athlete is monitored for any concussion-like signs/symptoms during and after each exertional activity. The student-athlete will be reassessed prior to each step when it takes place.

The following steps are not ALL to be performed on the same day. In some situations, steps 1, 2, or 3 may be completed on the same day, but usually will take place over a couple of days. The step process will be determined by each team’s respective Athletic Trainer. The activities in each step will be sport specific as deemed by each Athletic Trainer and with consultation of the Team Physician.

- **Step 1**: 10-20 minute stationary bike ride (low intensity); monitor signs/symptoms as well as vital signs.
- **Step 2**: Interval bike ride: sprinting and recovery periods; Athletic Trainer may add other activities (i.e. squats, pushups, sit-ups, etc). monitor signs/symptoms as well as vital signs.
- **Step 3**: Running activities (short sprints); plyometric activities as well as sport specific activities as deemed by Athletic Trainer; monitor signs/symptoms as well as vital signs.
- **Step 4**: Limited, controlled return to full-contact practice; monitor signs/symptoms as well as vital signs.
- **Step 5**: Return to Full participation in a practice.

No student-athlete will return to full activity or competition until asymptomatic in limited, controlled, and full-contact activities, and cleared by Team Physician. These activities also include weight training as well as activity courses.

***Note: This Concussion Management Plan has been adapted to specifically address issues at Winona State University. Modifications have been made from the following documents:***

- **University of Georgia: Concussion Management Guidelines (2010)**
- **University of North Carolina at Chapel Hill Sport Concussion Policy (2010)**

**4.8.4 Winona State University Sickle Cell Testing Policy**

- Effective August 1, 2012, the NCAA mandates that all Division II student-athletes either be tested for the sickle cell trait or show proof of a prior test. This legislation applies to all incoming, returning, and tryout student-athletes. The NCAA allows student-athletes to opt out of this testing
IV. Internal Policies & Procedures

by signing a waiver. Winona State University Department of Intercollegiate Athletics recommends that all student-athletes be tested for the sickle cell trait.

- When the student-athlete arrives on campus he/she will go through an educational session on sickle cell trait. When this session is completed the student-athlete will either provide proof of test results or they will sign the Winona State University Sickle Cell Trait Testing Form that opts them out of getting the test.

- The student-athlete may opt out of getting tested, however he/she has the right to be tested at a different time and must share results with the Winona State Athletic Training Staff. If this occurs, the waiver would take precedent until the test results are received.

- If a student-athlete wishes to be tested he/she must pay for the test.

- If a student-athlete tests positive they must immediately inform the Winona State University Athletic Training Staff that he/she has tested positive.

- Winona State Athletic Training Staff will provide the student-athlete with a Sickle Cell Trait Positive Form that must be signed by the examining physician.

- At the time of a positive test the student-athlete will receive appropriate education from the examining physician as well as consultation with the Winona State University Athletic Trainers.

4.9 SAAC

The Student Athlete Advisory Committee (SAAC) exists to provide student-athletes with a voice through which they can address issues relating to their welfare as individuals in the Winona State University community. Each program shall be represented by at least two current student-athletes; both an upperclassman and an underclassman. At times when votes are cast each program will be allowed two votes. This committee can address any concerns or represent any issues that it may have. Additionally, SAAC members:

- provide a listening ear to the concerns of team members with regard to academics, activities, department policy, etc.;

- meet with the Director of Athletics, Faculty Athletics Representative, other administrators or staff to voice opinions and concerns;

- inform team members of their rights and responsibilities;

- serve as a mentor to freshmen student-athletes; and

- serve as community service liaisons between the WSU Department of Intercollegiate Athletics and their respective programs.

4.10 CHAMPS Life Skills & Community Service

The WSU Department of Intercollegiate Athletics will provide mandatory Life Skills programming for student-athletes throughout the academic year. Student-athletes also will be encouraged to attend programming on their own. The Department is committed to developing the total student-athlete which includes academics, athletics, and service.

4.11 Policy Manual Updates and Revisions

The Winona State University Department of Intercollegiate Athletics Policy and Procedure Manual is designed to be a living document that can be revised and/or expanded to reflect Departmental changes. The organization of the Manual allows revisions and updates to be made without major disruption of the format. Policies are organized into sections by topic areas.
Department Staff members are encouraged to periodically review existing policies. When modifications are required, no matter how minor, the Staff member should note, in writing, the proposed alteration. The written notification must include the section, policy, page number, and a copy of the existing policy. Once completed, the proposed revision is submitted to the Director of Athletics.

The proposed modification may then be discussed with other Administrative Staff members prior to making the final decision.

Once approved by the Director of Athletics, the change is considered official. The Director of Athletics disseminates the appropriate revised manual page(s) to those Staff members responsible for updating Manual copies throughout the Department.

Questions concerning modifications, or the procedures for altering existing Manuals, are to be directed to the Director of Athletics.
IV. Internal Policies & Procedures
V. External Policies & Procedures

In addition to operations conducted within the Department of Intercollegiate Athletics, Department Staff members also will interact with constituency groups external to the Department in various ways. It is expected that in these interactions, Department Staff members shall adhere to all applicable rules and regulations related to their employment and general conduct and also shall represent the Department and University with honor and integrity. All Department Staff members shall make every effort to represent the Department and the University in a positive manner, while also remaining cognizant of the best interests of the Department and the University.

5.1 University Constituency Groups

5.1.1 Human Resources
Somsen 114
507-457-5005
http://www.winona.edu/humanresources/index.asp

Hiring

Please refer to Winona State University Hiring Guidelines for detailed information on hiring procedures for all employees (including students).

Performance Evaluations

The Department of Intercollegiate Athletics adheres to the University’s policies and procedures for conducting performance evaluations for its Staff members. Each evaluation should be conducted in a fair and equitable manner.

Department Staff members are encouraged to seek regular advice, counsel and feedback regarding their job performance. Although this information can be obtained from a number of sources, it should be sought primarily from the employee’s immediate supervisor. Supervisors are encouraged to provide both positive and corrective feedback to assist the Staff member in achieving the employee’s maximum potential on the job and in meeting performance goals and standards set by the employee, the supervisor, the Department and the University.

In addition to meeting or exceeding job performance standards, Department Staff members also are expected to display behavior consistent with Departmental and University policies and procedures. So that employees understand what is expected of them, it is the supervisor’s duty to ensure that Staff members receive appropriate orientation and training concerning specific job responsibilities and Departmental procedures.

Supervisors also are responsible for administering annual performance evaluations. These evaluations, in addition to pointing out exemplary job performance and work-related shortcomings, should offer suggestions for strengthening job performance and maintaining successful employment relationships. When problems are identified, either during the evaluation or at other times during the year, they should be addressed in person and in writing, in a constructive manner, as soon as possible.
V. External Policies & Procedures

Purpose of Review

The performance review should be conducted in order to achieve a variety of purposes, including, but not limited to, the following:

- To provide an opportunity for staff to present an organized overview of their activities and accomplishments;
- To identify ways to enhance job satisfaction and performance;
- To enable staff to identify career opportunities and to integrate these with the goals of their area of responsibility;
- To encourage individual initiative and creativity in the workplace;
- To foster communication between supervisors and their staff; and
- To provide a regular opportunity to build a record of performance for use in merit recommendations, appointment reviews, promotions, and other personnel actions.

Resignation, Dismissal, and Corrective Action

It is the policy of the Department of Intercollegiate Athletics to handle the termination of any employee in a fair and expedient manner. Resignation refers to an employee’s discontinuance of service by either resignation or retirement. Dismissal refers to the discharge or release of an employee by the Department. Corrective action may be warranted when an employee does not meet required standards of work performance and/or employee conduct.

Employee Benefits

Employee benefits can be found on the Human Resources’ website. The New Employee Handbooks include information on Health Insurance, Life Insurance, Disability Insurance, Retirement (TIAA-CREF) and Flexible Benefits Plan.

Union Contracts

http://www.winona.edu/humanresources/8151.asp

Copies of current union agreements are available on the Human Resources’ website. Department Staff members may reference the appropriate agreement for information on wages, sick, vacation and other leave provisions and other employee matters.

Miscellaneous

The State of Minnesota issues paychecks on a bi-weekly schedule (26 pay periods per year). Each pay period covers a two-week time span starting on a Wednesday and ending on a Tuesday. Employees receive payment on a Friday, 10 days after the pay period ends. This 10 day delay is needed to process and distribute paychecks for the State’s 35,000 employees. Direct Deposit of individual paychecks is mandatory.

Educational Benefits

Tuition waiver benefits are available to Winona State University employees and their spouses and dependents as outlined in their respective collective bargaining agreements (see below). These waivers can be used for credit courses only and can be used only on a space available basis. The waivers can be
used at any of the state universities within the Minnesota State College and University (MnSCU) system. Tuition waiver credits cannot be carried forward into the next year. More information related to applying for tuition waiver benefits can be found on the Human Resources Office website.

**AFSCME** - After three consecutive years of service:
Employee - 20 credits; Dependent – 16 credits

**Confidential** - After three consecutive years of service:
Employee – 20 credits Dependent – 16 credits

**MAPE** - After three consecutive years of service:
Employee – 20 credits Dependent – 16 Credits

**MMA** - After three consecutive years of service:
Employee - 20 credits Dependent – 16 credits

**MNA** - After three consecutive years of service:
Employee – 20 credits Dependent - 16 credits

**Administrators** - 24 credits

**IFO** - 30 credits

**Part-time Faculty** - Entitled to the number of tuition waiver credits equal to the number of credits taught by the faculty member within the semester.

**MSUAASF** - 27 credits

**Holidays**

The administrative holiday schedule for Winona State University Personnel is published each year on an approved academic calendar. Please refer to the University Academic Calendar for actual dates of when the following holidays are observed:

- Labor Day  
- Veterans' Day  
- Independence Day  
- Thanksgiving Day  
- Day after Thanksgiving  
- Christmas Day  
- New Year's Day  
- Martin Luther King Day  
- Presidents' Day  
- Memorial Day

**Leave Classifications**

**Sick Leave**

New employees are entitled to accrue sick leave based on their respective collective bargaining agreements. If sick leave is not used in the year it is earned, the balance is carried forward into the next fiscal year. Contact the Human Resources Office with questions regarding balance information or use.

Faculty shall indicate use of sick leave by completing an Unclassified Personnel Request for Excused Absence (available on the forms page of the HR website at [http://www.winona.edu/humanresources/8161.asp](http://www.winona.edu/humanresources/8161.asp)). The form should be forwarded for signatures and sent to the Human Resources Office. Sick leave balances are sent to all faculty members every two weeks via email. Contact the Human Resources Office, with questions regarding sick leave balances or use.
V. External Policies & Procedures

Classified civil service employees (Council 6, MAPE, MMA, MNA) shall indicate the amount of sick leave used and complete timesheets on eTime. To view eTime tutorials or to sign into eTime, please visit the Payroll home page at: http://www.winona.edu/busoffice/12005.htm

ASF employees and MnSCU Administrators should indicate use of sick leave utilizing the eTime system. ETime tutorials and Login information can be found on the Payroll home page at: http://www.winona.edu/busoffice/12005.htm. Sick leave balances, use and accrual information will be sent to all ASF and Administrators every two weeks via email.

Vacation
New employees are entitled to accrue vacation based on their respective collective bargaining agreements. If vacation is not used in the year it is earned, the balance is carried forward into the next fiscal year. Contact the Human Resources Office with questions regarding balance information or use. Faculty members do not accrue vacation leave.

Classified civil service employees (Council 6, MAPE, MMA, MNA) shall indicate the amount of vacation leave used on eTime. To view eTime tutorials or to sign into eTime, please visit the Payroll home page at: http://www.winona.edu/busoffice/12005.htm

ASF employees and MnSCU Administrators should indicate use of vacation leave on the eTime system at http://www.winona.edu/busoffice/12005.htm. Vacation leave balances, use and accrual information will be sent to all ASF and Administrators every two weeks via email.

5.1.2 Information Technology

Somsen 207
507-457-5240
http://www.winona.edu/IT/
WSU is a national leader in on-campus technology and as a result, Department Staff members will have access to many resources, including a personal laptop and tablet, as well as extensive support through Information Technology Services. Questions or concerns related to technology and services available at WSU should be directed to ITS and all Department Staff members should familiarize themselves with MnSCU policies related to use of System technological resources, specifically MnSCU Board Policy 5.22 and 5.23.

5.1.3 Business Office

Somsen 205
507-457-5419
http://www.winona.edu/businessoffice/default.asp
The WSU Business Office coordinates many of the day-to-day business operations for the University as a whole, and thus many of the day-to-day business operations for the Department. The Associate AD for Internal Operations serves as a liaison between the Business Office and the Department, so inquiries related to business activity should be directed through Jennifer Flowers. Additionally, the Business Office has designated the following as contacts for University departments:

- **Accounting**: Tanya Schamaun (Somsen 205L; 507-457-5071; tschamaun@winona.edu)
- **Contracts**: Deb Benz (Somsen 205G; 507-457-5069; dbenz@winona.edu)
V. External Policies & Procedures

- **Faculty & Staff Payroll**: Lori Adler (Somsen 2050; 507-457-5073; ladler@winona.edu)
- **Purchasing**: Deb Benz (Somsen 205G; 507-457-5069; dbenz@winona.edu)
- **Travel**: Julie Erickson (Somsen 205C; 507-457-2945; juerickson@winona.edu)

5.1.4 Facilities Services

*Service Building 100*

507-457-5045

[http://www.winona.edu/facilities/](http://www.winona.edu/facilities/)

The WSU Facilities Services Office coordinates operations related to the overall University infrastructure including building and grounds maintenance, custodial services, mail/freight delivery and receiving, construction, signage, issuance of keys, motor pool (rental of University vehicles), campus room reservations and utilities. The scheduling and maintenance of Departmental facilities is coordinated through the Assistant AD for Game Environment/Community Engagement/Tickets, but other inquiries concerning the areas listed above in regards to general campus facilities or resources can be referred directly to the Facilities Services Office.

5.1.5 Affirmative Action/Legal Affairs

*Somsen 202*

507-457-5008


The Affirmative Action/Legal Affairs (AA/LA) Office serves as the primary legal resource on campus. This office coordinates all Affirmative Action efforts at WSU, as well as all employment searches. Additionally, the AA/LA Office serves as the official publisher of many campus policies related to sexual harassment, assault, discrimination and workplace violence. Department Staff members may file complaints related to any of the aforementioned policies directly with the AA/LA Office and should refer other University students or staff with similar complaints to this office.

The AA/LA Office also serves as a resource for questions or concerns related to personal and departmental liability related to day-to-day operations (e.g. institutionally sponsored camps), rules and regulations concerning student data privacy and security (e.g. FERPA, HIPPA, etc.), and Title IX.

The AA/LA Office regularly offers practical training in many of these areas. Some of the training is mandatory and some is optional, but all Department Staff members should make a concerted effort to ensure that they feel competent in these areas as missteps can result in liability and potential litigation involving Department Staff members and/or the Department and the University. Department Staff members also should not hesitate to direct any questions or concerns directly to the AA/LA Office. Additionally, the AA/LA Office publishes and updates policies and other critical information on its website.
V. External Policies & Procedures

5.1.6 Campus Security

Sheehan 118
507-457-5555

http://www.winona.edu/security/

The Winona State University Security Office is charged with the responsibility of protecting life and property in a manner that will provide the safest possible learning environment for the University. Thus, this office is responsible for the physical security of all residence halls, academic buildings and grounds on campus. Questions or concerns related to Campus Security can be directed to the WSU Security Office or the Winona Police Department (507-457-6302). In emergency situations, Department Staff members should immediately dial 9-1-1.

5.1.7 Parking Services

Maxwell 233
507-457-5062

http://www.winona.edu/parking/

The WSU Parking Services Office coordinates all parking on campus. For questions related to parking permits, visitor parking or other parking related issues, Department Staff members should direct inquiries to the WSU Parking Services Office.

5.1.8 Teaching/Other Responsibilities

Many Department Staff members have teaching or other responsibilities on campus, thus a percentage of many salaries are paid by academic or other campus departments. The Department of Intercollegiate Athletics insists on professionalism, cooperation and diligence in regards to teaching/other responsibilities. Department Staff members will adhere to the principles of classroom policy and will strive to avoid conflicts between their teaching/other responsibilities and Departmental duties.

5.2 State and System Constituency Groups

5.2.1 MnSCU

http://www.mnscu.edu/
800-456-8519

As stated earlier in this manual, the Minnesota State College and Universities (MnSCU) System retains plenary control over all aspects and operations of Winona State University, including the Intercollegiate Athletics Program. WSU Department of Intercollegiate Athletics Staff members should familiarize themselves with all applicable MnSCU rules and regulations related to general employee conduct and expectations, as well as those related to their specific areas of responsibility.
V. External Policies & Procedures

5.2.2 Local and State Authorities
WSU Department of Intercollegiate Athletics Staff members are expected to adhere to all local and state rules and regulations related to employment and general conduct. Department Staff members also should take special caution to ensure that all aspects of their specific areas of responsibility are in compliance with all local and state regulations. Additionally, Department Staff members are expected to offer full cooperation in regards to any audits or investigations conducted by local and state authorities.

5.3 External Support

5.3.1 Definition of Representative of Athletics Interests
Per NCAA Division II Bylaw 13.02.11, a “representative of an institution’s athletics interests” is defined as any individual who is known (or who should have been known) by a member of the institution’s executive or athletics administration to:

a) Have participated in or to be a member of any agency or organization, including corporate entities (e.g., apparel and equipment companies), promoting the institution’s intercollegiate athletics program;

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

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

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

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

Specific and extensive rules and regulations govern interactions between representatives of athletics interests and prospective or current student-athletes and questions or concerns related to these interactions should be directed to the WSU Compliance Office immediately. Any questions related to interactions between representatives of athletics interests and the Department of Intercollegiate Athletics should be referred to the Associate AD for Internal Operations or the Director of Athletics. The Department bears full responsibility to ensure that all WSU representatives of athletics interests comply with all applicable Departmental, University, NSIC/WIAC and NCAA rules and regulations regarding booster activity. Consequently, education and awareness within the WSU booster community is critical and is an important Departmental objective.

5.3.2 Winona State University Foundation

http://www.winona.edu/foundation/

The Winona State University Foundation (WSUF) is a separately incorporated, not-for-profit institution, organized solely to benefit Winona State University. Governed by a volunteer board, its mission is to coordinate private fundraising efforts undertaken on behalf of Winona State University, including the cultivation and solicitation of current and deferred gifts for both annual and capital projects, and to provide wise stewardship of all funds entrusted to it. For the convenience of faculty and staff, payroll deduction for either type of gift may be arranged through the Foundation’s office.

The WSUF has a strong historical and ongoing commitment to build an endowment that will benefit the University in perpetuity. This goal is met in two ways: first, by soliciting new endowment gifts; and second, through an investment and disbursement philosophy that protects the principals against inflation, distributes a relatively stable percentage of the fund’s value and retains with principals (in most years) a portion of the revenue generated to provide for real growth.
Named endowments may be established by an individual, a couple, a group of friends, or any WSU academic or administrative unit. Several of the endowments honor deeply loved professors, past, present, deceased and living. In addition to scholarships, endowments may be established to provide funds for research, library resources, lab equipment purchase; or maintenance, buildings, computers or other forms of educational technology; or guest lecturers, student activities, sports, or any of WSU's academic departments.

5.3.3 Warrior Club


The Winona State University Booster Club (Warrior Club) serves as the official organization devoted to student-athlete scholarship fundraising for the Department of Intercollegiate Athletics. The Assistant AD for Development is responsible for coordinating the operation of the Booster Club, along with the WSU Foundation office and the Ticket Office. Support for Departmental activities is generated through personal contact with and solicitation mailings to alumni, parents, friends, corporations and foundations.

The Assistant AD for Development, in conjunction with the Warrior Club Board of Directors, develops an annual “game plan” to identify prospective donors, encourage continued support, plan the solicitation and implementation process for fundraising activities and establish an activities and events calendar. Membership development techniques include personal visits to canvas as many donors and prospective donors as possible, direct mail campaigns and telephone calls. Membership service also may include receptions for donors, bus trips and/or tailgate parties.

Additionally, The Warrior Club organizes special fundraising drives and team fundraising activities (e.g., golf scrambles, Club dinners, raffles, etc.) for the specific needs of the Department, including capital projects.

Levels of giving through the Warrior Club are tied to parking and ticket allocations. Refer to the current Warrior Club brochure for levels and benefits.

5.3.4 Types of Giving

Gifts and Donations

As allowed per University, NSIC/WIAC and NCAA rules and regulations, the Department of Intercollegiate Athletics may receive gifts and donations of money, securities, real property and personal property intended to benefit the Department. Depending on the donor’s instructions, a gift or donation may be designated as unrestricted or restricted.

An unrestricted designation applies to any gift which may be used for the general good of the Department. Unrestricted gifts or donations may be used by the Department for any purpose as approved by the Director of Athletics.

A restricted designation applies to any gift that must be used for a specific sport or for scholarship use.

The Department reserves the right to accept or refuse any gift or donation that may be offered.
V. External Policies & Procedures

Receivables: Receipt of Donations and Gifts-In-Kind

The Department may accept donations and gifts-in-kind (e.g., physical assets or services, which represent value to the University and Department) following all prescribed procedures established by the WSU Foundation.

Donations

Gifts received via mail by the Department for the Athletic Scholarship Fund and Warrior Club are submitted to the Director of Athletics. The Associate AD for Internal Operations then compiles the deposits and hand carries the deposits directly to the WSU Foundation Office. The Director of Athletics, at the beginning of each fiscal year, will provide the WSU Foundation with the benefit costs related to any booster organizations (e.g. value of gifts, tickets, etc.) to determine the tax deductible amount of the gift. The WSU Foundation will send a letter of thanks, which will indicate the actual deductible amount of the gift.

Non-Gift Donations

The Department shall deposit certain non-gift donations (e.g. golf tournament entry fee, sponsorship fees, special event ticket purchases) into the appropriate accounts. Further, it is the responsibility of Department Staff to communicate to the donors the tax implications of a “non-gift donation” compared to a regular donation.

Gifts-In-Kind

Gifts-in-kind traditionally take three (3) forms:

- Those gifts with an intrinsic value to the mission of the Department and/or University;
- Those gifts of market value (e.g., signs, hardware, lumber, etc.); and
- Those gifts that represent a replacement value (usually a service or food-related item which offset direct budget costs).

For any gift-in-kind accepted by the Department, the donor must furnish a bill of sale or deed of gift, transferring title, if appropriate, to the Department and/or University. Since gifts-in-kind may have an associated special liability, such as insurance or legal liability, great care and good judgment must be exercised in their utilization to protect the Department and University. The value of the donation is determined by the donor and approved by the Department and WSU Foundation.

All gifts-in-kind are solely accepted by and processed through the WSU Foundation. The receipt value is determined by the donor. Ticket and parking priorities may be given to gift-in-kind donors based upon the receipt value of their gift.

Restrictions on Gifts-in-Kind

Local housing/meals are restricted to business use only (e.g., recruiting, promotions and other business activities). Additionally, housing and meals are intended to replace budgeted line items and reduce expenses. They are not to be used to enhance the budget.

Materials (e.g., construction materials, hardware, etc.) are always restricted to Departmental use and, generally, are utilized through the Facility Services Office.
V. External Policies & Procedures

Planned or Deferred Giving

The Department, in close coordination with the WSU Foundation, participates in planned or deferred giving through the donor’s purchase of life insurance, bequests, trusts, stocks, etc.

Endowed Scholarships

The endowed scholarship fund provides an on-going source for student-athlete scholarship awards for generations to come by drawing from the annual income of an endowment and leaving the principal in reserve. An individual wishing to endow a scholarship may do so in her/his name or in the name of a relative or special friend.

5.3.5 Corporate Sponsorships

The Director of Athletics and other Administrative Staff solicit support from corporations to include matching gifts for donors and the donation of goods or services. In addition, corporations purchase advertising in Warrior athletic facilities and at Warrior athletic events. The money from corporate sponsorships is deposited in an account with the WSU Foundation and is primarily used for athletic scholarships. Corporate matching gifts are credited to the account designated by the individual donor whose gift is being matched, unless otherwise designated by the corporation. The University also solicits major gifts from corporations.

Generally, gifts are acknowledged as cash contributions with a letter of acknowledgement and a receipt returned to the donor. Corporate sponsor payments are treated as “non-gifts” because the business receives benefits in excess of the amount paid to the University.

5.3.6 Individual Team Fundraising

The Department of Intercollegiate Athletics has established a network of sport-specific accounts within the WSU Foundation, where coaches are encouraged to solicit funds for their specific sport. The Department recognizes only one booster club – the Warrior Club. Individuals wishing to support a specific sport are encouraged to designate their gift to that sport. Coaches should inform the donor that the Head Coach will have discretion over the use of those funds.

Warrior Club Pledge cards, with the option to support specific programs, are mailed annually to the active members and interested individuals and organizations. Fundraising by individual programs also is conducted annually. Prior approval by the Director of Athletics to engage in fundraising is required to ensure these efforts are conducted in conjunction with the overall fundraising efforts of the Department and the University. The Director of Athletics also will approve requested fundraising activities in accordance with their compliance under Departmental, University, NSIC/WIAC and NCAA rules and regulations regarding fundraising.
V. External Policies & Procedures