



McPherson College

Department of Intercollegiate Athletics

Athletic Department Handbook



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McPherson College Department of Athletics

MISSION STATEMENT

To develop whole persons through scholarship, participation and service.

- Scholarship – All absolute Truth is God's Truth and humankind must labor diligently in the pursuit of truth we can know; thus, McPherson College upholds the highest standards of academic excellence. Faculty strive to teach students to think critically and independently, to communicate clearly and effectively, to integrate knowledge across the disciplines, and to assess the value conflicts in issues. This is done without concern, letting the evidence lead the search, and with respect for the consciences and value differences of others.
- Participation – Students apply knowledge, practice skills, and deepen and broaden their understanding of themselves and others through active participation in diverse learning experiences. A smaller community requires greater participation from its members. For these reasons, McPherson College is committed to being a small college and encouraging student participation in a variety of activities
- Service – God's love is personified in the life of Jesus who came to serve the world. Through works of peacemaking and compassion, humanity responds to God's love and becomes an instrument of God's servant hood in the world. Therefore, McPherson College emphasizes service to others, encouraging all members of its community to give selflessly of themselves to others.

STATEMENT OF PHILOSOPHY

Athletics – an integral part of education.

It is our intention that the intercollegiate athletic program at McPherson College be an integral part of the total educational program and be subject to the faculty, Athletic Committee, and president in all aspects.

Through athletic activity, students find one more avenue to experience and understand themselves, their fellow students, and the world in which they live. Athletics helps foster campus community, develop the individual potential of each student participant, and provide disciplined channels for appropriately expressing oneself within the community. The college seeks to maintain equity between male and female athletes and programs, as well as a balance between athletics and other facets of college life.

In the act of competition, the emphasis is on commitment, cooperation, contribution, high achievement, understanding, and mastery of self. As an institution which attempts to respond to the needs of a pluralistic society, athletics provides students another avenue for achievement, discipline, and structure. In all things, it is the goal of McPherson College to develop an understanding of life in a holistic, healthful, and integrated manner.

Specifically, McPherson College achieves this mission by following these guiding principles.

1. The educational values, practices and mission of this institution determine the standards by which we conduct our intercollegiate athletics program.
2. The welfare, health and safety of student-athletes are primary concerns of administration on this campus.
3. Every student-athlete—male and female, majority and minority, in all sports—will receive equitable and fair treatment.
4. Funds raised and spent in connection with intercollegiate athletics programs will be left to the discretion of the coach with consultation with the athletic director.

KANSAS COLLEGIATE ATHLETIC CONFERENCE

McPherson College is one of the ten members in the Kansas Collegiate Athletic Conference (KCAC). In order to maintain that membership the employees of McPherson College will abide by all rules and regulations as passed by the KCAC Governing Council and reaffirmed by the KCAC President's Council. The president of McPherson College shall appoint the athletic director and Faculty Athletic Representative to represent McPherson College at the Governing Council Meetings.

Philosophy of the Kansas Collegiate Athletic Conference

Our intention is that intercollegiate athletics, among Kansas Collegiate Athletic Conference (KCAC) members, be an integral part of the total educational process. Through athletics, participants find one more avenue to experience and understand themselves, others, and the world in which they live. In the act of competition there is an emphasis on commitment, cooperation, high achievement, and working toward a common goal. Member institutions, although varied and diverse, share a common commitment to Christian values, high standards of character development, moral integrity, and social values. The KCAC supports equality in all facets of athletics

The KCAC is subject to the National Association of Intercollegiate Athletics (NAIA) rules and regulations. The governance of the KCAC, like that of the NAIA, is based upon the integrity of member institutions. The KCAC embraces the concept of "acting so as to bring about the greatest possible good" and considers specific "conditions" when making decisions that will impact either the conference or individual institutions.

NATIONAL ASSOCIATION OF INTERCOLLEGIATE ATHLETICS (NAIA)

McPherson College is a member in good standing of the NAIA. In order to maintain that membership the employees of McPherson College will abide by all rules and regulations passed by the NAIA. The president of McPherson College shall appoint as least two persons to represent the college to the NAIA.

NAIA History

The National Association of Intercollegiate Athletics (NAIA) is a completely autonomous association currently administering programs of intercollegiate athletics for approximately 300 fully accredited colleges and universities of moderate enrollment. The fundamental tenet of the NAIA is that intercollegiate athletics is an integral part of the total educational program of the institution. This belief is strongly reflected in the governing documents, activities and organizational structure of the Association.

Established in 1940 as the National Association of Intercollegiate Basketball (NAIB), the Association expanded to include other programs in 1952. The NAIA became the first intercollegiate sports governing body to provide championship opportunities for both men and women when the women's program was established August 1, 1980. (Additional information relative to the history of the NAIA can be found in the NAIA Official and Policy Handbook.)

Philosophy

The purpose of the NAIA is to promote education and development of students through intercollegiate athletic participation. Member institutions, although varied and diverse, share a common commitment to high standards and the principle that athletics serve as an integral part of education.

The NAIA embraces the concept of the student and recognizes the importance of the individuality of each member institution, the value of the conference and independent structure, and the benefits of membership in a national association. (Additional information relative to the philosophy of the NAIA can be found in the NAIA Official and Policy Handbook.)

ACADEMIC SERVICES

Carole Barr, Director for Student Success

Phone: 620-242-0507

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Goals and Services

Our goal is to provide equal access to all academic programs and services for students with disabilities. We work with faculty and staff to provide reasonable accommodations in a friendly and responsive learning environment and to nurture self-determination on the part of students we serve.

In addition to the required accommodations, we provide other services that benefit students. (These are available to all students, free of charge.):

- The Royer Center provides tutoring for whoever needs it, in almost all subject areas. Tutors will set up individualized schedules in order to meet each student's needs.
- The Royer Center can also provide "study buddy" services if a student needs someone to help him/her develop and maintain good study habits and an adequate study schedule. Help of this sort is offered at the discretion of the Director of the Royer Center.
- The Royer Center offers one-hour courses in College Reading and College Study Skills, and a two-hour course emphasizing both of these skills. These courses provide a high percentage of one-on-one instruction, and may be tailored to meet each individual's needs.

The director for student success is available for meetings with students who have special needs in order to assist them in whatever way she can. These meetings can include monitoring their progress through a semester, communicating with parents (upon a student's request), etc. The director can also assist in establishing contact between such students and other faculty/staff members who may be better suited to give assistance.

Accommodations

McPherson College, primarily through the Royer Center for Academic Development, provides a variety of services, including but not limited to those described below, in its effort to accommodate students with disabilities. Under the Americans with Disabilities Act and other relevant legislation, reasonable accommodations may include, but are not limited to,

1. Early advisement and assistance with registration
2. Substitution of course requirements, where such substitution does not compromise the integrity of an academic plan or diminish academic standards;
3. Extended time for exams, taped or oral exams; use of a reader for an exam, being allowed to eat or rest during an exam, use of a separate exam room, alternative testing schedule, or other special testing procedures;
4. Extended time for papers and projects;
5. Substitution of similar or related work for non-essential course requirements;
6. Advance notice regarding booklists or vocabulary lists for visually impaired and some learning disabled students;
7. Classroom aids, such as note-takers and sign language interpreters; or the taping of lectures;
8. Classroom and study lab or computer lab accessibility for students with impaired mobility, including the Relocation of classes;
9. Special equipment or furniture in classrooms or study and computer labs (enlargers, amplifiers, etc.);
10. Allowing guide dogs to accompany a visually impaired student to class

Professors should be sensitive to seating arrangements and should see that the aisles and doorways are free of obstacles. They should also recognize that students who have difficulty with handwriting may do fine on computer exams and assignments. The key principle is "accommodation," not the altering of academic standards or course content. The student must make his or her abilities and limitations known and must meet the instructor's expectations regarding class participation, attendance, and performance.

Policy of Non-Discrimination and Confidentiality

McPherson College does not discriminate on the basis of disability in the recruitment of students, faculty, or staff, or in the operation of any of its educational programs and activities, as required by Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Section 504 of the Rehabilitation Act of 1973 states: "No otherwise qualified person with a disability in the United States . . . shall, solely by reason of . . . disability, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or

activity receiving federal financial assistance." McPherson College is committed to full compliance with the federal laws named above.

Students who have or are regarded as having either a temporary or permanent disability are welcome at McPherson College under the regular admissions requirements. McPherson College seeks to create an environment in which all members of the community are free from harassment, discrimination, and threats of violence. Efforts are made in every department to inform students and prospective students of the rights of persons with disabilities under the law and the commitment of McPherson College to non-discrimination toward persons with disabilities.

It is the specific responsibility of the college administration and all faculty serving in a teaching capacity to ensure the college's full compliance with the policies and procedures described above.

McPherson College is committed to protecting the privacy and dignity of all students who attend this school. In compliance with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, no applicant, or student, or potential user of the facilities or services of McPherson College shall be required to disclose in writing or orally that he or she has a disability. It is the right of the student voluntarily to self-disclose; the college may request information about a student's disability only after the student has voluntarily disclosed his or her disability.

McPherson College will maintain the confidentiality of a student's medical and academic records, except under the following conditions and for the following purposes:

1. Supervisors, managers, residence hall assistants, faculty, and other appropriate parties, including tutors, may be informed of a student's disability for the purpose of facilitating essential aid and accommodations. Every attempt will be made to inform the student when confidential information has been passed on.
2. First aid and safety personnel may be informed where necessary, if the student requires emergency treatment.
3. Government officials investigating compliance with the Acts shall be provided with relevant information upon request.

Under no circumstances may a representative of the college make public, to individuals or to a group - such as a classroom of students - information regarding the disability of a student, except that the conveyance of such information meets the above-mentioned conditions.

ATTENDANCE AND CLASS POLICIES

Time away from campus and/or class time missed will be limited to no more than SIX classes during a semester. This rule does not apply to post-season play. Each student-athlete is responsible for contacting instructors prior to the missed day to make arrangements due to absence(s). Student-athletes are also responsible for meeting the attendance policies for all academic courses. It is unacceptable for student-athletes to miss classes for sports related activities (meetings, weight lifting, etc.) during the academic day unless approved by the athletic director.

COURSE CREDIT FOR SPORTS

Student-athletes may only receive credit for participation in their specific sport(s) twice. This is after the student-athlete has participated in the sport for one season. If the student-athlete elects to receive credit for participation, it is up to the coach and student-athlete to determine criteria for the grade. Each sport will provide a syllabus that outlines the course criteria and evaluation process, which will be shared with the student-athlete and kept on file in the Vice President of Academic Affairs office.

DROPPED CLASSES

In addition to adhering to McPherson College's add/drop policy, all student-athletes anticipating dropping a course must consult their academic advisors prior to formally dropping one or more courses. In the event a student drops below full-time status, the student will be declared ineligible and unable to participate until status is reestablished. This could also have an impact on your financial aid status.

ELIGIBILITY

As of September 1, 2010, all first-time student-athletes at any NAIA institution must be certified through the Eligibility Center beginning fall 2011. Prospective student-athletes should register at www.playnaia.org. McPherson College is prohibited from providing any financial assistance in regards to fees for the center. All final, official documents must be sent to the Eligibility Center and the institution prior to official eligibility certification.

The Registrar and the Faculty Athletic Representative will use certified rosters to determine eligibility. Transfer students from two and four year institutions must have an official release or tracer from the transferring institution prior to certification.

Students will be considered officially withdrawn from college when either a yellow withdrawal form or a drop slip has been submitted, dated received, and signed by at least one of the following: Provost, Assistant Provost, Associate Provost, Dean of Students, Registrar, Associate Dean for Enrollment Services, or authorized Admissions Staff.

NAIA rules state that students who withdraw from college within 21 calendar days from the first day of class may return to that same school without being charged a term of attendance; this makes it necessary to be able to establish an exact day of official withdrawal.

HARDSHIPS

Procedures for Medical Hardship Documentation

1. Upon completion of each respective sport season, a list of medical hardship eligible student-athletes will be compiled and presented to the MC coaching staff for consideration. Medical Hardship requests will be completed and submitted by the Athletic Training staff following each respective season's end. A copy will be made of the submitted document, and given to the Director of Athletic Operations for verification purposes.
2. If a request for Medical Hardship is denied by NAIA representatives, appeal options will be discussed as needed. All necessary parties will be notified of such appeal.
3. If a request for Medical Hardship is accepted by NAIA representatives, notification will be sent to the Director of Athletics, the Faculty Athletic Representative, the Sports Information Director, and the Head Athletic Trainer. A copy of the NAIA acceptance will be kept on file with the Director of Athletic Operations if needed for further reference.

NAIA Medical Hardship Requirements

1. A Medical Hardship request is a request for an exception to the season of competition regulation. Medical Hardships pertain only with seasons of competition.
 2. All Medical Hardship requests must meet the following criteria:
 - a. They must involve an injury or illness which is beyond the control of the student or coach and which incapacitates the student from competing further during the sport season in question as verified by the attending physician (M.D. or D.O.) who must have examined the student during the sport season in question.
 - b. The student involved shall not have participated in more contests or dates, excluding scrimmages, in the affected sport during the season than those listed for the sport:

Baseball 8 contests	Basketball 5 contests	
Cross Country 2 meets	Football 2 contests	
Golf 2 contests	Soccer 3 contests	
Softball 3 dates	Tennis 3 dates/tournaments	
Track & Field - Indoor 1 meet	Track & Field -Outdoor 2 meets	Volleyball 4 dates
- **Medical Hardships cannot be requested for students who are incapacitated in the last regular season contest or postseason competition, regardless of number of competitions participated in during the season.**
- c. All applicable information must appear on the completed certificate. This certificate, along with a transcript from all previous institutions the student has attended, is to be sent to the National Office for processing.
 - d. Participation by a student after being examined by a physician for the incapacitating

- Injury or illness and before receiving written medical clearance shall nullify hardship considerations.
3. Before a request or appeal can be considered, the following material must be submitted:
 - a. A current transcript of the student involved.
 - b. A completed official NAIA Hardship Request Certificate.
 4. Conference/A.I.I. recommendations, if any, shall be considered, but only the decision of the National Eligibility Committee shall be recognized by the NAIA in hardship cases.
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INELIGIBLE STUDENT-ATHLETES

Ineligible athletes are not representatives of McPherson College Athletic Department. Therefore, ineligible student-athletes are not allowed to travel with the team, miss classes due to sports-related activities, and when applicable not receive the benefits of membership on the team including sport specific equipment and attire, food, etc. Ineligible athletes are not to be on the sidelines for events, unless they are working in some capacity, coordinated through the Athletic Department.

SOCIAL MEDIA POLICY

Student-athletes should be aware of the consequences of the abuse of social media. They should always keep in mind that information posted on Social Networking (examples: Facebook, MySpace, Twitter, YouTube) is public, and is a direct representation of themselves, their families, teams and/or McPherson College. McPherson College promotes free speech, but believes that students should be aware of the amount of people potentially affected by these sources of information.

As student-athletes participating in varsity or junior varsity athletics at McPherson College, you are a direct representative of the college. Please keep in mind the following guidelines as you participate on social networking web sites.

- Before participating in any online community, be aware that any information you post becomes public knowledge. Whether it is a photo, video and/or text, that message becomes out of your control once posted online
- You should not post information that would cause embarrassment to yourself, family, team or McPherson College.
- Be aware that posting specific information such as your address, birthday, phone number, etc., puts you in a situation where you could be vulnerable to predators.
- Exercise caution with who you add as a "friend" or "follower" on social networking sites. There are people looking to take advantage of student-athletes
- Coaches and administrators can and do monitor these web sites
- Student-athletes could face discipline and even dismissal for violations of team policies, athletic department policies and/or NAIA policies.

The McPherson College Athletic Department therefore recommends that student-athletes use caution when using social networking websites.

SPORTS INFORMATION DEPARTMENT

The Sport Information Department (SID) at McPherson College connects the Athletic Department with the media, fans and other various public entities. Cooperation from coaches, student-athletes and other athletic department personnel is essential.

Under the Family Educational Rights and Privacy Act of 1974, student-athletes are asked to complete and sign a Student-Athlete Information Form. At the bottom of the form is a release statement, which allows the SID office to utilize information present on the form and future information connected with McPherson College athletics for the purposes of public relations and press releases to the media. Student-athletes and coaches may also be asked to

speak with the media and other various publics to help enhance the public relations of the department. Use of photos, videos and other mediums of information also fall under this policy.

The Sports Information Department is responsible for all official statistics in each of the Bulldog sports. In addition, the SID office generates publications, event programs, etc. The office is also responsible for maintenance of all records, archive information and maintaining the McPherson College Athletic website.

ALCOHOL, DRUG and TOBACCO POLICY

McPherson College prohibits the possession or use, processing, distributing, manufacturing, selling or being under the influence of alcohol or illegal drugs by any student, faculty, or staff person anywhere on campus or at college functions. The College believes that the use and abuse of these substances is counterproductive to the educational process and often contributes to behaviors that are disruptive to the entire campus community. In addition, health risks are associated with misuse and abuse of such substances and legal consequences for illegal drug use can be quite severe and greatly impact a person's future.

Students are responsible for their guests and for any violation of these policies including disorderly conduct or damages that are associated with the consumption of alcohol or the use of illegal drugs.

SUBSTANCE ABUSE EDUCATION and TESTING POLICIES and PROCEDURES

Program Overview

The athletic administration of McPherson College, in coordination with the Athletic Training Department, desires to ensure each student-athlete a safe, healthy, and supportive educational and athletic environment; as well, to establish necessary measures to provide for and oversee the welfare and safety of student-athletes, coaching staffs, athletic training staff, administration, and other support personnel.

Illicit substance use within the context of competitive athletics compromises the physical and mental capabilities of the participants, and is a health-safety issue for student-athletes. Substance use/abuse can be detrimental to students, affecting them in ways that are often difficult to control. It is our desire as an institution to discourage the use of illicit substances, both on and off campus, and to provide an environment that is drug-free at every level of the educational and athletic experience.

Designation as a McPherson College student-athlete and participation in the College's intercollegiate athletic programs is a privilege, not a right. The McPherson College student-athlete will act in accordance with the five core values of the National Association of Intercollegiate Athletics (NAIA): Respect, Responsibility, Integrity, Sportsmanship, and Servant Leadership. Likewise, the McPherson College student-athlete acknowledges that the privilege to represent McPherson College in intercollegiate athletic performance requires him/her to be compliant with the McPherson College Substance Abuse, Education, Prevention, Screening, and Counseling Program as outlined in this document.

The ***McPherson College Athletics Substance Abuse, Education, Prevention, Screening, and Counseling Program*** (Herein referred to as the "Substance Abuse Program") is implemented to protect the student athlete, the McPherson College athletic program, and the College as a whole. The Substance Abuse Program is regarded as a preventative, yet proactive, measure. Drug testing is a strong deterrent to illicit substance use among student-athletes, and aids in protecting the integrity of McPherson College and the athletic department. Student-athletes are to be treated with dignity and respect, and involved parties will maintain privacy as much as possible. At no time will McPherson College Athletic Department personnel ignore or condone student-athletes who violate the Substance Abuse Program.

All policies and procedures of the Substance Abuse Program are reviewed and revised annually by Members of the Substance Abuse Committee and approved by legal counsel. The College reserves the right to alter, amend and/or modify the Substance Abuse Program at any time without notice to the student-athletes or coaches. This policy is not to be construed as a contract between the college and the student-athletes at McPherson College. However, signed consent and notification forms shall be considered affirmation of the student-athlete's agreement to the terms and conditions contained in this policy.

The complete Substance Abuse Education and Testing Policy and Procedures manual can be found online at <http://www.macbulldogs.com/sports/2011/8/5/DTPolicyMainPage0811.aspx?>

MCPHERSON COLLEGE STUDENT-ATHLETE CODE OF CONDUCT

The Student-Athlete Code of Conduct is a statement of behavior required of all student-athletes at McPherson College. All student-athletes are members of the McPherson College student body.

In addition, participation in intercollegiate athletics is governed by policies and procedures put into effect by the National Association of Intercollegiate Athletics (NAIA); the Kansas Collegiate Athletic Conference (KCAC), and the McPherson College Board of Trustees. Participation in McPherson College athletic programs are also governed by all McPherson College Department of Athletics rules and procedures as set forth in the Student-Athlete Handbook, including the Department Substance Abuse Policy and Procedures.

The Department of Athletics may take action under this Code of Conduct regarding participation in the college's intercollegiate athletic programs and also regarding the awarding, renewal and modification of a scholarship. The Code of Conduct is intended to complement, not replace, conduct rules that each sport team has adopted, including consequences for violating those sport team rules.

Student-Athlete Conduct Expectations

As a student-athlete at McPherson College, you agree to hold yourself to the highest of standards of integrity in the classroom, on the campus, on the training grounds, during competition and in the community. All student-athletes are continually in the public eye and must accept the responsibility of constantly representing the McPherson College Athletic Department. Deviations from the expectations above may result in disciplinary actions at the coaches and/or athletic director's discretion.

Discipline Policies on Misconduct

Preliminary Action: The Director of Athletics and head coach will meet with a student-athlete to discuss the violation of the Student-Athlete Code of Conduct and possible sanctions.

Disciplinary Actions: Sanctions may include, but are not limited to, the following:

- Suspension from a minimum of 10% of athletic contests
- Suspension from team activities (practices, weights, meetings)
- Community Service
- Counseling
- Immediate dismissal from the team
- Athletic Scholarship reduction
- Other actions as deemed necessary by the Director of Athletics

The following are examples of violations of the Student-Athlete Code of Conduct that may result in an immediate suspension:

- Involvement in a felony (e.g. battery, theft, homicide)
- Contributing to the delinquency of a minor
- Vandalism of college property
- Harassment, violent acts such as fighting
- Any arrest or involvement with the law (DUI, MIP, etc)

Appeal

A student-athlete may appeal any sanction that suspends participation in practice, competition, and/or services provided by the Department of Athletics pursuant to grievance procedures provided by the Student-Athlete Code of Conduct. A student-athlete may also appeal reduction or modification of athletic scholarship. Student-athletes must complete the appeals form within 48 hours of sanction notification. (**Notification of Appeals Form**)

Student-Athlete Code of Conduct Committee

The committee is made up of Athletic Department personnel.

ATHLETIC FACILITIES

Scheduling of Facilities

All scheduling for the use of the Athletic Facility will be coordinated by the athletic director. Priority will be given to teams. McPherson College students will have access to athletic facilities as the schedule allows. The facilities are not open to the general public for usage unless permission has been given by the athletic director.

Gymnasium:

The gym schedule for all team practices, contests, off-season workouts, intramurals and outside groups will be scheduled in coordination with the athletic director.

Stadium & Track Facility:

The outdoor stadium schedule for all practices and events will be coordinated through the athletic director.

Weight Room:

All teams must schedule the use of the Weight Room with the athletic director.

WEIGHT ROOM POLICY

Open Hours

The Weight Room will have normal operating hours each day for general student usage. During this time there will be a supervisor in charge of all weight room activities. The schedule will be posted outside the Weight Room.

Team Policies

1. All Athletes are to train during their assigned team times
2. Coaches are responsible for their athletes in the weight room at all times
3. The Weight Room will only be opened by the designated coach during respective training hours.
4. Teams are responsible for leaving the weight room clean with weights racked.

Weight Room and Fitness Room Attire

1. Shirts, athletic shoes and proper athletic attire must be worn at all times.
2. Shirts must be worn over sport bras while working out.

Weight Room Rules

1. Rack all weights after usage.
2. Dumbbells should be returned to the rack in the proper order immediately after use.
3. Only bumper plates may be used on the platforms. NO Weights!
4. Weights are NOT allowed to rest on benches.
5. Absolutely NO food, drink, gum or tobacco products are allowed in the Weight Room
6. Music selection and volume will be monitored and changed by the supervisor and/or coach.
7. No chalk is allowed.
8. Please wipe down the bench and/or station when finished

Fitness Room Rules

1. Wipe down the machine after usage.
2. Machines should be turned off after usage.
3. Televisions and lights should be turned off when leaving the room.
4. Absolutely NO food, gum or tobacco products are allowed in the Fitness Room.

ADMINISTRATOR ON DUTY RESPONSIBILITIES

Football

1. Arrive 2 ½ hours before the event to check and see if everything is ready to go
2. Confirm that officials are in locker room
3. Introduce yourself to officials
4. Ball persons meet officials
5. Make sure EMS and police are present
6. Walk area during game
7. Provide access for officials to locker room at half time and end of game

8. Take 8 waters to the press box at half time
9. Paycheck requests from officials locker room must be completed and turned into Amanda's office
10. Make sure teams get on the field on time
11. Take water and brats to officials at half time
12. Keep watch for fan issues related to being on field and/or behaviors in the stands
13. Make sure fans leave field appropriately

Soccer

1. Arrive 1 ½ hours before the event to check and see if everything is ready to go
2. Confirm that officials are in locker room
3. Introduce yourself to officials
4. Make sure that 4 ball persons in place
5. Confirm there is an announcer and time clock person
6. Walk area during game
7. Provide access for officials to locker room at half time and end of game
8. Paycheck requests from officials locker room must be completed and turned into Amanda's office
9. Get teams on the field on time
10. Take water to officials at half time
11. Watch for fan issues related to being on field and/or behaviors in the stands
12. Make sure fans leave field appropriately

Volleyball

1. Arrive 1 ½ hours before event to check and see if everything is ready to go
2. Give the locker room key to visiting coach
3. Confirm that officials are in locker room
4. Introduce yourself to the officials
5. Make sure the 2 ball boys and the two line judges in place
6. Confirm that the time clock and game book personnel are ready to go
7. Walk area during game
8. Provide access for officials to locker room at half time and end of game
9. Paycheck requests from officials locker room must be completed and turned into Amanda's office
10. Watch for fan issues related to being on court and/or behaviors in the stands
11. Make sure fans leave court appropriately

Basketball

1. Arrive 1 ½ hours before event to check and see if everything is ready to go
2. Confirm that officials are in locker room
3. Introduce yourself to officials
4. Confirm that the announcer, time clock and game book personnel are ready to go
5. Walk area during game
6. Get locker room key to visiting coach
7. Make sure officials are let in at half time and end of games
8. Paycheck requests from officials locker room must be completed and turned into Amanda's office
9. Watch for fan issues related to being on court and/or behaviors in the stands
10. Make sure fans leave court appropriately

FUNDRAISING PROCEDURES AND PROTOCOL

Developed by McPherson College Advancement Office (10/01/10)

Fundraising and/or Solicitations

Contact Anna Ruxlow, Director of Development, or Amanda Gutierrez, Vice President of Advancement, when you have an idea for a fundraiser. Allow two to three weeks for developing, information gathering, and mailing.

Solicitation lists, particularly for local businesses and McPherson College's President's Club, need to be reviewed and approved by the Vice President of Advancement to assure that your request does not conflict with ongoing solicitations. Where there is a potential conflict you will be notified and we will try to work out a solution.

Other notes:

- Current parents and friends are generally not in our system, or not "tagged" to pull the way you might need them. This increases time for mailing lists, entering gifts and sending acknowledgments.

- Checks should come to the Advancement Department. Checks should always be written to McPherson College, a student's name should never appear on the "Pay to the Order of" line of a check. It is okay to write "in honor of" and a student's name on the memo line, but CHECKS SHOULD NEVER BE MADE OUT TO STUDENTS OR THEY DO NOT COUNT AS GIFTS
- The Advancement Department will send donors a generic gift acknowledgment letter within one week of gift receipt. If you want to personalize your thank you or if you choose to send your own thank you letter, please let us know in advance so that we may provide you the proper IRS wording.
- Large mailings (more than 150 pieces) can be sent at a cheaper postage rate. Estimated time for postage approval is three to seven days. Please inform us in advance if your mailing is larger than 150 pieces.
- Return envelopes are an additional fee and require additional postage
- Only identified gifts can be reported to you with name and dollar amount. Gifts are identified by a note from the donor specifying what fundraiser their gift is to be allocated to. Anonymous gifts will not be reported with name and dollar amount.

When fundraising, encourage your donors to use online giving as this streamlines the donation process.

Requesting Mailing Lists

For lists of names requests anticipate a two week window between giving us your parameters and completion of the project, though we will make every effort to expedite your request. An additional week may be needed during Homecoming, Calendar Year End and Fiscal Year End.

When making a request please provide complete information: what names you would like, how you would like the salutation to read, etc. There are many ways that lists can and cannot be accessed. Christi Paulson, Donor Relations Coordinator, will assist you in getting those questions answered. The more we know the faster your request can be processed

Fundraising Plan

At the end of each athletic season, the head coach of the sport should meet with a development representative to outline their fundraising plan for the next year.

This plan should include:

1. What kind of ask are you going to make? (letter, phone call, etc.)
2. What are you asking for?
3. Who do you want to ask? (solicitation list needs to be reviewed by Vice President for Advancement to assure the solicitation does not conflict with a development plan)
4. How will the gift be acknowledged?
5. Timeline

The current Director of Sports Information will coordinate the meetings and communication between the coaches and the development office.

STUDENT-ATHLETE INSURANCE

Summary of McPherson College Secondary Athletic Insurance Coverage

1. Injuries sustained by a McPherson College student-athlete during an official intercollegiate practice or competition will be assessed and evaluated by the athletic training staff of McPherson College. If deemed necessary, the student-athlete may then be referred to the appropriate McPherson College Athletics medical network provider.
2. McPherson College student-athletes who are injured during any **properly supervised official practice, competition, or conditioning session AND APPROVED BY THE HEAD ATHLETIC TRAINER** will be eligible for supplemental insurance coverage through the McPherson College Secondary Athletic Insurance Policy. The Secondary Athletic Insurance Policy is setup to provide financial assistance for athletic-related injuries ONLY. It will provide benefits for eligible amounts not covered by the primary insurance of the parent. The policy will only cover athletic injuries occurring as a result of an injury sustained during the abovementioned situations.

3. If the student-athlete prefers to see his or her own choice of physician (not an official McPherson College team physician), the entire cost of the evaluation and subsequent treatments will become the sole financial responsibility of the student-athlete or the student-athlete's parents, **UNLESS PRIOR APPROVAL IS GIVEN BY THE HEAD ATHLETIC TRAINER**. No McPherson College Secondary Athletic Insurance will be filed to assist in covering the costs unless prior approval is given.
4. McPherson College student-athletes MUST disclose to the McPherson College team physicians and athletic trainers any previous or "nagging" injuries that they arrive with at McPherson College. No secondary insurance coverage will be provided for athletes who fail to disclose to a pre-McPherson injury at the time of his or her pre-participation physical examination.
5. In such cases that an injury occurs while participating on an official athletic road trip, the local emergency medical facilities or hosting team physician will be considered as part of the McPherson College approved sports medical network.
6. Second opinions and any opinion thereafter, will be eligible for payment through the secondary athletic coverage **only** with the prior approval of the head athletic trainer. Second opinion charges without prior approval will be the financial responsibility of the student-athlete or the student-athlete's parents.
7. The Secondary Athletic Insurance Policy DOES NOT cover the following:
 - a. Injuries sustained during an academic vacation period (i.e. summer, Christmas, Spring Break) in which no approved athletic supervision is provided, or in any activity that is not associated with a supervised intercollegiate practice, competition, or conditioning session, including those occurring during the academic calendar year.
 - b. A chronic (on going) or recurring injury sustained PRIOR to or OUTSIDE of participation in athletics at McPherson College.
 - c. A pre-existing athletic injury not receiving any treatment within 180 days prior to first time enrollment at McPherson College.
 - d. Prescription medication unless prescribed and served during an in-house hospitalization.
 - e. Illnesses
8. THE MCPHERSON COLLEGE STUDENT INSURANCE POLICY (NOT THE SECONDARY ATHLETIC INSURANCE ABOVE MENTIONED) DOES NOT COVER ANY INTERCOLLEGIATE ATHLETIC INJURIES. THIS IS A SEPARATE POLICY. THIS POLICY WILL ONLY COVER NON-ATHLETIC INJURIES/ILLNESSES.
9. All subsequent changes in your coverage must be reported immediately. If you belong to a Health Maintenance Organization (HMO) or a Preferred Provider Organization (PPO), your student has restrictions to particular conditions of the plan. Please send us specific instructions, requirements, and/or limitations that may be included in your policy. This information will provide us with guidelines to follow in the event of injury requiring medical attention. This information will also help us in the claims process. Most HMO plans will severely restrict the medical care the athletic department can provide due to location of services. We will make every effort to provide the proper care, while keeping in consideration the policies of the HMO.
10. Should your student be injured during the approved situations, the athletic training staff or athletic insurance office will send the physicians, hospital, the information you provide for your primary insurance coverage. Many of the medical providers will bill your insurance company directly. Upon receipt of the EXPLANATION OF BENEFITS (EOB) from your insurance company, please send those along with the itemized bills to the athletic training staff at the address below. Lengthy delays in submitting bills may jeopardize subsequent payment by the Secondary Athletic Insurance Policy.
11. If in the case that you OR your student receive bills due to approved athletic related injuries, please send those bills to the Athletic Trainers' office IMMEDIATELY. At this time, it will be determined whether the bill is to be sent to the secondary insurance company or sent/re-sent to the parent's primary insurance provider. Bills not submitted to the athletic insurance office or through the parent's primary insurance may be sent to collections, which ultimately could affect your credit rating.

PLEASE NOTIFY IN WRITING BY MAIL OR FAX ANY CHANGES IN THE INFORMATION YOU HAVE PROVIDED REGARDING YOUR PRIMARY INSURANCE AS SOON AS THESE CHANGES OCCUR. INCORRECT INFORMATION IN THE ATHLETIC DEPARTMENT CAN CAUSE A DELAY IN PAYMENT OF BILLS.

ATTN: Athletic Trainers
1600 E. Euclid
McPherson, Kansas 67460
Office: 620/242-0584
Fax: 620/241-8443

LETTER OF INTENT

Letters of intent (LOI) provide McPherson College and a student-athlete a written contract for participation in intercollegiate athletics at McPherson College. Prior to signing the agreement, coaches and student-athletes should have had open and understood conversation in the areas of eligibility, financial aid, etc. Financial aid agreements need to be approved by the Financial Aid department prior to signing the LOI.

LOIs shall be null and void at the conclusion of any school term if the student-athlete fails to comply with eligibility rules, policies, procedures, and guidelines established by McPherson College, its athletic department, athletic coaches, and the National Association of Intercollegiate Athletics (NAIA).

PROSPECTIVE STUDENT ATHLETES

Tryouts

Prior to any prospective student "try-out" a waiver form must be completed and filed with the Athletic Department. According to NAIA regulations:

- Individual or group tryouts may be conducted, on the member institution's campus only, for the purpose of assisting in the assessment of athletics promise if tryouts are a part of the general institutional policy in the evaluation and admission of students with special talents.
- Tryouts, where permitted, shall be limited to no more than two days for a specific student at a member institution.
- No part of the travel expense, meals, and lodging of prospective students making visitations to an institution shall be paid by the institution unless such practice is a part of the general institutional policy in procurement of other students

Visits

Prospective students are allowed to visit the institution as many times as needed. These visits may include formal visit days including academic, sport-specific, Presidential Scholarship, and Bulldog visit days. Prospective students may also set-up individual visits. If a prospective student is staying overnight, the institution is not responsible for housing. However, if the prospective student is staying with a student host, then all community rules apply to the visitor as well. According to the NAIA regulations:

- Visitation of prospective students shall not involve loss of school time, except where such visitation occurs as a part of the total visitation program of the institution, approved by the administration of both the host institution and the institution of the visiting prospective student.

Recruitment of Transfer Student-Athletes

1. If a coach, athletic director, or faculty athletic representative is contacted by a student-athlete that is currently enrolled in a two or four year institution. It is the responsibility of the coach to inform the student-athlete that he/she is unable to discuss the program or institution until written notification has been received from the current institution. This must be done within 10 days of contact.
2. A coach or another representative of a member institution shall not initiate contact with an athlete who has enrolled at another four-year institution.
3. It is permissible to contact a student who is currently enrolled at a two-year institution once the student completes the academic year in which the student utilizes his/her first season of competition. The only time institutional notification is set aside is when the student is a junior college graduate or has completed eligibility at the junior college and was in attendance the immediately previous or current term at his junior college.

4. A coach or another representative of a member institution shall not contact an athlete who has drawn equipment and is engaged in organized pre-school practice at another institution.
5. A coach or another representative of a member institution may respond to a contact by an athlete only after the enrolled athlete's institution (athletics director or faculty athletic representative) has been notified.

TEAM TRAVEL

Intercollegiate Athletic Travel (IAT) is an important part of the educational experience; however, coaches should recognize that students who are taken away from campus for athletic activities may be missing classes. When possible, these IAT should be scheduled at times that will not interfere with regular sessions. It is required that coaches have approval from the athletic director before contracting/scheduling of these activities. The athletic director will oversee the implementation of the six (6) missed class day and travel over 250 miles rules. If scheduling of competition falls outside of these guidelines, then it is the responsibility of the athletic director to bring the exception to IAC, as long as the travel is within the academic calendar when school is in-session.

Student-Athlete Travel Notification

The Athletic Department will communicate weekly with the faculty and staff via email for the early dismissal of student-athletes, including the date(s), time(s), and the names of students-athletes who will be involved. The coach must inform the students that it is the student's responsibility to communicate that absence(s) in advance to the instructor of record and to make appropriate arrangements for making up the material as allowed by said instructor, if applicable.

Student-Athlete Travel Release Form

Student-athletes who intend to travel with their designate program during a school sponsored trip must file a formal release with their coach and Athletic Department.

Ineligible Student-Athlete Travel

Academically ineligible student-athletes are not allowed to travel with the team.

Non-Conference Travel outside the 250 miles radius

Coaches who intend to travel outside the 250 miles radius will need to submit a proposal to the athletic director for review and including budget, schedule, time out of class, and other logistical information. This proposal will be submitted to IAC for approval. Sports should alternate years when considering scheduling such trips.

Post-season Travel

In regards to post-season play, the official roster will only be allowed to travel. Players not on the travel roster will not be permitted to travel with the team.

FINANCIAL AID and SCHOLARSHIPS

A student's eligibility for co-curricular awards is determined by the financial aid with consideration given to the faculty/staff evaluation. Athletic awards are renewable as long as the student is participating in the athletic activity. A student who is no longer a representative of their respective team, will not continue to receive athletic aid. As with all federal/state and institutional awards, the student must maintain satisfactory academic progress to be eligible for aid. The student needs to meet with the Financial Aid Office to be repackaged as a non-athlete.

DUAL ATHLETES POLICY

It is up to the discretion of each program on how to handle student-athletes who choose to participate in more than one sport. Student-athletes are encouraged to meet with coaches of all involved programs and create an agreement that establishes the contact arrangements for the athlete. This should not be over the 20 hour contact rule. This agreement should be copied and placed on file with the Faculty Athletic Representative and Athletic Department.

NAIA 24 Week Contact Rule with KCAC Guidelines

Per NAIA guidelines sports shall have a maximum 24-week practice and competition season as established by each member institution. For the KCAC, frequency of play, practice and scheduling policies shall be restricted to the following period of time: beginning on Monday of the week in which August 15 falls and ceasing no later than May 15th per NAIA guidelines.

1. Frequency of play, practice, and scheduling outside of this period (beginning the Monday of the week in which August 15 falls until May 15 each year) is governed by each member institution and will not be regulated by the NAIA.
2. Member institutions may be engaged in conditioning activities beginning on August 1 in preparation for the fall season of competition. However, no practice or outside competition is allowed between August 1 and the start of the practice and competition season, which begins on Monday of the week in which August 15 falls.
3. There shall be no more than three break periods during the 24 weeks. NAIA approved postseason participation shall not be counted as part of the 24-week period. A week is defined as Sunday (12:01 a.m.) through Saturday (11:59 p.m.). Any practice or competition during this period shall constitute one of the 24 weeks permitted.

Specific Rules on Contact:

- Athletic-related contact, which includes practice, meetings, film, conditioning, and/or competition activities, will be limited to 20 hours per week once classes have begun for the fall semester at the specific KCAC institution.
- Prior to classes beginning for the fall semester, specific to each KCAC institution, the 20 hour contact rule will not apply.
- Each contest, which includes games, exhibitions, and scrimmages, will be counted as 2 hours within the 20 hours of contact during the week.
- For all KCAC teams, there will be one day per week with no athletic-related activities, which includes practice, conditioning, competition, film and meetings.

NAIA Official Policy Handbook:

WEBLINK: http://naia.cstv.com/member-services/pubs/handbook/NAIA_Official_Handbook.pdf

KCAC Specific Sport Guidelines:

WEBLINK: http://www.kcacsports.com/f/Sport_Guidelines.php