

SPORT STUDIES, RECREATION AND ATHLETICS

COACHES HANDBOOK

A WORKING DOCUMENT

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NCAA DIVISION III ATHLETIC PHILOSOPHY STATEMENT

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

To achieve this end, Division III institutions:

- Place special importance on the impact of athletics on the participants rather than on the spectators, and greater emphasis on the internal constituency (student, alumni, institutional personnel) than on the public and its entertainment needs;
- Award no athletically related financial aid to any student;
- Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;
- Encourage participation by maximizing the number and variety of athletic opportunities in varsity, junior varsity, club, and intramural sports;
- Ensure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;
- Ensure that athletics participants are not treated differently from other members of the student body;
- Ensure the integration of student-athletes into institutional life;
- Ensure that athletics programs support the institution's educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution;
- Provide equitable athletic opportunities for males and females and give equal emphasis to men's and women's sports;
- Give primary emphasis to regional in-season and conference competition; and
- Support students in their efforts to reach high levels of performance, which may include opportunities for participation in national championships, by providing teams with adequate facilities, competent coaching and appropriate competitive opportunities with students from similar institutions.

WHITMAN COLLEGE MISSION

Whitman College is committed to providing an excellent, well-rounded liberal arts and sciences undergraduate education. It is an independent, nonsectarian, and residential college. Whitman offers an ideal setting for rigorous learning and scholarship and encourages creativity, character, and responsibility.

Through the study of humanities, arts, and social and natural sciences, Whitman's students develop capacities to analyze, interpret, criticize, communicate and engage. A concentration on basic disciplines, in combination with a supportive residential life program that encourages personal and social development, is intended to foster intellectual vitality, confidence, leadership, and the flexibility to succeed in a changing technological, multicultural world.

WHITMAN COLLEGE SPORTS, STUDIES, RECREATION AND ATHLETICS MISSION

We believe that sport studies, recreation and athletics are an integral part of the overall educational experience at Whitman College. We provide unique and fundamentally different opportunities than those available in the traditional classroom. We strive to create a positive and challenging environment in which student-athletes can achieve their full potential. We emphasize athletic and academic excellence and provide quality competitive experiences, encouraging creativity, character, and responsibility.

STATEMENT ON NON-DISCRIMINATION

Consistent with the college, Whitman Athletics has a strong commitment to the principle of nondiscrimination. Whitman Athletics does not discriminate on the basis of race, color, sex, gender, religion, age, marital status, national origin, disability, veteran's status, sexual orientation, gender identity, or any other basis prohibited by applicable federal, state, or local laws.

NORTHWEST CONFERENCE STATEMENT OF PURPOSE

The purpose of the NWC shall be to promote, organize and supervise intercollegiate athletics competition among member institutions in a way that encourages competition to be wholesome, fair, amicable, enjoyable, and educational.

ACADEMICS

The Sport Studies, Recreation, and Athletics (SSRA) department, in line with the academic mission of Whitman College, is committed to providing a wide range of activity and lecture courses for the general student population.

COURSES

- **Activity and Lecture Classes** The SSRA department offers both activity and lecture classes. Activity classes are designed to provide the student with knowledge, guidance, and practice in a wide variety of sport and recreational activities. Lecture classes are designed for the student who wishes to study the theory, methods, and philosophy of physical education. One and two hundred level classes are considered to be activity courses, while three and four hundred level classes are considered lecture courses.
- **Course Offerings** The SSRA department may add and subtract courses through the Division approval process. All questions regarding the addition or subtraction of course offerings should be submitted to the Chair of the department.
- **Course Evaluations** As with any course, instructors of SSRA courses are required to have students fill out course evaluations at the end of every semester. Evaluations for activity courses should be turned in to department assistant, while evaluations for lecture courses should be turned in to the Registrar. Course evaluations may be completed either via the Web or on paper.

Please see Faculty Handbook Chapter VI Section J for more specific information on Evaluation procedure.

TRANSFER CREDIT POLICY

- Transfer credits from another collegiate institution will be accepted in accordance with the rules and regulations of the Registrar's Office and the College.
- Activities or coursework from an outside governing agency or organization may be accepted as transferable credit through SSRA 487 or SSRA 490 where applicable; acceptance is contingent upon the approval of both the instructor of the course as well as the Chair of the SSRA Department. Acceptance will be based upon, but not limited to, the following: course curriculum, syllabi, course material and organization, certifications.
- Activities not governed by an outside governing agency or organization will not be accepted for transfer credit.

ATHLETIC ELIGIBILITY

NCAA ATHLETIC ELIGIBILITY RULES

14.01.02 Academic Status

- “To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies, be in good academic standing and maintain satisfactory progress toward a baccalaureate or equivalent degree. A waiver of the minimum full-time enrollment requirement may be granted for a student enrolled in the final term of the baccalaureate program. Also a student may represent the institution while enrolled as a graduate or professional student or while enrolled and seeking a second baccalaureate degree at the same institution.”

14.01.2.1 Good Academic Standing

- “To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall be in good academic standing as determined by academic authorities who determine the meaning of such phrases of all students of the institution, subject to controlling legislation of the conference(s) or similar association of which the institution is a member.”

WHITMAN ATHLETIC ELIGIBILITY

Whitman College is a member of NCAA III and the Northwest Conference. All student-athletes are required to fill out NCAA eligibility paperwork each year. These files are provided and administered by the Compliance Officer at Whitman College. In addition, the Compliance Officer or a designate will confirm each student-athlete's academic eligibility with the Registrar's Office each semester. Whitman College considers a student-athlete who is enrolled full-time (at least 12 credits) to be eligible for competition if he or she has a cumulative grade point average of not less than 2.00, a previous semester grade point average of not less than 1.70, and has successfully completed 24 or more credits in the previous two semesters. Additional eligibility requirements and exceptions to this rule are listed in the *Whitman College Catalog* under the heading “Academic Standards.” The Board of Review will confirm any change in eligibility status.

Interpretations

Coaches are responsible for compliance with all NCAA and Northwest Conference (NWC) rules. All questions about NCAA or NWC rules should be directed to the Athletics Director or the Compliance Officer.

ROSTER MANAGEMENT

- Team rosters are due to the Athletics Director, the Compliance Coordinator, the Sports Information Director, and the Head Athletics Trainer on August 1 for the following academic year.
- Names may be added at any time during the summer prior to the scheduled team compliance meeting; the same people must be notified.
- If a coach wishes to add a student-athlete to the roster after the team compliance meeting, the following process must occur in the order that they appear below:
 - the coach will notify the Compliance Coordinator and the Head Athletics Trainer of the new student.
 - the student will complete the required medical paperwork in a timely fashion.
 - the student will meet with the Compliance Coordinator on the designated day of the week to complete the eligibility paperwork.
 - the Compliance Coordinator will notify the Registrar and the Sports Information Director as well as including the name of the student and the date of addition on the NCAA team eligibility roster.
- If a coach wishes to delete a student from the roster at any time, the following process must occur in the order as is appears below:
 - the coach will notify the Compliance Coordinator and the Head Athletics Trainer.
 - the Compliance Coordinator will remove the student's name from the Datatel roster.
 - the Compliance Coordinator will make a notation of date in the team eligibility roster that the student is no longer with the team.
- When conducting tryouts in fall sports (Soccer, Volleyball, Cross Country) cuts should take place after the Residence halls have been opened. Also, it is important to assist in the transition for students who do not make an athletic team. To that end, prior to talking with students, coaches will provide the AD with a list of students who will be cut. That list will be compiled to include students from each fall sport and then forwarded to The Director of Residence Life.
- **Note:** *Participation in Varsity, Intercollegiate athletics is a privilege. The coach has the responsibility to award and or remove that privilege as they deem appropriate in order to build an excellent sport program and to provide for a rewarding student-athlete experience for all participants.*

AWARDS

SENIOR STUDENT ATHLETES

- Senior student athletes receive a departmental gift at the athletics department banquet in the spring of each season. The gift is at the discretion of the athletics director.

TEAM AWARDS

- Team awards are at the discretion of the head coach of each sport.

WHITMAN SPECIAL AWARDS

- These special awards are selected annually by mutual agreement of the entire coaching staff. Athletic Department staff that are 50% of full-time and higher are eligible to vote.
 - Mignon Borleske (Senior Female Athlete)
 - Borleske Trophy (Senior Male Athlete)
 - Most Outstanding Performer by class and gender

BORLESKE/MIGNON BORLESKE AWARDS

- These are the highest awards of merit in the SSRA Department, given annually to the senior student-athlete who has contributed to athletics and to the institution in singular and outstanding fashion over the course of the entire student-athlete's time at the College.
- Nominations for this award will be due at least two weeks prior to the annual athletics awards banquet; voting will take place at least one week prior to the banquet. The Borleske awards will be voted upon by members of the SSRA Department holding employment status at the 50% or higher level; if voting members are absent during the voting session, they will submit choices to the Athletics Director prior to that session so that these votes may be accounted for in the final tally. Ties for the award are acceptable.
- Awards are presented during the Annual Sports Award Banquet at the end of the year.

MOST OUTSTANDING PERFORMER

- The Most Outstanding Performer award recognizes the most outstanding athletics performance of the year for student-athletes. The award will be separated by gender as well as by school class (freshman, sophomore, etc.) for a total of eight awards. There may only be one award winner in each area; additionally, winners of the Borleske/ Mignon Borleske awards are not eligible for this award.
- Each year SSRA Department members will be given the opportunity to "name" these awards at the voting session. Naming opportunities will recognize Whitman College faculty and staff that have contributed significantly to the success, support and visibility of the athletics

program. Additionally, naming opportunities will only occur in gendered pairs, recognizing the equally significant contributions of females and males to these programs. The naming of awards will be finalized through a consensus of those department members present at the voting session.

- Currently Named Awards:
 - Seachris Award – Senior Male Outstanding Performer
 - Colman Award – Senior Female Outstanding Performer
 - Burgess Award – Junior Male Outstanding Performer
 - McCarthy Award – Junior Female Outstanding performer

- Nominations for this award will be due at least two weeks prior to the annual athletics awards banquet; voting will take place at least one week prior to the banquet. The MOP will be voted upon by members of the SSRA Department holding employment status at the 50% or higher level; if voting members are absent during the voting session, they will submit choices to the Athletics Director prior to that session so that these votes may be accounted for in the final tally. The Athletics Director/Chair will only vote in the event of a tie.

- The announcement of the winners will come at the annual athletics banquet in late April/early May. Award winners will not be given a plaque or some other token, but rather will be “publicized” through a plaque that would hang in the Seachris Room or other Hall of Fame area.

NWC AWARDS

- A combined men’s and women’s all-sports trophy shall be awarded on the basis of placement in each conference sport. The trophy is name the Jane McIllroy/John Lewis All-Sports Trophy.
- Varsity athletes who have achieved a cumulative GPA of at least 3.5 at the end of the academic year shall be recognized by the Conference. The Conference SID will provide certificates to each individual school.
- First Team All-Conference Team members shall receive awards to be purchased by the conference commissioner.

COACH RESPONSIBILITIES

PHILOSOPHY, RULES AND REGULATIONS, AND PROFESSIONAL CONDUCT

- All athletics personnel are expected to espouse the NCAA Division III and Whitman College Statements of Philosophy and to conduct their programs in a manner that is in line with these principles.
- Each coach is expected to be knowledgeable of all NCAA and NWC Conference rules for athletics in general and the sport in particular.
- Each coach is expected to be knowledgeable of the NCAA and Whitman rules concerning athletic eligibility.
- All coaches are expected to conduct themselves in the highest professional and ethical manner. This particularly includes attendance at NCAA, NWC and college meetings, all college-related travel, games and practices, and other business.
- All coaches are expected to maintain membership in their sport coaches association, making student-athletes in that sport eligible for regional and national academic and athletic awards.

SCHEDULING

- Head coaches are expected to develop schedules that are appropriately competitive for each sport while meeting all NWC obligations.
- Conference schedules for each sport are created by the sport specific coaches group and are generally available one to two years prior to the beginning of the season. Conference schedules must be turned into the Athletics Director by May 15th. If there is a change in schedule after the schedule has been submitted to the Athletics Director, the head coach must notify the Athletics Director, Head Athletic Trainer, and the Sports Information Director as soon as possible. Failure to do so may result in the rescheduled match being cancelled. All NWC schedule changes are subject to review and need approval from the institutional Athletic Directors and the conference Commissioner.
- Head coaches are responsible for arranging non-conference opponents to complete their schedule.
- The Athletics Director must submit to the Board of Review a report with the schedules and number of missed class days. As a general rule, the total number of absences should not exceed 20% of the total scheduled meeting dates of an academic course as per faculty code. Exceptions must petition to the Board of Review.
- Each sports schedule must fit within the limitations for the operational budget provided, meet all NWC requirements, and adhere to the NWC/NCAA limits of dates of contests.

BUDGET DEVELOPMENT

- Each head coach is responsible for participating in the budget development process as requested by the Athletic Director.
- Each head coach is responsible for the appropriate expenditure of the sports budget. Within the budget planning process, each head coach must provide a baseline of programmatic support for each student athlete. The following shall direct spending decisions.
 - a. Travel/Food - Athletes who travel for Whitman Varsity athletics exert significant energy in the process of representing the institution and therefore need to be fed well. The cost of feeding athletes should be entirely covered by the institution. Meals offered by parents are acceptable although should not be counted on or necessary. A general guideline for per diem is somewhere between \$25 and \$30. This is neither a minimum or nor maximum. The guiding principal is that athletes are fed WELL.
 - b. Travel/Housing - Athletes who travel on the road should be housed in quality hotels. Comfort and safety are of primary concern. Two guiding principals are: Maximum 4 students to a room or every student on their own bed - whichever is most appropriate to their sport situation.
 - c. Equipment - The institution will purchase the required equipment and uniform to compete, recognizing the differences between sports. Additionally, each Whitman varsity athlete should be issued travel gear and a travel case suitable for their sport. Students **WILL NOT** be required to purchase equipment to participate. Golf is a notable exception here as equipment (clubs, etc...) are person specific and are the responsibility of the athletes.
- Beyond these guidelines, the head coach is responsible to make all other programmatic spending decisions. It is the responsibility of each head coach to operate **WITHIN THE LIMITS OF THE BUDGET.**

ATHLETIC ELIGIBILITY

- All student athletes are required to fill out NCAA eligibility paperwork each year. These forms are kept on file with the athletics department. In addition, the Compliance Officer or a designate will confirm each student-athletes' academic eligibility with the Registrar's Office each semester. Whitman College considers a student-athlete who is enrolled full-time to be eligible for competition if he or she has a cumulative GPA of not less than 2.00, a last semester grade point average of not less than 1.70, and has successfully completed 24 or more credits in the previous two semesters. Additionally eligibility requirements and exceptions to this rule are listed in the Whitman College Catalog under the heading "Academic Standards." The Board of Review will confirm any change in eligibility status.

TRANSPORTATION (*see also TRANSPORTATION section*)

- Please see "Whitman College Athletics Policy regarding Driving Passenger Vans and

Suburbans.” (*APPENDIX L*)

SPORTS MEDICINE (*see also SPORTS MEDICINE section*)

- Prior to the season a coach and the Head Trainer shall meet in order to confirm dates of home competition: student athletic trainer assignment, workers, facility, etc., confirm a list of athletes, and arrange a date for completion of NCAA and medical forms.
- During the season coaches and the sports medicine staff are expected to work cooperatively to ensure all athletic injuries are cared for quickly so that an injured student-athlete is able to safely return to practice and competition as soon as possible.
- Each coach must inform the head athletic trainer of any schedule changes as they occur.

SPORTS INFORMATION (*see also SPORTS INFORMATION/MEDIA*)

- Prior to the sports season each coach should make an appointment to meet with the SID to discuss the team roster, media contacts and procedures, needed assistance with statistics, schedules and sources for press releases and any other appropriate information for game programs.
- During the season the head coach is responsible for ensuring all game scores are reported to SID and any other appropriate news media and for immediately notifying the SID of any schedule changes.
- At the end of the season each coach must provide the SID with a list of letter winners, MVP and other award winners, ensure a complete set of statistics is available and provide any post-season information as needed.

PROFESSIONAL PERFORMANCE APPRAISAL

- Each program will be evaluated on a yearly basis. Coaches will be evaluated on an annual in accordance with the guidelines printed in the Faculty Handbook chapter VI section J.
- Any review will include an evaluation of the program goals and objectives, outcome of those goals and objectives, program needs, evaluation of the coaches' responsibilities as discussed in the previous commentary above. These items should be discussed in the activity report.
- At the end of the competitive season, all team members will be invited to complete a program evaluation form (*APPENDIX B*). Comments are not required by athletes but highly encouraged. These forms should be administered by the coach or a selected colleague. In order to preserve student-athlete anonymity a student should be selected to collect all evaluations. The Evaluations should be placed and sealed in a labeled folder provided by the coach and then hand carried to the office manager. The SSRA Administrative Assistant will place the envelope in the coach's mail box.
- The Athletics Director and the head coach will meet at the completion of the season to discuss student comments (where appropriate) as well as to review past performance and future expectations.

EVENT MANAGEMENT

WHITMAN COLLEGE EVENT MANAGER POLICY

- The SSRA Game Management Coordinator will report to the SID on items of game management. He/she will manage the student staff to ensure all game operations run smoothly.
- He/She will be the Event Manager for all home soccer, basketball, volleyball, and baseball events. In the event that the game manager cannot attend, he/she must ask another full time coach or AD to be the Event Manager.
- Whitman College's Event Manager will work in conjunction with the Game Officials on all aspects of contest management including the removal of any fan that the officials or event managers deem necessary.
- Refer to sport specific game management protocol. (*APPENDIX F*)

EVENT MANAGER DUTIES

- Notify the head coach and game officials where you can be found during the game. Be available at all times to assist as needed, to control the crowd, or help in an emergency.
- Lock doors behind visiting team room and be available to open upon request.
- Deposit gate and concessions money in the Athletics Director's Office.
- Assist in emergency plan as needed and directed. (*See SPORTS MEDICINE: Athletic Emergency Plan*)
- During any emergency, the Event Manager may be asked to help assist in directing the ambulance to the emergency site or with crowd control. If you are requested to help in activating the Emergency Medical System, the EM should call campus security at 5777.
- Assist in control of crowd.

REMOVAL OF DISORDERLY FAN

- If during an athletic event, the Event Manager is ordered by the game official to remove a disorderly fan or if the Event Manager finds it necessary to remove a disorderly fan from an athletic event due to unsportsmanlike behavior the following procedure should be followed:
- ***Note: If an individual has been "thrown out" by the contest official they must leave the venue. The Event Manager does not have authority to change this decision and must assist in enforcing it.**
- Approach the fan and identify yourself as the Whitman College Event Manager for this athletic event. Tell the individual that they have either been thrown out of the game by the official and that at this time he/she must leave Whitman College grounds, or are being removed from the playing area because of unsportsmanlike behavior.
- If this individual is a Whitman College student, that student must leave the playing area. Non-student fans must leave the college grounds.

- If this is the first game of a double-header the removed individual may not return for the second game.
- If the individual agrees to leave, escort them from the building/playing area.
- If the individual refuses to leave the playing area and/or building after three requests you should then proceed with the following course of action.
 - Go to the nearest phone and dial 5777 for Whitman Security. If you feel that the situation needs to have the Walla Walla Police immediately brought in, bypass the Whitman Security and dial 9-911.
 - When Whitman Security arrives inform them of why this individual is being asked to leave. They will then ask the individual to leave and if the individual still refuses to leave Whitman Security will contact the Walla Walla Police Department.
 - If the individual continues to refuse to leave after the arrival of the Walla Walla Police they will be arrested. If an arrest does take place Whitman College's Event Manager will be asked to sign the "Criminal Trespassing Charge" sheet by the police officer.
- Keys in dealing with a disorderly fan.
 - Remain as calm as possible when dealing with the disorderly fan, but if at any time you feel you may need assistance with this fan, seek assistance from another Whitman staff member, Whitman Security or the Walla Walla Police.
 - Make sure to document all that is said and done.
- Members of the athletic department are expected to assist the Event Manager who is having difficulties with a fan at home athletic contests.

SPORT SPECIFIC DUTIES OF EVENT MANAGER (Note Game Operations Protocol in Appendix E)

SOCCKER

Arrival Time

- 45 minutes before start of match.

Prior to Contest

- Make sure the visiting team's locker room and classroom are ready.
- Greet and introduce yourself to the head coach when team arrives AT SOCCER COMPLEX.
- Inform visiting team of bench and restroom locations.
- Ensure that all workers arrive on time for event.
- Greet officials and introduce yourself when they arrive.

Game Time

- Be available to assist when needed.

Post Contest

- Ask visiting team and officials if anything else is needed.
- Provide towels for visiting team when appropriate.

VOLLEYBALL

Arrival Time

- 30 minutes before start of match.

Prior to Contest

- Make sure the visiting team's locker room and classroom are ready.
- Greet and introduce yourself to the head coach when visiting team arrives and show them to their locker room facility and the training room facility
- Greet and introduce yourself to the officials and show them locker room facility if needed.
- Ensure that all workers arrive on time for event.

Game Time

- Be available to assist when needed.
- Let visiting team into upstairs

Post Contest

- Ask visiting team and officials if anything else is needed
- Provide towels for visiting team when appropriate.

BASKETBALL

Arrival Time

- 30 minutes before the start of the game

Prior to Contest

- Make sure the visiting team's locker room and classroom are ready.
- Make sure officials have refreshments and towels in locker room.
- Greet and introduce yourself to the head coach when team arrives and show them to their locker room facility and the training room facility.
- Show visiting team their bench area.
- Show visiting team to the classroom they can use.
- Ensure that all workers arrive on time for event.
- Greet and introduce yourself to the officials and show them the locker room facility.
- Escort officials to and from locker rooms and court.

Game Time

- Make sure national anthem is played before women's game if an NWC double header.
- Escort officials to locker room at half time.
- Notify officials when 5 minutes is left on the clock at half time.

Post Contest

- Ask visiting team and officials if anything else is needed
- Provide towels for visiting team when appropriate.

FACILITIES

GENERAL POLICIES

- Whitman College facilities are open to all Whitman faculty / staff spouses and dependents (with a limiting age of 25), students and alumni. Community members as others may have access by arrangement.
- Whitman College facilities are available for reservation by groups of Whitman-affiliated people and (in some cases) other groups. The priority list is as follows: academic classes; varsity athletics; club sports; intramural sports; and other groups. Reservations for facilities can be made by speaking to the contact person listed under each facility. Groups who wish to change their reservations should notify the contact person for the facility at least twenty-four hours prior to their original reservation.

FACILITIES

- *Baker Ferguson Fitness Center (BFFC)* houses the Fitness Center, the Paul and Louise Harvey Pool, locker rooms, a classroom, and athletic offices.
- *Sherwood Center* includes: a weight room, two classrooms, the racquetball and squash courts, the “big” gym and the “multi purpose” gym, three multi-purpose dance rooms, the video editing / media room, the athletic offices, the training room, and locker rooms.
- *Sherwood Climbing Walls* include the outdoor boulder and the indoor climbing center. This facility is managed by the Outdoor Program Director.
- *Bratton Tennis Center* is Whitman College’s indoor tennis facility and is open to Whitman College faculty, staff, and students.
- *Whitman Soccer Complex* is located at the intersection of Sumach and Penrose Streets. The Soccer Complex encompasses the Whitman Varsity soccer field and surrounding soccer fields as well as the associated parking lot.
- *Borleske Stadium* is the Whitman College Baseball facility. It is owned by Whitman College, the City of Walla Walla, and the Walla Walla School District.
- *Other Athletic Fields* Whitman College has several other fields available for use: Ankeny Field, Harper Joy Field, Martin Field, Reid Field, and the Whitman Softball Field.

USE AND SCHEDULING OF FACILITY

- All requests for use of athletics facilities must be arranged with the Athletics Director, the Facilities Director, or the appropriate facility contact person. This includes Sherwood Center, Bratton Tennis Center, Whitman Soccer Complex, Borleske Stadium, and additional playing spaces including Ankeny Field, Martin Field, Harper Joy Field, and Reid Field.
- Coaches are to provide the Athletics Director and Facilities Director or other designee with requests for practices. This will assist in developing a comprehensive practice schedule for various facilities on an annual basis.

- Coaches should adhere to assigned practice time. Any changes in scheduled use should be pre-approved. Additionally, the Head Athletic Trainer should be notified of practice schedule changes at least 24 hours in advance if possible.
- The Athletics Director and the Fitness Facilities Director will handle all requests for use of facilities by outside teams or organizations. These shall meet the conditions above. Rental fees are set by the Athletics Director in conjunction with the college treasurer's office.
- Coaches are not to provide access to facilities to any Whitman organization or outside organization without prior approval.

REQUIREMENTS FOR OUTSIDE FACILITY USAGE

- External organizations are required to provide Whitman College with a copy of their Internal Revenue Service Exemption Letter indicating that their organization is incorporated specifically as a 501(c)3 non-profit organization. Please note that a federal identification number is not sufficient proof.
- Whitman College also requires that any renting agency must have a \$1,000,000 policy that names Whitman College as an additional insured.
- To assist with our compliance, current renters are required to forward a copy of the organization's IRS Exemption Letter and Proof of Insurance to:

Dean Snider
Athletics Director
Whitman College
345 Boyer Avenue
Walla Walla, WA 99362-2044

- Rental Fees may also be forwarded to the same address.

RENTAL FEES

- Single-Day Rental - \$300
- Two-Day Rental - \$500
- Three-Day Rental - \$650
- Floor coverings - \$75/day additional
- These rates are for all athletics facility at Whitman (Big Gym, Small Gym, Pool, Tennis Center, Athletics Fields, Softball Field) and would be applied to the specific length of the "activity" rather than on a consecutive day basis. Additionally, the use of each facility would constitute a "separate" rental even if that rental were to occur on the same day

SPECIAL FACILITY USE POLICIES

Use of Whitman Facilities by Student For Private Lessons

- Whitman students may reserve court space following normal court reservation procedures for Whitman faculty and students.

- As directed by NCAA regulations, Whitman student-athletes may not utilize any team athletic equipment while providing lessons, other than that which is normally available to non-athletes.

Use of Whitman Athletics Facilities for Lessons by Non-Whitman Patrons

- Whitman Athletics facilities are not available for lessons by non-Whitman individuals, groups, organizations or individuals.

Athletic Use of Whitman Athletics Facilities During Sherwood Center Hours

- Prior to the competitive sport seasons, the facility coordinator will create a practice and arena use schedule in cooperation with each coach and athletic director.
- Coaches are to practice during assigned times unless arrangements have been made with the facility manager in advance.
- Coaches may not make reservations for the facilities for athletes' use outside of the competitive season. (*see also OUT OF SEASON PRACTICES Section*)

ATHLETIC FACILITY MAINTENANCE

- Daily, small requests for care and repair in the building must be relayed through Physical Plant x5999 (i.e. burned out lights, doors that won't lock, arena flooring that is loose or bubbling, etc.)
- Greater expense requests for care, repair or updating should be sent directly to the Athletic Director (painting or finishing gym floor, painting office, moving offices, etc).

FITNESS CENTER SAFETY POLICIES

- Food and drink are prohibited.
- Appropriate gym attire to be worn at all times including shirt, pants without rivets and athletic shoes. (No open toe shoes).
- No boom boxes allowed in the weight room or cardio room.
- No children under the age of 16 admitted in the weight or cardio room.
- Please see BFFC user policy for a complete list of facility policies.

ACCIDENT AND EMERGENCY PROCEDURES

This complete policy is outlined in the BFFC Policy Handbook.

- The Fitness Center front desk supervisor should assume control unless there is a more qualified individual present (physician, athletic trainer, EMT, coach, etc.).
- The individual in charge will activate the EMS system by dialing 9-1-1. Phones are available at the Sherwood Center front desk or in athletic office.
- When contacting the EMS System, the following information should be communicated:
 - Site of emergency and how to access the area.
 - Type of Emergency – possible broken bone, person not breathing, unconscious, open wounds, etc.
 - What first aid has and is being administered to injured individual: CPR, ice, compression, splinting, etc.

- Stay on the phone and answer questions that the EMS operator may have until you are told to hang up.
- After contacting the EMS system, have individuals station themselves to help direct the EMS personnel, and keep other individuals away from the injured person.

SPORTS CAMPS

- Coaches may begin their planning process for summer camps by notifying the Athletics Director and Facilities Manager or said designee of desired dates **no later than March 1st**. After this time, dates for Whitman coaches will not be guaranteed over outside inquiries.
- Coaches are acting as agents of the college during sports camps and must therefore follow all business office procedure regarding insurance, payroll, etc. Facility rental rates are determined by the Athletics Director.
- Whitman sports camps are institutional in nature meaning that the coach is hired by the school as a salaried “director”. The institution is also responsible for the insurance costs and salaries of all camp employees.
- The College receives 2.5 % of the gross camp fees; this dollar amount is directed towards the CFO’s operational budget.
- The remaining revenues cover the salary for camp employees and other camp expenses. Following this, the remaining dollar amount may be paid to the salaried director.

FINANCIAL OPERATIONS

ATHLETIC BUDGETS

- The Director of Athletics is responsible for generating and administering the total athletic department budget.
- Sport operational budgets include travel, equipment and supplies, and purchased services such as rentals and officials. Operating budgets do not include field or court maintenance, or salaries.
- The Athletic Director submits all budget requests to the Dean of Faculty. The requests are then reviewed and approved, realigned or rejected during the College budgeting process.
- Sport budgets are determined one year at a time and are effective from July 1 to June 30.
- It is the responsibility of each Head Coach to stay within budget limits and plan expenditures accordingly.

PURCHASING

- All departmental purchases must adhere to business office protocol.

OFFICIAL TRAVEL LOAN AND EXPENSE REPORTING

In order to request money in advance of travel, an Official Travel and Entertainment Expense Reporting form must be completed and submitted. These forms are available from the administrative assistant and at the business office or online at http://www.whitman.edu/business_office/boforms.xls

Prior to Team Travel:

- These forms should be filled out ten days prior to the travel date. A cash advance may include anything listed on the form (lodging, food, gas and other miscellaneous expenses). To request a cash advance, one **must** complete:
 - Date
 - Account #
 - Destination
 - Need Funds by date
 - Purpose
 - Your signature
 - Net advance

Upon Return:

- Upon return from a trip, expenses must be itemized on the Travel and Entertainment Expense Form and turned in within seven days to ensure up-to-date budgeting.
- It is expected that expenses from a trip are reconciled within two weeks time or before the next trip.

REIMBURSEMENT

- Receipts and explanation of expenses must be provided to the athletic secretary along with the budget from which reimbursement is to be made. Further explanation of the process should be sought from the administrative assistant.

OUT OF SEASON PRACTICE

NORTHWEST CONFERENCE

- The Northwest Conference supports the principle of limited non-traditional season activities in conference-sponsored sports. Up to 16 practice dates are allowed in the non-traditional season; the total number of weeks for practices must be consistent with NCAA legislation. Refer to NCAA III Manual for sport specifics.

NCAA DEFINITION OF ATHLETICALLY RELATED ACTIVITIES

Please see the Administrative Assistant, Compliance Officer or the Director of Athletics for the current NCAA III Manual.

RECREATION

CLUB SPORTS

- **Club Sports Director** is responsible for overseeing the activities of all of Whitman’s club sports, including the duties outlined below.
- **Scheduling** All club sports are required to have a schedule of contests, and to submit this schedule of contests to the Club Sports Director at the beginning of each semester.
- **Facility Reservation** Club sports, as members of the Whitman College community, are able to reserve facilities for practice or competition. Reservations are made through the contact person for the facility to be reserved. The Club Sports Director may also make facilities reservations for club sports.
- **Purchasing** Each club sport has a budget as determined by the Director. All purchases must be approved by the Club Sports Director.
- **Travel Policy** Any club sport wishing to travel to competition must submit an itinerary to the Club Sports Director. This itinerary, in addition to including the dates and location of the trip, must also include a roster of all those on the trip as well as emergency contact numbers for the group.

CLUB SPORT POLICIES

- **Club Sport Definition:** Club teams consist of only Whitman students, faculty and staff. Each Club team must remain willing to compete against outside teams or in outside competitions in order to keep their Club status.
- Rosters, schedules, faculty/staff contact, waivers, and declarations of a priority season (for fall semester only) are required at the beginning of each semester. Failure to produce any of the above requirements will prompt the club to lose funding for that semester.
- If a club is not “viable” for two consecutive semesters, then the club will acquire “probationary status” for the following two semesters. If during the probationary period the club is not viable, the group would lose club status for one year. Groups that reach this point may then reapply for funding at the conclusion of that year.
- All away trips must be cleared by the Director of Club Sports. In addition, all van usage for away trips must be cleared through the Director as well. To receive clearance and trip funding from the Director, the club program must submit an itinerary and trip roster.
- Only drivers certified through Whitman’s van certification program are allowed to drive vans; this includes any contests away from Whitman.
- A Club Sport Manager will be present at most home events. The CSM may provide assistance for home events, but also has the authority to amend activities if deemed unsafe.
- There will be a “zero tolerance” policy for alcohol use both at the site of home and away events and in vehicles traveling to and from events. This means that the group will lose club

sport status and funding immediately as well as for a period of the two semesters following the infraction.

- Teams that will be traveling out of the country (i.e. Canada) are required to complete paperwork through the Study Abroad Office and the Dean of Faculty's Office.
- Club sport teams wishing to elevate to varsity status should contact the Director of Athletics
- For information please see the Club sport handbook

INTRAMURAL SPORTS

- **Intramural Advisor** The IM Advisor is responsible for attending meetings of the IM Committee, creating a budget for each IM sport, and approving purchases for the IM Committee.
- **Intramural Committee** The IM Committee is composed of six students and the IM Advisor. The IM Committee is responsible for setting schedules and assigning officials for all IM sports, as well as purchasing necessary equipment for the Intramural Program.
 - The IM Committee is responsible for evaluating health, safety, and discipline issues connected to IM sports.

PROCESS FOR REPORTING INJURIES OCCURRING DURING IM SPORTS

- The head of the intramural committee will compile a list at week's end noting those students who have suffered severe or alarming injuries based on the observations of referees.
- The list will be sent to the Intramural Advisor by Sunday evening.
- The IM Advisor will send individual notes to each of those students listed prohibiting the student from participation in further intramural activities until receiving clearance from the health center. The Director of the Health Center will receive copies of these notes.
- The Director of the Health Center will send a list of those who have received clearance to the IM Advisor; the names of those who have not received clearance will then be forwarded from the IM Advisor to the head of the intramural committee.
- The head of the intramural committee will pass this information on to referees for the following week's competitions.
- Those students playing in competitions but not cleared to participate will be directed by referees to cease activity immediately; teams will be subject to game forfeiture if the student does not comply.

SPORTS INFORMATION

POLICIES AND PROCEDURES

- The Sports Information Director (SID) will work in conjunction with the coaches to provide statistical help, records and information for all sports. The SID is also responsible for the release of information and scores to local media outlets. Unless instructed by the SID, no coach should report statistics to the media.
- Coaches should meet individually with the SID to determine responsibility of keeping official statistics during respective seasons.
- The SID is responsible for reporting of all home results to the media. Arrangements will be made prior to games/meets so that when a team is on the road, that school's SID will report results to our media. The SID is also responsible for writing and maintaining varsity web pages based on the needs of each coach and availability of time and resources. Sending results and scores to the media does not always mean that the media will have space or time to print or broadcast results.

INFORMATION RELEASES

- Information will be written and sent out after each contest. Coaches must be available either in person or via telephone every weekend or Monday during their respective season to ensure accurate reporting in the weekly press release. If a coach is not available, they should make arrangements with the SID ahead of time to ensure accurate reporting.
- In cases where Whitman hosts multiple home events simultaneously, the SID will be present where his/her involvement is needed most. Sports information student workers (during the school year) will be in charge in most cases. Arrangements will be made to assist in home events in the rare case where the SID is unable to attend.
- Coaches will provide rosters (July 1) and schedules (May 15) to the SID office. Changes in scheduling should be reported immediately to the SID office, the Head Athletics Trainer, the Athletics Director, and or the Compliance Officer.
- The Sports Information office is available to assist coaches with projects they have that promote their sport, Whitman College and the Northwest Conference.

STATISTICS

- Game results and statistics may be obtained from the SID office.
- The SID is responsible for updating the Whitman athletics web page with scores, pictures and press releases.
- All statistics compiled by the SID are official. According to the NCAA, the home team supplies official statistics, which may be changed within 24 hours of the conclusion of the contest.
- The SID schedules a preseason photo shoot to get head-shots of players and coaches as well as a full team photo.

SPORTS MEDICINE

HOURS

- Vary from season to season – morning treatments will be by appointment only. Afternoon hours will start 1 hour prior to practice and continue until at least 45 minutes after the last practice/competition.

TRAINING ROOM POLICIES

- All Student Athletes are Required to
 - Have a completed physical on medical history form on file with the athletic training department if they are first year student athletes at Whitman College before they will be allowed to participate in any athletic practice and/or competition (this includes off season conditioning programs).
 - Have a completed physical on file with the athletic training department if they are returning student athletes before they will be allowed to participate in any athletic practice and/or competition (this includes off season conditioning programs).
 - Have coverage by a primary insurance policy. If they do not have their own primary insurance policy they will be required to purchase one through Whitman College.
 - File their own insurance claims through their primary policy or through Whitman College's secondary plan. It is the responsibility of the student athlete to file these claims with the proper departments.
- **ONLY** Whitman College's athletic trainers may refer athletes to physicians.
- Nothing is to be removed from the training room without permission from a staff certified athletic trainer.

TRAINING ROOM RULES

- No equipment allowed in training room (i.e. helmets/ bats/ gloves/ equipment bags/ etc.)
- No cleats are to be worn in training room.
- No items may be removed from the training room without permission of the athletic training staff.
- Profanity is not allowed in the training room.
- After use, hydrocollator pack must be returned to hydrocollator unit and the cover hung on the rack.
- Every student receiving treatment must be signed before being treated.

CPR/ FIRST AID AND BLOOD BORNE PATHOGEN TRAINING

- Ice bags must be emptied in the sink and the bag thrown in a trashcan. Never throw an ice bag still containing ice into the trashcan or back into the ice machine.

- All coaches that will oversee practice and/or competition will have current certification in CPR and First Aid.
- All coaches are required to attend an OSHA Blood Borne Pathogen Training Course.

ATHLETIC TRAINING EMERGENCY PLAN

- Emergency situations may arise at anytime during athletic events. Expedient action must be taken in order to provide the best possible care to the athletes of emergency and/or life threatening conditions.
- Whitman College has a duty to develop an emergency plan that may be implemented immediately when necessary and to provide appropriate standards of health care to all sports participants. As athletic injuries may occur at any time and during any activity, the sports medicine team must be prepared. *Please see the 2010 Emergency Action Plan (EAP) for each athletic facility.*

SSRA OFFICE

HOURS

- SSRA office hours are Monday through Friday 8:00 am to 4:00 pm. Sherwood Center Hours are at the discretion of the Athletics Director, but are posted throughout the building.

COPYING

- Any athletics personnel may use the copy machine in the main office.
- The copy machine is not to be used by students unless performing work for a coach or other staff member.

MAIL

- Each athletic department member is assigned a mail slot in the main athletic office.

OFFICE SUPPLIES

- All necessary items should be obtained from the administrative assistant. If specialty items are necessary, approval must be given by the Athletics Director.

FAX PROCEDURES

- The athletic department's fax number is 509-527-5960.
- Forms and procedures are available in the athletic office.

PHONE SYSTEM

- Each individual will be responsible for auditing their monthly telephone charges and for reimbursing their department's expense account for every long distance personal call PLUS WASHINGTON TAX WHERE APPLICABLE.

DEPARTMENT CELL PHONES

- Cell phones are the property of the sport program.
- Monthly phone charges are paid out of the General Athletics budget. Smart phones and data charges are paid from the sport budget should the coach choose that service.
- If a coach wishes to purchase a different plan than that currently utilized by the department, then the coach will be responsible for reimbursing the program budget for the difference each month.

- Bills will come directly the administrative assistant. Calling card bills will not be accepted unless in extraordinary cases (forgot phone, couldn't use it, etc.) Home bills with highlighted calls will not be accepted.
- Cell phones are for business use and personal use as per the policy developed with Human resources and the treasurer's office.

STUDENT ATHLETE ADVISORY COMMITTEE (SAAC)

- A student-athlete advisory committee (SAAC) is composed of varsity student-athletes assembled to provide insight on the student-athlete experience and to offer input on the rules, regulations and policies that affect student-athletes' lives on NCAA member institution campuses.
- Presently, there are separate national SAACs for NCAA Divisions I, II and III member institutions. NCAA legislation mandates that all member institutions have SAACs on their respective campuses; the NWC has established a SAAC.

MISSION STATEMENT OF THE NATIONAL SAAC

"The mission of the National Collegiate Athletic Association Student-Athlete Advisory Committee is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare and fostering a positive student-athlete image."

MISSION STATEMENT OF WHITMAN COLLEGE SAAC

The Student Athletic Advisory Committee (SAAC) represents the interests of varsity athletes at Whitman College and is committed to promoting a healthy and successful athletics program, an environment that fosters learning and personal growth through sports, and a philosophy of excellence for all Whitman athletes in all their endeavors. Our chief objectives include: organizing and promoting sporting events, promoting awareness of athletic issues on campus, representing students' interests in the formulation of Whitman Athletics policies, building opportunity for strong inter-team support, building strong relations with other NCAA Division III colleges in the Northwest Conference and establishing programs that support varsity athletes and the community at large.

CONSTITUTION OF THE WHITMAN COLLEGE
STUDENT-ATHLETES ADVISORY COUNCIL

Article I NAME

- The name of the organization shall be the Student Athletes Advisory Council (SAAC)

Article II PURPOSE

- Purpose 1. The voting Council members shall establish and maintain open channels of communication with their teammates and all student-athletes to appropriately express issues of concern relevant to student-athletes to the athletic director and faculty representatives of the college.
- Purpose 2. The council shall advise the academic and athletic staff with regard to services offered and quality of those services in the athletic program.
- Purpose 3. The Council shall assist in the development and implementation of programs that motivate student-athletes to strive for and be recognized for academic excellence and commitment.
- Purpose 4. Input of the Council will be requested on various issues and topics as initiated by the academic staff and Athletic Director.
- Purpose 5. The council shall provide a male and female member to represent the institution at the conference SAAC meetings.

Article III MEMBERSHIP

Section 1. Eligibility

- A. The organization does not discriminate in the selection of members or appointment when discrimination is defined as denying individuals membership or appointment on the basis of age, race, national origin, color, gender, sexual orientation, creed, handicap or place of residence.
- B. All voting members shall be student-athletes.

Section 2. Methods of Selecting Members

- A. Members of all athletic teams will select a student-athlete to represent their team as a voting member.
- B. Two team representatives are recommended. However, each sport will receive only one vote.
- C. Length of term is for one school year.

Article IV OFFICERS

Section 1. List of Officers

- The Council shall elect a President, Vice President, and Secretary.

Section 2. Power and Duties

- A. **President** The President shall preside over all Council meetings and communicate regularly with the Council Advisor. The President shall set meeting time, and determine the agenda before all meetings. The President shall meet with the advisor, Vice-President and Secretary prior to each meeting.
- B. **Vice-President** The Vice-President shall preside at Council meetings in the absence of the President. The Vice-President is responsible for taking notes and distributing them to all council members in the absence of the secretary. The Vice-President will make all reservations necessary for a meeting room.
- C. **Secretary** The Secretary will receive the agenda from the President prior to each meeting and distribute it in a timely manner to all members prior to each meeting. The Secretary shall record the minutes of all meetings and distribute the minutes to all members. The Secretary will preside at Council meetings in the absence of the President and Vice-President.

Section 3. Election of Officers

- A. Election to offices will be made in April.
- B. Candidates for office may submit their names during the March meeting. Nominations may be received from the floor.
- C. A slate of candidates will be compiled and distributed to the members.
- D. Votes will be cast at the end of the April meeting. The Secretary will distribute written ballots. The advisor will count the ballots and announce the results.
- E. Officers will begin duties immediately following the election.

Article V RULES OF PROCEDURES

Section 1. Voting Procedure

- Two student-athletes may represent each team. However, only one vote may be cast for each team.

Section 2. Attendance Policy

- A. Each sport is required to have at least one representative present at each meeting.
- B. Each member is allowed only one unexcused absence per semester.
- C. A second unexcused absence will result in a new representative being selected for that sport.
- D. If both members are absent, an alternate needs to be present.
- E. Each sport is allowed only one alternate per semester, if both members are absent a second time, that sport will lose voting privileges for one month.

Section 3 Frequency and Length of Meetings

- A. The council shall meet weekly as a credited course.
- B. The President may schedule additional meetings.

Section 4. Quorum

- A quorum shall constitute 2/3 of the Council members.

Article VII CONSTITUTIONAL AMENDMENTS

- Constitutional amendments shall require a 2/3 vote of the Council.

TRANSPORTATION

VANS AND BUSES

Van travel is approved only for competition and practice sites within a 200 mile radius of Whitman College. Otherwise, teams must hire a bus for travel. However, teams that can fit an entire squad in one vehicle are not bound by this rule; they may use vans to travel to all practices and competitions regardless of distance. Please see “Whitman College Athletics Policy Regarding Driving Passenger Vans and Suburbans” (*Appendix L*) for more information regarding passenger van travel policies.

APPENDIX B-STUDENT EVALUATION OF COACHING

STUDENT EVALUATION OF COACHING

Team: _____

Coach: _____

Date: _____

Student evaluations serve two different purposes, and both should be kept in mind as you fill out this form. First, they help the coach determine what worked well and what might be improved in the future. Second, the evaluations are used by Whitman College in making decisions concerning coaching contract renewal and promotion.

If student evaluations are to be useful for the coach and the institution, it is important that you justify your answers with detailed explanations wherever possible.

These evaluations are completely anonymous. Your coach will not have access to these evaluations until the season / semester is complete.

Please indicate whether you agree, disagree or have no opinion to the following statements. Also, please provide a detailed explanation for your answer in the space provided.

1. I learned something of significance from this sport experience. Agree No Opinion Disagree

2. I was challenged to improve myself as an athlete. Agree No Opinion Disagree

3. Questions and comments from athletes were encouraged and treated with respect by the coach. Agree No Opinion Disagree

4. My passion for sport was stimulated. Agree No Opinion Disagree
5. I understood the lines of communication and felt free to offer critical opinions and questions. Agree No Opinion Disagree
6. I understood my role and what was expected of me. Agree No Opinion Disagree
7. My performance and practice efforts were evaluated in ways that were clear and consistent. Agree No Opinion Disagree
8. The coach communicated and / or demonstrated in ways that I understood. Agree No Opinion Disagree
9. Overall, I was satisfied with how the coach organized the season (e.g. prepared for practice and games, travel arrangements, availability). Agree No Opinion Disagree
10. I would recommend this coach to another student/athlete. Agree No Opinion Disagree

Please answer the following question Additional questions:

- 1. What year are you at Whitman College?*

<i>Upperclassman</i>	<i>Underclassman</i>
<i>(Junior/Senior)</i>	<i>(Freshman/Sophomore)</i>

- 2. How would you classify your team role?*

<i>Starter</i>	<i>Non-starter</i>	<i>Not</i>
		<i>Applicable</i>

- 3. Did you regularly make the traveling team*

<i>Yes</i>	<i>No</i>	<i>Not</i>
		<i>Applicable</i>

- 4. Please feel free to make any comments you would like regarding your role as an athlete in your sport program.*

Please answer the following questions in regards to the **athletic training services and care**:

1. As a student athlete I utilized athletic training resources:

On a daily basis during the season 2-3/week Once a week Once a month Never (skip to #6)

2. The injury or injuries I sustained during the season kept me out of practice or competition for:

The remainder of the season. 10-14 days 1 week 2-3 days I did not miss any practices or competitions.

3. The injury or injuries I suffered during my season were handled in a safe and prompt manner. Agree No opinion Disagree

4. The head athletic trainer was knowledgeable about my injury or injuries and worked with me toward full recovery. Agree No opinion Disagree

5. I was educated about my injury or injuries in a manner that allowed me to understand my injury status & rehabilitation. Agree No opinion Disagree

6. During treatments for prevention or rehab-of my injury or injuries, I was asked about my physical and emotional progress. Agree No opinion Disagree

7. I was treated in a professional manner by the head athletic trainer (or student athletic trainers under the head athletic trainer's supervision) – this includes not only athletic training room care, but also administration of paperwork and communications with the athletic training room staff. Agree No opinion Disagree

APPENDIX D-INTRAMURAL AND CLUB SPORT WAIVERS

**WHITMAN COLLEGE
Intramural and Club Sports
Health Statement and Liability Waiver**

Intramural and club sport participation involves activities which are, by their nature, physically demanding. Therefore, all participants must be free of medical or physical conditions which might create undue risk to themselves or others who depend upon them. If there is any doubt whatsoever about your ability to safely participate in this activity, you should have a physical examination by a physician. We may also require a physician's consent as a precondition for participation depending on the information provided.

Please list any physical disabilities, conditions, past injuries or any other physical limitations that you have which could limit your participation in any way:

Please list any allergies or medical alert information:

Person to contact in case of emergency (include name and phone number): _____

The undersigned herewith formally acknowledges and declares the following:

I understand that participation in Intramural and/or Club Sports at Whitman College may result in injury/illness, permanent physical or mental impairment or even death. These injuries may be minor or may be career or life threatening. I understand that Whitman College cannot be held responsible for any injuries or conditions that may be caused by the actions of other athletes or teams. I understand and agree that situations may arise during these activities which may be beyond the control of coaches or other participants. I release, forever discharge and agree not to sue Whitman College, Board of Trustees, administrators, employees, or other participants. I hereby waive all such claims which I have now or may hereafter have against the above name organizations or persons, however caused. _____ (initial)

I agree that it is my sole responsibility to be familiar with the physical and/or mental demands associated with the above named activities. With these demands in mind, I have no physical or medical condition which, to my knowledge, would endanger myself or others if I participate in this event, or would interfere with my ability to participate. I also agree to abide by any established rules or regulations while participating. _____ (initial)

I understand that there are certain inherent risks involved in participating in intercollegiate athletics. I acknowledge the fact that these risks exist and I am willing to assume responsibility for any and all such risks while participating in Intramural and/or Club Sports at Whitman College. I also agree to the following:

1. Voluntarily assume all risks associated with my participation in these activities. _____ (initial)
2. I accept that Whitman College and its personnel are not to be held responsible for any pre-existing medical condition(s) that I may have. _____ (initial)

3. I understand that I must wear the proper equipment as dictated by the rules of the sport. I may also have to wear padding or braces as indicated by medical personnel. Failure to do so may put me at risk for further injury. _____ (initial)

I HAVE READ, UNDERSTAND AND VOLUNTARILY AGREED TO THE ABOVE STATEMENTS

Printed Name

Signature

Sport(s)

Date(s)

Parent/Guardian Signature (if under 18 years of age)

Date

Club Sports Addendum

As a member of a club sport team at Whitman College, I understand:

1. The requirement for an annual medical examination prior to my participation in club sports
2. The Washington State Laws regarding the use of alcoholic beverages
3. that no alcoholic beverages are to be transported or consumed in College vehicles
4. The need to pass the Whitman Van Driver Certification course prior to operating a college vehicle or other rented 15-passenger van
5. That I must gain clearance from my doctor after a major injury before I resume practice and competition

I HAVE READ, UNDERSTAND AND VOLUNTARILY AGREED TO THE ABOVE STATEMENTS

Printed Name _____

Signature _____

Sport(s) _____

Date(s) _____

Parent/Guardian Signature (if under 18 years of age) _____

Date _____

I have accepted the risk of participation in all activities related to my Club Sport participation and acknowledge that I:

am covered by the Whitman College Accident and Sickness Medical Expense Plan

OR

am covered by an independent accident/illness health insurance policy

APPENDIX F- EVENT/GAME OPERATIONS MANAGER ROLES

Game Management Basketball Protocol (Northwest Conference Timeline)

3:00pm Set up crew arrives

- Unlock ramp doors and double doors upstairs with hex key
- Check circuit box (switches 8, 10, 12, and 14 must be on, plus the upstairs foyer lights, basketball hoops, and sound – 2 switches for sound (both marked))
- Turn on 30 second clocks with the switches below each clock (the switch for the clock at the east end of the gym is in the alleyway about halfway back)
- Bleachers unlocked and pulled out – kick down the bottom flap to lock bleachers in place
- Unlock gates at top of bleachers
- Both white score tables set up in bleachers (table with wood box goes higher up in bleachers and WC logo table goes in front)
- Electronic equipment out - 30 second clock, scoreboard panel, possession arrow, microphone, and stereo system
- Set up ticket table and black aisle divider posts
- Put up all basketball hoops except for the main floor hoops

5:00pm Ticket Taker arrives

- Get cash boxes, ticket price sheet, and programs set out
- All ticket taking materials are usually left in the closet of the north Sherwood classroom

5:15pm Unlock classrooms for visiting teams upstairs, and show referees to the faculty locker room and give them towels

Leave scripts and rosters (home and visiting) for announcing crew

5:30pm Start the game clock on a 30-minute countdown to tip-off

5:30pm - Score table personnel should be arriving
5:45pm

5:45pm National Anthem singer announced and score table crew should be double-checked to make sure they are ready

6:00pm Tip-off

10:00pm Clean up

- Pick up all the large pieces of trash from bleachers
- Sweep out the bleachers with small push broom
- Push in all bleachers

- Sweep floor under bleachers with big push broom (big push broom is on the wall in the southeast corner of the gym)
- Lock all gates at the top of the bleachers (same key as bleachers)
- Lock all upper doors on the main concourse (hex key)
- Put all the electronic equipment back into the storage area (southeast corner of gym)
- Put away the black aisle divider posts used for ticket taking – they go in one of the upper classrooms

Game Management Soccer Protocol (Northwest Conference Protocol)

8:00am Set up crew arrives (arrive 3 hrs. prior to game time)

- Unlock parking lot gate
- Unlock soccer shed
- Unlock men's and women's bathrooms
- Unlock goals from fence
- Paint field (one guy does this while others set up)
- Pull plugs in ground for poles and goals – 2 large plugs, 3 smaller plugs

GOALS

- Bring out metal poles for goals – 3 for each
- Bring out nets for goals
- Bring out stakes and hammer

SIDELINES

- Put in large corner flags in all 4 corners
- Put 1 thin flag 6 feet off sideline at midfield on both sides
- 2 benches for each team on east side of field
- Place video stand at midfield even with benches
- Set up tents above each team's benches
- Long folding score table brought out to midfield on east side between the 2 teams
 - Need scoreboard operator
 - Extension cord
 - 4 – 6 folding chairs
- Turn ON scoreboard power in shed on gray circuit box

10:30am Scoreboard operator and announcer arrive for women's game

1:00pm Scoreboard operator and announcer arrive for men's game

3:15pm Take down crew arrives

- Everything needs to go back into the soccer shed
- Turn scoreboard power OFF
- Lock up bathrooms and soccer shed
- Lock up parking lot gates if last one out

Game Management Volleyball Protocol (Northwest Conference Protocol)

SET UP

(Set up to be completed 1 ½ hours before game time)

- For scorekeeper: need to photocopy 1 line up sheet, 1 libero tracking sheet, 4 non-deciding game score sheets, and 1 deciding game score sheet.
- All north side bleachers pulled out (leave the south side bleachers in)
- Put up “northwest” and “northeast” basketball hoops
- Unlock gates for north side bleachers
- Unlock the doors on the main concourse using the hex key
- Set up video camera in southeast corner on the upper walkway
- Set up game net, poles, and referee chair (game net is newer and whiter than the practice nets. The game poles have a different crank than the practice poles – ask current lead student games manager)
- Put up blue pads around the metal poles and referee chair
- Put out 12 chairs for each team and 6 chairs for score table
- Put out the score table – make sure there are blue and red pens for scorekeeper and that the table skirt is attached properly
- Turn on the power switches on the gray box in the southwest corner – turn all switches ON
- Change names on the visiting team’s reader board - box of letters is in the storage area (room behind the bleachers in the southeast corner of the gym – blue door)
- Bring out the electronics cart from the storage area (plug in microphone, scoreboard, and boom box for music – also, be sure the National Anthem CD is on the cart)

DURING GAME STAFF

(Need 3 people for the 3-ball rotation, 2 people for line judges, 1 person for announcing/scoreboard, 2 people for scorecard, and 1 person for ticket taking) – Also, game staff needs to wear white polo with khakis.

- 1 ticket taker for Northwest Conference games only.

TAKE DOWN

(Take Down crew should show up at the gym 1 ½ hours after the start of the game)

- Sweep the bleachers with small push broom
- Push in all bleachers
- Sweep floor under bleachers with big push broom (big push broom is on the wall in the southeast corner of the gym)
- Lock all gates at the top of the bleachers
- Lock all upper doors on the main concourse
- Take down camera and give tapes to Coach Dean Snider – put camera in the storage area
- Put away all balls, chairs, pads, and table back into the volleyball cage
- Lock up volleyball cage when everything is put away
- Put all the electronic equipment back into the storage area

Game Management Baseball Protocol

Borleske Stadium provides a facilities staff that is responsible for all set-up and take down of the facility. However, an announcer/scoreboard operator must report to the press box 30 minutes prior to the first pitch.

APPENDIX H- SHERWOOD/BFFC LIABILITY AND USAGE FORMS

Whitman College
Liability Waiver Form
Use of Sherwood Center and Pool

In consideration of my permission to use the Whitman College Sherwood Center and Pool, I the undersigned voluntarily agree to assume full and complete responsibility for any injury or accident which may occur to me during or in connection with the use of Sherwood Center and Pool while I am on the premises of Whitman College and I further hereby voluntarily agree to waive my rights and that of my heirs and assigns to hold Whitman College, Board of Trustees, administrators, employees, agents or other participants liable for injury, death, and/or damages sustained by me.

I understand that I should be aware of my physical limitations and agree not to exceed them.

I certify that I am of lawful age (18 years or older) and otherwise legally competent to sign this agreement. I further understand that the terms of this agreement are legally binding and I certify that I am signing this agreement, after having carefully read it, of my own free will.

Signature	Age	Date
Print Name	Address/City/State	

MINOR

In consideration of permission being granted to my child/children to use the Whitman College Sherwood Center and Pool, I, as the parent or legal guardian of the child/children named below, agree that I will not file suit or cooperate in any such suit brought on behalf of my child/children against Whitman College, Board of Trustees, administrators, employees, agents or other participants for injury, death, and/or damages suffered by my child/children in the course of using Whitman College Sherwood Center and Pool.

I understand that my child/children should be aware of their physical limitations and they agree not to exceed them.

I further understand that the terms of this agreement are legally binding and I certify that I am signing this agreement on behalf of my child/children, after having carefully read it, of my own free will.

Signature (Parent/Legal Guardian)	Date
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Child/Children's Name(s): _____

APPENDIX I-OFF HOURS SHERWOOD FACILITY USAGE FORM

To be completed by the requesting group

Group Name:

Facility Requested:

Date:

Start Time:

End Time:

Number of People:

PLEASE READ BEFORE SIGNING!

- 1) The group will be responsible for the safety and welfare of all attending group members.
- 2) The group will be responsible for the well-being of the facility, including all of Sherwood.
- 3) A member of the group will be present until Security comes to lock the facility.
- 4) No alcohol will be present during the use of the facility.
- 5) Groups will behave appropriately in the use of the facility.
- 6) Other specific instructions:

I/we have read the above Rules of Conduct and understand that any breach of those rules may lead to the expulsion of the group or restitution for any damages incurred to the facility.

Student Contact

Faculty/Staff Contact

Name (print) _____

Name (print) _____

Signature _____

Signature _____

Phone: _____

Phone: _____

Facility Coordinator

Athletics Director

Name (print) _____

Name (print) _____

Signature _____

Signature _____

Phone: _____

Phone: _____

Instructions for Security:

**APPENDIX L-WHITMAN COLLEGE POLICY REGARDING DRIVING PASSENGER
VANS AND SUBURBANS**

- All drivers of vehicles designed to seat 10 or more must have completed the Drivers Orientation Program. All extended vans owned by the College have had the back seat removed. The back seat removal is only necessary in rental vans.
- Van Travel is only approved for competition and practice sties within a 200 mile radius of Whitman College. Teams that can fit an entire squad in one vehicle are not bound by this radius rule. (i.e. Golf, Tennis)
- Student-Athletes may not drive on the days of Competition.
- Drivers will not exceed 65mph. In addition, drivers should decrease speed when dictated by adverse conditions. Under no circumstances should drivers exceed lower posted speed limits.
- The driver and all passengers must wear seatbelts at all times.
- The driver of a trip of five hours or less driving time will take breaks every two hours. Fatigue is dangerous. If you get tired, do not take a chance-take a break.
- Any trip longer than five hours requires at least two drivers per vehicles. No driver will drive for more than a three-hour shift. No driver will driver more than a two-three hour shifts in a 24 hour period.
- All programs are strongly discouraged from traveling more than 600 miles or 12 hours in one day.
- Van travel will not occur between the hours of 12AM and 6AM.
- If luggage is required for the trip, the back seat of the van will be removed for storage purposes and passengers will be seated in front of the rear axle.
- Absolutely no alcohol and/or drugs are permitted in Whitman-owned or Whitman-rented vehicles. No one should drive under the influence of drugs or alcohol.
- Headlights will be ON when the vehicle is in motion.
- The front passenger seats will be reserved for someone who will remain awake and monitor the driver/driving.
- All Whitman College Athletics trips must file a travel itinerary, including passenger roster, with the Athletics Director.

APPENDIX M-ALTERNATIVE TRANSPORTATION-LIABILITY WAIVER

Driver

I voluntarily choose to drive a vehicle of my own procurement instead of traveling in college-provided transportation to the following event/competition/practice:_____ for the following dates:_____. I represent that I understand the rules of the road in each state I will be traveling through and agree to abide by them in every particular. All persons in the vehicle I operate will wear seatbelts. I carry at least the legally mandated minimum amounts of liability insurance for my vehicle, and I understand and agree my personal auto insurance will apply for any accidents/injuries that might be incurred. I agree that I am not acting as an agent, express or implied, on behalf of Whitman College, its board of trustees, administrators, employees, assigns or other agents (hereinafter “Releasees”) and expressly warrant that I will make no representations to the contrary to any third party. Furthermore, I release Releasees from any liability and responsibility for injury, death, property damage, or other damages, costs, or expenses howsoever incurred that I may suffer as a result of transporting myself to and from the Event. Also, I agree to hold harmless and defend Whitman College from and against any and all claims, actions, causes of actions, demands, liabilities, losses, costs, damages or expenses of whatsoever kind or nature, including attorney’s fees—whether occasioned in whole or in part by the negligent acts, errors, or omissions or Releasees—sustained or allegedly sustained by any third party in the course of my providing transportation or otherwise related to my providing transportation.

Driver’s _____ Name
(printed) _____ Address/Telephone _____

Driver’s
Signature _____

Passengers

I am voluntarily choosing to ride in the above-named driver’s vehicle (hereinafter “Alternative Transportation”). I release and discharge Whitman College, its board of trustees, administrators, employees, assigns or other agents (hereinafter “Releasees”) from any and all liability and responsibility for injury, death, property damage, or other damages, costs, or expenses howsoever incurred that I may suffer as a result of the Alternative Transportation. Also, I agree to hold harmless and defend Whitman College from and against any and all claims, actions, causes of actions, demands, liabilities, losses, costs, damages or expenses of whatsoever kind or nature, including attorney’s fees—whether occasioned in whole or in part by the negligent acts, errors, or omissions or Releasees—sustained or allegedly sustained by any third party or myself in the course of the Alternative Transportation. Further, I agree to wear a seatbelt.

Passenger _____ Name
(printed) _____ Address/Telephone _____

Passenger
Signature _____

Passenger _____ Name
(printed) _____ Address/Telephone _____

**Passenger
Signature**_____

Passenger (printed)_____Address/Telephone_____Name

**Passenger
Signature**_____

**NOTICE: THIS WAIVER IS A CONTRACT WITH LEGAL CONSEQUENCES.
READ IT CAREFULLY BEFORE SIGNING! YOU WILL RELINQUISH LEGAL
RIGHTS OTHERWISE ACCRUING TO YOUR BENEFIT BY OPERATION OF LAW.**

(07/03)

APPENDIX N-MEDICAL ELIGIBILITY FORMS

**WHITMAN COLLEGE VARSITY ATHLETICS
STUDENT-ATHLETE ACKNOWLEDGMENT AND ASSUMPTION OF RISK**

The undersigned herewith formally acknowledges and declares the following:

I understand that participation in sport requires a personal acceptance of risk of injury. Athletes generally expect that those who are responsible for the conduct of sport take reasonable precautions to minimize such risk and that their peers participating in the sport will not intentionally inflict wrongful injury upon them. _____ (initial)

I understand that participation in Intercollegiate Athletics at Whitman College may result in injury/illness, permanent physical or mental impairment or even death. These injuries may be minor or may be career or life threatening. I understand that Whitman College cannot be held responsible for any injuries or conditions that may be caused by the actions of other athletes or teams. I also understand that injuries may be caused by my own failure to follow safety procedures or techniques which are made known to me by my coaching staff, athletic training staff, or by the strength and condition personnel or are otherwise known to me from an other source including but not limited to medical personnel of the College. _____ (initial)

I have read the above shared responsibility statement. I understand that there are certain inherent risks involved in participating in intercollegiate athletics. I acknowledge the fact that these risks exist and I am willing to assume responsibility for any and all such risks while participating in Varsity Athletics at Whitman College. I also agree to the following:

4. Voluntarily assume all risks associated with my participation in Varsity Athletics. _____ (initial)
5. I accept that Whitman College and its personnel are not to be held responsible for any pre-existing medical condition(s) that I may have. _____ (initial)
6. I understand that having passed the physical examination did not necessarily mean that I am physically qualified to participate in Intercollegiate Athletics at Whitman College, but only that the evaluator did not find a medical reason to disqualify me at the time of the physical examination. _____ (initial)
7. I understand that I must refrain from practice while injured or ill, whether or not receiving medical care. When under medical care I may not return to participation until I have been given permission, based on independent exercise of professional judgment, by the Certified Athletic Trainer, Team Physician(s) or his/her designate after review of my condition and fitness for the rigors of my sport. This may occur during or at the conclusion of medical treatment(s). _____ (initial)
8. I understand and agree that if I experience an injury/illness or change in my health status it is my responsibility to inform my Head Coach and the Certified Athletic Trainer in

charge of my sport and to adhere to the established injury management guidelines which includes total rehabilitation and reassessments before I am released to return to full participation. _____ (initial)

9. I understand that I must wear the proper equipment as dictated by the rules of the sport. I may also have to wear padding or braces as indicated by the athletic training staff or medical personnel. Failure to do so may put me at risk for further injury. _____ (initial)

I HAVE READ, UNDERSTAND AND VOLUNTARILY AGREED TO THE ABOVE STATEMENTS

Printed Name

Signature

Sport(s)

Date(s)

Parent/Guardian Signature (if under 18 years of age)

Date
