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MISSOURI STATE UNIVERSITY POLICY AND PROCEDURES MANUAL

This manual is to be used to help assist administrators, staff and coaches within the department of athletics. By no means is the manual all inclusive.



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1.0 University Profile – “The Missouri State Experience”

Missouri State University is a multi-campus metropolitan university system with a statewide mission in public affairs whose purpose is to develop educated persons while focusing on five themes: professional education, health, business and economic development, creative arts and science and the environment.

Missouri State was founded as Missouri State Normal School, Fourth District, by legislative action on March 17, 1905. In August 2005 the University celebrated 100 years of higher learning and a fourth name change to become Missouri State University. Missouri State is the second largest institution in the state with a total enrollment of more than 21,323 in the fall of 2008. Missouri State enrolls students from every county in Missouri, 47 states and more than 80 foreign countries. Campuses are structured in the Missouri State system to address the special needs of the urban and rural populations they serve.

Missouri State-Springfield, the university's main campus, is a selective admissions master's level institution. With an enrollment of approximately 21,300, the campus features 18 classroom buildings, 12 residence halls and numerous facilities for scholarly and recreational activities on more than 200 acres. The Meyer Library is approximately 200,000 square feet after it underwent a renovation/expansion project in 1999, doubling library space. In addition, Missouri State offers a health and wellness center, two five-level Park and Ride facilities with free shuttle service and the prestigious Juanita K. Hammons Hall for the Performing Arts which hosts musical, dance and theatrical presentations.

Missouri State is diverse in its educational programs, offering more than 150 undergraduate degrees within 88 disciplines, and holds special accreditations from 20 accrediting associations. Nearly 90 percent of the more than 700 faculty members on the Missouri State-Springfield Campus hold the highest degree in their field. The primary emphasis at Missouri State is on teaching, and many of the university's first-rate professors are nationally and internationally recognized experts in their fields. Nearly 95 percent of all courses are taught by ranked faculty members. In addition, most classes have fewer than 30 students, an ideal learning environment.

The Springfield metropolitan and surrounding area includes a population of approximately 565,000 and is the hub for Missouri's major tourist areas. Springfield offers diverse cultural, educational and employment opportunities of a large city.

Missouri State-West Plains is an open admissions campus, providing quality educational opportunities to south central Missouri by offering two-year associate degrees, transfer programs and selected occupational courses and bachelor's and master's degree programs through Missouri State-Springfield. Missouri State-Mountain Grove is the research campus in the Missouri State System serving as the location of the Department of Fruit Science, the Missouri State Fruit Experiment Station, the Midwest center for Viticulture and Enology and the Mountain Grove site of the West Plains General Education Program.

The Department of Fruit Science at Missouri State-Mountain Grove conducts research to improve the fundamental understanding of fruit plants and provides solutions to problems associated with fruit production and processing, leading to greater economic opportunities for Missouri's fruit industry.

The Missouri State University System supports a number of academic programs and research partnerships in China based in Dalian. Missouri State University and Liaoning Normal University (Dalian) operate a Branch Campus on the LNU campus, offering a two-year Associate of Arts in General Studies with an Emphasis in Business. After students complete the program, they are eligible to study for a bachelor's degree at the Missouri State University-Springfield campus. The Vice President for Research and Economic Development has overall responsibility for facilitation and coordination of those programs and partnerships.

The Missouri State-Extended Campus, a virtual campus, utilizes telecommunications technology, including audio conferencing, radio, television (interactive video, telecourses, microwave), satellite transmission, audiocassette and videocassette programs and a variety of computer-based systems to provide asynchronous learning opportunities.

In addition, the university operates several special campuses to meet the needs of Missourians and Missouri State students, including the William H. Darr Agricultural Center in south Springfield, the Bull Shoals Field Station near Forsythe, Baker's Acres and Observatory near Marshfield, and the Missouri State Graduate Center in Joplin.

Missouri State is distinguished by its statewide mission in public affairs, a campus wide commitment to foster competence and responsibility in the common vocation of citizenship. Integrated throughout the student experience, the public affairs mission seeks to develop citizens of enhanced character, more sensitive to the needs of community, more competent and committed in their ability to contribute to society and be more civil in their habits of thought, speech and action.

The university's commitment to educating students about social goals, public purposes and the ethics of citizenship has once again been recognized by its inclusion in the *Templeton Guide: Colleges that Encourage Character Development*. Missouri State is one of only four public institutions nationwide to be selected by Templeton for recognition in both the Honor Roll and Presidential Leadership sections.

2.0 Mission Statement

Missouri State University is a public, comprehensive university system with a mission in public affairs, whose purpose is to develop educated persons while achieving five goals: democratizing society, incubating new ideas, imagining Missouri's future, making Missouri's future, and modeling ethical and effective behavior.

The University's identity is distinguished by its statewide mission in public affairs, requiring a campus-wide commitment to foster competence and responsibility in the common vocation of citizenship.

The academic experience is grounded in a general education curriculum which draws heavily from the liberal arts and sciences. This foundation provides the basis for mastery of disciplinary and professional studies. It also provides essential forums in which students develop the capacity to make well-informed, independent critical judgments about the cultures, values, and institutions in society.

The task of developing educated persons obligates the University to expand the store of human understanding through research, scholarship and creative endeavor, and drawing from that store of understanding, to provide service to the communities that support it. In all of its programs, the University uses the most effective methods of discovering and imparting knowledge and the appropriate use of technology in support of these activities.

The University functions through a multi-campus system that is integrated to address the needs of its constituents.

3.0 Role of Athletics in the Institution

Missouri State University's intercollegiate athletics program serves as an educational laboratory for lifelong lessons in self-discipline, honest effort, sportsmanship, camaraderie, and the cooperation necessary to reach common goals. The athletics experience serves to combine the essential elements of the pursuit of excellence and sense of responsibility necessary to be successful in life.

The Missouri State intercollegiate athletics program provides a unique opportunity to enhance the image of the university and attract new friends to the institution. The success of the athletics program provides a rallying point for students, alumni, and friends of the university.

4.0 History of Missouri State Intercollegiate Athletics

Missouri State Athletics: A Winning Tradition

Since moving to NCAA Division I status in 1982, Missouri State men's and women's teams have collected more than 90 league regular season and conference tournament championships, including league titles in 17 of the 21 Missouri State men's and women's sports.

Missouri State teams have made a total of 46 NCAA Division I championship appearances, reaching NCAA competition in the sports of baseball, men's basketball, women's basketball, football (I-AA), men's golf, women's golf, men's soccer, women's soccer, women's tennis, softball and volleyball. Missouri State has also had nearly 50 individual entries at NCAA events in seven sports.

The men's basketball team has made six NCAA tournament appearances and has had five NIT berths in the last 17 years, highlighted by reaching the Sweet 16 in 1999. The Lady Bear basketball team has played in the NCAA Tournament 13 times, including Final Four appearances in 1992 and 2001 and the Sweet 16 in 1993, plus two WNIT appearances including the WNIT Championship in 2005.

Volleyball has won 20 or more matches in 14 of 20 Division I seasons while playing in the NCAA Tournament six times and the National Invitational Tournament in 1992. The football Bears made their first-ever NCAA Division I-AA playoff appearance in 1989 and followed it up in 1990. The men's soccer team won the regular season Missouri Valley Conference title in 1997 and 1999, won the league tourney in 1999, and competed in the NCAA tourney both of those years. The women's soccer team made it to the NCAA postseason tournament for the first time in 2000 with a program that had been in existence just five years.

In addition, Missouri State teams qualified for NCAA play in baseball in seven times with a College World Series championship in 2003; softball played in the tournament in 1983, 1996, 1997, 1998 and 2006; men's golf in 1993, and women's golf in 2001. Men's swimming won the National Independent Championship in 1994 and the field hockey team captured the Midwest Independents Championship in 1992, 1993, 1994 and 1995.

Missouri State won the coveted Missouri Valley Conference All-Sports Championship in 1999-00 and in 2001-02. Missouri State has not finished lower than fourth in the MVC all-sports point standings in the first 12 years in the Valley.

Missouri State men's sports won more than 30 conference championships in eight years in the Mid-Continent Conference between 1982 and 1990, and captured the league's all-sports title five times, including the last four years in a row in the MCC. From 1924 until 1981, the men competed with Missouri's other regional state universities in the Missouri Intercollegiate Athletic Association. National affiliation included the NAIA from the time that organization was founded in the late 1930s, moving to the NCAA College Division

when that subdivision was added in 1956. Missouri State women's teams competed in state and regional divisions of the Association of Intercollegiate Athletics for Women until 1992 when women's sports became part of the NCAA. The Missouri State women competed in the Gateway Collegiate Athletic Conference from 1982 until those sports joined the Missouri Valley in 1992.

The university's major athletics facilities started with the construction of the Missouri State football stadium and the Missouri State basketball arena, both in the years between 1939 and 1941. The stadium was renamed Briggs Stadium in 1970 and Plaster Sports Complex in 1991. It underwent a major four-phase renovation between 1987 and 1991 and also is home for Missouri State teams in field hockey, men's and women's soccer and track. John Q. Hammons Student Center was opened in 1976 to provide a home for sports to include basketball, volleyball and swimming. JQH Arena opened in 2008 to provide a new, state-of-the-art facility for the men's and women's basketball programs. The Forsythe Athletics Center opened in 1980 to provide locker room, training room, equipment room, meeting room and administrative office space for a number of sports. The facility went through a substantial renovation that began in 1997 and significantly enlarged the facility, to include The Achievement Center for Intercollegiate Athletics. Sports which compete off campus include golf, cross country, baseball, and softball. Baseball plays in Hammons Field, which was built in 2004, is an 8,000 seat, natural grass stadium includes 28 luxury suites, five party decks, six food and beverage outlets, a souvenir shop and a club lounge. Softball plays their home games at Killian Softball Stadium, a 1,200 seat stadium that opened in 2009.

5.0 Missouri State Athletics Mission Statement (revised 10/03)

Missouri State University is committed to excellence in intercollegiate athletics and is governed by the following principles: 1) conducting a broad-based Division I athletic program in accordance with the constitution and by-laws for The National Collegiate Athletic Association (NCAA) and the athletic conference (s) in which the University holds membership, and 2) funding of intercollegiate athletics through a combination of appropriated and student-fee monies, gate receipts, donations, and fundraising endeavors by the athletics department. To meet these principles, the intercollegiate athletics program at the University is administered with integrity and sound fiscal practices.

The Missouri State University intercollegiate athletics program exists to complement the mission and goals of the University. As an integral part of the University, the intercollegiate athletics program promotes and develops academic and athletic excellence; principles of amateurism, and such educational values as leadership, perseverance, responsibility, hard work, team effort, cooperation, sportsmanship, discipline, dedication, self-confidence, ethical conduct of student-athletes and coaches, and other positive attributes of human development and citizenship.

The intercollegiate athletics program is designed to accomplish the following objectives: 1) provide equal opportunity to all student-athletes, regardless of race or gender, to achieve the highest level of competence in their athletic and academic endeavors; 2) comply with the University's Equal Employment Opportunity and Nondiscrimination Policies by providing equal opportunity for, as well as nondiscriminatory treatment of, all Athletic Staff, regardless of race or gender; 3) establish positive visibility on the local and the national scenes which supports the educational experience; 4) create the opportunity to generate significant revenue from spectator and media interest; and 5) achieve success at the conference, regional, and national levels. Athletics events are conducted in a competitive environment that provides entertainment and identity for such constituencies as the student body, faculty, staff, alumni, and the general public.

These athletics events are used to enhance the overall image and stature of the University by: 1) gaining print and electronic media exposure which highlights academic programs and campus life, as well as the athletics program. 2) contributing to the University efforts to recruit and retain a diverse student populations, 3) generating revenue from fundraising activities that are supported by the general public, alumni, local businesses, and major corporations.

Missouri State University's Department of Intercollegiate Athletics for men and women exists to complement the mission and goals of the institution. Since co-curricular activities aid in the intellectual, physical and social development of students, there is an important role for intercollegiate athletics at Missouri State University.

The athletics program at the University is an integral part of the total program of instruction and recreation. The athletics environment should provide challenging opportunities for highly skilled student-athletes to compete against challenging

opponents. In addition to skill development, the athletics program is designed to provide meaningful opportunities for development of leadership, intellectual, social, and emotional development of the student-athletes.

The athletics program recognizes that a strong athletics program can make a significant contribution to the institution, due to its high visibility. However, the program must place emphasis on the quality of experience gained by the student-athlete. It must be understood that pressure to win without regard to the academic and physical well-being of the student-athlete must be avoided.

Acceptable attitudes and sportsmanship are vital elements in the athletics program. Student-athletes are expected to represent the University in an acceptable manner by displaying respect for the rules of the contest and by showing respect to fellow participants, opposing teams or individuals, coaches and officials. Furthermore, the institution has a responsibility to ensure that members of the athletics staff and fans of the team exhibit good sportsmanship and acceptable conduct at events in which University teams are competing. Participating teams, coaches and fans involved with the athletics program must recognize that their actions reflect upon the institution's program, the University, and themselves.

The athletics department has the responsibility to see that each student-athlete maintains a course of study leading to a baccalaureate degree. The athletics department and the institution will make every effort to ensure that all student-athletes are provided the necessary academic advisement and academic assistance (e.g. tutorial services) necessary to earn their degree. The athletics program will be conducted under procedures and policies that are considered sound, acceptable and ethical educational practices. The athletics program at Missouri State University will be administered in accordance with the policies of the conference and national organizations in which the University maintains membership.

5.1 Abridged Mission Statement (may be used in approved publications).

Missouri State University (Missouri State) is committed to an intercollegiate athletics program that complements the mission of the University and operates in accordance with the principles and regulations of the National Collegiate Athletic Association. As a member of various athletics conferences, Missouri State, is committed to academic and athletic excellence, sound fiscal management practices, enhancement of the physical and educational welfare of student-athletes, equal opportunity, character development, principles of amateurism, as well as the fundamental values of sportsmanship, civility, and the common virtue of good citizenship.

6.0 Program Objectives

1. To win and be competitive in the Missouri Valley Conference and the Mid-American Conference. If our teams compete for conference championships we will be competitive nationally.
2. To be totally complaint. It is expected that all student-athletes, staff, administrators and coaches be complaint, not only to the letter but the intent of the rule. In order to develop character and ethical values of all constituents, the program must adhere and respect the rules of the NCAA, Conference and NCAA.
3. To put the student athlete at the heart of the program. In all decisions the program makes, we must first think about how it affects the welfare of student athletes.
4. To be fiscally responsible. It is expected we be good stewards of our budgets. Maximize the budgets we are allocated and look to decrease the stipend the university is supplementing to the athletics department.
5. To exude class at all times. Student athletes, staff, coaches and administrators will represent the university in a first class manner, which is consistent with the university's mission. All coaches and staff will compete with dignity and honor.
6. To develop the student athlete and prepare them for skills for life. Through our coaches, staff and donors, we will provide the necessary tools for our student athletes to enter the work force and be productive citizens.

7.0 National/Conference Affiliations

7.1 National Collegiate Athletic Association (NCAA)

Missouri State University is a member of the National Collegiate Athletic Association (NCAA) Division I and is committed to following the rules and regulations of the Association. The University is committed to the NCAA Division I philosophy as outlined in the NCAA Constitution:

“A Member of Division I:

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

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

Recognizes the dual objective in its athletics program of serving both the university or college community (participants, student body, faculty/staff, alumni) and the general public (community, areas, state, nation);

Believes in offering extensive opportunities for participation in varsity intercollegiate athletics for men and women;

Sponsors at the highest feasible level of intercollegiate competition one or both of the traditional spectator-oriented, income producing sports of football and basketball. In doing so, members of Division I recognize the difference in institutional objectives in support of football: therefore the division provides competition in that sport in the Football Bowl Subdivision and the Football Championship Subdivision;

Believes in scheduling its athletic contests primarily with other members of Division I, especially in the emphasized, spectator-oriented sports, as a reflection of its goal of maintaining an appropriate competitive level in its sports program;

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

Understands, respects and supports the programs and philosophies of other divisions. Occasionally, institutions from other division or athletics associations will seek membership in Division I. In such cases, the applicants should be required to meet, over a period of time, prescribed criteria for Division I

membership in order to assure that such institutions agree and comply with the principles and program objectives embodied in this statement.”

7.2 Missouri Valley Conference (MVC)

The new millennium brings challenges for college sports programs, but the Missouri Valley Conference continues to lead by example as one of college athletics most progressive conferences. The Missouri Valley Conference emphasizes the importance of the student-athlete and is aggressive in its approach to provide opportunities for its members.

Since its inception in 1907, the Missouri Valley Conference has been regarded as a leader by its peers among today’s collegiate athletics conferences. Based in St. Louis since 1985, the Conference has been aggressive in the approach to playing host to NCAA basketball championship events, producing a revenue-generating in-house television network, bidding out the right to play host to its several sports championships and landing title sponsorships for those events.

The seeds for the creation of the MVC – the oldest athletics conference west of the Mississippi River – were planted by eight administrators representing five institutions, who gathered at the Midland Hotel in Kansas City on January 12, 1907. The five schools which formed the Missouri Valley Intercollegiate Athletic Association were Washington University of St. Louis and the state universities of Iowa, Kansas, Missouri and Nebraska. Two months after the initial meeting, two more schools – Drake University and Iowa State College – were admitted to the league.

In the fall of 1907, basketball became the first competitive sport. Today, the Missouri Valley Conference sponsors the following sports: baseball, men’s basketball, women’s basketball, men’s cross country and track, women’s cross country and track, men’s golf, women’s golf, men’s soccer, women’s soccer, softball, women’s swimming and diving, men’s tennis, women’s tennis and volleyball.

The inclusion of women’s program under the Valley banner has provided an immediate boost. The Gateway Collegiate Athletic Conference – which began in 1982 – merged with the Missouri Valley Conference and was unveiled as part of the new MVC on July 1, 1992.

The Valley has produced national-caliber teams and student-athletes in many of its sponsored sports, including several individuals who excelled in the Olympics and other international competitions. The MVC, which has a storied past, began honoring that tradition in the summer of 1997, when the Valley started its Hall of Fame.

From its early beginning to its current standing on the map of college athletics, the Missouri Valley Conference will always continue to be pro-active in its approach.

Missouri Valley Conference members include Bradley University, Creighton University, Drake University, University of Evansville, Illinois State University, Indiana State University, University of Northern Iowa, Southern Illinois University, Missouri State University and Wichita State University.

7.3 Missouri Valley Football Conference

The Missouri Valley Football Conference is one of the top NCAA FCS leagues in the country. Current members include Illinois State University, Indiana State University, University of Northern Iowa, Southern Illinois University, Missouri State University, Western Illinois University, South Dakota State, North Dakota State and Youngstown State University

7.4 Mid-American Conference (MAC)

Missouri State field hockey and men's swimming compete in the Mid-American Conference.

Since its inception in 1946, the Mid-American Conference has progressively grown and developed into one of the most aggressive Division I conferences in the country. The Mid-American Conference was founded as a five-school league on February 24, 1946 in Columbus, Ohio and now includes six teams participating in field hockey championships. These teams include Missouri State, Ohio, Kent State, Miami Ohio, Central Michigan and Ball State. Men's swimming has a total of 7 teams which include Ball State, Buffalo, Eastern Michigan, Evansville, Miami Ohio, Missouri State and Southern Illinois.

8.0 Governance

8.1 Presidential Authority

As Chief Executive Office of the institution, the President of the University has the ultimate authority for the conduct of the intercollegiate athletics program. Responsibility for the day-to-day operation of the program rests with the Director of Athletics who reports to the President.

8.2 Faculty Athletic Representative

The Faculty Athletic Representative (FAR) plays a key role in the oversight of the intercollegiate athletics program at Missouri State. In such a role, the FAR is in close communication with the President of the University and other members of the central administration, as well as the Director of Athletics and various athletics administrators. The FAR is looked upon to provide advice and input to the athletics department on a range of topics, including, but not limited to the following: academic integrity, fiscal integrity, governance and commitment to rules, equity and minority issues, the student-athlete experience, compliance and communication to a wide range of constituencies.

The FAR is appointed by the President of the University and serves as the Chair of the Intercollegiate Athletics Committee. The appointment is at the pleasure of the President. The FAR represents the university at Missouri Valley Conference, Mid-American Conference, and NCAA meetings.

8.3 Intercollegiate Athletics Committee

The Intercollegiate Athletics Committee (IAC) shall review and make recommendations with regard to all aspects of the intercollegiate athletics program. The IAC's primary purpose is to serve in an advisory capacity to the President and the Director of Athletics.

The membership of the IAC includes one faculty member from each of the seven colleges with undergraduate majors, the Faculty Athletic Representative, one staff member, and one individual from the Student Athlete Advisory Committee. Ex-officio members of the IAC are the Vice President for Academic Affairs, the Director of Athletics, the Associate Directors of Athletics, and the Assistant Director of Athletics for Compliance.

The IAC is organized into five standing committees: 1) Governance and Commitment to Rules Compliance; 2) Academic Integrity; 3) Fiscal Integrity; 4) Gender/Minority Equity, Sportsmanship and Student-Athlete Welfare; and 5) Ad Hoc Issues.

The Bylaws for the IAC are included in the Appendix of this document.

8.4 2009-2010 Members

Dr. Stan Adamson	Associate Professor, Finance & General Business
Ms. Casey Comoroski	Associate Director of Athletics/SWA/Compliance
Dr. Rachelle Darabi	Associate Provost/Student Dev. & Public Affairs
Ms. Charlotte Hardin	Director of Multicultural Student Services
Dr. James Hutter	Associate Professor, Department of Agriculture
Dr. R. Bruce Johnson	Emeritus Professor & FAR
Mr. Kyle Moats	Director of Athletics
Dr. Jeanne Phelps	Professor of Psychology
Dr. Ken Rutherford	Associate Professor, Political Science
Dr. Emmett Sawyer	Asst. Professor, College of Education
Dr. Roger Stoner	Assoc. Dean / College of Arts & Letters
Mr. Kyle Yates	Assistant Director of Athletics/Compliance
TBD	SAAC - Representative

8.5 Student-Athlete Advisory Committee

The Student-Athlete Advisory Committee (SAAC) was established in the mid-1990's in the effort to enhance communication between student-athletes, coaches, and administrators as well as provide a vehicle for the formulation of programs and policies to promote student-athlete welfare.

SAAC membership is open to all student-athletes who have completed at least one semester at Missouri State. Each Missouri State sports team has one representative and one alternate. Athletic administrators and the Faculty Athletics Representative attend meetings periodically or as requested.

Two members of the SAAC will represent Missouri State on the Missouri Valley Conference Student-Athlete Advisory Committee. The President of SAAC will serve as a voting member of the Intercollegiate Athletics Committee. Other members of SAAC serve on various subcommittees of the IAC (gender equity, academic integrity, etc.).

9.0 Missouri State Intercollegiate Athletics Organizational Chart – Appendix

9.1 Staff Directory

Athletics Administration (Director of Athletics).....	417.836.5244
Facilities (Keith Boaz/Laree Moore) –	
JQH Arena and Hammons Student Center.....	417.836.5240
Athletics Communications – Rick Kindhart.....	417.836.5426
Athletic Training – Forsythe (Jim Penkalski).....	417.836.5461
Ticket Office (JQH Arena).....	417.836.7678
Achievement Center (Joan Newman).....	417.836.6829
Compliance (Joan Newman).....	417.836.6829
Athletics Development and Marketing.....	417.836.4143
Strength and Conditioning.....	417.836.6910
Equipment Manager	
Women (Danny Weathermon).....	417.836.5056
Men (Cory Starr).....	417.836.5056
Men’s Basketball (Brenda Essary).....	417.836.5250
Women’s Basketball (Barbara Scott).....	417.836.4136
Football (Kathy Daniels).....	417.836.5343
Men’s and Women’s Swimming, Softball	
And Volleyball (Jeanette Heifner).....	417.836.8384
Cross Country, Track and Field, Baseball, Field Hockey,	
Men’s and Women’s Soccer, Men’s and Women’s Golf	
(Lois Goldade).....	417.836.5242

10.0 Personnel/Employment Procedures

10.1 University Non-Discrimination Statement

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. In addition, the University does not discriminate on any basis (including, but not limited to, political affiliation and sexual orientation) not related to the applicable educational requirements for students or the applicable job requirements for employees.

This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or military organizations associated with the Armed Forces of the United States of America.

The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action employer. Inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to Jana Estergard, Equal Opportunity Officer, Siceluff Hall 296, 901 South National Avenue, Springfield, Missouri 65897, (417) 836-4252.

10.2 Athletics Department Commitment

The Missouri State Department of Intercollegiate Athletics is committed to employing the most qualified individuals for all staff positions with the goal of achieving diversity throughout the department. As vacancies occur, every effort will be made to identify a rich pool of qualified candidates representing all groups, particularly those which have been traditionally underrepresented.

In addition to the typical advertising methods (i.e. NCAA News, NCAA Online), efforts will be made to contact appropriate organizations or advertising medium to recruit potential candidates. Examples of such are: Black Coaches Association, National Association of Collegiate Women Athletics Administrators, NCAA Minority and Women's Vita Bank.

10.3 Hiring Procedures

The Associate Director of Athletics/Senior Woman Administrator is responsible for the coordination of all personnel searches, including administrative, coaching,

clerical and graduate assistant positions. She will coordinate with the offices of Equal Opportunity and Human Resources to insure all appropriate procedures are followed, including but not limited to the following: personnel action forms for resignation/hiring, request to fill forms, designation of search committees, position descriptions, vacancy announcements for advertisement, permission to interview form, summary of applicants and qualifications and permission to hire form.

All necessary paperwork is generated and signed off on by the Associate Director of Athletics/Senior Woman Administrator and must also be signed by Director of Athletics and President.

Contact Casey Comoroski, Associate Director of Athletics/Senior Woman Administrator, or Office of Human Resources regarding all specific hiring procedures outlined in the University Hiring Procedures Handbook.

10.4 Hiring Procedures – Undergraduate Students

Student employees are a vital component of the Missouri State athletics department. After securing permission from the appropriate athletics administrator, the Office of Student Employment should be contacted to advertise positions and secure student employees. The possibility of hiring work-study students should be explored first inasmuch as it is more cost efficient for the athletic department. Once a student employee is hired, the supervising employee will coordinate with Brenda Espy, to make sure all necessary paperwork is complete. Student employees are expected to complete tasks as assigned and held accountable to be at work on time.

10.5 Contracts

All coaches and administrators within the Department of Intercollegiate Athletics are awarded employment contracts of one year in length. The only exceptions are the head football, head men's basketball, and head women's basketball coach. These individual are eligible for multi-year contracts per the approval of the University's Board of Governors.

10.6 Employee Benefits

Employees of the Missouri State Department of Intercollegiate Athletics are eligible for the same benefits afforded to all Missouri State employees. Consult the Missouri State Employee Handbook for more information.

10.7 Vacation and Sick Leave

Employees of the Missouri State Department of Intercollegiate Athletics are eligible for vacation and sick leave benefits afforded to all Missouri State

employees. Consult the Missouri State Employee Handbook for more information.

Employees should contact their immediate supervisor in advance of any planned vacation or sick leave to be taken. The required forms must be signed by the supervisor and should be submitted to the Office of Human Resources prior to the employee's absence. If advance notice is not possible, the employee should contact his/her supervisor as early as possible the day after the vacation/sick leave is taken.

If coaches and administrators plan to be out of town during scheduled vacation time, emergency contact information should be left with the immediate supervisor.

Other types of leave (funeral, personal, jury duty) should be communicated in advance to the immediate supervisor.

When coaches and other members of the support staff conduct sports camps/clinics on campus, no vacation leave time must be taken as long as the employee is able to attend to their ongoing duties for which they are being paid.

10.8 Achievement Payments

Selected athletics administrators, staff, and head and assistant coaches shall be entitled to receive supplemental compensation if the University athletic team that he/she coaches or administers performs to a certain level of achievement (i.e. conference championship, post season competition). All achievement payments are subject to the recommendation of the Director of Athletics and approval of the President of the University and Board of Governors.

10.9 Outside Income

Athletics department personnel are permitted to earn income in addition to regular salary and benefits. Each staff member is required to provide a written detailed account annually to the President for all athletically related income and benefits from sources outside the institution.

10.9.a. Sports Camps and Clinics

The university administration acknowledges it is in the best interest of the institution to have sports camps and clinics. In this regard, each Missouri State head coach may conduct sports camps/clinics and if so, for his/her own benefit, and the institution shall make available on-campus facilities for that purpose, subject to various provisions as long as his/her contract remains in effect and is not cancelled or terminated. Each head coach who conducts a camp/clinic must secure commercial general liability insurance to cover the operation of such camps/clinics. Such insurance shall be in

minimum liability limits of \$300,000 per person and \$2,000,000 in the aggregate, with the Board of Governors of Missouri State University names as an additional insured. The gross income derived from such camps/clinics will be considered the sole property of the head coach, less expenses. Each head coach may use University names, logos and depictions in brochures and similar camp documentation as long as it does not violate NCAA rules and regulations. All publications and brochures related to camps and clinics must be reviewed and approved in advance by the Assistant Director of Athletics for Compliance. A detailed description of all camp policies and procedures is included in a separate document (currently being developed).

10.9.b. Commercial Advertisements/Endorsements.

Coaches and administrators have permission to personally endorse commercial products for business establishments when requested to do so. Coaches and administrators shall be allowed to be financially compensated by the business establishment if agreed to by both parties. Before a coach or administrator can perform any commercial advertisement/endorsement, the written copy to be used must be read and approved by the Director of Athletics. The staff member must also submit a written request for approval including the amount and source of any compensation to be received.

10.10 Resignation/Termination

All athletics coaches, administrators and other support personnel are required to complete the following steps upon leaving the University.

1. All recruiting files must be updated and completed and turned in to the compliance office. Absolutely no recruiting information is to be taken out of the office without permission.
2. Settle all financial matters pertaining to recruitment, travel, camps, clinics, etc. (cash advances, reimbursements).
3. Courtesy cars and keys must be returned and insurance terminated by a mutually agreeable date. Confer with the supervising administrator or Director of Athletics.
4. Outside income forms must be completed, signed and returned to the Compliance Office. Forms may be obtained from the Compliance Office.
5. All keys must be turned in to Key Control.
6. Property Clearance form and Exit Questionnaire must be completed prior to departure. Please go to the Office of Human Resources to complete these forms.
7. All vacation/sick leave forms should be updated and turned in to the supervising administrator or Director of Athletics.

11.0 General Departmental Procedures

11.1 Credit Cards

Each full time employee who is required to travel on university business is eligible to receive either an UMB Bank Visa Card, a Diners Club card or both. Applications may be obtained in the Human Resources Office. They should be completed and returned to Financial Services. Cards are issued to the employee and the employee is responsible for paying the bills each month. If reimbursements are processed in a timely manner, there should be no problem with paying bills on time.

11.2 Office Telephones

Office telephones are for use by staff and should not be used by student-athletes. Under no circumstances are student-athletes allowed to use office phones for long distance calls.

On campus calls	6 plus the four digit campus extension
Local calls	9 plus the seven-digit number
Long distance calls	9 plus 1 plus the number or 9 plus authorization code plus the number

11.3 Wireless Telephones

Wireless telephones must be approved in advance by the supervising administrator. The individual must secure his/her own telephone service through their own provider (AT&T, Sprint, Alltel).

All monthly wireless telephone bills are the sole responsibility of the individual.

With the approval of the Director of Athletics, a cell phone stipend will be granted to assist with payment of business calls.

11.4 Keys

All keys must be checked out from the Key Control Office. Each department secretary has key cards that must be completed by the employee and approved by the supervising administrator and/or Director of Athletics. Lost or stolen keys must be reported immediately.

11.5 Photocopies

Every effort should be made to minimize photocopying costs. Jobs consisting of more than 100 copies should be sent to Copy This, located on the second floor of

Plaster Student Union. Each individual budget is charged for all copies made. A report of charges is circulated periodically to athletics administrators.

11.6 Printing and Postal Services

Printing and Postal Services moved off campus to 2335 E. Chestnut Expressway, Suite 128. The phone number is 869-0614; the fax number is 869-5528.

All departmental business cards, stationery, note cards, invitations and envelopes must be secured from Printing and Postal services. Each departmental secretary has the appropriate order forms to secure such items. All orders must be signed by the supervising administrator and must receive approval for appropriate logo and color usage.

Mail is delivered and picked up by Postal Services once each working day. Postal services should be contacted in advance regarding large mailings.

11.7 Parking

Every staff member must have a parking hang tag to park on campus. New hang tags are issued every year in August for the upcoming academic year. Forms can be obtained and hang tags may be purchased at the Transit Operations Center located on Elm Street behind the Park and Ride Facility. There are specific rules and regulations for temporary guests. The university web site should be consulted for the most up to date information.

11.8 Computer Accounts

All full time and part time employees are expected to establish e-mail accounts. A great deal of communication is conducted via e-mail. Many required forms and other information related to the conduct of the intercollegiate athletics program are available on the University's web page. Budget heads have access to their operating budgets via the Banner system. Account access, M numbers, and PIN numbers may be obtained from Computer Services in Cheek Hall.

12.0 Courtesy Vehicles

12.1 Courtesy Vehicles

Purpose. Courtesy cars allow area automobile dealers the opportunity to assist the athletics department in the areas of recruiting, scouting and public relations. This greatly assists the athletics department in attracting and keeping quality coaches and athletics personnel by providing this personal benefit.

Supervision. Courtesy cars are under the supervision of the Director of Athletics in cooperation with the Missouri State University Foundation. Each individual dealership works directly with the assigned coach or staff member and the automobile dealer.

Regulations. Each dealership will inform the individual coach or staff member of the regulations required for the driver of the vehicle. This may vary from dealer to dealer. When a vehicle is returned to the dealership in exchange for another vehicle, it is to be emptied of all personal and athletics department items. In addition, the vehicle should be taken on a routine basis to one of the Auto Magic Full Service Car Wash locations for adequate cleaning, particularly before returning to the dealership.

Benefits. Each automobile dealer that provides a courtesy vehicle is recognized as a donor to the Missouri State University Foundation and receives the benefits of a Champions Club contributor within The Bears Fund for one full year. These benefits include special parking and season tickets to athletics contests as well as other benefits that are exclusive to members of the Champions Club.

12.2 Courtesy Car Procedures

(all information as per university travel regulations handbook unless noted beside header)

12.2.a. Insurance Requirements

1. Property damage insurance is provided by the University under a policy procured through the Risk Management Section of Office of Administration, Jefferson City, MO with a \$500 deductible to be paid by the employee's departmental budget. Coverage is provided for personal use of the vehicle also through the statewide policy. HOWEVER, the deductible is the employee's responsibility if the vehicle is used for personal use when damage occurs.
2. Liability insurance is not maintained by the state, but the state is self-insured through the legal expense fund, provided funds are available, only in the course of official duty.

- a. For business use, RSMo, Section 105.711, Para 2 states:
“Money in the state legal expense fund shall be available for the payment of any claim or any amount required by any final judgment rendered by a court of competent jurisdiction against: any agency of the state, including without limitation, elected officials, appointees, members of state boards or commissions and members of the Missouri national guard upon conduct of such officer or employee arising out of his or her official duties on behalf of the state...”
- b. The state of Missouri DOES NOT provide liability insurance for personal use of a vehicle. For personal use, employees assigned a courtesy car ARE to provide liability coverage in the amount of \$300,000/\$500,000 and must be endorsed with Missouri State University and the Missouri State University Foundation as an “additional insured.”

12.2.b. Renewal of License or Vehicle Change

Be sure you have completed a vehicle registration form (usually pink in color). It should list make/model, color, year, owner name (Missouri State University Foundation) and vehicle identification number on it.

Get vehicle inspected at any Official Inspection station throughout the city.

1. Take proof of insurance and valid driver’s license.
2. Go to the Greene County Courthouse, located at 933 N. Boonville (North on Kimbrough, across Chestnut Expressway to Central, turn left and the courthouse is on the corner of Central and Boonville). Once in the courthouse, locate the County Assessor’s Office, room 37 and pick-up a personal property tax waiver.

Now go to the Department of Revenue, located at 149 Park Central Square (Go South on Jefferson from the Green County Courthouse and it will take you straight to the Eastside of the square).

After obtaining your new license or vehicle, please notify the following people:

Brenda Espy will develop the insurance agreement and the appropriate secretary will contact the insurance agent.

The information that you should have readily available is the same as in #1 above.

Important phone numbers and operating hours:

County Assessor's Office	868-4101	8:00 a.m. - 4:15 p.m.
MO Dept. of Revenue	895-6569	7:30 a.m. - 5:30 p.m.

12.2.c. Operating Expenses

1. Operating expenses categorized as reimbursable are those expenses incurred by the employee assigned a courtesy car for business use ONLY.
2. Mileage is reimbursed at the rate of \$.28 cents per mile for gasoline, oil, lubrication, and other routine service costs for automobiles.
3. Reimbursement will follow policies and procedures set forth in this regulation (University Travel Regulations Handbook).
4. Repairs to vehicle for damage as a result of a collision when on University business will be paid for by the state insurance coverage except for the deductible. The employee's departmental budget, or the employee will pay the deductible if the vehicle was being driven on personal business.

12.2.d. Personal Vs. Business Use Of Courtesy Cars

1. The University will reimburse expenditures for business use for courtesy cars as outlined elsewhere in these guidelines. According to the Missouri Revised Statutes, Section 105.711-726, State Legal Expense Fund, Paragraph 2, Subparagraph (2), an appropriate business expenditure must be incurred by an employee „...arising out of and performed in connection with his or her official duties on behalf of the state, or any agency thereof...“
2. Examples of business activities appropriate for expenditures relative to courtesy cars:
 - driving to and from meetings (including breakfasts, luncheons, dinners) having to do with official University business and/or representing the University.
 - driving to and from locations to deliver items having to do with official University business.
 - driving to and from locations required to carry out official University job responsibilities.
3. Examples of personal activities not appropriate for expenditures relative to courtesy cars:

- driving to and from work.
- digressing from route to or from a business trip for a personal reason, i.e., shopping, running errands while traveling to or from a business related activity.
- operating vehicle during general personal activities, i.e., vacations, weekends, evenings, etc.
- any driving activity that does not fulfill an official University business purpose.

12.3 License Renewal Or Transfer

THINGS YOU HAVE TO HAVE:

1. Vehicle registration paper.
2. Proof of insurance.
3. Proof of inspection (If you do not have, get the vehicle inspected).
4. Valid Driver's license.
5. Lease agreement from dealer.
6. Front & back copy of the vehicle certificate of origin.
7. Waiver request for the Greene County assessor.

WHAT TO DO ONCE YOU HAVE EVERYTHING LISTED ABOVE:

1. Go to the Greene County Courthouse, located at 933 N. Boonville (North on Kimbrough, across Chestnut Expressway to Central, turn left and the courthouse is on the corner of Central and Boonville).
2. Go to the County Assessor's Office, room 35 and pick-up a verification slip showing that Missouri State University does not owe any taxes. You may be sent to another room in the courthouse after receiving this slip, be sure to ask where to go next. After verifying that you have everything at the courthouse, go to the next step.
3. Go south on Boonville and this will take you to the Department of Revenue, located at 149 Park Central Square. Go into the DMV and renew or transfer tags. Reminder: they only accept checks with pre-printed address on them and they do not accept credit or debit cards.
4. Contact your insurance agent and Brenda Espy each time you change cars.

IMPORTANT PHONE NUMBERS AND OPERATING HOURS:

County Assessor's Office	868-4101	8:00 a.m.-4:15 p.m.
MO Dept. of Revenue	895-6569	7:30 a.m.-5:30 p.m.

12.4 Leasing Agreement

Date _____

Stock # _____

Name of Organization _____ Missouri State University _____

Address _____ 901 S. National _____

City and State _____ Springfield, MO 65804 _____

We are leasing one _____

Serial Number _____ to _____

for the _____ school year for the sum of \$1.00 for the term of the lease, with the option to buy at termination of lease for \$ _____.

I understand that I am responsible for the insurance on the vehicle.

Insurance Company is _____

Customer

Authorizing Signature

13.0 Financial/Budget Matters

Missouri State University is committed to conducting a broad based program in accordance with the rules and regulations of the NCAA, affiliated conferences and the State of Missouri. The funding of the intercollegiate athletics program is through a combination of funding sources. Generating revenue from fund raising activities that are supported by the general public, alumni, local business and major corporations are essential to the overall fiscal health of the program.

It is essential that the intercollegiate athletics program be operated on a sound financial basis within established budgeting procedures. Administrators, coaches, and other budget heads are expected to operate within established budgeting procedures and stay within prescribed annual budgets. Deficit spending by the program as a whole or by an individual sports or administrative area will not be tolerated. Any excess revenue not specifically tied to an operating budget remaining at the end of a given fiscal year will be placed in the Fund Balance Reserve. Transfer of funds out of the Fund Balance Reserve is authorized by the President of the University.

13.1 Funding Sources

State of Missouri	Funds allocated to the University for athletics, for selected salaries and benefits, out of state tuition waivers.
Institutional Funds	Funds allocated to the intercollegiate athletics program from concessions, vending, and the general operating fund.
Missouri State Fund	Donated funds and gifts-in-kind to support operational expenses of the intercollegiate athletics program.
Sports Revenues	Season ticket sales, gate receipts, television and radio revenue, corporate sponsorships, program sales, advertising sales, special event fund raisers, licensing and royalties.
Other	Proceeds from endowed scholarships, shares of Missouri Valley Conference and NCAA distributions, NIT and WNIT revenues.

13.2 Budget Process

Each budget head is responsible for submitting an annual budget request to his/her supervising administrator. Budget requests are reviewed by the administrative staff and adjusted as necessary. The department budget is submitted to the Vice President for University Advancement for review and approval. Ultimate approval comes from the President of the University. Final allocations are made by July 1 of each fiscal year.

The athletics administration staff will meet annually to determine revenues for the upcoming year. Estimated revenue will be calculated in the areas of tickets sales, private donations, advertising revenues, and corporate sponsorships. The athletics administration will also review program wide issues (i.e. facilities, capital needs) and develop budget initiatives to fund items not part of the annual operating budget.

13.3 Accountability

Each budget head is responsible for the proper accounting of his/her operating budget. Every effort must be made to stay within budget limits. Strict adherence to NCAA rules and regulations regarding expenditures related to recruiting, team travel and other benefits to enrolled student-athletes is imperative.

No coach or program is allowed to have an outside account that is not under the control of the university, except for those related to sports camps and clinics. Expenses from those accounts that ultimately benefit the intercollegiate athletics program must be donated to the Missouri State University Foundation as either cash or gift-in-kind so that appropriate accounting may be maintained.

Expenditure of athletics department funds requires prior approval by the responsible administrator.

Once funds have been obtained and spent for an intended purpose, they must be accounted for by the submission of invoices and/or other receipts. Responsible administrators will review all expenditures to insure compliance with NCAA rules related to recruiting and extra benefits.

13.4 University Purchasing Procedures

The University Banner system must be used for purchases in excess of \$750.00, all pre-payments and subscriptions. If the Banner system is not used, the individual employee may be held financially responsible for the purchase.

Small purchases of last minute items while in town and any necessary items while traveling should be submitted on a Travel Expense Report.

Missouri State University is tax exempt. The tax identification number is 10281541. All purchases should be accomplished without sales tax charges. A copy of the most recent tax-exempt letter is in the appendix of this document.

14.0 Identity Standards

The Missouri State Identity Standards provide a specific and cohesive plan to effectively communicate the use of the University's brand across all media including print, electronic and merchandise. These standards outline procedures and guidelines to properly utilize the University's name, marks and colors.

To be effective, the University's identity must be accurately and consistently reproduced according to these guidelines. The official marks may not be distorted, redrawn or changed in any way, nor combined with any other mark.

For more information regarding Missouri State Identity Standards, contact the Office of Publications at (417) 836-4142 or Publications@missouristate.edu.

14.1 Registered Trademark

The Missouri State University name is a registered trademark and may not be used without consent from the Missouri State University System. The official wordmark, Carrington Hall logo and Bear Head logo also are registered trademarks and must be used according to the policies set within this document.

To ensure protection of its registered rights, the "TM" symbol must appear following the name "Missouri State University" or "Missouri State" when applied to merchandise. Additionally, the "TM" symbol also must appear following the University's name when used as a title/banner, logo or symbol within electronic/web applications, or printed documents, especially on the front, back and inside cover pages.

14.2 Use "Missouri State University"

To ensure recognition of Missouri State University beyond the surrounding region, first reference of the University's name should be "Missouri State University" or "Missouri State." Subsequent references may be "Missouri State," "the University," "the institution" or "MSU."

"Missouri State University" or "Missouri State" is the preferred usage of the University's name, and should be used in instances such as, but not limited to, answering phones, making speeches or presentations, in print publications and on uniforms.

14.3 Logos

A series of official Missouri State marks are available for a variety of applications. Each mark has its own set of specific guidelines concerning its appropriate use.

14.3.a. Acceptable Logo Variations

The following variations to Missouri State logos have been approved as acceptable logos:

The Missouri State University wordmark may be reversed out of a solid color or dropped out of a photograph. When dropped out or reversed, the words Missouri State University may appear in white.

The wordmark and “M” Missouri State logo may be used in one-color applications for merchandise/apparel to create a tone-on-tone effect.

The Bear Head logo may be used on a dark background. When the dark background is black, use the Bear Head logo specifically developed for a black background.

A one-color maroon Bear Head logo is acceptable for print applications as well as merchandise/apparel. A one-color black Bear Head logo is only acceptable in print applications.

The “TM” symbol must always appear as shown on all Missouri State University marks.

14.3.b. Unacceptable Logo Variations

It is unacceptable to alter the maroon color of the following: Carrington Hall logo, Bear Head logo, “MSU” logo and the “M” Missouri State logo. It is also unacceptable to stretch or tilt any Missouri State logo or alter the positioning of a logo.

To view acceptable and unacceptable uses and variations of Missouri State University logos, visit <http://www.missouristate.edu/identity/logos.htm>.

14.4 Colors

The school colors for Missouri State University are maroon and white.

For apparel, no colors other than maroon, white and black can be used in the Bear Head logo, and accompanying wordmark, if applicable.

15.0 Scheduling

All coaches are expected to develop event schedules that allow Missouri State teams to reach their competitive potential for a given year(s). Coaches must be mindful of NCAA Division I scheduling requirements regarding non-Division I competition as well as minimum and maximum numbers of contests. Missouri Valley Conference scheduling requirements must be fulfilled prior to securing non-conference opponents.

Coaches should meet and discuss their scheduling preferences with their supervising administrator during the previous academic year. Schedules will then be developed based on the above-mentioned requirements as well as budget constraints. Revenue generating sports must also be mindful of the balance of home and away contests for budget purposes.

All sports schedules must be approved by the supervising administrator prior to official publication by the Athletics Communications Office.

16.0 Travel

Athletics department procedures for individual and team travel are the same as those for the rest of the University. The procedures appear in the appendix of this document. Additional guidelines include the following:

16.1 Air Travel

Arrangements for air travel should be made as far in advance as possible. Every effort should be made to obtain the most reasonable prices available. The preferred travel agency is Great Southern Travel. Coaches should always consult Great Southern. If evidence can be produced indicating a lower price from another vendor, permission will be granted by the supervising administrator to use the alternate travel agency. The purchase of air tickets via the internet is permissible when the price is more reasonable than Great Southern.

16.1.a. Charter Air Travel

Any charter air travel must be approved in advance by the Director of Athletics (or his designee) who handles all arrangements with the contracted charter company. Because of space limitations and budget limitations, those individuals who are required to be at the contest will be accommodated first on charter aircraft. The priority list is as follows: student-athletes, coaches, team support staff, athletics administrators, Board of Governors, University administrators and guests, cheerleaders and band, spouses of coaches, athletic officials and University administrators, fans paying the full price of the charter.

For any employee spouse or other approved family member who travels with any of the University's intercollegiate athletics programs, taxability of such benefit(s) will be determined by University Payroll consistent with IRS rules and regulations.

16.2 Van/Auto Rental

University vans must be utilized for out of town travel required by teams. When university vans are unavailable, coaches may secure services from an outside company, i.e., Fisk Limousine. A summary of university policies and procedures can be found on the website under the following website address <http://www.missouristate.edu/safetran/10494.htm>

All employees must have personal auto insurance and should carry proof of insurance with them when renting vehicles for travel purposes. Employees should decline liability insurance when renting vehicles because the State of Missouri Legal Expense Fund covers accidents caused by state employees when on official

business. Employees should purchase the insurance that covers the rental agency's vehicle, if the rental agency requires such coverage.

16.3 Bus Travel

The university contract for bus travel is with White Knight, Inc. Reservations should be made as soon as possible to get the best available prices.

17.0 Athletics Tickets

17.1 Ticket Sales

Athletics tickets are sold at the box offices located in JQH Arena, Juanita K. Hammons Hall for the Performing Arts (HHPA), and the Plaster Student Union (PSU). Tickets are sold at Plaster Sports Complex (PSC) on event days only.

17.1.a. Contact Information

Local: 836-7678
Toll Free: 1-888-476-7849
Web address: www.missouristatetix.com

17.1.b. Box Office Hours

JQH Arena	Monday – Friday 10:00 a.m. – 6:00 p.m.
Event Dates	Morning/Afternoon 8:30 am
	Evening 10:00 am
Juanita K. Hammons Hall	Monday – Friday 10:00 a.m. – 6:00 p.m.
Event Dates	One hour prior to curtain time.
Plaster Student Union	Monday – Friday 10:00 a.m. – 5:00 p.m.
	<i>(closed during academic breaks)</i>
Plaster Sports Complex	Afternoon Games Open 8:30 a.m.
	Evening Games Open 10:00 a.m.

17.1.c. Group Discounts

Group discounts are available for almost all Missouri State regular season events. Prices may vary; the athletics ticket office will have specific information for all eligible events.

17.1.d. Special Events

Ticket prices for special events may vary, and will be determined by the Director of Athletics. The Missouri Valley Conference, NCAA and NIT establish prices for post season events hosted on the Missouri State campus.

17.2 Complimentary Tickets and Admissions

All complimentary tickets are subject to the provisions of the University's Fiscal Responsibility Policy. Approval of the Director of Athletics or Associate Director of Athletics is required for all complimentary tickets. All complimentary tickets are to be documented and approved prior to release from the box office.

The President may delegate the approval of single event tickets to the athletics administration. Complimentary ticket envelopes must be filled out completely and turned into the box office prior to the issue of tickets. Authorized individuals who may approve the distribution of complimentary tickets and must sign the complimentary ticket envelope are:

Director of Athletics
Associate Directors of Athletics
Assistant Directors of Athletics

17.3 Missouri State Faculty and Staff

Missouri State faculty and staff are allowed to purchase season tickets for themselves and their immediate family for one half the regular season price. Faculty and staff are also allowed to purchase single game tickets for one half the regular price.

17.4 Missouri State Students

Missouri State Students receive free admission to all regular season events. General admission seating is provided to students for football, volleyball, soccer, softball and baseball by showing their valid Missouri State Bear Pass card at the entrance. To attend baseball games at Hammons Field, a student must pay a \$2 admission fee. Reserved lower level seating is provided to students for men's and women's basketball; however, a ticket must be obtained on game day, as listed in the Missouri State Student Ticket Policy. Students may obtain a copy of the policy at any Missouri State box office or online at www.missouristatetix.com

In accordance with NCAA and Missouri Valley Conference policies, students are charged admission for post season events.

17.5 Missouri State Athletics Staff

Each full time member of the MSU athletics department staff is entitled to two season tickets plus one season ticket for each dependent child living at home who will attend games regularly. Staff members may request season tickets from their supervising administrator. Staff members who will not attend games regularly are asked to request single game tickets from their supervising administrator at least 24 hours prior to the event. Part time staff members and student employees may request complimentary single game tickets. Requests should be made to the supervising administrator.

Additional complimentary tickets for personal use may be requested on an occasional basis and must be approved in advance by the supervising administrator. In specific instances, additional season tickets may be issued to coaches for their particular sport. Tickets requested by coaches and staff

members that are for the purpose of promoting the university must include the name of the recipient and the specific purpose.

All complimentary tickets are subject to the provisions of the University's Fiscal Responsibility Policy.

17.6 Summary of NCAA Guidelines Regarding Complimentary Admissions for Enrolled Student-Athletes, Prospects and Coaches

All complimentary admissions for enrolled student-athletes should be requested as early as possible prior to an event to insure adequate seating. A list of enrolled student-athletes and their four permissible admissions should be submitted to the box office no later than four hours prior to game time. While four admissions per student-athlete is permissible by NCAA rules, care should be taken to only request tickets that will actually be utilized. Student-athletes who have frequent "no shows" are subject to losing complimentary ticket privileges. Coaches are asked to make sure that all requests are accurate and legible. Complimentary admissions may only be issued to individuals whose names appear on the approved pass list.

All complimentary admissions for prospective student-athletes and high school coaches should be requested as early as possible prior to an event to insure adequate seating. The supervising athletics administrator is required to sign the complimentary ticket envelope. If a prospect cancels his or her visit to campus, the box office is to be notified as soon as possible so the tickets can be sold.

17.6.a. Enrolled Student-Athletes

An institution may provide four complimentary admissions per home or away contest to a student-athlete in the sports in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest. Complimentary admissions shall be provided only through a pass list for any individual designated by the student-athlete. "Hard tickets" shall not be issued. The institution shall be responsible for the administration of this procedure, and student-athlete's eligibility shall be affected by involvement in action contrary to NCAA rules. A student-athlete may not receive payment from any source for his or her complimentary admissions and may not exchange or assign them for any item of value (NCAA Bylaw 16).

Student-athletes in the sport of basketball are not permitted to pick up their one allocated student ticket inasmuch as they already receive four complimentary admissions to each home event.

17.6.b. Prospective Student-Athletes

During an official visit, a maximum of three complimentary admissions to a campus athletics event in which the institution's intercollegiate team practices or competes may be provided to a prospect. Such complimentary admissions are for the exclusive use of the prospect and those persons accompanying the prospect on the visit and must be issued on an individual game basis. Such admissions may provide seating only in the general seating area of the facility utilized for conducting the event. Providing seating in a press box, special seating box or bench area is prohibited (including halftimes). An institution may reserve tickets, only for the use of the immediate family members accompanying an individual on an official visit and for seat locations adjacent to the complimentary seats being provided to the prospect. These tickets must be purchased by the prospect's family at face value (NCAA Bylaw 13).

During an unofficial visit, an institution may provide three complimentary admissions to a campus athletics event. Additional tickets may not be reserved for individuals accompanying the prospect on the unofficial visit (NCAA Bylaw 13).

17.6.c. Coaches

Entertainment of high school, college-preparatory school or two-year college coaches or any other individual involved in coaching a prospect shall be limited to providing two complimentary admissions to home intercollegiate athletics events, which must be issued on an individual-game basis. An institution may not reserve tickets (in addition to the permissible complimentary admission) to be purchased by coaches of prospects. Tickets may be purchased only in the same manner as any other member of the general public (NCAA Bylaw 13).

Procedure for Securing Complimentary Tickets for Prospects

- Complete **ALL** of the information requested on the envelope. You need to have the first AND last name of all ticket recipients.
- Indicate the event you are requesting the tickets for and the date. The event number will be added by the ticket office personnel.
- Include the number of tickets needed which should correspond to the number of names listed.

In the event an entire team will be attending a contest (unofficial visit), submit this list to your appropriate athletics administrator who will then forward it to the ticket office.

- You must circle the appropriate information as to whether this is for an official or unofficial visit, or if those listed are coaches (high

school, junior high, junior college).

- DO NOT complete the “Authorized by” or “Received by” lines. An athletics administrator must authorize your request and whoever picks up/receives their ticket must sign for it.
- Remind those picking up tickets that they must show a valid ID which corresponds to the name on the envelope.
- Remind student-athletes that neither they nor their families may substitute names on the pass list. (i.e., Grandma couldn’t come so we brought Aunt Susie instead.) Only coaches or administrators can make changes to the pass list or envelope request. Athletes should not be stopping by the box office to make adjustments to the list or request.
- As per Bylaw 13.6.7.1 and 13.7.2 regarding complimentary tickets on official and unofficial visits, seating can be only in the general seating area of the facility utilized for conducting the event. No special seating arrangements can be made. If lower level seating is available to the general public, then it will be available for your guests. Please do not pressure the student box office personnel into doing something they are not supposed to do.
- Should you need additional envelopes, please ask for them at the JQH Arena Box Office.

17.7 Donors and Season Ticket Holders

The Department of Intercollegiate Athletics has an annual giving program (The Bears Fund) that provides a variety of benefits to donors depending on the level of giving. One of the benefits is the opportunity to purchase selected men’s and women’s basketball and football season tickets. The JQH Arena Box Office maintains a list of ticket requests for upgrades, additional tickets and first time ticket buyers. Prior to annual season ticket distribution, this list is reviewed and changes are made as seats become available. In the sports of basketball, season ticket holders may be subject to an annual seat assessment (required contribution to The Bears Fund).

17.7.a. Transfer of Season Tickets

MSU season tickets are generally non-transferable. However, a name change may occur in the event of a marriage, divorce (supporting documentation required) or death. In the event of a death, tickets may be transferred to a surviving spouse only.

18.0 Athletics Facilities

The 16 men's and women's sports programs at Missouri State compete in a variety of athletics facilities both on and off campus. All facilities are shared with a variety of constituencies including Missouri State students for classes and recreation, faculty and staff, and the public. The university and athletics administration are committed to equitable allocation of facility usage by gender and sport. To maximize the effective use of facilities, ongoing communication between coaches and administrators is imperative.

The following facilities are regularly utilized by Missouri State sports teams:

- Forsythe Athletics Center
- Hammons Student Center
- Plaster Sports Complex
- JQH Arena
- McDonald Arena
- Missouri State Softball Field
- Hammons Field
- Killian Softball Complex
- Campus Practice Fields at Hammons Parkway and Monroe Street
- Various private and public golf courses

Missouri State athletics teams are given priority in scheduling for most facilities. However, on occasion, campus facilities are needed for university-sponsored events, which take priority. There are also instances when outside events (i.e. concerts, lectures, religious or patriotic events) may be scheduled in JQH Arena, Hammons Student Center or Plaster Sports Complex. These types of events are intended to provide community support and to generate revenue for the facility and the athletics program. Every effort will be made to minimize displacement of athletics teams needing the facility for practices in a team's respective season.

The repair and maintenance of all university facilities is handled by university personnel. Concerns related to Hammons Student Center, JQH Arena and Plaster Sports Complex should be relayed directly to Keith Boaz, Director of Hammons and Plaster Administration. Concerns related to other facilities should be relayed to the supervising athletics administrator who will pass it on to the appropriate campus support office.

When using athletics facilities, coaches and student-athletes should take care to make sure all equipment is properly removed from the practice area so that it is ready for the next team. A team is required to leave the field, court, etc. promptly at the end of their scheduled time allowing for the facility to be prepared for the next team's practice or event.

18.1 Scheduling of Facilities for Practice and Competition

All competitive schedules must be approved by the supervising athletics administrator. Once approved competitive schedules and requested practice times should be submitted to the appropriate facility supervisor, depending upon the sport. The supervising administrator will have this information for facilities not specifically listed in this policy.

18.1.a. Hammons Student Center/JQH Arena

Volleyball, men's basketball and women's basketball have priority for scheduling practice and competition in Hammons Student Center and JQH Arena. Volleyball will select their preferred practice time based on class schedules and will be entitled to that time until the first official date of basketball practice. Once official basketball practice begins (around October 15), coaches from the three teams using Hammons Student Center and JQH Arena will meet to determine a schedule for the fall semester. Dates of competition will be taken into account as well as NCAA required days off and out of town travel. Men's or women's basketball or both may practice at the Turner Family Court in the east gym of Hammons Student Center in the event that JQH Arena is unavailable. McDonald Arena or an off campus venue may be utilized if neither Hammons Student Center nor JQH Arena are available. It is anticipated that any conflicts can be resolved by the respective coaches. If this is not possible, final decisions regarding the use of Hammons Student Center and JQH Arena will be made by the Director of Athletics.

Other sports may request practice times in Hammons Student Center and will be accommodated as much as possible. Requests should be made as far in advance as possible. When weather is a factor, the head coach should make sure appropriate communication occurs if a scheduled time is not going to be utilized.

All requests should be submitted to office of the Director of Hammons Student Center after approval by the supervising athletics administrator. All changes and/or cancellations should be reported as soon as possible to accommodate other activities.

All scheduling requests are subject to facility availability. Venue availability may be affected by academic requirements, University events, revenue generating events, maintenance programming, and other factors.

18.1.b. Plaster Sports Complex

Prior to the first day of classes, priority for practice times in Plaster Sports Complex will be provided to the football, men's and women's soccer, and field hockey programs. Practice requests from the men's and women's

soccer programs will be accommodated when possible. Practice time must also be allocated to the marching band.

Once classes have begun, field hockey will be assigned the morning time slot. Football will be assigned the afternoon time slot. Practice requests from men's and women's soccer will be accommodated when possible.

The track and field program has access to the Plaster Sports Complex at any time except when outside competition is taking place on the playing field.

After approval by the supervising athletics administrator, all requests should be submitted to Keith Boaz and the Facility Manager at Plaster Sports Complex. All changes and/or cancellations should be reported as soon as possible to accommodate other activities. All scheduling requests are subject to facility availability. Venue availability may be affected by academic requirements, University events, revenue generating events, maintenance programming, and other factors.

18.2 Scheduling of Facilities for Camps and Clinics and Outside Groups

Prior permission is required for any outside group to utilize any campus facility. Permission may not be granted by coaches, it must be granted by the supervising administrator and the Director of Hammons and Plaster Administration. Fees for outside groups will be charged as appropriate.

Coaches are granted permission to utilize athletics facilities for camps and clinics via their employment contracts. Requests for specific dates must be submitted in a timely fashion and are approved by the Director of Hammons and Plaster Administration or Conference Services. A fee schedule for camps and clinics depending upon the number of participants will be determined and approved annually. The current fee is set at \$7.50 per participant, but the coach may agree to increase the per person rate to a maximum of \$10 per participant, if so requested by the University.

19.0 Rules Compliance

19.1 Philosophy and Responsibility

Missouri State University is committed to the strict adherence to all NCAA, conference, and institutional rules and regulations regarding the operation of the intercollegiate athletics program as an integral part of the University. The University's senior level administration and the Director of Athletics are fully committed to the philosophy of self-reporting any known rules violations and the thorough investigation of any known or suspected violations. Annually, at the beginning of the academic year, the Vice President for University Advancement, Director of Athletics, and Faculty Athletics Representative meet with all athletics department personnel to reaffirm the institutional philosophy regarding rules compliance prior to the signing of the NCAA Certification of Compliance document.

The day-to-day responsibility for monitoring rules compliance is assigned to the Assistant Director of Athletics for Compliance. This individual is responsible for assisting with rules interpretations, compliance education and facilitating the necessary paperwork related to rules compliance (i.e. eligibility reports, squad lists, participation reports, employment verification, reporting of violations, etc...). The Assistant Director of Athletics for Compliance reports to the Director of Athletics. The Assistant Director of Athletics for Compliance also has a reporting line directly to the President of the University if necessary.

All coaches and selected staff members are expected to have a thorough knowledge of all NCAA and conference rules and regulations. Other support staff is expected to have a general knowledge, particularly when specific rules impact their daily activities and job responsibilities. Areas of particular concern are related to the recruiting process and permissible benefits to enrolled student-athletes. Coaches are required to maintain records of all official and unofficial visits of prospective student-athletes. The Director of Athletics and Associate Directors of Athletics are responsible for approving all expenses for individual sports budgets and will monitor these areas on a daily basis to insure that prospective as well as enrolled student-athletes do not receive extra benefits. In addition, the supervising athletics administrators will insure that all expenses are made from appropriate university accounts.

The Office of Athletics Compliance coordinates and functions within the scope of the University's compliance efforts and acts as a resource center to coordinate, monitor and verify compliance with all NCAA requirements and to educate various constituencies of the University and the athletics community regarding NCAA regulations. In addition, the Office of Athletics Compliance provides educational programming and support to ensure that all individuals involved with the athletics program fully understand the University's compliance expectations. It is the responsibility of the Office of Athletics Compliance to ensure that the

demands of the NCAA and the University's compliance efforts are properly supported.

Missouri State University is committed to the principle of institutional control in operating its athletics program in a manner that is consistent with the letter and the spirit of the NCAA, Conference and University rules and regulations. The University's commitment is to maintain control of its athletics programs through responsible administrators, faculty, and outside constituents to educate coaches, staff, student-athletes and other individuals involved with the athletics program in their institutional responsibilities under the rules; as well as to develop operating systems within the athletics department and the University which provide guidance in how to work within the rules and to discover and report any violations which may occur.

19.2 Violations

Coaches and staff members should report any known or suspected violations to either the Assistant Director of Athletics for Compliance or their immediate supervisor/athletics administrator. The investigation of any known or suspected violation is conducted by the Assistant Director of Athletics for Compliance. Depending upon the nature and/or severity of the violation, this responsibility may be assigned to another senior level administrator. The Faculty Athletic Representative may also be called upon to assist. Any known or suspected major violation is reported immediately to the President of the University. All violations are reported to the appropriate conference office that will in turn file a report with the NCAA. Depending upon the seriousness of a particular violation, the institution will take internal action as deemed appropriate with involved staff members and/or student-athletes.

19.3 Compliance Procedures

19.3.a. Rules Interpretations

The following procedure is to be followed by all athletics department personnel when questions arise pertaining to interpretations of NCAA and conference rules and regulations.

1. Consult NCAA Manual and appropriate Conference Constitution and Bylaws.
2. If a question remains unanswered or there is doubt concerning a specific rule, consult with the Assistant Director of Athletics for Compliance or another athletics administrator.
3. If an interpretation of the regulation still remains unanswered or disputed, the Assistant Director of Athletics for Compliance will contact the Missouri Valley Conference for an interpretation of the ruling. If the conference staff is not readily available, the NCAA will be contacted directly.

4. **Coaches and staff members are not permitted to make direct inquiries to the conference office or NCAA for any rules interpretation.**
5. Each athletics department staff member having duties that are related directly or indirectly to the University, NCAA, and conference rules and regulations will annually sign a statement indicating that he/she is familiar with all relevant rules, regulations and interpretations and has no knowledge of unreported violations occurring during the previous year.

19.3.b. Campus Procedures

Coaches are precluded from contacting faculty and academic advisors except for assistance with recruitment of prospective student-athletes, (i.e. to arrange interviews with faculty or academic advisors and prospects). Coaches are precluded from registering for classes on behalf of prospects and currently enrolled student-athletes. Coaches are also precluded from contacting personnel in Admissions and Records, Financial Aid, Health Services, Housing and Dining. Coaches may contact New Student Admissions and International Student Services for assistance in recruitment.

All questions regarding prospects, currently enrolled student-athletes and policies shall be directed to the designated department liaisons listed below:

Admissions and Special Admissions	Kyle Yates/Casey Comoroski
Academic Advisement	Bryan Hicks
Financial Aid	Kyle Yates
Health Services	Jim Penkalski
Housing	Judy Slothower/Casey Comoroski
Dining	Todd Lanning
Records	Casey Comoroski

19.3.c. Rules Education

The Assistant Director of Athletics for Compliance attends an NCAA Regional Compliance Seminar each spring as well as the annual meeting of the Missouri Valley Conference compliance administrators. Other staff members and the Faculty Athletic Representative attend rules seminars as time and budget permit. Rules education is ongoing. The Assistant Director of Athletics, Compliance will disseminate pertinent information via memorandum or e-mail as it becomes available. NCAA rules changes will be communicated as they are finalized. Each month during the academic year, the Assistant Director of Athletics for Compliance will hold rules compliance meetings with the individual sport staffs with

specific topics determined in advance. These sessions also provide opportunities for coaches to share information and develop strategies for improving record keeping and other compliance related functions. Rules interpretations are also provided in The Bear Report, a monthly publication of the MSU Office of Athletics Compliance. All coaches receive a copy via e-mail. When a secondary violation occurs and is reported, coaches and other staff members will receive a memo describing the violation. This serves as a reminder that rules compliance is taken seriously. In addition to meeting with the coaches, a rules education session will be held with each of the support staff areas (e.g. financial aid, Athletics Communications, etc.) periodically throughout the year.

19.3.d. NCAA Rules Exam

NCAA rules require that all coaches who will be recruiting off campus must pass an annual rules examination. The examination is administered each spring by the Faculty Athletic Representative. It is the policy of the Missouri State athletics department that ALL coaches must successfully complete the exam.

19.3.e. Representatives of Athletics Interests

Each year a pamphlet is produced to assist in the education of individuals associated with Missouri State to further insure rules compliance. The pamphlet is entitled, "NCAA Rules and Regulations for Athletics Boosters." It is annually distributed to season ticket holders, contributors to the Bears Fund and members of various booster groups.

19.4 Promotional and Fundraising Activities

Prior to making any donation of any items or allowing any student-athlete to appear at any function, the promotional activities request form must be completed and returned to the compliance office. A copy of this form can be found in the appendix of this document.

A student-athlete may not miss class or receive any compensation for appearing at a promotional, charitable, educational, or non-profit event. All donations of items must be pre-approved to ensure items are not received by prospective student-athletes.

20.0 Equipment/Inventory

20.1 Equipment/Uniform Use

All equipment and uniforms utilized by Missouri State sports teams and staff members are the property of Missouri State University. Items that are donated are not exempt from this policy or the student-athlete equipment retention policy.

20.2 Equipment Issue

Equipment managers and/or coaches, depending upon the sport, must maintain a Missouri State Equipment/Uniform Issue Card or spreadsheet for each student-athlete who will receive any equipment, uniform or practice item. Each item must be individually noted on the card or spreadsheet with required information. Student-athletes must initial for receipt of each item and sign the card. These cards are to be retained by the equipment manager or coach and should be updated any time additional items are issued.

20.3 Retention of Apparel and Equipment

According to NCAA Bylaw 16.11.1.8, “A student-athlete may retain athletic apparel items (not equipment) at the end of the individual’s college participation. Used equipment may be purchased by the student-athlete on the same cost basis as by any other individual interested in purchasing such equipment.”

A student-athlete may retain apparel at the end of each year of participation if the apparel is not usable by another student-athlete and if the individual sport budget can afford not to keep the apparel for use the following year.

Bats, balls, hockey sticks, batting helmets, football helmets, shoulder pads, etc are considered equipment and must be returned at the end of the year.

Any apparel retained by the student-athlete should be recorded on the Missouri State Equipment/Uniform Issue Card or spreadsheet as well as any equipment item purchased. Everything must be accounted for at the end of the academic year. If an item is lost or damaged, a minimum \$25.00 fee is charged to the student-athlete or the actual value of the item should it be greater than \$25.00. If not paid, the student-athlete will be encumbered, not allowing for registration, release of transcripts, etc.

20.4 Practice Gear and Uniform Preparation Procedure

1. Practice Gear. The head coach or designee will provide the equipment manager with a detailed list of needed items. Each student-athlete will be issued required practice gear prior to the first practice. It will either be

placed in the student-athlete's locker or issued personally. Student-athletes will retain practice gear, returning as needed for laundry or repair.

- 2 Competitive Gear (Uniform). The head coach or designee will provide the equipment manager with a list of those student-athletes who will be "dressing out" or traveling and the required equipment 24 hours prior to departure time for away from home competition or 24 hours prior to home competition. Bags will be prepared accordingly. Coaches and equipment personnel should arrange for the return of uniforms in advance of competition to avoid confusion.

20.5 Repair/Maintenance

Laundry – practice gear and uniforms will be laundered/cleaned prior to each practice and competition.

Repair of Equipment – damaged equipment and/or apparel should be reported immediately for repair or replacement as soon as possible. The equipment manager and/or head coach will be responsible for coordinating this process and requesting a work order for repair/maintenance.

20.6 Inventory/Storage

All equipment and uniforms will be stored in the equipment areas in Hammons Student Center and the Forsythe Athletics Center. Equipment personnel will keep an inventory of all equipment, practice gear and uniforms. At the conclusion of each sports season, the equipment manager will present a comprehensive inventory to the head coach and supervising athletics administrator.

20.7 Ordering of New Equipment and Uniforms

All orders of equipment and apparel should be coordinated with the head coach and supervising administrator. Equipment personnel are not allowed to purchase items without the approval of both the head coach and supervising administrator. All University purchasing procedures must be followed. All orders should conform to the University's color and logo requirements.

21.0 Marketing, Promotions and Development

21.1 The Bears Fund

The Bears Fund is the Missouri State's annual fund-raising program for intercollegiate athletics. The Bears Fund was established in 1982 in conjunction with the university's decision to move men's and women's sports to Division I competition. Football competes at the Football Championship Subdivision level.

The primary reason behind The Bears Fund is the need for additional revenue to help support the athletics budget in the areas of recruitment and athletics scholarships. Although the athletics department receives a portion of its operating funds from the institution, it is increasingly necessary to supplement those funds with private contributions to offset the growing demands of competition at a higher level.

The main goal of The Bears Fund is to provide a base of professional fund-raising services, athletics communications and other assistance through which friends of the program may enhance the development and achievements of all Missouri State teams.

Contributors to The Bears Fund are encouraged to consider designating their gift to the general use of the program. However, it is permissible to designate gifts to a particular team or teams. Some gifts may be required for seating for men's or women's basketball and are considered restricted gifts for general use of the program.

All Missouri State athletics department staff members are encouraged to donate to the Bears Fund at some level to demonstrate their support of the programs for which they work so hard and their employer.

A copy of the most recent Bears Fund pledge card with all giving levels appears in the appendix of this document.

21.2 Contributions In Kind

Missouri State athletics depends on a variety of contributions "in kind" which provide goods and services to the program in exchange for a contribution to The Bears Fund. Examples include car dealers, hotels and restaurants. Coaches and staff members should not enter into such an arrangement without first consulting with the Assistant Director of Athletics for External Affairs and the supervising athletics administrator.

21.3 Corporate Sponsorships

The generation of revenue associated with athletics events is critical to the success of Missouri State athletics. The marketing and development staff works very hard to create and sell corporate sponsor opportunities to various national, regional and local companies. The corporate sponsor brochure found in the appendix of this document outlines the various opportunities for involvement.

Each year, the marketing and development office provides a list of corporate sponsors of Missouri State athletics. Staff members are encouraged to patronize corporate sponsors, when possible, to show their appreciation of this much needed support of the program.

Marketing and development efforts are not just the responsibility of the marketing and development office. Coaches and other staff members who have community contacts or “leads” for potential corporate sponsors should pass that information along to either the Director of Athletics or the Assistant Director of Athletics for External Affairs. On occasion, coaches and other staff members may be asked to accompany the marketing and development staff on a sales call.

21.4 Endowed Scholarships

Endowed scholarships help the university provide an excellent education to students, regardless of need. The minimum gift to endow a named scholarship is \$10,000.

Planned giving is an area that can truly benefit the long term future of the athletics program. Several endowed scholarships already exist which benefit specific sports programs. More information about endowed scholarships and planned giving can be found on the Missouri State web site or by contacting the Assistant Director of Athletics for External Affairs. If a staff member has a “lead” on a potential donor, that information should be forwarded to the Director of Athletics or the Assistant Director of Athletics for External Affairs.

21.5 Special Events & Missouri State Auction Benefiting Athletics

There are numerous special events held each year to raise funds for individual sports teams and the program as a whole. These events include golf tournaments, bowl-a-thons, jog-a-thon, car washes, etc. Individual teams are allowed to hold such events, but should not do so without prior approval from the supervising administrator. All such events should also be communicated to the Assistant Director of Athletics for External Affairs to avoid any conflicts with sponsors and/or other fundraising being done by another team or administrative area.

The Missouri State Auction Benefiting Athletics is held each August and is a major event that **REQUIRES** the work of all coaches and administrators. Funds generated help the entire program. Student-athletes may be involved in fund

raising and/or promotional events with prior approval from the Director of Athletics or his designee.

21.6 Bears Assisting Youth

The Bears Assisting Youth (BAY) program provides opportunities for Ozarks Area youth and community groups to attend Missouri State athletics events free of charge. The BAY program is supported entirely by the charitable efforts of private donors and corporate sponsors. Participation in BAY includes purchasing season, single or group tickets to various Missouri State ticketed events (including Football, Men's & Women's Basketball, Baseball, Men's and Women's Soccer, Softball and Volleyball). The program allows for a tax deductible contribution to the donor. The program allows kids and community groups the opportunity to attend a collegiate athletics event and learn about leadership, teamwork and other positive attributes.

21.7 Marketing, Promotions and Sponsorships.

Corporate Relations and Marketing coordinates the marketing activities for the athletics department at Missouri State. This includes but is not limited to: season, single game and group sales ticket campaigns for all ticketed sporting events, the placement and purchase of media and advertising, production coordination and distribution of promotional print projects, promotion and communication of marketing athletics to internal and external constituencies, responsible for logistical coordination and event management for marketing related activities for athletics events. The department is also responsible for the activation and fulfillment of all sponsorships related to Missouri State University Athletics.

21.8 Spirit Squads

The Missouri State University Spirit Squads also fall under the athletics department. The Assistant Director of Corporate Relations and Marketing works with the Spirit Squad coordinators to insure that the spirit squads are in compliance with the rules and regulations set forth.

21.9 Licensing

Licensing also falls under the athletics departmental umbrella. Art Hains and the Director of Corporate Relations and Marketing along with the Collegiate Licensing Company (CLC) are responsible for working with vendors and the approval of University marks for sale on merchandise. The sport administrators are to work with the individual sports to insure that the proper use of logos and wordmark is used on game and practice apparel.

21.10 Maroon Madness

The official student group of Missouri State athletics is Maroon Madness. The athletics department works together with the student group for promotion of athletics events and to promote a collegial spirit on campus. The athletics department participates in meetings and makes suggestions and aggressively seeks assistance from corporate partners to assist in the student groups yearly activities related to Missouri State Athletics.

22.0 Athletics Communications

22.1 Statement of Purpose

Missouri State Athletics Communications is the public relations arm of intercollegiate athletics, and, as such, is responsible for initiating the establishment of policy and guidance relating to the involvement of athletics and its publics for the purpose of enhancing mutually positive interaction. It is recognized that athletics is a highly visible segment of the University mission for which special care must be taken to maximize all opportunities for athletics to increase attendance, revenue and media attention. Included in the Athletics Communications mission is responsibility for the informational aspects of Missouri State athletics, including news and information, publications, records, statistics, Athletics Communications and the athletics website.

22.2 Organization

1. Missouri State Athletics Communications is a unit of intercollegiate athletics, which reports to the President of the University. The Athletics Communications full-time staff includes a director and assistant directors, with other staffing coming from a combination of student and volunteer personnel. The women's golf coach is also tasked to work 20 percent of his time in Athletics Communications.
2. Athletics Communications personnel are assigned annually to each intercollegiate sport. Each sport is under overall supervision of a sport supervisor who is a full-time staff member. Each sport is also assigned a primary contact from Athletics Communications. The sport supervisor and primary contact for a sport may or may not be the same person. The sport supervisor works with the athletics administrator overseeing a sport and the head coach to convey policy and operational information. The primary contact (if different) reports to the sport supervisor for day-to-day operations and coverage, and works with the head coach/coaching staff to gather, evaluate and disseminate information pertaining to the sport.
3. Athletics Communications staff personnel meet regularly for administrative matters, and the Athletics Communications Director attends weekly staff meetings with the Director of Athletics for operational and administrative matters.
3. It is recognized that media/public interest in Missouri State varies from sport to sport. Athletics Communications endeavors to provide consistent response regarding internal services to all sports, while the volume of information used to meet the level of media/public interest differs with each sport. Athletics Communications will respond to all requests for information and material,

with the level of information provided dictated by the coverage anticipated or specified for any given team or competition.

22.3 Sport Requirements/Basic Information

1. Athletics Communications and the head coach of each sport work together in gathering information in a timely manner to prepare the sport's media guide, to update and maintain the Missouri State athletics web site and to provide coverage of the sport throughout the year. The head coach of each sport is responsible for providing Athletics Communications with basic information to initialize coverage of the sport for a season. Meeting established deadlines enables Athletics Communications to stay current with a yearlong timetable for all phases of a sport's coverage needs.

2. Preparation for coverage of each sport begins with updating results, statistics and records from the previous season. Updating records material is the first step in preparation of the next year's media guide. That, combined with the basic information listed below, allows Athletics Communications to fill requests for information for the many outside sources requesting it. Basic information is to be received by Athletics Communications in accordance with a media guide publications schedule prepared annually between Athletics Communications and Publications and distributed to all head coaches. Basic deadlines are as follows and these dates will fit in with the actual media guide deadline schedule and avoid any duplication of effort by Missouri State coaches:

- a. Information for all **fall sports** received by **June 1** of the sport year
- b. Information for all **winter sports** received by **August 1** of the sport year
- c. Information for all **spring sports** received by **November 1** of the sport year

3. Basic information includes:

a. **Season schedule** for the sport, to include dates, opponents, starting times and names and sites of tournaments where applicable.

a1 Submission: Season schedules are to be submitted to Athletics Communications through the appropriate sport administrator and director of athletics.

a2 Release: Athletics Communications makes the initial public release of the schedule for each sport, and no internal/external distribution may be made by coaches prior to formal release by Athletics Communications.

a3 Copies: Coaches/secretaries should request additional copies of schedules from Athletics Communications rather than sending out their own versions to avoid the possibility of incorrect schedules.

b. Athletics Communications Sheet for each student-athlete on the squad roster.

b1 One-Time Submission: Athletics Communications will retain a yellow sheet on file throughout a student-athlete's entire stay at Missouri State, so submission of the form to Athletics Communications when the student-athlete commits to attend Missouri State, or joins a squad while enrolled at Missouri State, will suffice for the student-athlete's entire competitive career. A blank yellow sheet should be sent to the prospective student-student-athlete to be returned when he/she returns the Letter of Intent/scholarship agreement/application for admission to facilitate a timely news release concerning his/her intent to come to Missouri State. (*see D.1.c.*)

b2 Student-Athlete Signature: It is essential that the student-student-athlete sign and date the disclosure at the bottom of the back of the yellow sheet to enable Missouri State to comply with the Family Educational Rights and Privacy Act with regard to disclosure of personal/educational information from the student-student-athlete's background, and to enable visual likenesses of the student-student-athlete to be used in university publications and video presentations.

b3 Accuracy: Obtaining completed yellow sheets from prospective student-student-athlete is the responsibility of the Missouri State head coach, but it is essential that the yellow sheet be filled out only by the prospective student-student-athlete, perhaps in consultation with his/her parents or high school/junior college coach. Instances of sheets filled out by Missouri State coaches for prospective student-student-athletes have resulted in spelling or other errors.

b4 Multi-Sport Student-Student-athletes: For multi-sport student-student-athletes, submission of one yellow sheet is sufficient. The sheet contains space for background information on all sports in which a student-student-athlete may participate at Missouri State.

c. Roster of squad participants for the season, to include names of student-athletes, current heights and weights, playing position (where

applicable), year of athletic eligibility, and uniform number (where applicable). The “year” column on any squad roster will always refer to the student-athlete’s year of athletics eligibility as opposed to his/her academic standing.

c1 Eligibility Verification: It is assumed that all student-athletes included on the roster submitted to Athletics Communications have met initial or continuing eligibility requirements to compete. It is the responsibility of the head coach to verify the eligibility of all student-athletes in consultation with the Assistant Director of Athletics, Compliance before those student-athletes are included on a roster.

c2 Roster Release: Athletics Communications will generate a formal roster to be released for media/public use as appropriate with name/ height/ weight/ year/ playing position/ uniform number from rosters provided by coaches, and background information from yellow sheets provided by student-athletes.

c3 Walk-ons: No distinction is made on rosters (or any other Athletics Communications material) between scholarship or non-scholarship student-athletes. If a student-athlete is eligible to compete, he/she is to be included.

c4 Ineligible Student-athletes: Rosters should not include the names of any student-athletes who will not compete during the upcoming season for reason of ineligibility due to academic or transfer reasons, and any bio information on those student-athletes may be included but should be made separate from the student-athletes competing.

c5 Redshirts: If a student-athlete is eligible to compete but may be redshirted for the entire competitive season, it is appropriate to include the student-athlete's name on the roster, with Athletics Communications to make public release of that student-athlete’s redshirt status if/when it becomes appropriate to do so.

22.4 Publications

1. Media Guides/Programs: Athletics Communications will set a schedule for the publication of an annual media guide for each sport, and, where applicable, the publication of a game, meet or match program.

a. Guide/Program content: Athletics Communications will work with coaches with regard to sport-specific content of guides and programs.

Other direction with regard to content may come from athletics administrative personnel.

b. Photography: Athletics Communications will schedule appropriate photographic sessions to take mugshots or other pictures to be included in athletics publications. Sessions will include multi-sport mugshot sessions for fall, winter and spring sports in which each coach will be asked to make all eligible student-athletes on his/her roster for the next season available in a mugshot session for sports competing in respective seasons. Athletics Communications will, as necessary, also schedule additional sessions to take whatever other photographs may be needed for media guides, schedule posters and cards, and other specific publications use. Athletics Communications will receive and maintain proof sheets and digitized images of mugshots, posed and action photography from each sport for all appropriate uses.

c. Advertising Programs: Athletics Communications works with Athletics Development regarding procurement of advertising in various publications. There are multi-page game programs for football, volleyball, men's basketball and women's basketball for which Athletics Development coordinates advertising sales and works with Athletics Communications in advertising placement. Athletics Communications prepares non-advertising portions of those programs and coordinates printing. Programs for other sports will be quick-print flipcard programs printed on campus, with Athletics Communications working with the coach regarding content. Flipcards may or may not contain advertising to help defray printing costs, which are borne by the budget of the sport involved. Athletics Communications will work with Athletics Development in the printing of flipcards.

d. Printing/Photo Costs: Athletics Communications pays for layout/design/typesetting, all coach/student-athlete mugshots and generic University photos in all publications. Each sport's budget is charged for action or other photos specific to publications for that sport, and also for the printing of the guide. The design functions of media guides will be coordinated by Athletics Communications. The printing of media guides in all sports plus game programs for football, volleyball, men's basketball and women's basketball is combined into a single package of printing specifications which are bid on a multi-year cycle. The package includes common printing deadline schedules, common sections of material on the University and its staff, and other photographic and copy preparation aspects all designed to minimize printing costs to the University, and to each individual sport. The amount of photographic and publications costs charged to a sport are available from Missouri State Photographic Services or Athletics Communications. Flipcard programs are quick-copy items from Copy This for which costs are also available.

e. **Records:** Previous season's results, statistics, records and other historical data on each sport will be maintained by Athletics Communications and will be assembled for appropriate inclusion in publications.

f. **Postseason Supplements:** When Missouri State teams advance to conference, NCAA, or invitational postseason competition, Athletics Communications will prepare and distribute a media supplement where that supplement will enhance media coverage/public interest in that Missouri State postseason participation.

g. **World Wide Web:** Athletics Communications maintains the Missouri State athletics web site on the Internet, available at www.MissouriStateBears.com. The site is geared to include a specific series of pages for each sport. While all sport pages will contain a number of common elements, such as roster, schedule, results, statistics and coach and student-athlete biographical sketches, some differences in the total scope of sport pages will exist. Athletics Communications also responds to inquiries generated by web-site contents. Each sport's media guide will also be added to the athletics web site each year.

2. **Cards/Posters:** Athletics Communications provides schedules and other information when requested for the printing of schedule cards, schedule posters or player cards for sports which have those items, with the actual design and printing of cards/posters arranged through advertising contracts maintained by Athletics Development.

3. **The Missouri State Magazine,** *The Missouri State Magazine* is also prepared by the Office of Publications and includes a sports section prepared with input from Athletics Communications. *The Missouri State Magazine* is published four times a year and is mailed to all Missouri State alumni with an active address on file with the University.

4. **Camps/Clinics:** Athletics Communications can offer guidance with regard to content, design or printing of publications such as brochures for camps or clinics or programs for non-Missouri State events, but the actual copy preparation and printing are the responsibility of the coach/sport involved.

5. **Missouri State Master Calendar:** Athletics Communications will input and approve season schedules for each sport as well as information on all athletics-related special events to the university's Master Calendar to insure that athletics coverage meets the same guidelines as all other approved university events and activities. The Master Calendar may be accessed through the athletic web site at www.MissouriStateBears.com

22.5 Sport Coverage

1. Athletics Communications will release appropriate news material concerning each sport to sports media personnel in Springfield and Missouri, to the areas of Missouri State opponents in each sport, to the areas of the hometowns of Missouri State student-athletes in that sport, and to regional and national outlets where applicable. Releases will also be posted on the Missouri State athletics web site immediately after they are released to the media and to University personnel.

a. upcoming events as appropriate, to include statistics or other information on Missouri State and its opponents.

b. **News Items:** Athletics Communications will release news items concerning athletics matters or items pertaining to various sports, including staff changes, recruit announcements, awards and honors, and other items pertaining to athletics that don't fall within the scope of routine competition during the season schedule of a sport.

c. **Recruit Announcements:** Athletics Communications will release announcements of commitments by prospective student-athletes to attend Missouri State. Athletics Communications makes no distinction between scholarship and non-scholarship student-athletes in its release, so the completion of a National Letter of Intent is not necessary. If a student-athlete has committed to attend Missouri State and made application for admission to the University through the compliance department, his/her commitment to attend may be made public.

NOTE: Reporting or release by coaches or other team personnel of verbal or written commitments to attend Missouri State by a prospective student-athlete constitutes an NCAA violation. Similarly, coaches or other University personnel are expressly prohibited from helping to arrange or participate in any press conference or related function(s) to announce the commitment of a student-athlete to attend Missouri State. Providing of material by coaches to media personnel regarding a prospective student-athlete is also a violation. All material is to be directed to Athletics Communications and released through appropriate channels.

d. **Roster/Schedule Changes:** Athletics Communications maintains information on Missouri State student-athletes and teams and collects appropriate information from Missouri State opponents. If there are changes in squad composition, playing status of student-athletes, season schedule, or any other aspect of coverage, it is essential that the head coach convey those changes to Athletics Communications **as they occur**. Athletics Communications will then reach agreement with the head coach about what, if any, public disclosure of the information is to be made, but, at the very least, will correct the information used in publications or releases, or that which is provided to media or opponents.

d.1 Roster deletion: If a student-athlete is dropped from a squad, Athletics Communications needs immediately to be notified.

d.2 Roster addition: If a student-athlete is added to a squad, Athletics Communications needs immediately a completed yellow sheet plus the student-athlete's playing position and uniform number, when applicable.

d.3 Student-athlete Status: In matters regarding a student-athlete's change of status for competitive purposes, to include injury, illness, eligibility, redshirt status, disciplinary matters, squad dismissal, or other items, release will be made only upon agreement involving consent from appropriate administrator(s), coach(es), and, where applicable, athletic training personnel and the individual student-athlete.

d.4 Number changes: It is strongly recommended that season rosters with uniform numbers be structured to avoid having to change numbers as the season progresses. Rosters are distributed to many places, and it is not always possible to get all corrections dispensed uniformly and avoid the use of incorrect numbers for a competition.

d.5 Schedule changes: It is recognized that changes are inevitable on season schedules because of travel situations, weather, contractual situations and many other factors. Any change to the original schedule involving a time, date, opponent or place for a competition needs to be given to Athletics Communications immediately.

e. Outside Publications: Athletics Communications will provide material as requested to conference or national governing bodies for release, for inclusion in publications or for statistical compilation purposes, or to assist in the selection of Missouri State student-athletes for preseason, in-season or postseason honors.

2. Athletics Communications will arrange with Missouri State coaching staff members for the staffing and/or coach-assisted coverage of Missouri State competition at home and road sites.

a. Home Coverage: Athletics Communications will arrange for the appropriate reporting to media outlets of results of all competition hosted by Missouri State teams. This includes competition at designated Missouri State home sites or invitational or tournament competition in which teams

invited by Missouri State participate, even if Missouri State is not involved in each actual game or match. This involves staffing the competition by Athletics Communications staff and/or student personnel for the purpose of gathering and disseminating results to media, other school Athletics Communications personnel, appropriate conference outlets and the Missouri State athletics web site.

b. Road Coverage: When Missouri State teams participate away from Springfield in road or neutral site competition, Missouri State Athletics Communications personnel will make arrangements with the appropriate host institutions and Missouri State coach(es) regarding the reporting of results to Missouri State media outlets from that competition. Whenever possible, it will involve the receipt of results and other material from Athletics Communications personnel at the site of the competition. It may also necessarily involve the calling of results of competition back to Springfield and to Missouri State Athletics Communications. This becomes an integral part of the team's coverage and must be done as quickly as possible after conclusion of the competition to facilitate reporting by Springfield media outlets. To insure consistency of coverage by media outlets, it is essential that reporting be done for all competition, regardless of the outcome of an event.

c. Media Deadlines: Particular care should be taken for reporting of evening events when newspaper and television stations are approaching deadlines for print or air time with special attention given when events occur outside the Central Time Zone.

d. Road Staffing: Athletics Communications staff or student personnel will staff out-of-town Missouri State competition for the purpose of handling reporting requirements in accordance with guidelines established for each sport. It should be noted that funding for all travel costs incurred by Athletics Communications personnel to staff of out-of-town competition is the budgetary responsibility of the sport involved.

e. Team Travel Information: For sports in which Athletics Communications is involved in out-of-town coverage to staff competition, the head coach should provide Athletics Communications prior to the season with appropriate travel itinerary information (including dates and mode of travel and hotel name and phone number).

3. Athletics Communications is a liaison between Missouri State and media personnel for interviews and other issues between the media and Missouri State coaches and student-athletes. The philosophy is to establish an effective communication relationship between Missouri State coaches/student-athletes and the media wherein all parties operate in a

courteous, professional atmosphere for the purpose of assisting media coverage of Missouri State athletics.

a. Interviews: Athletics Communications will arrange all interviews between media personnel and Missouri State coaches or student-athletes. Athletics Communications will work with coaching staff personnel to establish a framework of interview availability times that provides minimal disruption to a coach's/team's normal daily or weekly practice or playing routine.

b. Interview Setup: Following home practice sessions and home competition and where media requirements dictate, Missouri State coaches and student-athletes should expect to be available for media interviews, within the structure of a framework established by Athletics Communications and communicated to the media and to Missouri State coaches. For road competition, the post-competition interview structure should be done to accommodate home team media personnel, where possible, working through the home SID. In arranging interviews, Athletics Communications will notify Missouri State student-athletes of the name/outlet of media personnel desiring interviews. Coaches and student-athletes may be asked to return calls to media personnel to complete the interview process.

c. Student-Athlete Phone Numbers: Athletics Communications, student-athletes, and coaches will not release phone numbers of Missouri State student-athletes for media use. It is recognized that student-athlete phone numbers may be available through directories, and student-athletes are not to accept any interviews that have not been arranged through Athletics Communications.

d. Game-Day Interviews: In general, Athletics Communications will refrain from setting up any interviews with Missouri State coaches or student-athletes on the day of competition prior to that competition.

e. Locker Rooms: At all home events, Missouri State locker room and training room facilities are closed to media personnel at all times. Coaches may be asked to assist in providing locker room security where necessary.

22.6 Event Staffing/Administration

Athletics Communications will establish with appropriate coaches/administrators those functions of event administration that fall into the information-gathering process. Athletics Communications will arrange to provide materials for maintaining results, taking statistics, or reproducing stats or other post game information, working with athletics or individual sport personnel where necessary

to coordinate these items. While specific items within each sport differ, event management functions related to tickets, crowd control, public address, event timing/scoreboard operation, game equipment and officiating are athletics functions to be arranged for by athletics or sport personnel.

22.7 Statistics and Records

1. Athletics Communications will collect and maintain event-by-event statistics as a team's competitive season progresses, and will compile cumulative statistics during and at the end of each sport's playing season. Statistics will be provided as required for conference and national governing bodies and their respective statistical services.
2. Athletics Communications will prepare and distribute a final season review, including final season cumulative statistics and game/match/meet results, at the end of the season for each Missouri State team. Copies will be made available to the head coach and will be posted on the appropriate sport page on the Missouri State athletics web site. The season review is the basis for historical record data maintained on each team.
3. Athletics Communications will maintain permanent records and archival material on all sports, to include final season stats and results, individual and team records, letter winner lists for men's and women's sports, photographs, postseason and tournament records, Hall of Fame material, honors and awards, and other historical information on Missouri State athletics.

22.8 Media Credentials

At Missouri State home events for which an admission price is charged, Athletics Communications will arrange for the preparation and distribution of credentials for accredited media representatives staffing the competition; and will, where necessary, provide an appropriate arrangement for the seating of media personnel at those events. The procedures for requesting and procuring these credentials will be published in Missouri State media guides. Athletics Communications will communicate to representatives of media outlets limitations on reporter/photographer coverage, and will also designate appropriate working areas for photographers. At all times these working conditions will conform to NCAA guidelines.

22.9 University Athletics Logo

The Missouri State athletics logo was adopted in August 2005, to provide a consistent look for the identification of all Missouri State athletics teams, maximize opportunities for revenue from merchandising sources, and heighten overall identification with Missouri State athletics on the part of the University's publics. The Director of Corporate Relations and Marketing oversees the development of contracts for commercial merchandising opportunities, and

Publications, Missouri State Printing Services and Athletics Communications maintain the logo for print, media and electronic usages. The University has registered the logos in all its forms to make it a licensed trademark, and it is essential that all athletics personnel are diligent in guarding against any unauthorized or improper use of the logo. Guidelines for print and merchandising use of the logo are available from the Vice President for University Advancement and in section 14 of this policy manual.

22.10 Radio/Television Broadcasting

1. When Missouri State and representatives from radio or television stations from Springfield or other locations contract for the broadcast/telecast of Missouri State athletics events, Athletics Communications will provide liaison with technical or reporting personnel from those stations in coordinating details of the broadcast. This may include:

- a. Providing working credentials for station administrative, on-air and technical personnel for home events
- b. Providing statistics/media guides on Missouri State and its opponent
- c. Providing prepared video on Missouri State student-athletes, coaches or the University through Missouri State Programming and Production
- d. Providing video headshots of Missouri State coaches/student-athletes through Missouri State Programming and Production
- e. Assisting in setting up broadcast areas and facilitating electrical/phone line arrangements for home events
- f. Assisting in the procurement of taped pre-game interviews with Missouri State coaches or student-athletes
- g. Providing of additional personnel hired by the station to facilitate the broadcast/telecast
- h. Billing the stations as appropriate for costs incurred during the broadcast/telecast

2. Approval for the radio broadcast of a Missouri State home event may be granted by the Athletics Communications Director. Approval for the television broadcast of a Missouri State home event may be granted only by the Director of Athletics.

3. Whenever possible, Missouri State will seek to arrange reciprocal use of telephone lines for radio broadcast purposes. When this is not possible, Missouri State may provide telephone lines for radio broadcast to out-of-town stations at a cost of \$100 per line.

22.11 Special Events

Athletics Communications will provide appropriate assistance for special Missouri State athletics events, such as Athletics Hall of Fame induction, participation in NCAA championships, major news events in intercollegiate athletics, *Bears Fund* functions such as the Missouri State Auction Benefiting Athletics, coaches' luncheons, postseason banquets or awards functions, other one-time or periodically recurring items, or items requested by athletics administrators or staff members.

22.12 High School Events

Various Missouri State athletics teams may be involved in hosting high school competition at Missouri State or at other Springfield-area sites. This competition may involve events for the Missouri State High School Activities Association (MSHSAA) or Missouri State invitational events. It is the responsibility of the coaches of the sport(s) involved to provide advance material/liaison to Athletics Communications to facilitate assistance with high school events.

23.0 The Achievement Center for Intercollegiate Athletics

The Achievement Center staff works as a team to monitor the academic progress of all Missouri State student-athletes. The staff maintains records which include majors, cumulative hours, GPA, progress toward a degree, registration, and other satisfactory progress standards.

The Achievement Center staff works with all 16 Missouri State athletics teams. They are responsible for monitoring changes to class schedules, changing/declaring a major, maintaining a minimum full-time enrollment and other requirements in compliance with NCAA regulations. The Achievement Center staff monitors every aspect of each student-athlete's academic progress toward a degree, and works closely with the Admissions Office, Office of the Registrar, academic advisors, coaches and Missouri State faculty/staff.

23.1 Study Hall

It is the responsibility of The Achievement Center staff to coordinate and monitor the athletics study hall. Each student-athlete has the opportunity to obtain study hall hours during the following times: Sunday 6:00 p.m. – 9:00 p.m.; Monday – Thursday 8:00 a.m. – 10:00 p.m.; Friday 8:00 a.m. – 3:00 p.m. The evening study hall sessions have tutors from various disciplines available. Additionally, each team will have a designated study hall time for their program. Student-athletes with poor academic performance, freshmen, transfers or those student-athletes that The Achievement Center staff and coaches feel could benefit are required to attend study hall. Attendance is recorded daily and reported to coaches weekly. A quiet environment is guaranteed by utilizing The Achievement Center in the Forsythe Athletics Center.

23.2 Progress Reports and Tutors

The Achievement Center staff provides help as needed to those student-athletes who seek help. The need for help is also determined by progress reports. Progress reports are requested from faculty on an as needed basis. These reports are then evaluated by The Achievement Center staff and coaches to determine the need for additional academic assistance.

Tutors in general subject areas (Mathematics, English, Natural Science, Social Sciences, Humanities, etc.) are available at the evening study hall sessions. If a student-athlete is in need of a specific tutor for a class, he or she may seek assistance from the tutor coordinator. The tutor coordinator will work with various departments on campus to find adequate tutor assistance for the student-athlete.

23.3 Weekly Academic Reports

The Achievement Center staff meets weekly with freshmen, transfer students, and those students with poor academic performance. Class progress, study habits, tutor needs and other academic concerns are covered in each meeting. A report for each student-athlete is given to the coaches weekly.

23.4 Academic Advising and Registration

The Achievement Center staff advises and monitors the progress of the student-athletes. The Achievement Center advises Undecided student-athletes on General Education courses. Once a major has been declared, that academic department will assign an advisor to the student-athlete. The student-athlete must meet with the academic advisor in the major to choose classes. The Achievement Center staff will check the proposed class schedule with practice and travel schedules. All registration must be completed through The Achievement Center except in very specific circumstances.

23.5 Missed Classes

All student-athletes are required to notify each instructor of absences due to a sports-related event. Student-athletes receive a travel letter and tentative travel schedule that is delivered to each instructor on the first day of classes. The student-athlete is responsible for making arrangements with his/her instructor BEFORE leaving on a team trip regarding missed assignments and exams.

24.0 Sports Medicine/Athletic Training

24.1 Athletic Health Care Team

St. John's Ambulance & Paramedic Service	885-2300
St. John's Hospital	885-2000
Taylor Health and Wellness Center	836-4000
St. John's Orthopedic Clinic	
Chris Farmer, MC, Team Physician	
Brian Mahaffey, MD, Team Physician	
Richard Seagrave, MD, Team Physician	
Scott McMurray, MD, Team Orthopedist	
Thomas Kelso, Team Orthopedist	
Victor Wilson, Team Orthopedist	
Drug Testing Service	800-286-4602
Boyce & Bynum	C- 849-0354
228 E Primrose St	P- 888-0160
Springfield, MO 65807	
Hammons Student Center Training Room	836-5033
Forsythe Athletics Center Training Room	836-5461
Jim Penkalski, Director	Office: 836-5461
Athletic Training Services	
Robin Meeks, Assistant Director	Office: 836-5461
Athletic Training Services	
Tyler Landgraf, Assistant Athletic Trainer	Office: 836-5461
Athletic Training Services	
Shannon Derricks, Assistant Athletic Trainer	Office: 836-5461
Athletic Training Services	
Steve Sawchak, Assistant Athletic Trainer	Office: 836-5461
Athletic Training Services	
Amy Luke, Assistant Athletic Trainer	Office: 836-5461
Athletic Training Services	
Mitch Hauschildt, Prevention, Physical, Performance and Rehabilitation Coordinator	Office: 836-5461

24.2 Summary of Sports Medicine Guidelines

24.2.a. Athletic Medical Eligibility

1. CLEARANCE TO PARTICIPATE

No student-athlete will be allowed to practice or compete (All practice players need to follow the same athletic medical requirements as regular student-athletes) with an intercollegiate athletics team until the following requirements are met:

A) Completion of the Athlete Information and Health Questionnaire

Prior to obtaining a physical, the athlete must complete and submit to Athletic Training Services the Athlete Information and Health Questionnaire. This form must be completed in full, which includes demographic, insurance and health information; and must be accompanied by all appropriate signatures.

B) Completion of the Athletic Physical

All athletes will be required to complete and pass a physical administered by a Missouri State University team physician.

- All athletic physical examinations will be arranged by Athletic Training Services according to a specific schedule, prearranged by Athletic Training Services.
- All student-athletes are required to have one athletics physical examination for each school year (including student-athletes who have finished eligibility but continue to practice with the team).
- The team physician will be the final authority regarding limitations that will exclude a student-athlete from participation.
- A physical clearance may be revoked at anytime, at the digression of a MSU team physician.

C) HIPPA Acknowledgement and HIPPA Form Signature

All athletes are required to sign a Release of Personal Health Information (HIPPA) form.

D) Official Notification of Clearance

Each coach will receive a physical examination clearance notification from Athletic Training Services. The athlete will have been advised and you will receive further notice of necessary follow up. If your athlete does not make a conscious effort to follow up as directed, the athletic trainer will be

requested by the Team Physician to take away the clearance card and therefore make your athlete ineligible to participate, practice and compete.

2. START DATES

Each sport is to submit their season's starting date (when first official practice begins) to the athletic trainer at the earlier possible time but at least one month before first practice.

3. TRY-OUTS

Any student wishing to try-out for an athletics team must complete a release and waiver of liability form. After the form is on file with the coach of that sport the student is allowed a one day try out. Student-athletes that are members of the squad are not allowed to be involved with the try out. If the student is accepted on the team, they must then complete an Athlete Information and Health Questionnaire, sign a Release of Information form, and complete a physical before they are allowed to practice or compete with the team.

4. ROSTER ADJUSTMENTS AND COMMUNICATION

For insurance, treatment and coverage purposes, the coach of each sport should submit an up-to-date roster of their squad to the athletic trainer indicating additions and deletions of squad membership whenever there are changes. If, the student has not completed the necessary participation requirements and is not on the current roster the student will not be considered a Missouri State athlete.

5. COMPLETION OF ELIGIBILITY/REMOVAL FROM ROSTER

Upon completion of eligibility, the student-athlete will be asked to sign an exit medical assessment acknowledgment form which states either they are able to complete activities of normal daily living without concern, or they are unable to function in activities of normal daily living. If they are unable to function normally, follow-up evaluations and testing will be scheduled. If an athlete fails to sign the exit medical assessment form, they will not be considered eligible for follow-up care through Missouri State University. All referrals paid by athletics will cease approximately one week past the last competition date. Any follow up expenses directed and approved by appropriate referral must be incurred within six months of the last date of attendance at Missouri State University. Athletic Training Services is not responsible for further care unless the student-athlete pursues medical attention through Athletic Training Services before leaving Missouri State.

If an athlete is removed from the roster for reasons other than eligibility limits, Athletic Training Services will not remove them from their medical roster list until official notification from the Athletic Compliance office is received.

24.2.b. Athletic Injury and Illness Procedures

1. For any expenses to be considered by Missouri State for athletic payment all athletic injuries must be directed to the athletic training room for evaluation first and not directly to other health care personnel and facilities. Any appointments with physicians, dentists, or other specialists will be made through the athletic trainers or personnel designated by the athletic trainers. **Medical expenses accumulated in any other manner are the responsibility of the student-athlete and/or his/her parents.**

2. When a student-athlete is injured, the athletic trainer will go to his/her aid as quickly as possible, evaluate the situation, and proceed with immediate care. The coach will be informed as quickly as possible regarding the student-athlete's health status and availability in that particular practice or event.

3. The NCAA Guideline 2H of the NCAA Sports Medicine Handbook on blood borne pathogens has been adopted as policy.

4. All therapeutic treatment in the athletic training room will be administered by the athletic training staff under the direction of the team physicians.

5. During a road trip without an athletic trainer present, the coach should refer to the emergency room of the nearest hospital if the situation is warranted. (The host team athletic trainer may be of some assistance.) Contact the Missouri State Athletic Trainer as soon as possible. (Numbers to call are listed on the first page.)

24.2.c. Athletic Training Room Policy

1. Sports in their primary competitive season will have priority in utilizing all services of the athletic training facilities and staff.

2. In cases where sports overlap, the sport being concluded will have priority.

3. All taping, bandaging, and injury care will be handled by a member of the ATS staff (special situations will be discussed percoach).

4. The athletic training room will be open for daily practice sessions and will remain open after practice as arranged with the athletic trainer. Any changes or scheduling within 24 hours may not be accommodated.
5. Therapy treatments will be scheduled at the discretion of the athletic trainers covering each sport. The student-athlete is expected to complete the home care program given to them as well as receive treatment before practice (i.e. heat packs, etc.) and after practice (i.e. evaluation, ice, etc.) as designated by the athletic trainer.
6. An athletic trainer will determine the type and duration of therapy to be given to the student-athlete, under the guidelines of a physician.
7. In order for Missouri State University to cover medical expenses, the injury must occur as a result of participation in or preparation for competition with their respective sport(s). Payment for medical expenses may also be considered for illnesses or conditions that precluded the athlete from participation or preparation. Only medical services that are arranged by Athletic Training Services, and performed within the MSU athletic medical network, will be eligible for coverage by MSU. Any medical expenses incurred in any other manner will be at the expense of the athlete and/or parents/guardians. All payments made for the medical healthcare of MSU athletes is at the discretion of the Director of Athletic Training Services and/or the Director of Athletics.
8. All treatment charges incurred by your student-athlete's will be billed directly to their insurance company. There will be no expense charges to the student-athlete or parent beyond the insurance company's payment.
9. The Missouri State University Intercollegiate Athletics Program has coverage which requires a student-athlete's insurance pay its limits initially in case of illnesses or injuries sustained during supervised practices or competitions. If the student athlete is not covered by personal health insurance, the University will render costs up to \$75,000 per injury. Coverage will be maintained for care on a preexisting condition, optometric and dental injuries, as NCAA regulation will allow. The University does provide a minimal catastrophic policy for expenses above \$75,000.

24.2.d. Travel and Game Policy

1. Athletic trainers traveling with intercollegiate teams will adhere to the dress code stipulated by the coach of the sport involved.
2. Two staff athletic trainers and a team physician will travel with the varsity football team on all road games.

3. We recommend a staff athletic trainer travel with the following teams: football, basketball, volleyball, baseball, soccer, field hockey and softball. However, heavy schedules and limited staff may make this impossible. At times, an athletic trainer will be sent where we feel the need is greatest, such as long road trips, tournaments, conference meets and when several student-athletes on the respective squads need special attention.

4. Coverage of athletic events by registered/certified athletic trainers will be based on the following criteria:

1. season status
2. collision or contact sport
3. sports with increased injury rates
4. by discretion of the Director of Athletic Training Services

5. We may not be able to travel with all teams, but we want to give the best service we can to all teams.

6. Tournament events with coverage clauses (specific statements in contract stating level of medical coverage) will be provided coverage as long as written notification of specific need is received by Athletic Training Services one month before the event.

24.2.e. Hazardous Field Conditions

1. As per the National Collegiate Athletic Association, coaches will evacuate the playing field when the time interval between the sighting of lightning and the sound of thunder is 30seconds and under.

2. Coaches may resume practice\playing 30 minutes after the last lightning strike or at the discretion of the athletictrainer\coach.

24.2.f. Athletic Training Staff- Coaching Staff Relationship

1. Prevention of injury is our prime concern. Any suggestions made to the coach from an athletic trainer as to how this may be accomplished are made in a constructive manner. We would appreciate your cooperation. We also appreciate suggestions toward areas of prevention.

2. Do not request drugs, medication, or ergogenic aids, which are, labeled so-called performance aids. As for our staff, there are no ergogenic aids that will enhance athletic performance other than the student-athlete's mental and physical capabilities balanced with good hydration and proper diet.

3. The athletic trainer has professional ethics and principles within which he/she must function; therefore, our decisions relate to these principles.

4. If a coach is not satisfied with the service being given student-athletes by the athletic training staff, direct displeasure to the athletic trainer, then the Director of Athletic Training Services. Most problems occur through a lack of communication.

5. All reasonable requests for athletic training coverage of special practices, vacation practices, or games not regularly scheduled should be made at least one week in advance to the athletic trainer. Due to other commitments, coverage cannot be guaranteed; however, we are interested in providing service to all teams and seek your cooperation to provide the attention your squad merits.

6. Please inform the athletic training staff of scheduled events and practices as soon as possible, especially changes. Schedule requests or changes within 24 hours may not be accommodated due to other staff commitments.

7. Student athletic trainers have strong backgrounds and interest in sports and the care of your student-athletes. However, they are not certified athletic trainers and should not be expected to serve in that manner. Have patience with them and they will become an important part of your team. They have restrictions which affect when and what they can do with your team.

8. The field of Athletic Training is an allied health field. It involves a great deal of academic and clinical background, along with the successful completion of a national board exam and a state licensure with the Board of Healing Arts. Please treat your Athletic Trainers as such professionals and understand that their role with your team is directly involved with the healthcare of your athletes. Any other ancillary role or task they may hold with your team is completely at their discretion.

As the Athletic Training Staff, we are extremely confident about our athletic medicine program and the type and extent of services that are available to our student-athletes. With your cooperation and patience we can continue a program in which we can take a great deal of pride in and be an example for other institutions of our caliber. The better communications we have, the greater our success.

24.3 Return to Play Policy

The Missouri State University Team Physician and/or Athletic Trainer, has the final authority in deciding if and when an injured student-athlete may

return to practice and/or competition. *A student-athlete's private physician does not have jurisdiction as to the participation status of the student-athlete.*

Any student-athlete seen by a physician other than the MSU Team Physician, must return to the athletic training room for follow-up and acquire final clearance prior to active participation status. If a student-athlete is under the care of a private physician for an injury or illness and the physician's treatment precludes or alters activity in intercollegiate athletics, the student-athlete must secure, **in writing**, a release to reinstate the student-athlete to full participation. No student-athlete will be allowed to return to participation until ATS has received a release from the private physician and the student-athlete is examined by a MSU Team Physician and cleared for participation.

24.4 Exclusions and Limitations

MSU Athletics Department's medical coverage **WILL NOT** apply to the situations indicated below. This list is not all-inclusive.

1. Injuries/illnesses that are not the direct result of intercollegiate athletics participation or preparation. All payments made for the medical healthcare of MSU athletes is at the discretion of the Director of Athletic Training Services and/or the Director of Athletics.
2. Experimental procedures.
3. Cosmetic surgery or procedures, unless directly related to an athletics injury.
4. Hospital room and board charges in excess of the semi-private room rate unless hospitalized in an intensive care unit.
5. Injuries/illnesses that are a result of intramural, club sports and recreational activities (non-intercollegiate activities).
6. Injuries/illnesses that are on-going or are recurrences of old injuries/illnesses which were sustained before participation in the intercollegiate sports program at MSU without prior physician clearance.
7. Any tests and/or consultations needed to gain approval for participation in the intercollegiate athletic program.
8. Expenses for athletic injuries incurred after completion of the student-athlete's intercollegiate athletic eligibility.
9. Medical expenses beyond the limitations and exclusions of, or not covered by the MSU Department of Athletics insurance policy.

The importance of having some form of personal health insurance coverage cannot be overemphasized. Medical bills resulting from the aforementioned activities will be submitted to the student-athlete's primary medical insurance. *Any unpaid balances are the responsibility of the student-athlete and/or the student-athlete's parent(s)/guardian(s).*

24.5 Over-the-Counter Medication Procedures

All over-the-counter (OTC) medications will be stored in a locked room within all Athletic Training facilities. Only Athletic Trainers and MSU Team Physicians will be permitted to access the medication supply. All medications given to student-athletes must be entered into the Med Log computer program.

24.6 Contact Lens Policy

Student-athletes in need of an eye exam/contact lenses during the student-athlete's competitive in season will be referred to a doctor or OD by an MSU Athletic Trainer. If applicable, student-athletes will receive a six-month supply of contact lenses. One (1) pair of lenses will be kept by the student-athlete's Certified Athletic Trainer in case of an emergency. Student-athletes may not:

- * Schedule an appointment without prior authorization and the proper referral from an MSU athletic trainer;
- * Receive colored and/or novelty contact lenses;
- * Receive glasses/sunglasses in lieu of contact lenses; and/or
- * Receive more than a six-month supply of contact lenses at any one time.

Student-athletes wishing to receive contact lenses during their off-season/non-competitive in-season must pay for the lenses themselves.

24.7 Dental Care

Custom molded mouthpieces are made available to be fitted for student-athletes participating in high-risk sports (e.g. football, soccer, basketball, field hockey, etc.) and other student-athletes who express a desire for them.

Missouri will assume financial responsibility for dental care resulting from the direct participation in the intercollegiate athletics program as approved by the Director of Athletics according to NCAA regulations. As with other injuries, this insurance is SECONDARY to, or in excess of, personal family medical insurance coverage.

The Missouri State medical insurance program WILL NOT pay for general dental treatment (e.g. cleaning of teeth, treatment of cavities, etc.). In addition, **Missouri State and its medical and catastrophic insurance program WILL NOT**

assume financial responsibility for dental injuries, head and facial injuries, and/or mild traumatic brain injuries (concussions) if the student-athlete is not properly wearing his/her mouthpiece at the time of injury. Medical bills associated with such injuries will be the sole responsibility of the student-athlete and/or his/her parent(s)/guardian(s).

24.8 Non-Sport Related Injury/Illness Procedure

MSU Athletics Department may assume financial responsibility for injuries and illnesses that are not directly related to participation in the intercollegiate athletics program (e.g. colds, cough, flu, etc.) at the discretion of the Director of ATS. Such injuries and/or illnesses must be serious enough to preclude the student-athlete's participation in his/her sport, and deemed to be potentially detrimental to the athletes' long term health and ability to participate.

24.9 Transportation Of Student-Athletes Policy

Although the MSU Athletic Training Staff will make every reasonable effort to arrange transportation and/or accompany student-athletes to doctor's appointments, diagnostic tests, surgeries, etc., this may not be possible in all situations and **it is not the responsibility of the MSU Athletic Training Staff to use personal transportation to transport a student-athlete.** Therefore, the policy of the Missouri State University Athletic Training Staff with regards to the transportation of student-athletes to doctor's appointments, diagnostic tests, surgeries, etc. will be:

- MSU athletic training students are not to transport student-athletes under any circumstances.
- MSU athletic training students wishing to accompany student-athletes for educational purposes may ride as passengers.
- If the student-athlete has a viable means of transportation, he/she will be responsible for his/her own transportation to and from the appointment.
- If a student-athlete does not have a viable means of transportation and/or is not able to drive due to an injury/illness, a MSU staff athletic trainer will make every effort to transport the student-athlete in the most timely manner.
- Due to the time sensitive nature of some appointments and restrictions in an athletic trainer's availability, members of the coaching staff may be asked to assist with the transportation of student-athletes.

24.10 Physicians Referrals/Consultations

MSU has fostered positive relationships with many medical providers in the Springfield area who have consistently provided high quality service to MSU

student-athletes. The MSU Athletic Medical Network is made up of Taylor Health Center, St. Johns Hospital and other medical specialist in the Springfield area. Members of the Missouri State Athletic Training Services Department will refer student-athletes to these providers, unless extenuating circumstances necessitate a different provider.

All student-athletes must be seen and evaluated by a MSU Athletic Trainer before a referral to a physician will be made. A MSU Athletic Trainer must authorize and properly refer all student-athletes to see a physician or medical consultant, and/or for a diagnostic test. **If a student-athlete decides to see a physician/medical consultant, and/or undergo a diagnostic test WITHOUT prior written authorization/ referral from a member of the Missouri State ATS, the student-athlete and/or the student-athlete's parent(s)/guardian(s) will be financially responsible for any and all medical bills incurred, and second opinions are at the expense of the student-athlete or parent(s)/guardian(s).**

24.11 Medical Second Opinions

If a student-athlete and/or his/her parent(s)/guardian(s) desire a second opinion on an injury/illness, a MSU Athletic Trainer may make arrangements for the second opinion with a physician from a vast network within the Springfield, MO area. **If a student-athlete decides to see a physician/medical consultant, and/or undergo a diagnostic test WITHOUT prior written authorization/referral from a member of the MSU Athletic Training Services Department, the student-athlete and/or the student-athlete's parent(s)/guardian(s) will be financially responsible for any and all medical bills incurred, and second opinions are at the expense of the student-athlete or parent(s)/guardian(s).**

24.12 Missed Doctor's Appointment Policy

Student-athletes who are late and/or fail to appear for scheduled appointments with the team physician, medical consultants, and/or diagnostic tests procedures, will be financially responsible for any and all charges resulting from the missed appointment. Please understand that this does include missed physical, even though they are done on campus (per the policy of St. Johns). In addition, the student-athlete will be responsible for rescheduling the appointment and providing his/her own transportation.

24.13 Insurance Policy Changes

The MSU ATS Department must receive changes to any health insurance policy as soon as they occur. If proper notification is not received, the MSU Athletics Department will not be responsible for any delays in payment, collection notices, credit reports, etc. that occurs. If a cancellation of a policy occurs without proper

notification, all bills incurred during that period will be the responsibility of the student-athlete and/or his/her parent(s)/guardian(s).

24.14 Restricted Insurance Policies Per Providers

If a student-athlete's primary insurance is a restricted insurance policy with designated providers (i.e., HMO), the MSU ATS Department strongly encourages the student-athlete and/or his/her parent(s)/guardian(s) to change the primary care physician (PCP) to a MSU Team Physician or to a local physician. This will allow the student-athlete to have a network of physicians in the Springfield, MO area, as well as better access to care. A MSU Athletic Trainer can assist in this process.

24.15 Compliance With Insurance Company Requests

It is the student-athlete's and his/her parent(s)/guardian(s) responsibility to understand the conditions that apply to their policy and comply with any requests for information, etc. from the primary insurance company. Any delinquent bills resulting in bad credit due to non-compliance with insurance company requests will be the responsibility of the student-athlete and/or his/her parent(s)/guardian(s).

In the event that a student-athlete and/or his/her parent(s)/guardian(s) receives payment/reimbursement directly from their insurance company for an athletic-related injury/illness claims, **until such time as the provider receives payment, the full account balance becomes the responsibility of the student-athlete and/or his/her parent(s)/guardian(s).**

24.16 Medical Bills

When the student-athlete or parent receives a bill/statement for an injury/illness that occurred as a direct result of participation in intercollegiate athletics at MSU, the student-athlete or parent(s)/guardian(s) must submit the bill/(CMS 1500) to his/her Athletic Trainer within **20 business days** of receipt. Bills received after 20 business days will be the responsibility of the student-athlete and/or the student-athlete's parent(s)/guardian(s). Submit all correspondence to:

MSU Athletic Training Services
Attn: Director
901 S. National Avenue
Springfield, MO 65897
Office: (417) 836-5461 Fax: (417) 836-6101

24.17 Emergency Procedures

These general emergency procedures should be followed in all situations unless instructed otherwise by a Certified Athletic Trainer or other medical personnel. Site specific emergency plans are also available.

Home Events:

1. Know the location of the nearest phone available for the athletics event you are working. This may change with each practice/event.
2. Know the appropriate building/field numbers for information to be given during the 911/ambulance call. This number will help the ambulance locate the area needed. (Numbers attached).
3. Know the location and usage of all emergency equipment.

Procedure:

1. Stabilize the student-athlete, assess the nature and severity of the injury.
2. Determine the need of medical support. If an **emergency** situation has occurred, stay with the student-athlete, provide care as needed, and have someone call EMS/911 or St. John's ambulance (820-2300). The following information should be given to 911:
 - state who they are, phone calling from.
 - where an ambulance is needed, where to enter (the field or building number.)
 - nature/severity of the injury.
 - what first aid care is being given.
 - hang up the phone after the dispatcher
 - have someone meet the ambulance and direct them to the injured student-athlete.
 - send for the ATC in charge of that sport, or the closest ATC.
 - contact an orthopedist (Seagrave, Wilson) if needed.
3. If the situation is not an emergency:
 - determine the nature/ severity of the injury.
 - provide any first aid measures needed.
 - determine mode of transporting the student-athlete off the playing surface and remove to the nearest athletic training area.
 - send for the ATC in charge of the sport. (If unavailable send for the nearest ATC)
 - write SOAP note and deliver to ATC
 - schedule student-athlete for treatment if needed.

AWAY EVENTS:

1. Check with ATC for courtesy letter from the host athletic trainer.

2. Check with host athletic trainer or look yourself for the nearest location of phones. Know (ask) phone numbers for emergency assistance.
3. If any injury occurs that requires medical assistance, ask for assistance from the host athletic trainer, follow their procedures/protocol for handling emergencies. If a host athletic trainer is not available:
 - determine nature/severity of the injury
 - provide appropriate first aid measures as needed
 - send someone to call 911/EMS/ambulance
 - location where help is needed
 - what first aid is being provided
 - nature of injury
 - let dispatch hang up first
 - have someone meet and direct the ambulance to the injured student-athlete.
 - contact the ATC in charge of that sport as soon as possible.
 - contact the parents if serious (the ATC may contact the parents).
 - inform the coach of condition of the student-athlete.
4. If an injury occurs during an event and it requires medical assistance, you may not be able to leave the sporting event, but be sure to send someone from the team, coach, etc. with the student-athlete to the hospital.
5. If x-rays are taken ask for a copy especially if a fracture is noted.
6. If an injury occurs that does not require medical assistance:
 - provide first aid care as needed
 - ask for crutches/immobilizer as needed if you did not carry with you.
 - inform the ATC with that sport upon return to campus.
 - write SOAP and put in ATC box or in the SOAP/Report box
 - schedule student-athlete for treatment
 - inform the coach on what is happening /seriousness of injury.

24.18 Building Numbers For Ambulance

Plaster Sports Complex-	#49 , enter on the southwest side
McDonald Arena-	#36 , enter on the northwest side, will need go through men's locker room.
Forsythe-	#18 , enter on the northwest side.
Intramural Field-	#27 , enter off east side off John Q. Hammons Parkway.

Soccer Fields-	#54 , enter off Holland Street
Hammons Student Center-	#24 , for main arena, enter at the ramp northeast entrance for the upper level courts, enter at the ticket office entrance
Softball field-	#52 , enter off Harrison Street in right field
Taylor Health Center	#58 , enter east side from parking lot

24.19 Emergency Equipment

1. Maroon Emergency Bags: airways, bite stick, CPR mask
 Am-be bag, suture kit, save-a-tooth, V-vac,
 staple gun, neck collar, gloves portable
 oxygen blood pressure cuff, stethoscope
2. Splints: Vacuum splints
 Hare Traction
3. Crutches/Canes
4. Stretchers: Scoop stretcher
5. Knee immobilizers

25.0 Strength and Conditioning

Missouri State sports teams utilize two facilities for strength training and conditioning. The primary weight training facility is at Plaster Sports Complex on the second level. Hours are from 5:00 a.m. – 6:00 p.m. Coaches should work with the Head Strength Coach prior to each semester to schedule time for teams to use the facilities.

Additionally, there is a strength training facility, Turner Weight Room, located in Hammons Student Center on the main level. Permission to use this facility must be obtained from the Head Strength Coach. This facility is for use by men's and women's basketball with other sports using the facility as needed.

25.1 Scheduling

All coaches must designate a scheduled day(s) and time(s) for their team to train within the Plaster Weight Room or the Turner Weight Room. This safely brings about order and discipline within the weight room for the athletes and the strength staff, as well as reinforcing team values and cohesion among the athletes. Scheduling will be done **before** the semester begins, usually two to four weeks prior to the beginning of classes. The strength & conditioning staff will work with each coaching staff to schedule a workout time for your team. We will attempt as much as possible to schedule only one team in the weight room each hour. There will be some exceptions made due to roster size which will be addressed at the time of scheduling.

Out of season teams may schedule as much as one hour each day, up to four days per week. In- season teams may schedule as much as one hour each day, up to two days per week. Note that there are 16 sports trying to utilize the facility. We may have to compromise slightly when scheduling time in the weight room to accommodate everyone.

Please note: Any teams wanting to schedule lifting times before or after regular weight room hours must get approval from the athletic training staff and the strength & conditioning staff because no workouts will be conducted without an athletic trainer being available to ensure the safety of the athletes.

25.2 Student-Athlete Attendance

All athletes are expected to make the scheduled time for their sport. It is in the best interest of the student- athlete to attend all workouts to receive proper instruction, supervision and prescribed training effect from the workout. Those student- athletes who do not attend their scheduled workout will be reported to the sport coach. Those student- athletes who can not attend the scheduled workout time due to class conflicts will be rescheduled as best as possible. Recurring,

unexcused absences will result in the athlete's removal from workouts. Please inform your athletes that the facilities use is a privilege.

Excused absences, such as illness, injury as diagnosed by Missouri State team doctors or athletic trainers, family emergencies, etc. should be reported to the sport coach and strength & conditioning coaches immediately. All efforts will be made to assist these athletes in making up missed workouts when proper notice is given.

All sport coaches are encouraged to observe their athletes while in the weight room.

25.3 Testing: Pre and Post

Athletes will be tested in various strength and skill components directly related to athletic ability within the first one to two weeks of training. These tests will be determined by the strength & conditioning staff with the sport coach's approval. After the training cycle, usually lasting the duration of the semester, the athletes will then be retested in the same components. The results of the pre and post- tests will be compared and contrasted. All test results will be made available to the sport coach as well as the athletes. The pre and post test results are used to ensure that the workouts are generating positive results (athletes getting stronger, faster, more flexible, etc.) as well as noting those athletes who are exceptional workers and those who need extra work.

25.4 Workout Design and Implementation

The strength & conditioning staff will design the student-athlete workouts based upon input provided by the sport coach and the University athletic training and medical staffs.

25.5 Rules and Guidelines

1. Prior to participation, athletes must get a medical check- up from the sports medicine staff.
2. Prior to participation, all athletes will be informed of the common risks involved in strength training, the proper execution of exercises, & the possible consequences if proper technique is not employed.
3. Athletes will have a prescribed workout card and are to follow it as it is written.
4. If an athlete has an injury that inhibits the completion of the prescribed workout the athlete will be instructed as to the modifications to be made to their workout by the athletic training and the strength and conditioning staffs.

5. Athletes are required to use collars on all bars.
6. No one should perform squat exercises outside the rack or platform.
7. Bumper plates must be used on all platforms for power oriented exercises.
8. Athletes should return all equipment to proper storage racks & areas when they have completed the assigned exercises.
9. Athletes should show respect to the facility and those using the facility at all times.
10. The weight room requires concentration at all times. Horseplay, loud or offensive language, or temper tantrums are not permitted.
11. The staff offices and phones are off limits unless permission is given to use them.
12. Athletes should wear proper attire at all times: Missouri State issued workout clothing and athletic foot wear.
13. Athletes should use spotters at all times for structural exercises.
14. Athletes should immediately report any facility injury, or facility or equipment irregularity to a strength coach.
15. Tobacco, food, gum, glass bottles, cans, alcohol, drugs, and banned substances are not allowed in the lifting facility. Plastic water bottles are acceptable.
16. Jewelry such as loose necklaces, bracelets, hanging earrings, rings, watches, iPods, or personal headphones should not be worn.
17. Athletes should minimize chalk on the floor.
18. Athletic Department personnel can use the facilities for personal workouts as long as they do not interfere with the needs of the student- athletes.
19. The strength & conditioning staff has the authority over all weight room equipment and conduct, and may expel an athlete from the facility for failure to follow instructions.

26.0 Student-Athlete Recognition

The following academic and letter awards are available to student-athletes in recognition of their outstanding academic and athletic performance:

Departmental

Scholar-Athlete Award Honorable Mention

Criteria: Minimum 3.0-3.49 cumulative GPA (4.0 scale)

Participation in athletics

Scholar-Athlete Award

Criteria: Minimum 3.5-4.0 cumulative GPA (4.0 scale)

Participation in athletics

Athletic Director's Academic Excellence

Criteria: Minimum 3.8-4.0 cumulative GPA (4.0 scale) (Seniors Only)

Participation in athletics

Women's Sports

Dr. Mary Jo Wynn Senior Female Scholar-Athlete Award

Criteria: Graduating senior with the highest cumulative GPA (Fall, Spring,

Summer graduate in the academic year).

Participation in athletics

Female Athlete of the Year

Criteria: Nominated by her coach

Based on outstanding athletic performance during the current academic year. Voted upon by women's head coaches and senior athletics staff.

Men's Sports

Virgil Cheek Athletic Achievement

Criteria: This award has been given annually since 1955 at MSU to the graduating senior male athlete best demonstrating high qualities in scholarship, character, attendance, and leadership in addition to athletic performance. It is given in recognition of Virgil Cheek, a long-time MSU business faculty member and Faculty Athletics Representative. The selection is made by the head coaches of all men's teams.

Letter Awards

- * First-year letter, whether a freshman, sophomore, junior, or senior, will receive a letter jacket with letter.
- * First-year letter as a transfer student receives a letter jacket and letter.

27.0 Squad Size Limitations/Walk-on Policy

It has been an increasing challenge for Missouri State to maintain opportunities for men and women student-athletes in 16 sports. The costs for travel, tuition and fees and other items has escalated at a time when revenues are not increasing at the same level and, in some cases, are flat.

To further adhere to the institution's commitment to both offer greatest number of opportunities possible within financial constraints and be in compliance with Title IX, Missouri State developed a roster management plan to be effective for each academic year. Each sports program has a target number of participants that must be met on an annual basis. Women's sport coaches are charged with encouraging more walk-on participants, while men's sports coaches are asked to more closely monitor the number of walk-ons.

A copy of the try-out policy for walk-ons and the roster management plan follows. As mandated by the Missouri State Gender Equity Management Plan, participation numbers will be evaluated on an annual basis by the Equal Opportunity Office, Associate AD/SWA and the Intercollegiate Athletics Committee.

27.1 Release and Waiver of Liability

Missouri State University

Intercollegiate Athletics Try-Out

The undersigned, being the age of 18 or above, desires to participate in the intercollegiate athletics try-out for the _____ team, which will involve physical exertion and physical contact, possibly in hot and extreme conditions. I realize that these activities are potentially hazardous. I should not attempt the try-out unless I am medically able and properly trained, which I represent myself to be. I assume all risks associated with the try-out, including but not limited to, extreme physical exertion, falls, bodily injury due to physical contact, the effects of weather including high heat and/or humidity, all such risks being known and appreciated by me. I attest that I am physically fit and sufficiently trained to participate in this try-out. I understand that my participation in the try-out at Missouri State University is entirely voluntary on my part.

The undersigned understands that his/her participation in the activities are not covered by University-provided insurance. Knowing the risks, and in consideration of being permitted to participate in the try-out, I for myself and my personal representatives, heirs and assigns, do hereby hold harmless and release, waive, discharge and covenant not to sue the Board of Governors of Missouri State University, Missouri State University, its Board members, officers and employees (hereinafter collectively referred to as "Missouri State") from any and all claims or liability on account of death or injury to person or property of the undersigned of any kind of nature whatsoever arising out of, or in any way connected with, the negligence or carelessness on the part of Missouri State or any third person, whether foreseen or unforeseen, known or unknown.

The undersigned hereby expressly agrees that this release and waiver is intended to be as broad and inclusive as permitted by the laws of the State of Missouri and that if any portion hereof is held invalid, it is agreed that the balance, notwithstanding, continue in full legal force and effect.

The undersigned further states that he/she has carefully read the foregoing Release and Waiver of Liability, knows the contents thereof, and has agreed to sign this Release and Waiver of Liability as his/her own free act and deed.

Date

Undersigned – Print Name

Signature

27.2 Gender Equity Management Plan

Missouri State University

as of 8/1/09

Intercollegiate Athletics Participation Figures

	06-07	07-08	08-09	09-10		NCAA Avg.	MSU Target	MSU CENSUS DATA
Men								
Unallocated Total	195	194	196	195		204	195	6017
Percentage	45.3%	44.9%	45.5%	45.9%		48.3%	44.2%	44.2%
Women								
Total	235	238	235	230		218	246	7601
Percentage	54.7%	55.1%	54.5%	54.1%		51.7%	55.8%	55.8%
G-Total	430	432	431	425		422	441	13,619

Information compiled from Missouri State squad lists and eligibility forms.

28.0 Student-Athlete Financial Assistance

Coaches are responsible for initiating the process for awarding athletics financial assistance. Department secretaries have all necessary forms for completing financial aid agreements and National Letters of Intent. Coaches should give adequate notice to the secretary so that all proper signatures may be obtained in a timely fashion.

Coaches should encourage their student-athletes who might qualify for academic or outside scholarships to do so as early as possible. This can assist in the recruiting process and often save the department money.

Financial aid agreements must be completed for all student athletes for one full year; this includes fifth year, summer school and medicals. It is critical that the request forms be completed properly to insure the correct awarding of financial aid

28.1 Summer

Limited resources are available for athletics grant-in-aids for summer school use. Coaches should communicate with their student-athletes and coordinate summer school requests with their supervising administrator by April 1 of each spring semester. All requests should go through the head coach. All requests will be evaluated and granted as funds are available. Approval will be granted by the Associate Director of Athletics/SWA.

28.2 Degree Completion (Fifth Year) Aid

Limited resources are available for fifth year student-athletes who have exhausted their eligibility. Those student-athletes requesting fifth year aid must meet NCAA satisfactory progress requirements and be within 30 semester hours of graduation. Requests for fifth year aid must be made to the supervising athletics administrator and ultimately approved by the Associate Director of Athletics/SWA.

28.3 NCAA Special Assistance Fund

The NCAA allocates money each year to assist Division I student-athletes with special funding needs. Student-athletes seeking these funds meet certain criteria. Student-athletes who receive Pell grants and those on full grants-in-aid with unmet financial need are eligible for NCAA Special Assistance Fund. Requests for use of this fund must be requested either by the head coach or a member of the athletics training staff to the supervising administrator. The fund is administered by the Missouri Valley Conference Office. Guidelines for this fund are found in the appendix of this document.

28.4 Awarding of an Athletic Scholarship

The head coach must complete an athletics information sheet (see appendix) Once the form is completed the coach will submit the Assistant AD for Compliance who will insure that all information is correct. Once the form is approved, a financial aid agreement will be completed along with an National Letter of Intent, if applicable. Once the contract and NLI are completed, appropriate signatures are obtained before being provided to the student athlete.

28.5 National Letter of Intent

The NCAA eligibility manages the daily operations of the NLI program.

The NLI is a voluntary program with regard to both institutions and student athletes. No prospective student athlete or parent is required to sign a National Letter of Intent, and no institution is required to join the program.

By signing the NLI, a prospective student athlete agrees to attend the designated college or university for one academic year. Pursuant to the terms of the NLI program, participating institutions agree to provide athletics financial aid for one academic year to the student athlete, provided he/she is admitted to the institution and is eligible for financial aid under NCAA rules. An important provision of the NLI is a recruiting prohibition once the student athlete signs a Letter of Intent.

Please contact the Office of Athletics Compliance for further clarification, rules or a copy of the NLI. A copy of the NLI can be found in the appendix of this document.

28.6 Non-Renewal or Reduction of Athletic Financial Aid

Missouri State University Intercollegiate Athletics
Policy Regarding the Non-Renewal or Reduction of Athletics Financial Aid

Missouri State University is committed to conducting its intercollegiate athletics program in a manner that will enhance the physical and educational welfare of all student-athletes. All student-athletes will be treated fairly and equitably.

Pursuant to NCAA legislation (Bylaw 15), athletics financial assistance is awarded by the Missouri State Office of Financial Aid, upon the recommendation of the Head Coach and Director of Athletics. All student-athletes are required to sign a Financial Aid Agreement that outlines the terms and conditions of the athletics financial assistance to be awarded. Athletics financial aid may be offered for a maximum of one year at a time and is renewable. More specific terms and conditions are outlined within the Financial Aid Agreement.

The University is required to advise a student-athlete if his/her athletics financial aid will not be renewed for the upcoming year. This notification must also take place if the amount of a student-athlete's athletics financial aid will be reduced for

the upcoming year. Notification of such decisions must occur by July 1 annually. If the student-athlete does not agree with a decision, he/she may appeal to the Director of Financial Aid. Appeal procedures are the same for student-athletes as for all students appealing the non renewal or reduction of any type of financial assistance awarded by the University. Appeal procedures will be outlined to the student-athlete in a letter from the Director of Financial Aid.

Per NCAA Bylaw 15, athletics financial aid may be reduced or cancelled during the period of the award if the student-athlete quits the team, renders him or herself academically ineligible for competition, fraudulently misrepresents any information on an application, letter of intent or financial aid agreement, engages in serious misconduct warranting substantial disciplinary penalty, or voluntarily withdraws from a sports at any time for personal reasons. The notification and appeal procedures are the same as outlined above.

28.7 Reduction/Cancellation of Athletic Financial Aid

Sport:_____

Coach:_____

Student:_____

SS#_____

_____ **cancellation of athletics financial aid**

effective date_____

_____ **reduction of athletics financial aid**

specific amount of reduction_____

explanation_____

effective date_____

Date when this was discussed with student_____

Who discussed with the student_____

Address to which letter should be mailed_____

Signature of Coach_____ **Date**_____

Signature of Supervising Administrator_____

29.0 Student-Athlete Academic Policies

The intercollegiate athletics program strictly adheres to all rules and regulations regarding student-athlete initial and continuing eligibility. The following Missouri State policies are designed to enhance NCAA rules and must be followed by all student-athletes in order to represent the institution in intercollegiate competition.

29.1 Recruitment of Student-Athletes

All coaches are reminded to be aware that Missouri State has a selective admissions policy, one that requires a specific high school core curriculum and a selection index which is based upon the sum of the student's class rank percentile and ACT or SAT percentile. Those requirements are considerably higher than the minimum standards established by the NCAA. Naturally, we would prefer to have all recruited student-athletes meet the Missouri State minimum standards for admission. In the event that a prospective student-athlete is unable to meet Missouri State institutional requirements, there is a policy in place to request through the Admission Committee, an exception to the policy.

Prospective student-athletes who do not meet normal admissions requirements must complete a supplemental application form that is then submitted for review by the appeals committee.

29.2 Admission of Student-Athletes

It is always necessary to have potential transfer students complete an application for admission immediately. It is also prudent for the coach involved to secure from the student an unofficial transcript of the student's course work or have an official transcript sent directly to the Admissions Office (they will need official transcripts sent from all schools attended to officially gain admission). These transcripts can be evaluated in order to obtain a better "picture" of what courses will transfer.

It is important to make sure applications are completed and sent to the Admissions Office along with transcripts (official or unofficial) as soon as possible. If this is accomplished and the student has the required grade point average, then the admission process is quite simple. If a problem is encountered, coaches should go through their supervising administrator to seek resolution. No coaching staff member should be directly contacting Admissions Office personnel, Vice Presidents or Department Heads regarding exceptions to the admissions policy.

From time to time student-athletes make late application to the university, particularly transfer students. This should be avoided when at all possible, but when it does occur a student-athlete must make application for admission no later than the last day of the first week of classes (the fifth day of classes of the

respective semester of enrollment). Not only must the student be admitted by this date, but he/she must be registered for classes. If a prospective student-athlete application is not on file in the Admissions Office by the required date, the student-athlete will not be admitted for that particular semester.

29.3 Missed Class Policy

Athletics schedules will be developed so as to minimize the number of classes a student-athlete must miss, while also satisfying Missouri Valley Conference, Mid American Conference (MAC), and National Collegiate Athletic Association (NCAA) competition requirements. In this regard, regular season schedules will be developed with consideration for any post-season competition timetables to further insure that student-athletes will miss as few classes as possible. The Associate Directors of Athletics will review each sports schedule well in advance of the competitive season and make any necessary adjustments.

Every reasonable effort will be made by University representatives to influence scheduling of athletics events so that they do not conflict with the final examination period. Scheduling of off-campus competitive events is strongly discouraged on Saturday and Sunday during the final examination period that concludes a semester. With exception of conference post-season and NCAA championship events, there shall be no scheduled competition from Monday through Thursday noon of the final examination period. Any exception to this policy must be approved by the chairperson of the Intercollegiate Athletics Committee.

Student-athletes will take into consideration their practice and competition obligations when scheduling classes in order to minimize class absences. Further, student-athletes who will miss class due competition in intercollegiate athletics will provide advance notice of absences to their instructors and assume full responsibility for academic material covered and assignments made during absences. Coaches will make every effort to schedule photograph sessions, media interviews, athletic training requirements, physical therapy, and other sports related activities outside of the usual day time class periods.

Each semester the Director of Athletics or Associate Directors of Athletics will review the estimated number of missed classes for each sport with the Faculty Athletic Representative and the members of the Intercollegiate Athletics Committee (IAC).

This policy is intended to guide the scheduling of athletics competition and does not in any way alter or supersede the policies or requirements of instructors of classes in which student-athletes are enrolled.

This policy is intended to guide the scheduling of athletics competition and does not in any way alter or supersede the policies or requirements of instructors of classes in which student-athletes are enrolled.

If a student-athlete misses a class(es) that are not due to competition, the student-athletes may be subjected to the following sanctions:

First absence: Student-athlete will be required to meet with the Sports Administrator and Head Coach and a written notice will be provided to the student-athlete.

Missing 5% of class meeting times: Student athlete required to meet with the Sports Administrator and Head Coach. Student athlete will be provided written notice in which subsequent absences will result in additional penalties such as suspension from competition, account charged for class, scholarship reduction, etc. The student athlete is suspended from practice as determined by the head coach and sports administrator.

Missing 10% of class meeting times: Student athlete required to meet with the Sports Administrator and Head Coach. Student athlete will not be permitted to practice and will be suspended from 10% of remaining competition or next competition, whichever is greater. Student athlete required to meet with the Head Coach and the Associate Director of Athletics. Additional absences could result in financial aid reduction, charge of class, etc.

Each subsequent missed class after missing 10%: Student athlete required to meet with the Director of Athletics, Sports Administrator and Head Coach. Student athlete will not be permitted to practice and will be suspended from 20% of remaining competition or next 2 competitions, whichever is greater. Student will be notified in writing of suspension and (whatever additional sanctions are imposed – repaying of class, suspension for remainder of year, whatever it may be).

Time missed for practice and/or competition due to these sanctions may not be served in the Achievement Center.

29.4 Continuing Eligibility Policy

The NCAA Academic Requirements are checked and the student-athlete's eligibility is certified prior to the beginning of the fall semester. Once certified, the student-athlete is eligible for the entire academic year, with certain exceptions noted in the individual requirements listed below. If a student-athlete is not eligible for competition at the beginning of the fall semester, he/she can be certified eligible at the end of the fall semester if he/she meets the requirements at that time.

A student-athlete must be enrolled as a full-time student to be eligible for practice and competition in any given semester. At Missouri State, full-time status is set at a minimum of 12 hours. However, if a student-athlete is in his/her final semester before graduation, he/she is only required to enroll in the classes needed to fulfill the remaining degree requirements. In this situation, the degree audit is checked multiple times to ensure that no requirements are overlooked.

29.4.a. 6-Hour Rule

A student-athlete must pass a minimum of 6 hours each semester to maintain eligibility for the next semester. For example, if a student-athlete only passes 5 hours in the fall semester, he/she is not eligible for competition during the following spring semester. The same holds true for a spring semester going into the next fall semester. Hours from summer school cannot be used to meet this requirement. Intersession hours also cannot be used toward the total of 6 hours. This rule is an exception to certification for the entire academic year.

Seniors who are exhausting eligibility must pass a minimum of 6 hours during the regular semester to be eligible for any post-season competition that occurs after the end of that season.

Missouri State has added to this rule, stating that all student-athletes must pass a minimum of 6 hours each semester to be eligible to participate in any competition after a conference championship that occurs after the end of the semester. This means that student-athletes in those sports with NCAA championship competition that occurs after the end of one of our semesters will be ruled ineligible to participate if they have not passed at least 6 credit hours in the semester preceding the competition.

29.4.b. 24-Hour Rule

A student-athlete must pass a minimum of 24 hours during their first academic year (Fall/Spring/Summer) with a minimum of 18 hours passed during the fall and spring semesters combined. A maximum of 6 hours can be counted from summer school for the 24-hour rule. This is known as the 75/25 rule because at least 75% of the credit hours for the academic year must be earned during the fall and spring, with a maximum of 25% coming from summer school.

In subsequent years, student athletes must pass a minimum of 18 hours in the fall and spring semesters combined. Continually passing on the minimum hours required for this rule, however, will cause problems in achieving enough hours to meet progress toward degree requirements as listed later in this section.

Summer school credit hours earned could be utilized to fulfill the progress toward the degree requirements (24 hours during the previous calendar year) but credit

hours earned in the summer MAY NOT be utilized to fulfill the 6 or 18 hours of credit per semester requirement proposed above.

29.4.c. GPA Requirements

The student-athlete must maintain a combined GPA that meets the following requirements:

Upon entering the 3rd semester – at least 90% of the GPA is considered to be in good academic standing at the University. At Missouri State, 2.00 is considered good academic standing, therefore a 1.80 GPA is required. This minimum GPA must be maintained to be eligible for the 4th semester as well.

Upon entering the 5th semester – at least 95% of the GPA is considered to be in good academic standing at the University. At Missouri State, 2.00 is considered good academic standing, therefore a 1.90 GPA is required. This minimum GPA must be maintained to be eligible for the 6th semester as well.

Upon entering the 7th semester – at least 100% of the GPA is considered to be in good academic standing at the University. At Missouri State, 2.00 is considered good academic standing, therefore a 2.00 GPA is required. This minimum GPA must be maintained to be eligible for the 8th, 9th, and 10th semester as well.

29.4.d. Percentage Requirements

Upon entering the 5th semester – the student-athlete must have at least 40% of the listed requirements for a specific degree at the institution at which he/she is a student. At Missouri State, this equals at least 50 hours toward a specific degree.

Upon entering the 7th semester – the student-athlete must have at least 60% of the listed requirements for a specific degree at the institution at which he/she is a student. At Missouri State, this equals at least 75 hours toward a specific degree.

Upon entering the 9th semester – the student-athlete must have at least 80% of the listed requirements for a specific degree at the institution at which he/she is a student. At Missouri State, this equals at least 100 hours toward a specific degree.

Note: General Education courses count toward any degree and are included in the requirements listed above. The hour totals listed above are calculated based on a 125-hour degree. Some degrees require more hours, and therefore will need a higher number of hours to meet the requirement.

29.4.e. Transfers

A transfer student-athlete is subject to the previous requirements and can use any degree credits to satisfy the requirements. A transfer student-athlete (foreign or

domestic) who initially enrolls as a full time student in any collegiate institution's regular term on or after August 1, 2003 is subject to the 40/60/80 percent academic requirements described above.

30.0 Student-Athlete Transfer Policy

30.1 Guidelines for Granting a Transfer.

1. A student-athlete deciding to explore transfer to another institution must first consult with his/her coach. The coach will then make a recommendation to his/her administrative supervisor.
2. A transfer release decision is made by the athletics administration upon consultation with the student-athlete and the head coach of the sport involved.
3. A student-athlete must give adequate notice to his/her coach of the desire to explore transfer options. "Adequate notice" generally will be assumed to be one semester prior to intent to transfer.
4. In the absence of "adequate notice," only extenuating circumstances will be considered.

30.2 Sample Release Letter

To Whom It May Concern:

In accordance with NCAA Bylaws 13.1.1.3, Missouri State University grants permission for your institution to contact _____, regarding possible transfer to your institution and participating in the sport of_____.

If you are an institution within the Missouri Valley Conference, there is an intra-conference transfer rule (MVC Bylaw 4.2) in which _____ would be prohibited from participation for a two year period.

Should you need further information, please feel free to contact me at (417) 836-6829

Sincerely,

CC Supervising Sport Administrator
C Coach

31.0 Gender Issues

Gender Equity Management Plan

Overview

Missouri State University is committed to gender equity in its intercollegiate athletics program. The University recognizes that the goal of gender equity in intercollegiate athletics is an institutional commitment and requires broad participation from various campus constituencies. As a result, the campus community will be involved in the development of specific goals to comply with Title IX and to create a positive atmosphere for intercollegiate athletics that provides equitable opportunities for all participants. Specific areas to be addressed are the accommodation of interests and abilities for athletics participation, the awarding of athletics financial assistance, as well as and the provision of equitable instruction, facilities, equipment, travel, and other support services

Issues/Problems

MSU is faced with increasing challenges to fund many University programs and services. Intercollegiate athletics is no exception. State funding to the University has decreased while tuition and fees have increased. Travel costs continue to escalate. As a result, the athletics administration is under more pressure than ever before to generate funds from external sources.

Because of fiscal realities, the goal of 50:50 percent participation of men and women in the intercollegiate athletics program as outlined in the original gender equity plan would be extremely difficult to attain without compromising the competitive goals of existing programs. The aim of MSU is to have competitive athletics programs that provide a quality experience for all participants. With virtually no net increase in operational dollars, to add new sports for women in the effort to increase participation likely would jeopardize the success of current programs.

Athletics locker room facilities at MSU have been improved but continue to be less than desirable for several sports. Locker rooms for football, men's soccer, men's track and field, and baseball are in terrible condition. Locker facilities for women's volleyball, softball, and soccer are shared and do not provide adequate space for the number of student-athletes participating in those three programs. Locker facilities for field hockey and women's track and field have not been available near their practice and competition sites. Training facilities (including storage space) is a critical issue for all sports programs. Addressing these deficiencies should be an institutional priority.

Efforts to adequately promote non-revenue sports programs have been limited by the number of staff dedicated to such activities. Because of the recognized need to generate external funds for the athletics program, marketing and promotional efforts have been

concentrated on those sports with the perceived immediate potential to generate revenue through corporate sponsorships and fan attendance. It appears that certain sports programs, especially some women's sports, have been affected negatively by this necessary emphasis.

Implementation and Monitoring of the Gender Equity Management Plan

The Faculty Athletics Representative, who also is Chair of the Intercollegiate Athletics Committee (IAC), will be responsible for coordinating efforts to review University initiatives in the area of gender equity. One member of the IAC will be appointed by the Chair to head the Gender/Minority Equity Committee. The Committee will include two additional members of the IAC. The Committee will work with the Director of Athletics, the Associate Director of Athletics/Senior Woman Administrator, and others for the purpose of reviewing the progress made in the pursuit of the implementation of the Gender Equity Management Plan. The head of the Committee will report to the IAC and the President of the University on its work, progress made, and recommendations for the future. An annual report will be presented by the Faculty Athletics Representative to the University's Board of Governors.

Goals

- Student-athlete participation on men's and women's sports teams will be guided by NCAA average participation statistics and Title IX regulations.
- Financial assistance offered to female student-athletes will be 100 percent of the maximum allowed by the NCAA in sports sponsored by the University.
- The percentage of overall program expenses dedicated to women's sports programs will be in substantial proportion to the percentage of female participants in the intercollegiate athletics program.
- MSU student-athletes will be provided with comparable locker facilities for comparable men's and women's sports programs.
- MSU student-athletes will be provided with comparable practice and competitive facilities for comparable men's and women's sports programs.
- Marketing and promotional efforts for non-revenue sports programs will increase, particularly in the sports of volleyball, softball, men's and women's soccer, and baseball.

32.0 Student-Athlete Grievance Policy

Missouri State University Intercollegiate Athletics Student-Athlete Appeals Policy and Procedures

A. Introduction

Missouri State University is committed to conducting its intercollegiate athletics program in a manner that will enhance the physical and educational welfare of all student-athletes. All student-athletes will be treated fairly and equitably. Pursuant to applicable NCAA legislation, the following appeals procedures will be utilized when a student-athlete feels he or she has been treated unfairly.

The Student-Athlete Appeals Committee is established to meet the requirements of NCAA Bylaws 13.1.1.3.1 and 14.5.2.10(d) as well as other issues related to the health and welfare of student-athletes.

The intent is to ensure an institutional appeals process for student-athletes (a) when the institution denies the student-athlete permission to contact other institutions about transferring, (b) when the institution will not provide the certification of no objection to the student-athlete transferring and immediately being eligible pursuant to the one-time transfer exception. The Appeals Committee may serve on other matters under the jurisdiction of the intercollegiate athletics program at the request of the Director of Athletics or the Faculty Athletics Representative.

The Appeals Committee will not deal with matters related to athletically related financial assistance. Pursuant to NCAA Bylaw 15.3.4.1.3, financial aid appeals will be handled by the Missouri State Director of Financial Aid. This procedure is outlined elsewhere.

B. Composition

The Student-Athlete Appeals Committee shall consist of five members, including the Faculty Athletics Representative who shall serve as chair and shall appoint other members of the committee. Additional committee members shall include two members of the faculty, one student, and one other voting member of the Intercollegiate Athletics Committee. Athletics department staff members may not serve on the committee. The Faculty Athletics Representative, in soliciting participants for the Appeals Committee, will inform potential members of the identity of the complainant. Any member who has personal knowledge of the circumstances surrounding the appeal should excuse herself/himself so that both fact and appearance of impartiality is assured. Should it be impossible to secure the requisite number of impartial individuals from the Intercollegiate Athletics Committee, the Faculty Athletics Representative shall select additional participants from the faculty at large and the Student-Athlete Advisory Committee. Under any circumstances, the Faculty Athletics Representative may deem it appropriate to expand the size of the Appeals Committee.

C. Jurisdiction

The Appeals Committee shall preside over appeals concerning NCAA Bylaws 13.1.1.3.1 and 14.5.5.2.10.(d), and other matters normally within the jurisdiction of the intercollegiate athletics program as requested by the Director of Athletics, or as referred by the Faculty Athletics Representative.

D. Standard of Review

In matters concerning the above-mentioned NCAA Bylaws, the Appeals Committee can overturn the decision of the athletics administration only if the petitioner can show the decision was clearly unreasonable.

E. Preliminary Procedures and Conciliation

Any matter related to NCAA Bylaws 13.1.1.3.1 and 14.5.5.2.10(d) shall be heard by the Appeals Committee upon written request of the student-athlete. On other matters, the student-athlete shall first submit to the Faculty Athletics Representative a written request for initiation of informal conciliation procedures. The Faculty Athletics Representative shall meet with the student-athlete and his or her representative and the involved athletics department personnel in an effort to resolve the dispute. After such conciliation efforts, the Faculty Athletics Representative may determine the original decision was not manifestly unreasonable, may recommend a change of position of the athletics administration, or may refer the matter to the Appeals Committee. If the Faculty Athletics Representative determined that the original decision was not clearly unreasonable, the matter shall be considered concluded.

At the time the student-athlete requests a hearing of the Appeals Committee pursuant to NCAA Bylaws 13.1.1.3.1 or 14.5.5.2.10(d) or at the time the Faculty Athletics Representative informs the student-athlete that a complaint is being referred to the Appeals Committee, the hearing procedures will be explained to the student-athlete.

Normally, the hearing will be held within two weeks of the receipt of a written request from the student-athlete, or within two weeks of the conclusion of conciliation efforts. Requests submitted during final exam week, between semesters or during the summer will be handled by the Faculty Athletics Representative as expeditiously as possible.

F. Hearing Procedure

Chair (Faculty Athletics Representative) introduces herself/himself and indicates her/his role in conducting the hearing.

Announcement that hearing is being recorded.

Introduction of all persons present at hearing, including non-participants.

Statement of purpose of hearing.

Reading of the applicable NCAA rule(s).

Announce that the principals of the hearing may speak privately with advocates that are present in the hearing room but each must speak for herself/himself during the hearing.

The student-athlete will present her/his statement first at which time the coach/athletics administrator will be provided to ask questions of the student-athlete. The Appeals Committee will then ask questions of the student-athlete.

The coach/athletics administrator will follow the student-athlete with her/his presentation at which time the student-athlete will be provided an opportunity to ask questions. The Appeals Committee will then ask questions of the coach/administrator.

Following the presentation by the principals, the Appeals Committee will be given an opportunity for final questions. At this point the student-athlete and coach/athletics administrator may give concluding comments.

Following any concluding remarks, the principals and visitors will be asked to leave the room to allow the Appeals Committee to deliberate and render a decision. After a decision has been reached, the chair will invite the principals before the Committee and the decision will be announced. The decision of the Committee is final.

In the event the Appeals Committee cannot reach a decision on the day of the hearing, the Chair will advise the principals of the progress of the deliberations and communicate the Committee's decision as soon as possible, no later than 48 hours from the conclusion of the hearing.

The Chair will prepare the necessary paperwork to document the proceedings and will provide written communication to the principals of the Appeals Committee's decision. She/he will report all appeals and their disposition (without names) to the Intercollegiate Athletics Committee at the next regularly scheduled meeting.

33.0 The Missouri State University Student-Athlete Code of Conduct

INTRODUCTION

Student-athletes at Missouri State University (“University”) are representatives of their teams, the Department of Athletics and the University. It is a privilege, not a right, to be a member of an intercollegiate athletics program. It has many benefits, but student-athletes receive a higher level of interest from the public and the media. That attention means student-athletes have a responsibility to be positive and effective members of their program, the University and the Department of Athletics.

As a member of an athletics program, student-athletes are expected to demonstrate the pillars of good character by displaying integrity, honesty, respect for others and good sportsmanship in all academic, athletic and social activities. Additionally, student-athletes are to abide by all University policies, Athletic Department, National Collegiate Athletic Association (NCAA), and conference rules and regulations, as well as city, county, state and federal laws and standards of behavior.

The Student-Athlete Code of Conduct is an Athletic Department policy that applies to all student-athletes including those that are not actively competing in their sport. The standards and expectations set forth apply at all times: in season, out of season, on or off campus, and on and off the playing field. Sanctions will be applied for violation of this Code.

Student-athletes have an obligation to report Code of Conduct violations to their Head Coaches or the Faculty Athletics Representative as soon as possible. Student-athletes who do not conform to this Code may be subject to greater consequences for misconduct that is not reported or that involves multiple or repeat violations.

The Head Coach or Faculty Athletics Representative who learns of a Code of Conduct violation shall report same to the Athletic Director within 24 hours.

A written copy of the Student-Athlete Code of Conduct will be provided to student-athletes annually. It will also be included in the Student-Athlete Handbook and will be available online at the missouristatebears.com website.

RESPONSIBILITIES

A. Academic

Student-athletes are expected to:

1. Be an engaged member of class by attending, being punctual, being prepared, completing assignments on time, and participating in class.
2. Adhere to university academic policies and procedures regarding academic honesty and integrity contained in The Code of Student Rights and

Responsibilities of Missouri State University:
<http://www.missouristate.edu/judicial/12331.htm>.

3. Meet with their academic advisors as well as a staff member of the Achievement Center for Intercollegiate Athletics (ACIA) as required.
4. Participate in academic activities as requested.

B. Alcohol

Prohibited acts include:

1. Possessing or consuming alcohol if under the age of 21;
2. Driving while under the influence of alcohol;
3. Misrepresenting someone's age for the purpose of possessing, purchasing or consuming alcohol;
4. Purchasing or serving alcohol to someone underage;
5. Public intoxication;
6. Consumption of alcohol while hosting a prospect while on a visit (official or unofficial) to campus; and
7. Consumption of alcohol during team travel or at team functions.

C. Other Drugs

Prohibited acts include:

1. Possessing, selling or using illegal drugs;
2. Possessing, selling or using controlled substances; and
3. The use of tobacco products by a student athlete during practice, competition or other team functions.

D. Hazing

Hazing is an act that endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group or organization. Hazing in connection with participation in University athletic teams is prohibited.

E. Harassment

Harassment is unwelcome conduct toward another person or an identifiable group of persons which is severe and pervasive and has the purpose of creating an intimidating, hostile, or offensive learning, working, or living environment. Student-athletes are prohibited from harassing others on any basis, including race, color, national origin, sex, disability, religion, marital status, or sexual orientation.

F. Nonconsensual Sexual Contact

Student-athletes are prohibited from engaging in nonconsensual sexual contact of any type and participating in any sexual harassment as these terms are defined in the Code of Student Rights and Responsibilities of Missouri State University.

G. Weapons

The unauthorized possession or use of firearms, explosives or other weapons is prohibited.

H. Social Networking and Sportsmanship

Student-athletes are required to comply with the University Social Networking and Interaction Policy and the University Sportsmanship Policy. Student-athletes should not post obscene or profane information and photographs online.

I. Gambling

Student-athletes shall have no involvement with gambling, including knowingly providing information to individuals involved in organized gambling concerning intercollegiate athletics, soliciting a bet on any intercollegiate athletics team, accepting a bet on any team representing the institution, or participating in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, parlay card or any other method employed by organized gambling.

J. Legal

Any violation of city, county, state or federal law is considered misconduct under the Student-Athlete Code of Conduct.

Classifications of Misconduct

All violations of this Code will be characterized as Category I or Category II misconduct except for academic integrity violations. Academic integrity violations are governed by the Student Academic Integrity Policies and Procedures, <http://www.missouristate.edu/provost/academicintegrity.htm>.

Category I

- Violations of the law or probation not classified as felonies (misdemeanors and municipal violations);
- First-time alcohol offenses which do not result in the destruction of property, injury, or death, and which do not involve other criminal behavior;
First-time use of illegal drugs or controlled substances;
- Hazing which does not result in the destruction of property, injury, or death and which does not involve other criminal behavior; and
Violations of the Social Networking Policy and other similar University policies.
- Providing false information to University officials and coaches.

Category II

Violations of the law or probation classified as felonies;

- Repeat alcohol offenses or any alcohol offense which results in property destruction, injury, death, or involves other criminal behavior;
- Repeat use of illegal drugs or controlled substances and the sale or distribution of illegal drugs or controlled substances;
- Hazing which results in the destruction of property, injury, death, or involves other criminal behavior;

- Nonconsensual sexual contact;
- Gambling activity; and
- The unauthorized use or possession of firearms, explosives, or other weapons.

Sanctions for Misconduct

The Head Coach is responsible for determining, based on reasonable and credible evidence, if (1) misconduct occurred and (2) categorizing the misconduct as Category I or II misconduct. For Category I misconduct, the Head Coach is responsible for determining the appropriate sanctions after taking into consideration the facts surrounding the misconduct, mitigating circumstances, and the prior academic, behavioral, and disciplinary history of the student-athlete. For Category II misconduct, the Head Coach with input from the Athletic Director will make this decision.

Sanctions for Category I violations may include written warnings and reprimands, educational programs, community service, counseling, academic performance requirements, restitution, suspension from practice, suspension from competition, and other sanctions as determined by the coaching staff.

Sanctions for Category II violations can include all Category I sanctions and prohibiting the use of athletic facilities and services, reduction or termination of athletic aid, and dismissal from the team.

Student-athletes must abide by all team rules as set forth by the Head Coach. Such rules may include being on time for practice, meetings and team departures, attending team functions, attending class, etc. Failure to meet team obligations may subject a student athlete to penalties as set forth by the Head Coach.

Arrest

If a student-athlete is arrested for conduct likely to result in a felony charge, the student-athlete will be suspended from all athletic participation while an internal investigation is conducted by the Head Coach. The Head Coach will report such an arrest to the Athletic Director who will report same to the President and General Counsel of the University. After the investigation is completed, the Head Coach with input from the Athletic Director will determine what sanctions, if any, are appropriate pursuant to this policy.

Appeal Process

A review committee will hear all appeals of student-athletes who have received Category II sanctions under this policy. The committee will be composed of the Associate Athletics Director, a coach from a sport in which the student-athlete does not participate, a student-athlete advisory member, the Faculty Athletics Representative, one member of the Intercollegiate Athletics Committee, and one member of Judicial Services.

The appeal must be made in writing to the Faculty Athletics Representative within three (3) business days of the student-athlete's receipt of the notice of sanctions. The appeal letter must explain the basis relied upon to set aside or reduce the sanctions imposed.

The review committee will conduct its investigation by hearing details from the Head Coach, the student-athlete, and others with knowledge of the incident. The student-athlete will have an opportunity to present to the committee (orally or in writing) his/her case. The student-athlete may have a personal advisor who is a member of the University Community attend the hearing with him/her. The review committee will review all relevant information, including information from public authorities, court records, law enforcement officers, university officers and agencies and other persons, and make a recommendation to the Athletic Director regarding the appropriate sanctions within five (5) days of receiving the appeal. The Athletic Director will make the final determination of sanctions. No further appeals will be afforded the student-athlete.

MISSOURI VALLEY CONFERENCE CODE OF SPORTSMANSHIP

Statement of Purpose

The Missouri Valley Conference is committed to establishing sportsmanship and developing healthy environments for competition. The Missouri Valley Conference sets forth this code to maintain intercollegiate athletics in harmony with the educational purposes of its member institutions.

Principles of Sportsmanship

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential for sports is achieved when competition reflects these "six pillars of character."

Standards of Conduct

Coaches and administrators shall conduct themselves in a professionally dignified manner. Student-athletes shall similarly conduct themselves as positive role models and represent their institutions in a manner which exhibits the principles of sportsmanship.

The standards for the conduct of administrators, coaches and student-athletes immediately preceding, during and following athletics events are:

- (1) exhibiting respect and courtesy towards all participants including the coaches, student-athletes and officials;
- (2) exercising restraint in their actions, both physical and verbal, toward other participants;
- (3) commenting about other institutions, coaches and student-athletes only in a positive manner;
- (4) refraining from making public comments critical of officials or the quality of their work.

Administrators. MVC administrators must develop the attitude that the treatment of a visiting team and its fans will be consistent with how they would want their teams to be treated. It is their responsibility to effectively communicate to all staff, coaches, student-athletes, spirit groups, cheerleaders, and bands the basic principles of sportsmanship and standards of conduct. As a member institution becomes aware of an incident in which the standards have been violated, it has the obligation to take appropriate disciplinary action.

The athletics director at the host institution, or a designated representative, must welcome the visiting coach at every MVC contest provide an opportunity for the coach to address any concerns, indicate the location of the game manager and identify security personnel present for

the contest. The athletics director or designated representative should be available to assist in controlling the crowd and be responsible for educating security personnel to ensure that the visiting team is protected from abuse.

Specifically:

1. Public address announcers must announce the contest in an even-handed manner with equal enthusiasm for both teams. Additionally, there shall be an announcement reminding spectators to adhere to good sportsmanship prior to each contest.
2. Institutions must refrain from showing replays on video boards where an officiating call could be considered a substantial part of the play.
3. Institutions are responsible for school sponsored student sections that attack or single-out student-athletes or coaches.
4. Each institution must arrange its seating at spectator events so as to emphasize sportsmanship and minimize the harassment of the visiting team and its fans.

Sports Information Directors. Sports information directors and other staff members who interact with the media have a unique opportunity to promote the educational values of intercollegiate athletics and to build positive relationships among the Conference, its member institutions, their fans and the general public. All information distributed should be accurate, objective, fair and contribute to stories and broadcasts that build a positive image of intercollegiate athletics. This positive influence must include those employed as talent for radio and television broadcasts.

Coaches. Coaches have great influence and must set the tone for responsible behavior for both their teams and fans. This includes disciplining student-athletes who have demonstrated disrespect for their opponents. This discipline measure educates that individual and his or her teammates about the importance of sportsmanship over participation and winning. Such education is needed to counteract the constant messages received by our young people from many professional athletes and others who demonstrate a lack of respect for opponents. This Conference and its coaches are committed to teach appropriate messages about sportsmanship.

MVC coaches must take every opportunity when addressing the media, booster groups or other public forums to reinforce sportsmanship, stress that the participants are young people who deserve to be treated in accordance with this Code.

These same standards of sportsmanship must be applied by coaches in the recruiting process with adherence to the highest standards of honesty and integrity in all dealings with prospective student-athletes. Specifically, coaches shall advocate the positive advantages and attributes of their university and its intercollegiate athletic program and shall avoid making any derogatory statements concerning another member institution's athletic program, facilities or educational opportunities.

Student-Athletes. Respect for the game in which the student-athlete participates also demands respect for the opponent. Student-athletes at MVC institutions are expected to treat opponents with respect. There will be no tolerance for taunting and baiting of opponents.

MVC student-athletes must understand that they are often the most visible representatives of their institutions and their behavior is observed and emulated by many who are younger. MVC student-athletes must honor the responsibilities that accompany the privilege of representing our schools by behaving with dignity and class on and off the field.

Spirit Groups. Like our student-athletes, spirit groups are visible representatives of our institutions. As such, we place high expectations on them for decent behavior. Cheerleaders, bands, mascots and other spirit groups are admitted to the contests at the pleasure of our institutions to support their teams and assist in creating a fun atmosphere. They are not admitted in order to disrupt or confront the opponent and such behavior will not be tolerated. Their focus must be toward encouragement of their team and respect for the opposing team.

Officials. Officials assigned to Conference contests must enforce the rules regarding sportsmanship, without tolerance for abuse. The only warning to participants and coaches regarding sportsmanship should come at the beginning of the contest. Once the contest begins, penalties (consequences), not warnings, must be assessed for violations of unsportsmanlike conduct. The Conference will require that officials eject any coach who protests unsportsmanlike conduct calls, provided such ejection is permissible by the rules of that sport.

The full sentiment of the following statement must be communicated by officials to the captains and coaches prior to every contest. It is not required to be read verbatim.

"The Missouri Valley Conference requires officials to enforce all rules regarding unsportsmanlike conduct by coaches and players. There will be no tolerance for negative statements or actions between opposing players, especially taunting and baiting. If such comments are heard, a penalty will be assessed immediately. If any coach protests an unsportsmanlike penalty, he or she will be ejected from the contest. We have been instructed not to issue warnings during the contests. It is strongly suggested that you remind your participants of this policy."

Officials who do not follow this policy will be subject to reprimand or suspension. Further, officials will be protected from any retaliatory action (e.g. negative impact on ratings, reduced assignments) for enforcing MVC sportsmanship standards. Conference policy prohibits any public criticism of officials by coaches or staff members including comments critical of any game official's performance, character, appearance or abilities.

Commissioner. The commissioner is expected to enforce Code of Sportsmanship. He or she is authorized to assess penalties for improper behavior that is not detected or properly addressed

during the contest. Institutions and their personnel are expected to fully cooperate with his or her effort to investigate possible improper behavior.

Fans. The Conference hopes and believes that the establishment of the principles outlined in this document will create a wholesome atmosphere that will attract more fans to our events. Fans should be encouraged to applaud the effort by both institutions. They should be reminded that the participants are young people who should be treated as if they were their own sons and daughters.

Fans are expected to act in a manner consistent with the Code of Sportsmanship. Individuals who fail to do so will be dismissed from athletics events.

This MVC Code of Sportsmanship is designed to promote sportsmanship throughout the league and ensure healthy environments for competition. By signing this document, I am verifying that I have read and understand the Code in its entirety.

Signature

Date

Patty/Code of Sportsmanship.revised (7/05)

RESPONSIBILITIES OF THE FACULTY ATHLETICS REPRESENTATIVE Missouri State University

The Faculty Athletics Representative (FAR) plays a key role in the oversight of the Intercollegiate Athletics program at Missouri State University. In such role, the FAR is in close communication with the President of the University, other members of the central administration, as well as the Director of Athletics and various athletics administrators throughout the Department. The FAR is looked upon to provide advice and input to the Department on a range of topics, including but not limited to the following: academic integrity, fiscal integrity, governance and commitment to rules, equity and minority issues, the student-athlete experience, compliance and communication to a wide range of constituencies. Additional responsibilities associated with the FAR are listed below.

STUDENT-ATHLETE ACADEMIC ELIGIBILITY

1. Check conference and NCAA eligibility lists
2. Review GPA's and graduation rates of student-athletes
3. Monitor compliance procedures in order to enhance student-athletes' eligibility

STUDENT-ATHLETE ACADEMIC WELFARE

1. Certify student-athlete hardship waivers under NCAA and conference rules
2. Monitor practices to insure student-athletes are aware of their student rights
3. Represent the institution's position on student welfare with the conference and the NCAA
4. Monitor athletic schedules to insure compatibility with academic requirements
5. Monitor provisions for a positive academic climate for student-athletes

INSTITUTIONAL, CONFERENCE AND NCAA RESPONSIBILITIES

1. Participate in sub-committees of the athletic department when appropriate
2. Attend all regular and special meetings of the IAC and attend conference and NCAA meetings
3. Represent the president of the university upon request
4. Keep the president informed as to intentions, proposals and actions of the conferences and the NCAA
5. Represent the institution's position and concerns to the conferences and the NCAA
6. Provide leadership for policy related to the academic welfare and progress of student-athletes with the IAC, the conferences and the NCAA
7. Receive and transmit reports of or queries about violations to appropriate personnel
8. Serve as one source of contact with the NCAA

BY-LAWS

**Intercollegiate Athletics Committee
Missouri State University
Adopted May 15, 1996
Revised September 22, 1998
and May 7, 2002**

ARTICLE I. PREAMBLE

The Intercollegiate Athletics Committee (IAC) shall review and make recommendations with regard to all aspects of the University's Intercollegiate Athletics program.

ARTICLE II. PURPOSE

The Intercollegiate Athletics Committee's primary purpose is to serve in an advisory capacity to the President, through the Vice President for University Advancement and the Director of Athletics. The committee will study policies, procedures, programs, and issues pertaining to athletics as they affect the student-athletes, the Department of Athletics staff, the University community, the alumni, the general public, and conference participation. The committee also shall study other matters requested in writing to the Chair by the Vice-President for University Advancement and/or the Director of Athletics.

ARTICLE III. MEMBERSHIP

1. Voting membership of the IAC shall include one member of the Ranked Faculty from each of the seven colleges with undergraduate majors, the Faculty Athletics Representative, one staff member, and one individual from the Student-Athlete Advisory Committee.
2. Ex officio members shall be the Vice President for Academic Affairs, the Vice President for University Advancement, the Director of Athletics, the Senior Associate Director of Athletics, the Associate Director of Athletics, the Assistant Director of Athletics for Compliance, and the Assistant Director of Athletics.
3. The University President shall appoint the faculty, staff, and student representatives on the IAC.
4. The term of service for each appointed member shall be three years, with the opportunity for a maximum of two consecutive terms. The first members to be appointed will draw for one-, two-, and three-year memberships. Each member of the IAC could serve a maximum total of six consecutive years of service. Appointments will become effective as of August 15 of each year.
5. The President shall designate annually one of the appointed faculty representatives as Chair of the IAC.
6. Vacancies shall be filled by appointments for unexpired terms.

7. Voting member vacancies shall occur after two consecutive absences at regular scheduled meetings unless an IAC majority vote favors a request by the member for membership retention.

ARTICLE IV. RESPONSIBILITIES

1. Advise and make recommendations to the President, through the Vice President for University Advancement and the Director of Athletics, to ensure high quality in the University's athletics program.
2. Advise and make recommendations that will contribute to the assurance that the Intercollegiate Athletics Program contributes to the mission of the University.
3. Advise and make recommendations on the intercollegiate sports and conferences in which the University participates.
4. Shall annually review and make recommendations on fiscal matters including budgets, ticket sales, accounting procedures, audit process and reports, fund raising, and marketing activities.
5. Review and make recommendations on governance including policies and procedures necessary to assure compliance with conference regulations and NCAA rules.
6. Review and make recommendations on academic matters including policies and procedures to assure compliance with eligibility and satisfactory progress requirements of student-athletes.
7. Review and make recommendations on gender equity and minority issues, student-athlete welfare, and sportsmanship and ethical conduct.
8. Upon request, select at least one of its voting members for membership on the respective Search Committees for hiring athletic administrators and head coaches.
9. Respond in a timely fashion to requests by the President regarding:
 - a. Recommendations on policies, programs, and activities relating to Intercollegiate Athletics.
 - b. Instructions to the Faculty Athletics Representative pertaining to positions taken by the University concerning issues with respect to Conference, NCAA, and other governance matters.

ARTICLE V. MEETINGS

1. Scheduled meetings of the IAC will be held each month during the academic year. Special meetings may be called by the Chair or a majority of the voting members.
2. Meeting times will be set by the Chair at the beginning of each semester after the schedules of the members of the IAC have been considered.
3. A quorum will consist of no fewer than six voting members.
4. Meetings of the IAC shall be conducted according to Robert's Rules of Order.
5. A written agenda shall be provided by the Chair and distributed to all IAC members prior to each meeting. Items may be submitted for inclusion on the agenda by a committee member or an appropriate University administrator. Any other member of the University community may submit a written request for including an item on the IAC's agenda. All items shall be submitted to the Chair at least five working days in advance of the scheduled meeting.
6. Participation by non-IAC members during meetings shall be determined case by case by a majority vote of the IAC members present.
7. A member of the Intercollegiate Athletics staff shall be designated to record proceedings of Committee meetings. A copy of the approved minutes shall be maintained by the Office of University Advancement.

ARTICLE VI. COMMITTEES

Members of standing committees shall be appointed by the Chair at the first IAC meeting of the fall semester. A student-athlete shall be appointed to each standing committee.

1. Governance and Rules Compliance Committee. This committee will review policies and procedures regarding governance and rules compliance and make recommendations to the IAC. This committee will monitor the progress of the Intercollegiate Athletics program in completing the NCAA Peer-Review Team's recommendations concerning governance/rules compliance.
2. Academic Integrity Committee. This committee will review policies and procedures necessary to assure that student-athletes are in compliance with academic requirements of the conferences and the NCAA, and make recommendations to the IAC. This committee will monitor the progress of the Intercollegiate Athletics program in completing the NCAA Peer-Review Team's recommendations concerning academic integrity.
3. Fiscal Integrity Committee. This committee will review policies and

procedures regarding the fiscal operation of the Intercollegiate Athletics Department and make recommendations to the IAC. This committee will monitor the progress of the Intercollegiate Athletics program in completing the NCAA Peer-Review Team's recommendations concerning fiscal integrity.

4. Equity, Welfare, and Sportsmanship Committee. This committee will review and study issues regarding gender equity, cultural diversity, student-athlete welfare, sportsmanship and ethical conduct. This committee will monitor the progress of the University in completing the NCAA Self-Study's recommendations for improvement and report on attainment of goals.
5. Ad Hoc Committees. Ad hoc committees shall be appointed and charged by the IAC Chair. Actions and recommendations shall be reported to the IAC.

ARTICLE VII. AMENDMENTS

1. Proposals for amendments of these By-Laws must be submitted in writing to the Chair of the IAC. Proposals for amendments must be presented at a regular scheduled meeting. IAC action on proposals shall be taken at a regularly scheduled meeting at least one month following the initial presentation.
2. Amendments must be approved by two-thirds of the total voting members on the IAC.

BY-LAWS ADOPTED BY IAC ON MAY 15, 1996

AMENDMENTS:

Adopted edited version with no content changes, September 22, 1998

ARTICLE IV, paragraph 4 *Shall annually* review and make recommendations on fiscal matters including budgets, ticket sales, accounting procedures, audit process and reports, fund raising and marketing activities. Adopted September 22, 1998.

ARTICLE IV, paragraph 8 Upon request, select *at least* one of its voting members for membership on the respective search committees for hiring athletic administrators and head coaches. Adopted September 22, 1998.

Adopted amendments to Articles IV and VI on May 7, 2002

Article IV, Paragraph 7 Review and make recommendations on *gender equity and minority issues, student-athlete welfare, and sponsorship and ethical conduct.*

Article VI, Paragraph 4 Equity, Welfare, and Sportsmanship Committee. This committee will review and study issues regarding *gender equity, cultural diversity, student-athlete welfare, sportsmanship and ethical conduct.* This committee will monitor the progress of the University in completing the *NCAA Self-Study's recommendations for improvement and report on attainment of goals.*

STUDENT-ATHLETE ADVISORY COMMITTEE CONSTITUTION & BY-LAWS

MISSOURI STATE UNIVERSITY

PREAMBLE

We, the members of this organization, do ordain this Constitution of the Student-Athlete Advisory Committee, of Missouri State University, Springfield, Missouri as the Constitution for the members of the S.A.A.C. in accordance with the rules and regulations of Southwest Missouri State University, the laws of the state of Missouri and the laws of the United States of America.

The mission of the Missouri State University Student-Athlete Advisory Committee is to support and encourage each student-athlete toward achieving his/her best performance academically, athletically, and socially. The SAAC, in accordance with the MVC and National SAAC, strives to achieve the following goals:

- The promotion of opportunity for all student-athletes
- The enhancement of student-athlete welfare
- The encouragement of a positive student-athlete image
- The unification of all sports teams into a cohesive athletics program
- The participation in community outreach by student-athletes and coaches

Adopted 5/2/05

ARTICLE I

Purpose of the Organization

Section 1: Student-Athlete Advisory Committee (SAAC) is to be the name of this organization.

Section 2: As the purpose/goals/objectives of this organization, members of the Student-Athlete Advisory Committee shall:

- Serve as liaison between the athletic teams and the Office of Student Development and Life Skills. In the development of support services And enrichment programs for student-athletes.
- Emphasize academic opportunities and responsibilities of student-athletes in their college experience.
- Encourage student-athletes to apply what is learned in athletics to their course of study and ultimately, to their career development.
- Assist in the implementation of orientation programs for student-athletes.
- Promote positive relationships between student-athletes and the staff faculty of the University and the residents of the community.
- Assist in the implementation of programs that will promote a positive image of inter-collegiate athletics and the student-athlete.
- Generate a high level of school spirit and pride among the student-athletes, general students, and faculty.

ARTICLE II

Membership

- Section 1: It is the policy of Missouri State University and the Student-Athlete Advisory Committee not to discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University.
- Section 2: Membership is open to all student-athletes upon approval of the head coach.
- Section 3: Qualification for membership:
- The student-athlete must meet the NCAA academic eligibility standards.
 - Committee members must be full-time student-athletes listed on the coach's eligibility roster (active or inactive). Inactive student-athletes are defined as those currently red-shirting or medically unable to participate.
 - There will be one representative and one alternate for each team serving on the Committee during each academic term, except the football team will have a defensive and offensive representative and the track and field and cross country team will have one representative from each team.
 - The current team representative will look for a new representative of their sport their senior year or if they can no longer serve as their team representative. If a replacement cannot be found, the team coach will be notified and one person will be appointed.

ARTICLE III

The Executive Officers

- Section 1: President
- Shall preside over all Advisory Council and Executive Board meetings, shall act as Student Activities and Organizations representative for the SAAC, and shall perform various duties as they arise.
 - President Elect
 - Shall watch and learn from the President to prepare for their term.
- Section 2: Vice President
- Shall act in the absence of the President and shall chair the By-Laws and Constitutions committee.
- Section 3: Secretary/Treasurer
- Shall be responsible for taking active minutes at each meeting and preparing any documents requested from the President and Vice President. Shall be responsible for all financial matters related to the committee.
- Section 4: Selection process for the officers:
- Officers will be nominated by committee members one meeting prior to the election.
 - Anything voted upon must be presented to the committee in written form at least one meeting prior to the actual vote. A representative may cast their vote before the actual voting day if they know they cannot be present that day.
 - The Committee will elect new officers to fill any vacant position if the elected officer is unable to carry out his/her obligation. The only exception applies to the office of President in which case, the Vice President will assume the responsibility.

The President, if so desired, may appoint an Interim Secretary who will be responsible for filling the spot of the Secretary if the Secretary is not present at a meeting.

- Section 5: Election of the officers shall be held at the first official committee meeting of the Spring semester each year. The term of office will be defined as the following:
The officers will serve an academic year.
- Section 6: A majority vote of the board members will be used as the selection process for officers. This vote will be taken by secret ballot. Twelve of the twenty representatives must be present in order to vote. If a representative casts his/her vote in advance, their vote will be counted in the number of representatives present.
- Section 7: Executive officers must resign from his/her position if they are on academic or disciplinary probation or if they do not meet the NCAA academic requirements.
- Section 8: Seniors cannot run for office positions. Officers may hold the position for a two-year term.

ARTICLE IV Committees

- Section 1: Members of SAAC will serve on the following subcommittees of the Intercollegiate Athletics Committee:
- Governance and Rules Compliance
 - Fiscal Integrity
 - Academic Integrity
 - Equity Welfare and Sportsmanship

ARTICLE V Resignation of Executive Officers and Impeachment and Removal from Office

- Section 1: An officer must submit written resignation to the committee.
- Section 2: If a member feels that impeachment is necessary, written documentation explaining the situation must be presented to the committee and a vote will be taken.

ARTICLE VI Meetings

- Section 1: A regular meeting shall be held twice a month.
- Section 2: Meetings with the officers and the SAAC advisor(s) will be held twice a month before the regular scheduled meetings.
- Section 3: Quorums for conducting business:
A quorum shall occur if twelve of the twenty team representatives are present at the meeting. If a representative is absent for three (3) consecutive meetings, the Executive Board (officers) and SAAC

advisor(s) will meet to vote on continued membership of that representative.

- The Secretary shall take roll before each meeting.
- Regularly scheduled meetings will be “open” meetings.
- Any and all fund-raising activities will follow athletics fund-raising procedures and must be granted written approval by the Committee’s Advisor(s).
- No expenditures shall be made without approval of the Committee’s Advisor(s) and President.

ARTICLE VII

Amendments to the Constitution

Section 1: Amendments may be proposed to the Committee in written form at a regularly scheduled meeting.

Section 2: All amendments must be passed by a majority vote of active membership.

ARTICLE VIII

Ratification

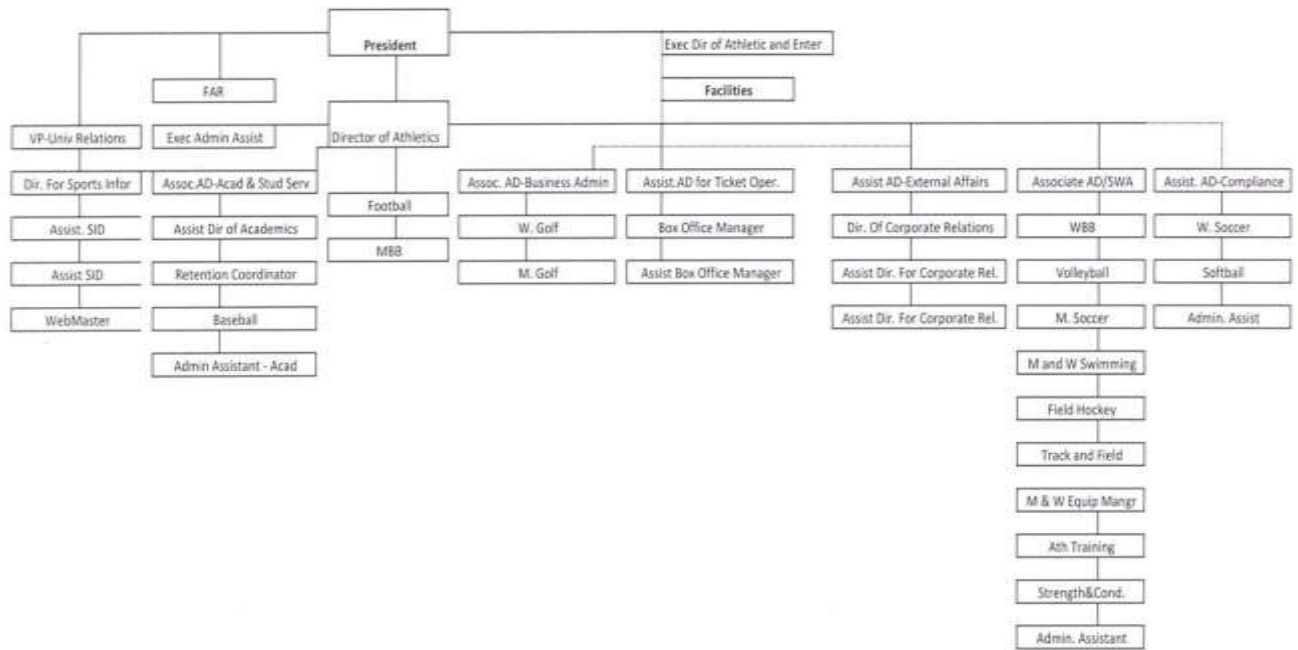
Section 1: The constitution becomes valid with a majority vote.

ARTICLE IX

Empowerment

Section 1: The constitution takes effect as soon as it is voted upon and approved.

Missouri State Intercollegiate Athletics Organizational Chart



Printing and Postal Services

Printing Services is a full service offset printing facility dedicated to helping the University obtain its mission and goals by providing a variety of quality printed material for all departments, faculty, staff and students.

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For more information, please visit the following website:

<http://www.missouristate.edu/printing/>

Gift Policy

The University has implemented a gift policy as well as accounting procedures for any items that are given as gifts during each fiscal year. They are as follows:

- It is the responsibility of each University department head, both academic and non-academic, to approve the appropriateness of using either University or Foundation monies to purchase a gift to express the University's appreciation.
- If a department head approves such a gift, be it from a recommendation of a faculty or staff member or another individual, the department head must complete a [Gift Reporting Form](#) at the time of the transaction and forward it immediately for appropriate signatures until it reaches the appropriate Vice President's office.
- Every fiscal year, each vice President is required to provide the President of the University with a composite list of all gifts given from departments in the vice President's unit.

Missouri State University officials understand that in certain instances it is acceptable to recognize a person by giving a gift which is intended to show the University's appreciation for the individual. It is incumbent on the University's officials to use good judgment in making such gifts, both in number and cost. In addition, it is imperative that good record-keeping procedures are in place and that the approval process is followed regarding any expenditures surrounding such gifts

Fiscal Responsibility Policy

The University has decentralized budget planning and decision making to give departments more control over their expenditures. The University's Fiscal Responsibility Policy provides guidance to those employees in the proper and legal use of scarce University resources. The University recognizes the value in being reminded it is not our money we are spending, and we want to spend it in a way our students and taxpayers agree is in furtherance of our educational mission.

The University receives funding from diverse sources ranging from taxpayers and students to benefactors. Regardless of the source, the University has an obligation to demonstrate that it has been, and continues to be, a wise steward of these funds.

On a regular basis, University employees are involved in the expenditure of funds. Employees should be conscious of the propriety of each expenditure, as well as the issue of conservation of funds.

- **Allowable expenditures**

Allowable Expenditures

The following expenditures are examples of allowable items:

1. Food and/or non-alcoholic beverage purchased for:

- a. One or more guests, and their hosts, visiting the University on official business.
 - b. A meeting where University business or a training session is conducted.
 - c. A reception involving outside guests (e.g., guest lecture, concert) or students where University business is conducted or where activities take place that are part of the University mission, including on-campus student community building and retention activities.
 - d. A reception to honor a retiring employee or for an event to honor employee service or employee recognition.
2. Breakfasts, luncheons, dinners, receptions, and banquets and other official functions given as a necessary adjunct to official meeting or conferences. Attendance of University employees at such functions shall include only those directly concerned with the purpose and conduct of the meeting or conference.
3. Catering services, meeting rooms and decorations deemed essential to the occasion as stated in 1 and 2 above.
4. Retirement. service or other recognition awards and/or certificates for University employees being honored. Such awards must be reasonable in relation to the circumstances and primarily represent a token of recognition and not a reward with a cash equivalent or substantial money value, and must have advance Vice Presidential approval.
5. Individual club/organization memberships shall be funded by the University only when directly related to the transaction of University business as determined/approved by the respective Vice President or the President, or in the case of the President, by the Board of Governors. Professional fees and organization dues, continuing education and professional seminar fees, required or directly related to an employee's duties, are permitted.
6. Expenses for workshops and retreats for offices with campus-wide responsibilities may be held no more than twice annually when advance notice provided to and approval given by the appropriate Vice President.
7. The following promotional items may be allowed with the approval of the Vice President:
 - a. "Premiums" used in fund raising activities each year, e.g., KSMU, that are presented, not as gifts, but in recognition of achievement by donors, and which, are in fact, typically more than compensated for by the recipient;
 - b. Tokens of appreciation given to students or awards provided as a direct result of nomination, screening and selection processes at a cost of \$50 or less;
 - c. Apparel at a cost of \$50 or less per employee each fiscal year containing the University logo, imprint or symbol which is required to be worn or used by the employee in the scheduled performance of job duties or responsibilities for which the respective Vice President or the President documents in writing that the apparel is appropriate for the performance of the duties/responsibilities;
 - d. Souvenirs or tokens of appreciation given to high school counselors or prospective students as part of recruitment efforts at a cost of \$35 or less;

- e. Complimentary tickets to University events for present and former members of the Board of Governors/Regents, President(s) of the University, legislators, state officials and friends of the University.
8. In certain instances it is acceptable to recognize a person by giving a gift which is intended to show the University's appreciation to individuals, provide incentive to donors, and foster closer ties with the University. It is incumbent on University officials to use good judgment in making such gifts, both in number and cost.
9. Expenditures that would be improper if done on behalf of University employees may be acceptable if done for friends of the University. For example, holiday cards or flowers sent to major supporters of programs may be appropriate, as would cards used as part of student recruitment. Documentation explaining the exception should be attached for review by auditors.
10. Expenditures which may be authorized by the President may similarly be authorized by the Chancellors of the West Plains and Mountain Grove campuses at those locations, and likewise Vice Presidential authorization herein may be exercised by the Deans at West Plains and the Director of Fruit Science at Mountain Grove.
11. Gifts provided by University officials will be reported on the Missouri State University Gift Reporting Form, or similar forms, on a fiscal year basis.

• **Non-allowed expenditures**

The following are examples of non-allowed expenditures, unless exception is granted as stated in this Fiscal Responsibility Policy (FRP).

1. Employee parties or party items (other than for retirement, service or for other recognition purposes);
2. Employee gifts;
3. Greeting and special occasion cards (other than President's holiday cards and staff anniversary cards, or as allowed by FRP paragraph 9);
4. Holiday decorations (other than for commonly accessed public areas such as reception and waiting rooms);
5. Flowers (other than memorial flowers purchased through the President's office on behalf of the University);
6. Personal club/organization memberships unless permitted by FRP paragraph 5;
7. Coffee makers and supplies except where stations are established to serve the public as external relationships unless permitted by FRP paragraphs 1, 2 or 3 (requires Vice President's or President's approval);
8. Event tickets for employees unless the employee is expected to attend such function as part of their employment responsibilities or where provided free to the University or to encourage participation at University events (requires Vice President's or President's approval). Additionally, excess tickets to University events may be provided to University employees with special consideration to employees of the unit sponsoring the event, with Vice Presidential approval;

9. Postage stamps for personal use;
10. Expenses related to holiday, or other open houses, including food and beverages should be balanced considering the expression of employee appreciation and the benefit to employee morale, with fiscal responsibility. In addition to the authorized President's holiday reception, each Vice President should limit such expenses for his/her division to \$3 per full-time employee within his/her supervision annually. Any additional expenses should be reimbursed by Foundation or other private funds;
11. Personal food items for office staff (candy, soda, etc.).

The University's Fiscal Responsibility Policy addressing impropriety in expenditure of University funds was created with official guidance from the Missouri Code of State Regulations, 1 C.S.R. 10-3(2).

**GIFT REPORTING FORM
MISSOURI STATE UNIVERSITY**

PERSON RECEIVING GIFT

Name _____

Title _____

Address _____

City _____ State _____ Zip _____

DESCRIPTION OF GIFT

Date of Gift _____

Cost of Gift \$ _____

Reason for Gift _____

UNIVERSITY APPROVAL

Source of Monies Used (Indicate University or Foundation Account Title and Number)

Person Giving Gift _____ Date _____

Department Head Approval _____ Date _____

Dean Approval (when appropriate) _____ Date _____

Vice President Approval _____ Date _____

State of Missouri

EXEMPTION FROM MISSOURI SALES AND USE TAX-ON PURCHASES

Issued to:

MISSOURI STATE UNIVERSITY
901 S NATIONAL
SPRINGFIELD MO 65804

Missouri Tax I.D.
Number: 10281541

Effective Date:
07/11/2002

Your application for sales/use tax exempt status has been approved pursuant to Section 144.030.2(20), RSMo. This letter is issued as documentation of your exempt status.

Purchases by your Organization are not subject to sales or use tax if within the conduct of your Organization's exempt functions and activities. When purchasing with this exemption, furnish all sellers or vendors a copy of this letter. This exemption may not be used by individuals making personal purchases.

A contractor may purchase and pay for construction materials exempt from sales tax when fulfilling a contract with your Organization only if your Organization issues a project exemption certificate and the contractor makes purchases in compliance with the provisions of Section 144.062, RSMo.

Sales by your Organization are subject to all applicable state and local sales taxes. If you engage in the business of selling tangible personal property or taxable services at retail, you must obtain a Missouri Retail Sales Tax License and collect and remit sales tax.

This is a continuing exemption subject to legislative changes and review by the Director of Revenue. If your Organization ceases to qualify as an exempt organization, this exemption will cease to be valid. This exemption is not assignable or transferable. It is an exemption from sales and use taxes only and is not an exemption from real or personal property tax.

Any alteration to this exemption letter renders it invalid.

If you have any questions regarding the use of this letter, please contact the Division of Taxation and Collection, P.O. Box 3300, Jefferson City, MO 65105-3300, phone 573-751-2836.

(81005)

Methods of Transportation

A. Policy

It is the policy of the University to permit the employee, with the approval of the administrative supervisor, to select the method of transportation that best meets the needs of the University and the employee.

B. University-Owned Vehicles

1. A limited number of university vehicles are available for use by employees. The campus Motor Pool Office can advise where and under what conditions these vehicles may be assigned for use and the charges for their use.
2. A driver using a university vehicle will be provided a credit card for fuel purchases. A driver will be reimbursed for all necessary operating expenses such as gas and oil (when unable to use the university credit card), storage, parking, and tolls.
 - In those instances when a service station will not accept a state credit card, gas expenditures will be reimbursed from the Motor Pool budget. The Travel Expense Report must be routed to Safety and Transportation for approval before forwarding to Financial Services.
 - Receipts or supporting data shall be obtained and attached to the Travel Expense Report when submitted for reimbursement.

C. Commercial Transportation

1. Travel by commercial airlines will be authorized where the cost is not in excess of travel by other usual means of transportation, or when the use of commercial airlines is of definite advantage to the University. Airline travelers will be reimbursed at the coach or tourist rate only; first-class or business-class travel expenses will not be honored.
2. Car rental services may be used in situations where the cost is less than or equivalent to other means of transportation, or when scheduled commitments require deviation from normal means of transportation.
3. The passenger copy of the commercial transportation ticket (whether purchased by the University in advance or by the employee) is required for commercial transportation expenditures and should be attached to the Travel Expense Report.
4. Financial Services reserves the right to verify any airfare quote submitted by an employee that seems unreasonable.

D. Personal Car - Within State

1. A driver is reimbursed at a per-mile rate not to exceed the rate approved by the Administrative Council based on actual mileage of the most direct route between points of the driver's official domicile (Springfield, Mountain Grove, or West Plains), destination, and return.
 - If additional in-city mileage is claimed, this fact should be clarified on the Travel Expense Report when submitted for reimbursement.

2. Local mileage is reimbursed provided an explanation as to the purpose of the mileage is provided.
3. An employee whose residence is in some place other than their official domicile shall not be allowed expenses while at such residence or traveling to and from the same unless on university business. Any additional travel expense incurred by reason of an employee residing in a city or town other than their official domicile is not reimbursable. The place of official domicile must be listed on the Travel Expense Report.

E. Personal Car - Outside of State

1. Should an employee elect to use a personal car for travel outside the state of Missouri, reimbursement is made at a per- mile rate not to exceed the rate approved by the Administrative Council based on actual mileage of the most direct route with the total (including meals and lodging en route) not to exceed the equivalent cost of commercial air coach or tourist fare.
2. In the event two or more authorized persons travel together in one personal car, only the owner will be reimbursed at the approved rate. Names and titles of other authorized passengers must be shown on the Travel Expense Report of the individual submitting mileage for reimbursement.
3. University employees traveling long distances by motor vehicle are obligated to provide written verification of equivalent airfare when required by Financial Services. The airfare quote must be obtained from a travel agency and must represent the cost of a non-refundable ticket at the time of travel.

Important: All airfare quotes must represent a reasonable amount and accurately reflect the actual cost of flying.

Courtesy Cars

A. General

This section summarizes the policy and procedures regarding the use of courtesy cars and reimbursement for allowable expenses associated with the courtesy cars.

B. Policy

1. The Board of Governors for the Missouri State University, at its sole discretion, may authorize the leasing of courtesy cars from the Missouri State University Foundation for the use of various employees.
2. Only those business use expenditures in the operation of the courtesy cars are an appropriate University expenditure; all other personal expenditures are the responsibility of the employee operating the courtesy car.

C. Personal vs. Business Use of Courtesy Cars

1. The University will reimburse expenditures for business use for courtesy cars as outlined elsewhere in these guidelines. According to the Missouri Revised Statutes, Section 105.711-

726, State Legal Expense Fund, Paragraph 2, Subparagraph (2), an appropriate business expenditure must be incurred by an employee...arising out of and performed in connection with his or her official duties on behalf of the state, or any agency thereof...

2. Examples of business activities appropriate for expenditures relative to courtesy cars:
 - driving to and from meetings (including breakfasts, luncheons, dinners) having to do with official University business and/or representing the University
 - driving to and from locations to deliver items having to do with official University business
 - driving to and from locations required to carry out official University job responsibilities
1. Examples of personal activities not appropriate for expenditures relative to courtesy cars:
 - driving to and from home to work
 - digressing from route to or from a business trip for a personal reason, i.e., shopping, running errands while traveling to or from a business related activity
 - operating vehicle during general personal activities, i.e., vacations, weekends, evenings, etc
 - any driving activity that does not fulfill an official University business purpose

D. Insurance

1. Property damage insurance is provided by the University under a policy procured through the Risk Management Section of Office of Administration, Jefferson City, MO with a \$500 deductible to be paid by the employees departmental budget. Coverage is provided for personal use of the vehicle also through the statewide policy. HOWEVER, the deductible is the employees responsibility if the vehicle is used for personal use when damage occurs.
2. Liability insurance is not maintained by the state, but the state is self-insured through the legal expense fund, provided funds are available, only in the course of official duty.

For business use, RSMo, Section 105.711, Para 2 states: Moneys in the state legal expense fund shall be available for the payment of any claim or any amount required by any final judgment rendered by a court of competent jurisdiction against:

- Any officer or employee of the state of Missouri or any agency of the state, including without limitation, elected officials, appointees, members of state boards or commissions and members of the Missouri national guard upon conduct of such officer or employee arising out of and performed in connection with his or her official duties on behalf of the state.
- The state of Missouri does not provide liability insurance for personal use of a vehicle. For personal use, employees assigned a courtesy car are to provide liability coverage in the amount of \$300,000/\$500,000 and must be endorsed with Missouri State University and the Missouri State University Foundation as an additional insured,

E. Operating Expenses

1. Operating expenses categorized as reimbursable are those expenses incurred by the employee assigned a courtesy car for business use ONLY.
2. Mileage is reimbursed at the rate of 28 cents per mile for gasoline, oil, lubrication, and other routine service costs for automobiles.
3. Reimbursement will follow policies and procedures set forth in this regulation.
4. Repairs to vehicle for damage as a result of a collision when on University business will be paid for by the state insurance coverage except for the deductible. The deductible will be paid by the employees departmental budget, or the employee if the vehicle was being driven on personal business.

F. Authorization of Courtesy Cars

The office of University Advancement will provide to Financial Services, on a regular basis, a list of employees who receive a courtesy car and are entitled to the courtesy car reimbursement rate.

Expense Allowances

A. General

This section summarizes the policy regarding reimbursement of travel expenses other than primary transportation. See Methods of Transportation and Allowances for information regarding transportation expenses.

B. Policy

1. University employees - Reimbursement is made for actual lodging, meals, and incidental expenses of a reasonable nature when essential to the transaction of University business. The business purpose of all requested reimbursements must be provided. University employees shall not be reimbursed for travel expenses incurred by another University employee. This includes shared lodging bills by two employees which should be billed separately. Exception: A recognized University group, such as an athletic team, debate team, or band, can have one employee responsible for payment of all travel expenses. In the above exception, the names of all traveling employees, guests, or students should be listed on the Travel Expense Report or attachment.
2. Non-Employees -Reimbursement of expenses for non-employees is not made except when it is necessary and to the benefit of the University and is limited to actual lodging, meals, and incidental expenses of a reasonable nature. Note: The name, title, and represented institution or organization of any guest must be listed on the Travel Expense Report or attachment.

C. Expenses Charged to Sponsored Gifts, Grants, or Contracts

1. Compliance Requirements - Reimbursement of expenses to be charged to sponsored gifts, grants, or contracts made to the University for research, instruction, or other purposes must be in full compliance with the travel regulations of the University, grant or contract,

whichever is the most restrictive. Note: In the event a gift, grant, or contract specifically provides for special arrangements for accountability of travel expenses, this fact must be noted on the Travel Expense Report.

D. Expenses Allowed

1. Lodging - Reasonable and necessary amounts

- When two or more employees share the same room, the total claimed for reimbursement must not exceed the total paid for the room. Separate billings should be obtained.
- When an employee shares a room with a spouse or other non-employee, the employee is responsible for documenting the single occupancy rate on the lodging receipt and will be reimbursed at this single occupancy rate.
- A receipted, itemized statement furnished by the hotel or motel showing a zero balance due is required for all lodging expenses. Summary statements provided by credit card companies cannot be accepted as justification for reimbursement. Express check-out should be avoided, as often times the statement provided does not show that charges have been paid in full. Note: Many hotels and motels offer a faculty or commercial rate that is less than the normal daily rate if advance reservations are made or if the fact that the employee represents the University is brought to the attention of the hotel or motel clerk at the time of registration.

2. Meals

- When traveling away from home overnight, actual meal expense, up to a maximum of \$50.00 per day, is reimbursable. If less than three meals per day are subject to reimbursement, amounts (including tips) should not exceed:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00
- Receipts must be obtained for amounts of greater than \$10.00 (regardless of the number in the party). Note: Prescribed maximums are not to be treated collectively as per diem allowances nor are they to be used individually without regard to the actual and necessary expenses. If actual expenses are less than the prescribed maximums, reimbursement will be allowed only for actual expenses.

Personal meals during single day trips are not reimbursable unless:

a) Early departure (6:00 a.m.) - Breakfast is reimbursable.

b) Late return (7:00 p.m.) - Dinner is reimbursable.

All other meals are not reimbursable unless:

a) The meal is with university guests, consultants, or candidates, and university business is discussed.

b) The meal is incurred as part of a seminar, conference, or required meeting.

- No employee shall be allowed meals while in the city of their official domicile. Reimbursement may be made for a meal charge within the official domicile if it is incurred as part of a department required meeting and is approved by the employees supervisor as being for the benefit of the state and not for the employee.

Local meals are not reimbursable unless:

a) The meal is with University guests, consultants, or candidates, and University business is discussed.

b) The meal is incurred as part of a seminar, conference, or required meeting. Note: When it is clearly to the benefit of the University for employees to pay for meals other than their own, the reasons required and names of the guests should be provided. Full reimbursement in excess of the maximum amount per meal is allowed for guests. Receipts must be provided when requesting exceptions to the maximum.

Note: All meals which qualify to be reimbursed by the University should be paid for by the employees and reported on a Travel Expense Report. No meals should be charged to the University. Two exceptions to this policy would be candidate meals charged at a hotel and meals associated with banquets or meetings.

1. Telephone and Telegraph: Charges while in a travel status will be reimbursed only in those instances where the Travel Expense Report indicates the name and title of the person contacted and the business purpose of the call. Personal calls are not reimbursable.

1. Miscellaneous Transportation and Related Expenses: These are allowed when necessary to carry out the purpose of the trip. These include taxi, bus, limousine, tolls, and parking. Valet parking is reimbursable only when associated with lodging or the event that the employee is attending. Documentation or receipts must be provided for expenses over \$10 with the Travel Expense Report in order to receive reimbursement.

1. Registration or Other Meeting Expenses:

- These are allowed when necessary to carry out the purpose of the trip. Note: A receipt on the form normally used by the organization is required if the fee is \$10 or more.
- Documentation concerning the purpose of travel, including the meeting agenda, conference schedule, meals provided, and the names of individuals involved, should be maintained and may be requested at the discretion of Financial Services.
- If the registration fee is prepaid by the University, a receipt is not required with and should not be claimed on the Travel Expense Report.

1. Reimbursement for any pre-registration of an event paid by an employee is not reimbursable until the completion of the trip or event. These expenses should be claimed with the Travel Expense Report upon completion of the event. Note: Since travel to conventions and similar meetings frequently results in direct benefit to the employee in addition to the benefit accruing to the University, it is appropriate in many instances for deans, directors, and department heads to authorize the travel with the understanding that the University will only reimburse part of the total cost of the trip. This type of arrangement should be clearly explained on the Travel Expense Report.

1. Meal Expenses for Teams or Groups:

- When in travel status, meal expenses for a recognized University team or group are reimbursable when:
 - a) Receipts are obtained and submitted with the Travel Expense Report.
 - b) A Financial Services Team Travel/M Meal Money form is properly completed and submitted. This form is to be used when cash is distributed by faculty/ employees to a University team or group for payment of meals.
 - In addition to being used for cash disbursements while in travel status, the Team Travel/M Meal Money form is also to be used when cash is distributed as pre-season meal money for athletes, meal money connected with home games, and reimbursements for meals while campus cafeterias are closed.

When completing the Team Travel/M Meal Money form:

- a) The top portion should be completed by an employee prior to the distribution of any money. In addition to completing blanks for travel dates, the name of each student receiving funds should be typed or printed in the appropriate blank. The amount distributed to each student on a per-day or per-meal basis should be shown along with the total amount received by each student whose name appears on the page.
- b) The lower portion of the form is to be completed by the students receiving funds. The student should print his or her own name, read the information, indicate the amount received, sign and date the form.
- c) Each form is designed to represent disbursement to no more than six students. When more than six students are to receive funds, use the appropriate number of additional forms. NOTE: The Team Travel/M Meal Money form will not replace the process of obtaining receipts for meal expenses incurred. Rather, the form is to be used when the distribution of cash for meal expenses is more feasible than obtaining receipts

E. Expenses Not Allowed

1. Reimbursement of personal expenses such as personal insurance, personal telephone calls, alcoholic beverages, movies, laundry, extra meals, etc., is not allowed.
2. As an exception, expenses for laundry service and dry cleaning shall be allowed only for extended travel outside the United States, or for athletic teams on extended trips. Receipts for expenses over \$10 shall be provided.

F. Travel Outside the United States

1. When employees travel outside the United States for University-related business, expenses are reimbursable in accordance with procedures outlined in this policy. Particular care should be taken to obtain all available receipts for the Travel Expense Report.
2. The Travel Expense Report must document the current exchange rate used when converting expenses from the foreign currency to U.S. dollars.

G. Candidate Travel and Moving Expense Reimbursement

1. Prospective University candidates can have their travel and moving expenses reimbursed at the discretion of the department seeking to hire a candidate. The terms and limits of the reimbursements for travel and moving expenses are approved by each department, but should not exceed the limits set for University employees established in this policy.
2. The Travel Expense Report should clearly indicate that reimbursable expenses are for candidates by writing Candidate Travel in the Department Box and placing the "Candidate Travel" account number in the Budget Number box of the report.

H. University Corporate Cards

1. The University has available to its employees a Diners Club or VISA Corporate Card to be used when they travel on University related business.
2. While the corporate card does identify Missouri State University on the card, it is the sole responsibility of each employee who has a corporate card to pay any and all charges assessed to their card.

Cash Advances

A. Policy

1. An employee traveling on University business may obtain a cash advance for travel expenses only for: (1) Team travel meal money for student group trips; or (2) out-of-the-country trips when exchanging funds will be a problem.

Depending upon the reason for the advance, the [Team Travel/M Meal Money Form](#) or the [Cash Advance Form](#) must be completed in order to request the advance.

2. Cash advances for travel expenses will be made to full-time University employees only.

Cash advances for the support of travel of students or other authorized individuals may be made to the department head, dean, or other authorized employees who shall be responsible for repayment of the advance.

The minimum amount allowed for cash advances is \$100.

Cash advances on travel which has been completed are not available. Prompt filing of the Travel Expense Report form will enable prompt payment, thereby making an advance unnecessary.

3. A Travel Expense Report should be filed within two weeks after returning from travel. The reimbursement check will be sent to the Bursar who will notify the employee of the required settlement amount.

Repayment of a cash advance must be made within 30 days after the completion of the trip.

Failure to repay a cash advance within the stated period may result in the loss of this courtesy.

When there is no difference between the checks drawn to pay for travel and the advance made for the travel, it is still necessary for the person receiving the advance to endorse the expense checks to complete the cash advance reimbursement procedure.

B. Regulations

1. Requests for cash advances are made on a Cash Advance Form.
2. A cash advance will be issued only to the employee whose name is listed on the Cash Advance Form. An employee cannot designate another employee to receive their cash advance.
3. The business purpose for travel should be explained in the appropriate space on the Cash Advance Form.
4. The cash advance requests need to be approved by the department head and/or major administrative official (dean or vice president, depending on the budget to be charged).
5. The cash advance may be picked up at the Bursar's Office 24 hours before travel commences or on the preceding Friday if travel commences on Sunday or Monday.
6. Employees requesting a cash advance for travel must present their University I.D. card to the cashier in the Bursar's Office prior to receiving a cash advance for travel.

Travel Reimbursement

A. Regulations

1. All claims for reimbursement of travel expenses are made on a [Travel Expense Report Form](#).
2. All payments for reimbursement of travel expenses are made by University check.
3. A Travel Expense Report should be submitted within two weeks upon return from each trip.
 - Employees traveling at frequent intervals may submit one Travel Expense Report for the entire month or more frequently if desired.
 - A Cash Advance Form must be attached to the Travel Expense Report form for each trip requiring a cash advance.
 - Travel to a foreign country and travel outside the continental United States must also be approved by the President in writing prior to the trip. A copy of the approval will be attached to the Travel Expense Report when filed.
1. All Travel Expense Reports must be certified by signature of the employee and approved by the administrative official responsible for the budgeted funds from which the expenses are to be reimbursed. An administrative official should not approve their own travel expenses. Travel Expense Reports for such officials must be approved by their administrative supervisor or their designee.
2. All approved Travel Expense Reports are submitted to Financial Services to be reviewed for compliance with University policy, reasonableness of expenses, and for accuracy.

- Any Travel Expense Report not complying with University policy or otherwise incomplete or inaccurate will be returned.
- Financial Services reserves the right to question any claim for reimbursement for its validity and request proof for its accuracy and legitimacy.

B. Procedures

1. Upon return from his/her trip, the employee initiates the Travel Expense Report form.
 - Records lodging expenses for each night rather than total sum on day of checkout.
 - Records meals and telephone charges included on lodging invoices in the appropriate column of the Travel Expense Report.
 - Notes additional information justifying unusual expenditures.
 - Provides the business purpose of the expenditures in the appropriate space or on an attachment.
 - Provides the budget number to be charged with the travel expenses.
 - Attaches required receipts. Receipts are required for: lodging, meal amounts over \$10, ground transportation over \$10 (taxi, bus, limousine, parking, tolls), air fare, gasoline purchases, auto rental, registration over \$10, and any unusual expenditure.
 - Attaches Cash Advance Form if applicable.
 - Certifies Travel Expense Report by signature.
 - Submits to supervisor or designee for approval

Mileage Rates

Mileage Reimbursement Rates

Travel During	Personal Vehicle*	Courtesy Vehicle**
FY 10 07/01/09 - 06/30/10	.475 per mile	.280 per mile
FY 09 07/01/08 - 06/30/09	.475 per mile	.280 per mile
FY 08 07/01/07 - 06/30/08	.455 per mile	.260 per mile
FY 07 07/01/06 - 06/30/07	.415 per mile	.220 per mile
FY 06 07/01/05 - 06/30/06	.375 per mile	.180 per mile
FY 05 07/01/04 - 06/30/05	.345 per mile	.150 per mile

* Business use within or outside the State of Missouri

** Business use within or outside the State of Missouri for individuals provided a vehicle allowance.

Note: For more information regarding travel regulations, please visit the following website:
<http://www.missouristate.edu/financialservices/travelregulations.htm>

Please Type PAGE _____ of _____

300-0756 (3-90)

TYPE OR PRINT IN INK		DATE	
NAME		SOCIAL SECURITY NO.	
DEPARTMENT		BUDGET NO. TO CHARGE	
DESTINATION			
PURPOSE OF TRIP			
DATES OF TRAVEL			NUMBER MAKING TRIP
FROM:		TO:	
MANNER OF TRANSPORTATION			
<input type="checkbox"/> CAR <input type="checkbox"/> PLANE <input type="checkbox"/> BUS <input type="checkbox"/> TRAIN			
ESTIMATED EXPENSES		SPECIFY EXPENSES	
MEALS	\$	_____ @ \$ _____	
TRANSPORTATION	\$	If personal car, _____ Miles @ current rate	
LODGING	\$	_____ Nights @ \$ _____	
OTHER (SPECIFY)	\$	_____	
TOTAL	\$ 0.00	_____	
REIMBURSABLE ALLOWANCE \$		To be completed by approving Administrative Officer	
CASH ADVANCE \$		MUST be filled out to receive advance!	
APPROVING DEPARTMENT HEAD'S SIGNATURE		APPLICANT'S SIGNATURE	
_____		_____	
(date)		(date)	
APPLICANT SHOULD NOT WRITE BELOW THIS LINE			
APPROVING ADMINISTRATIVE OFFICER		FINANCIAL SERVICES USE ONLY	
_____		TRAVEL REQUEST NO. [] [] [] [] [] []	
(signature) (date)		ACCOUNT NUMBER	
<input type="checkbox"/> President <input type="checkbox"/> Vice President-Administrative Services <input type="checkbox"/> Vice President-Academic Affairs <input type="checkbox"/> Chief Financial Officer <input type="checkbox"/> Vice President-Student Affairs <input type="checkbox"/> Vice President-University Advancement <input type="checkbox"/> Academic Dean <input type="checkbox"/> Other _____		[] [] [] [] - [] [] - [] [] [] [] - [] [] [] [] - [] [] [] []	
BUDGET TO BE CHARGED		DESCRIPTION TRAVEL REQUEST -	
<input type="checkbox"/> Faculty Travel <input type="checkbox"/> Other _____		[] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []	
(RETURN ALL COPIES TO FINANCIAL SERVICES)		DATE [] [] [] [] [] [] ENCUMBRANCES \$ [] [] [] [] [] []	

MISSOURI STATE UNIVERSITY
FINANCIAL SERVICES
TEAM TRAVEL/MEAL MONEY

TO BE COMPLETED BY FACULTY/STAFF ONLY:

I, _____, ATTEST THAT, IN ACCORDANCE WITH TRAVEL
REGULATIONS, \$_____ HAS BEEN DISTRIBUTED TO EACH OF THE FOLLOWING INDIVIDUALS:
(PLEASE PRINT)

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

AT A RATE OF \$_____ PER DAY/OR \$_____ PER MEAL FOR THE DATES OF _____

SIGNATURE _____ DATE _____

TO BE COMPLETED BY STUDENTS ONLY:

1. I, _____, attest that I have read the above information regarding money for meals, that all blanks are properly completed, the information is correct, and I have received \$_____.

SIGNATURE _____ DATE _____

2. I, _____, attest that I have read the above information regarding money for meals, that all blanks are properly completed, the information is correct, and I have received \$_____.

SIGNATURE _____ DATE _____

3. I, _____, attest that I have read the above information regarding money for meals, that all blanks are properly completed, the information is correct, and I have received \$_____.

SIGNATURE _____ DATE _____

4. I, _____, attest that I have read the above information regarding money for meals that all blanks are properly completed, the information is correct, and I have received \$_____.

SIGNATURE _____ DATE _____

5. I, _____, attest that I have read the above information regarding money for meals, that all blanks are properly completed, the information is correct, and I have received \$_____.

SIGNATURE _____ DATE _____

6. I, _____, attest that I have read the above information regarding money for meals, that all blanks are properly completed, the information is correct, and I have received \$_____.

SIGNATURE _____ DATE _____

Motor Pool

The Motor Pool provides vehicles and vehicle support to all University departments. The Motor Pool office is located in the building to the east of the substation at 700 E. Elm.

Motor Pool vehicles may be reserved using the online Motor Pool Reservation System.

The use of any University vehicle is restricted to the conduct of official University business. A department head or other administrative supervisor is responsible to carefully review and approve the request for assignment of a University vehicle to ensure that the designated driver is protected under the provisions of the University liability insurance.

Any employee representing a University account with adequate funds for authorized University expenditure may reserve a motor pool vehicle. Use of University owned vehicles is limited to full and part-time faculty and staff. Because of liability insurance requirements of the State of Missouri, students are not allowed to drive University vehicles or vehicles leased for use by the University, unless they are employed by the University and their official duties require them to drive.

A vehicle may be reserved between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. Reservations must be submitted on a Motor Pool Reservation Form.

Reservations for out-of-town travel may be three months in advance of checkout date. Reservations for local travel may be made five days in advance.

Before making reservations, please determine:

- Date and time desired to pick-up and return vehicle.
- Destination.
- Driver's name and drivers license number(s).
- Type of vehicle needed.

The **Motor Pool office is closed Saturdays, Sundays and holidays**. Vehicles reserved for these days may be picked up between 8:00 a.m. and 3:30 p.m. on the last working day before the reservation.

Individual University departments may have motor vehicles assigned to them. Each vehicle must bear official license plates of the State of Missouri prior to use. The Motor Pool Administrative Office is responsible for obtaining these plates. Upon delivery of the vehicle to the individual department, a department representative should contact **the Motor Pool Administrative Office at 836-5266**.

To insure that each vehicle is maintained in good condition, the Motor Pool schedules regular preventive maintenance. The University department is responsible for having vehicle maintenance performed under University maintenance contracts.

Motor Pool Policies

The Motor Pool provides vehicles and vehicle support to all departments of the University.

- University policies and procedures governing the use of vehicles are in accordance with Missouri statutes and apply to the use of all University vehicles, whether assigned to a department, an individual or the Motor Pool.
- The use of any University vehicle is restricted to the conduct of official University business. Use of the University vehicle during any trip or segment thereof for personal business or pleasure is prohibited. Violations may result in loss of Motor Pool privileges.
- Drivers are to observe all traffic laws applying to the locality in which the vehicle is being driven. All drivers and passengers must wear seat belts while in a University vehicle.
- The University is not responsible for traffic violations by drivers of University vehicles. Fines or penalties for infractions of the law by a driver of a University vehicle are the personal responsibility of the driver and the University assumes no obligation.
- All University vehicles shall display official license plates of the state of Missouri prior to use, and shall have a University seal displayed clearly on the front door of each side of the vehicle.
- **Consumption of alcohol or use of illegal drugs is prohibited. Operators must not drive while under the influence of alcohol, illegal drugs or any other substance that impairs their ability to drive. Transportation of alcohol in state vehicles is prohibited except when necessary in the conduct of state business. Use of tobacco products is prohibited in state vehicles.**

Maintenance

- A vehicle usage log must be maintained for each state vehicle and include the following information:
 - - Name of driver
 - Date(s) used
 - Beginning and ending odometer readings
 - Destination
 - Purpose of use
- A monthly preventive maintenance check must be performed on each University-owned vehicle. In addition, for safety precautions, special maintenance must be performed before and after a University-owned vehicle travels over 500 miles on a round trip.
- Currently, the State of Missouri Office of Administration has left the decision to purchase surplus vehicles to each state agency. The University considers, based on needs and usage, whether to purchase new or surplus vehicles.
- The State of Missouri Office of Administration established minimum mileage replacement criteria for state vehicles at 135,000 miles.

- Currently, the State of Missouri Office of Administration has not set criteria for purchasing SUV's. SUV's cost the state considerably more than a mid-sized sedan, and approval from the department head should be made prior to purchase of a SUV. This should be based upon needs and usage.
- Permission to modify a vehicle in any manner (remove seats, trailer hitches, etc.) must be obtained from the Motor Pool prior to modifications.

Obtaining a Vehicle From Motor Pool

Authorization to Reserve a University Vehicle

- Any employee representing a University account with adequate funds for authorized University expenditure may reserve a Motor Pool vehicle to conduct official University business. The employee's department head must authorize the request and is responsible for all reservations.
- The driver to whom a University vehicle has been released is fully responsible for the security and operation of a vehicle until it is returned to the Motor Pool.
- Use of University-owned vehicles is limited to full and part-time faculty and staff. Because of liability requirements of the State of Missouri, students are not allowed to drive University vehicles or vehicles leased for use by the University unless they are employed by the University and their official duties require them to drive.
- The person to whom the vehicle is assigned must be at least 18 years old and have a valid driver license appropriate for the vehicle being driven. If the vehicle is designated to transport less than 16 passengers, then a Class F license (ordinary operator license) is required. If an employee is hired to exclusively be a driver, then a Class E license is required. Additionally a CDL (commercial driver's license) is required to drive any vehicle designed to transport 16 or more passengers. Please call the Motor Pool if you are uncertain about when a CDL is applicable and/or have a questions regarding CDL requirements

University Policy on the Use of Gasoline Credit Cards

- **All university vehicles:**
 -
 - The Motor Pool will secure and assign all gasoline credit cards to each University vehicle.
 - The Safety and Transportation Office will be responsible for reviewing all charges/invoices, authorizing payment, and forwarding documentation to Financial Services for payment. Only items related to the operation of the vehicle are to be purchased with University credit cards.
- **Vehicles assigned to departments:**
 - The Motor Pool will secure and issue gasoline credit cards for departments operating their own vehicles.
 - The Motor Pool will maintain a master list of issued cards.

- The individual department will keep a copy of the credit card receipt issued at the time of purchase for its own records.
- The Motor Pool will charge the appropriate department from the credit card company monthly billing and forward the invoice to Financial Services for payment.
- **Privately owned vehicles:**
 - No University credit card will be issued to purchase gasoline for privately owned vehicles. Reimbursement for travel expenses in connection with the use of privately owned vehicles will be in accordance with the University travel policy.

Operation of Personal Automobiles on University Business

- **Authorized use** - The use of personal automobiles for official University purposes must be approved by the department head if mileage allowance is to be paid, or if, in case of an accident, a Workers Compensation claim is made. It is the responsibility of the department head to determine that each driver who is authorized to drive has a valid drivers license and appropriate insurance.
- **Accidents** - A person who has been authorized to use a personal automobile for official University business is to follow the same procedures for the initial police report of an accident that apply to drivers of University vehicles (listed above). The driver must obtain all the required information, and notify the department head and the Safety and Transportation Office as soon as possible.
- **Medical Costs** - If it is established that the driver was engaged in a work-related capacity and personal injuries resulted arising out of or in the course of employment, the driver may be eligible for Workers Compensation. Benefits under Workers Compensation are prescribed by the State of Missouri and not by the University. Employees in a work-related accident should contact the Office of Human Resources.
- **Insurance** - The University does not have insurance that will provide coverage to an employee while they are using his/her personal vehicle on University business. The mileage allowance takes into consideration insurance, therefore the employee must file any claim through his/her insurance company. If employees frequently use their vehicles on University business, they are encouraged to consult with their insurance agent or broker.

Note: Motor Pool Policies can be found at <http://www.missouristate.edu/safetran/10494.htm>

**MISSOURI STATE UNIVERSITY™
COMPLIMENTARY TICKET RECORD**

RECIPIENT NAME AND ORGANIZATION: _____ **PATRON ID #** _____

EVENT: _____

RATIONALE

EVENT NUMBER: _____

OF TICKETS _____

HIGH SCHOOL/JR COLLEGE COACH: YES / NO

CONTACT PERSON

AUTHORIZED BY:

RECEIVED BY:

**MISSOURI STATE UNIVERSITY™
RECRUIT AUTHORIZATION**

RECRUIT NAME: _____ **PATRON ID #** _____

EVENT: _____

SPORT RECRUITING FOR:

EVENT NUMBER: _____

PLEASE NOTE: RECRUIT MUST SIGN FOR TICKETS-LIMIT 3

OF TICKETS _____

OFFICIAL VISIT / UNOFFICIAL VISIT (circle one)

CONTACT COACH

AUTHORIZED BY:

RECEIVED BY:



PROMOTIONAL ACTIVITIES REQUEST FORM

Includes fund-raising and appearances at charitable, educational, and non-profit organizations. Prior to submitting this request, please read **By-law 12.5**.

Person submitting request: _____
Print Name _____ Date _____

Sport: _____

Names of Student-Athletes who may be involved:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Coaches who may be involved: _____

Date of the event: _____

Description of the activity in detail: (attach additional information if necessary)

Submit this approval request to: Kyle Yates or Casey Comoroski no later than one week prior to the event.

The above mentioned activity is: ☐ Approved

☐ Not Approved (Give reason or By-law)

Signed by: _____
Director of Athletics (or designee)

Date

Final Approval: _____
[See By-law 12.5.1.1(a)] Dr. Mike Nietzel, President (or designee)

Date

Original: Compliance Office
Copies: Director of Athletics
Coach/person making request

Bears Fund Brochure



TheBearsFund

Building Excellence in Athletics through Recruiting and Scholarships

www.missouristate.edu/TheBearsFund

The Bears Fund and its purpose

Established in 1982 as the annual fundraising program for men's and women's intercollegiate athletics, The Bears Fund was developed with Missouri State's move to Division I competition and stands for "Building Excellence in Athletics through Recruiting and Scholarships."

The primary reason behind The Bears Fund is the need for additional revenue to help support the athletics budget within the recruiting and scholarship areas. Although the athletics department receives a portion of its operation funds from the institution, private contributions have become imperative to offset the growing demand of competing at the highest level.

The Missouri State athletics program strives to provide the premium facilities, equipment, physical training and education to its student-athletes. With your support, we can continue to elevate the caliber of the Missouri State athletics experience for our student-athletes, coaches and fans alike.



Bears Fund Giving Levels

As a Bears fan, you can play a direct role in helping achieve success of the Bears athletics program in Division I. While the Bears teams continue to grow and excel, rewards have already been realized in the level of competition, increased fan interest and national exposure.

Through your enthusiasm and interest in supporting the efforts of those who wear the colors of maroon and white, the opportunity for continued success is much greater. For this reason, we are asking you to join the growing number of individuals who are making contributions to The Bears Fund. Your financial assistance will help improve the quality of the various programs, as well as the caliber of student-athletes who are recruited to receive a college education while representing Missouri State University!


















































































Your Annual Seat Assessment (ASA) is an element of each Bears Fund Giving Level and your payment will be processed through the Missouri State University Foundation. The ASA may fulfill your desired Bears Fund Giving Level or an additional gift to Missouri State athletics may be needed to meet your desired giving level. You will receive all benefits at that Bears Fund Giving Level.

In addition to making a remarkable difference in the lives of our student-athletes, donors to Missouri State athletics are entitled to a number of benefits based on their annual giving and/or seat assessments. Various giving levels have been established to recognize Bears fans contributions. In the past, each donor gave an annual donation at the level of his or her choice. With the opening of JQH Arena in 2008, you can now support Missouri State athletics through your Annual Seat Assessment for men's and/or women's basketball, as well as an Annual Gift.

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Bears Fund giving Levels

	Hall of Fame Club (\$10,000 or more)	All-American Club (\$4,000 or more)	Champions Club (\$2,000 or more)	Diamond Bears Club (\$1,000 or more)	Gold Bears Club (\$600 or more)	Silver Bears Club (\$300 or more)	Brain Club (\$150 or more)	Cub Club (\$50 or more)
Assisting in the educational experience of student-athletes								
Tax Deduction								
Opportunity to purchase Bears and/or Lady Bears basketball season tickets *								
Bears on-line newsletter, auto decal, schedules and other mailings								
Invitation to special events and athletics functions								
Option of purchasing preseason and postseason tickets on a priority basis								
Web site and Game Program recognition for football, volleyball, Bears and Lady Bears basketball***								
Priority parking at Bears football, Bears basketball and Lady Bears basketball games**								
Season pass for men's and women's soccer and volleyball (non-reserved seating)								
Bears football, Bears basketball and Lady Bears basketball game programs with Donor Card								
10% discount and other specials at Missouri State Bookstore								
Opportunity to purchase football season tickets in chairback sections								

*Annual Seat Assessment (ASA) may be required for Bears or Lady Bears basketball seat location.

**To receive priority parking for Bears and/or Lady Bears basketball, you must be a season ticket holder in that sport.

***Deadline of donation is August 1 for name recognition in football and volleyball programs, October 1 for Bears and Lady Bears basketball programs.



Support your Sport!

Donating through a seat assessment is not the only way that you can support your favorite team(s)! Bears fans may also make a contribution to support the sport of their choice while enjoying a close friendship and affiliation with that program. Your gift will be deposited directly into the sports' Restricted Foundation account for use at the coach's discretion. Please designate the sport(s) of your choice on the enclosed pledge card. Your gift can be fully tax deductible.

Baseball
Men's Basketball
Lady Bears Basketball
Cross Country
Field Hockey
Football
Men's Golf
Women's Golf
Men's Soccer
Women's Soccer
Softball
Men's Swimming
Women's Swimming and Diving
Women's Track and Field/Cross Country
Volleyball

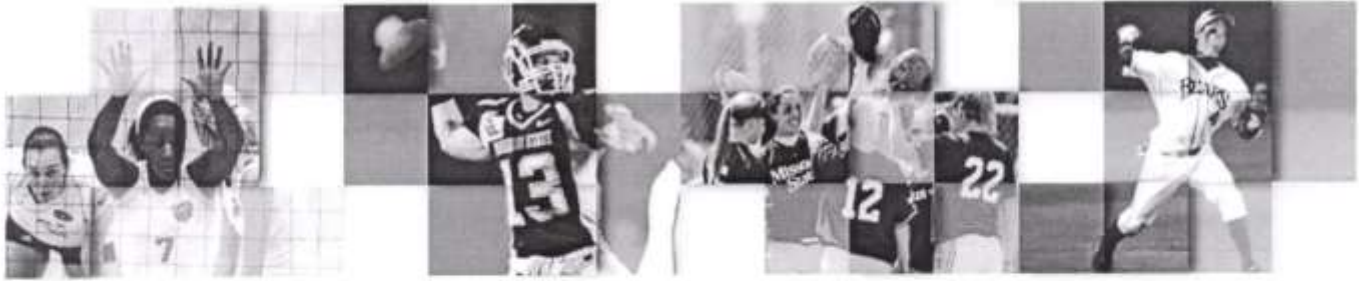
BAY Program

The Bears Assisting Youth (BAY) program provides opportunities for the Ozarks area youth and community groups to attend Missouri State athletics events free of charge. The BAY program is supported entirely by the charitable efforts of private donors and corporate sponsors.

Your participation in the BAY program will include purchasing a season ticket to your choice(s) of these Missouri State sports – football, volleyball, men's basketball, women's basketball, baseball and softball - which will be donated to a charity, youth group or community group in your name. The purchasing of BAY program season tickets is considered a gift to Missouri State athletics and is 100% tax deductible. Missouri State will recognize your participation in the program during the entire season of which you participate.

These groups include the Boys and Girls Club, Big Brothers Big Sisters, Boys and Girls Town of Missouri and many, many more. Each group will have an opportunity to send kids to experience and enjoy the atmosphere of college athletics and to learn about leadership, teamwork and other positive attributes.

For more information on the BAY Program or to purchase tickets, please contact the Missouri State Athletics Marketing Office at 417-836-4143.



Endowments and Scholarships

Missouri State athletics is known for its rich tradition and success. To ensure that the future is bright, long-term financial planning and investment is critical. Endowed scholarships can play a vital role in the Bears future success.

With a minimum gift starting at \$10,000, a donor can establish a perpetual athletic scholarship at Missouri State that is placed in an endowment fund. The fund is invested so that annual scholarships can be funded with a portion of the dividends and interest earned. The remaining portion is reinvested, enabling the scholarships to grow to offset inflation and rising tuition costs.

With more endowed scholarships, The Bears Fund can apply more of its annual donor contributions and gifts to other Missouri State athletics department needs. Bears Fund endowment donors have the satisfaction of knowing their gift will support deserving student-athletes year after year.

To see a full list of all endowment and scholarships that have been established, please visit www.us.missouristate.edu/giving and click on "Intercollegiate Athletics."

For more information, please contact The Bears Fund at 417-836-4143 or athleticsdevelopment@missouristate.edu.

The Bears Fund Priority Points System

Priority Points are awarded based on several criteria of support for Missouri State athletics. Your priority points will be updated annually and will determine the selection order for seating upgrades, purchasing of post season and tournament tickets, away-game ticket availability and other areas.

Points will be determined on the following basis:

- 1 point for every \$100 in gifts to the Missouri State athletics program since 1982
- 2 points for each season ticket purchased for each year as a Bears basketball season ticket holder
- 2 points for each season ticket purchased for each year as a Lady Bears basketball season ticket holder
- 10 points for being a Missouri State graduate (one-time distribution)

Members of The Founders Club Medallion Levels also will be given one-time points as follows:

• Founders Medallion	1,000 points
• Platinum Medallion	500 points
• Sterling Medallion	250 points
• President's Medallion	100 points
• Silver Medallion	50 points
• Bronze Medallion	25 points



Giving to The Bears Fund

Outright gifts

Gifts to The Bears Fund are recorded and acknowledged through the Missouri State University Foundation. Gifts to the athletics program typically are cash gifts, but contributions of personal property, goods or services, real estate or appreciated securities can mean substantial support for Missouri State.

Bequests and life income trusts

You can qualify now for high levels of recognition within the Missouri State University Foundation by making the Foundation a beneficiary in your will or by setting up a life income trust through the Foundation. Both of these methods of making substantial gifts to athletics may provide significant income and estate tax savings.

Honorary and memorial gifts

Honorary and memorial gifts are a fitting way to pay tribute to someone's life and accomplishments while strengthening the Missouri State athletics program. Several scholarship funds have been endowed to perpetuate an individual's name.

Gift-in-kind

Gifts of goods or services can be of great financial assistance by reducing expenses of the Missouri State athletics department, while offering the donor a tax deduction for the fair market value of the gift. Please contact The Bears Fund for permissible gift-in-kind opportunities.

Matching gifts

The Missouri State University Foundation has a helpful online resource for determining if you or your spouse works for one of the 8,800 corporations and businesses that match private gifts from employees to educational institutions. These organizations recognize the need and provide support for higher education through individual matching gift programs. Each company has different deadlines, requirements and instructions but the benefit to Missouri State can be great. It is your responsibility to follow your company's specific guidelines but just remember any corporate match will be added to your gift credit for gift club recognition.

Gifts are often matched at a dollar-for-dollar rate; however, some companies offer programs which match at double, triple and in some cases quadruple, the rate of the employee contribution. Directors, retirees and spouses of employees may also be eligible for a match.

To find out if your company is a matching gift company, visit <http://www.matchinggifts.com/missouristate> and search the database of over 8,800 matching gift companies.

If your employer is found, specific instructions are provided and some companies have downloadable forms. If you do not find your company or detailed instructions, simply contact your human resource office for more information and the proper forms. Mail your completed forms in with your gift to the Missouri State University Foundation. If you have any questions regarding matching gifts, please contact the Missouri State University Foundation at 417-836-4143.

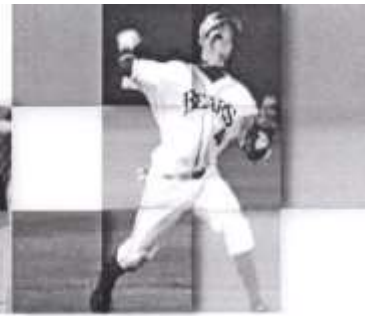
Tax-deductible donations

All gifts through The Bears Fund, including Annual Seat Assessments, are tax deductible. Current federal income tax law allows an 80% charitable deduction of a contribution to educational institutions where, as a result of the contribution, the donor received preferred seating rights for athletic events.

Contributions that neither directly, nor indirectly, result in the receipt of preferred seating rights may be fully deductible for federal income tax purposes. If you wish to decline all benefits and receive a full tax deduction, please contact The Bears Fund Office at 417-836-4143.

Major gifts or contributions not associated with ticket priority are 100% deductible. The Bears Fund donors will receive a receipt for tax purposes upon receipt of payment.

As always, please consult your tax advisor for specific tax advice.



Make your Donation On-Line

To assist our donors with making their donation(s) to Missouri State Athletics and The Bears Fund convenient, donors may make gifts on-line through the Missouri State University Foundation. Please go to our website at www.missouristate.edu/giving.

You can find the Men's Basketball Seat Assessment account under Intercollegiate Athletics and Men's Sports. The Women's Basketball Seat Assessment account is under Women's Sports. All other accounts in which you may contribute are found under Intercollegiate Athletics.

If you have any questions about giving online, please email athleticsdevelopment@missouristate.edu or telephone us at 417-836-4143.

FAQ's on On-Line Giving

Are these pages safe? Will my information be protected?

Missouri State University secures its pages using server encryption. Only people within the development office can view and process the information. The Missouri State University Foundation respects your privacy. We do not disclose personal information to others.

What credit cards may I use?

We accept Visa, Master Card, American Express and Discover.

How do I know you received my gift? What will I have for my records?

An online receipt is generated once you complete your gift. Simply print it off for your records. You can also receive an email confirmation. Within two weeks, you will receive a receipt in the mail along with a thank you acknowledging your gift.

May I give my gift in memory of, or in honor of someone?

Yes. We will ask you for the name of the person you wish to honor.

What if I don't want to submit my gift electronically?

You can print your gift form and mail it to us with your check or credit card information. Make your check payable to the Missouri State University Foundation - The Bears Fund.

Our address:

The Bears Fund
Missouri State University Foundation
Kenneth E. Meyer Alumni Center
300 South Jefferson, Suite 100
Springfield, MO 65806

Seat Assessment Diagrams

JQH Arena - JQHArena.missouristate.edu

Men's Basketball



\$2,500 per seat (Loge Seats) - Black

\$100 per seat (Loge Seats) - Dark Blue
Non-Priority Seating - White
Student Seating - Maroon

Missouri State University

Women's Basketball



\$1,500 per seat (Loge Seats) - Black

\$25 per seat (Bleacher Seats) - Dark Purple
Non-Priority Seating - White

Missouri State University

Student Seating - Maroon

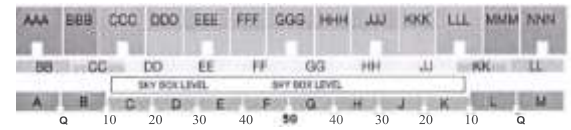
\$50 per seat - Dark Blue

All seating plans are subject to change.

www.missouristate.edu/TheBoardFund

Plaster Sports Complex (West side shown)

Football



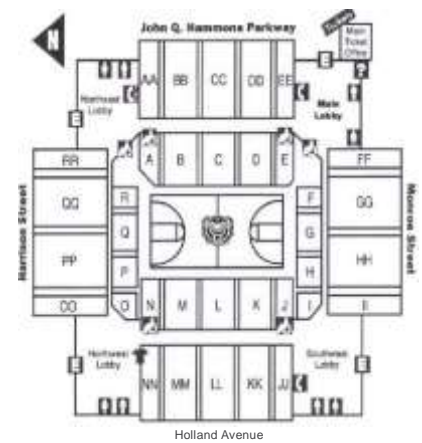
General Admission

Missouri State University

Reserved

Hammon's Student Center

Volleyball



*seating: single letter sections along with JJ-NN & AA-EE are chair backs, FF-LL & OO-RR sections are bleachers



For more information on The Bears Fund, please contact:

Padraic McMeel
Assistant Director of Athletics - External Affairs

Julie Wright
Administrative Assistant
The Bears Fund

Missouri State University Foundation
Kenneth E. Meyer Alumni Center
300 S. Jefferson, Suite 100
Springfield, MO 65806
417-836-4143

Missouri State University Student-Athlete Assistance Fund Guidelines

SPECIAL ASSISTANCE FUND

The guiding principles of the special assistance fund are to meet the student-athletes' needs of an emergency or essential nature for which financial assistance otherwise is not available. The following student-athletes are eligible to apply for the funds:

- Pell eligible student-athletes, including student-athletes whom have exhausted their eligibility or no longer able to participate due to medical reasons.
- Student-athletes who are receiving countable aid and who have demonstrated financial need, including student-athletes whom have exhausted their athletics eligibility or no longer are able to participate because of medical reasons.
 - a. Demonstrate financial need is defined as the cost of attendance minus expected family contribution prior to any athletics related aid or other aid being awarded.
 - b. Domestic student-athletes will have demonstrated financial need if they qualify for Pell grant or have demonstrated financial need determined annually by the institution's financial aid department using the federal methodology used to award institutional need-based funds to all students.
 - c. Demonstrated financial need for foreign student-athletes must be determined and certified annually in writing by the official foreign entity of the institution outside of the department of athletics.

Following student-athletes are not eligible to apply:

1. Those who are receiving countable aid and are not Pell-eligible and do not demonstrate need.
2. Those who do not receive countable aid and are not Pell-eligible.
3. Non-qualifiers in their initial year of residence.

STUDENT-ATHLETE OPPORTUNITY FUND

Fund is intended to provide direct benefits to student-athletes or their families as determined by the conference office consistent with the following guidelines:

- All student-athletes, including international, are eligible to receive SOAF benefits, regardless of whether they are grant-in-aid recipients, have demonstrated need or have exhausted eligibility or no longer participate due to medical reasons.
- Benefits are intended to pay costs that arise in conjunction with participation in intercollegiate athletics, enrollment in an academic curriculum or that recognize academic achievements.
- Prohibited uses are limited to coaches' salaries, undergraduate tuition room and board and books for summer school, capital improvements and stipends for student-athletes.
- May be used to supplement the Special Assistance Fund.
- Conferences are required to report annually to the NCAA the fund recipients by sport and gender as well as the purposes for which the monies were used and the amounts for each purpose.

All requests of uses of the fund must be approved by the Associate Athletics Director or Director of Athletics. This includes any requests from a coach, athletics training, student-athlete, etc.

National Letter of Intent



www.national-letter.org

2008-2009

Administered by the NCAA Eligibility Center on Behalf of the Collegiate Commissioners Association (CCA)

Do not sign prior to 7:00 a.m. (local time) on the following dates or after the final signing date listed for each sport.

<u>SPORT</u> (Place an "X" on the proper line.)	<u>INITIAL SIGNING DATE</u>	<u>FINAL SIGNING DATE</u>
____ Basketball (Early Period)	November 14, 2007	November 21, 2007
____ Basketball (Regular Period)	April 16, 2008	May 21, 2008
____ Football (Midyear JC Transfer)	December 19, 2007	January 15, 2008
____ Football (Regular Period)	February 6, 2008	April 1, 2008
____ Field Hockey, Soccer, Men's Water Polo Track and Field/Cross Country	February 6, 2008	August 1, 2008
____ All Other Sports (Early Period)	November 14, 2007	November 21, 2007
____ All Other Sports (Regular Period)	April 9, 2008	August 1, 2008

IMPORTANT - READ CAREFULLY

It is important to read this entire document before signing it in duplicate. One copy is to be retained by you and the other copy is to be returned to the institution, which will file a copy with the appropriate conference office. **Copies transmitted by facsimile or electronically are considered to be valid.**

1. **Initial Enrollment in Four-Year Institution.** This NLI is applicable only to prospective student-athletes who will be entering four-year institutions for the first time as full-time students. It is also permissible for 4-2-4 transfers who are graduating from a junior college as outlined in Provision 8b to sign the NLI. With the exception of midyear junior college transfer students in football (who must graduate at midyear for this NLI to be valid), no prospective student-athlete enrolling at midyear shall sign an NLI.
2. **Financial Aid Requirement.** At the time I sign this NLI, I must receive a written offer of athletics financial aid applicable for the entire 2008-2009 academic year from the institution named in this document. The offer shall list the terms and conditions of the award, including the amount and duration of the financial aid. (A midyear football junior college transfer must receive a written offer of athletics financial aid applicable for the remainder of the 2007-2008 academic year.) In order for this NLI to be valid, my parent/legal guardian and I must sign the NLI and the offer of athletics aid prior to submission to the institution named in this document, and any other stated conditions must also be met. If the conditions stated on the financial aid offer are not met, this NLI shall be declared null and void. An institution submitting an improper offer of athletics aid may be in violation of the NLI program and subject to sanctions.
 - a. **Professional Sports Contract.** If I sign a professional sports contract in the sport in which I signed the NLI, I remain bound by the provisions of the NLI in all other sports, even if NCAA rules prohibit the institution named in this document from providing me with athletics financial aid.
3. **Provisions of Letter Satisfied.**
 - a. **One-Year Attendance.** The terms of this NLI shall be satisfied if I attend the institution named in this document for at least one academic year as a full-time student.
 - b. **Junior College Graduation.** The terms of this NLI shall be satisfied if I graduate from junior college after signing this NLI either while in high school or during my first year of full-time enrollment in junior college, provided it is not the year I am scheduled to graduate from junior college.

4. **Basic Penalty.** I understand that if I do not attend the institution named in this document for one full academic year, and I enroll in another institution participating in the NLI program, I may not represent the latter institution in intercollegiate athletics competition until I have completed one full academic year in residence at the latter institution. Further, I understand I shall be charged with the loss of one season of intercollegiate athletics eligibility in all sports, except as otherwise provided in this NLI. This is in addition to any eligibility expended at any institution.
- a. **Early Signing Period Penalties.** Prospective student-athletes who will participate in football are prohibited from signing an NLI during the early signing period. A student who signs an NLI during the early period in a sport other than football will be ineligible for practice and competition in the sport of football during the student's first year of enrollment at an NLI member institution, and shall forfeit one season of eligibility in the sport of football. In circumstances where a student's primary sport is not football, but the student anticipates participating in football, the student should delay signing an NLI until either the football signing period or during the regular signing period for all other sports.
5. **Release Request Form.** An NLI Release Request Form may be obtained and completed in the event I wish to be released from my NLI obligation. I must sign the form, along with my parent/legal guardian, and the Director of Athletics of the institution named in this document. A Release Request Form may be obtained from the NLI website at www.national-letter.org.
- a. **Authority to Release.** A coach is not authorized to void, cancel or provide any form of release to this NLI.
- b. **Extent of the Release Request Form.** The provisions of the Release Request Form shall apply to all NLI participating institutions and shall not be conditional or selective by institution.
6. **Appeal Process.** I understand the NLI Policy & Review Committee has been authorized to issue interpretations, settle disputes and consider petitions for a complete release from the provisions of this NLI when extenuating circumstances are determined to exist and the signing institution denies my request for complete release. I further understand the Policy & Review Committee's decision may be appealed to the NLI Appeals Committee, whose decision shall be final and binding.
7. **Letter Becomes Null and Void.** This NLI shall be declared null and void if any of the following occur:
- a. **Admissions Requirement.** This NLI shall be declared null and void if the institution named in this document notifies me in writing that I have been denied admission or, by the opening day of classes in the fall 2008 has failed to provide me with written notice of admission, provided I have submitted a complete admission application.
- (1) It is presumed that I am eligible for admission and financial aid until information is submitted to the contrary. Thus, it is mandatory for me, upon request, to provide a transcript of my previous academic record and an application for admission to the institution named in this document.
- (2) If I am eligible for admission, but the institution named in this document defers admission to a subsequent term, the NLI shall be rendered null and void. However, if I defer my admission, this NLI remains binding.
- b. **Eligibility Requirements.** This NLI shall be declared null and void if, by the opening day of classes in the fall of 2008, I have not met (a) the institution's requirements for admissions, (b) its academic requirements for financial aid to athletes, or (c) the NCAA requirements for freshman financial aid (NCAA Bylaw 14.3) or the junior college transfer requirements.
- (1) If I become a nonqualifier (NCAA Bylaw 14.3), this NLI shall be rendered null and void.
- (2) If I am a midyear football junior college transfer, the NLI becomes null and void if I fail to graduate from junior college at midyear. The NLI remains binding for the following fall term if I graduated, was eligible for admission and financial aid and met the junior college transfer requirements for competition for the winter or spring term, but chose to delay my admission.
- c. **One-Year Absence.** This NLI shall be declared null and void if I have not attended any institution for at least one academic year (or attended an institution such as a preparatory school or junior college that does not participate in the NLI program), provided my request for athletics financial aid for a subsequent fall term is denied by the signing institution. I may still apply this provision if I initially enrolled in an NLI member institution but have been absent for at least one academic year. To apply this provision, I must file with the appropriate conference office a statement from the Director of Athletics at the institution named in this document that such financial aid will not be available for the requested fall term.
- d. **Service in the U.S. Armed Forces. Church Mission.** This NLI shall be declared null and void if I serve on active duty with the armed forces of the United States or on an official church mission for at least twelve (12) months.
- e. **Discontinued Sport.** This NLI shall be declared null and void if the institution named in the document discontinues my sport.

- f. **Recruiting Rules Violation.** If the institution (or a representative of its athletics interests) named in this document violated NCAA or conference rules while recruiting me (as found through the NCAA or conference enforcement process or acknowledged by the institution), this NLI shall be declared null and void if the violation results in my need for eligibility reinstatement by the NCAA student-athlete reinstatement staff.
8. **Only One Valid NLI Permitted.** I understand that I may sign only one valid NLI, except as listed below.
- a. **Subsequent Signing Year.** If this NLI is rendered null and void under Provision 7, I remain free to enroll in any institution of my choice where I am admissible and shall be permitted to sign another NLI in a subsequent signing year.
- b. **Junior College Exception.** If I signed a NLI while in high school or during my first year of full-time enrollment in junior college, I may sign another NLI in the signing year in which I am scheduled to graduate from junior college. If I graduate, the second NLI shall be binding on me; otherwise, the original NLI, if not already satisfied, shall remain valid.
9. **Recruiting Ban After Signing.** I understand all participating conferences and institutions are obligated to respect my signing and shall cease to recruit me upon my signing this NLI. I shall notify any recruiter who contacts me that I have signed an NLI. Once I enroll in the institution named in this document, the NLI Recruiting Ban is no longer in effect, and I shall be governed by applicable NCAA recruiting bylaws.
10. **Institutional Signatures Required Prior to Submission.** This NLI must be signed and dated by the Director of Athletics (or his/her authorized representative) before submission in duplicate to me and my parent/legal guardian for our signatures. This NLI may be mailed prior to the initial signing date. When an NLI is issued prior to the initial signing date, the "date issued" shall be the initial NLI signing date and not the date that the NLI was signed or mailed by the institution.
11. **Parent/Legal Guardian Signature Required.** My parent or legal guardian is required to sign this NLI if I am less than 21 years of age at the time of my signing, regardless of my marital status. If I do not have a living parent or a legal guardian, the person who is acting in the capacity of a guardian may seek permission from the NLI Policy & Review Committee to sign this NLI.
12. **Falsification of NLI.** If I falsify any part of this NLI, or if I have knowledge that my parent or guardian falsified any part of this NLI, I understand I shall forfeit the first year of my athletics eligibility at any NLI participating institution as outlined in Provision 4.
13. **14-Day Signing Deadline.** If my parent/legal guardian and I fail to sign this NLI and the accompanying offer of athletics financial aid within 14 days after the date of issuance, it will be invalid. In that event, another NLI may be issued within the appropriate signing period. (NOTE: During the early signing period, all NLIs must be signed between the dates of November 14-21, 2007.)
14. **Institutional Filing Deadline.** This NLI must be filed with the appropriate conference by the institution named in this document within 21 days after the date of final signature or it will be invalid. In that event, another NLI may be issued within the appropriate signing period. (NOTE: An early signing period NLI may not be reissued outside the early signing dates of November 14-21, 2007.)
15. **No Additions or Deletions Allowed to NLI.** No additions or deletions may be made to this NLI or the Release Request Form.
16. **Official Time for Validity.** This NLI shall be considered officially signed on the final date of signature by myself or my parent/legal guardian. If no time of day is listed, the time of 11:59 p.m. will be presumed.
17. **Statute of Limitations.** This NLI is in full force and effect for a period of four (4) years, commencing with the date I sign this NLI.
18. **Nullification of Other Agreements.** My signature on this NLI nullifies any agreements, oral or otherwise, which would release me from the conditions stated within this NLI.
19. **Coaching Changes.** I understand I have signed this NLI with the institution and not for a particular sport or individual. If the coach leaves the institution or the sports program (or is not retained), I remain bound by the provisions of this NLI. I understand it is not uncommon for a coach to leave his or her coaching position.
20. **Coaching Contact Prohibited at Time of Signing.** In accordance with NCAA Bylaws 13.1.6.7 and 13.1.6.7.1, a coach or institutional representative may not hand deliver this NLI off campus or be present off campus at the time I sign it. This NLI may be delivered by express mail, courier service, regular mail, e-mail or facsimile machine. An NLI transmitted to an institution by facsimile machine or electronically shall be considered valid.

2008-2009 NATIONAL LETTER OF INTENT (NLI)

www.national-letter.org

Name of Prospect _____
Last First Middle
(Type Proper Name, Including Middle Name or Initial)

Permanent Address _____
Street City State Zip Code

Prospect's Date of Birth _____

Submission of this NLI has been authorized by:

SIGNED _____
Director of Athletics (or designee) Date Issued to Prospect
Sport (Men's) Sport (Women's)
☐ Check here if signee is a junior college transfer student.

This is to certify my decision to enroll at _____
Name of Institution

I certify that I have read all terms and conditions included in the four pages of this document. I have discussed them with the coach and/or other staff representatives of the institution named above, and I fully understand, accept and agree to be bound by them. (Both copies of this NLI must be signed individually.)

SIGNED (PROSPECT) _____
Prospect's Signature Date (Mth/Day/Yr) Time (A.M. / P.M.)

SIGNED (GUARDIAN) _____
☐ Parent or ☐ Legal Guardian Signature Date (Mth/Day/Yr) Time (A.M. / P.M.)
(check one - required if student-athlete has not reached 21st birthday)

Print Name of Parent/Legal Guardian Telephone Number (including area code)

Falsification of a signature or a signature by a party other than the prospect and the prospect's parent/legal guardian may result in a prospect forfeiting the first year of athletics eligibility at any NLI participating institution.

Missouri State Financial Aid Request

MISSOURI STATE UNIVERSITY INTERCOLLEGIATE ATHLETICS

LETTER OF INTENT AND/ OR FINANCIAL AID AGREEMENT INFORMATION SHEET Academic Year _____

Date: _____

Name of prospective Student-Athlete: _____

Permanent Address: _____
Street/Apt. #/City/ State/Zip

Mailing Address: _____
Street/Apt #/City/ State/Zip

Sport: (Men=s/Women=s) _____

Date of Missouri State Entrance: _____

NLI Required: Yes or No

Check One: Entering Freshman _____; Junior College Transfer _____; Four Year Transfer _____

Name of High School, Junior College or Four Year Institution: _____

Institution Address: _____
Street City/State/Zip

AWARD: (Check all that apply)

____ Full; includes tuition, fees, room and board, books for both Fall and Spring semesters

OR;

____ Tuition and fees for: ____ Fall	____ Spring semester(s)
____ Room for: ____ Fall	____ Spring semester(s)
____ Board for: ____ Fall	____ Spring semester(s)
____ Required Course-related Books for: ____ Fall	____ Spring semester(s)

OR;

____ Flat Dollar Amount z _____ to be applied to _____

OR;

____ Equivalency percentage (_____ %) to be applied to _____

The above award is to be (inclusive/exclusive) of other countable financial aid.

Social Security #: _____ / _____ / _____ Date of Birth _____ / _____ / _____ Phone # (_____) _____

Name of Parent or Guardian: _____ Relationship: _____

Address: (If different than above) _____

Comments: _____

Signature of Head Coach: _____