

**2009-10**  
**MISSOURI VALLEY**  
**COLLEGE**



**VIKINGS**

**COACHES HANDBOOK**  
**DEPARTMENT OF INTERCOLLEGIATE ATHLETICS**  
**EMPLOYEE ACKNOWLEDGEMENT FORM**

The **Missouri Valley College Coaches Handbook** describes important information about Missouri Valley College, and I understand that I should consult the Athletic Director and or the Vice Presidents regarding any questions not answered in the handbook

I understand that this handbook is specifically designed to assist coaches with everyday activities relative to the fulfillment of my job responsibilities in the Athletic Department, and it does not contain all policies and procedures of Missouri Valley College. Should I wish to view the complete **Missouri Valley College Policy and Procedure Manual**, I understand that I must contact my respective vice president.

Since the information, policies, and procedures described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand the revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the **Missouri Valley College Coaches Handbook**, and I understand that it is my responsibility to read and comply with policies contained in this handbook, and any revisions made to it.

**EMPLOYEE'S NAME (printed)** \_\_\_\_\_

**EMPLOYEE'S SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**MISSOURI VALLEY COLLEGE  
ATHLETIC DEPARTMENT  
MISSION STATEMENT**

The Missouri Valley Athletic Department is committed to an Intercollegiate Athletic Program that supports the college as a whole by providing opportunities for its student-athletes in accordance with the rules and regulations of the National Association of Intercollegiate Athletes. As a member of the Heart of America Conference, Missouri Valley College is committed to the fulfillment of academics and athletic excellence while practicing sound fiscal management practices. Missouri Valley College is proud to be a charter member of the NAIA Champions of Characters program, with its five core values of Respect, Responsibility, Integrity, Servant Leadership, and Sportsmanship.

## **VISION STATEMENT**

Missouri Valley College Athletic Department will continue to recruit and provide equal opportunities for all student-athletes, regardless of race or gender through generous scholarship awards based on athletic ability. Missouri Valley College will continue to promote pride, respect, and a winning attitude in all athletic programs.

### **Missouri Valley College Athletic Department Will**

- Fund Athletic programs through a combination of Institutional money, gate receipts, and fundraisers by the athletic department.
- Promote academic excellence through the athletic attendance policy and individual team study halls.
- Establish positive visibility through athletics to enhance the overall image of the college to the local community, state, and nation.
- Continue Communication from administration, athletic director, coaches, faculty & staff, and the student athletes.
- Recruit all athletic teams to maximum capacity for enhancement of the admission process. Continue to follow and actively participate in the NAIA Champions of Character program.
- Promote academic excellence through the recruitment of student-athletes who have the potential to earn our undergraduate degree.

### **Missouri Valley College Athletic Department is committed to the values of**

- customer service: anticipate the needs of our student-athletes and meet customer expectations with efficient and effective use of resources;
- integrity: be honest, foster honesty and integrity in others;
- mutual trust and respect: treat everyone with courtesy and respect;
- professionalism: maintain the highest standards of excellence in every endeavor;
- stewardship of resources: use resources effectively and efficiently to meet customer expectations;
- Work environment: maintain a work place we are proud of.

## **EXPECTATIONS OF COACHES**

1. Be completely knowledgeable of the **Coaches Handbook** and the **Student-Athlete Handbook**.
2. Be a positive role model, e.g., lead by example.
3. Return phone calls----be professional.
4. Alcohol should not be consumed on campus, or team trips.
5. Be honest.
6. Don't use profanity or vulgar language.
7. When traveling, always error on the side of caution and safety.
8. Get involved with other departments and activities on campus.
9. Keep A.D.'s informed about the good and the bad.
10. Turn things in on time/by deadlines.
11. Check and clear your mailboxes daily (email, mail room, & admissions).
12. Be fiscally conservative and don't go over budget unless money is already raised.
13. Be an ambassador in the community for your program and for MVC.
14. Have fun and enjoy your job!

## **MISSOURI VALLEY COLLEGE ATHLETIC DEPARTMENT'S POLICIES AND PROCEDURES**

**RATIONALE:** To provide our Athletic Department with some basic guidelines so all coaches can deal with our athletes and their problems on a consistent basis.

### **I. COLLEGE MONEY**

#### **A. Travel Request**

1. To receive any travel advance expense check, each coach will fill out the Travel Request Form for ALL trips before receiving the necessary check.

Coaches are responsible for getting all necessary signatures.

2. Any overnight trips must have a daily expense log turned in with receipts and/or unexpended monies. Itineraries to AD with rosters and phone numbers.
3. All meals must have accurate receipts and/or returned money.
4. Each coach is expected to try and keep meals within \$6.00 and a maximum of \$18.00 per day.
5. Note the Agreement Statement on each request.

## B. Fund Raising

1. All fund raising activities and projects **MUST** be cleared through the Athletic Director's Office and Development/President's Office prior to implementation This includes any activity which may be in progress currently. An official form is available in the Development/President's Office.
2. No employee or any of the above mentioned organizations shall contact Trustees, area businesses, or established contributors of the College to solicit donations of cash or merchandise, or sell advertising without advance clearance from the Development/President's Office.

If and when approval is given to seek donations, an "off-limits" list will be provided of people who should not be contacted.

3. Small checking accounts may be maintained with area banks by student organizations. However, no athletic team or academic group shall have an account outside of the Business office.
4. No employee or student shall issue MVC receipts on behalf of the college or any of its organizations, other than the Presidents Office. If a receipt is needed, all moneys must be routed through the President's Office from which receipts will be sent. Otherwise the donor should understand fully that their gift is not a "donation to the College" for tax-deductible purpose
5. Travel arrangements for all fundraising events must be approved through the A.D.'s office. All students driving personal vehicles must have a signed travel waiver on file with the Coach and A.D. Travel waivers may be picked up in the A.D.'s office.

## II. DISCIPLINARY ACTION

- A. All rules outlined in the student handbook concerning student behavior shall be followed.
- B. All team rules should be clearly stated for each team at the beginning of each season.
- C. Each individual coach has the responsibility to determine and administer punishment for any infraction of team rules.
  1. For drug and/or alcohol violations see VI, p.8
  2. For Scholarship removal policy see p.10

### **III. SOCIALIZATION WITH STUDENTS OR STUDENT ATHLETES**

- A. No coach will attend alcohol consuming parties or functions with students.
  - 1. Being close with athletes is fine, as long as a level of professionalism is maintained.
  - 2. This should be practiced in and out of season, at home or on the road.
  - 3. You represent our institution twenty-four hours a day-everywhere you are. Act accordingly.

### **IV. CLOTHING WITH SCHOOL AND PROGRAM INSIGNIA**

- A. The institution does not buy students' clothes - if the program purchases team gear for them – keep very accurate records in your files and the Business Office files, of who paid for what and how much - always get receipt from the Business Office for all monies turned in and make a copy for the Athletic Director so both will have a record on everything.
- B. By following this procedure, we can replace the money spent and continue to buy new each year.

### **V. ATHLETIC TRAINING ROOM**

- A. Preseason Preparation
  - 1. Before an athlete may begin to participate, all of their medical paperwork must be complete and turned into the head athletic trainer. An athlete will be considered ineligible to compete until all of the following materials are secured by the head athletic trainer:
    - a. Assumption of Risk
    - b. Buckley Amendment
    - c. Drug Testing Consent
    - d. Family Insurance Notification
    - e. General Physical Examination (completed by family, MD, DO, PA, NA **only!**)
    - f. Insurance Notification
    - g. Insurance travel Form
    - h. Medical History Forms
    - i. Permission to Provide Medical Treatment
    - j. Permission to Share Medical Information
    - k. Xerox Copy of Health Insurance Card (Front& Back)

2. The head athletic trainer will provide the head coach with a list of those athletes who have handed in their completed paperwork. It is the coach's responsibility to police and not allow ineligible athletes to participate.

B. Responsibilities of MVC Coaching Staff

1. Communicate times of practices, or change in game schedules, at least 20 hours before they are to be held to the head athletic trainer.
2. Provide a schedule of the times and location of all games, departure times, and changes in schedule.
3. Provide a preseason roster and update this roster when necessary.
4. Police and prevent ineligible athletes from participation in practices and games until all Medical Forms are complete.

C. Procedures for Handling an Injured Athlete

1. All injured athletes will be handled in the following manner except in the case of an emergency:
  - a. Junior or Senior student trainer evaluates injury.
  - b. Head Athletic Trainer evaluates injury with the students.
  - c. The injured athlete, head athletic trainer, head coach, and student trainer discuss the extent of the injury and the options to be considered.
  - d. The Athlete is referred to a physician by the head athletic trainer or the athlete's parents. If the parents choose the physician, the head athletic trainer must be kept informed as to the progress of the athlete.

**THESE STEPS MUST BE FOLLOWED IN EVERY INCIDENT EXCEPT IN THE CASE OF AN EMERGENCY (LIFE OR DEATH). IF THE ATHLETE, COACH, OR PARENTS CHOOSE NOT TO FOLLOW THESE PROCEDURES, THEN THE ATHLETIC TRAINING STAFF AT MVC WILL NOT BE RESPONSIBLE FOR THE ATHLETE'S INJURY OR TREATMENT!!!!**

**IT SHOULD BE NOTED THAT LIABILITY CASES FOR MISHANDLED INJURIES WILL EXCEED THE MILLION DOLLAR RANGE. A COACH RUNS A VERY HIGH RISK OF LIABILITY FOR NOT FOLLOWING CORRECT PROCEDURES WHEN HANDLING AN INJURED ATHLETE!!!!!!**

#### D. Procedures for Handling an Emergency

1. When a serious or catastrophic injury occurs, the following procedures should be followed:
  - a. The student athletic trainer or someone certified in CPR and First Aid provides basic life support and activates the EMS.
  - b. The coach, student manager, or student trainer contacts the head athletic trainer. The walkie talkies should be used whenever possible.
  - c. When the head athletic trainer arrives, he takes over until the EMS shows. The student trainers stay at the scene to assist.
  - d. If the athlete is transported, one of the student trainers will accompany the athlete to the hospital providing there is another trainer to cover the practice or game. The insurance/medical info card should go along with the athlete to the hospital.
  - e. Following the emergency, the incident should be documented. No emergency or injury should be discussed with anyone (especially the press) besides the head athletic trainer, athletic director, and parents of the athlete.

#### E. Athletic Training Room Rules p. 24

### **VI. DRUG TESTING POLICY (pg. 19-22)**

### **VII. VANS AND BUSES**

- A. All vans and buses will be checked out through the Transportation Directors Office.
- B. All drivers must have the proper license, updated MVR, and be approved by the AD and the Transportation Director to drive a school van or bus.
- C. Reservation for a school van or bus must be submitted to the Transportation Directors Office at least week prior to schedule use of the vans.
- D. A Transportation Vehicle Report must be filled out for each trip.
- E. School vans and buses can only be used for approved school activities.
- F. Each coach is responsible for the following:
  - a. Administering a full pre-trip examination of any vehicle prior to leaving campus (i.e. tires, fluids, body, lights, etc.)
  - b. Turn in keys immediately following return to campus
  - b. Vans and buses are to be filled with fuel upon returning to campus
  - c. Vans and buses are to be cleaned out upon returning to campus
  - d. The coach is in charge of filling out any damage reports or maintenance needed
  - e. Vans and buses are to be parked on the south end of the Burns gym parking lot.
- G. See Transportation and license policy attached. (pp.10-11)

## **VIII. ATHLETIC ATTENDANCE POLICY**

- A.** Although, MVC does not have a mandatory attendance policy for students, MVC does support the position that all coaches should strongly encourage regular attendance for student athletes during all class periods (this institutional policy does not supercede any individual policies that an individual instructor may have in his/her syllabus).

In order to help track grades and attendance for student athletes, MVC has instituted the **Student Activities Monitoring System (SAMS)**. This system is designed to aid the coach and athlete to review a student's progress through the co-operation of the MVC faculty. A student may be required by the coach to contact his/her instructors and ask for a SAMS report on his/her progress in a specific class(es). Reports may be asked for in the 4<sup>th</sup>, 10<sup>th</sup> and 13<sup>th</sup> weeks of the academic semester.

### **C. Missing class due to Competition**

- a. Coaches and student-athletes are expected to inform instructors as to when they will miss classes due to competition. Travel list of student participation will be posted on Outlook under Public Folders on Calendar Excused Absences. This must be done in a minimum of 24 hours advance of a contest. If a contest is rescheduling due to a rain-out or if a team is playing in post-season, student-athletes are expected to also communicate this information to instructors.
- b. If final exams need to be taken early or rescheduled, a "Request for change in Examination Schedule" form will be distributed by the coach to his or her athletes. The student-athlete must take the form to each instructor for signature and then return the form to the Chief Academic Officer, who gives final approval to requests.

## **IX. PARTICIPATION SCHOLARSHIP REMOVAL**

- A. Notify A.D.'s office immediately of people that quit the team.
- B. Coach must contact A.D. prior to removing an individual from the team.
- C. Failure to maintain academic eligibility may cause a loss of participation scholarship.



# MISSOURI VALLEY COLLEGE STUDENT ACTIVITIES MONITORING SYSTEM



***To Be Completed By Student:***

Student Name: \_\_\_\_\_

Instructor: \_\_\_\_\_

Class: \_\_\_\_\_

***To Be Completed By Instructor:***

Attendance: (Circle One)                      Excellent    Average    Poor

Participation & Assignments: (Circle One)    Excellent    Average    Poor

Estimated Grade: (Circle One)                      A    B    C    D    F

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your assistance in monitoring our student's progress.

**MISSOURI VALLEY COLLEGE ATHLETIC DEPARTMENT DIRECTORY 2009-2010**

<b>NAME</b>	<b>SPORT/OFFICE</b>	<b>PHONE #</b>
Tom Fifer	Athletic Director.....	4219
Debi Bultmann	Administrative Assistant.....	4220
Mike Machholz	Assistant Athletic Director.....	4158
Tom Sandwith	SID/Assistant to the Athletic Director.....	4230
Danielle Carr	Graduate Assistant SID/Track.....	4230
Ken Kujawa	Viking Sports Network Director.....	4152
Karla Bruntzel	A.T. Program Director.....	
Matthew Rowlett	Head Athletic Trainer.....	4195
Jennifer Taylor	Assistant Athletic Trainer.....	4195
David Tomchuk	Assistant Athletic Trainer/Clinical Coordinator.....	4695
Jennifer McConnell	Assistant Athletic Trainer.....	4695
Sierra Fultz	Graduate Assistant Athletic Trainer.....	4195
Paul Troth	Head Football.....	4118
Denny Honnold	Assistant Football.....	4161
Monty Roe	Assistant Football.....	4155
Curran White	Assistant Football.....	4014
Barry Rave	Assistant Football.....	4191
Aaron Christensen	Assistant Football.....	4191
Mike Mertz	Graduate Assistant Football.....	4191
Vladimir Simic	Head Men's Soccer.....	4217
Clayton Woodward	Graduate Assistant Men's Soccer.....	4217
Drew Hawkins	Head Women's Soccer.....	4217
Eric Kerwood	Graduate Assistant Women's Soccer.....	4217
John Pickens	Head Cross Country/Track.....	4095
Derick White	Head Men's/ Women's Volleyball.....	4194
Kristen Grennan	Graduate Assistant Men's/ Women's Volleyball.....	4194
Daniel Sempkowski	Graduate Assisnat Men's/Women's Volleyball.....	4194
Samantha Kendall	Head Cheerleading.....	4631
Landon Alexander	Dance Team Coach.....	4631
Chad Lance	Head Men's Basketball/Facilities Coordinator.....	4189
Chris McGill	Assistant Men's Basketball.....	4017
Mike Machholz	Head Men's Wrestling.....	4158
Patrick Giangrosso	Assistant Men's Wrestling.....	4158
Jolene Christensen	Head Women's Basketball.....	4104
Casandra Renno	Graduate Assistant Women's Basketball.....	4169
Chris Shotwell	Head Baseball.....	4113
Eric Norbut	Graduate Assistant Baseball.....	4113
Ryan Carney	Head Tennis.....	4090
Jim Anderson	Head Golf.....	4235
Gary Kennon	Assistant Golf.....	4235
Ken Mason	Head Rodeo.....	831-5286
Keri Mason	Rodeo Assistant Coach.....	831-5286
Cale Emmitt	Graduate Assistant Rodeo.....	831-5286
Carl Murphree	Head Women's Wrestling.....	4090
TBA	Assistant Women's Wrestling.....	4090
Josh Miller	Head Softball.....	4111
Daniel Allen	Graduate Assistant Softball.....	4111

## MISSOURI VALLEY COLLEGE TRANSPORTATION PROCEDURAL POLICY

1. All van and bus request must be approved by the Transportation Director at least 72 hrs. prior to date requested.
2. Qualifications for Drivers:
  - A. All drivers of the 15 passenger or less vehicles must have the following:
    1. A valid Missouri class E driver license.
    2. Have copy of personal driving record on file.
    3. Must have a current MVR (updated by August 15<sup>th</sup> of current year.
    4. Be approved by the Athletic Director and the Insurance administrator of the college.
  - B. All drivers of the 16 or more passenger vehicles must have the following:
    1. A valid Missouri CDL class C or higher driver licenses.
    2. Have copy of personal driving record on file.
    3. Must have a current MVR (updated by August 15<sup>th</sup> of current year.
    4. Be approved by the Athletic Director and the Insurance administrator of the college.
  - C. Procedure prior to departing:
    1. Perform pre-trip inspection on vehicles 30 minutes before departing as outlined in the Missouri Commercial Drivers license booklet.
    2. Provide Transportation Director and Athletic Director with cell phone number you will be using.
  - D. Procedure during trip:
    1. All drivers shall obey all traffic laws.
    2. Provide proper maintenance of vehicle on all trips.
    3. Notify Transportation Director and Athletic Director of any problems that may occur while on the road.
  - E. In case of an accident:
    1. Provide for the safety and welfare of the passengers first.
    2. Contact the Police.
    3. Obtain proper information from all other parties involved in accident.
    4. Notify the Transportation Director and Athletic Director
    5. Obtain copy of the Police report.
  - F. Inclement Weather:
    1. Contact Athletic Director in case of hazards road conditions.
    2. Always put safety of passengers ahead of arriving on time.
    3. If necessary, stop and wait for road conditions to improve.
    4. If road conditions do not improve, find a hotel and wait until they do.
  - G. Upon returning from trip
    1. Return all charged gas receipts to the accounting office the following day.  
See No. 7, p.17
    2. **Fill up all vehicles with fuel.**
    3. **Clean out all trash from vehicle.**
    4. Fill out and return transportation sheet and keys to the Transportation Director.
    5. Report in writing any problems or damages to vehicle to the Athletic Director and Transportation Director.

Phone numbers to call

- |                  |                  |                  |                  |
|------------------|------------------|------------------|------------------|
| 1. Carl Murphree | 2. Tom Fifer     | 3. Mike Machholz | 4. Tom Sandwith  |
| (H) 660-815-2247 | (H) 660-882-5834 | (H) 660-886-2827 | (H) 660-886-8028 |
| (C) 660-815-2247 | (C) 573-489-3359 | (C) 660-815-2024 | (C) 660-815-7300 |
| (O) 660-831-4090 | (O) 660-831-4219 | (O) 660-815-4158 | (O) 660-831-4230 |

**MVC VAN AND BUS LICNESE PROCEDURE**

**MVC 15 Passenger Van**

1. Must have a valid/updated MVR on file with the A/D's office. (Coaches must update MVR prior to August 15<sup>th</sup> of current year when applicable.)
2. If 18-21 years old with a clean driving record. (No tickets.)
3. If 21 years old or older you may have one ticket if approved.
4. Must obtain copy of MVR from the Sheriffs Dept. or License Bureau.
5. Present copy o MVR to Insurance Administrator and Athletic Director for approval.
6. Must pass class E driving test.
7. Present copy of class E license to Insurance Administrator and Athletic Director.
8. Receive approval and reimbursement from Athletic Director.

**MVC Buses**

1. Must have a valid/updated MVR on file with the A/D's office. (Coaches must update MVR prior to August 15<sup>th</sup> of current year when applicable.)
2. Follow steps 1-4 on the above 15 passenger van procedure.
3. Must pass written test for standard Missouri CDL license.
4. Schedule driving exam with Athletic Director.
5. Must pass driving exam.
6. Present Missouri CDL license to the Insurance Administrator and Athletic Director.
7. Receive final approval and reimbursement from Athletic Director.

• **MISSOURI VALLEY COLLEGE ATHLETIC CHECKLIST**

1. PHYSICALS AND INSURANCE ON FILE FOR ALL ATHLETES
2. PRACTICE SCHEDULE SET WITH FACULTY COORDINATOR
3. TRAVEL REQUEST AND BUDGET REVIEW (A.D.)
4. TRAVEL ITINERARY (A.D.)
5. COMPLIANCE (A.D.)
6. TEAM ROSTERS TO (A.D. AND S.I.D.)
7. ELIGIBILITY LIST TO MARSHA 2 WEEKS BEFORE FIRST CONTEST
8. CHAMPIONS OF CHARACTER FORMS SIGNED AND ON FILE (A.D.)
9. MASTER OFFICIALS LIST TO ACCOUNTING OFFICE
10. 48 HR. FOOD LIST TO FOOD SERVICE
11. TRAVEL LIST TO STAFF AND FACULTY 24HRS PRIOR
12. DRIVERS APPROVED WITH ATHLETIC DIRECTORS OFFICE.
13. OFF SEASON PRACTICE SCHEDULE TO (A.D.)
14. CONTRACTS OF GAMES TO SCHOOLS (VARSITY & JUNIOR VARSITY).
15. FINAL COMPLIANCE AND PARTICIPATIONS FORMS (A.D.)
16. INVENTORY OF UNIFORMS AND EQUIPMENT (A.D.)
17. COACHES MEETING WITH A.D. AND NEXT YEARS BUDGET REVIEW
18. RECRUIT.

## **ELIGIBILITY**

### **I. Certification of eligibility**

The following forms must be completed and postmarked before the first scrimmage or contest:

NAIA Certificate of Clearance signed by:

All eligible student-athletes

Athletic Director (AD) or Faculty Athletic Representative (FAR)

NAIA Official Eligibility Certificate signed in order by:

Head Coach of sport

AD

FAR

Registrar

NAIA Transfer Eligibility Statement signed by:

Student-athlete

FAR

- II. Coaches should submit all eligibility information to the Registrar at least three Weeks prior to the first competition.
- III. Questions about eligibility should first be directed in the following order:  
AD, Registrar, Conference Eligibility Chair, NAIA national office.
- IV. Eligibility Files. Once the paperwork is completed, a copy of each item will Be given to each head coach and to the AD. The AD is the custodian of all Current and previous years' eligibility files.

## **SCHEDULING**

Scheduling of all games and practices is the responsibility of each head coach. Schedules must be approved by the AD. Competition schedules must be on file with the AD's office.

Reservations for MVC facilities must be made with the facilities director.

## **GAME CONTRACTS**

After a schedule is approved by the AD's office, the AD's Administrative Asst. will have all home contracts typed and mailed to prospective opponents for all home games. Copies of contracts for all scheduled competitions (home/away) must be on file with the AD's office.

Additionally, it is the responsibility of each head coach to maintain a file of game contracts for each season.

## **SPORTS INFORMATION**

- All sports schedules and updates of schedules must be submitted to the AD and SID immediately upon completion or when revised.
- The SID will meet with each head coach prior to the start of the season to discuss media and statistical protocol, and website updates.
- Before each season, a time and date will be established in order to take coaches and team photos. These photos will be used for the athletics website and media publications.
- When a request for information is placed, please respond immediately to meet deadlines promptly.
- Contact for all contest results, so media notification takes place
- Please inform SID of any “Champions of Characters” (individuals or team), newsworthy athletic events, and/or any type of information that will enhance Missouri Valley College athletics

## **POSTPONED OR RESCHEDULED HOME CONTESTS**

Head coach will call the:

AD  
SID (SID will contact media)  
Athletic Trainer(s)  
Facilities Coordinator  
Food Service  
Officials

If there is a maintenance emergency during the evening or on weekends, the head coach should call the AD or Facility Coordinator.

## **PURCHASING PROCEDURES**

The AD must approve all requisitions. Purchase orders are to be done on-line and sent to the AD via the PO system. Please plan ahead for your purchasing needs to minimize any inconvenience to your department. Also, for tax purposes, it is necessary to furnish a full name and address of the company on the requisition form. This information is also needed on check request forms before they can be processed, even if the check is to be picked up.

Unauthorized expenditures will be the responsibility of the person making the expenditure.  
Unauthorized expenditures will result in a payroll deduction for the employee.  
Repeated offenses will result in disciplinary action.

The following rules apply:

1. You may not order items that are not listed on the requisition.
2. A separate purchase order number is required for each vendor.
3. You may only charge expenditures to your own budget.
4. Before payment is approved, the Business Office must match a purchase order against supporting documentation, such as the approved requisition, receiving reports, etc. If a purchase order is not obtained, the expenditures will be the responsibility of the person making the expenditure and the same sanctions stated above will apply.
5. All purchase orders must have a PO number assigned before ordering.
6. All charges made on a personnel credit card after approval must be documented. The credit card receipt must be turned into the business office as a receipt.
7. All charges gas receipts **should be** turned in the following day to the accounting office.
8. All trip receipts **should be** turned in within 3 days of purchase or travel.

## **PERSONNEL POLICIES**

### **Profanity Guidelines policy**

Coaches employed by Missouri Valley College are expected to perform their duties as professional and Christian role models. For the reason, coaches are strictly prohibited from using sexually connotative language or from taking God's name in vain. Disregard of the policy will result in disciplinary action or the employee's discharge. Furthermore, coaches are strongly discouraged from expressing their emotions through profane language. Consistent disregard for the request will result in disciplinary action or discharge.

### **Consumption of Alcohol Policy**

Coaches and athletic staff are prohibited from consuming alcohol while functioning in any job-related activity, including but not limited to traveling and staying with teams.

### **Sexual Harassment Policy**

The College maintains an official Sexual Harassment Policy, which is located in the **Missouri Valley College Employee Handbook**. While all employees are required to read the specifics of the entire **Missouri Valley College Handbook**, the policy generally states that verbal or physical conduct of a sexual nature, requests or pressure for sexual favors that may have an effect on the student's scholarship, competitive opportunities or employment, or displaying sexually suggestive pictures or objects are strictly prohibited. Violation of this policy mandates immediate disciplinary action or dismissal.

## **Evaluation of Coaches by Student-Athletes**

Starting in the fall 2003, athletes will have the opportunity to evaluate their respective head coaches. The instrument will be administered by the AD at a team meeting, approximately half way into each team's season.

## **MISCELLANEOUS**

**Testing for Drug, Alcohol and Controlled Substances.** Coaches should be familiar with the Implementation Procedure. If a coach is suspicious of a student-athlete using drugs or alcohol and wants to initiate a test, the coach must: 1.) Write a memo outlining the basis for suspicion and submit the memo to the AD; 2.) Meet with the AD to determine if further investigation or other intervention is necessary.

### **Confidentiality of Student Records**

The College, under the Family Educational Rights and Privacy Act (FERPA) of 1974, is responsible for maintaining and protecting the confidentiality of student's records and is specifically prohibited from releasing non-directory information to third parties without the student's written consent. Access to confidential student records make you responsible and liable for maintaining this confidentiality.

### **Student- Athlete Grievance Procedure**

The following procedures have been established to help guide a student-athlete through a potential grievance (with a staff member of the Athletic Department) and hopefully settle the matter in a professional manner:

1. The student-athlete should meet with the staff member with whom he/she has a grievance.
2. If the grievance is not resolved to the satisfaction of the student-athlete, the student-athlete should write a statement in full detail about the grievance and submit that statement to the Athletic Director. The Athletic Director's office will then set up an appointment between the student-athlete and the AD.
3. After the first meeting between the student-athlete and the AD., a second meeting may be called to include the person against whom the grievance had been filed.
4. If the grievance is still not resolved to the satisfaction of the student-athlete, the student-athlete may submit his/her statement to the Vice President of Academic affairs. The Vice President will respond to the student-athlete within five (5) working days and may subsequently call for a meeting between any or all the aforementioned parties.
5. If the grievance is still not resolved to the satisfaction of the student-athlete, he/she may submit a written appeal to the President.

## **Communicating with the Administration through the Chain of Command**

Informal communications with the Vice Presidents or the President regarding athletic or non-athletic issues is appropriate and encouraged. Any formal correspondence related to athletics that may involve the VP's or the President must first go through the AD. Areas of involvement typically includes such things as grievances, policies and procedures or financial issues. Coaches should first send a memo to the AD. The AD will then discuss the issue with the VP's.

Coaches may request meetings with the VP's or the President but must first inform the AD.

**Student-Athlete Handbook.** Reviewed by each coach with all team members. Each student-athlete is required to sign an acknowledgment form indicating that the **MVC Handbook** was reviewed. A copy of the MVC student-athlete handbook will be made available online at [www.moval.edu](http://www.moval.edu).

**Discipline.** If a student-athlete is involved in a disciplinary or behavioral problem on campus or off-campus, it is essential that the coach of that student-athlete call the Athletic Director, regardless of the time of day. Depending on the type of infraction, some cases may go through Student Life. Refer to **MVC Student Handbook** for specific information on conduct and sanctions.

**Security of Valuables.** Coaches are responsible for all departmental equipment under their jurisdiction. In addition to cash, and valuables that are portable such as laptop computers, cameras, etc. should be locked up separately in a closet or cabinet.

**Dress Code.** Athletic staff may wear clothing appropriate for daily activities. Use good judgment when attending meetings in other buildings on campus. Under no circumstances should staff wear clothing that publicizes the name of another college or university, alcohol, tobacco, or other inappropriate entities.

**Loans and Gifts.** Coaches or athletic staff members are prohibited from using personal funds to make loans or give to recruits or current student-athletes.

## WEIGHT ROOM POLICIES

- All participants should obtain a physical checkup and insurance coverage before working out in the weight room facility.
- All participants are working out at their own risk.
- All participants must have a valid MVC identification card with them to use the facility unless participating in a scheduled Varsity team lifting session.
- Wear proper training attire, particularly shirts and athletic shoes at all times.
- Show respect for equipment and facilities at all times; spitting in or defacing the facility is not tolerated and will result in immediate expulsion.
- Do not engage in horseplay, use loud or offensive language, or have temper tantrums.
- Do not bring backpacks or bags in the facility.
- Do not drop weight plates or dumbbells.
- Return dumbbells and weights to the rack in their proper order after exercising.
- Do not perform squatting types of exercises outside the squat rack.
- Use spotters for structural exercises
- Use collars and spring locks on the ends of bars at all times.
- Use bumper plates on the platforms for power-oriented exercises
- No dumbbells allowed on platforms.
- Do not wear weight belts if they contact equipment upholstery.
- Move the weights from the rack to the bar only.
- Do not lean against equipment or walls.
- Keep feet off the walls.
- Do not bring tobacco, food, chewing gum, glass bottles, cans, alcohol, drugs, or banned substances in the facility; plastic water bottles are acceptable.
- Guard personal belongings, as the supervisors are not responsible for them.
- Do not wear jewelry such as loose necklaces, bracelets, hanging earrings, or watches.
- Minimize chalk and powder on the floor.
- General Students (including former varsity athletes) must sign a waiver form to participate.
- Report any facility-related injury, or facility or equipment irregularity to the supervisor on duty.
- Non-Athletic Department personnel are allowed to use the facilities with permission of the athletic director after signing waiver forms.
- Recognized users may include current MVC athletes, MVC students, faculty and staff, and with permission visiting teams.
- Understand all visitors need to report to the Facility Directors Office to sign a waiver form prior to using the facility.
- Understand that on-duty supervisors, MVC coaches and the Athletic Directors Office have authority over all weight room conduct and use of equipment and may expel any participant or athlete from the facility for failure to follow these instructions.

**MISSOURI VALLEY COLLEGE  
ATHLETIC  
DEPARTMENT  
SUBSTANCE ABUSE  
POLICY**

**Statement of Philosophy**

Missouri Valley College is dedicated to promoting and preserving the integrity of athletics for the benefit and welfare of student-athletes. Consistent with that goal, MVC is concerned about assisting student-athletes to cope with the substance abuse problem in our society. Through this policy, MVC desires to communicate a clear message of zero tolerance to student-athletes about substance abuse in a positive, forceful, and straightforward manner. Sports participation at MVC is considered a privilege. Substance abuse is considered an abuse of this privilege and will be addressed with the following policy.

**Drug Testing Policy**

**I. Drug Testing Consent Form**

All athletes are required to sign a Drug Testing Consent Form before being allowed to participate in sports at MVC. This form allows the athletic director, athletic trainer, or head coach to request that an athlete test for substance abuse at any time during the school year for the banned drugs that appear on the MVC Banned Drug List in addition to anabolic steroids, HGH, diuretics, urine manipulators, and any drug masking agents.

**II. Collection of Specimen**

- A. Athlete must have a photo ID for identity verification.
- B. Athlete chooses a collection kit and fills the collection cup to the line indicated in the presence of a certified athletic trainer. The athletic director and coach may also be present during the collection of the specimen.
- C. Athlete will be shown that the ID number on the sealed collection cup matches the ID number on the chain of custody form ID.
- D. Athlete will observe the sealing of the specimen bottle with the placing of a seal over the lid of the cup.
- E. Athlete will read, complete, and sign the donor affidavit.

**III. Refusing Drug Testing**

An athlete who refuses to take a drug test when requested or fails to show up on time for a scheduled drug test will be declared ineligible to participate in all athletics at MVC until a specimen is collected. If an athlete refuses a test or fails to show on time and then wishes to reschedule, the drug testing will occur at the earliest convenience of the certified athletic trainer. The athlete will remain ineligible until the certified athletic trainer decides on a time that is convenient for him/her.

**IV. Results**

Once an athlete has submitted a specimen, he/she will remain eligible until the results of the drug test are secured by the head athletic trainer. All specimens are delivered by Federal Express and results are usually secured within one week of the drug test. All results are confidential. The only people who will be contacted about the results of the drug test will be the athlete/donor, the head athletic trainer, the head coach of the specific sport, and the athletic director.

### **A. Negative Results**

If the results of the test come back negative, the cost of the drug test will be paid by MVC. The athlete will be contacted by the head athletic trainer about the results and remain eligible to participate in athletics at MVC. The results of the test will be shared only with the athlete/donor, the head athletic trainer, the head coach of the specific sport, and the athletic director. Even if an athlete tests negative for a drug test, he/she may be tested again during the year as agreed to by signing the MVC Drug Testing Consent Form.

### **B. Positive Results**

If the results of the test come back positive, the cost of the test will be paid by the athlete. The athlete will be contacted by the head athletic trainer and immediately suspended from participating in all MVC athletic functions (practices & games) for 2 weeks for "Violation of Athletic Department Rules". During this 2 week period, the athlete will be expected to undergo counseling that will be set up at the discretion of the athletic director and head athletic trainer. These results will remain confidential and will not be released to any other campus faculty, campus staff, campus administrators, or the media. If the athlete is under 18, the parent(s)/guardian(s) will be notified by the athletic director. If the athlete is 18 or older, the parent(s)/guardian(s) will not be notified. The head athletic trainer, the head coach of the specific sport, and the athletic director will attempt to provide the athlete with all the help that he/she feels is necessary. This 2 (two) week period should be dedicated to helping the athlete work through his/her substance abuse problem and any other problems that he/she may have academically, personally, etc.

After the 2-week period has expired, the athlete may or may not be reinstated onto the team at the discretion of the athletic director and head athletic trainer. Reinstatement will be partially based upon whether the athlete has satisfied all counseling requirements or other activities that were deemed necessary by the athletic director and head athletic trainer. Information on reinstatement will be offered at a scheduled meeting between the athlete, athletic director, and the head athletic trainer, and the head coach of the specific sport. The athlete may be retested for substance abuse again at any time during the academic year. Retesting may be a requirement for sports reinstatement.

\*The 2-week suspension period is mandatory for all sports. If this 2-week suspension coincides with Christmas Break or while there are no games or practices scheduled due to a break in classes, the suspension will commence when the team returns to campus for the continuation of their season.

### **C. Second Positive Result**

If an athlete is retested and the results come back positive a second time, the athlete will be prohibited from participating in athletics at MVC for the remainder of the academic year. In addition, the athletic director will inform the parent(s)/guardian(s) of the athlete, the Campus Life Office and the Financial Aid Office of the results of this second positive test. This could result in the athlete being removed from campus housing and losing all financial aid for schooling. If the athlete remains enrolled at MVC, the head athletic trainer and athletic director will try to help the athlete in any way possible in regards to counseling and finding professional help.

## V. Alcohol & Tobacco Products

The use of alcohol, tobacco, and tobacco products is not permitted by participants, coaches, cheerleaders, athletic trainers, game administrators, or officials in the playing areas of all NAIA sanctioned competition and practices for such competition. The institution's coaching staff, event games committee, administrators, or host site coordinator shall enforce this NAIA policy through the following steps.

- A. On the first offense, the individual(s) shall receive an official warning.
- B. A second offense will cause expulsion from the game, tournament or event.

### MISSOURI VALLEY COLLEGE BANNED DRUG LIST:

#### (a) Stimulants:

amiphenazole methylenedioxy methamphetamine amphetamine (MDMA, ecstasy) bemi-gride methylphenidate benzphetamine nikethamide bromantan pemoline caffeine<sup>1</sup> (guarana) pentetrazol chlorphentermine phendimetrazine cocaine phenmetrazine cropropamide phentermine crothetamide phenylpropanolamine (ppa) diethylpropion picrotoxin dimethylamphetamine pipradol doxapram prolintane ephedrine (ephedra, strychnine ma huang) synephrine (citrus aurantium, ethamivan zhi shi, bitter orange) ethylamphetamine **and related compounds.** fencamfamine The following stimulants are not meclofenoxate banned: methamphetamine phenylephrine pseudoephedrine

(b) **Anabolic Agents: anabolic steroids** androstenediol methyltestosterone androstenedione nandrolone boldenone norandrostenediol clostebol norandrostenedione dehydrochlormethyl-norethandrolone testosterone oxandrolone dehydroepiandro-oxymesterone sterone (DHEA) oxymetholone dihydrotestosterone stanozolol (DHT) testosterone<sup>2</sup> dromostanolone tetrahydrogestrinone (THG) epitrenbolone trenbolone fluoxymesterone **and related compounds** gestrinone mesterolone **other anabolic agents** methandienone methenolone clenbuterol

#### (c) Substances Banned for Specific Sports:

Rifle: alcohol pindolol atenolol propranolol metoprolol timolol nadolol **and related compounds**

#### (d) Diuretics: acetazolamide

bendroflumethiazide benzthiazide bumetanide chlorothiazide chlorthalidone ethacrynic acid flumethiazide furosemide hydrochlorothiazide hydroflumethiazide methyclothiazidemetolazone polythiazide quinethazone spironolactone (canrenone) triamterene trichlormethiazide **and related compounds**

(e) **Street Drugs:** heroin tetrahydrocannabinol marijuana<sup>3</sup> (THC)<sup>3</sup>

(f) **Peptide Hormones and Analogues:** corticotrophin (ACTH) human chorionic gonadotrophin (hCG) luteinizing hormone (LH) growth hormone (HGH, somatotrophin) insulin like growth hormone (IGF-1)

All the respective releasing factors of the above-mentioned substances also are banned: erythropoietin (EPO) sermorelin darbepoetin

**(g) Definitions of positive depends on the following:** for caffeine—if the concentration in urine exceeds 15 micrograms/ml. <sup>2</sup> for testosterone—if the administration of testosterone or use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of epitestosterone in the urine to greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition. <sup>3</sup> for marijuana and THC—if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.

## **EMERGENCY PROCEDURES**

### **A. Home Practice/Games**

1. Unconscious athlete or seriously injured athlete needing special removal from the field or court
  - a. Stabilize and stay with the athlete. Instruct someone to call RESCUE immediately, give location, athlete's name and nature of injury. Instruct someone to watch for the ambulance and direct them to injured athlete,
  - b. Send someone to get a staff athletic trainer if available. DO NOT move athlete until properly trained personnel arrive.
  - c. Make arrangements for someone to go with the athlete to the hospital,
  - d. Record injury on proper charts.
2. Possible Fracture  
If fracture is suspected and an x-ray is needed, follow this procedure:
  1. Local Hospital - call Emergency Room and inform the staff that you are coming, give proper information about athlete.
3. Rescue Squad on Call  
An ambulance is on location at all home football games only. Any other event will require calling rescue if a serious injury occurs, call 9-911.

### **B. Away Meets/Practice/Games**

1. Find out what host school has available for emergencies, transportation, physician on call, health center use, crutches, stretchers, air splints and where athletic trainers will be located if covering event.
2. Locate nearest telephone if playing facilities are outside away from main facility.
3. Someone should go to the hospital with athlete who is transported. If you go, make sure someone is covering your team.
4. Instruct the hospital that bill should be sent to the athletes parents.
5. Inform head athletic trainer about the injury as soon as possible upon return to campus.
6. If host school physician indicates a need for emergency, try to contact head athletic trainer or team physician before anything is done.

## **Athletic Training Room Rules**

1. Always treat the athletic trainers and athletic training students with respect.
2. If you need taped be here at least 30 minutes before regular practice.
3. Treatment hours are from 8am to noon, any additional treatment times must be scheduled with the certified athletic trainer in charge of your sport.
4. Pick up after yourself. Put it back if you get it out.
5. Do not wear cleats/spikes into the training room at all.
6. No loitering - do not hang out with your friends who are doing treatment.
7. Do not use the ice in the ice machine for off-season sports or for you water bottles.
8. Do not leave ice scoop in ice machine.
9. Shower quickly after practice and before coming into the training room to receive any post-practice needs.
10. Dress properly when entering the training room. Pull up your shorts/pants and wear a shirt.
11. You must be written in the treatment log before receiving any rehabilitation or modalities.
12. Keep noise level to a minimum.

## **Athletic Training Facility Hours**

### **Fall Semester**

#### **Monday - Friday**

8am to 12pm	Treatment/Evaluation Hours
12pm to 1pm	Closed for Lunch
1pm to 3pm	Treatment/Evaluation Hours by Permission of a Certified Athletic Trainer
Only	
3pm to 6pm	Practice Coverage Only ( <b>No Treatments/Evaluations during this Time</b> )
6pm to 8am	<b>Closed (If emergency, call 9-1-1)</b>

#### **Saturday/Sunday**

Weekends we are only available for practice/game coverage. Any treatments/evaluations need to be set-up with a Certified Athletic Trainer. **If there is an emergency, call 9-1-1.**

### **Spring Semester**

#### **Monday - Friday**

10am to 12pm	Treatment/Evaluation Hours
12pm to 1pm	Closed for Lunch
1pm to 3pm	Treatment/Evaluation Hours by Permission of a Certified Athletic Trainer
Only	
3pm to 5pm	Practice Coverage Only ( <b>No Treatments/Evaluations during this Time</b> )
5pm to 10am	<b>Closed (If emergency, call 9-1-1)</b>

#### **Saturday/Sunday**

Weekends we are only available for practice/game coverage. Any treatments/evaluations need to be set-up with a Certified Athletic Trainer. **If there is an emergency, call 9-1-1.**

### **Finals Week/Holidays**

Anyone who wishes to schedule any treatments or an evaluation during this time period will need to contact a Certified Athletic Trainer

## **MISSOURI VALLEY COLLEGE REPLACEMENT PENALTY**

A faculty member who does not intend to accept employment for the following academic year should submit a written resignation to the Academic Dean as early as possible. A faculty member who signs a contract for the following academic year and subsequently wants to terminate that contract is subject to a replacement penalty as follows:

March 15 – May 31	No penalty
June 1 – July 31	\$2000.00
August 1 –August 15	\$2500.00
August 16 and later	\$3000.00

Coaches/faculty members on January to December twelve month contracts are bound to the following replacement schedule:

January 1 - January 31	No penalty
February 1 - March 31	\$2000.00
April 1-April 30	\$2500.00
May 1 and later	\$3000.00

Coaches/faculty should submit their resignations to both the Athletic Director and the Academic Dean

## MVC MEDIA LIST

<u>Media Outlet</u>	<u>Email</u>	<u>Phone Number</u>
Boonville Daily News	<a href="mailto:cbowie@boonvilledailynews.com">cbowie@boonvilledailynews.com</a>	
Columbia Daily Tribune	<a href="mailto:rbaer@tribmail.com">rbaer@tribmail.com</a>	1-888-203-5572
Columbia Daily Tribune	<a href="mailto:mnestor@tribmail.com">mnestor@tribmail.com</a>	1-888-203-5572
Fayette Democrat Leader	<a href="mailto:jaddison@woodcreekmedia.com">jaddison@woodcreekmedia.com</a>	
Kansas City Star	<a href="mailto:results@kcstar.com">results@kcstar.com</a>	(816) 234-4355
KIXS Radio, Sedalia	<a href="mailto:info@kxkx.com">info@kxkx.com</a>	1-800-748-7969
KMIZ TV, Columbia	<a href="mailto:news@kmiz.com">news@kmiz.com</a>	1-800-441-4485
KMMO Radio, Marshall	<a href="mailto:news@kmmo.com">news@kmmo.com</a>	(660) 886-7422
KOMU TV, Columbia	<a href="mailto:chrisgervino@komu.com">chrisgervino@komu.com</a>	1-800-409-0292
KOMU TV, Columbia	<a href="mailto:ericblumberg@komu.com">ericblumberg@komu.com</a>	1-800-409-0292
KDRO Radio, Sedalia	<a href="mailto:1490@kdro.com">1490@kdro.com</a>	(660) 826-5005
KRES Radio, Moberly	<a href="mailto:bradb@regionalradio.com">bradb@regionalradio.com</a>	1-800-892-2300
KRLI Radio, Carrollton	<a href="mailto:krli@sbcglobal.net">krli@sbcglobal.net</a>	(660) 542-0404
KSIS & KSDL Radio, Sedalia	<a href="mailto:dpolk@bickbroadcasting.com">dpolk@bickbroadcasting.com</a>	
Marshall Democrat-News	<a href="mailto:marshallsports@socket.net">marshallsports@socket.net</a>	(660) 886-2233
Salisbury Press Spectator	<a href="mailto:ps@cvalley.net">ps@cvalley.net</a>	
Sedalia Democrat News 1000	<a href="mailto:davis@sedaliademocrat.com">davis@sedaliademocrat.com</a>	(660) 826- ext. 221
Sedalia Democrat News	<a href="mailto:smith@sedaliademocrat.com">smith@sedaliademocrat.com</a>	(660) 826-1000 ext. 221
Springfield News- Leader	<a href="mailto:sports@news-leader.com">sports@news-leader.com</a>	
St. Joseph News-Press	<a href="mailto:scottd@npgco.com">scottd@npgco.com</a>	1-800-779-6397
St. Louis Post Dispatch	<a href="mailto:pdeditor@post-dispatch.com">pdeditor@post-dispatch.com</a>	1-800-365-0820
HAAC SID	<a href="mailto:jefflady@yahoo.com">jefflady@yahoo.com</a>	
KMVC Radio	<a href="mailto:carrellh@moval.edu">carrellh@moval.edu</a>	(660) 831-4221
MVC SID	<a href="mailto:sandwitht@moval.edu">sandwitht@moval.edu</a>	(660) 831-4230