Queens College Athletics
Policy & Procedure Manual
Updated March 17, 2015
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1. Queens College Athletics Introduction

1.1. Introduction

This manual is intended to serve as the primary resource regarding policies and procedures within the Queens College Athletics Department. The purpose of the manual is to supply Athletics Department employees with the essential information necessary in order to fulfill their responsibilities. The information in this manual will assist department employees in understanding the rules/processes of operation within the department and will include vital information pertaining to compliance with rules set forth by the college, conference, and NCAA.

A review of the policies and procedures will be conducted on an annual basis, though amendments can and may be made throughout the year with the permission of the Athletics Director. It is the responsibility of the members of the athletics staff to understand and abide by the policies set forth in the manual.

Copies of the manual will be made available online to all staff and others in the Queens College community.

1.2. About Queens College Athletics

Queens College is member of the National Collegiate Athletic Association (NCAA) and East Coast Conference (ECC). The college sponsors 19 varsity sports plus competitive dance. The department also coordinates a variety of community recreation income generating programs, including expansive summer and Saturday camp programs, as a necessary means to supplement its operating budget. The college is located on a beautiful 77-acre, tree-lined campus in Flushing, NY. The Athletics Department offers a 45,000 square foot gymnasium, varsity weight room, quality outdoor fields/facilities, and an Olympic-sized swimming pool. The on campus Residence Hall, opened in 2009, is situated directly across from the gymnasium. With its top-rate facilities, programs, and staff, Queens College Athletics offers student athletes a challenging liberal arts curriculum and the chance to perfect their skills in a well-balanced and supportive environment where the student-athletes welfare is the first priority.

1.3. Mission Statements

1.3.1. Queens College Mission Statement

Our Statement of Purpose, updated as part of the 1995 Middle States Self Study.

The mission of Queens College is to prepare students to become leading citizens of an increasingly global society. The college seeks to do this by offering its exceptionally diverse student body a rigorous education in the liberal arts and sciences under the guidance of a faculty that is dedicated to the pursuit of excellence and the expansion of the frontiers of knowledge. Its goal is that students learn to think critically, address complex problems, explore various cultures, and use effectively the full array of available technologies and information resources.

Within a structured curriculum and in an atmosphere of collegiality and mutual respect, the college fosters an environment in which students learn the underlying principles of the humanities, the arts, and the mathematical, natural, and social sciences. The college also prepares students in a variety of professional and pre-professional programs that build upon and complement the liberal arts and sciences foundation.

Recognizing the special needs of a commuting student population, the college strives to create a broad range of intellectual and social communities. The college offers a spectrum of curricular and co-curricular programs that serve individuals and distinctive student constituencies.
In support of the need for advanced study in the liberal arts and professions, the college offers a variety of master's degree and certificate programs. In particular, the college recognizes and accepts its historic responsibility for providing high quality programs for the pre-service and in-service education of teachers.

As a partner with CUNY's graduate school, the college provides faculty and resources in support of the university's mission in doctoral education and research. The college employs university graduate students and prepares them for careers in higher education and research, and it supports faculty who serve as mentors for doctoral students and engage in related scholarly activities.

For its faculty, the college seeks productive scholars, scientists, and artists deeply committed to teaching. It endeavors to enhance the teaching effectiveness of faculty and to encourage their research and creative work. The college recognizes the importance of a diverse faculty responsive to the needs and aspirations of students of all ages and backgrounds.

As a public institution, Queens College provides affordable access to higher education and embraces its special obligation to serve the larger community. It is a source of information in the public interest; it is a venue for cultural and educational activities serving the general public. Through its graduates' contributions to an educated workforce and through the leading roles they assume in their local communities, the college is vested in the economic future and vitality of New York.

As one of the most culturally diverse campuses in the country, Queens College faces special challenges and opportunities. By balancing tradition and innovation in the service of this diversity, it represents the future of the nation.

1.3.2. Athletics Department Mission Statement

In the belief that an integrated curriculum should foster students’ physical as well as cognitive abilities, the Athletics Program presents students with an opportunity to participate in and enjoy varsity as well as intramural and recreational athletics. Athletics encourages every student-athlete to complete a meaningful academic degree program, participate fully in the college community and prepare for life after college athletics. Athletics is an integral part of the college’s educational program. Athletics strives to provide equitable opportunities (as defined under Title IX and Office of Civil Rights guidelines) for all students to engage in intercollegiate athletics as a means of satisfying the need for sport participation on a high level of amateur competition, according to principles of fair play and amateurism as defined by the NCAA. In addition, athletics provides opportunities for non-players to assist in organizing and conducting intercollegiate events; provides a means for students, faculty and members of the community to develop closer ties and identification with the College; and develops and maintains favorable athletic relations between Queens College and other colleges and universities.

1.3.2.1. NCAA Bylaw 2.2: The Principle of Student-Athlete Well-Being

Intercollegiate athletics programs shall be conducted in a manner designed to protect and enhance the physical and educational well-being of student-athletes.

2.2.1 Overall Educational Experience. [*] It is the responsibility of each member institution to establish and maintain an environment in which a student-athlete's activities are conducted as an integral part of the student-athlete's educational experience. (Adopted: 1/10/95)

2.2.2 Cultural Diversity and Gender Equity. [*] It is the responsibility of each member institution to establish and maintain an environment that values cultural diversity and gender equity among its student-athletes and intercollegiate athletics department staff. (Adopted: 1/10/95)

2.2.3 Health and Safety. [*] It is the responsibility of each member institution to protect the health of and provide a safe environment for each of its participating student-athletes. (Adopted: 1/10/95)
2.2.4 Student-Athlete/Coach Relationship. [*] It is the responsibility of each member institution to establish and maintain an environment that fosters a positive relationship between the student-athlete and coach. (Adopted: 1/10/95)

2.2.5 Fairness, Openness and Honesty. [*] It is the responsibility of each member institution to ensure that coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes. (Adopted: 1/10/95)

2.2.6 Student-Athlete Involvement. [*] It is the responsibility of each member institution to involve student-athletes in matters that affect their lives. (Adopted: 1/10/95)

1.4. Pride Creed

I am a Queens College Knight; this is my Armor:

I am Passionate about my sport;
I have Respect for myself, my allies and my opponents;
I maintain Integrity which keeps me honest, loyal and with high morals;
I am Disciplined with the commitment to work hard every day;
I strive for Excellence while upholding the QC tradition of greatness.
I have KNIGHT P.R.I.D.E.
This is my Armor!
Q-C!!

1.5. Division II Philosophy

In addition to the purposes and fundamental policy of the National Collegiate Athletic Association, as set forth in Constitution 1, members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational well-being and academic success of the participating student-athlete is of primary concern. (Revised: 1/14/08 effective 8/1/08)

Higher education has lasting importance on an individual’s future success. For this reason, the positioning statement for the division and the emphasis for the student-athlete experience in Division II is a comprehensive pro- gram of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletics competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.

Members support the following attributes in the belief that these attributes assist in defining the division’s priorities and emphasize the division’s position within the Association: Learning; Service; Passion; Sportsmanship; Resourcefulness; and Balance. The positioning statement and the attributes shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs, initiatives and policies by member institutions, conferences and the Division II governance structure.

Furthermore, a member of Division II believes in a set of common features, which assist in defining the division. Such features include exceptional teacher-to-student ratios that provide student-athletes with a quality education, a unique model of staffing in which coaches provide additional services such as teaching and mentoring, and the development of community partnerships.
and student-athlete participation in community engagement activities. A member of Division II also
believes in the following principles, which assist in defining the division: (Revised: 1/14/97)

(a) Promoting the academic success of its student-athletes, measured in part by an institution’s
student-athletes graduating at least at the same rate as the institution’s student body; (Revised:
1/12/04 effective 8/1/04)

(b) That participation in intercollegiate athletics benefits the educational experience of its
student-athletes and the entire campus community; (Revised: 1/12/04 effective 8/1/04)

(c) Offering opportunities for intercollegiate athletics participation consistent with the
institution’s mission and philosophy; (Revised: 1/14/97, 1/12/04 effective 8/1/04)

(d) That championships are intended to provide national-level competition among eligible
student-athletes and teams of member institutions; (Revised: 1/9/06 effective 8/1/06)

(e) Preparing student-athletes to be good citizens, leaders and contributors in their
communities; (Revised: 1/12/04 effective 8/1/04)

(f) Striving for equitable participation and competitive excellence, encouraging sportsmanship
and ethical conduct, enhancing diversity and developing positive societal attitudes in all of its
athletics endeavors; (Revised: 1/14/97, 1/12/04 effective 8/1/04)

(g) Scheduling the majority of its athletics competition with other members of Division II,
insofar as regional qualification, geographical location and traditional or conference scheduling
patterns permit; (Revised: 1/14/97)

(h) Recognizing the need to “balance” the role of the athletics program to serve both the
institution (e.g., participants, student body, faculty-staff) and the general public (e.g., community,
area, state); (Revised: 1/12/04 effective 8/1/04)

(i) Offering an opportunity for participation in intercollegiate athletics by awarding athletically
related financial aid to its student-athletes; (Revised: 1/14/97, 1/14/02 effective 8/1/02)

(j) That institutional control is a fundamental principle that supports the educational mission of
a Division II institution and assumes presidential involvement and commitment. All funds supporting
athletics should be controlled by the institution. The emphasis for an athletics department should be
to operate within an institutionally approved budget and compliance with and self enforcement of
NCAA regulations is an expectation of membership; and (Adopted: 1/14/02 effective 8/1/02, 
Revised: 1/12/04 effective 8/1/04)

(k) That all members of Division II should commit themselves to this philosophy and to the
regulations and programs of Division II. (Revised: 1/14/97)

1.6. Gender Equity & Title IX

1.7. Sportsmanship

As per the ECC:

The entire East Coast Conference Community - Presidents, Faculty Athletic Representatives,
Athletic Directors, Senior Woman Administrators, Conference Administrators, Coaches and Staff
members as well as student-athletes - are dedicated to a positive, competitive environment where
good sportsmanship is continually expected and promoted. Members of the East Coast Conference
believe that one of the vital elements of an intercollegiate athletic program is to serve as a model for
fans, spectators, students, community members and others regarding respectful and sportsmanlike
behavior in athletic settings.

The East Coast Conference expects all spectators, team members and institutional
representatives to treat opponents and officials with respect. Trash talking, baiting, taunting, vulgar,
sexist, racial or profane language, celebrations that humiliate opponents, intimidating actions,
fighting or attempts to injure, or any other malicious or violent conduct that is directed at spectators,
officials, student-athletes, coaches or team representatives will not be tolerated and may be penalized by contest or campus officials and/or the conference.

Conference member institutions have the responsibility to provide safe venues for all contests that are hosted and are expected to provide adequate supervision and security so that student-athletes, coaches, spectators and others can enjoy the event. The Conference and its members do not wish to take away the fun and enthusiasm that accompany athletic contests and exciting plays. However, negative, unruly and dangerous behaviors will not be tolerated and may result in removal from a competition site. The East Coast Conference encourages sportsmanship and hopes spectators and others will demonstrate respect and will cheer for their favorite team and not against any team or individual.

1.8. Organizational Chart

See Appendix D-1 for Organizational Chart.

1.9. Directory

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone Number</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>China Jude</td>
<td>Assistant Vice President/Athletics</td>
<td>(718) 997-2795</td>
<td><a href="mailto:China.jude@qc.cuny.edu">China.jude@qc.cuny.edu</a></td>
</tr>
<tr>
<td>Leanna Taylor</td>
<td>Senior Woman Administrator/Student Support Services</td>
<td>(718-997-0360)</td>
<td><a href="mailto:Leanna.Taylor@qc.cuny.edu">Leanna.Taylor@qc.cuny.edu</a></td>
</tr>
<tr>
<td>Denee Barracato</td>
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<td>(718) 997-2772</td>
<td><a href="mailto:Denee.barracato@qc.cuny.edu">Denee.barracato@qc.cuny.edu</a></td>
</tr>
<tr>
<td>Merlin Thompson</td>
<td>Associate Athletics Director/Compliance</td>
<td>(718) 997-2757</td>
<td><a href="mailto:Merlin.thompson@qc.cuny.edu">Merlin.thompson@qc.cuny.edu</a></td>
</tr>
<tr>
<td>Kevin Williams</td>
<td>Assistant Athletics Director/External Relations</td>
<td>(718) 997-2733</td>
<td><a href="mailto:Leslie.busch@qc.cuny.edu">Leslie.busch@qc.cuny.edu</a></td>
</tr>
<tr>
<td>Robert Twible</td>
<td>Assistant Athletics Director/Facilities and Recreation</td>
<td>(718) 997-2754</td>
<td><a href="mailto:Robert.twible@qc.cuny.edu">Robert.twible@qc.cuny.edu</a></td>
</tr>
<tr>
<td>Michael Balestra</td>
<td>Director of Athletics Communications</td>
<td>(718) 570-0385</td>
<td><a href="mailto:Thomas.emberley@qc.cuny.edu">Thomas.emberley@qc.cuny.edu</a></td>
</tr>
<tr>
<td>Buz Considine</td>
<td>Camp Administrator</td>
<td>(718) 997-2777</td>
<td><a href="mailto:Marianne.considine@qc.cuny.edu">Marianne.considine@qc.cuny.edu</a></td>
</tr>
<tr>
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<td><a href="mailto:Alicia.lampasso-dillon@qc.cuny.edu">Alicia.lampasso-dillon@qc.cuny.edu</a></td>
</tr>
<tr>
<td>Brian DeMasters</td>
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<td>(718) 997-2777</td>
<td><a href="mailto:Brian.demasters@qc.cuny.edu">Brian.demasters@qc.cuny.edu</a></td>
</tr>
<tr>
<td>TBA</td>
<td>Finance Coordinator</td>
<td>(718) 997-2773</td>
<td></td>
</tr>
<tr>
<td>Thomas DiGiovanna</td>
<td>Equipment Manager</td>
<td>(718) 997-2756</td>
<td><a href="mailto:thomas.digiovanna@qc.cuny.edu">thomas.digiovanna@qc.cuny.edu</a></td>
</tr>
<tr>
<td>Sky Lindsay</td>
<td>Event and Game Day Coordinator</td>
<td>(718) 570-0465</td>
<td><a href="mailto:Sky.lindsay@qc.cuny.edu">Sky.lindsay@qc.cuny.edu</a></td>
</tr>
<tr>
<td>Leah Pataki</td>
<td>Director of Sports Medicine</td>
<td>(718) 997-2750</td>
<td><a href="mailto:Leah.Pataki@qc.cuny.edu">Leah.Pataki@qc.cuny.edu</a></td>
</tr>
<tr>
<td>Daniel Hernandez, ATC</td>
<td>Athletic Trainer</td>
<td>(718) 997-2750</td>
<td></td>
</tr>
</tbody>
</table>
2. Organizations – Missions, Guidelines, & Bylaws

2.1. NCAA: Mission & Values

2.1.1. The Mission and Values of the NCAA

The NCAA core ideology consists of two elements: Our core purpose—the organization's reason for being, and our core values—essential and enduring principles that guide us as an organization.
2.1.2. **Core purpose:**

To govern competition in a fair, safe, equitable and sportsmanlike manner, and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount.

2.1.3. **Core values:**

The Association—through its member institutions, conferences and national office staff shares a belief in and commitment to:

- The collegiate model of athletics in which students participate as an avocation, balancing their academic, social and athletic experiences.
- The highest levels of integrity and sportsmanship.
- The pursuit of excellence in both academics and athletics.
- The supporting role that intercollegiate athletics plays in the higher education mission and in enhancing the sense of community and strengthening the identity of member institutions.
- An inclusive culture that fosters equitable participation for student-athletes and career opportunities for coaches and administrators from diverse backgrounds.
- Respect for institutional autonomy and philosophical differences.

2.2. **Conference Affiliations**

2.2.1. **East Coast Conference**

Founded as the New York Collegiate Athletic Conference in 1989 and rechristened the East Coast Conference in July 2006, the ECC was formed to enhance intercollegiate athletic competition among member institutions and to assist them in integrating athletics into their academic program in a fiscally sound way. The ECC is committed to the highest standards of scholarship, sportsmanship, teamwork, and citizenship. Its mission is to promote the total person concept in its student-athletes, which stresses the abilities to excel in academic achievement, athletic competition, and positive character traits.

2.2.1.1. **Mission Statement**

The East Coast Conference is committed to the highest standards of scholarship, sportsmanship, teamwork and citizenship. Its mission is to promote the total person concept in its student-athletes, which stresses the abilities to excel in academic achievement, athletic competition and positive character traits.

2.2.1.2. **2011-2012 Members**

- University of Bridgeport (Bridgeport, Conn.)
- C.W. Post Campus of Long Island University (Brookville, N.Y.)
- Dowling College (Oakdale, N.Y.)
- Mercy College (Dobbs Ferry, N.Y.)
- Molloy College (Rockville Centre, N.Y.)
- New York Institute of Technology (Old Westbury, N.Y.)
- Queens College (Flushing, N.Y.)
- St. Thomas Aquinas College (Sparkill, N.Y)
- University of the District of Columbia (Washington, D.C.)
- Robert Wesleyan College (Rochester, NY)
- Damen College

2.3. **SAAC**

The primary mission of the Queens College SAAC is to promote a positive student-athlete experience. Through the Division II motto of “life in the balance,” the SAAC will strive to provide
opportunities for student-athletes to excel in the classroom, in competition, and in the community. The SAAC will serve as a forum for communication between the student-athletes and the Athletics Administration.

2.3.1. Membership

Each team will have one voting representative, but may have additional representatives at the meetings. Each representative must be an academically and athletically eligible member of his/her respective team.

Recommendations for SAAC representatives can be made by coaches, teams, and/or SAAC. Final selection will be made by the campus SAAC liaison.

(For additional information, refer to Student-Athlete Handbook.)

2.4. Sports Allocation Board

Approved April 14, 2005.

2.4.1. Article 1: Name and Purpose

2.4.1.1. Section 1: Name

The name of the organization is the Queens College Sports Allocation Board.

2.4.1.2. Section 1: Purpose

To allocate funding for programs for the student body of Queens College which are of a recreational, intramural, or Intercollegiate athletic nature and for the expenses incident to the administration of these programs.

(For additional information, refer to Sports Allocation Board Handbook.)

2.5. Committee on Athletic Policy

BYLAWS UNAVAILABLE. SECTION TO BE COMPLETED AT A LATER DATE.

2.6. Job Descriptions

See Appendix D-2 for Job Descriptions.

3. General Staff Procedures

3.1. Human Resources

3.1.1. Hiring Procedures

Note basic hiring procedures below. After determining the payroll line, please be sure to read through the payroll information in the next section to ensure that you are following all essential procedures.

1) Secure funding and permission to search from AVP for athletics with terms of employment.
2) Contact Athletic HR to select appropriate position, payroll source and payroll title.
3) Develop job description to appropriately fit HR payroll title.
4) Create process strategy (i.e. where to advertise, interview committee and/or process).
5) Determine timeline for interview and hiring process.
6) Request to post position.
7) Post position on HR web site and alternate sites if appropriate.
8) Receive and review applications.
9) Select qualified candidates to review.
9) Notify HR staff with selections choices.
10) Submit letter of justification to hire.
11) Offer position and receive written acceptance letter.
12) Candidate must complete all paperwork prior to beginning to work.

3.1.2. Payroll Information

3.1.2.1. State Payroll – Employment Procedures & Information

Note: All state payroll employees are under union and fall under the CUNY / PSC agreement.

3.1.2.1.1. Preparing, Posting, & Advertising

1) Secure funding for position (Finance Department).
2) Select appropriate position (ie: College Assistant, Non-Teaching Adjunct, HEO, etc).
   A) Select status (Non-exempt vs exempt).
      i) Non-exempt – Subject to overtime/comp time.
      ii) Exempt – No comp time. More flexible to employer.
3) Develop job description and fill in HR Job Description Form (job must fit into one of
   many job titles from the HR web site. Choose what matches best.
   A) Include the following lines:
      i) “Review of applications will begin immediately.”
      ii) “Position will remain open until filled.”
         a) Alternative to this is that individual cannot be hired until the end of
            advertisement period.
         b) Best practice: Advertise for at least 30 days (not required however).
4) Submit request-to-post to HR Recruiter.
   A) HR Recruiter will submit letter of justification for advertisement of position.
   B) HR Recruiter will post on CUNY & QC websites.
   C) Preference is to have applicants use CUNYFirst site in order to apply.
   D) HR Recruiter will also give access to applications to requested committee members.
      i) Alternate/additional advertising is not required however, the steps for doing so are:
         a) Speak with Cynthia Rountree in Office of Compliance & Diversity Programs
            for recommendations/guidance.
         b) Speak with Helene Guidice in Office of Communications regarding
            frequently used advertising forums.
         c) Select websites and means of communication that are most appropriate for
            audience (ie: NCAA site, conference website, etc.)
         d) Sites to consider in order to achieve diverse pool:
            (1) Higheredjobs.com ($)
            (2) Diversejobs.net ($)

3.1.2.1.2. Reviewing Applications, Interviewing, & Hiring

1) HR Recruiter will permit designated committee members to review applications under
   “Document Library” in MyQC.
2) Review and interviews can begin immediately.
3) Committee may select individual who meets qualifications.
4) Upon selection, notify appropriate HR staff member that offer will be made (correct
   contact depends upon job title).
   A) HR staff will submit letter of justification to hire to CUNY.
5) Position may be offered to individual.
6) Paperwork must be completed:
   A) Best practice: Complete all paperwork before employment begins.
   B) Note however, that 1-9 and paperwork must at least be completed within 3 days of
      the beginning of employment.
3.1.2.1.3. State Payroll Fringe (PT/FT) Percentages

1) P/T < 20 hrs/wk = 10% + 5.9%
13) F/T = 33% + 5.9%

Note: There is an additional 14% "City Portion" added to both P/T and F/T but has not been billed in the past.

3.1.2.1.4. Termination

1) Appointments are annual (renewable every 12 months).
2) Termination based on performance (to include track record/reviews) or behavior (extreme incidents).

3.1.2.2. Research Foundation Payroll – Employment Procedures & Information

Research Foundation employees are non-union and are subject to terms of appointment

3.1.2.2.1. Preparing, Posting, & Advertising

1) Receive approval from VP to advertise.
2) Prepare job description.
3) (Note that posting is OPTIONAL for part time positions, ie: < 20 hrs/week.)
4) Include:
   A) "Review of applications will begin immediately."
   B) "Position will remain open until filled."
   C) Salary.
   D) Title.
   E) Core requirements.
   F) Education/certification requirements.
5) Athletics Payroll Manager submits request (with description) online to RF.
6) RF sends posting to QC RF Office for review.
7) QC RF Office reviews and approves.
8) Posting is listed on RF site and Athletics Payroll Manager is notified.

3.1.2.2.1.2. Reviewing Applications, Interviewing, & Hiring

1) Review and interview can begin immediately.
2) Applications submitted in any form, but person hired must apply through RF web site. Applications submitted on RF website can be accessed by Project Director or payroll coordinator (Crystal).
3) Once individual is selected, offer can be made in writing.
   A) (Note that RF has no standard letter of agreement.)
   B) Indicate in letter that individual will be evaluated after predetermined period of time.
   C) Require that individual signs offer letter to accept position.
4) Once acceptance letter is received, notify RF that posting should be removed.

3.1.2.2.1.3. Research Foundation Payroll Fringe (PT/FT) Percentages

1) Full time (38%).
2) Part time with 20+ hours/week (38%).
   A) Benefits are included except for dental and eye.
3) Part time with < 20 hours/week (9.5%)
   A) To be safe, only allow employees to accumulate up to 18 hours/week.
4) Note that we must pay additional 10% for all employees.

3.1.2.2.1.4. Termination

1) Document situations as they arise.
   A) Submit letters of warning to Research Foundation's campus office.
2) Let employees know about termination 2 months to end date so they can begin to use annual leave.
3) Part Time hours can be reduced at any time.
4) (Note that RF has become unionized on some campuses.)
5) Appointments can be bi-annual (renewable every 6 months) upon request.

3.1.3. New Employee Process

All new employees must complete paperwork and produce documents before start date. Upon completion of paperwork Payroll Assignment Form (see Appendix F-13) will be submitted. Once approved to work, new employees should see the Athletics Office Manager and Payroll Coordinator to secure office space, keys, mailbox, telephone, computer, and other essentials.

3.1.4. Employee Benefits

3.1.4.1. Annual & Sick Leave

3.1.4.1.1. State Payroll

1) P/T vacation time is accrued and unused is automatically paid out at end of fiscal year.
2) F/T vacation time is accrued and currently capped at 45 days. Any excess over cap if unused is forfeited each Aug. 31.

3.1.4.1.2. Research Foundation Payroll

1) All employees accumulate vacation time.
   A) Check RF website for time & leave.
   B) Vacation time is paid out when employee leaves (regardless of terms).
2) Sick time is not paid unless an individual retires.
3) Force employees to take vacation time before June 30 (end of Fiscal Year) in order to avoid liability in the following fiscal year.

3.1.4.2. Health Insurance

Health insurance is available on a case-by-case basis. Both State & Research Foundation employees will have an opportunity to select health insurance plans during their initial paperwork process.

3.1.4.3. Holidays

3.1.4.3.1.1. State Payroll Holiday Schedule

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
<th>Group 1 Non-teaching Instructional ECP, HEOs, CLT</th>
<th>Group 2 Classified Service: Custodial, Stores-Stock, and Security Bargaining Unit (Blue Collar)</th>
<th>Group 3 Skilled Trades Bargaining Unit (Section 220 - Per the NYC Controller's consent determination)</th>
<th>Group 4 CUNY Theatre Technician Title Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>Mon 09/05/11</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Mon 10/10/11</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Election Day</td>
<td>Tue 11/08/11</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Veterans Day</td>
<td>Fri 11/11/11</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Thanksgiving &amp; Day</td>
<td>Thu</td>
<td>Y</td>
<td>Y</td>
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<td>Y</td>
</tr>
<tr>
<td>After Thanksgiving</td>
<td>11/24/11</td>
<td>Y</td>
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<td>Fri 11/25/11</td>
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<tr>
<td>Christmas Holiday</td>
<td>Sat 12/24/11</td>
<td>Fri 12/23/11</td>
<td>Fri 12/23/11</td>
<td>N</td>
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<tr>
<td>(Christmas Eve &amp;</td>
<td>Sun 12/25/11</td>
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<td>Christmas Day)</td>
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<tr>
<td>New Year’s Holiday</td>
<td>Sat 12/31/11</td>
<td>Fri 12/30/11</td>
<td>Fri 12/30/11</td>
<td>N</td>
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<tr>
<td>(New Year’s eve &amp;</td>
<td>Sun 1/01/12</td>
<td>Thu 12/29/11</td>
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<td>New Year’s Day)</td>
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<tr>
<td>Martin Luther King,</td>
<td>Mon 1/16/12</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Holiday</td>
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<tr>
<td>Lincoln’s Birthday</td>
<td>Sun 2/12/12</td>
<td>Mon 2/13/12</td>
<td>Mon 2/13/12</td>
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<tr>
<td>Presidents Day</td>
<td>Mon 2/20/12</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Mon 5/28/12</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
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</tr>
<tr>
<td>Independence Day</td>
<td>Wed 7/04/12</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Unscheduled Holidays</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>EOC Employees in the NY State Office Building in Manhattan observe Election Day and Veterans Day as two of their unscheduled holidays.</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

| Employees normally scheduled to work on a Saturday or Sunday | For Holidays falling on a Saturday or Sunday when you are scheduled to work, take holiday on that Saturday or Sunday instead of the day listed on the chart of a compensatory day. Those normally scheduled to be off on an observed holiday falling on a weekday will receive a compensatory day in lieu of that day. | Observe holidays as listed. Those normally scheduled to be off on an observed holiday will be paid straight time pay for the day or a compensatory day. | Observe holidays as listed. |

### 3.1.4.3.1.2. Research Foundation Payroll Holiday Schedule

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independence Day</td>
<td>7/4/2011 12:00:00 AM</td>
</tr>
<tr>
<td>Labor Day</td>
<td>9/5/2011 12:00:00 AM</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>10/10/2011 12:00:00 AM</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>11/24/2011 12:00:00 AM</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>11/25/2011 12:00:00 AM</td>
</tr>
<tr>
<td>Christmas Holiday</td>
<td>12/23/2011 12:00:00 AM</td>
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<tr>
<td>Christmas Holiday</td>
<td>12/26/2011 12:00:00 AM</td>
</tr>
<tr>
<td>New Year’s Holiday</td>
<td>12/29/2011 12:00:00 AM</td>
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<tr>
<td>Holiday</td>
<td>Date</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>New Year’s Holiday</td>
<td>12/30/2011 12:00:00 AM</td>
</tr>
<tr>
<td>Martin L. King, Jr.’s Birthday</td>
<td>1/16/2012 12:00:00 AM</td>
</tr>
<tr>
<td>Lincoln’s Birthday</td>
<td>2/13/2012 12:00:00 AM</td>
</tr>
<tr>
<td>President’s Day</td>
<td>2/20/2012 12:00:00 AM</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>5/28/2012 12:00:00 AM</td>
</tr>
</tbody>
</table>

Four (4) unscheduled holidays for the period July 1, 2011 through June 30, 2012 are accrued as follows:

One (1) unscheduled holiday will be earned on each of the following dates: July 1, 2011, October 1, 2011, January 1, 2012, and April 1, 2012.

An unscheduled holiday is earned if employed on the same Research Foundation account for three (3) consecutive months prior to the first day of the month of the calendar quarter. In cases where an individual is transferred from one account to another and maintains continuous service, an additional three-month waiting period will not be required after the first unscheduled holiday is earned.

All unscheduled holidays must be taken during the fiscal year (July 1st through June 30th) in which they accrue. There are no provisions for carry over of any unused unscheduled holidays from one fiscal year to the next. Unscheduled holidays must be used in full days; there are no partial day charges permitted. They are to be used for vacation purposes, personal business, days of religious observance, or other special observances and must be arranged in advance with the employee’s supervisor.

Please note that RF employees assigned to programs located in the NYS Office Building must take Veterans Day as a holiday in lieu of one unscheduled holiday.

Project employees required to work any of the above holidays will receive another day off in lieu of that holiday. Part-time employees are not paid for holidays, either scheduled or unscheduled.

3.1.4.4. Tuition Reimbursement

Tuition reimbursement is available for full time employees in some cases. Employees should see their respective Human Resources Departments in order to obtain additional information.

3.1.5. Pay Periods

Employees on both State & Research Foundation Payrolls will receive paychecks once every 2 weeks. Checks/direct deposit payments are typically received on Wednesdays or Thursdays. Checks can be picked up from the Athletics Accounting Assistant.

3.1.6. Employee Contracts & Annual Staff Performance Evaluations

Employees will be evaluated in April. Employees will be notified in May about their reappointment status.

3.2. General Administrative Information

3.2.1. Mailboxes

Mailboxes for all full time and part time staff are located behind reception area in the athletic office complex. Staff is expected to routinely check their mailboxes and not allow accumulation of materials.
3.2.2. Mail

Outgoing mail must be organized and counted. The department is charged by the College for all outgoing mail. Charges are billed into 4 categories:

1) Sports Academy - includes all camps.
2) Athletics - includes all team and athletic department business.
3) Tennis - includes all Tennis bubble and community tennis programs.
4) Recreation - includes all student and community recreation program business.

The methods of sending are Bulk Mail, First Class Mail, and Package.

3.2.2.1. Bulk

Whenever possible bulk mail should be used (as this is the least expensive of the three mailing methods). The following is required to meet bulk rate standards:

- Minimum piece count is 100.
- Each piece must be same size and weight.
- Mail must be pre-sorted in zip code order.

3.2.2.2. First Class

Includes all non-bulk & non-package mail.

3.2.2.3. Fex Ex/UPS

The department has Federal Express and UPS accounts. Forms are available from the Office Manager and must be filled out completely for pick up.

3.2.3. Key Requests

Key request forms are available from the Office Manager. Forms must be filled out completely aid include Key number and Room number whenever available. All requests are subject to the approval of keys are only issued to official College staff (already have College ID and CAMS account). Employee will be notified when keys are available and must be picked up and signed for by the employee from the Campus security office in Jefferson Hall.

3.2.4. Computer & Telephone Services

3.2.4.1. Requests for Setup

Requests must be made through the O.C.T. (Office of Converging Technologies) via the Athletics Office Manager. After verification of employment, OCT will arrange for set up of computer and telephone services.

3.2.4.2. Usage Policies

Computers and phones and all information stored on them is the property of the College, and are for official College use. Personal use is subject to department head set policies. Each employee must obtain, learn and use the College email system for business. Email accounts must have the required athletic department signature. Signature set-up instructions are available from the athletic office manager. Voicemail messages must be used and checked regularly. Outgoing messages should be update and pertinent.

3.2.5. Supplies

Requisition for office supplies should be made directly with the athletic office manager. Requests are subject to budget availability.
3.2.6. Printing

Use of the College printers and copier machines is for official business only. Copy machines require personal passcodes to operate. Employees should not permit others to use their codes. Following the College’s “green” efforts, printing materials should be avoided when unnecessary. If we must print, avoid color printing whenever possible.

3.2.7. Parking

3.2.7.1. Vehicle Registration

Annual on campus parking is available for all full time and part time staff. There is a fee (approximately $250) for parking decals, and current fees are available from the Office of Public Safety (Campus Security). A copy of your driver’s license and car registration must be presented in person along with a parking application and payment. Once approved, you will receive a parking decal that must be placed on car according to instructions given by the Office of Public Safety. Staff vehicle registration typically takes place in October. Student vehicle registration typically takes place in August/September. (Note: Students must enter the campus parking lottery. Permission will be granted annually at random to students who have entered the lottery.)

3.2.7.2. Restrictions

The large number on each parking decal indicates the designated parking lot for each car. Parking on campus without a decal or in the wrong assigned area is not permitted. Violators are subject to fines, booting, towing or additional penalties.

3.2.8. Office Hours

With the exception of the NCAA dead period (when the department is closed), the Athletics Department is generally open Monday through Friday from 9:00 a.m. to 5:00 p.m. However, the department conducts business 7 days a week (i.e. games, meeting and events). The Fitzgerald Gymnasium building is generally open from 6:30 a.m. to 10:30 p.m. These hours are subject to change seasonally, on holidays or in cases of special events.

3.2.9. Staff Dress Code

Unless otherwise arranged all staff attire is business casual. Business attire is expected to more formal events/meetings. Casual attire is appropriate for coaching staff during practice sessions or team meetings.

3.3. Staff Meetings

3.3.1. Senior Staff

Senior staff meets weekly on Thursdays. Agenda items should be submitted on Wednesdays. Attendance or assigned substitute is required. Senior staff consists of:

- Athletics Director
- Associate Athletics Director/Compliance
- Associate Athletics Director/Finance & Administration
- Associate Athletics Director/Academics
- Assistant Athletics Director/Facilities & Recreation
- Assistant Athletics Director/External Relations
- Director of Camps
- Director of Athletics Communications
- Coaches Liaison
- Senior Woman Administrator
3.3.2. Support Staff

All full time and part time staff members meet on alternating Mondays at a support staff meeting led by a senior staff member. These meetings are required for all full and part time (non-coaching) staff members. In the event that a member is unable to attend, he/she must notify a senior staff member and must designate a substitute who can speak on his/her subject-matter. Agenda item requests should be submitted at least one day prior. Meeting dates are sent out on an annual basis (though dates are subject to change).

3.3.3. Coaches (Head & Assistant)

All head and part time coaches are required to attend a monthly coaches’ meeting. Meetings are held on the first Monday of the month (if Monday is a holiday, then meeting will be held on the first non-holiday weekday afterwards).

3.4. Smoke/Tobacco-Free Policy

As of January 1, 2012, Queens College is a smoke & tobacco-free campus.

4. Business Operations

4.1. Budget Preparation Process

Head Coaches and area supervisors are responsible for the submission and monitoring of their respective budgets. It is essential that these individuals have a clear understanding of the planning cycle, requirements, approval process, and requisition process.

It is the responsibility of the Accounting Assistant to manage the department’s budget and to verify that funds are available before purchases can be made.

Monthly income statements are prepared and submitted to the Athletics Director by the Accounting Assistant, depicting the department’s budget, the actual revenues and expenses, and the current budget variance.

4.1.1. Calendar/Planning Cycle

The fiscal year runs from July 1-June 30. The budget planning cycle begins in March of the preceding fiscal year and concludes by June 30 of that same year. In March, the Accounting Assistant will distribute the budget template to all coaches and staff members who are required to submit a budget. The Accounting Assistant will work closely with all employees to ensure accurate and timely completion of the budgets. It is the Head Coach and/or area supervisor’s responsibility however, to ensure that budgets (and necessary purchase requisitions) are submitted and approved before the beginning of the new fiscal year.

4.1.2. Approval Process

The budget approval process consists of two steps:

1) Submission and approval of budget.
2) Submission and approval of all purchase requisitions.

No funds can be used unless budget and purchase requisitions have been approved. (Note that teams must have all purchase requisitions approved before the new fiscal year.)

4.1.2.1. Budget Submission

After completion of a proposed budget, Head Coach or area supervisor must submit this document to the Accounting Assistant. Once the budget has been reviewed by the Associate Athletics Director/Finance & Administration and the necessary changes have been made, a budget call is scheduled for approval by the Athletics Director. The members present at a budget call are the
Athletics Director, the Associate Athletics Director/Finance & Administration, and the individual responsible for submitting the budget. Upon review, the Athletics Director will make any necessary changes to the budget and will either approve, reject, or approve under certain conditions. When a budget is approved, the Accounting Assistant will make the changes in the department’s budget, and update the areas where changes have been made.

4.1.2.2. Request to Use Funds (Teams)

Despite receiving budget approval, no funds can be used without the submission of purchase requisitions. Immediately following the approval of a team budget, Head Coach or staff member must submit purchase requisitions for all expected expenses for the entire season. Purchase Requisitions must comply with the rules described in the purchasing procedures and must be pre-approved by the Accounting Assistant and the Purchasing Director before being submitted to the Athletics Director for approval. Coaches are required to complete all purchase requisitions for their team for the entire season before the beginning of the new fiscal year.

Once budget has been approved and all team purchase requisitions have been submitted and pre-approved by the Accounting Assistant and Purchasing Director, a meeting is scheduled with the Accounting Assistant and the Athletics Director for final approval.

4.1.2.3. Request to Use Funds (Non-Team Department Areas)

Once budget is approved, department areas are free to use their respective area’s funds. In order to do so, a purchase requisition must be submitted for each item. Please note that it is recommended that purchase requisitions be submitted 6 months in advance, as purchasing process (particularly with tax levy funds) can often be lengthy. See Section 4.6.1.6 for Purchase Requisition guidelines for details and additional information on the ordering process.

4.1.3. Sample Budget

See Appendix D-3 for Sample Budget. Please see the Accounting Assistant for a copy of your budget.

4.2. Expense Reports

Expense reports are prepared and made available on a monthly basis and/or upon request.

4.3. Deposit & Accounting Instructions

All funds should be submitted/recorded in the following manner:

1) **Fill out Deposit Form** (see Appendix F-1 for Deposit Form; note that form must be typed):
   A) Fill in Part 1.
   B) In Part 2, fill in “Total Revenues Raised” and “Total Expenses.”
      i) (Note: For rental finder’s fee, calculate “Net Profit” [Revenues-Expenses] and multiply by “.05” to determine finder’s fee. Fill in “Team Name” and add the calculated finder’s fee to team account.)
   C) If funds are to be submitted for charity, please fill out Part 3.
   D) Sign form.

2) **Submit completed Deposit Form** along with cash, checks, and/or credit card payments to Accounting Assistant.
   A) (Note: If event/activity required submission of Request to Travel/Participate Form, please attach a copy of the approved form.)

3) After expenses and deductions are calculated, all funds will be deposited in appropriate account(s) and will be recorded in respective account’s revenue statement.
   A) Note that deposits categorized as **charity, donation, fundraising, in-kind donation, or sponsorship** must be reported to the External Relations Office immediately after recording the initial deposit.
   B) Note: Funds raised for **charity** will be handled in the following manner:
i) All funds will be deposited into team’s Special Projects Account.

ii) Accounting Assistant will submit payment request for charity organization.

iii) Within one week of submission, Accounting Assistant will send check along with cover letter (to be signed by respective coach and/or Assistant Athletics Director/External Relations) with information about the event, date, funds raised, etc.

   a) The following individuals will be cc’d when letter is sent:
      (1) Athletics Director
      (2) Assistant Athletics Director/External Relations
      (3) Director of Athletics Communications

iv) Copies of checks & letters will be kept on file in the Athletics Business Office.

*Note that spending of fundraised money will follow the Special Projects Fund guidelines.

4.3.1.1. Reporting & Recording In-Kind Donations

1) In-Kind Donation is received.
   A) Note that in-kind donations are non-financial. Financial donations must be recorded as a “donation” on the Athletics Department’s Deposit Form.

2) Upon receipt of the donation, In-Kind Donation Form is mailed or handed to donor.

3) Donor must complete Parts 1 & 2 of form and return to the address noted on top of the form.

4) Upon receipt of form, Athletics Accounting office will:
   A) Record donation.
   B) Report donation to External Relations Office.

5) External Relations Office will:
   A) Record donation.
   B) Send “Thank You” letter to donor.

4.4. Special Projects Account

   Special Projects Fund (SPF) is a restricted account that coaches and/or staff members can utilize to supplement or subsidize their program budgets. Revenue sources may include camps, clinics, miscellaneous fundraisers, donations and other contributions credited towards the program (please see Section 6.1 for Fundraising Suggestions & Procedures). It is strongly encouraged that coaches/staff members periodically meet with the Athletics Business Manager to assure accuracy of their respective accounts; written balances from the Business Manager are encouraged. SPF will not be commingled with annual allocations; however, SPF monies may be transferred to balance a deficit in the respective sports programs account.

   Note: Any funds raised using Queens College facilities and/or administrative supplies/staff will be assessed a 20% charge to the gross income (total revenues) to cover department expense.

   • Special Project Funds can only be utilized for the following:
   • Recruiting Expenses.
   • Professional Development.
   • Holiday Meal Expenses.
   • Residence Hall Payment.
   • Student Athlete’s Tuition/Fees, Room, Board and Books.
   • Supplement of Assistant Coach’s Salary.
   • Uniforms and Equipment.
   • Travel Meal Money.
   • Team Travel Hotel Expenses.
   • Convention Memberships and Registration Fees.
   • Facility Rentals.
   • Training Trips (per AD’s approval).
   • Special Student Athletes’ Awards and Recognitions.
• Transportation Expenses (Rentals, Tolls, Taxis While on Road Trips).

4.5. **Petty Cash Fund**

Petty cash funds are authorized funds to enable the Athletic department to manage minor departmental expenditures or to give change to customers when they are paying for goods and services. This policy provides guidance for the authorization, establishment and maintenance of petty cash funds, including appropriate uses, safekeeping, and annual confirmation.

4.5.1. **Establishing a Petty Cash Fund**

To establish a petty cash fund, the Director of Athletics should submit a letter to the office of Accounting and Accounts Payable justifying the need, the types of expenses to be paid, the method of safekeeping, the source of funds, the amount needed, and the individual responsible for the administration of the petty cash fund.

Upon approval by the Director of Accounting, the office of Accounting will prepare a manual check request for the approved amount, payable to the Athletics Department. The Business Manager will then administer petty cash funds, implement proper controls to safeguard cash, and use it for the intended purposes.

4.5.2. **Safekeeping and Control of Petty Cash Funds**

Administration of the petty cash fund is delegated to the Athletic department’s Associate Athletics Director/Finance & Administration. The Associate Athletics Director/Finance & Administration is personally responsible for the cash. Therefore, access to the fund must be limited to him/her. The funds should be secured at all times, preferably in a locked place. Receipt of cash or checks by the department must never be commingled with petty cash funds.

4.5.3. **Maintaining a Petty Cash Fund**

Maintaining a petty cash fund includes timely replenishing, increasing, or decreasing the authorized amount. To maintain the petty cash fund, the Associate Athletics Director/Finance & Administration will perform the following:

- Keep a running balance and a log of all payments made through the petty cash fund.
- Maintain supporting documentation of all payments. Supporting documentation includes authorized purchase requisitions, receipts and any necessary information that serves as evidence of the expense.
- The payee must sign off on a log sheet to verify the amount of cash received. Log sheets must indicate the amount of cash, the date, the payee's information, and a description of the expense.
- The Associate Athletics Director/Finance & Administration must reconcile the amount of cash in the fund with the running balance and the log on a monthly basis. Any discrepancies must be immediately reported to the Director of Athletics and further action will be taken.

4.5.4. **Frequency of Reimbursement**

The petty cash fund should be reimbursed on a monthly basis or when the cash is depleted to the extent requiring replenishment, at the discretion of the Business Manager.

4.5.5. **Restrictions on Use of Petty Cash Funds**

Petty cash funds are not established to bypass the University’s accounts payable and purchasing policies and procedures. Specifically, petty cash funds should not be used to:

- Purchase goods currently covered by University negotiated contracts.
- Make payments for personal services that would be considered either wages (salary) or independent contractor payments.
- Pay gifts, awards, prizes.
• Issue personal loans or cash personal checks.
• Other restrictions as determined by the University and/or the office of Accounting.

4.6. Purchasing

4.6.1. General Guidelines

The decision regarding the need to purchase various supplies, services, and equipment is a decision that departments must make, subject to certain administrative approvals and must follow the college’s purchasing guidelines. Purchases are to be made only with a valid Purchase Order.

4.6.1.1. Purchasing Department Functions

As a specialized activity, the Purchasing Department has two primary functions:

• To obtain the best prices for the goods and services purchased for the schools.
• To ensure compliance with state purchasing regulations and bidding laws.

4.6.1.2. School Responsibilities

It is the responsibility of the Purchasing Director to inform new and current staff members about the college’s purchasing procedures. Individuals are encouraged to work closely with the Purchasing Department through all stages of the purchasing process to ensure that proper procedures are followed and to avoid any miscommunication.

4.6.1.3. Unauthorized Purchases

Staff members may not make verbal or written commitments to vendors for the purchase of supplies, services, or equipment. Such commitments are not binding on the school. Invoices submitted for such purchases may not be honored, and may become the obligation of the individual who made the unauthorized purchase. Purchases for personal use are not allowed.

4.6.1.4. Sales Tax Exemption Certificate

All purchases by the entity for itself and funded organizations are exempt from New York State sales tax. A sales tax exemption certificate shall be sent to the vendor with the purchasing correspondence. Under no circumstances should New York State sales taxes be paid.

4.6.1.5. Sufficient Funds

There must be sufficient funds in the account to pay for the order, including the cost of any expected shipping charges. If there is not enough money in the account, a budget transfer should be initiated before the requisition is submitted or the scope of the order should be reduced so the cost of the order does not exceed the amount of funds available.

4.6.1.6. Purchase Requisitions

Please see Appendix F-2 for Purchase Requisition Form.

Every purchase requires a purchase requisition (except in the case of emergency as determined by the Athletics Director). It is recommended that purchase requisitions be submitted at least 6 months in advance. The purchase requisition shall include the name of the entity requesting the goods or services, a detailed description of the product or service to be rendered, quantity required, estimated unit cost and total cost, and suggested vendors. They should be dated and signed by the budget manager, purchasing director, and athletic director.

Every purchase requisition must have three quotes attached. These quotes must all match (ie: for Nike Dri-Fit shirts, obtain three different quotes for Nike Dri-Fit shirts from three different vendors). Verbal quotes will not be accepted; a hardcopy on company letterhead, an email with the company name, and/or a printed copy from the company’s website are all acceptable.
4.6.1.7. Purchase Orders

Purchases of $250 and less do not require purchase orders. The purchase order, prepared by the purchasing department, must be issued for the product or service indicated on the purchase requisition without any variations. The purchase order shall include identification of the purchasing department preparing the order, a detailed description of the product or service, quantity required, unit cost and total cost. The purchase orders shall be numbered sequentially. They shall be dated and signed by a designee of the department authorized to sign purchase orders, depending upon which office processes the purchases. At least a three-part form shall be used by the purchasing department:

Part 1 - To the vendor
Part 2 - To the department for placement in an open order follow-up file.
Part 3 - To the individual expected to sign for receipt of the merchandise or service.

As requisitioning, purchasing, and receiving must be segregated for internal control purposes, the receiving copy (part 3) shall not be sent back to the person initiating the request. A purchase requisition, purchase order, and receiving record, each signed by a different individual, is documentation that these three functions are segregated. Both parts 2 and 3 shall be attached to the Request for Payment form when the department is processing requests for payment.

4.6.1.8. Bidding Requirements

1) ALL purchases require three written quotes and/or justification of sole-source purchase (see instructions below).
2) $20,001 and over: Requires a formal contract. Advertising and formal competitive bidding are required.

4.6.1.9. Sole Source

When purchasing goods or services, competitive bids must be obtained, whenever possible. Of course, there are purchases which do not generally lend themselves to competition. The following information is required to justify such "sole source" purchases:

1) An explanation as to why only one source is available. Whenever an "acceptable equivalent" exists; the case for sole source is not justified;
2) Why the product or service is essential;
3) A determination of the reasonableness of the total amount to be paid for the goods or services;
4) A statement from the vendor that the association is receiving the lowest price for the quantity;
5) The basis of estimating the quantitative aspects of the bid proposal (e.g., labor hours, number of trips, reproduction costs).

4.6.1.10. Contract Requirements

Purchases of $20,000 and over require contracts for senior college departments. The college official are designated to sign contracts. Such contracts are not valid unless approved by the college official who has oversight responsibilities for student affairs (e.g., Vice President or Dean of Student Affairs). Contracts should be reviewed by the association's legal counsel, if it has its own legal counsel, otherwise, by the college president's legal counsel or CUNY's Office of Legal Affairs.

4.6.1.11. Purchasing From Companies on New York State Contract

In instances where the requested vendor is on New York State Contract (ie: Office Max), multiple quotes are not required. Please follow all other instructions for completing a Purchase Requisition.

In requesting office supplies, please note “Miscellaneous Supplies” as the budget line. A percentage of the overall charge will be listed on your overall program budget.
4.6.2. Funding & General Purchasing Procedures

4.6.2.1. Tax Levy Funds

Whenever possible, tax levy funds will be used for purchasing within the Athletics Department. Purchases made through use of tax levy funds will require final approval and submission by the Queens College Purchasing Department. Initial purchase requests should be made within the Athletics Department to the Athletics Purchasing Director. Submission of requests to the Queens College Purchasing Department will come from the Athletics Purchasing Director only.

Note that the following summarizes the steps involved in making a purchase with tax levy funds:

1) Receive budget approval for the year for your designated sports team/area by: Budget Manager and Athletics Director.
2) Obtain three quotes from three different vendors (see Section 4.6.1.6 for Purchase Requisition guidelines).
3) Fill out a "Purchase Requisition" for the item(s) that you would like to purchase.
   A) Please note: All Requisitions must be typed and all fields must be filled out completely.
4) Submit the "Purchase Requisition" to the Budget Manager.
5) Budget Manager, Athletics Purchasing Director, and Athletics Director must all sign off on the "Purchase Requisition" for approval.
6) Upon receiving approval, Athletics Purchasing Director will submit the three quotes and create a requisition for the items being requested via E-Procurement.
7) Submission of the request results in the sending of an automatic e-mail notification to the Queens College Purchasing Department.
8) Once the e-mail request is received, a designee in the Purchasing Department will be assigned to the request and will either "reject" or "approve."
9) If approved, the designee assigned to the request will create a Purchase Order and will e-mail or fax to the vendor.
10) Once the vendor has received the Purchase Order, they will prepare and ship the goods.
11) Athletics Department will receive goods (please see Receiving section for more information on process).
12) Once the Athletics Department has received the goods the Athletics Purchasing Director will send a "receiving report" to the Queens College Accounting Department and payment will be submitted to the vendor.

*Note that the Athletics Purchasing Director will be notified if purchases are rejected. If rejected purchases require adjustments and/or additional information, he/she will contact the requesting party in order to make appropriate changes.

4.6.2.2. Non-Tax Levy Funds

Purchases requiring the use of non-tax levy funds will be made only in cases where tax levy funds cannot be used. The following summarizes the steps involved in making a purchase with non-tax levy funds:

1) Receive budget approval for the year for your designated sports team/area by: Budget Manager and Athletics Director.
2) Obtain three quotes from three different vendors (see Section 4.6.1.6 for Purchase Requisition guidelines).
3) Fill out a "Purchase Requisition" for the item(s) that you would like to purchase.
   A) Please note: All Requisitions must be typed and all fields must be filled out completely.
4) Submit the "Purchase Requisition" to the Budget Manager.
5) Budget Manager, Athletics Purchasing Director, and Athletics Director must all sign off on the "Purchase Requisition" for approval.
6) Upon receiving approval, Athletics Purchasing Director will create a Purchase Order and will e-mail or fax to the vendor.
7) Once the vendor has received the Purchase Order, they will prepare and ship the goods.
8) Athletics Department will receive goods (please see Section 4.6.5.1 for more information on process).

4.6.3. Credit Cards

4.6.3.1. Policy and Procedures for Usage

The Athletics Purchasing Director possesses the sole Athletics Department credit card. Use of this card is permitted for hotel, airline, or emergency usage only.

4.6.4. Reimbursements

4.6.4.1. Policies

Reimbursements without preapproval (except in cases of emergencies as defined below) will not be granted. In instances where reimbursement is required, a Purchase Requisition indicating the request must be submitted and approved in advance. If reimbursement is not preapproved, it will be the responsibility of the requester or the individual who made the purchase to assume the expense.

Emergencies requiring non-preapproved reimbursement are defined as instances where the health and/or safety of the athletics staff and/or student-athletes are in jeopardy. Such instances might include inability to travel as a result of inclement weather resulting in the need to stay overnight or for a period of time not anticipated when meal money was requested/given. In these instances, it is essential (after ensuring that student-athletes are safe), to contact the Athletics Director for the appropriate permissions/instructions.

In order to request reimbursement (after gaining approval), you must complete a Purchase Requisition and attach all receipts and relevant supplemental information. Please see Appendix F-2 for Purchase Requisition Form.

4.6.5. Receiving, Invoicing, & Accounting

4.6.5.1. Receiving

The Equipment Manager will check the Central Receiving Department for packages on a daily basis (typically between 1-3 pm). He/she will inspect the delivery and sign for receipt of the merchandise/service. (Note that a signature of receipt on both the invoice and the receiving report/packing slip is required.) Following that, delivery will be confirmed with the Purchasing Director and he/she will sign to acknowledge that the received good(s) are reflective of the item(s) ordered. Once both parties confirm receipt, the individual(s) requesting the respective item(s) will be notified of arrival. Upon notification, items will either be stored in the Equipment Room for future pickup or will be delivered directly to the requesting party.

Note that it is not permissible for the individual who placed the order for the merchandise/service to sign for receipt of the merchandise/service. In the event that the Equipment Manager is unable to fulfill his/her responsibilities, he/she must designate an alternate (non-purchasing) member of the Athletics Department to receive.

4.6.5.2. Invoicing

Once items are received, the Accounting Assistant will note the receipt and prepare a request to be submitted to the college's Accounting Office. The Accounting Office will process the request and submit payment to the vendor.

4.6.5.3. Accounting

Funds for payments will be removed from the appropriate account(s).
4.6.6. Team Apparel Requirements/Recommendations

In order to maintain a fair and equitable distribution of athletic apparel among all sports and manage spending while meeting NCAA compliance expectations, this is to notify all coaches that they should consider the following minimum number of items for their programs (based upon budget availability):

4.6.6.1. Returnable Items (Mandated)

- One home game uniform top and bottom.
- One away game uniform top and bottom.
- Volleyball Spandex/Swimming & Diving Suits (Note: only if the item is returned back to the same individual for next year’s use).
- One game sweatshirt and/or pants.
- Polo shirt (optional but is beneficial for community engagement activities or road trips).

4.6.6.2. Un-returnable Items (Preferred)

- One (1) pair of shoes (2 pair maximum).
- No more that three (3) practice jerseys or t-shirts.
- No more than two (2) practice bottoms.
- One (1) practice sweatshirt and/or pants.
- No more than two (2) head gear items.
- Socks, undergarment or other personal related items that directly touches skin or specifically designed for the athlete (ankle brace, knee brace, mouthpiece, hand brace, etc.).

Coaches are only permitted to order one third (1/3) of additional number of apparel items for their team. For example, if a coach carried 15 players on the team, s/he can only order a total of 20 items (15 active players and 5 additional items for backups). It is ideal for these extra items to be utilized for the following or subsequent years or as a blood jersey (when a jersey is soiled with blood or irremovable dirt) during home and away trips. Coaches are not permitted to give items away as prizes, gifts or for recruits/parents (NCAA violation). Failure to abide in this policy will result in written reprimand and/or revoke of ordering privileges. Coaches may order items for themselves (or assistant coaches and support staff, but only if staff members are listed on the Coaches Declaration Form) but are not permitted to order more clothing items than were given to student-athletes for that year.

4.7. Travel

Prior to departing on team-related trips, coaches must receive authorization and comply with the procedures outlined within this policy. Department heads or comparable administrators have been given the delegation of authorizing the travel. Furthermore, in the event of an accident or injury while in travel status this approval would insure that Insurance claims are considered.

4.7.1.1. Team Travel Form

**THIS SECTION REQUIRES DETAIL CONFIRMATION**

- Coaches must complete a Team Travel Form seven days prior to departure of the trip, indicating the dates of travel, the location, the team. Coaches must sign and date the form. Form without coach’s signatures will be deemed invalid. The Team Travel Form may be obtained from the Budget Manager.
- On the Team Travel Form, Coaches must list every student-athlete of their team that will be a part of the trip. Coaches must also include themselves, any assistant coaches, and managers accompanying the team.
- Coaches will then give the completed form to the Associate Athletic Director/SWA of the Athletics Department. The Associate AD/ SWA will verify that every student-athlete
meets the requirement of full-time status, sign and date the form, and will then forward the form to the Compliance Officer of the Athletics Department.

- The Compliance Office will verify NCAA eligibility, sign and date the form and will then forward it to the Equipment Manager of the Athletics Department.
- Upon receiving the Team Travel Form, the Equipment Manager will verify that the form has been approved by both the Associate AD/SWA and the Compliance Officer. Only then will the Equipment Manager provide to the coach the keys to the vans. The form is then forwarded to the Budget Director.
- The Budget Director will use the Team Travel Form as verification of Meal Money as indicated on the Team Travel Expense Sheet and will maintain records of all Team Travel Forms for future references.

### 4.7.1.2. Team Travel Expense Sheet

- Coaches must obtain a Team Travel Expense Sheet from the Budget Manager prior to departing on trips. The Expense Sheet will accompany the Coaches on the trip and will be used to document every team-related expense.
- Coaches will list every student-athlete, coach, and staff member who is receiving meal money,Along with the amount received. The individual receiving meal money will then provide their signature as verification of the amount received.
- Upon return from the trip, coaches will submit the Expense Sheet with any unspent money and receipts to the Budget Manager. Coaches will be held responsible for unspent money that is not returned to the Budget Manager. The deadline for submitting the form is 5 PM on the next business day after the trip. Forms submitted after this deadline will not be accepted, unless approved by the Athletics Director.
- The Budget Manager will compare the Expense Sheet to the Team Travel Form and verify that every student-athlete, coach, and staff member listed on the Team Travel Form is listed on the Expense Sheet and has provided signatures as confirmation of having received meal money. The Budget Manager will reconcile the miscellaneous expenses with the receipts attached to the Expense Sheet. Reimbursement for overages will not be permitted without prior approval from the Budget Manager and/or the Athletic Director. Upon verification, the Budget Manager will sign and date the form and maintain records for future references.

For details on Team Travel, Vehicle Rental, etc, please see **Section 21: Travel**.

### 4.7.2. Requisitions

#### 4.7.2.1. Procedures for Requesting Team-Related Travel

#### 4.7.2.2. Procedures for Requesting Non-Team-Related Travel

All employees of the Athletics department requesting non-team related travel must complete a Request to Travel or Participate Form. The form must be submitted for approval twenty-one working days prior to the event.

- The Requester must complete the form in its entirety and abide by the following guidelines:
- Indicate the date of submission and dates of travel
• Provide the traveler’s name and the name and location of the event. If the traveler is an Assistant Coach, the head Coach must provide his/her signature as approval.
• Select the category that best describes the nature of the activity and attach supporting documentation as evidence of the event/activity
• Write a brief and coherent description of the activity
• Fill in the expenses that will be incurred for each category. For every expense indicated, there must be a purchase requisition attached along with proof of prices.
• The following mandated signatures are required prior to the trip:
  o The NCAA Compliance Officer must indicate if this event/activity meets NCAA regulations. The NCAA Compliance Officer's authorization is only required if the travel applies to recruiting, fundraising, alumni events, guest speaking, community service initiatives, and camps or clinics..
  o The Budget Manager must indicate if the funds are available in the respective accounts. A signature is required for all events.
  o The Assistant Athletics Director/External Relations is required to sign for fundraising events, alumni events, guest speaking, community service initiatives, and camps or clinics.
  o The Athletic Director must approve and authorize all travel requests.
• The Request to Travel or Participate Form is scanned into the shared drive for all members of the department to access electronic copies of the forms. Hard copies are distributed to coaches to notify them of approval.

4.8. Fundraising

Teams are encouraged to fund raise in order to increase funds in their respective Special Projects Accounts. See Section 4.4: Special Projects for details on usage of funds. See Section 6.1: Team Fundraising, for guidelines and suggestions.

5. Financial Planning

5.1. Institutional Financial Aid Guidelines

5.1.1. Financial Aid Administration

The compliance staff will work closely with the university Financial Aid Office to assure adherence to all applicable NCAA, state and federal regulations.

The financial aid office will input all student-athlete aid into the Compliance Assistant internet (CAi). At least one time per semester the compliance office will compare department records with the records in the Compliance Assistant internet. Additionally, at least once a year, they will be reviewed by the business office.

5.1.2. Financial Aid Policy

It is the policy of Queens College’s Department of Intercollegiate Athletics to make athletic financial aid available in all sports governed by the department.

The determination as to which athletes will receive recommendations for athletic financial aid will be the responsibility of the head coach. In addition to student-athlete financial aid, a limited number of undergraduate and/or graduate student coaching assistantships also may be available. Financial aid for student managers and trainers should be considered at the time of setting athletic budgets and may be awarded within approved budget limits.

All athletic financial aid will be awarded in accordance with NCAA, East Coast Conference and Queens College rules and regulations. Athletic financial aid can only be awarded, graduated or
canceled by the university Financial Aid Office upon the recommendation of the Athletics Department. Any merit, private or federal scholarships or grants received by a student-athlete must conform to NCAA restrictions. All student-athletes are encouraged to apply for need-based assistance (e.g. Pell Grants).

A full grant-in-aid for a student-athlete shall consist of on-campus room and board, tuition, fees, and books. Grant-in-aid may be requested to cover all, any one of the above or a combination of the above. The actual dollar amounts for the above will be established by the university Administration annually. These amounts will be the same for all Queens College students.

5.1.3. FAFSA

The Free Application for Federal Student Aid (FAFSA) is a form that should be filled out and submitted annually by all student-athletes and prospective student-athletes. This form should be filled out and submitted as soon as possible (as early as January 1 for the same year’s fall semester). Following evaluation of the form, the student-athlete will receive a Student Aid Report (SAR) and the college will receive an Institutional Student Information Record (ISIR). These reports will indicate the student-athlete’s eligibility for financial aid including Pell Grants, student loans, Federal Work-Study, etc.

Note: NCAA Bylaw 15.2.5:

15.2.5 Government Grants. Government grants for educational purposes shall be included when determining the permissible amount of a full grant-in-aid for a student-athlete, except for those listed in Bylaw 15.2.5.1. (Revised: 1/11/89)

5.1.4. Pell Grants

The Federal Pell Grant Program provides need-based grants to low-income undergraduate and certain post-baccalaureate students in order to promote access to postsecondary education. Pell Grant amounts are dependent upon:

1) The applicant’s expected family contribution (EFC).
2) The cost of attendance.
3) The student’s enrollment status (part/full time).
4) Length of attendance (full year or less).

Qualification for Pell Grants is determined upon submission of the FAFSA (Free Application for Federal Student Aid). Once the application is complete, students will receive a Student Aid Report (SAR) or the institution will receive an Institutional Student Information Record (ISIR); these reports notify the student of his/her eligibility for a Federal Pell Grant and of his/her EFC.

(Please check [http://www2.ed.gov/programs/fpg/index.html](http://www2.ed.gov/programs/fpg/index.html) for additional information.)

5.2. 2011-2012 Estimated Cost of Attendance

5.2.1. College Expenses – 9 Month Academic Year 2011-2012

In determining a student’s budget, City University uses a standard student expenses budget. Queens College has included the actual cost of the dormitory charges. This expense budget is used for determining the Athletic Grant In Aid award for student-athletes at Queens College.

<table>
<thead>
<tr>
<th>Full Grant-In-Aid</th>
<th>In State</th>
<th>Out State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$4,830.00</td>
<td>$13,050.00</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$1,179.00</td>
<td>$1,179.00</td>
</tr>
<tr>
<td>Fees</td>
<td>$476.50</td>
<td>$476.50</td>
</tr>
</tbody>
</table>
Post eligibility aid is awarded on a case-by-case basis. Summer and winter sessions are paid by student-athlete. All university charges not paid by the Athletics Department are the responsibility of the student-athlete. Pell grants are awarded to student-athletes by the federal government based on income only. It is up to each individual student-athlete to seek his/her own employment on or off campus. The Athletics Department does not have a special assistance fund for student-athletes.

### 5.2.2. Breakdown of Tuition & Housing Costs & Fees

**Tuition 2011-2012**

<table>
<thead>
<tr>
<th></th>
<th><strong>NYS Resident</strong></th>
<th><strong>Out-of-State or International Student</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Undergraduate</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Full Time</strong></td>
<td>NYS Resident: $2,415.00</td>
<td>Out-of-State or International Student: $435.00</td>
</tr>
<tr>
<td></td>
<td>Per Semester</td>
<td>Per Credit</td>
</tr>
<tr>
<td><strong>Fee</strong></td>
<td>NYS Resident: $238.25</td>
<td>Out-of-State or International Student: $238.25</td>
</tr>
<tr>
<td></td>
<td>Per Semester</td>
<td>Per Semester</td>
</tr>
<tr>
<td><strong>Graduate</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Full Time</strong></td>
<td>NYS Resident: $3,865.00</td>
<td>Out-of-State or International Student: $605.00</td>
</tr>
<tr>
<td></td>
<td>Per Semester</td>
<td>Per Credit</td>
</tr>
<tr>
<td><strong>Fee</strong></td>
<td>NYS Resident: $195.25</td>
<td>Out-of-State or International Student: $195.25</td>
</tr>
<tr>
<td></td>
<td>Per Semester</td>
<td>Per Semester</td>
</tr>
</tbody>
</table>
The Summit Dormitory 2011-2012

<table>
<thead>
<tr>
<th>2 Share Bedrooms</th>
<th>$4,770.00</th>
<th>Per Semester</th>
<th>$9,540.00</th>
<th>Per Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Bedroom Single Rooms</td>
<td>$6,695.00</td>
<td>Per Semester</td>
<td>$13,390.00</td>
<td>Per Academic Year</td>
</tr>
<tr>
<td>1 Bedroom Single Corner Unit</td>
<td>$7,210.00</td>
<td>Per Semester</td>
<td>$14,420.00</td>
<td>Per Academic Year</td>
</tr>
<tr>
<td>2 Bedroom Single</td>
<td>$7,470.00</td>
<td>Per Semester</td>
<td>$14,940.00</td>
<td>Per Academic Year</td>
</tr>
</tbody>
</table>

5.3. Process for Offering/Accepting Athletics Grant-In-Aid

Step-By-Step Process:

**STEP ONE:** The Athletics Director will review Grant-in-Aid allotments for the next year with the head coach by December 1st

**STEP TWO:** The Head Coach of each sport is responsible for verifying sufficient funds are available to awards and for monitoring the permissible number of awards in his or her sport.

**STEP THREE:** The PSA must file the FAFSA form (and check the work-study box) prior to receiving a Grant-in-Aid offer from Queens College.

**STEP FOUR:** An Athletic Aid Request Form ([Appendix A-7 of Compliance Manual](#)) must be filled out completely and signed by the head coach. This will be given to the Compliance Coordinator for approval. If the awardee is to be issued a National Letter of Intent, it must be indicated on this form. A spreadsheet will also be submitted detailing all the coach’s plans to spend for the year (renewals and initial offers) and current equivalency count. Without an up-to-date spreadsheet, the grant-in-aid will not be approved. Additionally, every student will need to have been issued an IRL for the request to be processed.

**STEP FIVE:** Once the Grant-in-Aid request is approved, the Administrative Assistant for Athletics will prepare three (3) copies of the Grant-in-Aid Acceptance Form ([Appendix A-8 of Compliance Manual](#)) and National Letter of Intent (if requested).

**STEP SIX:** Once these have been approved, the coach will approve and sign the letter of intent. After signing, the Director of Compliance will need to get the signature of the Director of Athletics and Director of Financial Aid. The Director of Compliance may then mail the forms to the student-athlete. It is advised to send overnight via mail and to keep the offer open for only a few days.

**STEP SEVEN:** The student-athlete must sign three (3) copies of each and return to the Department of Athletics by the date indicated. A faxed copy, followed by an original mailed, is acceptable if faxed by the date indicated.

**STEP EIGHT:** Once received by Athletics, one (1) signed original will be filed in the Department of Athletics and one (1) signed original will be turned over to Financial Aid. Additionally, copies will be given to the Coach, Compliance and Admissions.

**STEP NINE:** Once the student-athlete is registered Financial Aid will post scholarship to account at a point in time consistent with all institutional scholarships.

5.4. Renewal & Non-Renewal of Grant-In-Aid

5.4.1. Renewal

All returning students must be sent a letter about their Grant-in-Aid by July 1st. This letter will inform them if they have had their aid renewed/ cancelled/ increased/ decreased. Every student-
athlete whose aid has been reduced or cancelled has the opportunity to appeal to the scholarship committee that exists for the student body as a whole.

**Step-By-Step Process**

**STEP ONE:** All head coaches will submit to Compliance, by May 15th, an *Athletic or Grant-in-Aid Request Form* (Appendix A-7 of Compliance Manual) for each current student-athlete with current address and scholarship status and amount. Any increases and decreases to current scholarships should be approved by the Director of Athletics (with necessary documentation) prior to the May 15th deadline.

**STEP TWO:** Compliance will forward this information to Financial Aid.

**STEP THREE:** Financial Aid will send out letters to all Student-Athletes receiving Grant-in-Aid. Financial Aid will begin with non-renewals, which should go out by June 1st.

**STEP FOUR:** All changes after the May 15th deadline will need to be submitted via the Grant-in-Aid request form indicating any changes and should only happen in very rare circumstances (such as a student-athlete decides s/he is not returning in the fall).

**5.4.2. Non-Renewal/Termination**

Institutional aid may not be reduced or cancelled during the period of its award:

1) On the basis of a student-athlete's ability or contribution to a team's success; or
5) Because of an injury that prevents the recipient from participating in athletics; or
6) For any other athletics reason.

Aid may be canceled during the period of award if the recipient:

1) Renders him or herself ineligible for intercollegiate competition; or
7) Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement; or
8) Engages in serious misconduct warranting substantial disciplinary penalty, or;
9) Voluntarily withdraws from a sport at any time for personal reasons.

Any such graduation or cancellation of aid is permissible only if such action is taken for proper cause by the regular disciplinary or scholarship awards authorities of Queens College. Additionally, the student-athlete must have an opportunity for a hearing. A coach must complete a *Voluntary Relinquishment/Cancellation of Athletic Aid Form* (Appendix A-9 of Compliance Manual).

**5.5. Post Eligibility Aid**

Aid for student-athletes who have completed their athletic eligibility but have not yet completed their academic requirements will be determined based on the recommendation of the coach and approval of the Athletics Director. Submission of such a request should follow the guidelines for Grant-In-Aid renewal.

**5.6. Summer & Winter Courses**

Under no circumstances will the Athletics Department provide funding for student-athlete courses taken during the summer or winter class sessions.

**5.7. University Charges Not Paid By Athletics Aid**

Charges not covered include (but are not limited to):

10) Cost of treatment for non-athletically-related injuries.
11) Fines resulting from non-compliance with campus regulations (ie: library fines, parking fines, fines resulting from damage to college property, etc).
12) Parking permit.
13) Replacement keys or ID cards.
14) School supplies, pens, pencils, notebooks, etc.

5.8. On Campus/Off Campus Employment

Student-athletes are responsible for arranging their own on and/or off campus employment. Note the following NCAA Bylaw:

15.2.7 Employment. Earnings from a student-athlete's on- or off-campus employment that occurs at any time is exempt and is not included when determining a student-athlete's full grant-in-aid or the institution's financial aid limitations, provided: *(Revised: 1/12/04 effective 8/1/04)*

(a) The compensation is only for work actually performed; *(Revised: 4/29/04 effective 8/1/04)*

(b) The compensation is at a rate commensurate with the going rate of that locality for similar services; and *(Revised: 4/29/04 effective 8/1/04)*

(c) The employer shall not use the athletics reputation of a student-athlete employee to promote the sale of the employer's products or services. *(See Bylaw 12.4.)* *(Revised: 4/29/04 effective 8/1/04)*

6. Fundraising & Development

6.1. Team Fundraising

6.1.1. Fundraising, Camp, & Rental Procedures

All requests for team fundraising must be submitted and approved. Please fill out the Special Request to Travel & Participate Form *(See Appendix F-4 for form)* by checking "team fundraising," describing the proposed project, and indicating expected expenses. The Request form must include sufficient supporting documentation attached. If asking for reimbursements, there must be a purchase requisition attached with the appropriate documentation. Submit the form & supporting info to the Associate Athletics Director/Compliance for review (note that all forms must be typed). You will be notified by the Accounting Assistant when your proposal is approved/denied. It should be noted that for any fundraisers requiring use of facilities or departmental supplies/staff, 20% of the gross income (total revenues) from the fundraiser will be used to cover administrative expenses. You may propose your own fundraisers. We offer the following options as suggestions for potential fundraisers:

6.1.1.1. Annual Letter Writing Campaign

Your student-athletes will each submit 20 names and addresses of friends/family members. After you submit the Letter Writing Campaign Info Form *(See Appendix F-5 for form)*, we will prepare a letter which your students will sign and send to these individuals. These letters will describe the team, past successes, and future plans. Upon receipt of funds, the students will hand-write thank you cards to be sent to each of the donors. *(20% of gross income from campaign will go towards administrative expenses.)*

6.1.1.2. Event Concessions

In the attached Fundraising Procedures for Concessions Document, you will find a list of dates available for concessions. If your team elects to operate the concession stand at one of these rentals, we will give you "start-up" funds to use for purchasing food & beverages, and for giving change to customers. Your team will be responsible for buying & selling food, setting up and breaking down the concession area, and assisting the event staff in post-event cleanup. All monies must be submitted after the event (note that start-up cash will be returned to administration after fundraiser is complete). *(No administrative expense coverage required, provided that you and your team do all food pickup, setup, concessions, breakdown, and cleanup.)*
6.1.1.2.1.1. Event Concessions Procedures

1) Opportunities to fundraise through event concessions will be granted on a first come, first serve basis.
2) Anyone interested in taking advantage of this fundraiser must e-mail the Assistant Athletics Director/Facilities & Recreation in order to indicate interest.
3) Assistant Athletics Director/Facilities & Recreation will e-mail back with available dates over the course of 2 months.
4) Please respond to Assistant AD promptly with requested date(s).
5) Rental concession opportunities will be divided up between the interested teams.
6) At least 5 student athletes will need to be available and 1 coach will need to be present on each date. If the coach cannot be present at the event there should be one student-athlete named a designated point of contact for the day.
7) Teams will be given petty cash during the week before the event. This cash should be used to purchase products and give change at the event. (Rentals/Events staff will assist in projecting amount of product needed and budgeting for the appropriate amount of change.)
8) At the end of the event all money will be returned to the Event Manager for that day. All start-up funds will be removed from money returned and remaining profit will be deposited into volunteering team’s Special Projects Account.

Example:

You are given:

- $200.00 for Products
- $100.00 in Petty Cash

You have:

- $1,300 in cash at the end of the day.

Break down:

- $300 is given back to the Assistant Athletics Director/Facilities & Recreation (to refund start-up cash).
- $1000 is team profit.

1) In exchange for this fundraising opportunity each team is expected to help set-up and breakdown for the event. Which can include but is not limited to: setting up and breaking down tarps, pulling out and pushing in bleachers, cleaning up gym space.
2) All prices will be set by the Athletic Department prior to the start of the event.

6.1.1.3. Camps & Clinics

All teams will be required to run one camp or clinic each year. You should submit the Special Request to Travel/Participate Form (see Appendix F-4 for form) with dates, times, & locations included. Please note that our department survives in part, because of the year-round rental program which we operate. Because of this, we must give priority to these revenue-generating rentals. We will work with you to schedule camps and clinics at a time that is convenient for you, but fits into the department’s rental schedule. (20% of gross income from camps and clinics will go towards administrative expenses.)

For additional information, please see Section 16.2: Team Camps & Clinics.

6.1.1.4. Rentals

Teams looking to use facilities for camps and clinics should follow the procedure above. Non-camp/clinic use of the facility will be considered a rental. If you or an individual sent to us by you rents the facility, your team will receive a “finder’s fee” (5% of the rental’s net income) which will go into your Special Projects account as funds raised. Please note that this pertains only to new clients.
ONLY. All perspective clients should contact Rob Twible at 718-997-2754 (note that they must indicate that information regarding our rental program was passed along by you during initial contact with Rob).

6.1.1.4.1.1. Process for Obtaining Finder’s Fee:

1) Prospective renter contacts Rob.
3) Renter and Rob agree.
4) Rob notifies team that they will receive finder's fee.
5) Team fills out P/T form and checks "fundraising."
6) Upon completion of event, deposit form along with payment is submitted to Accounting Assistant.
   A) Deposit form will indicate that 5% (of net) is deposited into team's special projects account.

6.2. Fundraising for Charity

All requests for team fundraising must be submitted and approved. Please fill out the Special Request to Travel/Participate Form (see Appendix F-4 for form) by checking “charity fundraising,” describing the proposed project, and indicating expected expenses. The Request form must include sufficient supporting documentation attached. If asking for reimbursements, there must be a purchase requisition attached with the appropriate documentation. Submit the form & supporting info to the Associate Athletics Director/Compliance for review (note that all forms must be typed). You will be notified by the Accounting Assistant when your proposal is approved/denied.

Upon completing your fundraiser, please follow the Deposit & Accounting Instructions (see Section 4.3 for details) in order to submit funds.

6.3. Alumni & Development

It is the responsibility of each Head Coach to communicate with the Assistant Athletics Director/External Relations regarding alumni communication & events.

6.3.1. Alumni Events

Each team will be required to hold one alumni game/event per year. Head Coaches should speak with the Assistant Athletics Director/External Relations at least 3 months before a proposed event date to discuss the possibilities. The Athletics Department will assist in making arrangements.

6.3.2. Athletics Hall of Fame

The Queens College Intercollegiate Athletic and Recreation Hall of Fame was established in 2011 to honor outstanding athletes, teams, and recreationally active individuals for their performance, leadership, team contributions while students at Queens College and their community impact after graduation.

Annually the Queens College Athletic Hall of Fame, through its College and department leadership, appoints a committee to review nominations for the Athletic Hall of Fame. Any alumnus, staff member, or friend of the college may make nominations for this award. The guidelines and process for submitting nominations, selecting members, and holding induction ceremonies are outlined below.

6.3.2.1. Mission Statement

The Department of Athletics will serve as ex-officio and maintain the Queens College Athletic Hall of Fame as the highest athletic honor that the College bestows on its alumni and supporters by recognizing the outstanding athletic achievements of individuals and teams of every era.
6.3.2.2. Honorary Chairpersons

The Honorary Chairperson determines and finalizes the eligibility requirements. It is expected that the Chairpersons meet once a year to re-evaluate the best criteria that exemplifies the honorees dedication and success in strengthening the Queens College brand. Honorary Chairpersons are QC alumni or invested external stakeholders of the Athletics Department.

6.3.2.3. Eligibility Requirements

A nominee shall:

1) Have been a full-time student at Queens College for at least two years and
2) Have been a letter-winner in at least one varsity sport at Queens College
3) Honors may be posthumously bestowed.

Current alumni, faculty, and staff members are eligible. Non-alumni and/or staff must have had a minimum of five years of service to the College before the individual is considered for the award.

Teams may be eligible for induction as "Teams of Distinction" nine academic years after their season of competition provided its members meet the above requirements. Once a team has been recognized, individuals who were a part of the team are not eligible to receive the award other than under the Special Citation recognition.

6.3.2.4. Selection Criteria

Nominees who meet the eligibility requirements will be considered for induction to the Athletic Hall of Fame in three categories of membership: Individual, Team of Distinction, and Special Citation. The criteria for selection in each category follow:

1) Individual - Athletic performance, team contributions, achievement and/or leadership in sports competition as evidenced by:
   A) Post-season honors, such as All-American, All-State, All-Conference, etc.
   B) Advancement to post-season competition such as NCAA regional and national championships or All-Star team selection.
   C) College record-setting performances.
   D) Winning individual championships.
   E) Holding the position of team captain.
   F) When reviewing student athletes and teams, who competed prior to the College joining the NCAA or Division II, approval will be based on criteria that they were the best athletes of their era and they will not be held to current standards.
   G) Athletic achievement after Queens College will be considered, including participation and achievement in professional, Olympic, and amateur athletics, but only as a complement to the individual’s athletic career while at Queens College.

2) Team of Distinction - Athletic performance and achievement in sports competition as evidenced by:
   A) Exceptional accomplishments at or above the conference level including advancement to NCAA regional or national competition, regional or national titles, school records, and undefeated seasons.

3) Special Citation - At the discretion of the selection committee, alumni, coaches, and administrators who have substantially enhanced the athletic program at Queens College may be honored by Special Citation.

6.3.2.5. Nominations

1) Nominations will be solicited in the Queens College Alumni Magazine, mailings, web page, and by email.
2) Any alumnus/a, staff member, or friend of the College may make nominations for this award.
3) No individual may self-nominate although an individual may nominate a team of which they were a member.

4) The nominators must indicate which type of membership they are nominating for: Individual, Team of Distinction, or Special Citation.

5) Nominations must be made no later than January 1 of each calendar year for induction at Queens College Homecoming (held in October).

6) Nominations can be made online at athleticHOF.qc.cuny.edu.

7) Nominations must include name, sport played, valid physical, email address or phone number.

8) The Department of Athletics will (electronically) mail the biographical sheet and notification of their nomination for the award(s). The biography sheet will provide the opportunity for the nominee to update the committee regarding his or her past athletic and current community accomplishments. The committee will only consider the biographical sheet for award consideration. Phone calls, references, emails, resumes, newspaper, web site articles, television excerpts or social networking information will not be allowed for consideration; however, these items may be used as supporting information for the induction program, if needed. Information should be submitted to:

Department of Intercollegiate Athletics and Recreation
Athletic Hall of Fame
Queens College, The City University of New York
65-30 Kissena Blvd
Flushing, NY 11367

9) At the conclusion of each academic year, the committee will solicit from the athletic director’s office, a list of student athletes whom both the athletic director and coaching staff agree have achieved a "Hall of Fame career," met the criteria for the LC SHOF, and would be eligible for induction in nine years. These lists will aid the committee in validating and evaluating nominees in future years.

6.3.2.6. Selection Committee

1) A selection committee will be appointed by the Department of Intercollegiate Athletics and Recreation.

2) Committee members will serve a three-year term.

3) The committee will be made up of at least six members as follows:

(1) Student Athlete Advisory Committee Officer (1) Director of Alumni Relations (1) community leader selected by the Vice President of Institutional Advancement/COO (1) Active Coach (1) Representatives from the college athletic staff including the athletic director.

6.3.2.7. Selection Process

1) The Alumni Affairs Office will provide to each committee member for review, biographical information and nomination forms for each nominee prior to the Spring Alumni Board meeting.

2) No more than five individuals and one "Team of Distinction" may be inducted annually.

3) The committee may authorize induction to a person or team who falls outside of the defined criteria when justified by special circumstances.

4) The committee will review and discuss the nominees at the Spring Alumni Board meeting and vote to determine membership that represents various sports and time periods and reflects both men's and women's varsity athletics.

5) The Committee will present the Alumni Board with its recommendation for induction of new members at the Alumni Boards business meeting and ask for a motion to induct the slate.

6) Public announcement of the inductee(s) shall be made prior to the induction ceremony.
6.3.2.8. Induction Ceremony

1) Sports Hall of Fame induction will be conducted during ceremonies for traditional Alumni Awards during Homecoming weekend each October.
2) The committee will assist in the coordination of the banquet or dinner and the use of video or slides to highlight achievements.
3) Special care must be taken to ensure that the presentation of one individual's award does not overshadow that of another and that the presentation of all awards will be treated equally.
4) All current Sports Hall of Fame members and their families shall be invited and attending members will be acknowledged at the recognition ceremony. It is expected that each athletic alumni facilitate in the selling of one table.
5) Inductees must attend their induction unless the committee has waived their presence and appointed a proxy to receive their award.
6) The Alumni office will collaborate with the Department of Intercollegiate Athletics in facilitating invitations on behalf of the inductee and the College to the inductee's guest list, teammates, coaches, and classmates.

6.3.2.9. Physical Awards and Sports Hall of Fame Permanent Display

1) Individual and Team Awards - Each Individual, Team Member, or Special Citation recipient shall receive a framed certificate or citation describing the achievements of the honoree.
2) Public Display of Award – A picture with the induction year, sport played/year will be displayed in the lobby of Fitzgerald Gymnasium.

6.3.3. Alumni & Development Events

6.3.3.1. Golf & Tennis Classic

Beginning in May 2006, the Athletics Department began its Annual Golf & Tennis Classic. All proceeds from the event are used for student-athletic scholarships. The Athletics Department, in collaboration with the Queens College Special Events Department, makes all event arrangements.

6.3.3.2. Homecoming

Beginning in fall 2012, the Athletics Department will host its first annual Homecoming soccer game. This game will be one of a number of events held on Homecoming weekend.

6.4. Funds Received & Recording Process

All donations, sponsorships, in-kind donations and other funds raised shall be deposited and reported according to the guidelines set forth in Section 4.3: Deposit & Accounting Instructions.

7. Marketing & Promotions

7.1. Mission

The mission of the Marketing & Promotions Office is to publicize and promote the teams and programs sponsored by the Athletics & Recreation Department.

7.2. Logo & Licensing Guidelines

Reproduction of the Athletics marks/logos are prohibited without the written permission of the Assistant Athletics Director/External Relations.
7.3. **Poster, Flyers, & Advertisements**

Posters, flyers, or advertisements created for any of the Athletics Department’s programs must be approved by the Assistant Athletics Director/External Relations or Marketing Assistant. Preparation of such advertisements will be handled in one of three ways:

3) Initial preparation is done by the coach or department area (ie: Events Office) and is submitted to the Marketing Assistant for adjustments/approval.
4) Publication is created by Athletics Marketing Assistant.
5) Request for publication is submitted to the Queens College Creative Services Department for completion.

In order to determine how your project should be handled, please see the Assistant AD and/or Marketing Assistant.

7.4. **Business Cards, E-Mail Addresses/Signature Block, etc.**

7.4.1. **Business Cards**

Requests for business cards should be submitted to the Marketing Assistant. The Marketing Assistant will confirm appropriate staff titles with the Assistant Athletics Director/External Relations before submitting the request.

7.4.2. **E-Mail Addresses/Signature Block**

All staff members are responsible to have and use a Queens College e-mail address. All staff will be required to use the following signature block at the bottom of all e-mails:

First Name Last Name  
Title  
Queens College  
65-30 Kissena Boulevard  
Flushing, NY 11367  
P: 718-997-xxxx / F: 718-997-xxxx  
www.QueensKnights.com  
**Watch Us, Like Us, Follow Us:** QCKnights

7.4.2.1. **Signature Setup Instructions**

If you are a coach or another individual in a dual role (ie: Head Women’s Volleyball Coach & Promotions Coordinator), you should use your primary role only (ie: Head Women’s Volleyball Coach). Also, please note that if you use both Lotus Notes AND the web-based e-mail, you will have to change this in both locations, as one does not automatically adjust the other. See instructions below:

7.4.2.1.1. **For Setup Using Lotus Notes on QC Computer:**

1) Open a Word document and insert the below signature block:

First Name Last Name  
Title  
Queens College  
65-30 Kissena Boulevard  
Flushing, NY 11367  
P: 718-997-xxxx / F: 718-997-xxxx  
www.QueensKnights.com  
**Watch Us, Like Us, Follow Us:** QCKnights

2) Change the first line to reflect YOUR NAME, YOUR TITLE/AREA (if applicable).
3) Change your P (phone number) and F (fax number) to reflect the correct numbers.
4) Click “Save As” in the File tab.
5) Save the document as
   File Name: "QC Athletics Signature"
   File Type: Web Page (.htm or .html)
   Location: My Documents

6) Save and close file.
7) In your e-mail, click "Tools" on the blue bar on the top.
8) Select "Preferences."
9) Select the "Signature" tab.
10) Select "HTML or Image File."
11) Click "Browse"
12) Change the "Files of Type" to "HTML Files."
13) Click the "My Documents" folder.
14) Find and click the file entitled "QC Athletics-Signature"
15) Click "Open."
16) Be sure that there is a check in the box next to "Automatically append a signature to my outgoing mail messages."
17) Click "Ok."

(You will notice when you open a new email, this signature should automatically appear at the bottom.)

7.4.2.1.1.2. For Setup Through Web Version of QC Mail:

1) Go to mail.qc.cuny.edu.
2) Type in UN and Password (note that UN is likely your first initial and last name, ie: lbusch).
3) Open "Preferences" in the top right-hand corner of the web page.
4) Select "Mail" and "Signature."
5) Select, right-click, and copy the following 8 lines:

   First Name Last Name
   Title
   Queens College
   65-30 Kissena Boulevard
   Flushing, NY 11367
   P: 718-997-xxxx / F: 718-997-xxxx
   www.QueensKnights.com
   Watch Us, Like Us, Follow Us: QCKnights

6) Paste into the box labeled "Rich Text."
7) Change the first line to reflect YOUR NAME, YOUR TITLE/AREA (if applicable).
8) Change your P (phone number) and F (fax number) to reflect the correct numbers.
9) Click "Save & Close" in the top left-hand corner.

(You will notice when you open a new email, this signature should automatically appear at the bottom.)

8. Athletics Communications & Sports Information

8.1. Media Policies & General Information

The Office of Athletics Communications is committed to ensuring that our student-athletes, teams, staff members, department, and college as a whole are represented positively and consistently within the college, local media. Where possible, it is the mission of the Athletics Communications Office to gain positive national exposure for the programs and student-athletes.
8.2. Website

The Queens College official athletics web site, QueensKnights.com, is the primary source of information for all facets of the Knights’ athletics department. Bios, staff directories, game recaps, news stories, photos, videos and all other communications means can be found on this web page – for the athletics program, the camp division, and the recreation/intramurals program.

Coaches, staff members and administration alike should contact the Director of Athletics Communications for any content requests on the web site. Advance lead-time, and as many specifics about said request/s should be provided in all cases.

8.3. Student-Athlete Questionnaire & Photo/Video Release Form

All student-athletes are required to fill out the Queens College Student-Athlete Questionnaire (a.k.a. – “the questionnaire”), and the Queens College Photo/Video Release Form (a.k.a. – “the release form”), upon the commencement of their student-athlete career at Queens. The questionnaire will serve as the primary means of background information on all student-athletes prior to their arrival at Queens College, as well as provide potential human-interest story information. Meanwhile, the release form is a Queens College-based form, that allows the College (including the Athletics Department) to utilize a student-athlete’s likeness in photos and videos that publicize and promote the entities.

See Appendix F-6 for form.

8.4. Coach/Staff Questionnaire

All coaches and athletics staff members are required to fill out the Queens College Coach/Staff Questionnaire (a.k.a. – “the questionnaire”). The questionnaire will serve as the primary means of background information on all coaches and staff prior to their arrival at Queens College, as well as provide potential human-interest story information.

See Appendix F-7 for form.

8.5. Interviews

- Interviews for players and coaches MUST be scheduled through the Athletics Communications office. Interviews should be scheduled 24 hours in advance to allow for any possible scheduling conflicts, though last-minute requests may occur. After contests, no prior notice is needed. No game-day interviews are allowed with student-athletes prior to competition, and game-day interviews with coaches are at their discretion.
- Regarding post-game interviews, the Queens College locker rooms are closed to the media. All requests for interviews with student-athletes should be made through the Athletics Communications office.
- Calling student-athletes at home or on their cell phone is prohibited, except for cases in which a student-athlete may have a relationship with a media member from high school. Said media member should still contact the Athletics Communications office to alert them that they plan to call the student-athlete.
- In crisis situations, coaches and student-athletes may be told they cannot speak on a certain subject if contacted by a member of the media. In such cases, coaches and student-athletes will be told to inform members of the media to contact a designated person, either the Assistant Vice President of Athletics, Director of Athletics Communications or a QC spokesperson from the communications division.
- Calling coaches and administrators at home or on their cell phone is allowable with the coach’s or administrator’s consent.
- An athletics communications representative or coach should be present at all in-person interview sessions with student-athletes.
• Providing a good working environment for the media to conduct interviews is an essential task of the Queens Athletics Communications Office, and we are here to facilitate the media’s needs any way we can. Also, the athletics communications staff aspires to make interview sessions for the student-athletes and coaches an enjoyable and educational part of their college experience.

8.6. Press Releases

The Athletics Communications office is charged with writing a press release on all athletic competitions; hiring announcements; award releases (i.e. – Player of the Week, all-conference…); community service projects; and other releases as assigned. Requests for a press release should be submitted to the Director of Athletics Communications with as much lead time as possible, and should include all pertinent details. Releases will be distributed to the local, regional and national media via email and, as necessary, through snail mail and facsimile distribution.

8.7. Publicity Materials

8.7.1. Media Guides

Each basketball season, a combined men’s and women’s media guide will be produced by the Director of Athletics Communications.

All requests for other team publications shall be submitted to the Director of Athletics Communications. Proper budgetary considerations should be taken into account with respect to printing costs with the finance office and/or the Athletics Director.

8.7.2. Schedule Cards/Posters

Schedule cards and posters will be created 3 times annually (fall, winter, and spring). Schedule cards will include both home and away games while posters will include home games only.

8.7.3. Game Programs

A game program will be produced for all home contests by the Athletics Communications office. Pertinent information to the contest/s will be inserted into the programs, including but not limited to: team rosters; schedule and results; conference standings; statistics; school logos; NCAA sportsmanship statement; QC pride statement; and other information as deemed necessary by the Director of Athletics Communications (in conjunction with the respective coaching staff, as necessary).

8.7.4. Photographs

8.7.4.1. Action Photos

A professional photographer will shoot at least one (1) home event per academic year, per team. The preference of the Athletics Communications office is to have the professional photographer shoot an early-season contest, so as to have access to photos as soon as possible (i.e. – for web-site usage, Senior Day gifts, etc.).

If there is a certain contest for which the coaching staff would like to request a photographer, they should communicate this desire to the Director of Athletics Communications with as much lead time as possible; the professional photographer books on a first-come, first-serve basis.

8.7.4.2. Student-Athlete Headshots & Team Photos

All student-athletes are required to take a head shot with a member of the Athletics Communications staff prior to competition. Fall student-athletes will take a photo as part of a predetermined photo shoot during preseason activities. The Director of Athletics Communications will take photos of winter and spring sports programs as early as possible before their respective seasons start.
Unless other arrangements are agreed to by the Director of Athletics Communications, student-athletes should take pictures in:

- Zip-up, Navy blue Queens College athletics jackets or
- Red Queens College athletics polos

All large jewelry (i.e. necklaces, large earrings, etc.) is to be removed prior to the photograph(s) being taken. Under no circumstances will a headshot be taken if attire and jewelry instructions are not adhered to.

8.7.4.3. Staff Headshots

All athletics staff members (including coaches and administrators) are required to take two (2) head shots within one week of being officially hired:

- One (1) photo should be taken in a red Queens College athletics polo shirt.
- One (1) photo should be taken in a dark suit jacket (tie for gentlemen) with a white blouse (women), or for gentlemen, with a white shirt.

8.8. Event Credentials & Media Access

Requests for credentials to cover Queens College home athletics contests should be made through the Athletics Communications office 24 hours in advance to allow for proper services.

8.9. Record Keeping

Team & individual records will be recorded and archived on a regular basis by the Director of Athletics Communications.

8.10. Game Day Media Operations

Game day operations at home contests are an essential function of the athletics communications office. The following will be provided at home contests:

8.10.1. Setup

All setup for an event from the athletics communications standpoint will take place no later than one (1) hour prior to the scheduled start time. Setup generally includes assisting the facilities staff in setting up the scorer’s table, scoreboard, as well as all statistical capabilities (live stats, printing, etc).

8.10.2. Score Keeping

The Athletics Communications office is responsible for the statistical maintenance of all home games for team sports. Statistics will be kept on The Automated Scorebook/StatCrew system for the following sports: baseball, basketball (m/w), lacrosse, soccer (m/w), softball, tennis (m/w) and volleyball. For all of the above sports with the exception of tennis, printed statistics will be provided at all regulation breaks (i.e. – halftime, between volleyball sets, etc.), as well as at the conclusion of each contest.

The athletics communications office is willing to assist with all other QC sports regarding home-contests statistics. Coaches should contact the Director of Athletics Communications with as much lead-time as possible to work out arrangements.

8.10.3. Statistics

Requests for changes to statistics should come from the coaching staff on an as-needed basis to the Director of Athletics Communications. Requests from student-athletes will not be considered. Requests for changes to statistics must be submitted within 24 hours of the conclusion of the contest.

Per NCAA rules, home-game changes are allowable within one week of the conclusion of the contest. Also per NCAA rules, away-game changes are also allowable within one week of the conclusion of the contest. However, as the home athletics communications staff is always the "official
scorer,” the changes have to be approved by the host staff in order to be valid. If not approved, the statistics will remain as is.

Following the end of the academic year, all statistics and releases will be digitally archived on the Queens College N: drive, as well as on a backup “Flash” drive.

8.10.4. Public Address Announcing

Public address announcing will be provided for home contests when possible. At minimum, a general introduction, as well as the starting lineups for both teams will be read prior to the contest. Additionally, special-event scripts (i.e. – Senior Day, special presentations, etc.) will be read prior to respective contests. Advance notice is required for special presentations, to allow enough lead-time to create the script for the event(s). Where applicable, in-game announcements can also be read (i.e. – goal scorers in soccer and lacrosse; now batting announcements in baseball and softball; scorers in basketball; etc.)

8.10.5. Video Taping

8.10.5.1. Webcasting

At the present time, no Queens College athletics events are video webcasted. If budgetary considerations allow in the future, events can be video webcast on a case-by-case basis. All requests to video webcast an event(s) should be submitted to the Athletics Communications office at least two (2) weeks in advance of the event date(s).

8.10.5.2. Game Tape Exchange

Teams requiring use of Game Tape Exchange (volleyball, m/w basketball, and lacrosse) will be responsible for working with Director of Athletics Communications to ensure that a camera is set up to record each home game. Uploading and downloading game film and compliance with conference, region, or national regulations pertaining to Game Tape Exchange is the responsibility of each team’s Head Coach. It is essential that communication of the team’s needs take place at least two weeks prior to the season opener.

8.10.6. Game Cancellation/Postponement Policy

As soon as a member of the (coaching) staff knows that a game has been postponed and/or cancelled, the Athletics Communications office should be notified immediately. Once notified, the Athletics Communications office will publicize this information to: the Queens College web site (queensknights.com); Queens College Athletics’ social media outlets (i.e. – Facebook, Twitter, etc.); to the appropriate conference office(s) (i.e. – ECC); to the opposing Athletics Communications office; and to all other necessary constituents and/or stakeholders.

9. Academics

9.1. Retention & Graduation Statistics & Goals

9.1.1. Current Rates

- 2010-2011 Student-Athlete Retention Rate (freshman-sophomore year): 89%
- 2004-2005 Student-Athlete Graduation Rate: 58%
  - Note National DII Athletics Graduation Rate: 55%
  - Note general QC student population Graduation Rate (2004-2005): 49%

9.1.2. Goals

- Student-Athlete Retention Rate Goal: 90%
- Student-Athlete Graduation Rate Goal: Over 60%
9.2. Satisfactory Progress Requirements

When checking continuing eligibility, it is necessary to evaluate a number of factors. These include credit hours, major declaration, GPA, percentage of hours in the academic year and whether or not student-athletes are in good academic standing at Queens. Athletes will be placed on Athletic Eligibility Report (Appendix A-11 in Compliance Manual).

9.2.1. Good Academic Standing

According to Queens College policy, student-athlete is ineligible any time his/her grade point average falls below a 2.0 (4.0 scale).

9.2.2. Credit Hour Requirements

6 Hours: Every semester all student-athletes must pass six (6) hours to play the next semester. After the fifth semester, these six hours must count toward the degree.

24 in the Last 2 or 12 Average: Once a year a student-athlete will be certified as either passing 24 credit hours in the last two (2) semesters or an average of 12 credit hours per term of attendance in college. After their junior year, these credits will need to count towards a degree. This requirement will be checked every fall semester and will be done again in the spring for those found ineligible in the fall.

75/25 % Rule: 75 percent, or at least 18 credit hours, earned for certification need to be earned within the academic year. The rest of the credit hours can be taken in the summer.

9.2.3. GPA

The Queens College Athletics Department requires a minimum GPA of 2.0 in order to be eligible.

9.3. International Academic Eligibility

All international students must meet both (CUNY) Queens College and NCAA requirements. NCAA requirements can be found in the NCAA Guide to International Academic Standards for Athletics Eligibility. Requirements differ by country of origin.

9.4. Academic Support Services

For academic support student-athletes should see the Academic Support Center on campus Kiely 227. If they are still in need of additional support, they should speak to the Coordinator of Student-Athlete Support Services.

9.5. Student-Athlete Mentor (SAM) Program

The Student-Athlete Mentor, or SAM, program is a program for the student-athletes. Eight to ten student-athletes are selected to be a SAM each semester. They are trained on campus in various areas that are common issues for student-athletes. The SAMs may live on campus or off campus. They must have a 3.0 GPA and be role models for their fellow student-athletes.

Day to monitoring and peer support (24 hours a day/7 days a week) of study hall sessions is expected by Student-Athlete Mentors.

9.6. Study Hall

All new student-athletes must attend 4 hours of study hall per week during the first semester playing a sport at Queens College. Any current students who maintain a cumulative average of less than a 2.3 must also attend 4 hours of study hall per week. Study hall takes place on the 2nd floor of the Rosenthal Library. It is offered Mon- day through Friday from 9:00 a.m. to 10:30 a.m. and Monday through Thursday from 6:00 p.m. to 10:00 p.m. Students may go on their own schedules. Any student-athlete who does not complete 4 hours, will be suspended from all athletically related
activity for the following week until they make up his/her missed hours. Student-athletes must bring his/her QC ID card to enter the library.

Study hall operation follows the school calendar exactly. If classes are cancelled then study hall is cancelled. If day classes are cancelled, but evening classes are not, study hall will be cancelled in the morning and open in the evening. In the event that a school holiday or weather conditions result in the closing of campus during a portion of the week, it is still the responsibility of the student-athlete to complete 4 hours of study hall during the remaining study hall hours.

It is the student-athlete's responsibility to ensure that they are attending the required amount of study hall. It is the student-athlete's responsibility to communicate any issues regarding study hall with the Coordinator of Student-Athlete Services. *Counseling If a student-athlete approaches you with a personal problem or concern about a teammate with a personal problem the first step is to speak to Jennifer Robbins, Student Support Services.

9.7. Tutoring

The Athletics Department is committed to the academic success of our student-athletes. As such, the department is will assist with the coordination of additional academic support/tutoring for students in need. If a student-athlete is in need of a tutor, he/she must complete a tutor request form that can be obtained from the Coordinator of Student-Athlete Services, Student Support Services or a Student-Athlete Mentor.

9.8. Class Attendance

Because the of the time demands involved in competing in intercollegiate athletics, attendance at class is an essential part of keeping up with the workload. It is highly recommended that student-athletes do not miss classes except in instances where competition directly conflicts with class time and student-athlete has received permission from his/her instructor to be absent.

9.9. Absence from Classes & Examinations

9.9.1. Policy

Student-athletes can be permitted to miss class for a contest, at the professors discretion.

Before each semester starts the coach will submit a Missed Class Form, for the Faculty Athletic Representative to process. It will list the time you need to leave class and the time you will return to campus. It will be given to all professors as a reference for student-athletes that will be missing class.

Student-athletes are still expected to remind their professors at least one class before an absence that they will be absent, and ask for any work that they will need to make up. If the professor still requests a letter at that time the student-athlete can see Jennifer Robbins for a letter.

It is the student-athlete’s responsibility to make up all work as the professor deems necessary. If a professor will not excuse the student-athlete from a class or exam, the student-athlete must attend that class.

9.9.2. Form

Please see Appendix F-8 for Missed Class Form.

9.10. Early Registration

9.10.1. Process

For pre-registration all student-athletes should be informed that the first step in the process is to register through his/her declared major.

For athletic pre-registration, two weeks prior to the pre-registration date coaches will be given a form for the student-athlete pre-registration. It will include their name, contact information, CUNY
ID, and spaces for course codes and names. It must be filled out in its entirety and returned by the given deadline or the student-athlete forfeits pre-registration privileges.

In addition, the student-athlete must have visited the Academic Advising Office on campus and staple a copy of the form given to them from the advisement office to his/her pre-registration paper before turning it in. If the advising form is not present the student-athlete will not be pre-registered.

It is that student-athlete’s responsibility to come to the student-athlete support office after 1PM that day and follow up with the Administration regarding his/her pre-registration.

9.10.2. Form

Please see Appendix F-9 for Early Registration Form.

9.11. Varsity Credit

Each student-athlete may receive 1 varsity credit for each sport they competed in for one full season, after the season is complete. Limit two per sport.

9.12. Adding/Dropping/Withdrawing from Classes

Please note that if a student-athlete stops attending class they will receive a grade of WU, which is equivalent to an F. This is true even if the student has opted for the P/NC option in the course. Students must withdraw officially through the Registrar. Students should not drop a class without first consulting with the NCAA Compliance Officer in order to determine if it will affect the eligibility of the student-athlete.

Furthermore, please remember that if a student-athlete chooses to pursue a post-graduate education that the P/NC option will not reflect well on their transcripts. So do not P/NC a class unless it is necessary.

9.13. Declaration of Degree Program

After a student’s fourth semester of full-time enrollment a student must have designated a degree (major) program. Students should visit the Advising Center for complete details on degree declaration.


It is the responsibility of each student-athlete to be in complete compliance with the rules and regulations of QC athletics, which are listed on the following page and the NCAA. In addition, each student-athlete who accepts enrollment at QC must abide by all college rules and regulations published in the Student Code of Conduct Handbook, which is available on the Queens College website under Student Life and then Student Conduct.

1) Student-athletes shall carry themselves with honesty and sportsmanship at all times, so that they represent the ECC sportsmanship statement and be a model student.
2) Student-athletes shall commit to the academic mission of the university and pursue educational advancement.
3) Student-athletes have the affirmative duty to stay apprised of all regulations relating to their college career.
4) Student-athletes shall cooperate with the NCAA, conference, and institution, full disclosure of information concerning any involvement in or knowledge of a violation of an NCAA, conference, or institutional regulation.
5) Student-athletes shall have no involvement in arranging for fraudulent academic credit or false transcript, and shall have the affirmative duty to report any knowledge of such wrongdoing.
6) Student-athletes shall represent only accurate and truthful information to QC about their previous academic history.

(For more information, please see the Student-Athlete Handbook.)

The tradition of the University as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedoms: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility, and trust among teachers and students, only when members of the University community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

With respect to enforcement of these rules and regulations we note that the Bylaws of the Board of Higher Education provide that:

“THE PRESIDENT”

The president, with respect to his/her education unit, shall: A. Have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his/her jurisdiction; B. Be the advisor and executive agent of the Board of his/her respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the Bylaws, resolutions, and policies of the Board, the lawful resolutions of any of its committees and the policies, programs and lawful resolutions of the several facilities; C. Exercise general superintendence over the concerns, officers, employees, and students of his/her educational unit.

Henderson Rules

1) A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he/she interfere with the institution’s educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution’s instructional, personal, administrative, recreational, and community services.

2) Individuals are liable for failure to comply with lawful directions issued by representatives of the University/College when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.

10) Unauthorized occupancy of University/College facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation, and use of University/college equipment and/or supplies.

11) Theft from, or damage to University/College premises or property, or theft of or damage to property of any person on University/College premises is prohibited.

12) Each member of the academic community or an invited guest has the right to advocate his/her position without having to fear abuse, physical, verbal, or otherwise, from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.

13) Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/College, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution’s educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution’s instructional, personal, administrative, recreational, and community services.

14) Disorderly or indecent conduct on University/College-owned or controlled property is prohibited.

15) No individual shall have in his/her possession a rifle, shotgun, or firearm or knowingly have in his/her possession any other dangerous instruments or material that can be
used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/College without the written authorization of such educational institution. Nor shall any individual have in his/her possession any other instrument or material which can be used and is intended to inflict bodily harm on any individual or damage upon a building or the grounds of the University/College.

16) Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.

17) The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University employees in the workplace, or the performance by University employees in the workplace of any work while under the influence of an unlawfully obtained controlled substance, is prohibited. Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.

18) The unlawful possession, use, or distribution of alcohol by students or employees on University/College premises or as part of any University/College activities is prohibited.

Penalties

19) Any student engaging any manner in conduct prohibited under substantive Rules 1-9 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest by the civil authorities.

20) Any tenured or non-tenured faculty member, or other member of the instruction staff or member of the classified staff engaging in any manner of conduct prohibited under substance rules I-II shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of The City University of New York or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities, and for engaging in any manner in conduct prohibited under substantive rule IO, may, in the alternative, be required to participate satisfactorily in an appropriately licensed drug treatment or rehabilitation program. A tenured or non-tenured faculty member or other member of the instructional staff, or member of the classified staff charged with engaging in any manner in conduct prohibited under substantive Rules I-II shall be entitled to be treated in accordance with applicable provisions of the Education Law or the Civil Service Law or the applicable collective bargaining agreement, or the Bylaws or written policies of The City University of New York.

21) Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules I-II shall be subject to ejection, and/or arrest by the civil authorities.

22) Any organization which authorized the conduct prohibited under substantive rules I-II shall have its permission to operate on campus rescinded.

Penalties 1-4 shall be in addition to any other penalty provided by law or The City University Trustees Sanctions defined:

A) Admonition - An oral statement to the offender that he/she has violated University rules.

B) Warning - Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may cause far more severe disciplinary action.

C) Censure - Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period stated in the letter of reprimand.
D) Disciplinary Probation - Exclusion from participation in privileges or extracurricular University activities as set forth in the notice of disciplinary probation for a specified period of time.

E) Restitution - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

F) Suspension - Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.

G) Expulsion - Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.

H) Complaint to Civil Authorities

I) Ejection

9.15. CUNY Policy on Academic Integrity

See Appendix D-4 for policies or for more information, visit: http://www.cuny.edu/about/administration/offices/sa/policies.html.

10. Student Welfare

10.1. Community Service

All teams are required to complete 2 community service projects each year. It is the responsibility of the Head Coach to ensure that:

1) Projects have been completed before April of each school year.
2) A paragraph recapping the event/team involvement is submitted along with photos/videos within 48 hours of the event. These should be sent by e-mail to the Director of Athletics Communications.

A) Note that it is the coach’s responsibility to ensure that photos are of high quality (ie: no cell phone photos).

B) Also note that the Athletics Department will make a camera and video camera available to each team before departing for their community service projects. It is the responsibility of the coach to speak with the Director of Athletics Communications at least one week in advance in order to ensure that these items will be ready.

10.2. Student-Athlete Drug Policy

According to NCAA regulations, student-athletes shall sign a drug testing consent form each academic year at the time the intercollegiate squad first reports for practice or prior to the Monday of the institutions fourth week of classes, which ever date occurs first (See Appendix F). Failure to sign this consent form by the appropriate date shall result in the student-athlete ineligibility for practice or competition until the student-athlete has signed the form. The consent form shall be kept on file in the office of the Director of Athletics, and such file shall be available for examination upon request by an authorized representative of the NCAA. If a student-athlete is taking any over the counter or prescription drugs, their use should be cleared with the athletic training staff.

All QC athletes who participate in NCAA Championships are subject to the NCAA Drug Testing Program. In addition, the NCAA has expanded its out of competition (year-round) drug-testing program to ALL Division I & II institutions and to ALL Division I & II sports.
10.2.1. Drug Test Results

According to NCAA regulations, a student-athlete who tests positive shall be charged with the loss of a minimum of one season of competition in all sports if the season of competition has not yet begun for that student-athlete or a minimum of the equivalent of one full season of competition for all sports if the student-athlete tests positive during her or his season of competition. The student-athlete shall remain ineligible for all regular-season and post-season competition during the time period ending one calendar year after the student-athletes positive drug test. She or he shall also remain ineligible until the student-athlete retests negative and until the student-athletes eligibility is restored by the NCAA Eligibility Committee.

A second positive test will result in a loss of all remaining regular-season and post-season eligibility in all sports. If you refuse at anytime to take the NCAA drug test, the penalty will be the same as the penalty for a first time positive test result. Positive tests are cumulative throughout your athletic career at QC.

10.2.2. NCAA Drug Testing Specifics

1) Every Division II Institution is subject to drug testing.
2) Every Division II Institution sponsoring football will be drug tested at least once each academic year. In addition to 12 football student-athletes, four student-athletes from one additional sport will be selected for drug testing.
3) For institutions not sponsoring football, institutions will be randomly selected for drug testing. Institutions not sponsoring football will be selected at least once every two years.
4) If your institution sponsors a Division I sport, that sport(s) is subject to drug testing under the Division I criteria. Therefore, eight student-athletes from the Division I sports are subject to drug testing.

Student-athletes are encouraged to refer themselves into counseling if they think they may have a problem associated with drugs. Since the College’s Counseling Center’s services are confidential, the Athletic Department and/or coach will not be notified if a student-athlete has been seeking counseling. However, the Athletic Department strongly encourages the student-athlete to communicate with the head coach, assistant coach or other athletic personnel if she or he has concerns. The Athletic Department believes that this could assist in alleviating some of the stresses associated with substance abuse. The QC Counseling Center can be reached at (718) 997-5420.

10.2.3. Banned Substances: Bylaw 31.2.3.4

31.2.3.4 Banned Drugs. The following is the list of banned-drug classes. The Committee on Competitive Safeguards and Medical Aspects of Sports (or a designated subcommittee) has the authority to identify banned drugs within the list of classes below. The institution and student-athletes shall be held accountable for all banned drugs. The current list of banned drugs is located on the NCAA website (i.e., www.ncaa.org) or may be obtained from the NCAA national office. (Revised: 1/10/05, 2/10/06)

(a) Stimulants;
(b) Anabolic agents;
(c) Alcohol and beta blockers (banned for rifle only); (Revised: 4/28/09)
(d) Diuretics and other masking agents; (Revised: 6/14/07)
(e) Street drugs; (Revised: 1/5/07)
(f) Peptide hormones and analogues; (Revised: 1/5/07)
(g) Anti-estrogens; and (Adopted: 1/5/07 effective 8/1/07)
(h) Beta-2 agonists. (Adopted: 4/28/09)
31.2.3.4.1 Drugs and Procedures Subject to Restrictions. The use of the following drugs and/or procedures is subject to certain restrictions and may or may not be permissible, depending on limitations expressed in these guidelines and/or quantities of these substances used: (Revised: 8/15/89)

(a) Blood Doping. The practice of blood doping (the intravenous injection of whole blood, packed red blood cells or blood substitutes) is prohibited, and any evidence confirming use will be cause for action consistent with that taken for a positive drug test. (Revised: 8/15/89, 5/4/92)

(b) Local Anesthetics. The Executive Committee will permit the limited use of local anesthetics under the following conditions:

(1) That procaine, xylocaine, carbocaine or any other local anesthetic may be used, but not cocaine; (Revised: 12/9/91, 5/6/93)

(2) That only local or topical injections can be used (i.e., intravenous injections are not permitted); and

(3) That use is medically justified only when permitting the athlete to continue the competition without potential risk to his or her health.

(c) Manipulation of Urine Samples. The Executive Committee bans the use of substances and methods that alter the integrity and/or validity of urine samples provided during NCAA drug testing. Examples of banned methods are catheterization, urine substitution and/or tampering or modification of renal excretion by the use of diuretics, probenecid, bromantan or related compounds, and epitestosterone administration. (Revised: 8/15/89, 6/17/92, 7/23/97)

(d) Beta-2 Agonists. The use of beta-2 agonists is permitted by inhalation only. (Adopted: 8/13/93)

(e) Additional Analysis. Drug screening for select nonbanned substances may be conducted for non-punitive purposes. (Revised: 8/15/89)

31.2.3.4.2 Positive Drug Test—Non-NCAA Athletics Organization. A student-athlete under a drug-testing suspension from a national or international sports governing body that has adopted the World Anti-Doping Agency (WADA) code shall not participate in NCAA intercollegiate competition for the duration of the suspension. (Adopted: 1/14/97 effective 8/1/97, Revised: 1/10/05 effective 8/1/05)

10.3. Two-Sport Athletes

Student-athletes are permitted to participate in multiple sports permitting that the primary playing seasons do not conflict. It should be noted that student-athletes may not participate in out-of-season activities for one sport while participating in in-season activities in another sport.

10.4. Counseling

The College Counseling & Resource Center, housed in Frese Hall, exists for the purpose of providing students with individual services that will assist them in successfully negotiating the hurdles of college life and establishing their personal identities. The objective of the center is to attempt to enhance students' feelings of connectedness to themselves, the world, and the campus by helping them to explore their options and to make decisions about their present and future lives. The Counseling & Resource Center services include:

Counseling Services professional counselors and psychologists offer short-term individual counseling, groups, and/or referral to appropriate college or community resources. Counselors assist you in resolving difficulties that may interfere with your successful college experience, and in developing a deeper understanding of yourself and your relationship to others.
Minority Student Affairs staff focus on nurturing, retaining, and graduating underrepresented minority students (African/black American, Latino Hispanic, and others who identify as underrepresented).

Pre-Professional Advisement staff assist minority students in developing an educational plan to do well in medical school, dental school, other professional schools/programs, and graduate school.

Peer Counselors are students who, thanks to the credits, knowledge, and experience they have gained, are helpful in addressing concerns you might have about adjusting to college life, selecting a major, and dealing with personal issues.

10.5. Captain’s Practices

Under no circumstances are captain’s practices or other unsupervised practices permitted.

10.6. Hazing Policy

As an NCAA member institution, Queens College has a shared responsibility to protect the health and safety of all student-athletes. In that regard, the QC Athletic Department prohibits the practice of hazing.

10.6.1. Definition of Hazing

Any act committed against someone joining or becoming a member or maintaining membership in any organization that is humiliating, intimidating or demeaning, or endangers the health and safety of the person. Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities! Hazing creates an environment/climate in which dignity and respect are absent.

10.6.2. Hazing Consequences

- Has caused a team’s season to be cancelled at various NCAA institutions!
- Has caused a student-athlete’s institutional eligibility to be taken away!
- Has caused student-athletes to be arrested, because it is against the law in most states!
- Has caused student-athletes to have to appear in the court system at their own expense!
- Has caused teams to be torn apart and fragmented!
- Has caused serious physical and psychological injuries, and even deaths!

Address the issue of hazing annually and consistently. Spell out the consequences for non-compliance and what your expectations are for your team members toward each other on and off the field of play!

For more information see the NCAA’s “Hazing Prevention Resources.”

10.7. Social Networking

Social networks have grown in popularity within the past few years and are used by millions of students, fans, alumni, faculty, businesses, and the media. While social networking websites are a great way to communicate, express yourself and connect with others, it is advised that you are cautious about the information and pictures you post (or others post about you), as they may adversely affect your personal safety, personal and institutional reputation, and career advancement. The Queens College Department of Athletics expects all student-athletes and staff members to maintain the highest standards of social and personal conduct.

Queens supports your First Amendment right to free speech, however please be mindful of the material posted to social networking sites since you are a representative of the College and are in the public eye.

(For more information, see the Student-Athlete Handbook.)
10.8. SAAC

See Section 2.3 – SAAC.

11. Compliance

11.1. Staff Education

Staff education is an ongoing process. It is handled in the following ways:

- Through distribution and required understanding of NCAA Manual
- In person by compliance staff
- By e-mail
- At monthly coaches meetings
- At ECC coaches meetings
- At NCAA national coaches meetings
- Through use of NCAA coaches certification exam

11.2. Compliance Exams

All members of all coaching staffs will be required to take and pass the NCAA Compliance Exam on an annual basis. Members of the Athletics Support & Administrative staffs may also be required to take the exam, though passage will not be required. The Compliance Office will notify staff members of the available testing date(s).

12. Athletic Training Procedures

12.1. Confidentiality

12.1.1. Release of Information Authorization

The Queens College Athletics Department operates under all applicable FERPA (Family Educational Rights and Privacy Act of 1974) and HIPAA (Health Insurance Portability and Accountability Act) laws. All medical and insurance records are kept strictly confidential, and can be issued to third parties only under direct permission from the student-athlete.

All student-athletes are required to sign a HIPAA Release Form during the pre-participation physical exams. This form is used to educate the student-athletes and ensure that they understand all appropriate privacy laws.

Following New York State law, all medical records are kept for a minimum of seven years after a student-athlete’s graduation, at which time they are shredded and discarded in an appropriate fashion.

12.2. Training Room Hours

Hours of Operation

- 11:00am-8:00pm (Monday –Friday)
- Weekend Hours (only open for scheduled practices and events)

The Athletic Training Room will be open 2 hours prior to scheduled games and competitions and 45 minutes prior to all in-season practices. Athletes should arrange a time for treatment with the Athletic Trainer.
Going to the Athletic Training Room is not an excuse for lateness/absence to any team activities or classes. No one on the Athletic Training Staff will provide a letter to teachers or coaches for lateness or absence.

12.3. Training Room Rules

- The athletic training room is co-ed; proper attire is required at all times.
- No cleats or spiked shoes, or any other equipment (balls, bats, etc.) are allowed in the Athletic Training Room.
- Services in the athletic training room are first come first serve. In season athletes will be given priority over out-of-season athletes.
- The athletic training room is for rehabilitation and pre-participation preparation only. The head athletic trainer must approve any other use.
- No medical supplies or equipment should be taken from the athletic training room, unless special permission is granted.
- The athletic training room is limited space and, therefore should not be used as a or meeting place.
- Foul language will not be tolerated in the athletic training room.
- No self-treatments are permitted.
- Cell phone use is prohibited in the athletic training room, unless given permission by one of the athletic training staff. If not please take your conversation outside.
- Food or drinks are not permitted in the athletic training room.
- Athletic Training Room Office phones and computers are off limits.
- Every athlete must fill out the sign-in sheet with their own name before receiving any treatment by the Athletic Training Staff.

12.4. Pre-Season Screening/Clearance to Participate

Prior to participation in Queens College Athletics, a student-athlete will be required to have an athletic physical examination completed and signed by their private physician, on official Queens College medical forms. The forms can be downloaded from the appropriate link located on the athletic website and must be filled out and signed by all freshman and transfers. Following this initial physical exam an orthopedic screening will need to be completed by the Queens College Sports Medicine Physicians.

It will not be necessary for the student-athlete to repeat the physical annually. However, all returning student-athletes must download and complete an annual update, to be screened by the Athletic Trainer. If the Athletic Trainer identifies any inconsistencies, the student-athlete will be referred either to the Team Physician or personal physician for follow-up and clearance.

***Student-athlete must have a medical physical done by their doctor before they can get a screening done. If they do not have it, they cannot have the screening done and cannot participate in any activities at Queens College, which includes practices, games and strength & conditioning***

12.5. Injuries

12.5.1. Injury Procedure

All injuries must be reported to the athletic training staff within 48 hours of occurring for documentation and insurance purposes. Any athlete that has been injured and removed from competition due to injury may only be permitted to return to competition with clearance by a member of the Athletic Training Staff.

12.5.2. Evaluations

Injury evaluations are done by one of Queens College's ATCs. The ATC will determine the line of treatment (in-house, by doctor, etc).
12.5.3. Treatments

Treatments include but are not limited to electric stimulation, ultrasound, cold/warm whirlpool, rehab exercises, massage, etc. All treatments are handled within the Athletics facilities.

12.5.4. Post-Injury Clearance

Only the Queens College Orthopedic Physician or a Certified Athletic Trainer may clear an athlete for return to practice or competition.

Whenever a Queens College athlete goes to ANY doctor, the athlete MUST tell a member of the athletic training/sports medicine staff and we will advise the athlete on whether we need a clearance note following their visit. If the athlete is told that they need to return with a clearance note – it MUST have the following:

- It MUST be on the doctor’s stationary/script pad
- It MUST state the FINAL DIAGNOSIS
- It MUST state the PLAN OF ACTION
- It MUST clearly state the athletes RETURN STATUS – it may not say that the athlete can return when they feel better – return decisions are NEVER left up to an athlete

If the athlete returns with a note that does not have all of the above, it will not be accepted and the athlete will not be permitted to participate.

12.5.5. Medical Waivers

Under Bylaw 14.2.5, student-athletes may be granted an additional year of competition by the NCAA for medical reasons of hardship. Hardship is defined as an incapacity resulting from an injury or illness that has occurred under all of the following conditions:

1) The injury occurs in one of the four years of competition at any collegiate institution.
   - The injury results in incapacity to compete for the remainder of that playing season.
   - The injury or illness occurs when the student-athlete has not participated in more than two contests or dates of competition, or 20% of the team's total contests, whichever number is greater.

Waivers will be filed by the Associate Athletics Director/Compliance and the Assistant AD for Sports Medicine.

Note: Student-athletes who are granted a fifth year of competition by the NCAA are not guaranteed to receive a fifth year of scholarship money. That decision will be the direct responsibility of the respective head coach.

12.6. Physicians

- **Jefferey Rosen, MD - Team Orthopedic Consultant**
  163-03 Horace Harding Expwy 2nd Fl, Fresh Meadow, NY 11365, PH (718) 670-2089
- **Alex Golant, MD - Team Orthopedic Consultant**
  163-03 Horace Harding Expwy 2nd Fl, Fresh Meadow, NY 11365, PH (718) 670-2089
- **Tony Quach, MD - Team Orthopedic Consultant**
  163-03 Horace Harding Expwy 2nd Fl, Fresh Meadow, NY 11365, PH (718) 670-2089
- **Vincent Wang, MD - Team Internal Medicine Consultant**
  43-73 Union Street, Suite C-B, Flushing, NY 11355, PH (718) 886-3877

12.6.1. Physician Physicals

Every student-athlete is required to have a physical by his/her doctor before attending Queens College. A completed physical form must be submitted to the Athletic Trainer before the student-athlete will be permitted to participate in any athletics activities.
12.6.2. **Referral to Physicians**

If necessary, the Athletic Training staff can assist in referral to physicians.

12.7. **Student-Athlete Health Insurance**

All student-athletes are covered under Queens College’s Sports Accident Insurance Policy. The Sports Accident Policy is a secondary policy which allows for medical benefits not covered by any other family or personal insurance. In order to be eligible, medical bills must be incurred as a direct result of participation in a Queens College Athletics practice, competition, or other scheduled team activity.

For those student-athletes not covered by other family or personal insurance, Queens College’s Athletics Department will provide the athlete with information on options for American insurances that cover athletic injuries. Student-athletes must be insured before arriving at Queens College for the beginning of their season (includes pre-season).

All Queens College student-athletes (international and domestic) will be required to purchase their own insurance for athletic injuries BEFORE the beginning of the FALL 2012 season. (Note that Medicaid does not cover intercollegiate injuries.) Students whose insurance plans cover athletic injuries only are required to purchase Student Accident and Sickness Insurance Plan which provides coverage for ailments and conditions that occur outside of competition in Queens College sports as well.

***It is essential that prospective student-athletes be informed that they must have American Insurance coverage before they begin their collegiate career at Queens College***

Student-athletes are expected to alert the Athletic Training Staff of any outstanding medical bills resulting from injuries or illnesses occurring during Queens College events within 60 days from the date of notification on the bill. This ensures that bills are paid in a timely manner. Failure to do so will result in the bill becoming the responsibility of the student-athlete.

12.7.1. **Policy Regarding Primary/Secondary Insurance**

All student-athletes are covered under Queens College’s Sports Accident Insurance Policy. The Sports Accident Policy is a secondary policy which allows for medical benefits not covered by any other family or personal insurance.

12.7.2. **Athletics Insurance Coverage**

In order to be eligible for coverage under the college’s insurance policy, medical bills must be incurred as a direct result of participation in a Queens College Athletics practice, competition, or other scheduled team activity.

12.7.3. **Coverage Options for the Uninsured**

For those student-athletes not covered by other family or personal insurance, Queens College’s Athletics Department will provide the athlete with information on options for American insurances that cover athletic injuries. Student-athletes must be insured before arriving at Queens College for the beginning of their season (includes pre-season).

All Queens College student-athletes (international and domestic) will be required to purchase their own insurance for athletic injuries BEFORE the beginning of the FALL 2012 season. (Note that Medicaid does not cover intercollegiate injuries.) Students whose insurance plans cover athletic injuries only are required to purchase Student Accident and Sickness Insurance Plan which provides coverage for ailments and conditions that occur outside of competition in Queens College sports as well.

***It is essential that prospective student-athletes be informed that they must have American insurance coverage before they begin their collegiate career at Queens College***
12.7.3.1. Domestic

It is not permissible for the Athletics Department to fund the purchase of primary health insurance for domestic student-athletes.

12.7.3.2. International

It is permissible for the Athletics Department to fund the purchase of primary health insurance for international student-athletes. Beginning in fall 2012, teams will be required to supply all international student-athletes with the funding to cover an approved American health insurance plan. The necessary funds will be included in the student-athlete’s grant-in-aid package.

12.7.4. Billing

Student-athletes are expected to alert the Athletic Training Staff of any outstanding medical bills resulting from injuries or illnesses occurring during Queens College events within 60 days from the date of notification on the bill. This ensures that bills are paid in a timely manner. Failure to do so will result in the bill becoming the responsibility of the student-athlete.

12.7.5. NCAA Catastrophic Injury Insurance Program

The NCAA sponsors a catastrophic injury program that covers a student-athlete who is catastrophically injured while participating in a covered intercollegiate athletic activity. The policy has a $90,000 deductible and provides benefits in excess of any other valid and collectible insurance. The policy will pay $25,000 if an insured person dies as a result of a covered accident or sustains injury due to a covered accident which, independent of all other causes, results directly in the death of the insured person within twelve (12) months after the date of such injury. Both catastrophic injuries and sudden deaths should be reported to the NCAA national office insurance staff. More information can be obtained at NCAA.org.

12.8. Home Games

An Athletic Trainer will be in attendance at all home games. He/she will be available to provide care for both home and visiting teams. An athlete requiring pre-competition treatment should coordinate with his/her coach and the Athletic Trainer in order to ensure that treatments are complete before game warm-ups begin.

12.9. Practices

Coaches are required to inform the athletic training staff, in writing, of their team’s practice and event schedules a minimum of two weeks ahead of time. The two-week notice is required in-order to ensure proper practice and event coverage.

The ATC will provide water, cups and a med kit for every practice.

12.9.1. 48 Hour Practice Change Policy

All changes in practice schedules must be cleared through the Athletic Training Department 48 hours in advance of the change in time. Verbal confirmation of the change must be made between the coach and a member of the Athletic Training Staff (Head or Assistant Athletic Trainer), in-order for the changed practice time to be covered by the Athletic Training Department. If a practice change is made during hours the Athletic Training Room is closed it is the responsibility of the coach to contact a staff member verbally and confirm a change in schedule. A voice message left on an office phone or note left in an office mailbox during off-hours may not reach a member of the Athletic Training Staff in time. The Athletic Training Room is open for games and practices only on weekends, therefore a staff member may not receive a note or a phone message left indicating a practice change till Monday. Coaches changing practice times after the 48-hour time period has expired risk not having a practice covered. In-season teams are not permitted to practice without the coverage of an Athletic Trainer.
12.9.2. Tryouts/Walk-On Players

If any intercollegiate team at Queens College holds an in-season practice for walk-ons, the participant must have a full medical examination done by their home doctor before the try-out/practice. Additionally, the athlete must fill out a waiver of liability form before trying out.

12.10. Out-Of-Town Competition Protocol

Athletic training coverage will be provided to traveling teams whenever possible. If an ATC is not traveling with a team, a traveling kit will be provided 24 hours before you leave and the host institution will be notified that there will be no ATC traveling with you.

In the event that a student-athlete is injured during an away contest, and no Queens College Athletic Trainer is present, the player should be evaluated by the host Athletic Trainer. It is ECC policy that the player’s status to return to the game will be the decision of the host Athletic Trainer. Failure to adhere to the recommendations of the host Athletic Trainer could result in a report being filed to the ECC office.

In the event a student-athlete is injured at an away contest and needs to be transported to the Emergency Room, or other specialized medical facility, a member of the Coaching Staff is required to accompany the injured student-athlete whether or not a Queens College Athletic Trainer is present. The same is expected at all home games/practices as the Athletic Trainers on site are responsible for the remaining players at the event.

Athletic Trainers should never be relied on to drive team vans. Athletic Trainers should be given the same amount of meal/travel money as the student-athletes.

While traveling, the Athletic Training Staff asks that your team and coaching staff follow the same policies, procedures, code of conduct, and rules governing a student-athlete’s return to play as are required at Queens College.

12.11. Visiting Teams

Pregame treatment can be provided to members of visiting teams upon request. Arrangements should be made in advance. Athletic Trainers will be available to assist members of visiting teams with in-game injuries should they arise.

12.12. Staff/Coach CPR Certification

The Queens College Department of Athletics requires that all head and assistant coaches maintain current CPR/AED Certification. Courses offered by the American Heart Association and American Red Cross are accepted.

12.13. Catastrophic Event

In the event a catastrophic injury occurs to a Queens College student-athlete and a Certified Athletic Trainer is not present, the head coach is expected to conduct a primary survey, contact Public Safety if Emergency Medical Services are needed, and alert the Athletic Training Office. Public Safety can be reached by dialing “7-5912” or “7-5911” from any campus phone, or by dialing 718-997-5912/5911, from a cell phone. In the event such injuries occur while a member of the Queens College Sports Medicine Staff is present, they will handle the primary survey and contact any necessary emergency services.
13. Emergency Action Plan

**Chain of Command**

Director of Athletics
Assoc Director of Athletics

Head Athletic Trainer
Asst Athletic Trainer

Head Coach
Asst Coaches

Site/Event Coordinator
Athletic Training Students

Other Medical Personnel
Student-Athletes

Managers
Refs

Campus Safety
Announcements (spectators)

Visiting Team

13.1. Plan

13.1.1. Introduction

Emergency situations may arise at anytime during athletic events. Expedient action must be taken in order to provide the best possible care to the sport participant of emergency and/or life threatening conditions. The development and implementation of an emergency plan will help ensure that the best care will be provided.

As emergencies may occur at anytime and during any activity, the athletic association must be prepared. Athletic organizations have a duty to develop an emergency plan that may be implemented immediately when necessary and to provide appropriate standards of emergency care to all sports participants. As athletic injuries may occur at any time and during any activity, the sports medicine team must be prepared. This preparation involves formulation of an emergency plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine and planning. Hopefully, through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team should enable each emergency situation to be managed appropriately.

13.1.2. Components of the Emergency Plan

These are the basic components of this plan:

- Emergency personnel
- Emergency communication
- Emergency equipment
- Roles of first responder
- Venue directions with map
- Emergency action plan checklist for non-medical emergency

13.1.2.1. Emergency Plan Personnel/First Responder

With athletic association practice and competition, the first responder to an emergency situation is typically a member of the sports medicine staff, most commonly a certified athletic trainer. A team physician may not always be present at every organized practice or competition. The type and degree of sports medicine coverage for an athletic event may vary widely, based on such factors as the sport or activity, the setting, and the type of training or competition. The first responder in some instances may be a coach or other institutional personnel. Certification in
cardiopulmonary resuscitation (CPR), first aid, prevention of disease transmission, and emergency plan review is required for all athletics personnel associated with practices, competitions, skills instruction, and strength and conditioning. Copies of training certificates and/or cards are maintained in the athletic training facility.

The development of an emergency plan cannot be complete without the formation of an emergency team. The emergency team may consist of a number of healthcare providers including physicians, emergency medical technicians, certified athletic trainers; coaches; managers; and, possibly, bystanders. Roles of these individuals within the emergency team may vary depending on various factors such as the number of members of the team, the athletic venue itself, or the preference of the head athletic trainer. There are four basic roles within the emergency team. The first and most important role is establishing safety of the scene and immediate care of the athlete. Acute care in an emergency situation should be provided by the most qualified individual on the scene. Individuals with lower credentials should yield to those with more appropriate training. The second role, EMS activation, may be necessary in situations where emergency transportation is not already present at the sporting event. This should be done as soon as the situation is deemed an emergency or a life-threatening event. Time is the most critical factor under emergency conditions. Activating the EMS system may be done by anyone on the team. However, the person chosen for this duty should be someone who is calm under pressure and who communicates well over the telephone. This person should also be familiar with the location and address of the sporting event. The third role, equipment retrieval may be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. Coaches are good choices for this role. The fourth role of the emergency team is that of directing EMS to the scene. One member of the team should be responsible for meeting emergency medical personnel as they arrive at the site of the emergency. Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel. A student athletic trainer, manager, or coach may be appropriate for this role.

Roles within the Emergency Team

- Establish scene safety and immediate care of the athlete
- Activation of the Emergency Medical System
- Emergency equipment retrieval
- Direction of EMS to scene

Activating the EMS System

Making the Call:

- 911 (if available)
- Notify campus police at 997-5912
- Telephone numbers for local police, fire department, and ambulance service

Providing Information

- Name, address, telephone number of caller
- Nature of emergency, whether medical or non-medical *
- Number of athletes
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene
- Other information as requested by dispatcher

* If non-medical, refer to the specific checklist of the emergency action plan.

When forming the emergency team, it is important to adapt the team to each situation or sport. It may also be advantageous to have more than one individual assigned to each role. This allows the emergency team to function even though certain members may not always be present.
13.1.2.2. Emergency Communication

Communication is the key to quick emergency response. Athletic trainers and emergency medical personnel must work together to provide the best emergency response capability and should have contact information such as telephone tree established as a part of pre-planning for emergency situations. Communication prior to the event is a good way to establish boundaries and to build rapport between both groups of professionals. If emergency medical transportation is not available on site during a particular sporting event then direct communication with the emergency medical system at the time of injury or illness is necessary.

Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured. The communications system should be checked prior to each practice or competition to ensure proper working order. A back-up communication plan should be in effect should there be failure of the primary communication system. The most common method of communication is a public telephone. However, a cellular phone is preferred if available. At any athletic venue, whether home or away, it is important to know the location of a workable telephone. Pre-arranged access to the phone should be established if it is not easily accessible.

13.1.2.3. Emergency Equipment

All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Emergency equipment should be checked on a regular basis and use rehearsed by emergency personnel. The emergency equipment available should be appropriate for the level of training for the emergency medical providers. It is recommended that a few members of the emergency team be trained and responsible for the care of the equipment.

It is important to know the proper way to care for and store the equipment as well. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when emergency situations arise.

13.1.2.4. Medical Emergency Transportation

Emphasis is placed at having an ambulance on site at high risk sporting events. EMS response time is additionally factored in when determining on site ambulance coverage. Ambulances may be coordinated on site for other special events/sports, such as major tournaments or NCAA regional or championship events. Consideration is given to the capabilities of transportation service available (i.e., Basic Life Support or Advanced Life Support) and the equipment and level of trained personnel on board the ambulance. In the event that an ambulance is on site, there should be a designated location with rapid access to the site and a cleared route for entering/exiting the venue. New York Queens Medical Center typically provides a service of stationing an ambulance. In the event of an emergency, the 911 system (9-911 on campus) will still be utilized for activating emergency transport.

In the medical emergency evaluation, the primary survey assists the emergency care provider in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency situation, the athlete should be transported by ambulance, where the necessary staff and equipment is available to deliver appropriate care. Emergency care providers should refrain from transporting unstable athletes in inappropriate vehicles. Care must be taken to ensure that the activity areas are supervised should the emergency care provider leave the site in transporting the athlete. Any emergency situations where there is impairment in level of consciousness (LOC), airway, breathing, or circulation (ABC) or there is neurovascular compromise should be considered a “load and go” situation and emphasis placed on rapid evaluation, treatment and transportation. In order to provide the best possible care for Athletics, transportation to one of the utilized medical facilities is based upon the strengths of each facility. All cardiac and vascular emergencies are to be transported to St. Frances Medical Center, Manhasset NY, and all other types of injuries are to be transported to The New York Hospital Medical Center of Queens.
13.1.2.5. Emergency Action Plan for Non-Medical Emergencies

For the following non-medical emergencies: fire, bomb threats, severe weather and violent or criminal behavior, refer to the laminated emergency action plan checklist and follow the instructions. CUNY Queens College Public Safety should be on standby at high risk sporting events.

13.1.2.6. Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete’s survival may hinge on how well trained and prepared athletic healthcare providers are. It is prudent to invest athletic department “ownership” in the emergency plan by involving the athletic administration and sport coaches as well as sports medicine personnel. The emergency plan should be reviewed at least once a year with all athletic personnel, along with CPR and first aid refresher training. Through development and implementation of the emergency plan, the athletic association helps ensure that the athlete will have the best care provided when an emergency situation does arise.

13.2. Maps

13.2.1. Surrounding Area

See Appendix D-5 for Area Map.

13.2.2. Campus

See Appendix D-6 for Campus Map.

13.2.3. Athletics Facilities

See Appendix D-7 for Athletics Facility Map.

13.3. Automated External Defibrillator (AED) Policies & Procedures

13.3.1. Medical Necessity for Use of AED

Defibrillation is a recognized means of terminating certain potentially fatal arrhythmias during a cardiac arrest. A direct current defibrillator applies a brief, high-energy pulse of electricity to the heart muscle. AEDs accurately analyze cardiac rhythms and, if appropriate, advise/deliver an electric countershock. AEDs are currently widely used by trained emergency personnel and have become an essential link in the “chain of survival” as defined by the American Red Cross:

- Early access
- Early CPR by first responders or bystanders
- Early defibrillation
- Early advanced life support

It is recognized that successful resuscitation is related to the length of time between the onset of a heart rhythm that does not circulate blood (ventricular fibrillation, pulseless ventricular tachycardia) and defibrillation. The ARC states with every minute it takes to respond, the chance for successful defibrillation decreases 7-10%. The provision of timely emergency attention saves lives. Athletic events (both practice and competition) present a high risk for cardiopulmonary emergencies. Therefore, by training certified athletic trainers and team physicians in the use of AEDs, the emergency response time is shortened.

13.3.2. Explanation of the Use of AED

Automated external defibrillator, or AED, means a defibrillator which:

- Is capable of cardiac rhythm analysis
- Will charge and deliver a countershock after electrically detecting the presence of cardiac dysrhythmias
- Is capable of continuous recording of the cardiac dysrhythmia at the scene
• Is capable of producing a hard copy of the electrocardiogram.

Defibrillation is only one aspect of the medical care required to resuscitate a patient with a shockable ECG rhythm. Dependent on the situation, other supportive measures may include:

• Cardiopulmonary resuscitation (CPR)
• Administration of supplemental oxygen
• Drug therapy

13.3.3. Written Medical Protocol Regarding Use of AED

Use of the AED will follow the American Red Cross AED treatment. The AED is to be used only on patients in cardiopulmonary arrest. Before the device is utilized to analyze the patient’s ECG rhythm, the patient must be:

• Unconscious
• Pulseless, and
• Not breathing spontaneously

The device is, however, not intended for children less than eight years of age and/or victims weighing less than 90 pounds. The AED units are programmed to administer an initial set of 3 shocks at 200 Joules (J), 300 J, and 360 J. If ventricular fibrillation (VF) persists, the Queens College sports medicine staff will repeat sets of 3 stacked shocks at 360 J with 1 minute of CPR between each set until “no shock indicated” message is received. Queens College sports medicine staff will shock until VF is no longer present, the patient converts to a perfusing rhythm, or an advanced life support team arrives on scene and assumes control.

• To prepare for ECG analysis and defibrillation:
  • Verify that the patient is in cardiac arrest (unconscious, no respiration, no pulse)
  • Press ON/OFF to turn on the AED (the green light will light). The connect electrodes message and voice prompt will occur until the patient is connected to the AED.
  • Prepare the patient for electrode placement.
  • Follow the screen messages and voice prompts provided by the AED

13.3.4. Provisions to Coordinate with Local EMS

In the event of a cardiopulmonary emergency, the 911 emergency system should be activated as quickly as possible. The first responders should provide initial care as appropriate to the situation and coordinate with other emergency medical service providers upon their arrival in the provision of CPR, defibrillation, basic life support, and advanced life support.

13.3.5. Operator Considerations

The Queens College sports medicine program utilizes the Welch Allen AED 10. The AED 10 is a semi-automatic defibrillator that uses a patented Shock Advisory System. This software algorithm analyzes the patient's electrocardiographic (ECG) rhythm and indicates whether or not it detects a shockable rhythm. The AED 10 AED requires operator interaction in order to defibrillate the patient. The AED 10 AED is intended for use by personnel (certified athletic trainers, and team physicians) who are authorized by a physician/medical director NYHMCQ (Diane Sixsmith, MD) and have, at a minimum, the following skills and training:

• CPR training
• AED training equivalent to that recommended by the American Red Cross
• Training in the use of the Welch Allen AED 10

13.3.6. Procedures for Training and Testing in Use of AED

Personnel using the AED must complete a training session each year, to include instruction in:

• The proper use, maintenance, and periodic inspection of the AED
Defibrillator safety precautions to enable the user to administer a shock without jeopardizing the safety of the patient, the user, or other individuals
Assessment of an unconscious person to determine if cardiac arrest has occurred and the appropriateness of applying an AED
Recognizing that an electrical shock has been delivered to the patient and that the defibrillator is no longer charged
Rapid, accurate assessment of the patient’s post-shock status to determine if further activation of the AED is necessary
The operations of the local emergency medical services system, including methods of access to the emergency response system, and interaction with emergency medical services personnel
The role of the user and coordination with other emergency medical service providers in the provision of CPR, defibrillation, basic life support, and advanced life support
The responsibility of the user to continue care until the arrival of medically qualified personnel

13.3.7. Medical Control Reporting and Incident Review

Following an incident of application, the data will be downloaded from the AED and reviewed by both the medical director and the attending physician(s) at the emergency facility where emergency care was provided. In addition, a report detailing the emergency scene and treatment will be documented in writing.

13.3.8. Location of and Maintenance Required for AEDs

The Queens College sports medicine program has three (3) Welch Allen AED 10 units. They are housed in the athletic training facility at:

- Fitzgerald Gymnasium Athletic Trainer’s Room/ Room 106C
- Fitzgerald Gymnasium Fitness Center
- Fitzgerald Gymnasium Front Lobby

Based upon the sports covered, the AED units may either be maintained in the athletic training facility or carried on-site to the athletic venue. The medical staff will determine the location and use of the AED units at the athletic venues.

If service is required, the AED activates an alarm. The non-rechargeable lithium batteries have a five-year life. If batteries require replacement, the AED activates an alarm. Personnel using the AED on a regular basis and after each time the AED is used should inspect and clean the AED and check to make sure that all necessary supplies and accessories are readily available.

13.4. Emergency Evacuation Center

The Queens College Fitzgerald Gymnasium serves as an official New York City Evacuation Center. It should be noted that all activities schedule to take place in the building will be suspended in the event that there is an emergency requiring use of the gymnasium as an evacuation center.

14. Strength & Conditioning

The strength and conditioning program is designed to provide sports specific training to maximize the athletic performance of our student athletes on their court/field/pool. Athletes will be coached to improve on their athleticism; to increase force and power production; to increase their endurance; and to become more agile and injury resilient through proven training principles and methods.
14.1. General Guidelines

The varsity strength room is an equal access working facility solely for the use of intercollegiate student-athletes and athletics staff, supervised by the strength coach and/or his staff. Athletes must be medically cleared in order to participate in the strength and conditioning program. Any injury must be reported from the athletic trainer to the strength coach. Athletes are required to train with proper attire (QC T-shirt, shorts/sweats and sneakers-no cleats or sandals). They will take pride in themselves, teammates and the college.

- Teams will be expected to arrive on time and no training sessions will be extended due to lateness or any other reasons.
- Each team captain will have the strength coach’s contact in case communication between the team coach in unavailable.
- Every athlete is held accountable to train hard, and provide positive attitude in order to foster team unity and championship attitude.

14.1.1. Safety & Equipment

- Safety First! Athletes will use equipment correctly with proper technique, as well as spotters on major lifts. There will be no loitering or horseplay at any time.
- Athletes are required to keep equipment in proper location; therefore, they are not allowed to rearrange or remove equipment or weights.
- Equipment (medicine balls, hurdles, speed ladders, foam rollers, etc.) is not permitted to leave the facility at any time without permission from the strength coach.

14.2. Student-Athlete Guidance

- Athletes are required to train only with the program given by the strength coach and their performance will be recorded during each training session.
- The progress of the training will be monitored by assessments during each phase of the season (off-season, pre-season, in-season).

14.3. Weight Room Hours

- Each team coach must arrange the strength and conditioning schedule with the strength coach in order to be compliant with the NCAA regulation.
- Schedule of teams are based on the phase of their seasons, prioritized in the order of In-Season, Pre-season, Off-season teams. (Schedule will be posted on the door.)
- Student-athletes who wish to carryout additional individual workouts or make up missed sessions must do so during Open Varsity hours.

15. Recreation

15.1. Fitness Center

15.1.1. General Information

The Fitness Center is located in Room 206 of Fitzgerald Gymnasium and features more than 30 pieces of Cybex weight equipment, treadmills, cross trainers, bikes, steppers, arc trainers and free weights. Trained recreation staff members are available to offer assistance with all of the equipment. Personal Training or Group Training sessions can be scheduled for those who want more personal attention. Group Training classes offered include Yoga, Pilates, Step Aerobics, Spinning, Boot Camp, Kickboxing, Lunch Time Toning and Bottom’s Up.

15.1.2. Contact Information

The Fitness Center is located in Fitzgerald Gymnasium Room 206. The center’s phone number is (718) 997-2740.
15.1.3. Group Fitness Classes

The Department of Athletics and Recreation sponsors group fitness classes every semester through the Fitness Center. A variety of aerobic and conditioning classes are available for all full-time/part-time matriculated students. Community members and non-members are also eligible to participate. All classes are held in the Fitzgerald Gymnasium.

Classes are $3 each for members/students and $6 for non-members. Fitness Center members may purchase a FlexPass for $25, which entitles the member to any 10 cardio/exercise classes that fit your schedule. FlexPass is also available to non-members for $50. Classes are ongoing. Please check the website for times and last-minute changes or cancellations. You must register for the FlexPass in person at the Fitness Center during any of the Fitness Center Hours listed below.

15.1.4. Hours

The Queens College Fitness Center is open seven days a week. Normal hours of operation are as follows:

- Mon-Thursday 6:30 am – 10 pm
- Friday 6:30 am – 9 pm
- Sat & Sun 8 am – 6 pm

*It is important to note that the Department of Athletics and Recreation has the discretion to adjust fitness and aquatics center hours in accordance to holiday, school closings and/or community needs. In respect to our users, we will communicate the information in a timely manner. Full or partial refunds will not be granted based upon the adjustments. Thank you for your cooperation.

15.1.5. Prices

15.1.5.1. Membership Prices

- Queens College Full Time Students = Included within student activities fee
- Staff, ELI Students, Law School Students = $45/year
- Community Members = $300/year or $180/six months
- Community Member Combo Pass (gym & fitness center) = $500/year

15.1.5.2. Group Fitness Class Prices

- Classes are $3 each for members/students and $6 for non-members.
- A 10-class FlexPass is also available. The FlexPass can be used for any Fitness Center classes. FlexPass costs are as follows:
  - Fitness Center Members = $25
  - Non-Members = $50

15.1.6. Rules

- Must have a valid Q.C. I.D.
- Photo I.D. is required in order to obtain a one time guest pass.
- If you are receiving or giving personal training without the permission of the Queens College Athletics Department, your membership will be revoked.
- Everyone must have a valid QC I.D. including a valid semester sticker and a towel (made of terry cloth, fabric, etc.) in order to exercise.
- Gym clothes must be worn at all times. No jeans, cargo shorts, dress pants, boots, sandals, dress shoes, dress shirt, sweaters, etc.
- Change in locker rooms only.
- Must have sneakers and gym attire
- Only water and sports drinks are allowed in the Fitness Center.
- No bags on the gym floor.

*Rules may be adjusted and additional rules may be posted in the Fitness Center.
15.2. Aquatics Center

15.2.1. General Information

The Aquatics Center is located in Fitzgerald Gymnasium Room 206 and is responsible for all recreation and community related swim programs. The pool, which is 25 yards long and six lanes wide, is utilized for lap swimming during recreation hours, swimming lessons, and more. The average water temperature in the pool is 81 degrees.

15.2.2. Contact Information

The Aquatics Center Office is located within the Fitness Center in Fitzgerald Gymnasium Room 206. The center’s phone number is (718) 997-2767.

15.2.3. Hours

Note that the pool will be closed from Dec. 20, 2011 to Jan. 4, 2012.

15.2.3.1. Senior Citizen, Student, & Faculty Swim Hours

Daytime Recreation Swim
- Mon.: 11:30 a.m. - 1:30 p.m.
- Tue.: 11:30 a.m. - 3 p.m.
- Wed.: 11:30 a.m. - 1:30 p.m.
- Thu.: 12 noon - 3 p.m.
- Fri.: 12 noon - 2 p.m.

Additional Pool Hours
- Thu.: 11 a.m. - 12 noon (women only)
- Fri.: 11 a.m. - 12 noon (men only)

15.2.3.2. Community Recreation Swim Hours

Note that these hours are open to community members and QC students/faculty.

Evening Recreation Swim
- Mon., Wed. and Thu.: 7:30 p.m. - 9:45 p.m.
- Fri.: 7 p.m. - 8:45 p.m.

Weekend Recreation Swim
- Sat. and Sun.: 3:30 p.m. - 6 p.m.

*It is important to note that the Department of Athletics and Recreation has the discretion to adjust fitness and aquatics center hours in accordance to holiday, school closings and/or community needs. In respect to our users, we will communicate the information in a timely manner. Full or partial refunds will not be granted based upon the adjustments. Thank you for your cooperation.

15.2.4. Rules

Bathing Caps must be worn for hair 4 inches or longer.

15.3. Tennis Center

The indoor Tennis Center closed in the fall of 2010 due to storm-related damages.

15.4. Intramurals

15.4.1. General Information

The Intramural Sports program at Queens College is designed for the participation, recreation, and enjoyment of the entire campus community. Regardless of ability, we strive to realize the
benefits of social recreation and competitive involvement. This includes faculty, staff, undergraduate and graduate students. It is our goal to maintain a safe and fun environment, free from arguments and fighting, both of which are punishable by the intramural supervisors and directors. Captain’s meetings at the beginning of each intramural season are mandatory for all teams.

All intramural sign-ups take place at the Intramural Sports Office in Fitzgerald Gym, Room 206. For more information about Q.C. Intramurals or for Intramural results, you can call the Intramural Sports Office at (718) 997-2740 or email us at Recreation@qc.cuny.edu.

15.4.2. Intramural Sports for Fall 2011

Competitions take place every Mon & Wed 12:15pm-1:30pm.

- 5 on 5 Flag Football Starting—September 19th
- Dodgeball—September 22 at 7PM (1 day event)
- Fall Fun Run – October 31 during free hour (1.5 Mile Run or Walk)
- Volleyball starting—November 14th
- Badminton starting—November 16th

15.4.3. Intramural Sports for Spring 2012

Competitions take place every Mon & Wed 12:15pm-1:30pm.

- 5 on 5 Basketball
- Outdoor Soccer
- Ping Pong
- Softball

15.5. Saturday Education & Head Start Fitness Program

15.5.1. General Information

We offer a full-day program from 9 am to 3 pm for children in grades K - 8 consisting of Education and Recreation components.

1) The morning will include two Education Classes: ELA (English Language Arts) and Math.
2) An enrichment class consisting of Art, Science and Computers will be offered.
3) A full lunch and two snacks will be provided.
4) Fitness through exercise and nutrition will take place in the afternoon.

This program provides the perfect opportunity to reinforce the concepts described in the New York State Standards through mini-lessons and small group activities in Reading, Writing, and Math.

Our ELA (English language Arts) Program will focus on the concepts described in the New York State Standards and will include using skill-based practice, genre studies, and responses to literature. We encourage children to predict, analyze, comprehend, and develop graphic organizers.

As established in the New York State Standards, our Math Programs will include skill-based practice and problem-solving using real-world situations. We will encourage children to use critical thinking, reasoning, and a variety of strategies to solve problems.

The Head Start Children’s Fitness Program is designed to provide children, ages 5 to 14, with a head start on a healthy lifestyle. Our staff of certified personal trainers will guide children through the fundamentals of exercise and nutrition. Grouped according to age, they will take part in physical conditioning, weight training, cardio and obstacle course work, and indoor games.

A lunch and snack will be served every Saturday. Special dietary needs will be accommodated whenever possible. Please inform the program office upon registration of any special needs.
15.5.2. Contact Information

The Saturday Program Office is located within the Camp Office in Fitzgerald Gym Room 204. The office’s phone number is (718) 997-2759.

15.5.3. Pricing

- Half-Day Tuition: $350 per session per child*
- Full-Day Tuition: $500 per session per child*
- Note that full-day tuition includes lunch, enrichment class, and fitness program.

*Note that there is a non-refundable registration fee of $20 per child.

Refund Policy: The registration fee is non-refundable. 100% tuition is refundable if the office is notified before the first Saturday of the session; 75% if the office is notified before the second Saturday of the session. No refunds after the second Saturday of the session. Registration is for ALL 8 classes in each session. Prices cannot be prorated.

15.5.4. Registration

Registrations can be taken by phone or by mailing/faxing registration form. Note fax number: (718) 997-2768.

A confirmation and an emergency contact card will be mailed prior to the start of the session. The emergency contact card MUST be returned with your child on the first day of classes.

15.6. Process for Accepting Registrations & Depositing Funds

All Fitness Center, Aquatics, Tennis Center, Saturday Program, and other Recreation Programs will accept/process payments in the following manner:

- Record registration/payment information on registration form.
- Drop form and payment in drop safe.
- Give receipt to customer.
- Recreation Manager will remove registrations/payments and put in paper envelopes for Aquatics/Tennis/Fitness Center.
- Recreation Manager will distribute to appropriate staff for recording (ie: Aquatics Director, Saturday Program Coordinator, etc).
- Area staff members add information to Computer Recreation Program and stamp registrations as received.
- Recreation Manager will enter information in excel and distribute to Recreation Accounting Assistant.
- Recreation Accounting Assistant will process and record information and submit to Athletics Accounting Assistant.
- Athletics Accounting Assistant will record and deposit payment.
- Athletics Accounting Assistant will make and keep copies.
- The staffs of each respective program will store original documents.
- Any bounced check or declined will be directed to program supervisors.

16. Camps & Clinics

16.1. Department Summer Camp

16.1.1. Procedures

The athletic department at Queens College runs a comprehensive summer camp that combines a recreational sport with an educational enrichment component. The mission of the summer camp is two-fold: to provide the children of the Queens College community and its surrounding
neighborhoods with a quality day camp experience; and to generate income to support the athletic scholarship program at Queens.

16.1.2. **Scheduling**

The summer camp runs for eight weeks during July and August. The hours of operation are Monday through Friday from 7:30 a.m. to 6:30 p.m. The summer camp utilizes all available indoor and outdoor athletic facilities during these hours.

16.1.3. **Staffing**

The summer camp serves over 900 children each day throughout the summer and employs a staff of over 250. Interested athletes and coaching staff are encouraged to apply. Applications are available on line or in the camp office. The interview and hiring process begins in January each year.

16.2. **Team Camps & Clinics**

16.2.1. **Team Requirements**

Each team is required to conduct a camp or clinic as a team fundraiser each year. It must be a minimum of 2 days and 16 hours. Additional camps/clinics are encouraged to add additional support to the team’s budget.

16.2.2. **Procedures**

Camps/clinics must be coordinated with the athletic department camp office. The director of Camps and staff will assist in all aspects of planning and promoting team camps. All camps/clinics must meet University insurance requirements.

16.2.3. **Scheduling**

Planning dates to hold camps/clinics must be coordinated with the athletics events and facility rental staff to assure facility availability.

16.2.4. **Staffing**

Coaching staffs and athletes are encouraged to work the camps/clinics as volunteers to help keep overhead to a minimum and maximize profit. Paid staff may be used, but must be added to the camp budget and must be approved before any commitment is made. All staff are required to follow college procedures and must attend a pre-camp orientation conducted by the camp office staff.

17. **Rental Programs**

17.1. **Rental Procedures**

Event managers will provide direct service to the customer including all aspects of event fulfillment. They will identify customer requirements and inform clients of what service we can provide. Once the client decides to use our services, the Account Manager will complete the contract, obtaining the necessary documents and authorizations. They will execute the work orders with the service providers on-campus and implement the payment schedule. During the event, they will be the event manager.

The Account Manager should gain an understanding of the client’s key priorities, for example a specific date, specific size or other specific needs.

The Account Manager should explore with the client alternative dates they might consider, so if we don’t have venue on date they first request, we get them thinking of alternative date, rather than alternative location off our campus.
If the above information, and information we secure on initial rental query form raise specific questions, we can then review with B&G, Security, OCT, Legal, or Finance to determine if and how we can meet client’s needs for specific date/location, or can steer them to alternative venue or date on our campus before letting them go elsewhere.

The Account Manager should inform the client of the venues available, the rates for those venues including additional charges if deemed necessary for security, building and grounds services, catering services, and audio visual services.

The Account Manager should make the client aware of the necessity for an insurance certificate, our exclusive catering agreement with Chartwell’s, and the time frame for different parts of the process including finalizing event details, executing contracts, and making payments.

The Account Manager should inform the client that we are a tobacco-free campus.

The Account Manager should inform the client that our facilities are not Air conditioned.

The Account Manager should be familiar with CUNY Space Rental Policy and adhere to those policies.

17.1.1. Pre-Event Planning

17.1.1.1. Gathering Requirements:

Once the client has decided to use one of our venues, the Account Manager should have a more detailed discussion with the client. At a minimum, all groups will be required to provide the information in the Facilities Reservation Request Form. However, a more in-depth discussion will be required to avoid surprises. The checklists in this guide should be used to make sure no important information critical to the success of the event is missing.

The Account Manager should identify and obtain contact information for the lead contact person for the event as well as the individuals on the client’s team who will be handling specific components of the event, for example insurance, payment, technical needs, and marketing.

The Account Manager should explain that we will base custodial staff, security, and other staff on the estimated attendance they give us. If the client underestimates the attendance, we may not have capability of providing a clean facility or appropriate parking. If we are required to supplement any of the staff at the last minute because of larger attendance, the costs for all these additional last minute services could be significant and will be absorbed by the client.

The Account Manager should inquire if they have done similar events at other locations before, to help us determine the client’s level of expertise, experience and if needed, to have references from their previous venues.

A Certificate of Insurance is required for all events and must be provided prior to the event. The Account Manager should discuss this requirement up front as some clients will require a long lead time to obtain.

All outside clients will be asked to sign the standard Licensing Agreement, developed by CUNY General Counsel’s Office. The client must sign and provide to the Account Manager prior to the event. This requirement should be discussed with the client.

If the above information and information we secure on initial rental query form raise specific questions, the Account Manager should then discuss with CES, other account managers, B&G, Security, OCT, Legal, or Finance to determine if and how we can meet client’s needs for specific date/location or if the client can be directed to an alternative venue or date on our campus.

Based on further discussion with the client, the Account Manager may determine that the reservation should be declined because of the nature of the event or our inability to meet the client’s requirements. This decision should be reviewed with the CES office.
Account Managers must not rent space to outside groups unless there is a net financial gain to the College, taking into account all the costs associated with event fulfillment. Therefore, all costs associated with the event must be analyzed, captured, and reimbursed by the client.

Payment for the space rental and associated charges must be received 10 business days prior to the reservation date. Acceptable forms of payment are cash, money order, or bank certified checks. No personal checks allowed and credit card payments will be charged five percent fee. For all events and future bookings we require a 10% deposit upon booking and the balance due at least 10 days prior to the reservation date.

The cancellation policy must be made in writing and received at least 10 days or more for a full refund.

Payment for catering must be paid in full 5 days prior to the event. [Chartwell’s should review]

17.1.1.2. Licensing Agreement & Facilities Rental Form

The Account Manager must fully complete the facilities rental form (see Appendix F-10 for Facility Rental Form) and obtain all the required authorizations and documents before an event is confirmed. There are no exceptions.

The Account Manager must have all outside clients execute the Licensing Agreement template developed by CUNY General Counsel. Changes or additions to that Agreement must be reviewed with the College General Counsel.

The Vice President for Finance and Administration must sign both the Facilities Rental Form and the Licensing Agreement on behalf of the college as the presidential designee.

17.1.1.3. Checklists

17.1.1.3.1. General

5) Time and date of event.
6) Location of event.
7) Type of event (party/dance, concert, cultural event, etc).
8) Event name and/or organization sponsoring event.
9) Name of college liaison or contact person affiliated with QC?
10) How many patrons are expected to attend?
11) What other events on campus which might impact decision to do this event due to parking issues, traffic, noise, over limit of # of events we can successfully complete on a given day?

17.1.1.3.1.2. Security

If the answer to any of the questions below is ‘YES’, please explain:

- History of organization or person sponsoring event:
- Were there any problems with past events?
- Is speaker controversial?
- Will event likely to have conflict due to it’s nature?
- Will this event have outside security?
- Would any of the guest speakers/patrons be armed?
- Will there be money exchange at the door for tickets?
- Is event only for students (college community)?
- Will outside people be invited to event? Non-QC? Non-CUNY?
- Was event advertised on radio/media/print/internet? Please provide a copy of advertisement.
- Is the press/media expected? Who? How many?
- Will there be food/open flames? (Fireguard required)
- Will alcohol be served at event? Approved by:
- Will parking be required?
- Would the event require the use of additional facility on campus?
- Any VIPs in attendance so we can arrange for special needs of these VIPs.

17.1.1.3.1.3. Catering
- All catering needs (breakfast/lunch/dinner/snack)?
- Number of attendees?
- Meal plan?
- Alcohol served?
- Unique needs?
- Open flame part of the event?

17.1.1.3.1.4. Financial
- Insurance certificate?
- Signed licensing agreement and any related contracts?
- Base budget?
- Security costs?
- A/V costs?
- Custodial/labor costs?
- Catering costs?
- Other event fulfillment costs?
- Deadlines for payments?

17.2. Rental Policies for External Publication

College Programs take precedence over all rentals. The determination about whether or not the proposed activity is appropriate shall be at the sole discretion of the Queens College Athletics Director or a designee. Events that are sponsored, organized and run by Queens College for College purposes must meet the actual costs of the event being sponsored.

Queens College Athletics Department’s hourly Rates do not include Security, Custodial, or an Administrative charge. Expenses for these or any additional event needs will be incurred by the customer.

Security requirements are based on the number in attendance and the type of event. Potential renter will be asked to fill out a security questionnaire prior to all events. The answers to these questions will be reflected in the security charges. Typical security guard/attendee ratio requirement is 1/250. Typical cost per security guard is $25 per hour. Typical rates for security are $25 per hour for one guard for every 250 people in attendance.

Custodial is based on the type of event and the hours of the event. A minimum charge for custodial is $15 per hour for four hours.

We will charge a flat rate of $200 per event for an Administrative Fee. This fee covers administrative costs involved in the processing of contracts, arranging of all necessary event requirements, and the hiring of an event supervisor who will remain on site throughout the event.

The hourly charge will be calculated based on the event time plus two hours for setup and breakdown. The minimum rental will be four hours. All fees are based on input from the customer and any additional charges due to changes will be passed on to the customer. Final payment is due 15 business days prior to event date.

All lessees of the College’s athletic facilities must enter into a contractual agreement with the College that includes the purchase of adequate liability insurance, a copy of which is attached hereto.
17.3. Fees

<table>
<thead>
<tr>
<th>Facility</th>
<th>Non-Profit Use</th>
<th>Rentals to Others than Non-Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>300 South</td>
<td>$400 PER HOUR</td>
<td>$500 PER HOUR</td>
</tr>
<tr>
<td>300 North</td>
<td>$250 PER HOUR</td>
<td>$350 PER HOUR</td>
</tr>
<tr>
<td>300 North &amp; South</td>
<td>$600 PER HOUR</td>
<td>$700 PER HOUR</td>
</tr>
<tr>
<td>Aux Gym</td>
<td>$150 PER HOUR</td>
<td>$250 PER HOUR</td>
</tr>
<tr>
<td>Pool</td>
<td>$250 PER HOUR</td>
<td>$350 PER HOUR</td>
</tr>
<tr>
<td>Ball Fields</td>
<td>$200 PER HOUR</td>
<td>$300 PER HOUR</td>
</tr>
<tr>
<td>Track</td>
<td>Depends on Usage</td>
<td>Depends on Usage</td>
</tr>
</tbody>
</table>

17.4. Security Questionnaire

If the answer to any of the questions below is 'YES', please explain:

- History of organization or person sponsoring event:
- Were there any problems with past events?
- Is speaker controversial?
- Is event likely to have conflict due to its nature?
- Will this event have outside security?
- Would any of the guest speakers/patrons be armed
- Will there be money exchange at the door for tickets?
- Who are the expected attendees at this event? Students? Surrounding community?
- Will outside people be invited to event? Non-QC? Non-CUNY?
- Was event advertised on radio/media/print/internet? Please provide a copy of advertisement.
- Is the press/media expected? Who? How many?
- Will there be food/open flames? (Fireguard required for open flames.)
- Will alcohol be served at event? Approved by:
- Will parking be required?
- Would the event require the use of additional facility on campus?
- Any VIPs in attendance so we can arrange for special needs of these VIPS.

18. Facilities

18.1. List of Facilities

The Athletics Department uses and oversees the following facilities:

- Fitzgerald Gymnasium
  - Main Gymnasium
  - Auxiliary Gymnasium
  - Training Room
  - Strength & Conditioning Room
18.2. Map

See Appendix D-7 for Athletics Facility Map.

18.3. Scheduling Process

Use of facilities falls into three categories. Requests for use are handled differently depending upon activity category. Categories are:

1) Rental Activities
2) Team-Related Activities
3) Non-Team-Related/Non-Rental Activities

18.3.1. Scheduling Rental Activities

Please see Section 17.1: Rental Procedures.

18.3.2. Scheduling Team-Related Activities

Because the Athletics facilities are used heavily, all Head Coaches must submit an e-mail request for facility usage to the Assistant Athletics Director/Facilities & Recreation at least 2-3 months in advance. Request should include proposed season-long practice schedule. Priority will be given to sports in the following order: in season, pre-season, out of season.

In cases where a Head Coach is requesting significant changes in practice times (ie: practices in 2010 were at 5PM and he/she would like to hold 2011 practices at 7AM), it is strongly recommended that an e-mail indicating this requested change be submitted 5-6 months in advance.

18.3.3. Scheduling Non-Team-Related/Non-Rental Activities

For non-team-related/non-rental activities, individuals requesting use of space must visit the Camp Office in order to complete a request form. The Facilities & Recreation staff will review forms and requesting individuals will be notified.

18.4. Maintenance Process

18.4.1. In-House

Basic daily maintenance of the building and facilities will be handled by the Athletics Facility staff in conjunction with the coaching and support staffs. Coaches are expected to assist in basic maintenance.

18.4.2. Work Orders

Any facility-altering work will be done by the Queens College Buildings & Grounds Department. Requests for such work must be submitted in the form of a work order by a member of the Athletics Facilities staff. Coaches/staff requesting such work must meet with the Assistant Athletics Director/Facilities & Recreation to discuss the proposal.
18.5. Keys

Please see Section 3.2.3: Key Requests.

18.6. Security

The Fitzgerald Gymnasium and related facilities are monitored around-the-clock by campus security. A security guard is stationed by the women’s locker room during all hours where the Fitzgerald Gym is open. In case of an emergency within the facility, call (718) 997-5911 or find the nearest campus security guard.

19. Equipment

19.1. Inventory

Uniforms, apparel, and various pieces of team/department equipment will be stored and counted in the Equipment Room. Removal of items from the Equipment Room without the consent of the Equipment Manager is forbidden.

19.2. Laundry

Washing schedules are dependent on the schedules set by the teams’ game and practice schedules. It is the responsibility of the coach to communicate with the Equipment Manager to ensure that uniforms will be ready for game-day. It is essential that student-athletes drop dirty uniforms off immediately after competition (or immediately after returning from away competition).

19.3. Season Pick-Up/Drop-Off

Due to the varying dates of each teams practices and games, distribution and maintenance of team uniforms must be discussed individually with the Equipment Manager.

Team uniforms must be signed out at the beginning of every season. A coach or assistant must be present at the initial distribution and return at the end of the season.

Players are responsible for their uniforms once they have been delivered to their appropriate team prior to a practice or game. Any missing uniform must be reported immediately, and the individual responsible will be charged for the uniform unless it is found. Further penalty may result in loss of athletic status and graduation privileges.

Other apparel/equipment, such as event staff shirts and/or event equipment must be signed out by Event Manager or designated event supervisor.

20. Event Operations

20.1. General Processes & Procedures

Given the complex nature of athletic event planning, effective game administration requires continual cooperation and clear communication among the individuals, departments and agencies involved. Furthermore, strict adherence to established procedures is required to ensure the safety of both spectators and participants, and to guarantee efficient operations during athletics events. The Athletics Department reserves the right to establish reasonable rules and regulations regarding the conduct of patrons attending athletic events. While the staging of some athletic events involves the efforts of all departmental administrators, the Events Manager and the Assistant Athletics Director/Facilities and Recreation are primarily responsible for coordinating the necessary arrangements for all sports. The physical preparation of each athletics facility is the responsibility of the Event and Equipment Managers assigned to the facility.
Proper event management requires the following:

- Scheduling and supervising auxiliary personnel (i.e. ticket takers, gatekeepers, ushers, custodians, clean-up crews, physician and first aid personnel) and game management staff (i.e. officials, public address system operators, scoreboard operators, and statisticians)
- Advising concessions operations contractor of scheduled events
- Arranging for police security and traffic control
- Arranging for facility maintenance coverage (e.g., technicians, electricians, plumbers, etc.)
- Arranging for special media and telephone services with the Media Relations Office
- Arranging for EMS services
- Coordinating locker room requirements
- Coordinating pre-game, during-game, and half-time events
- Coordinating Cheerleading, Pompom Squad, Band and Mascot performances
- Coordinating with the Promotions Coordinator
- Preparing and distributing game day format and agenda
- Coordinating ticket operations
- Securing alternative practice arrangements for sports displaced by an event

20.2. Game Management

Game management refers to the conduct and administration of a competitive event. The Departmental staff member designated as “Event Manager” works with the Assistant Athletics Director/Facilities and Recreation and assists the officials with game management operations.

The Promotions Coordinator works with various groups within the college to coordinate entertainment for pre-game, during-game and half-time entertainment.

20.2.1. Field/Facility Preparation

Preparation of facilities for competitions and/or practices will be handled by the Event Manager/staff in conjunction with the coaching staff/team. Coaches are expected to assist in basic preparation/maintenance.

20.2.2. Staffing

Staffing for all Athletic events (with the exception of Table Staff and DJ) will be comprised of volunteers. The Volunteers will be made up of members from various other Athletic teams. The Event Manager will be responsible for establishing a schedule at the beginning of each semester. The Director of Athletics Communications will be responsible for establishing pay rates and work schedules for the Table Staff and a number of paid workers.

20.2.3. Requirements By Sport

- Baseball/Softball:
  - 2 Table Staff and a minimum of 2 Volunteers to shag foul balls during the games.
- Basketball:
  - 4 Table Staff and a minimum of 5 Volunteers. The volunteers will have various responsibilities including but not limited to: working to door, shagging balls, helping with half time entertainment, etc.
- Swimming and Diving:
  - 2 Table Staff and a minimum of 6 Volunteers. Each volunteer will be assigned a swimming lane where they will be responsible for keeping time during each race.
- Soccer/Lacrosse:
  - 2 Table staff and 6 Volunteers. Volunteers will be used to shag balls that go out of bounds.
20.3. Scheduling of Practices & Games

Requesting the use of facilities for practices/games should be done in accordance to the Scheduling Process guidelines laid out in Section 18.3: Scheduling Process. All games and practices will be posted on the Special Events calendar for all staff to view.

20.3.1. Communication with Other Schools

The Event Manager will be responsible for contacting the Visiting schools at least 5 days prior to the event via e-mail. The Email will have an attachment describing the visiting team’s expectations, time and date of the game as well as all contact info.

20.3.2. Contracts

All game contracts will be filled out and filed by the Head Coach of each sport. The game times and dates will then be communicated to the Event Manager and Director of Athletics Communications.

20.3.2.1. Sample Contract

See Appendix D-8 for sample game contract.

20.3.3. Cancellation/Postponement Policy

All Cancellation decisions will be made the day of the game based on the discretion of the officials and Event Manager in coordination with the Assistant Athletic Director of Facilities. All make up dates will be determined by all head coaches involved and then communicated to the Event Manager as well and The Director of Athletic Communications.

20.3.4. Facilities & Reservations

All facility rentals and inquiries go directly through the Assistant Athletic Director of Facilities. After Reservations are made, the Event Manager will then put the Event time and type on the special events calendar. All events scheduled can be viewed by anyone on the QC website's Athletics calendar.

20.3.5. Officials

All officials shall be budgeted for and scheduled by the Head Coach during the time that the Game Contracts are being made. All contact information for the officials shall be communicated to the Event Manager as well as the Director of Sports Communication before the match/game.

20.3.6. Out-Of-Season Competition

Priority for use of facilities shall be given to teams in the following order: in-season, pre-season, off-season. The event staff will do their best to assist in preparing for out-of-season competition but it is essential that the coaching staff: 1) inform the Event Manager well in advance and 2) assist in game/scrimmage preparation.

20.4. DJ/Music

All DJs shall be prescreened and hired by the Promotions Coordinator. All music must be prescreened and edited to ensure that there are no profanity, racial and/or sexist lyrics.
21. Travel

21.1. Policies & Procedures

All travel must be approved by the Athletics Administration. In order to gain approval, requesting party must fill out and submit a Special Request to Travel/Participate Form at least one week in advance. Forms should be submitted to the Associate Athletics Director/Compliance. The Accounting Assistant will notify the individual requesting travel when travel has been approved. (Note: Keys will only be given after travel is approved.) Emergency leniency on van policy will be given depending on the severity of the situation.

Only registered and licensed Athletic faculty, coaches, and assistants are authorized to drive QC Vans. Under no circumstances are student-athletes permitted to drive.

21.2. Vehicle Use & Maintenance

Upon returning a van, it is important that the vans be backed into their parking spaces (this will enable easy access to the battery should a jump-start be required). When exiting van, it is the driver’s responsibility to make sure that all trash, personal items (bags, clothing and jewelry) and team equipment has been removed. Additionally, the driver is responsible for ensuring that all van doors are to be locked and windows are closed.

Vans are inspected after travel. Van usage, fuel costs, and van condition, are recorded by the Equipment Manager at the end of each trip.

21.3. Gas Cards & EZ-Pass

Gas Cards will only be given for extended overnight or out-of-state events. Upon returning from travel, all keys, gas cards, and EZ-Pass tags should be returned to the Equipment Manager directly or to the Fitness Center, Room 206. Please sign travel log in the Fitness Center to signify the return of the keys.

If a Gas Card and/or EZ-Pass are issued, they must be returned with van keys at the end of each trip. Additionally, receipts for all gas purchased must be submitted along with gas card. If for whatever reason, an EZ-Pass or gas card malfunctions, receipts for payments made by the driver/coach must be delivered with card in order to ensure reimbursement.

21.4. Emergencies, Damages, & Violations

In the case of a life-threatening emergency or injury to passengers, call 911 immediately. After ensuring that you and your passengers are safe (and after appropriate authorities have been summoned), contact your immediate supervisor to alert him/her to the situation.

Report any damages or irregularities in the van’s physical structure or mechanisms to the appropriate personnel at the end of each trip.

Any traffic infraction or violation sustained by a driver (including but not limited to speeding, parking tickets, seat belt use, etc.) is NOT subject to reimbursement. The van driver will be solely responsible for the timely payment of any tickets acquired while driving a Queens College vehicle.

Appendix

_D=Documents

_F=Forms_