# 2019-2020 MISSOURI VALLEY COLLEGE ATHLETIC DEPARTMENT DIRECTORY

<table>
<thead>
<tr>
<th>NAME</th>
<th>SPORT/OFFICE</th>
<th>PHONE #</th>
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<tbody>
<tr>
<td>Tom Fifer</td>
<td>Athletic Director</td>
<td>4219</td>
</tr>
<tr>
<td>Mike Machholz</td>
<td>Senior Associate Athletic Director</td>
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<tr>
<td>Colin Smith</td>
<td>Associate Athletic Director</td>
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<tr>
<td>Debi Bultmann</td>
<td>Assistant AD Administrative Assistant/ Spirit Squad Coord.</td>
<td>4220</td>
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<tr>
<td>Andy Pulverenti</td>
<td>Assistant AD Sports Information Director</td>
<td>4230</td>
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<tr>
<td>Ken Kujawa</td>
<td>Viking Sports Network Director</td>
<td>4152</td>
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<tr>
<td>John Bartholomew</td>
<td>A.T. Program Director</td>
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<tr>
<td>Vince Fedorovich</td>
<td>Head Athletic Trainer</td>
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<tr>
<td>Jake Bellon</td>
<td>Head Football Athletic Trainer</td>
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<tr>
<td>Jenalee Cologna</td>
<td>Assistant Athletic Trainer</td>
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<tr>
<td>Zach Glenn</td>
<td>Assistant Athletic Trainer</td>
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<td>Kimberly Pechanecl</td>
<td>Assistant Athletic Trainer</td>
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<td>Joshua Laird</td>
<td>Graduate Assistant Athletic Trainer</td>
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<tr>
<td>Danielle Riley</td>
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<tr>
<td>Raven White</td>
<td>Head Export Coach</td>
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<td>Paul Troth</td>
<td>Head Football</td>
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<tr>
<td>Monty Roe</td>
<td>Assistant Football</td>
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<tr>
<td>Johnny Stilwel</td>
<td>Assistant Football</td>
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<tr>
<td>Shawn Daniel</td>
<td>Assistant Football</td>
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<tr>
<td>Adam Peterson</td>
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<tr>
<td>Kyle Guinyard</td>
<td>Assistant Football</td>
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<tr>
<td>Greg Purdum</td>
<td>Assistant Football</td>
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<tr>
<td>Vladimir Simic</td>
<td>Head Men’s Soccer</td>
<td>4251</td>
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<tr>
<td>Mark Campbell</td>
<td>Assistant Men’s Soccer/Asst. SID</td>
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<tr>
<td>Miguel Fernandez</td>
<td>Graduate Assistant Men’s Soccer</td>
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<tr>
<td>Drew Hawkins</td>
<td>Head Women’s Soccer</td>
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<tr>
<td>Andrea Garcia Tornero</td>
<td>Assistant Women’s Soccer/Athletic Academic Counselor</td>
<td>4218</td>
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<tr>
<td>Ana Bejareno</td>
<td>Graduate Assistant Women’s Soccer</td>
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<tr>
<td>Dale Boring</td>
<td>Head Track</td>
<td>4092</td>
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<tr>
<td>Victoria Vinokur</td>
<td>Assistant Cross Country/Track</td>
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<tr>
<td>Aaron Tedys</td>
<td>Assistant Cross Country/Track</td>
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<tr>
<td>Tamika Drake</td>
<td>Head Men’s/ Women’s Volleyball</td>
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<tr>
<td>Maja Kristonic</td>
<td>Graduate Assistant Men’s/Women’s Volleyball</td>
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<tr>
<td>Omar Sanchez</td>
<td>Head Men’s Volleyball</td>
<td>4258</td>
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<tr>
<td>Tsvetan Todorov</td>
<td>Graduate Assistant Men’s/Women’s Volleyball</td>
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<tr>
<td>Nicholas Lutz</td>
<td>Head Cheerleading</td>
<td>4119</td>
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<tr>
<td>Jessie Ayala</td>
<td>Head Cheerleading</td>
<td>4262</td>
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<tr>
<td>Kelby Hogan</td>
<td>Head Dance Coach</td>
<td>4594</td>
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<tr>
<td>Chad Lance</td>
<td>Head Men’s Basketball/Facilities Coordinator</td>
<td>4189</td>
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<tr>
<td>Ramone Powell</td>
<td>Assistant Men’s Basketball</td>
<td>4192</td>
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<tr>
<td>Mike Machholz</td>
<td>Head Men’s Wrestling</td>
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<tr>
<td>Patrick Giangrosso</td>
<td>Assistant Men’s Wrestling</td>
<td>4163</td>
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<tr>
<td>Andre Scott</td>
<td>Head Women’s Basketball</td>
<td>4104</td>
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<tr>
<td>Kirsten Larson</td>
<td>Graduate Assistant Women’s Basketball</td>
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<tr>
<td>Veronika Petkova</td>
<td>Graduate Assistant Women’s Basketball</td>
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<tr>
<td>Ryan Carney</td>
<td>Head Men &amp; Women’s Tennis</td>
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<tr>
<td>Joseph Straznicky</td>
<td>Graduate Assistant Tennis</td>
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<tr>
<td>Nathan Young</td>
<td>Head Men’s Lacrosse</td>
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<tr>
<td>JD Lemay</td>
<td>Assistant Men’s Lacross</td>
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<td>JD Lemay</td>
<td>Interim Head Women’s Lacrosse</td>
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<tr>
<td>Adam Enright</td>
<td>Head Baseball</td>
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<tr>
<td>Matt Dwyer</td>
<td>Assistant Baseball</td>
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<tr>
<td>Ryan Carney</td>
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<tr>
<td>Jordan Dickson</td>
<td>Head Golf</td>
<td>4235</td>
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<tr>
<td>Kelsea Miller</td>
<td>Graduate Assistant Golf</td>
<td>4235</td>
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<tr>
<td>Ken Mason</td>
<td>Head Rodeo</td>
<td>831-5286</td>
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<tr>
<td>Keri Mason</td>
<td>Rodeo Assistant Coach</td>
<td>831-5286</td>
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<tr>
<td>Jason Marcum</td>
<td>Head Softball</td>
<td>4111</td>
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The Missouri Valley Athletic Department is committed to an Intercollegiate Athletic Program that supports the college as a whole by providing opportunities for its student-athletes in accordance with the rules and regulations of the National Association of Intercollegiate Athletes. As a member of the Heart of America Conference, Missouri Valley College is committed to the fulfillment of academics and athletic excellence while practicing sound fiscal management practices. Missouri Valley College is proud to be a charter member of the NAIA Champions of Characters program, with its five core values of Respect, Responsibility, Integrity, Servant Leadership, and Sportsmanship.

MISSOURI VALLEY COLLEGE ATHLETIC DEPARTMENT IS COMMITTED TO THE VALUES OF:

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

● Fund Athletic programs through a combination of Institutional money, gate receipts, and fundraisers by the athletic department.

● Promote academic excellence through the athletic attendance policy and individual team study halls.

● Establish positive visibility through athletics to enhance the overall image of the college to the local community, state, and nation.

● Continue Communication from administration, athletic director, coaches, faculty & staff, and the student athletes.

● Recruit all athletic teams to maximum capacity for enhancement of the admission process. Continue to follow and actively participate in the NAIA Champions of Character program.

● Promote academic excellence through the recruitment of student-athletes who have the potential to earn our undergraduate degree.

● At Missouri Valley College, we respect the right of every individual to peacefully express their views. We are a multicultural campus and we fully embrace our diversity. We are proud of our ability to expand our thinking as a community of learners by respectfully listening to and recognizing the opinions of others and trying to see issues from viewpoints other than our own. An important part of becoming a member of our campus is to respect the tradition on this campus for showing great respect and reverence for our country's flag during the playing of the national anthem at college events.
EXPECTATIONS OF COACHES


2. Provide a safe and professional environment for all current/perspective camp participants, team members and staff personnel.

3. Be a positive role model, e.g., lead by example.

4. Return phone calls----be professional.

5. Alcohol should not be consumed on campus, or team trips.

6. Be honest.

7. Don’t use profanity or vulgar language.

8. When traveling, always err on the side of caution and safety.

9. Get involved with other departments and activities on campus.

10. Keep A.D.’s informed about the positive and the negative.

11. Turn projects/procedural forms in on time/by deadlines.

12. Check and clear your mailboxes daily (email, mail room, & admissions).

13. Be fiscally conservative and don’t go over budget unless money is already raised.

14. Be an ambassador in the community for your program and for MVC.

15. Have fun and enjoy your job!
MISSOURI VALLEY COLLEGE
TITLE IX POLICY
ASSAULT, DISCRIMINATION, HARASSMENT, AND VIOLENCE POLICY

Missouri Valley College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The College considers sex discrimination in all its forms to be a serious offense. Sex discrimination is unacceptable and constitutes a violation of this policy. Sexual harassment, whether verbal, physical, visual, or digital, is a form of prohibited sex discrimination, and sexual violence is a particularly severe form of sexual harassment. These terms are defined below:

Scope: This policy applies to behavior in which the accused or reporter is a student, faculty, or staff member. The policy prohibits sex discrimination, sexual harassment, and sexual violence when the complainant and alleged perpetrator are members of the same or opposite sex, and it applies regardless of national origin, immigrations status, or citizenship status. The College’s prohibition on sex discrimination, sexual harassment, and sexual violence extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, athletics, housing, and student services.

The College has jurisdiction over conduct covered by this policy that occurred on campus, during or at an official College program or activity (regardless of location), or off campus when the conduct could create a hostile environment on campus. The College will investigate all complaints made under this policy and, if necessary, take action to prevent the recurrence of sex discrimination or harassment and remedy its effects. In the event that a complaint is made and the accused is not represented under the College’s disciplinary realm (e.g., a vendor, visitor, or other third-party on campus), the reporting party will be directed to the Marshall Police Department or other relevant law enforcement authority. However, the College will still review the facts of the matter and actively help the reporter with his or her needs of counseling, protection and academic needs, including, if appropriate, disallowing the accused from returning to campus.

Title IX Statement: It is the policy of the College to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination on the basis of sex in the College’s education programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination.
The College has designated the following Title IX Coordinator to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

Dr. Heath Morgan  
Vice President of Student Affairs/Dean of Students  
Title IX Coordinator  
(660) 831-4087  
morganh@moval.edu

The College has also designated the following Deputy Title IX Coordinators to assist the Title IX Coordinator in carrying out his/her duties under this policy:

Elizabeth Bellamy, J.D.  
Associate Dean of Students/Title IX Deputy Coordinator  
(660) 831-4199  
bellamye@moval.edu

Conner Swift  
Director of Residence Life and Housing  
Title IX Deputy Coordinator (660) 831-4652  
swiftc@moval.edu

A person may also file a complaint of sex discrimination with the United States Department of Education’s Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaint intro.html or by calling 1-800-421-3481.

**Prohibited Conduct / Definitions of Terms:**

Sexual Misconduct is an umbrella term covering sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. This term will be used throughout the remainder of this policy and the accompanying procedures when collectively referring to these types of conduct.

Sex Discrimination occurs when persons are excluded from participation in, or denied the benefits of, any College program or activity because of their sex. Sex discrimination can include adverse treatment based on one’s sex, as well as the other prohibited conduct outlined below.

Sexual Harassment refers to unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome behavior of a sexual nature when:
Submission to such behavior is made, explicitly or implicitly, a term or condition of an individual’s employment or status in a course, program, or activity.
Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual, or
Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment.
Harassment based on gender, but that does not involve unwanted sexual attention, is prohibited gender discrimination. This type of behavior can also be a form of prohibited sexual harassment.

Many kinds of behavior may fit within the preceding definition of sexual harassment. Speech and expressive conduct can also be sexual harassment. The following list of examples of sexual harassment is not exhaustive.

- Sexual violence, including sexual assault, rape, sexual battery, and sexual coercion (see the definition of sexual violence below for more information on these types of conduct)
- Threats or insinuations which lead the victim reasonably to believe that granting or denying sexual favors will affect her or his reputation, education, employment, advancement, or standing within the College
- Sexual advances, sexual propositions, or sexual demands which are not agreeable to the recipient
- Sexually explicit emails or text messages
- Sexual conduct such as stalking, cyberstalking, recording or transmitting sexual images, and voyeurism
- Unwelcome and persistent sexually explicit statements or stories which are not legitimately related to employment duties, course content, research, or other College programs or activities
- Repeatedly using sexually degrading words or sounds to describe a person
- Unwanted and unnecessary touching, patting, hugging, or other physical contact
- Recurring comments or questions about an individual’s sexual prowess, sexual deficiencies, or sexual behavior
- Pressure for a dating, romantic, or intimate relationship

Sexual Violence is a particularly severe form of prohibited sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity, because he or she is below the minimum age of consent in the applicable jurisdiction, or because of his or her incapacitation due to the use of drugs and/or alcohol. Other types of conduct may also constitute sexual violence.
Some examples of sexual violence include:

- Rape or sexual assault: sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent
- The use of force or coercion to effect sexual intercourse or some other form of sexual contact with a person who has not given consent
- Unwilling sexual penetration (anal, vaginal, or oral) or other sexual touching with any object or body part that is committed by force, threat, intimidation, or otherwise without consent
- Having sexual intercourse with a person who is unconscious because of drug or alcohol use
- Hazing that involves penetrating a person’s vagina or anus with an object

Sexual exploitation, which includes, but is not limited to, the following:

- Sexual voyeurism
- Use of the “date rape drug” to affect sexual intercourse or some other form of sexual contact with a person
- Knowingly transmitting a sexually transmitted disease such as HIV to another person through sexual activity
- Secretly videotaping or photographing sexual activity where the other party has not consented
- Disseminating sexual pictures or videos of another person without consent regardless if the pictures or videos were obtained with consent
-Prostituting another person

Consent refers to the expectation that all individuals participating in sexual activity give and receive consent prior to and during any type of said activity. Consent is often a critical factor in determining whether sexual violence has occurred. Consent is defined as when one person, through mutually understandable words or actions, agrees and gives permission to engage in mutually agreed upon sexual activity; the acknowledgment and approval of actions, without coercion, force, intimidation, and opportunity to say no. Individuals must be awake, have the mental capacity to make such decisions, and not be impaired by alcohol, drugs, or other intoxicants.

Consent may be withdrawn at any time before or during said activity. Consent to some form of sexual activity does not necessarily imply consent to other forms of sexual activity. Current or previous sexual relations do not imply consent; consent is not open-ended and must be obtained each time sexual activity occurs. Being in a romantic relationship with someone does not imply consent.

Dating Violence, Domestic Violence, and Stalking: the crimes of dating violence, domestic violence, and stalking can also constitute sexual misconduct when motivated by a person’s sex.
These types of conduct, no matter the motivation behind them, are a violation of this policy and will be addressed pursuant to the procedures below.

- “Domestic Violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
  - Missouri’s definition of domestic violence can be found at Mo. Rev. Stat. § 455.010.
  - Under Missouri law, domestic violence also includes the crime of “domestic assault” which can be found at Mo. Rev. Stat. §§ 565.072-565.074.
- “Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.
  - Missouri law does not specifically define dating violence, but conduct of this nature is covered by Missouri’s definitions of domestic violence and domestic assault.

Some forms of dating violence and domestic violence may include, but is not limited to, the following: physical violence (e.g., kicking, hitting, pinching, choking, biting), sexual violence (e.g., forcing a partner to take part in a sex act when the partner does not consent), emotional violence - including verbal/written violence (e.g., isolation, intimidation, belittling, “outing” someone against his/her will, cyber bullying/ harassment, threat of physical force), and economic abuse (i.e., withholding financial resources to intimidate, threaten, or cause a person to remain in a relationship because of access to finances).

- “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.
  - Missouri’s definition of stalking can be found at Mo. Rev. Stat. § 455.010 and § 565.225.

Some behaviors and activities that may constitute stalking include, but are not limited to, the following: non-consensual communication, including face-to-face, phone calls, voice messages, text messages, electronic mail, any form of online sources (i.e., “cyberstalking”), written letters, unwanted gifts; threatening or obscene gestures; lurking, pursuing or following; surveillance or other types of observation; trespassing; vandalism; non-consensual touching.
Title IX Coordinator Responsibilities

It is the responsibility of the Title IX Coordinator to: (1) ensure the College’s compliance with Title IX; (2) identify and address any patterns or systemic problems of sexual misconduct at the College; (3) coordinate dissemination of information and education and training programs; (4) receive complaints under this policy; (5) assist members of the College community in understanding that sexual misconduct is prohibited by this policy; (6) answer questions about this policy; (7) ensure that employees and students are aware of the procedures for reporting and addressing complaints of sexual misconduct; and (8) to implement the procedures when a complaint has been filed or to designate appropriate persons for implementing the procedures. The Deputy Title IX Coordinators will assist the Title IX Coordinator in carrying out these responsibilities.

Reporting Sexual Misconduct

Reporting an incident is a difficult decision. It is important to understand that filing a report can be a beginning to the healing process. Reporting or pressing charges can prevent an offender from harming another person.

MVC encourages timely reporting of sexual misconduct because the College can most effectively investigate and respond to an incident if the complaint is made as promptly as possible after the incident occurs. Delayed reporting may limit the College’s ability to investigate and respond to the conduct complained of.

The College can only take corrective action when it becomes aware of a problem, therefore, the College encourages persons who believe that they have experienced assault, discrimination, harassment, and/or violence to come forward with their complaints and seek assistance within the College. Faculty, staff, and students who believe that they have witnessed assault, discrimination, harassment, and/or violence are encouraged to report the alleged violation promptly. In addition, supervisors, managers, and other designated employees are expected to promptly report all allegations of sexual harassment to the Title IX Coordinator.

Reports of assault, discrimination, harassment, violence and other crimes should be directed to the Office of Student Affairs or Department of Public Safety.

To report, contact one of the following individuals:

Heath Morgan
Dean of Students/Title IX Coordinator
(660) 831-4087
morganh@moval.edu

Nick Boehmer
Director of Public Safety
(660) 831-4228
boehmern@moval.edu
Students may also report incidents to Student Health Services staff, Residence Life staff or Public Safety Officers.

Response to Policy Violations

The following procedures are a guide of steps Missouri Valley College will take when investigating all forms of sexual misconduct allegations. While the procedures are a guide, the procedures may be abbreviated or modified due to the nature of the allegations or the security of the campus environment. In all cases a preponderance of the evidence standard will be used to determine whether there has been a violation of this policy (i.e. it is more likely than not that the sexual misconduct occurred).

1. Any member of the college community can file a complaint, as needed, of sexual misconduct against a student or staff member by filing a written incident report in the Student Affairs Office or verbally reporting to any of the aforementioned contacts. While it is best that the victim files the report, based on the circumstances of the case a report may be filed by a third party.

2. Once a report has been filed the college will see that the victim is given a safe place to stay and notification of the crisis response team is made as needed.

3. The College will recommend the reporting party to receive medical assistance for any treatment or injuries that may have been suffered. It is the hope that the reporting party request that any evidence be preserved by medical personnel.

4. The reporting party will be notified of their option to also file a police report with the Marshall Police Department. The College may also notify the Marshall Police Department as it deems necessary for the safety and well-being of the community.

5. The accused will receive both written and verbal notification of the alleged violation from the Dean of Students within 48 hours of a reported incident. This timeline may be extended due to unforeseen circumstances such as breaks and holiday closings.

6. The accused will have an opportunity to give a written statement admitting or denying responsibility and offering an initial description of his/her perception of the events in question. Both parties will have an opportunity to present witnesses for supporting arguments of the allegations. If a student fails to give a statement, the college may take alternative actions up to and including removal of the student while an investigation occurs.
7. The Dean of Students will conduct a full investigation, assisted by members of the conduct and public safety staff, and prepare a written report which will be distributed, concurrently, to both parties. This report will serve as notice if any disciplinary sanctions are placed on either the reporter or the accused. The report will be completed no more than 60 days from the completion of the investigation.

8. The College will attempt to obtain the consent of the victim prior to performing an investigation. However, for the safety of the community, the College has the duty to pursue an investigation if it believes or has collected enough evidence to prove (based on “reasonable suspicion” standard) that an act of Sexual Violence, Assault, or Harassment has occurred. The College will take appropriate action against the responsible party as warranted.

9. In the event sanctions are handed down and the perpetrator disagrees or wishes to appeal, he or she may go through the appropriate appeal process. For students, he or she may petition to the Community Standards Board as described under the Student Code of Conduct. For faculty or staff, he or she may petition the appropriate grievance committee.

Bullying Policy

Bullying is the use of aggression with the intention of hurting another person. Such behaviors and activities include, but are not limited to, the following:

- Verbal abuse, such as the use of derogatory remarks, insults, and epithets
- Slandering, ridiculing or maligning a person or his/her family
- Persistent name calling; using an individual or group as the butt of jokes
- Verbal or physical conduct of a threatening, intimidating, or humiliating nature
- Sabotaging or undermining an individual or group’s work performance or education experience
- Inappropriate physical contact, such as pushing, shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person’s work area or property
- Inappropriate electronic communication, such as the use of electronic mail or text messaging in a threatening, intimidating, or humiliating manner.

Bullying can be a crime, and is always a serious violation of the Student Code of Conduct which will not be tolerated within our community. Bullying should be reported immediately to the Department of Public Safety, Residence Life staff, or the Office of Student Affairs.
RATIONALE: To provide our Athletic Department with some basic guidelines so all coaches can deal with our athletes and their problems on a consistent basis.

I. COLLEGE MONEY

A. Travel Request

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

   Coaches are responsible for getting all necessary signatures.

2. Any overnight trips must have a daily expense log turned in with receipts and/or unexpended monies. Itineraries should be delivered to the AD with rosters and phone numbers for all overnight trips.

3. All meals must have accurate receipts and/or returned money.

4. Each coach is expected to try and keep meals within $7.00 and a maximum of $21.00 per day.

5. Note the Agreement Statement on each request.

B. Fund Raising

1. All fund raising activities and projects MUST be cleared through the Athletic Director’s Office and Development/President's Office prior to implementation. This includes any activity which may be in progress currently. An official form is available in the Development/President's Office.

2. No employee or any of the above mentioned organizations shall contact Trustees, area businesses, or established contributors of the College to solicit donations of cash or merchandise, or sell advertising without advance clearance from the Development/President's Office.

   If and when approval is given to seek donations, an "off-limits" list will be provided of people who should not be contacted.
3. No athletic team or academic group shall have an account outside of the Business office.

4. No employee or student shall issue MVC receipts on behalf of the college or any of its organizations, other than the Advancement Office. If a receipt is needed, all moneys must be routed through the Advancement Office from which receipts will be sent. Otherwise the donor should understand fully that their gift is not a "donation to the College" for tax-deductible purpose.

5. Travel arrangements for all fundraising events must be approved through the A.D.’s office. All students driving personal vehicles must have a signed travel waiver on file with the Coach and A.D. Travel waivers may be picked up in the A.D.’s office.

II. PURCHASING PROCEDURES

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

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

The following purchasing procedures apply:

1. All purchase orders must have a PO number assigned before ordering!

2. You may not order items that are not listed on the requisition.

3. A separate purchase order number is required for each vendor.

4. You may only charge expenditures to your own budget.

5. Before payment is approved, the Accounting Office must match a purchase order against supporting documentation, such as the approved requisition, receiving reports, etc. If a purchase order is not obtained, the expenditures will be the responsibility of the person making the expenditure and the same sanctions stated above will apply.

6. All charges made on a personal credit card after approval must be documented. The credit card receipt must be turned into the Accounting office as a receipt with reimbursement form.
7. All charges including gas receipts should be turned in the following day to the accounting office.

8. All travel receipts should be turned in within 3 days of purchase or travel.

III. MVC CREDIT CARD USAGE

Missouri Valley College has assigned a credit card to each head coach for their program and is intended to be used primarily for team travel purposes and recruiting trips. All of the previously stated purchasing procedures apply with the following additions.

1. All credit card receipts for purchases will be required to be justified to the monthly credit card statement and submitted to the accounting office one week after the statement is received.

2. Each credit card holder will be required to submit a copy of the credit card statement and a completed credit card expense report to the accounting office in your assigned program folder along with the appropriate receipts.

3. All trips and intended credit cards usage over $100 will be pre-approved by the AD office.

4. Credit card usage other than for team travel expenses/recruiting over $100 will be pre-approved by the AD Office. All of the previously stated purchasing rules pertaining to a PO apply.

5. The MVC credit card is not to be used for personal expenditures.

6. Failure to comply with these guidelines will result in your card being revoked.

IV. CLOTHING WITH SCHOOL AND PROGRAM INSIGNIA

1. Coaches should wear Missouri Valley College / program insignia or professional business attire on campus at all times.

2. Under no circumstances should staff wear clothing that publicizes the name of another college or university, alcohol, tobacco, or other inappropriate entities.

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

V. SOCIALIZATION WITH STUDENTS OR STUDENT ATHLETES

A. No coach will attend alcohol consuming parties or functions with students.

B. Coaches should refrain from a one on one situation with students or athletes outside of the scope of the classroom or athletics.
   1. Being close with athletes is permitted, as long as a level of professionalism is maintained. This should be practiced in and out of season, at home or on the road.
   2. You represent our institution twenty-four hours a day everywhere you are.
      Act accordingly.

VI. PERSONNEL POLICIES

A. Profanity Guidelines policy

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

B. Consumption of Alcohol Policy

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

C. Evaluation of Coaches by Student-Athletes

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

D. Sexual Harassment Policy

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

E. Communicating with the Administration through the Chain of Command

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

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

G. Athletic Department Dress Code. (Business Casual as a minimum)

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

VII. DISCIPLINARY ACTION (for student athletes)

A. All rules outlined in the student handbook concerning student behavior shall be followed.

B. All team rules should be clearly stated for each team at the beginning of each season.

C. Each individual coach has the responsibility to determine and administer discipline for any infraction of team rules for his/her program.

   1. For drug and/or alcohol violations see, p.28-34
   2. For Academic Dishonesty violations see p.17-19
   3. For Scholarship removal policy see p. 16

VIII. ATHLETIC CAMP POLICY

A) Athletic camps are encouraged by the Institution and Athletic Director.
B) All camps that MVC personnel hold on campus (residential or commuter) or are contracted through an outside entity must be approved by the AD.

C) Camp Directors/Staff/ Clinicians will:
   1) Provide a safe and professional environment for teaching and learning athletic skills.
   2) The safety and welfare of our campers is our number one priority.
   3) Coordinate with the athletic training staff or local medical personnel to provide medical coverage.
   4) Refrain from one on one sessions with campers or personnel outside of the scope of teaching on the field of play.
   5) Treat all campers firmly, fairly, consistently and with dignity.

D) Funds will be processed through the proper channels with accounting verification available upon request.

IX. PARTICIPATION SCHOLARSHIP REMOVAL

A removal of athletic participation scholarship may occur in one of the following methods:

1. Quiting the team:
   a. Coach will notify A.D.’s office immediately of people that quit the team.

2. Disciplinary or Failure to follow team/institution policies:
   a. Coach will initially suspend athlete and
   b. Coach must meet with the A.D. and discuss the overall situation prior to removing an individual from the team,

3. Failure to maintain academic eligibility:
   a. may cause a loss of participation scholarship.
   b. Coach must meet with the A.D. and discuss the overall situation prior to removing an individual from the team.

X. ATHLETIC ATTENDANCE POLICY

Missing class due to Competition

a. Coaches and student-athletes are expected to inform instructors as to when they will miss classes due to competition. Travel list of student participation will be
posted on Outlook under Public Folders on Calendar Excused Absences. This must be done in a minimum of 24 hours advance of a contest. Student-athletes are expected to also communicate this information to instructors for all travel situation. Extra effort by the coach and student/athlete are expected if a contest is rescheduling due to weather or if a team is playing in postseason competitions.

b. If final exams need to be taken early or rescheduled, a “Request for change in Examination Schedule” form will be distributed by the coach to his or her athletes. The student-athlete must take the form to each instructor for signature and then return the form to the Chief Academic Officer, who will give the final approval to requests.

c. Coaches may use the Student Activities Monitoring System - SAMS form (pg 42) to track student progress.

II. ACADEMIC DISHONESTY POLICY

Academic integrity is expected and required of all students. Students and faculty are responsible and accountable for personally upholding that integrity. Academic dishonesty will not be tolerated, and students found to have engaged in academic dishonesty will be disciplined according to this policy.

Types of Academic Dishonesty. Academic dishonesty includes, but is not limited to, the following:

- Copying from another student in a test or examination situation.
- Using unauthorized material or aids in the preparation of an assignment or project.
- Possessing unauthorized material or aids in a test or examination situation.
- Allowing another person to take a test or examination in one’s place; taking a test or examination in another person’s place.
- Altering or falsifying academic records in any way.
- Submitting false medical, academic or other documentation required by the college.
- Improperly obtaining through theft, bribery, collusion, or otherwise any test or examination paper prior to the date and time for writing such test or examination.
- Aiding, assisting, or encouraging another to engage in an act of academic dishonesty.
- Plagiarizing materials or works, in whole or in part, prepared by another person without citing appropriate reference credit.
- Copying and submitting, in whole or in part, the work of another in an assignment, report, project, etc. as one’s own.*
- Claiming to have completed assigned tasks that were, in fact, completed by another person.*
- Failing to accurately document information, wording or visual images obtained on the World Wide Web.*
- Violating federal copyright laws including unauthorized duplication of copyrighted materials.
At the instructor’s discretion, so called “self-plagiarism,” or submitting work that was written or completed for one instructor or class to a different instructor or class without the instructor’s knowledge and approval.

**Procedure**
- For purposes of these procedures, “instructor” refers to a student’s instructor or any other faculty member or administrator who has reason to believe a student has engaged in academic dishonesty.
- When multiple students are involved in a single situation involving academic dishonesty, the situation may be addressed collectively.
- While these procedures are being carried out, the student will be allowed to continue in his/her academic program without penalty until the procedures have been completed. Notwithstanding, the College reserves the right to take any action allowed by College policy against a student for conduct unrelated to this process.

When an instructor has reason to believe a student has engaged in academic dishonesty, the instructor will:

1. Confer with student, explain why the instructor believes that academic dishonesty has occurred, and provide support for this assertion.
2. Allow the student to provide an explanation, including supporting evidence (if any).
3. Evaluate the student’s explanation and supporting evidence (if any).
4. Make a determination as to whether a violation of the Academic Dishonesty Policy has occurred. If there is no finding of a policy violation, the matter will be deemed resolved upon written notification of the student. If there is a finding of a policy violation, the instructor (and division chair/dean/graduate program director, if applicable) should complete the Academic Dishonesty Documentation Form.
   
   A. The instructor will ascertain from the Vice President of Academic Affairs’ assistant whether the student has previously been found to have violated the Academic Dishonesty Policy while enrolled at the College.

   B. If the student has no other substantiated violations of the policy, the instructor will apply an appropriate penalty (see the “Penalties” section below for a list of possible penalties that may be applied when there is a finding of academic dishonesty). The instructor should give due consideration to the seriousness of the offense as well as the impact of the penalty imposed on the student’s education.

   C. If the student has one previous violation of the policy, the instructor should consult with the division chair/dean/graduate program director to determine the appropriate penalty.

   D. If the student has two previous violations of the policy, the automatic penalty is expulsion from the College. The Vice President of Academic Affairs should be notified immediately.
E. Notify the student in writing of the decision as to whether a policy violation has occurred, including any penalties imposed (if applicable). If a violation has occurred, complete and present the Academic Dishonesty Documentation Form to the student. The student’s signature serves as verification of notification. The student may also provide a written response on the form.

F. Provide copies to the student, division chair/dean/graduate program director (if requested), and the Vice President of Academic Affairs.

Penalties
A student guilty of cheating will be subject to a penalty appropriate to the nature and seriousness of the offense. A record of all such cases will be kept in the Vice President of Academic Affairs Office. Second offenses for the same individual will be subject to a more serious penalty than the one previously imposed.

The following penalties may be applied:
• Reprimand.
• Reduction in grade on the assignment without the opportunity to resubmit.
• Requirement that the student repeats and resubmits the same or alternate assignment. In such cases, the grade or mark awarded will be reduced or limited at the discretion of the faculty member.
• Completion of the Plagiarism Tutorial found at the student’s Moodle site. • A mark of “0” will be given for the assignment with no opportunity to resubmit. This may result in failure of the course.
• Lowering of the final grade in the class by one full letter grade. (This may result in failure of the course.)
• A mark of “0” will be given for the assignment with no opportunity to resubmit, and a lowering of the final grade in the class by one full letter grade. (This may result in failure of the course.)
• A failing (F) grade will be awarded in the course.
• Automatic failing (F) grades in all courses in which the student is registered, and no fees will be refunded for that semester. This penalty will only be imposed by the student’s chair/dean/graduate program director with approval from the Chief Academic Officer.
• Expulsion from Missouri Valley College, permanently recorded on the student’s record. This penalty will result in automatic failing (F) grades in all courses in which the student is registered, and no fees will be refunded for that semester. For a third academic dishonesty offense, automatic penalty is expulsion from the College.
XI. MVC Athletic policies for practice and contests when the college is closed due to inclement weather.

A. Athletic practices and contest may be held when the campus is closed at the discretion of the Athletic Director.
B. Safety and the well-being of all parties involved will always be the number one determining factor if an athletic team practices, holds a home contest or travels regardless if the campus is closed or not.
C. All commuter students will be excused from any practice held while the college is closed if weather conditions are not favorable at that time.
D. In the event an athletic team is traveling and inclement weather develops, coaches and drivers will evaluate the road conditions and confer with the athletic director.

Rationale for practices, home contest or traveling when college is closed

The weather conditions may greatly improve from the time the decision was made to close the college due to inclement weather and the actual time of the athletic contest to be held.

XII. MISSOURI VALLEY COLLEGE TRANSPORTATION PROCEDURAL POLICY

1. All vehicle requests must be approved by the Transportation Director at least 72 hrs prior to the date requested. All teams must submit a travel Itinerary prior to their first event; itinerary must be in excel format.

2. Institutional vans, buses and rentals are to be used for approved institutional activities only.

3. All teams/groups departing from the Burns Facility will park their personal vehicles on the back two rows near the south end of the Burns Gym parking lot.

4. Coaches/Group leaders are responsible for checking if there is an event being held at the Burns Gym during the time they will be on the road. Teams/Groups may be required to pick up the team/group from another location on campus to insure that the Burns Gym parking lot will be able to be fully utilized during the home event.

5. Qualifications for Drivers:

   A. All drivers with an E or F License:
1. A valid Missouri class E driver license.
3. Be approved by the AD and the Insurance administrator of the college.

B. All drivers with a CDL must have the following:
1. A valid Missouri CDL class A, B or C license with Passenger endorsement.
3. Must carry a Driver Medical Card when operating a CDL vehicle.
4. Must maintain a Driver’s Log Book and carry Log Book when operating a CDL vehicle. Vehicle log must be turned in within 8 days.
5. Maintain an ongoing duty log 30 days preceding any trip.
6. Be approved by the Athletic Director and the Insurance administrator of the college.

C. Procedure prior to departing:
1. Perform pre-trip inspection on vehicles 30 minutes before departing as outlined in the Missouri Commercial Drivers license booklet.
2. Provide Transportation Director and Athletic Director with cell phone number you will be using.

D. Procedure during trip:
1. All drivers shall obey all traffic laws.
2. Provide proper maintenance of vehicle on all trips.
3. Notify Transportation Director and Athletic Director of any problems that may occur while on the road.

E. In case of an accident:
1. Provide for the safety and welfare of the passengers first.
2. Contact the Police.
3. Obtain proper information from all other parties involved in an accident.
4. Notify the Transportation Director and Athletic Director.
5. Obtain a copy of the Police report.

F. Inclement Weather:
1. Contact Athletic Director in case of hazardous road conditions.
2. Always put the safety of passengers ahead of arriving on time.
3. If necessary, stop and wait for road conditions to improve.
4. If road conditions do not improve, find a hotel and wait until they do.

G. Upon returning from a trip
1. Return all charged gas receipts to the accounting office the following day. See No. 7, p.12
2. Fill up all vehicles with fuel.
3. Clean out all trash from vehicle.
4. Fill out and return transportation sheet and keys to the Transportation Director.
5. Report in writing any problems or damages to vehicle to the Athletic Director and Transportation Director.
6. Vans and Buses are to be parked on the south end of the Burns Gym parking lot.

H. Phone numbers to call

1. Carl Murphree  (C) 660-815-2247  (C) 573-489-3359  (C) 660-815-2014  (C) 314-609-5048
2. Tom Fifer  (O) 660-831-4090  (O) 660-831-4219  (O) 660-815-4158  (O) 660-831-4020
3. Mike Machholz
4. Colin Smith

XIII. ELIGIBILITY

A. Certification of eligibility

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

b. NAIA Certificate of Clearance signed by:
   i. All eligible student-athletes
   ii. Athletic Director (AD) or Faculty Athletic Representative (FAR)

c. NAIA Official Eligibility Certificate signed in order by:
   i. Head Coach of sport
   ii. AD
   iii. FAR
   iv. Registrar

d. NAIA Transfer Eligibility Statement signed by:
   i. Student-athlete
   ii. FAR

B. Coaches should submit all eligibility information to the Registrar at least three Weeks prior to the first competition.

C. Questions about eligibility should first be directed in the following order:
   AD, Registrar, Conference Eligibility Chair, NAIA national office.

D. Eligibility Files. Once the paperwork is completed, a copy of each item will Be given to each head coach and to the AD. The AD is the custodian of all Current and previous years’ eligibility files.

XIV. VARSITY SPORTS CREDITS
A. In order for an athlete to earn varsity sport credit the student athlete must meet the following criteria:
   a. academically eligible,
   b. certified eligible with the NAIA
   c. And complete the entire season of competition.
      i. Indoor and Outdoor track will be treated as one sport; however, a student can earn the credit by completing one.
      1. Ex. a student athlete that competes during the Indoor Track season can earn varsity sport credit without participating in Outdoor track.

B. Student athletes need to be reminded that if they earn credit for a varsity sport they cannot receive credit for the corresponding activity class.

XV. SCHEDULING

Scheduling of all games and practices is the responsibility of each head coach. Schedules must be approved by the AD. Competition schedules must be on file with the AD’s office. Any changes in an existing game schedule shall be reported to the AD and SID’s office immediately for approval. Reservations for MVC facilities must be made with the facilities director.

XVI. GAME CONTRACTS

After a schedule is approved by the AD’s office, the AD’s Administrative Asst. will have all home contracts typed and mailed to prospective opponents for all home games. Copies of contracts for all scheduled competitions (home/away) must be on file with the AD’s office. Additionally, it is the responsibility of each head coach to maintain a file of game contracts for each season.

XVII. SPORTS INFORMATION

- All sports schedules and updates of schedules must be submitted to the AD and SID immediately upon completion or when revised.

- The SID will meet with each head coach prior to the start of the season to discuss media and statistical protocol, and website updates.

- Before each season, a time and date will be established in order to take coaches and team photos. These photos will be used for the athletics website and media publications.

- When a request for information is placed, please respond immediately to meet deadlines promptly.
- Contact for all contest results, so media notification takes place
● Please inform SID of any “Champions of Characters” (individuals or team), newsworthy athletic events, and/or any type of information that will enhance Missouri Valley College athletics.

XVIII. POSTPONED OR RESCHEDULED HOME CONTESTS

● Head coach will call the:
  - AD
  - SID (SID will contact media)
  - Athletic Trainer(s)
  - Facilities Coordinator
  - Food Service
  - Officials

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

XIX. MISCELLANEOUS

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

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

1. The student-athlete should meet with the staff member with whom he/she has a grievance.

2. If the grievance is not resolved to the satisfaction of the student-athlete, the student-athlete should write a statement in full detail about the grievance and submit that statement to the Athletic Director. The Athletic Director’s office will then set up an appointment between the student-athlete and the AD.

3. After the first meeting between the student-athlete and the AD., a second meeting may be called to include the person against whom the grievance had been filed.

4. If the grievance is still not resolved to the satisfaction of the student-athlete, the student-athlete may submit his/her statement to the Vice President of Academic
affairs. The Vice President will respond to the student-athlete within five (5) working
days and may subsequently call for a meeting between any or all the aforementioned
parties.

5. If the grievance is still not resolved to the satisfaction of the student-athlete, he/she
may submit a written appeal to the President.

C. Student-Athlete Handbook.

The student-athlete handbook must be reviewed by each coach with all team members. Each student-athlete is required to sign an acknowledgment form indicating that the MVC Handbook was reviewed. A copy of the MVC student-athlete handbook will be made available online at www.moval.edu.

D. Discipline.

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

E. Student Participation in extracurricular activities. (added 8/14/18)

It is the position of the Missouri Valley College Athletic Department that coaches will
not deny student athletes from participating in Greek Life, fine arts activities or other
student related campus functions that do not conflict directly with the sport(s) that the
student-athlete is on scholarship for at MVC. Students are encouraged to be active and to
participate in campus functions in order to receive a well rounded liberal arts education.

F. Security of Valuables.

Coaches are responsible for all departmental equipment under their jurisdiction. In
addition to cash, and valuables that are portable, such as laptop computers, cameras, etc.
should be locked up separately in a closet or cabinet.
WEIGHT ROOM POLICIES (updated 7/30/19)

- All participants must obtain a physical checkup and insurance coverage before working out in the weight room facility.
- All participants are working out at their own risk.
- All participants must have a valid MVC identification card with them to use the facility unless participating in a scheduled Varsity team lifting session.
- Wear proper training attire, particularly shirts and athletic shoes at all times. **(no open ended shoes ie. flip flops)**
- Shoes must be tied in the weight room
- NO other College or University gear is to be worn in the weight room.
- NO sleeveless shirts, tank tops are to be worn during any session.
- Music played in the weight room will be clean and edited and controlled by the coach on duty
- Do not bring backpacks or bags in the facility.
- **Do not lean wt. plates or bars** against equipment or walls **AT ANY TIME**.
- **Do not drop dumbbells or weight plates** **AT ANY TIME**.
- Always return dumbbells and weights to the rack in their proper order after exercising.
- All squatting types of exercises **must** be performed inside the squat rack with the safety catches in place **AT ALL TIMES**.
- Use bumper plates only on the platforms for power-oriented exercises
- Move the weights from the rack to the bar only. **Re-rack your weights** after each time of use.
- NO kettlebells, plates, or dumbbells are to leave the weight room without permission from Director of Strength and Conditioning
- Use spotters for structural exercises
- Use collars and spring locks on the ends of bars at all times.
- Do not wear weight belts if they contact equipment upholstery.
- Keep feet off the walls.
- Show respect for equipment and facilities at all times; spitting in or defacing the facility is not tolerated and will result in immediate expulsion.
- Do not engage in horseplay, use loud or offensive language, or have temper tantrums.
- Do not bring tobacco, food, chewing gum, glass bottles, cans, alcohol, drugs, or banned substances in the facility; plastic water bottles are acceptable.
- **No supplements, coffee, or energy drinks are to be brought into the weight room**
- Guard personal belongings, as the supervisors are not responsible for them.
- Do not wear jewelry such as loose necklaces, bracelets, hanging earrings, or watches.
- Minimize chalk and powder on the floor.
- General Students (including former varsity athletes) must sign a waiver form and have permission from either the Athletic Director or the Director of Strength and Conditioning to participate.
- Report any facility-related injury, or facility or equipment irregularity to the supervisor on duty.
- Non-Athletic Department personnel are allowed to use the facilities with permission of the athletic director after signing waiver forms.
- Recognized users may include current MVC athletes, MVC students, faculty and staff, and with permission visiting teams.
- Understand all visitors need to report to the Facility Director's Office to sign a waiver form prior to using the facility.
- Understand that on-duty supervisors, MVC coaches and the Athletic Director's Office have authority over all weight room conduct and use of equipment and may expel any participant or athlete from the facility for failure to follow these instructions.
XXI. ATHLETIC TRAINING ROOM

A. Preseason Preparation

1. Before an athlete may begin to participate, all of their medical paperwork MUST be completed and turned into the head athletic trainer or one of the certified athletic trainers at Missouri Valley College. An athlete will be considered ineligible to compete until all of the following materials are secured by the head athletic trainer or one of the certified athletic trainers (Some of these forms are now filled online in Vivature under their campaign forms):

   a. Assumption of Risk
   b. Buckley Amendment
   c. Drug Testing Consent
   d. Family Insurance Notification
   e. General Physical Examination (completed by family, MD, DO, PA, NA only!)
   f. Insurance Notification
   g. Insurance travel Form
   h. Medical History Forms
   i. Permission to Provide Medical Treatment
   j. Permission to Share Medical Information
   k. Copy of Health Insurance Card (Front & Back)
   l. Assignment of Benefits, Designation of Authorized Representative & Appeal Rights Form

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

B. Responsibilities of MVC Coaching Staff

1. Communicate times of practices, or change in game schedules, at least 24 hours before they are to be held to the head athletic trainer or one of the certified athletic trainers at Missouri Valley College.

2. Provide a schedule of the times and location of all games, departure times, and changes in the schedule to the AD’s Office and SID.

3. Provide a preseason roster and update this roster when necessary.

4. Police and prevent ineligible athletes from participation in practices and games until all Medical Forms are complete.

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

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

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

D. Procedures for Handling an Emergency

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

5. Athletic Training Room Rules p. 36

6. Athletic Training Room Hours p. 37
MISSOURI VALLEY COLLEGE ATHLETIC DEPARTMENT
SUBSTANCE ABUSE POLICY

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

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

II. Athlete Notification of a random test selection
   All athletes are required to have a current method of contact for his/her coaching staff and the athletic training staff at all times. Athletes are subject to random drug testing at all times throughout the academic year.
      A. Athlete will be notified the evening before the test date at 10:00pm.
      B. Drug testing begins at 6:00am. Athlete will have a 1 hour time window in which he/she must report for testing.
      C. If athlete is a no show, administrator will call coach of the athlete at 7:00am
      D. All testing closes at 8:00am. You must produce a sample in the 2 hour window given.
      E. Failure to report to the testing sight will result in a failed test.

III. Refusing Drug Testing/Failure to test
   Any athlete who refuses to take a drug test when requested is considered to have a failed drug test and will continue the process that he/she falls under in the substance abuse policy until it is completed.
   Any athlete who fails to attend a scheduled drug test and provide a sampling during the allotted testing window is considered to have a failed drug test and will fall into the appropriate category and continue the process that he/she falls under in the substance abuse policy until it is completed.
IV. Collection of Specimen

A. Athlete must have a photo ID for identity verification.

B. Athlete can choose the collection kit or the athletic trainer will choose one for them. The athlete will be lead to the locker room and will be checked for contraband before providing a urine sample. The athlete fills the collection cup to the line indicated in the presence of a certified athletic trainer. The athletic director and coach may also be present during the collection of the specimen.

C. Once the sample has been collected the athlete will then hand the specimen to the athletic trainer and will wait for the results.

D. The athlete will be read the results of the test.

E. Athlete will read, complete, and sign the donor affidavit.

V. Results

Once an athlete has submitted a specimen, he/she will remain eligible until the results of the drug test are secured by the head athletic trainer. All results are confidential. The only people who will be contacted about the results of the drug test will be the athlete/donor, the head athletic trainer, the head coach of the specific sport, the athletic director and the Campus Life Office.

A. Negative Results

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

B. Positive Results

If the results of the test come back positive, the cost of the test will be paid by the athlete. The athlete will be contacted by the head athletic trainer and immediately suspended from participating in all MVC athletic functions (practices & games) for "Violation of Athletic Department Policy".

All positive test results are cumulative for the duration of the athlete’s tenure at MVC.

If the event date coincides with Christmas break or while there are no games or practices scheduled due to a break in classes, the suspension will commence when the team returns to campus for the continuation of their season or if needed
at the beginning of the following season.

1. **First Positive Result**
   If the results of the test come back positive, the cost of the test will be paid by the athlete and immediately suspended from participating in all MVC athletic functions. The athlete has 48 hours to contact the MVC counseling center and set an appointment date for substance abuse counseling. Upon verification of the pending appointments by the counseling center, the AD’s office will notify the head athletic trainer, coach and athlete donor that the athlete will be able to resume team practices but will be suspended for one of the two following athletic competition dates to be determined by the coach and filed with the AD’s office.

   During this event date suspension period, the athlete will be expected to attend all team practices and functions as determined by the coach and the athlete will be expected to undergo counseling that will be set up through the MVC counseling center at the discretion of the athletic director, coach and head athletic trainer. The Office of Campus Life will be notified of a failed test result but the name will remain confidential and will not be released to any other campus faculty, campus staff, campus administrators, or the media. If the athlete is under 18, the parent(s)/guardian(s) will be notified by the athletic director. If the athlete is 18 or older, the parent(s)/guardian(s) will not be notified. The head athletic trainer, the head coach of the specific sport, and the athletic director will attempt to provide the athlete with all the help that he/she feels is necessary. This period should be dedicated to helping the athlete work through his/her substance abuse problem and any other problems that he/she may have academically, personally, etc.

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

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

2. **Second Positive Result**
   If the results of the test come back positive, the cost of the test will be paid by the athlete. The athlete will be contacted by the head athletic trainer and
immediately suspended from participating in all MVC athletic functions (practices & games) for 2 weeks for "Violation of Athletic Department Rules".

During this 2 week period, the athlete will be expected to undergo counseling that will be set up at the discretion of the athletic director and head athletic trainer. In addition, the athletic director will inform the parent(s)/guardian(s) of the athlete, the Campus Life Office and the Financial Aid Office of the results of this second positive test.

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

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

3. **Third Positive Result**

If an athlete is re-tested and the results come back positive a third time, the athlete will be prohibited from participating in athletics at MVC for one calendar year from the date of the third test. In addition, the athletic director will inform the parent(s)/guardian(s) of the athlete, the Campus Life Office and the Financial Aid Office of the results of this third positive test. This could result in the athlete being removed from campus housing and losing all financial aid for schooling. If the athlete remains enrolled at MVC, the head athletic trainer, coaching staff and athletic director will try to help the athlete in any way possible in regards to counseling and finding professional help. After one calendar year, the athlete may or may not be reinstated onto the team at the discretion of the coach and athletic director. Reinstatement will be partially based upon whether the athlete has satisfied all counseling requirements or other activities that were deemed necessary by the athletic
director, coaching staff and head athletic trainer during the suspension period. Information on reinstatement will be offered at a scheduled meeting between the athlete, athletic director, and the head athletic trainer, and the head coach of the specific sport. The athlete may be retested for substance abuse again at any time during the academic year. Retesting may be a requirement for sports reinstatement.

*The 1 year suspension period is mandatory for all sports.

4. Fourth Positive Result
If an athlete is re-tested and the results come back positive a fourth time, the athlete will be banned from participating in athletics at MVC for the remainder of the athlete's attendance at MVC.

The athletic director will inform the parent(s)/guardian(s) of the athlete, the Campus Life Office and the Financial Aid Office of the results of this positive test and the ban from athletics. This will result in the athlete being removed from campus housing and losing all financial aid for schooling in next immediate session. The institution will try to help the athlete in any way possible in regards to counseling and finding professional help.

C. Positive Results Dispute Procedures
If the results of the screening comes back positive and the athlete donor disputes the results he/she may request an independent lab process the sampling by the end of the work day (not to exceed 5:00pm) to verify the findings of the initial screening. All costs of the independent testing will be paid by the athlete. The athlete will continue the suspension process as stated in the MVC Substance Abuse Policy for the athlete donors numbered offense.

If the verification process findings come back from the independent lab as a negative test result the athlete donor will be offered immediate reinstatement at a scheduled meeting between the athlete, athletic director, head athletic trainer, and the head coach of the specific sport.

Upon verification of a positive test result the athlete donor will continue the process that he/she falls under in the substance abuse policy until it is completed.
One of the testing centres an athlete can use inorder to produce a secondary lab screening is:

Missouri Valley Sports Medicine Orthopedics  
910 Thompson Blvd.  
Sedalia, MO 65301  
(660) 826-5750

D. Penalties for Cheating on a Drug Test

If an athlete is caught trying to cheat on a drug test (ie. bringing in fake urine, bringing in a water bottle, using an aid to adjust the temperature of the specimen, etc.) the penalty will be more strict than the regular penalty for admitting to or producing a positive test. The penalty shall be an extra step in the process up to dismissal from MVC. (example: if this was the First positive test for the athlete it would automatically be considered a Second positive test as a result of the athlete being caught trying to cheat the system.)

VI. Drug Testing Frequency

Each team will conduct random drug testing throughout the academic year for the banned drugs that appear on the MVC Banned Drug List in addition to anabolic steroids, HGH, diuretics, urine manipulators, and any drug masking agents.

Initial team testing will include up to 10% of the programs athletes listed on the eligibility roster but may be broken into separate test dates. Teams will be subject to random testing a minimum of 2 times per academic semester. Team testing may be extended throughout the academic year to include pre-season, in-season and postseason time frames. Programs may choose to random test the team as many times throughout the academic year as they deem necessary.

A. Athletes with positive results
Athletes testing positive may be retested without notification at any time throughout their career at MVC.

B. Retesting athletes
Continued retesting may be a requirement by the coaching staff, athletic administration or counseling center for sports reinstatement of athletes that have previously tested positive.
Requested Drug Testing Policy

I. Coaches Requesting student/athlete to be Tested for Drugs and Controlled Substances

When testing for Drug, Alcohol and Controlled Substances, coaches should be familiar with the Implementation Procedure. If a coach is suspicious of a student-athlete using drugs or alcohol and wants to initiate a test, the coach must:

1. Write a memo/email outlining the basis for suspicion and submit the memo to the AD Office.

2. Meet with the AD Office to determine if further investigation or other intervention is necessary.
   a. If approved, AD Office will notify Athletic Training staff and a testing day will be determined.

3. All Athletic Department Requested Testing will follow the same protocol as the random drug testing. The student athlete will be notified as determined by the coach that he/she is requesting a drug test that is to be administered to the student athlete. The test will be administered in the AM of the day to allow the student athlete the ability to follow the drug testing protocol.

I. Alcohol & Tobacco Products

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

A. On the first offense, the individual(s) shall receive an official warning.

B. A second and subsequent offense will cause expulsion from the game, tournament or event.

C. Continued offenses could result in removal from the program for the remainder of the season.
MISSOURI VALLEY COLLEGE

BANNED DRUG LIST:

(a) Stimulants:

(b) Anabolic Agents: anabolic steroids

(c) Substances Banned for Specific Sports:

(d) Diuretics:

(e) Street Drugs:

(f) Peptide Hormones and Analogues:

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

For a Full listing of the NAIA Banned Substance list go to the following link:

http://www.naia.org/fls/27900/1NAIA/resources/csa/NAIA_Banned_Substances_List.pdf?DB_OEM_ID=27900
ACKNOWLEDGMENT AND CONSENT FORM

Drug, Alcohol and Controlled Substances

Testing Policy for Intercollegiate Athletes

I acknowledge that I have reviewed a copy of the Missouri Valley College Student-Athlete Handbook, which contains the Drug, Alcohol, and Controlled Substances Testing Policies for Intercollegiate Athletes. I understand the policy, and I understand that the Implementation Procedure and Testing Protocol adopted by the College may be amended from time to time, with or without notice, at the sole discretion of Missouri Valley College. I further understand that, Pursuant to the policy, Implementation Procedure and Testing Protocol, I may be required to submit to a drug and alcohol test at any time.

________________________________               _________________                  ____________
STUDENT-ATHLETE’S SIGNATURE                      SPORT                                     DATE

NAIA CHAMPIONS OF CHARACTER PLEDGE

Each game and practice, in which I participate, will provide me with an opportunity to be a “Champion of Character.”

I pledge, as an NAIA student-athlete, to accept the five core character values of the NAIA and will do my best to represent the NAIA, my institution, my teammates, and myself by:

Respecting my opponent, the officials, my teammates, the game, and myself:

Taking responsibility for my actions in all areas of my life;

Having the integrity to stand by my word;

Providing servant leadership where I serve others while striving to be a personal and team leader;

Being an example of sportsmanship by holding myself to the highest standards of fair play;

________________________________
STUDENT-ATHLETE’S SIGNATURE
EMERGENCY PROCEDURES

A. Home Practice/Games
   1. Unconscious athlete or seriously injured athlete needing special removal from the field or court
      a. Stabilize and stay with the athlete. Instruct someone to call RESCUE immediately, give location, athlete's name and nature of injury. Instruct someone to watch for the ambulance and direct them to injured athlete,
      b. Send someone to get a staff athletic trainer if available. DO NOT move athlete until properly trained personnel arrive.
      c. Make arrangements for someone to go with the athlete to the hospital,
      d. Record injury on proper charts.

   2. Possible Fracture
      If fracture is suspected and an x-ray is needed, follow this procedure:
      1. Local Hospital - call Emergency Room and inform the staff that you are coming, give proper information about athlete.

3. Rescue Squad on Call
   An ambulance is on location at all home football games only. Any other event will require calling rescue if a serious injury occurs, call 9-911.

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

The Missouri Valley College Athletic Training Staff strives to maintain a clean, safe, and efficient facility in order to promote the best prevention, evaluation, and rehabilitation of injuries for our student-athletes. In order to do so, the following Athletic Training Facility Policies have been established:

1. Treatment times are scheduled on an appointment-only basis—walk-ins do not guarantee treatment at busy times.
2. All student-athletes must sign-in prior to receiving any kind of treatment or evaluation.
3. Always treat the athletic trainers and athletic training students with respect.
4. If you need taped be here at least 30 minutes before regular practice.
5. Treatment hours are from 8am to noon in the Fall and 10 am to noon in the spring. Any additional treatment times must be scheduled with the certified athletic trainer in charge of your sport.
6. Pick up after yourself. Put it back if you get it out.
7. No cleats.
8. Dress properly when entering the training room. Pull up your shorts/pants and wear a shirt.
9. No loitering - do not hang out with your friends who are doing treatment.
10. No use of athletic training facility equipment unless supervised by an athletic training staff member.
11. No removal of equipment or supplies from the athletic training facility unless approved by an athletic training staff member.
12. Shower quickly after practice and before coming into the training room to receive any post-practice needs.
13. NO CELL PHONE/ELECTRONICS USE- Including headphones, tablets, etc.
14. Horseplay and loud, obnoxious behavior will not be tolerated.
15. Respect for the athletic training staff and fellow student-athletes is demanded while in the athletic training facility.

Any student-athlete who fails to adhere to these policies may be asked to leave the athletic training facility. The Missouri Valley College Athletic Training Staff appreciates compliance to these policies.
Athletic Training Facility Hours

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

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

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

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

Finals Week/Holidays
Anyone who wishes to schedule any treatments or an evaluation during this time period will need to contact a Certified Athletic Trainer
# MVC MEDIA LIST

<table>
<thead>
<tr>
<th>Media Outlet</th>
<th>Email</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP</td>
<td><a href="mailto:apscores@ap.org">apscores@ap.org</a></td>
<td>660-882-5335</td>
</tr>
<tr>
<td>Boonville Daily News</td>
<td><a href="mailto:cbowie@boonvilledailynews.com">cbowie@boonvilledailynews.com</a></td>
<td>660-882-5335</td>
</tr>
<tr>
<td>Columbia Daily Tribune</td>
<td><a href="mailto:kgraeler@columbiatribune.com">kgraeler@columbiatribune.com</a></td>
<td>573-815-1800</td>
</tr>
<tr>
<td>Fayette Democrat Leader</td>
<td><a href="mailto:nursery@fayettenews.com">nursery@fayettenews.com</a></td>
<td>660-248-2235</td>
</tr>
<tr>
<td>Kansas City Star</td>
<td><a href="mailto:results@kcstar.com">results@kcstar.com</a></td>
<td>816-234-4355</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jrosen@kcstar.com">jrosen@kcstar.com</a></td>
<td></td>
</tr>
<tr>
<td>KMIZ TV, Columbia</td>
<td><a href="mailto:andrewkauffman@kmiz.com">andrewkauffman@kmiz.com</a></td>
<td>573-449-1700</td>
</tr>
<tr>
<td>KMMO Radio, Marshall</td>
<td><a href="mailto:news@kmmo.com">news@kmmo.com</a></td>
<td>660-886-7422</td>
</tr>
<tr>
<td>KOMU TV, Columbia</td>
<td><a href="mailto:chrisgervino@komu.com">chrisgervino@komu.com</a></td>
<td>573-884-6397</td>
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<tr>
<td>KRES Radio, Moberly</td>
<td><a href="mailto:kresnews@alphanewsusa.com">kresnews@alphanewsusa.com</a></td>
<td>1-800-892-2300</td>
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<tr>
<td>KRCG TV,</td>
<td><a href="mailto:rsmith@krsg.com">rsmith@krsg.com</a></td>
<td>573-896-5144</td>
</tr>
<tr>
<td>KMZU Radio, Carrollton</td>
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<td>660-542-0404</td>
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<tr>
<td>KSIS &amp; KSDL Radio, Sedalia</td>
<td><a href="mailto:craig.hahn@townsquaremedia.com">craig.hahn@townsquaremedia.com</a></td>
<td>660-826-1050</td>
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<tr>
<td>Marshall Democrat-News</td>
<td><a href="mailto:mocrash@yahoo.com">mocrash@yahoo.com</a></td>
<td>660-886-2233</td>
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<tr>
<td>Sedalia Democrat News</td>
<td><a href="mailto:aagueros@sedaliademocrat.com">aagueros@sedaliademocrat.com</a></td>
<td>660-826-1000</td>
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<tr>
<td>Springfield News- Leader</td>
<td><a href="mailto:sports@news-leader.com">sports@news-leader.com</a></td>
<td>417-836-1100</td>
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<tr>
<td>Heart SID</td>
<td><a href="mailto:sscott@centralmethodist.edu">sscott@centralmethodist.edu</a></td>
<td>660-238-2762</td>
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<td>KMVC Radio</td>
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<td>660-831-4221</td>
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<tr>
<td>MVC SID</td>
<td><a href="mailto:pulverentia@moval.edu">pulverentia@moval.edu</a></td>
<td>660-831-4230</td>
</tr>
</tbody>
</table>
The Missouri Valley College Coaches Handbook describes important information about Missouri Valley College, and I understand that I should consult the Athletic Director and or the Vice Presidents regarding any questions not answered in the handbook.

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

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

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

EMPLOYEE’S NAME (printed) ______________________________________

EMPLOYEE’S SIGNATURE ______________________________________

DATE ______________________________________
MISSOURI VALLEY COLLEGE REPLACEMENT PENALTY

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

<table>
<thead>
<tr>
<th>Period</th>
<th>Penalty</th>
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<tbody>
<tr>
<td>March 15 – May 31</td>
<td>No penalty</td>
</tr>
<tr>
<td>June 1 – July 31</td>
<td>$2000.00</td>
</tr>
<tr>
<td>August 1 – August 15</td>
<td>$2500.00</td>
</tr>
<tr>
<td>August 16 and later</td>
<td>$3000.00</td>
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Coaches/faculty members on January to December twelve month contracts are bound to the following replacement schedule:

<table>
<thead>
<tr>
<th>Period</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 - January 31</td>
<td>No penalty</td>
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<tr>
<td>February 1 - March 31</td>
<td>$2000.00</td>
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<tr>
<td>April 1 - April 30</td>
<td>$2500.00</td>
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<tr>
<td>May 1 and later</td>
<td>$3000.00</td>
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</tbody>
</table>

Coaches/faculty should submit their resignations to both the Athletic Director and the Academic Dean.
MISSOURI VALLEY COLLEGE ATHLETIC CHECKLIST

PHYSICALS AND INSURANCE ON FILE FOR ALL ATHLETES

PRACTICE SCHEDULE SET WITH CHAD LANCE OR PAUL TROTH

TRAVEL REQUEST AND BUDGET REVIEW (A.D.)

TRAVEL ITINERARY (A.D.)

COMPLIANCE (A.D.)

TEAM ROSTERS TO (A.D.)

ELIGIBILITY LIST TO MARSHA 2 WEEKS BEFORE FIRST CONTEST

CHAMPIONS OF CHARACTER FORMS SIGNED AND ON FILE (A.D.)

MASTER OFFICIALS LIST TO STACEY GANN

MASTER FOOD LIST TO FOOD SERVICE

48 HR. FOOD LIST TO FOOD SERVICE

TRAVEL LIST TO STAFF AND FACILITY 24HRS PRIOR

DRIVERS APPROVED WITH CARL MURPHREE

OFF SEASON PRACTICE SCHEDULE TO (A.D.)

CONTRACTS OF GAMES TO SCHOOLS

FINAL COMPLIANCE AND PARTICIPATIONS FORMS (A.D.)

INVENTORY OF UNIFORMS AND EQUIPMENT (A.D.)

COACHES MEETING WITH A.D. AND NEXT YEAR'S BUDGET REVIEW

RECRUIT, RECRUIT, RECRUIT!!!
Missouri Valley College
Student Activities Monitoring System

*To Be Completed By Student:*

Student Name:

Instructor:

Class:

*To Be Completed By Instructor:*

Attendance: (Circle One) Excellent Average Poor

Participation & Assignments: (Circle One) Excellent Average Poor

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

Comments:

Instructor’s Signature: ___________________________ Date: ___________________________

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