

IV. Athletics Department Business Affairs

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A. BUDGET

1. Schedule of Preparation

The Athletics Department (the “Department”) operates within the University’s fiscal year of July 1 to June 30. The establishment of a fiscal year budget follows the approximate timetable delineated below:

February 1: The Senior Associate Athletic Director for Finance and Business Operations establishes the guidelines for the preparation of the Department’s budget for the next fiscal year.

February 1 – February 28: Budget administrators prepare budgets in accordance with these guidelines.

March 1 – March 31: Proposed budgets are presented for review to the Senior Associate Athletic Director for Finance and Business Operations.

April 1 – April 15: Senior Associate Athletic Director for Finance and Business Operations presents overall budget request to leadership team for review and internal approval. April 16 – April 30: New fiscal year budgets are built in SIMBA

April 30: The Vice President for Intercollegiate Athletics and the Senior Associate Athletic Director for Finance and Business Operations submit the total Department’s proposed budget to the Senior VP Finance and Business for approval.

In accordance with the Department’s strategic planning decisions, the approved operating budgets (the allocation of funds for operations and grants-in-aid) of the non-revenue sports shall reflect the priorities as determined through committee action.

All expected income and expenses must be reflected in the proposed budget request submitted. Unbudgeted income received after the approval of a fiscal year budget may not be re-budgeted into expense(s) for a department, division, or office without approval from the Vice President for Intercollegiate Athletics or his/her designee.

2. Monthly Budget Reports

On a monthly basis, the Department’s Finance Office shall provide the appropriate budget reports to each budget administrator and/or sport administrator, who in turn shall distribute those documents to the appropriate staff members.

All staff members shall study their budgets carefully. There are certain budget items over which there is little control, but familiarity with the budgeting process and the accounting system can aid in saving money.

The Department's Financial Office personnel are available for help with any budget or System for Integrated Management, Budgeting and Accounting ("SIMBA") issues.

B. BUDGETS, BUSINESS SERVICES, FINANCES, AND TRAVEL

The Department abides by all applicable University policies when conducting Departmental business. Please visit the University Policy Manual, which is available at <https://policy.psu.edu/>, for applicable policies on budgets, business services, finances, and travel.

C. CONTRACTS

1. Athletic Contracts

- a. a. Athletic Competitions – Penn State home event contracts are initiated in Adobe Sign with annual contract changes approved by Risk Management and the Office of General Counsel, and training in Adobe Sign conducted by Enterprise Applications and the business office. Routine contracts for athletic competition between Penn State and other institutions in the Adobe Sign standard contract template approved by the University's Corporate Controller (the "Corporate Controller") may be signed by the Athletics Director or his/her designee (for University Park events). All Adobe Sign contracts with financial guarantees and/or financial services must be reviewed by the University's Office of Risk Management (the "Risk Management Office") and submitted to the Corporate Controller for official contract signature.

Standard away contracts (sport, date, time, venue) may be signed by the Athletics /director or his/her designee. Any away contracts with financial guarantees or services must be reviewed by Risk Management and signed by the Corporate Controller's office. Away event contracts sent to Risk Management must use this cover page

<https://controller.psu.edu/sites/controller/files/contract-coversheet-11-18.pdf>

2. Athletic Contracts

- a. Concession Agreements – Athletic Concession Agreements for groups working concession stands at football games at Beaver Stadium are initiated in the standard format preapproved by the Corporate Controller may be signed by the Athletics Director or designee. If there are any changes to the agreement, the agreement must be processed through Risk Management Office for review and submitted to the Corporate Controller for signature.
- b. Facilities Contracts

- 1) All contracts for the use of facilities, regardless of whether a fee is charged, must be forwarded to the Risk Management Office for processing.
- 2) Arrangements for use of non-Penn State facilities must be reviewed by the Risk Management Office before approval by the Corporate Controller.

For more specific policies and procedures, consult University Policy FN11, Contracts and Leases, available at <https://policy.psu.edu/policies/FN11>, and University Guideline FNG02 Limited Delegation of Contract Approvals, available at <https://policy.psu.edu/policies/FNG02>.

3. Athletics Events Contracts – Big Ten Policies

a. Men's and Women's Sports

In the Big Ten Conference, approved Conference schedules in all sports constitute adequate proof of intent and require no other written contract.

4. Non-University Groups

Non-University groups that wish to utilize University facilities must comply with Policy AD02, Non-University Groups Using University Facilities, available at <https://policy.psu.edu/policies/AD02>. Non-University groups must sign an Indemnification Agreement and provide proof of a certificate of insurance. Questions and/or concerns from non-University groups may be directed to the Risk Management Office.

D. TRAVEL

1. Team Travel

Team travel for Penn State's 31 intercollegiate sports, other than football, is coordinated by the Department's Business Office, in conjunction with Anthony Travel representatives. Team travel is coordinated through one office to take advantage of savings on travel and accommodations. It also ensures consistency with paperwork filing procedures for team travel with the University's Department of Purchasing Services. The Department's Business Office is responsible for obtaining the most cost effective and efficient mode of transportation.

a. Planning Process

Preliminary estimates for away event expenses are made in the spring (February, March) before the upcoming fiscal year. The appropriate athletics administrator may submit a proposed schedule to the Department's Business Office in order to receive an estimate of the travel

expenses. The individual in the Business Office assigned to handle the arrangements will meet with each coach to determine the travel schedule, mode of transportation, number of persons, etc., for each trip, and will prepare the estimate for the appropriate athletics administrator.

b. Securing Arrangements

Arrangements are secured only after a finalized schedule has been prepared by the appropriate athletics administrator and distributed within the Department and the team representative has completed an Away Competition Travel sheet for all scheduled events

Attachment: Away competition travel sheet

The athletic business office may secure hotel arrangements for Big Ten and NCAA championship events in accordance with published schedules by those organizations.

Once a team's logistics have been arranged by Anthony Travel, a season planner link will be distributed to the head coach, sport administrator and athletics business office, and any changes to the logistics will be automatically updated in the planner.

Hotel contracts will be negotiated by Anthony Travel under guidelines established by the athletic business office and Purchasing, which must sign the official contract with the hotel and secure a signed addendum with the hotel. All hotel contracts are followed by a purchase order or a credit card authorization form completed by the athletics business office. Each team hotel must have a form of payment in place before travel commences; university policy prohibits "send us an invoice" approach.

Team buses are secured locally by competitive bid process by Purchasing with the athletics business office securing a purchase order(s) with the local vendor before the start of the season. Away team buses are secured through Anthony Travel with buses for each trip secured with purchase orders before each trip commences,

c. Mode of Travel

All teams shall use either University vehicles or authorized commercial carriers. Teams desiring to travel by air shall seek preapproval from the appropriate athletics administrator. Generally, teams are expected to drive University vehicles or use local bus companies for transportation within a 500-mile limit of campus, unless the sport has been pre-approved for air travel. Exceptions to fly for trips under 500 miles must be approved by the sport administrator and Leadership Team.

d. Departure Time

Team departure time shall be scheduled in a way that will minimize any disruption to the student-athletes' class schedules. Faculty Senate rules permit a team to miss 8 missed class days for regular-season competition during both fall and spring semesters.

Attachment: Faculty-Senate policies

A team whose schedule causes the group to miss more than eight missed class days a semester must secure a waiver from the Faculty Athletics Representative and Leadership Team.

e. Confirmation of Arrangements

Approximately one to two weeks in advance of each trip, the Department's Business Office will confirm with the head coach the departure time and the number of persons traveling. A printed itinerary, estimated trip expense form, and the cash advance for each trip will be given to each head coach or designee

f. Cancellation Procedures

g. The appropriate athletics administrator is responsible for informing the athletics business office when a contest is cancelled or postponed so that notification can be given to all travel partners including air carrier, bus companies and ground transportation providers, and hotels to eliminate or minimize cancellation penalties. Per Diem

- 1) The Department provides a cash per diem of \$34 for each authorized traveler (\$8 for breakfast, \$8 for lunch, and \$18 for dinner) for teams traveling on the road. The NCAA requires that all student-athletes on the same team shall receive identical meal allowances on intercollegiate athletics trips and during vacation periods when required to remain on campus for practice and competition.
- 2) A meal sign-in sheet will accompany the itinerary and proposed trip expense form. Coaches who distribute cash funds for meals to student-athletes must secure signatures and return this form when settling the cash advance. If the coach is responsible for paying for meals, rather than issuing money to individuals, then it is not necessary to secure signatures. However, meal receipts shall be submitted with trip expense reports. Any deviation from the \$34 cash per diem shall be approved in advance by the appropriate athletics administrator. The athletics administrator must notify the athletics business office, in writing, of the approved change, so that appropriate cash advances may be made. The per diem for postseason competition is \$54.

- 3) The Director of Athletics and the appropriate designated Department administrative authorities may approve exceptions to this policy as deemed appropriate.
- 4) Teams may choose to use a University purchasing card to secure group meals for the team. Teams may secure group meals at a hotel only if the banquet event order is signed in advance by the athletics business office after the overriding hotel contract is signed by Purchasing. Team representatives are not permitted to sign hotel contracts for rooms or meals.

h. Team Traveling Parties

The number of student-athletes authorized to travel to an away event is governed by the Big Ten, where appropriate. In other cases, the appropriate athletics administrator decides travel squad size. See the chart in subsection 2 below for the presumptive permissible size of traveling parties. A trainer must accompany every team on the road, unless Sports Medicine determines in advance that medical support will be provided by the home team. A trainer may not be deleted from the travel squad so that an additional student-athlete may travel.

i. Lodging for Bus Drivers

All bids for bus transportation are prepared by the various vendors with the understanding that a room will be provided for each bus driver at no cost. The room shall be a single room, and each bus driver is responsible for paying his/her own incidental charges.

Each trip cash advance will include funds for a maximum of \$40 tip per day for each bus driver.

j. Incidental Expenses

All telephone charges, in-room movies, and other incidental charges are to be paid by the student-athlete upon hotel check-out. The NCAA does not permit these expenses to be funded by the University. Student-athletes who fail to pay these charges upon check-out will be invoiced immediately upon receipt of the hotel bill by the athletics business office,

k. Post-Trip Review

Following a trip, coaches are urged to review arrangements with the Department's Business Office personnel and offer input on the quality of the carrier, hotel, and other services as necessary.

l. Cheerleader and Blue Band Travel

Cheerleaders and the Blue Band are considered a team when traveling for Penn State Intercollegiate athletics events. Therefore, these groups are subject to same travel policies and procedures that apply to Department staff, administrators, and student-athletes.

J. Frequent Stay/Travel Programs

Coaching staffs, athletics staff and student-athletes may accumulate points for air travel and hotel stays for their ticket and room only. "Finders Points" are not permitted by university policy. Coaches and athletics staff may not designate points to be issued to themselves except for their own tickets and rooms. Travelers are expected to manage their own stay/travel programs and should not expect Anthony Travel or athletics business stay members to manage programs on a daily basis for staff.

2. Size of Team Travel Parties Athletics administrators will make any changes only on a special needs basis. The presumptive permissible size of traveling parties is as follows:

TEAM	PLAYERS	COACHES**	MED STAFF***	MANAGERS	SPORTS INFO
Baseball	25	4	1	1	1
M Basketball	15	4	1 or 2, if team Dr	4	1
W Basketball	15	4	1 or 2, if team Dr	4	1
M/W Cross Country	12, 9 CC	1	0		
Field Hockey	24	3	1	1	
M/W Fencing	28	4	0	1	
Football	70 C, 70 NC	10 + 2 GA	3 Drs, 2 Trainers	6	Yes
M Golf	6	2	0	0	
W Golf	6	2	0	0	
M Gymnastics	15	3	1	1	
W Gymnastics	15	3	1	0	
M Lacrosse	32	4	1	1	
W Lacrosse	30	3	1	1	
M Soccer	24	3	1	1	
W Soccer	28	3	1	1	
Softball	20	3	1	1	
M Swimming	24 + divers count as ½	3	1	1	
W Swimming	26 + divers count as ½	4	1	1	
M Tennis	9, 9 mult	2	0	0	
W Tennis	9	2	0	0	
M Track	32 IT, 34 OT	3	1	1	
W Track	32 IT, 34 OT	3	1	1	
M Volleyball	12	2	1	1	
W Volleyball	16	3	1	1	1

Wrestling	13 dual, 20 open, 15 mult	4	1	1	
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CC= Conference Championship C= Conference NC= Non-Conference IT= Indoor Track OT= Outdoor Track

**Volunteer & Undergraduate coaches may receive administrative approval for limited travel.

***Medical Staff - Where 0 is listed, trainers may be approved to travel on an as needed basis.

3. Post-Season Team Travel

a. NCAA Contracted Services

To keep travel costs at a minimum for post-season tournaments and events, the NCAA has entered into agreements with Short's Travel of Waterloo, Iowa. This company provides reduced rates and special services to persons traveling on NCAA business.

The head coach or designee will consult with the athletics business office to determine travel needs and the most convenient means of travel for NCAA championship events, and the sport administrator will be consulted if needed.

Travel party additions may be limited by bus/air considerations. Reimbursement for NCAA commercial air tickets and hotel/per diem is limited to an annual travel party limitation, and any additional persons are the sole responsibility of Penn State. A spouse/partner travelling on a bus, staying in the coach's room and not eating meals adds no additional expense to the trip and may be permitted, Penn State will take advantage of all financial savings by adhering to Short's and NCAA guidelines. One key guideline is the number of days that the travel party receives hotel and per diem reimbursement. The reimbursement paperwork is completed by the athletics business office and returned to the NCAA once the appropriate forms are available online.

.B. NCAA Event Charges

NCAA championships are funded by special championship events budgets. These budgets are established to break even. They are not intended to supplement a team's operational budget, or to be a part of the Department's reward system.

The postseason championship budget will pay for travel parties based on regular-season and last year's postseason travel party. Additional persons should have a working assignment at the postseason event; additional persons traveling to postseason events may make only one trip, unless there is a working assignment involved. NCAA guidelines for official traveling party size are applied to allowable expenses in special NCAA championship events budgets. If the official party is 21 persons for a sport, then expenses for 21 persons are applied to the NCAA budget. Additional persons, above the official party limit, may require special

approval by the appropriate sport administrator.

Funding for extra persons may come from the championship budget, the sport's regular-season budget or the team's OUD budget (massage therapists). . If all funding is committed, then it is the sport administrator's responsibility to seek additional funding from the sport's operational budget or the Director of Athletics.

Additional NCAA regulations are published in the annual online NCAA travel policies.

https://ncaaorg.s3.amazonaws.com/championships/resources/travel/2020-21D1Champs_TravelPolicies.pdf

4. Professional Travel

Department personnel traveling on professional business are subject to all University travel policies and procedures. Consult the Penn State Travel Policy, available at travel@psu.edu. Anthony Travel representatives (814 865-0980) are available to book professional travel for all ICA staff members. Off-hour travel can be booked at concur.psu.edu. It is imperative to book travel in the Penn State system so changes can be made to air tickets if necessary. Anthony Travel agents cannot make changes to tickets outside the Penn State system. All international travel is required to be booked by Anthony Travel.

- a. "Specials" by ticket discounters should be avoided unless research is done and restrictions fully understood. If it's a very good deal, there is a reason, and one key point is that these tickets rarely can be changed without incurring penalties and almost never can be refunded. Please call Anthony Travel before securing one of these "special" fares.
Authorization for Professional Travel

Coaches shall secure their sport administrator's authorization for any professional travel. Often, authorization may be secured by approval for a cash advance.

- b. Authorization for Air Travel

After approval of airfare for professional travel, coaches may secure air travel through Anthony Travel or travel.psu.edu. [u](#)

- c. Online Travel Arrangements

Individuals may secure air tickets through the University's online booking system, which is available at www.travel.psu.edu. For more information, see <http://www.travel.psu.edu/Travel/TravelResources/upload/Airfare-Booking-Options-and-Services.pdf>.

d. University Discounts

The athletics business office in conjunction with the University's Department of Purchasing Services/Travel Services and the Big Ten Conference, encourages the use of hotel chains and rental car chains that offer discounts to University employees. A complete listing of these discounts is available at travel.psu.edu or with Anthony Travel on-campus representatives. These discounts are available for professional and personal use.

e. Purchasing Card

The Department endorses the use of the University purchasing card. The Department's Financial Officer can be consulted for details or visit <http://www.purchasing.psu.edu/purchasing/purchasing-card/index.cfm>.

f. Membership in Travel Clubs

University policy prohibits University funds from being used to provide travel club memberships such as airline "sky clubs." It is permissible under University policy, however, for employees to accumulate frequent-flyer club points and hotel membership points, as long as the expenditures for trips have been approved by the appropriate administrator.

g. Lodging Expense

Lodging expenses should not exceed the normal maximum for a single room. Individuals must pay all incidental expenses, such as in-room movie charges and personal telephone calls. All claims for lodging reimbursement on domestic travel must be substantiated by receipts from the hotel, motel, or other bill specifying dates and rates (for example, a \$0.00 balance receipt should be submitted as proof of payment). Credit card receipts alone are not sufficient documentation.

Any expense for individuals other than the employee must be identified and explained. Reimbursement for all travel expenses, including meals and lodging, is limited to those University employees traveling on authorized University business, and it does not include expenses incurred for a spouse, unless approved in advance by the University's Senior Vice President for Finance and Operations. If lodging is for an employee and spouse, reimbursement is limited to the normal single room rate, which must be indicated on the face of the hotel/motel bill.

h. Traveler's Checks and Certain Fees

The cost of traveler's checks purchased in connection with travel on University business (not to exceed the amount reasonably needed to cover the reimbursable cash expenditures) and fees in conjunction with the

issuance of passports and visas for travel outside the continental United States are both reimbursable expenses.

i. Non-Reimbursable Expenses

The following items are not reimbursable: alcoholic beverages (unless funded on a miscellaneous funds budget); tuxedo rentals; individual travel insurance; and expenditures for laundry, valet service, barber, etc.

E. TRANSPORTATION

1. Personal

The use of personal vehicles for travel when conducting Department business is discouraged. The Department has a variety of well-maintained vehicles that can serve the needs of staff members and their travel plans. When using personal vehicles on business-related travel, it is the responsibility of the owners of the vehicles to provide enough personal insurance coverage to protect themselves and the occupants in the event of an accident. If a personal vehicle must be used, reimbursement is made for mileage only.

For more information, please consult University Travel Policy, available at <http://policy.psu.edu/policies/tr02>.

2. Pool/Assignments

The purpose of the dealer pool car system is to provide transportation at a substantial savings to coaches' and administrators' budgets for the purpose of recruiting student-athletes and other Department-related business, such as attending competitions.

The following policies and procedures apply to Department personnel using a pool car:

- a. Pool car assignments are made by the office of the Senior Associate Athletic Director for Facilities and Operations on a priority basis to coaches, administrators, and staff. Requests may be made in person or by phone at 814-863-3489, by providing the following information: trip purpose, departure date, return date, destination, number of person(s) traveling, and budget to be charged.
- b. Pool vehicles may not be driven by non-University employees or used for team travel.
- c. The University fully insures all University-owned and leased vehicles.
- d. When a vehicle is assigned, the driver must pick up an authorization slip in Room 103 Bryce Jordan Center and present it to Fleet Operations to

obtain the vehicle.

- e. Drivers may not change vehicles without approval from the Office of the Senior Associate Athletic Director for Facilities and Operations.
- f. The driver is responsible for all parking and traffic violations that occur during the time the vehicle is assigned to him/her.
- g. Credit cards are provided for the purchase of gas on the road.
- h. The vehicle should not be refueled before returning it to Fleet Operations. The user's budget will be charged for gas used and service for the vehicle. The current service charge is \$10.00 per trip.
- i. Upon return to campus, the vehicle must be returned to Fleet Operations immediately, and the mileage must be recorded on the authorization slip and submitted to Room 103 Bryce Jordan Center.
- j. Accidents, damage, malfunctions, or other issues must be reported immediately to the Athletic Facilities and Operations Office, 103 Bryce Jordan Center, or by calling 814-863-3489. The driver of the vehicle must complete the Vehicle Accident Report within 24 hours, no matter how minor the accident. The form must be submitted to the Athletic Facilities and Operations Office.
- k. In the event of a problem on the road, call 814-863-3489 during working hours for Fleet Operations, and 814-865-7571 after hours. For more information, including operating hours, please visit <http://www.transportation.psu.edu/transportation/fleet/index.cfm>.

3. Dealer Cars (Leased) – Individually Assigned

The Department receives automobiles from dealers throughout Pennsylvania. These cars are received in trade for services and benefits to the dealer. Ownership is retained by the dealer and the vehicles are changed regularly in accordance with written agreements.

Cars are assigned to individuals in the Department by the Director of Athletics, and each individual assigned a car is responsible for its routine care and maintenance.

Each month, a monthly record of mileage (broken down into personal and business miles) shall be submitted to the Office of the Senior Associate Athletic Director for Facilities and Operations by the individual to whom the vehicle was assigned. For Internal Revenue Service ("IRS") purposes, business miles are those miles driven while on official University business. Travel to and from home, for example, is personal mileage, and travel between the Recreation Building and the Greenberg Building is business mileage. A complete record of

all miles driven is retained in the Office of the Senior Associate Athletic Director for Facilities and Operations and is submitted to the Corporate Controller's office at the end of the calendar year. This mileage is included on the individual's 1099 Form, W-2, or other tax document.

For the protection of the user, when a vehicle is changed for another vehicle, it is the responsibility of the individual to notify the Office of the Senior Associate Athletic Director for Facilities and Operations, 814-863-3489, so that insurance records can be updated. The University fully insures all University-owned and leased vehicles. This insurance covers the assigned employee and the employee's spouse as drivers of such assigned dealer car, and all other occupants of the car. No one other than assigned employee or his/her spouse is permitted to drive the assigned dealer car.

The driver of the vehicle immediately shall report accidents, damages, malfunctions, and/or other issues to the Athletic Facilities and Operations Office, 103 Bryce Jordan Center, or by calling 814-863-3489. The driver of the vehicle must complete the Vehicle Accident Report within 24 hours, no matter how minor the accident. The form must be submitted to the Athletic Facilities and Operations Office. The driver also is responsible for notifying and obtaining an estimate for repair of accident-related damages. An estimate may be obtained from the Office of Physical Plant garage.

The individual will be reimbursed at the applicable IRS rate per business mile driven. This mileage is claimed on a Travel Expense Account form. The Department will not accept gas charges when mileage is submitted for reimbursement. Incidental maintenance expenses such as gas, oil, inspections, or other repairs are the responsibility of the individual assigned the vehicle.

4. University Fleet Vehicles

Fleet Operations, a Division of the University's Office of Business Services, has the responsibility for providing safe, modern vehicles for official University travel. If a pool car is not available from the Department, the appropriate athletics administrator or staff member may utilize the services provided by Fleet Operations. In addition to the brief policies listed below, conditions for vehicle usage may be found in University Policy BS20, Fleet Operations Vehicle Service, available at <https://policy.psu.edu/policies/bs20>.

- a. Only employees of the University (i.e., those receiving a University payroll check) may operate Fleet Operations vehicles.
- b. Use of fleet vehicles for personal travel is prohibited.
- c. No fleet vehicle may be used unless an Interdepartmental Transfer form has been processed, properly signed, and submitted to the Fleet Operations Office. The Department's Business Office has the responsibility for processing these requests.

- d. Employees using fleet vehicles are required to use the credit cards provided for the purchase of gas.
- e. The University fully insures all University-owned and leased vehicles.
- f. The driver of the vehicle immediately shall report accidents, damages, malfunctions, and/or other issues to Fleet Operations, 814-865-7572. The driver of the vehicle must complete the Vehicle Accident Report within 24 hours, no matter how minor the accident. The form must be submitted to the Risk Management Office.

G. Drivers requesting maxivans will be required to pass a brief maxivan safe driving test.Rental Cars

- g. All University employees are covered under the Big Ten Conference's car rental agreement with National and Enterprise. The benefits of the rental agreement include lower rates and free Loss Damage Waiver Coverage. Because of these benefits, it is recommended that University employees rent with National or Enterprise for either personal or business-related travel. Additional information may be obtained by contacting the University's Department of Purchasing Services/Travel Services.

h. Common Carrier

All Intercollegiate Athletics teams are transported to events only in University vehicles or authorized commercial carriers. The mode of travel must be justified on the bases of economics and the time requirements of the personnel involved in the trip.

Arrangements for transportation by common carrier are coordinated through the the athletics business office and the University's Department of Purchasing Services/Travel Services. For more information, please consult University Travel Policy, available at <https://policy.psu.edu/policies/tr02>.

F. CONCESSIONS

1. Food and Beverages

With the exception of men's and women's basketball, and baseball, the Department monitors all sales of food and beverages at events hosted in its facilities. The Associate Athletic Director for Administrative and Business Services oversees the financial activities of Stand Supervisors. Operations, including inventory, of the concessions is the responsibility of the Supervisor of Athletic Concessions.

a. General Policies

- 1) All vendor contracts with the Athletic Concessions Office are awarded on a yearly basis unless otherwise specified.
- 2) Vendors shall meet the specifications of the Supervisor of Athletic Concessions with regard to quantities, quality, and service.
- 3) Vendors delivering perishable products the morning of an event shall be subject to beginning and closing inventory count by a Department representative to determine how much product is actually being purchased and used for that particular event.
- 4) As delivery trucks arrive, a total beginning inventory of every item on the truck must be recorded. After this number/amount has been set, the product will be distributed among the concession stands so they may complete their beginning inventory.
- 5) Delivery trucks are required to remain on the premises throughout the event and agree to give credit to the Department for all unopened product collected and returned at day's end. At this time, a closing inventory will be recorded by a Department representative to indicate to both the Department and the vendor the total amount purchased for that day. The Department employee and supplier must be in agreement on the numbers/amounts of products purchased and credited before the trucks depart. All forthcoming invoices are expected to reflect the game day statements.
- 6) All inventories are pre-stocked in each stand the week prior to the event by a Department employee. Inventory is separated into units of sale and items that are non-sellable.
- 7) Stands are stocked according to their size and description. The three types of stands are blockhouses, temporaries, and commissaries. Not all stands sell the same products, and there are no over-the-counter sales in commissaries.
- 8) After the entire inventory has been pre-stocked, the Stand Manager will receive a record of the numbers of units of sale that have been placed in each stand.
- 9) The pre-stocked inventory enables the Department to cross-check what actually was stocked by the Department versus the Stand Manager's physical count. Agreement is signified by the Stand Manager initialing the form.
- 10) Perishable items such as meats and soft pretzels will be stocked the

day of the game.

- 11) University student groups or other local organizations are responsible for selling the items, under the direction of a Stand Manager chosen by the group operating the stand.
- 12) The groups are considered to be independent contractors and not University employees. Each group is paid a percentage of gross inventory sales minus Pennsylvania Sales Tax.
- 13) Inventory is acquired by, and is the property of, the Department. It is stored in warehouses.
- 14) The Department establishes prices.

b. Supervisor/Manager

1) Stand Supervisor

The Stand Supervisor is responsible for representing the Athletic Concessions Office administratively on event/game day. The basic issues for which the Stand Supervisor is responsible are inventory verification, equipment function, stand cleanliness, and operational efficiency. The Stand Supervisor is not responsible for cash accountability.

2) Stand Manager

The Stand Manager is responsible for the overall supervision and representation of their group. The Manager ensures that the stand is properly staffed; the workers perform their jobs satisfactorily; the stand maintains adequate inventories; and the entire stand operation runs smoothly and effectively.

2. Novelties

The Penn State Bookstore has the first right of refusal for the sale of novelties at all Department facilities and events.

G. TICKETS

All “Covered Persons,” as that term is defined in Chapter I, shall abide by University Policy AD75, University Events and Ticket Accountability, available at <https://policy.psu.edu/policies/ad75>

1. Sales Policy

Cash, check, or credit card payment is required in advance for all ticket sales. A

ticket will not be released until the value of the ticket has been deposited with the Ticket Manager.

2. Refund Policy

No refunds will be granted except under extraordinary circumstances and must be preapproved by the Director of Athletics and the Corporate Controller.

3. Complimentary Tickets

- a. Complimentary football tickets must be approved by July of the upcoming football season by the University's Senior Vice President for Finance and Business or the University Treasurer from a list provided by the Department, and paid via Interdepartmental Charges and Credits ("IDCC").
- b. Any person receiving a complimentary ticket must sign for the ticket for auditing purposes. The Ticket Manager is responsible for retaining the complimentary ticket signature list. The only exception to this requirement applies to those tickets that were issued by the Sports Information Director, the Nittany Lion Club, and the Radio-TV Director, who must keep a separate complimentary ticket signature list.
- c. The policies on complimentary tickets also apply to all tickets issued for all sporting events for which tickets are sold when such events are sponsored by regional or national athletic organizations and only hosted by the University.
- d. The policy of Departmental purchase of complimentary tickets via IDCC does not apply, unless the University agreement with the sponsoring organization requires payment for such tickets. All other policies apply, regardless of sponsor.
- e. Goodwill complimentary tickets will be issued only under circumstances specified by the Director of Athletics.
- f. A statement of the number of complimentary tickets that will be issued to a visiting team, or the number that the University will receive from the opposing team, must be included in all contracts. Consult Rule 17.1.D, Ticket Policies, of the Big Ten Handbook for more information concerning complimentary tickets.
- g. Department personnel and friends of the Department may be issued complimentary admission to intercollegiate athletics events where tickets are sold. These complimentary tickets must be approved by the Director of Athletics.
- h. The issuance of complimentary tickets to student-athletes, recruits, and

coaches is governed by applicable provisions of the NCAA Constitution and Bylaws. Please consult the Department's Compliance Office for specific distribution procedures and restrictions.

- i. Unless specified otherwise in their employment contract, head coaches will receive a maximum of eight (8) complimentary tickets, and assistant coaches will receive a maximum of four (4) complimentary tickets for their respective sports. Any exceptions to this policy must be approved in advance by the Director of Athletics. These complimentary tickets may not be distributed to prospective student-athletes, high school coaches, or enrolled student-athletes and their parents or legal guardians.

H. FACILITIES AND PROPERTY

While on University property, everyone, including individuals who are not affiliated with the University, is expected to abide by all applicable University and Department policies and procedures. The purpose of the policies and procedures set forth below is to facilitate the effective use and enjoyment of University and Department facilities.

1. General Facility Use Policies

- a. The Building Coordinator for each Department facility and his/her designated representatives have the responsibility and authority to oversee the operation of that facility. They shall enforce the policies set forth below and shall identify and alleviate any conditions that are potentially harmful or dangerous.
- b. Coaches, instructors, and other facility users and groups shall be familiar with these General Facility Use Policies and the Supplemental Facility Use Policies of each facility they use, copies of which may be obtained from the appropriate Building Coordinator. Special restrictions and instructions may be applied by the Building Coordinator or his/her designated representative.
- c. Equipment room support must be coordinated through the Equipment Room Supervisor or Building Coordinator.
- d. Smoking is prohibited at all times in all University facilities. Outdoor smoking is prohibited near building entrances and outdoor air intake louvers. Offenders will be asked to leave the premises without any prior warning.
- e. Spitting on the floor is prohibited at all times in all Department facilities. Offenders will be asked to leave the premises without any prior warning.
- f. Except for seeing-eye dogs and other animals used in official events, no animals are permitted in the Department's facilities.

- g. Generally, use of Recreational Facilities will be subject to the following priority use:
 - 1) University students
 - 2) Faculty/Staff and Retirees
 - 3) Other University-related programs
 - 4) Non-University programs (by special exception only)
- h. Locker Rooms
 - 1) Men's and Women's Faculty/Staff Locker Rooms are maintained in the Recreation Building, Intramural Building, and the White Building, and may be used for a fee. Contact the Building Coordinator or equipment room of the facility for reservation, registration, and guidelines.
 - 2) The locker rooms in other Intercollegiate Athletics facilities are available on a daily basis for students, student-athletes, and those individuals participating in an organized activity.
- i. Equipment Use
 - 1) All equipment may be secured only by use of a current University ID card and must be returned daily. Overnight equipment loans will not be made without prior authorization.
 - 2) Towel service is provided at recreational athletic facility equipment rooms. Towels are provided for use at the Recreation Building and Intramural Building from the equipment room. They must be returned after use.
- j. Lost and Found Items – Consult University Policy AD13, Lost and Found Items, available at <http://guru.psu.edu/policies/AD13.html>.

2. Facility Scheduling

Use of athletic and recreational facilities is governed by University Policy AD73, Accessing Athletic and Recreational Facilities, available at <http://guru.psu.edu/policies/AD73.html>. The scheduling of Department facilities for events and group use, including University groups such as the University Concert Committee, Artists Series, ROTC drill teams, Associated Student Activities (“ASA”) clubs, Continuing and Distant Education programs, fraternities and sororities, Colloquium, and other groups, is made through the Office of the Associate Athletic Director for Facilities and Operations, 103 Bryce Jordan Center, 814-836-3489. Use of Department facilities is subject to the

General Facility Use Policies set forth above, as well as any applicable Supplemental Facility Use Policies, a copy of which may be obtained from the appropriate Building Coordinator.

Athletic facilities, other than those facilities that have an approved rental rate, cannot generally be used for fundraising. However, Department-sponsored programs may use any Department facility for fundraising provided the programs comply with University policies governing fundraising and are approved by the Director of Athletics. Please contact the Director of Development for Athletics for more information concerning athletic fundraising. Special requests for fundraising activities in or on Department facilities must be submitted in writing to the Associate Athletic Director for Facilities and Operations, 103 Bryce Jordan Center.

The Department reserves the right to cancel or disapprove any or all such requests. No organization other than the reserving organization may use the facility reserved. No organization may turn over a reserved space to another group or individual for their use.

3. Priority Use by Facility

a. Open Recreation Activity Areas

To determine the availability of recreation activity areas, please consult the current semester schedule for “Open Recreation Hours,” a copy of which is available at the Office of the Associate Athletic for Facilities and Operations. Availability of open recreation activity areas is subject to change depending upon the time slots reserved for varsity practice, intramural events, or other special events.

The open recreation activity areas are open to University students, faculty, staff, other employees, retirees, and their accompanied guests. All other individuals must obtain prior written approval for the use of open recreation activity areas in accordance with University Policy AD73, as cited above.

b. Recreation Building

The following activities have priority use of the Recreation Building, in descending order:

- 1) Scheduled University classes (8:00 a.m. to 12:05 p.m. and 1:00 p.m. to 3:35 p.m., Monday through Friday);
- 2) Varsity team practice, competitions, and NCAA championship events;
- 3) Scheduled intramural events;

- 4) Department-sponsored club sports (e.g., Sport clubs);
- 5) Subject to prior approval, special events and non-University athletic sponsored programs; and
- 6) Open recreation activities. The main gym running track, racquetball courts, and south gym in the Recreation Building are available for open recreation activities.

c. White Building

The following activities have priority use of the White Building, in descending order:

- 1) Scheduled University classes (8:00 a.m. to 12:05 p.m. and 1:00 p.m. to 3:35 p.m., Monday through Friday);
- 2) Varsity team practices and competitions;
- 3) Late Night programs, spirit squad practices, and ability athletics;
- 4) Department-sponsored club sports (e.g., Sports Clubs);
- 5) Scheduled intramural events;
- 6) Open recreation;
- 7) Recognized Student Organizations, subject to prior approval; and
- 8) Other programs by exception only.

The gymnastics training complex and fencing room are available by special permission only.

d. Multi-Sport Facility

The following policies and procedures apply to all users of the Multi-Sport Facility. Use of the facility implies acceptance of the operating policies and procedures of the Multi-Sport Facility.

- 1) Administration
 - a) Scheduling and scheduling changes for use of the Multi-Sport Facility must be made through the Associate Athletic Director for Facilities and Operations or the Multi-Sport Facility.
 - b) Equipment room support must be coordinated through the Equipment Room Supervisor.

- c) Coaches, instructors, and other facility users must familiarize their group with the operating policies of the Multi-Sport Facility. Special restrictions, due to the nature of particular sport, will be communicated in advance or on site to the coaching staff by the Building Coordinator.
 - d) Coaches, instructors, and other facility users should understand that the Building Coordinator or his/her designated representatives have the responsibility and authority to oversee the operation of the Multi-Sport Facility.
- 2) The following activities have priority use of the Multi-Sport Facility, in descending order:
- a) Varsity practice and competition;
 - b) Intramurals;
 - c) ICA Club – on a rental basis;
 - d) Open recreation – restricted to early morning walking program; and
 - e) Others by special approval – on a rental basis.

e. Field Facilities

There are three general classifications of field spaces at Penn State: (1) Varsity Competition Fields; (2) Varsity Athletic Field Facilities; and (3) Recreational Athletic Field Facilities. Varsity Competition Fields and Varsity Athletic Field Facilities are reserved for varsity teams. No other individuals or groups may use those facilities, except by special permission from the Director of Athletics or designee.

The Department is responsible for basic maintenance of these facilities. Additional maintenance requested by any individual or group will be charged to the user's budget. Consult the Maintenance Agreement, a copy of which is available at the Office of Associate Athletic Director for Facilities and Operations, for specific information pertaining to the field maintenance programs.

- 1) Varsity Competition Fields include:
 - a) Beaver Stadium
 - b) Jeffrey Field

- c) Medlar Field at Lubrano Ballpark
 - d) Beard Field at the Nittany Lion Softball Park
 - e) Field Hockey Field
- 2) Varsity Athletic Field Facilities include:
- a) Outdoor track
 - b) Jeffrey Practice Facility
 - c) Lacrosse Field at Multi-Sport Facility
 - d) Nittany Field Complex (Football Practice Field)
 - e) Bigler East
- 3) Recreational Athletic Field Facilities include:
- a) Intramural Building Field
 - b) North, South, and East Intramural Fields
 - c) White Golf Course
 - d) Bigler West Field
 - e) Beaver Stadium West
- 4) Scheduling priorities for Recreational Athletic Field Facilities are as follows, in descending order:
- a) Classes (8:00 a.m. to 3:35 p.m., Monday through Friday);
 - b) Varsity Sports;
 - c) Intramural/Club Sports;
 - d) University groups by special permission only; and
 - e) Non-University groups by special permission only.
- f. Intramural (“IM”) Building
- 1) The following activities have priority use of the IM Building in descending order:

- a) Instructional (8:00 a.m. to 12:05 p.m. and 1:00 p.m. to 3:35 p.m., Monday through Friday);
 - b) Varsity, Intramural, and Club Sports;
 - c) Open Recreation; and
 - d) Other programs (by special permission only).
- 2) Facility scheduling may be made by contacting the Building Coordinator, Room 4, IM Building.

g. McCoy Natatorium

- 1) The following activities have priority use of the McCoy Natatorium in descending order:
- a) Instructional (8:00 a.m. to 12:05 p.m. and 1:00 p.m. to 3:35 p.m., Monday through Friday);
 - b) Varsity sports;
 - c) Intramurals/Club Sports;
 - d) Open Recreation; and
 - e) Other programs (by special exception only).
- 2) Facility scheduling may be made by contacting the Building Coordinator, McCoy Natatorium.
- 3) Facility restrictions during Recreational Swimming are as follows:
- a) The competitive pool is generally reserved for lap swimming.
 - b) The practice pool is generally used for non-lap swimming.
 - c) Running on the pool decks is prohibited.
 - d) Use of fitness loft equipment is restricted to those with memberships.
 - e) Swimming is permitted only when lifeguards are on duty.
 - f) Scuba and snorkel equipment may not be used during public sessions.

4. Field Maintenance

a. Services

- 1) The University's Office of Physical Plant ("OPP") is responsible for designing, constructing, and maintaining athletic structures. The Associate Athletic Director for Facilities and Operations is the Facilities Coordinator for the Department, and shall act as the liaison between the Department and the OPP. Work requested through the OPP must be made through Project Requests, Work Orders, and maintenance requests.
- 2) The University's Office of Purchasing Services has authority to purchase and sign contracts for purchases that are not design and construction-related.
- 3) The Department is responsible for performing field maintenance on all natural turf fields, golf courses, and event parking areas. The Department also is responsible for minor maintenance of pool operations at the Natatorium, White Building, and training room pools.
- 4) The Department is responsible for event set-up, after-event cleanup, and laundry services.

b. Requests

Because budget administrators may authorize expenditure against a budget, they may submit a request directly to the appropriate Building Coordinator. Those without direct budget responsibility must seek approval from the budget administrator prior to submitting a request. To save time, it is recommended that those without budgetary responsibility obtain approval prior to contacting the Building Coordinator.

Requests that are known to be routine will be processed immediately by the appropriate Building Coordinator as a work order, maintenance request, or purchase order. Non-routine requests for services must be forwarded through the appropriate Building Coordinator to the Associate Athletic Director for Facilities and Operations, 103 Bryce Jordan Center, 814-863-3489. After determining the availability of funds, the request will be forwarded to the appropriate University department. Records of transactions, including the status of projects and fiscal documentation, will be maintained in the office of the Associate Athletic Director for Facilities and Operations.

5. Utilities; Janitorial Costs; and Minor, Preventative, and Major Maintenance

The Department has an agreement with the University's Office of Finance and Business ("F&B") that delineates the fiscal responsibilities relating to athletic area and athletic facility maintenance. The agreement allows for the budgeting and

expenditure of funds for the maintenance of facilities for varsity and recreational sports and related instructional activities.

a. General Conditions of this Agreement include the following:

- 1) The University's Office of Physical Plant ("OPP") management personnel and technical service personnel have access to all areas of buildings operated by the Department, except for security areas that maybe entered only with the permission of the Department.
- 2) OPP is responsible for performing scheduled preventative maintenance and, when necessary, other routine maintenance for Department buildings. The Building Coordinator will be kept advised of these services.
- 3) OPP operates and maintains all utility distribution systems for all Department buildings. This includes the service to the transformer or steam-reducing station, typically at or just before the utility enters the facility.
- 4) The Department is responsible for the turf management program associated with Beaver Stadium and the turf areas used for other intercollegiate athletic programs, including the specification, use, and maintenance of special equipment required in this program.
- 5) All University policies concerning OPP responsibility for planning, design, and renovation, or construction of buildings remain in effect. This policy is not intended to change other University policies or procedures. The Department has agreed to provide as much notice as possible for the development of these projects, so that adequate contract documents can be developed to obtain competitive bids.
- 6) Normal University charging policies will be followed for set-up for special events that are undertaken by OPP personnel.

b. Fiscal Maintenance Responsibilities

- 1) Athletics Department

The Department is responsible for all maintenance costs, including utilities expense, janitorial expense, and repairs and replacement of building systems for facilities that are under the fiscal maintenance responsibility of the Department.

- 2) University Vice President for Finance and Business

For facilities under the fiscal responsibility of the Vice President

for Finance and Business, F&B is responsible for all maintenance costs, which include: utilities expense, normal janitorial service, and repairs to or replacement of building systems.

c. Fiscal Maintenance Responsibility and Facility Assignment

FACILITY	FISCAL MAINTENANCE RESPONSIBILITY
Beaver Stadium and Ticket Office	Athletics Department
Beard Field at Nittany Lion Softball Park	Athletics Department
Blue Band Building	Finance and Business
Bryce Jordan Center	Finance and Business
East Area Locker Room	Athletics Department
Golf Courses and Club House	Athletics Department
Greenberg Indoor Sports Complex	Finance and Business
Holuba Hall	Athletics Department
Intramural Building	Finance and Business
Jeffrey Field	Athletics Department
Lasch Building	Athletics Department
Medlar Field at Lubrano Park	Athletics Department (and Spikes)
Multi-Sport Facility	Athletics Department
Natorium	Finance and Business
Outdoor Swimming Pool	Athletics Department
Pegula Ice Arena	Finance and Business
Recreation Building	Finance and Business
Shaver's Creek Environmental Center	Finance and Business
Stone Valley Recreation Area	Athletics Department
Tennis Courts-Outdoor Clay	Athletics Department
Tennis Courts-Indoor and Outdoor	Finance and Business
Tennis Center Building	Finance and Business
White Building	Finance and Business

d. Other Fiscal and Maintenance Responsibilities

- 1) The Department is responsible for the costs to operate the Natatorium indoor pool water treatment equipment. OPP will perform and fund maintenance on this equipment.
- 2) The Department will provide routine maintenance of the outdoor tennis courts and turf areas used for varsity sports and recreational and instructional programs.
- 3) The Vice President for Finance and Business will provide major maintenance for the outdoor tennis, basketball, volleyball, and

handball courts that are used for recreational and instructional purposes.

6. Facility Damage

Any organization, including both University organizations and outside organizations, using any facility of the University or the Department is responsible for any and all damages to the facility during such use. The organization also is responsible for any incidental or consequential financial loss to the University or the Department due to the temporary closing of a facility to repair any damage caused by that organization. Damages to a facility must be reported to the Athletic Facilities and Operations Office, 103 Bryce Jordan Center.

Any non-University group using University or Department facilities must agree to all applicable University and Department policies to ensure the physical safety of participants and University property and to release the University from any liability in conjunction with the use of the facility. The group must agree to and sign an Indemnification Agreement and must present a certificate of insurance before it is permitted to use any facility. A copy of the completed Indemnification Agreement must be forwarded to the Risk Management Office at the University Park campus. For more information, consult University Policy AD02, Non-University Groups Using University Facilities, available at <http://guru.psu.edu/policies/AD02.html>.

7. Beaver Stadium

Only University groups and tax-exempt outside organizations that are approved by the Director of Athletics will be permitted to use Beaver Stadium. The scheduling of events at Beaver Stadium is subject to staffing, concession sales, expenses, and other policies and regulations set forth below. The University reserves the right to cancel, postpone, or alter arrangements for any event as necessary.

a. Staffing

- 1) Staffing will be subject to all applicable University safety regulations and state law, as interpreted by the University Office of Police and Public Safety and the Department of Environmental Health and Safety.
- 2) A minimum number of first aide personnel, as determined by the University, must be present at each event.
- 3) A minimum number of ushers, gate keepers, and other crowd control managers as determined jointly by the Associate Athletic Director for Facilities and Operations and the administrative officer of the department or organization, must be present at each

event. The ratio of crowd control managers to attendees must comply with the National Fire Protection Association 101, Life Safety Code.

- 4) A minimum number of security personnel, as determined by the Associate Athletic Director for Facilities and Operations, is required to be present at each event.
- 5) The organization must supply a minimum number of parking attendants, as determined by the Associate Athletic Director for Facilities and Operations.

b. Sales and Concessions

- 1) The Department is responsible for concession sales at all athletic contests, except those held in the Bryce Jordan Center.
- 2) The Penn State Bookstore is the stadium souvenir vendor. Sale of items by persons other than University personnel in and around Beaver Stadium is prohibited.
- 3) The sites of the souvenir items for sale will be restricted to the non-seating areas.

c. Expenses

- 1) The University is not liable for any financial losses incurred by the event or the organizer of the event.
- 2) Information must be provided in advance to the University concerning all financial arrangements relating to the event.
- 3) The organization must reimburse the University for identifiable operating or overhead expenses relating to the use of the facility.
- 4) The organization is responsible for any pre- and post-event cleaning costs. The average cleaning cost for typical use will depend upon the amount of time required to prepare and clean the facility.
- 5) Organizations are responsible for special custodial costs related to a specific use. Such custodial services will be arranged by the Associate Athletic Director for Facilities and Operations.

d. General Regulations

- 1) The Associate Athletic Director for Facilities and Operations is responsible for directing the maintenance of the field and/or the facility.
- 2) Any organization hosting an event at Beaver Stadium must abide by all applicable University policies and procedures, and the laws of the Commonwealth of Pennsylvania.
- 3) When applicable, the University's name must be used in conjunction with an event held at Beaver Stadium.
- 4) Upon entering Beaver Stadium, purses, tote bags, and containers are subject to search at the discretion of proper authorities. Bags, including diaper bags, and purses larger than 8 1/2" x 11" x 11", or backpacks may not be taken into the Stadium.
- 5) Disposable containers are not permitted in the Stadium.
- 6) Cleanup of the Stadium must be conducted within 48 hours after the event, if conditions permit.
- 7) At the discretion of the organization, ticket sales may either be handled by the University or through an approved outside vendor.
- 8) In the event of an emergency, applicable University Safety Policies will be followed. *See* <http://guru.psu.edu/policies/#SAFETY>.
- 9) The organization is responsible for providing all equipment, lighting, and other props required for the event. The use of any such equipment, lighting, and other props must be approval by the Associate Athletic Director for Facilities and Operations before the event.

8. Mail Room Policy

Mail is delivered to Department buildings on a daily basis. U.S. mail is delivered once per day, and University Park mail is delivered twice per day. General deliveries (UPS, Federal Express, freight carriers, etc.) are made as needed and deposited in a central area established for deliveries in each building. For more information, please consult University Policy BS01, Use of University Mail Service, available at <http://guru.psu.edu/policies/BS01.html>.

I. SAFETY POLICIES AND RISK MANAGEMENT

1. Safety Policies

Please visit <http://guru.psu.edu/policies/#SAFETY> for all applicable University Safety Policies.

2. Risk Management

a. Liability Insurance Coverage

The University maintains a liability insurance policy for University-related activities. This coverage is world-wide. All University and Department faculty and staff are covered under this policy when conducting official University business or otherwise performing duties on behalf of the University. Additional information regarding this coverage is available through the Risk Management Office, 103 Rider Building.

b. Student-Athlete Insurance

Please consult Chapter IV of this ICA Policy Manual.

c. Auto Insurance

The University maintains an auto liability insurance policy on University-owned and leased motor vehicles. This coverage includes travels to both the United States and Canada, and provides coverage for collision and comprehensive damage, with the following deductibles:

Collision - \$1,000

Comprehensive - \$500

For accidents involving a personal vehicle while on University business, the driver's personal insurance will be the primary insurance and the University's auto liability insurance will act as excess coverage. The driver is responsible for notifying both his/her insurance company and the Risk Management Office.

As soon as practicable after an accident, the driver must complete a Vehicle Accident Report and submit it to the Risk Management Office. This form must be completed and submitted, no matter how minor the accident.

For additional information on the University's auto insurance policy, please contact the Risk Management Office, 814-865-6307, or consult the University Travel Policy and Policy BS20, Fleet Operations Vehicle Service, both of which are available at <https://policy.psu.edu>.

d. Property Insurance

The University maintains property damage insurance, subject to a \$25,000 deductible, to cover losses to its buildings and contents inside those buildings. University-owned equipment that is used away from University's premises is not covered by this policy, unless a separate arrangement is made through the Risk Management Office. In the event

of damages, the Property Loss Report must be completed and submitted to the Risk Management Office.

e. Claim Reporting

In the event of an incident or accident resulting in bodily injury or property damage, the Incident Form must be completed and submitted to the Risk Management Office, 103 Rider Building. For more information, please consult University Policy SY03, Emergencies Involving Students, and SY05, Persons, Other Than Students or Employees, Who Are Injured or Become Ill on University Property, available at <http://policy.psu.edu>.

Likewise, all lawsuits or letters of representation from an attorney immediately must be reported and forwarded to the Risk Management Office.

J. ATHLETIC EQUIPMENT AND CLOTHING

Subject to applicable NCAA Bylaws and University and Department policies and procedures, the Department will provide athletic equipment and clothing to all student-athletes participating in varsity sports. For additional information, please contact the equipment manager or the appropriate assistant coach for each sport.

1. Purchases

- a. Purchases of athletic equipment and clothing are made within the designated budgets as set forth by applicable Department policies and procedures. The procurement of any such property shall be in accordance with the policies and procedures of the University's Department of Purchasing Services. The Equipment Service Policy Manual can be found for reference at the following shared drive location: (INSERT SHARED DRIVE LOCATION)Equipment" is defined as any depreciable hardware item other than clothing that can be worn or used to participate in an intercollegiate sport.

All equipment is purchased from the Department's equipment budget for all varsity sports.

- b. "Athletic clothing" is any clothing that is worn by an individual while participating in an intercollegiate sport. Athletic clothing has two categories:
- 1) "Core Gear," which consists of clothing items received through contract agreement that is generally used by all individuals participating in an intercollegiate sport. Any item not provided by contract must be purchased from the Nike budget. ~~sport's budget.~~

“Core Gear” includes warm-up suits, special underwear items, t-shirts, socks, and other like items.

- 2) “Sport-Specific Clothing,” which consists of clothing for practice or participation in a particular sport, is purchased through the Nike contract ~~from a specific sport’s budget~~ or received through a sport specific contract agreements. “Sport-Specific Clothing” includes uniforms, shoes, windbreakers, hats, and other like items.

2. Nike

Nike and Penn State ICA have a contractual relationship and each sport program receives a Nike budget to purchase all their apparel, footwear, and accessories. All sports programs and support departments are required to wear Nike apparel, footwear, and accessories for practice, games, team travel, and official Penn State ICA functions.

All equipment or Sport-Specific Clothing purchased on either the Department’s equipment budget or the specific sport’s Nike budget, or received through contract agreement, must be stored in the area(s) designated by the Associate Athletic Director for Facilities and Operations. During the off-season, in order for the equipment to be moved to another location, the coach must make the necessary arrangements with the Associate Athletic Director for Facilities and Operations to store equipment and/or athletic clothing at a site other than the designated off-season storage area. The Department’s Equipment Managers are responsible for checking out equipment and providing a yearly (post-season) inventory of all equipment and athletic clothing.

3. Equipment

Equipment must be signed out by student-athletes in accordance with applicable NCAA Bylaws and must be returned at the end of the sport season. The coach is responsible for any equipment items or athletic clothing not returned and shall instruct the sport specific Equipment Manager and the Assistant Athletic Director for Equipment Services to assess the student-athlete’s General Deposit for all items that are not returned.

4. Salvage and Old Equipment

Under applicable NCAA Bylaws, the University is prohibited from providing athletic equipment to a high school. The University, however, may provide athletic equipment to *bona fide* youth organizations, such as the YMCA, boy scout troop, or summer recreation league, that are located within a 50-mile radius of the University. Donation of salvage and old equipment is permissible even if the organization consists of some prospective student-athletes, provided that the donation is made in accordance with the applicable University policy on the

discarding and donating of equipment, Policy BS15, which is accessible at <https://guru.psu.edu/policies/#BUSINESS>. All equipment and athletic clothing purchased or received by contract agreement for the Department is the property of Penn State. The responsibility for the dispositions of salvage equipment and athletic clothing rests with the Associate Athletic Director for Equipment Services. All excess equipment, apparel, footwear, and accessories not donated must be disposed of through Lion Surplus. Lion Surplus will use its resources to facilitate the sale of these items either through the annual Apparel and Equipment Sale or through Lion Surplus. For more information on the disposition of equipment please reference the Equipment Services policy manual (INSERT POLICY MANUAL LINK).

5. Assignment of Athletic Equipment and Clothing

Student-athletes may not accept any equipment, supplies, or clothing from a manufacturer or commercial enterprise, but may receive these items from the University for use during the sport season in accordance with NCAA Bylaw 16.11.2.5. For additional information, please contact the equipment manager or the appropriate assistant coach for each sport.

Equipment and athletic clothing that are supplied to the Department are the property of the University. Coaches shall establish adequate control to prevent the loss or misuse of equipment and athletic clothing and shall act in the best interest of the University when making any decision regarding equipment and athletic clothing.

Student-athletes must return athletic apparel after the sport season. Only the Director of Athletics or the head coach of the specific sport may authorize an exception to this policy. See NCAA Bylaw 16.11.1.6.

Apparel Taxation Policy

Penn State ICA in accordance with IRS regulations requires that any apparel, footwear, and accessories received by Penn State coaches and staff be documented and taxed. Each Equipment Manager will work to ensure all issuances to coaches and staff are tracked throughout the calendar year. Taxation reports will be submitted several times each calendar year per the Apparel Taxation Policy. (INSERT LINK TO TAXATION POLICY)

1) Nike Elite Taxation Policy

As part of our Nike agreement Penn State ICA Coaches and Staff receive Nike Elite accounts whereby the Coach or Staff receives funds to purchase apparel, footwear, or accessories from Nike at www.NikeElite.com. As per Penn State ICA policy in accordance with IRS regulation the funds provided to each Coach and Staff member are also required to be taxed. Twice a year Penn State ICA will report how much each individual spent on their Nike Elite allotment.

K. STRENGTH AND CONDITIONING FACILITIES

1. Strength/Conditioning Facilities and Programming

a. Scheduling

Scheduling of open hours in all facilities is at the discretion of the Head Strength/Conditioning Coach or the designated member of his/her staff (the "HSC").

- 1) Scheduling for specific team use of any strength training facility during normal open hours is at the discretion of the HSC. Scheduling requests for team lifting time will be handled on a first-come-first-served basis, and should be submitted (in writing) to the HSC at least two weeks prior to the anticipated starting date. Any conflicts over facility scheduling will be resolved in an equitable manner at the direction of the HSC.
- 2) Scheduling for specific team use of any facility during non-open hours is at the discretion of the HSC. All team lifting during non-open hours must be monitored by a member of the strength staff or strength staff designee.
- 3) Scheduling of general recreation facilities by athletic teams will not be permitted unless scheduled during hours the facility is normally closed.
- 4) Scheduling of any strength training facility by non-athletic groups, including but not limited to classes, clubs, booster organizations, Greek organizations, or for purposes of research not under the direction of the HSC staff will be charged a facilities rental fee.

b. Programming

All strength/conditioning programming for varsity and club sport student-athletes will be developed or approved by the HSC.

- 1) The safety and efficacy of any program that was not developed by the HSC staff will be evaluated before implementation. Teams or individuals participating in non-approved programs will be denied further use of the facility.
- 2) The HSC staff reserves the right to modify and/or limit the execution of any exercise or program based on space, equipment, and scheduling limitations.
- 3) Prior approval for the use of the facility must first be obtained from the HSC, before submitting a research proposal for the use of any

Department strength/conditioning facility. Failure to secure advance approval may result in scheduling conflicts that could preclude use of the facility. Requests for facility space should be made at least six weeks prior to the anticipated starting date.

c. Training

- 1) Implementation of all strength/conditioning programs will be done under the direction of the HSC.
- 2) Anyone involved in the implementation of a strength/conditioning program must receive prior approval from the HSC.

d. Program Presentation

- 1) Programs or documents developed by the HSC staff may not be used in presentations to clinics, camps, or recruits without prior review and approval.
- 2) Presentation of a personal strength/conditioning program without use of a disclaimer is prohibited.
- 3) Strength/conditioning information presented at Penn State Sports Camps must receive prior approval by the HSC staff or be delivered by a member of the HSC staff.

e. Room Access

Access to all monitored facilities is subject to one or more of the following conditions:

- 1) Participants must be at least 18 years of age or a Penn State student;
- 2) Participants must produce a picture I.D.;
- 3) Participants must produce a current membership card;
- 4) Participants must be appropriately dressed;
- 5) Participants must sign a participation waiver;
- 6) Participants must not give the appearance of being under the influence of drugs or alcohol; and
- 7) Room patron limits must accommodate entry.

The HSC staff reserves the right to deny access to any individual who does not meet the specific requirements for admission into a given facility,

or for any other reason potentially affecting safe and proper use of the facilities.

f. Key Access

Permanent assignments of facility keys to non-HSC staff members will not be permitted. Signing out of a key (on a temporary or loan basis) to Department personnel for personal or team use will be granted, as needed, at the discretion of the HSC. Specific arrangements for key access will be made for each occasion.

2. Athletic Weight Rooms Policies and Procedures

The following policies and procedures are applicable to the Rec Hall Athletic Weight Room, the East Area Weight Room, the Multi-Sport Weight Room, the Bryce Jordan Center Weight Room, and the Medlar Field Weight Room.

General Policies and Procedures:

- a. All participants must present a valid picture ID.
- b. All participants must be at least 18 years old (unless a University student).
- c. Participants shall use the facility at their own risk.
- d. Use of the weight room is subject to the following priority:
 - 1) scheduled athletic lifting,
 - 2) general athletic lifting, and
 - 3) special events.
- e. Facility hours are subject to change.
- f. If applicable, non-athletic Department personnel may use the facility during designated hours.

3. Recreational Fitness Centers/Weight Rooms Policies and Procedures

The following policies and procedures are applicable to the Rec Hall Fitness Center, the White Building Fitness Center, the IM Fitness Center, and the Natatorium Fitness Loft.

General Policies and Procedures

- a. All participants must have a fitness membership or a daily pass and a valid picture ID. Fitness passes are the property of the Department.

- b. All patrons must be at least 18 years old (unless a University student).
- c. Participants shall use the facility at their own risk.
- d. Facility hours are subject to change.
- e. Use of the facility is subject to the following priority:
 - 1) scheduled recreational lifting,
 - 2) general recreational lifting,
 - 3) special events, and
 - 4) classes.