11.01 SUBJECT: ADDITION AND DELETION OF A SPORT
(revised 12/02)

In keeping with our philosophy of college athletics for the student-athlete, the following policies and procedures were approved by the Athletic Council for adding or deleting an intercollegiate sports activity.

Addition of a Sport:

Procedure:

1. Only sports activities which have been registered with university recreation and actively and effectively functioning as a club sport or a former varsity sport will be considered for addition to the intercollegiate sports program unless there are extenuating circumstances.

2. Sponsors and/or members of the team should request consideration of their activity and its development as an intercollegiate enterprise in writing to both the Athletic Director and the chair of the Athletic Council.

3. The activity petitioning for inclusion as an intercollegiate sport shall make a presentation to the Athletic Council at which time they will develop their plan for implementation, i.e. budget, facilities, competition, coaching staff, participant base, alumni support, etc. All matters relating to inclusion in the athletic department will be shared with both the petitioners and the Athletic Council and in the presence of the petitioners.

4. Following consideration, the Athletic Council will recommend to both the Athletic Director and the President of the University a position in regard to the addition of the sport activity.

Deletion of a Sport:

Procedure:

1. The Athletic Director will present for review by the Athletic Council the rationale for the recommendation from the athletic department to delete and/or de-emphasize any intercollegiate activity. No sports activity will be eliminated without review by the Athletic Council, and if requested, presentations by the sponsor, coach, and/or members of the activity affected.

2. If a recommendation for change of status of a sport is to be presented to the Athletic Council, this will be specifically listed as an item on the agenda sent out to Council members prior to the meeting.

11.02 SUBJECT: BANQUETS
(revised 12/02)

The major banquet for athletes at Washington State University is the SAAC Senior Banquet and is promoted and co-sponsored by the athletic department and the Student-Athlete Advisory Council. Coaches may host or gain sponsorship for a banquet, dinner, picnic, or other social activity to honor team members, initiate or conclude a season at their own discretion. However, if individuals outside the athletic department (other than parents) are invited, certain guidelines will be followed.
RESPONSIBILITY

Coach

1. Contact the following early in the planning stage:
   a. Submit an Athletics Event Approval Form to the Athletic Director’s Office.
   b. Executive staff provides approval of date to avoid conflicts with other department events.
   c. Compliance Office provides guidelines for NCAA rules compliance.
   d. Athletic Foundation offers suggestions and support (as schedule permits), provides list of athletic donors for that sport if appropriate, and approves any WSU Athletic Foundation involvement.
   e. Media information office may provide professional advice on layout of programs, media, etc., as staff workload permits.
   f. Marketing and promotions office may provide publicity and support as schedule permits.
   g. The primary responsibility for the organization and conduct of the banquet is with the coaching staff.

2. Absorb expenses not covered by sale of tickets or other outside income in the sport’s excellence funds.

3. Insure that public banquets are appropriately publicized and parents, athletic support groups, special donors, and season ticket holders are notified.

4. Include the following individuals in your invitations:
   a. Athletic Director
   b. Associate/Assistant Athletic Directors
   c. President of University
   d. Faculty Athletics Representative
   e. Department personnel assigned to support the sport.
   f. Other department or university personnel at the coach’s discretion.

5. Specify if invited personnel will be provided complimentary admission (guests) or if they are invited as paid attendees.

11.03 SUBJECT: CONTRACTS FOR EVENTS
(revised 12/02)

RESPONSIBILITY

Office of Sr. Associate Athletic Director

1. In all sports except men's basketball and football, prepare and send contracts/verifications to visiting teams for home events. Follow up on returns as necessary.
2. Receive contracts for away events, check for accuracy, forward to coach for verification, and sign contract and return to opponent.

3. Forward copy of approved contract to Head Coach and Director of Business Operations for filing and processing of guarantees. Keep office copy on file.

**Athletic Director Office**

1. Prepare and send contracts for football and men's basketball home events.

2. Receive contracts for away events, check for accuracy, sign, and return to opponent.


**Director of Business Operations**

1. File a copy of event contract for all sports.

2. Process game guarantees immediately following event.

**11.04 SUBJECT: EQUIPMENT AND UNIFORM OPERATIONS – GUIDELINES**

(revised 12/02)

**RESPONSIBILITY**

**Coach**

1. Complete the [Team Travel Authorization Form](#) and submit it to the Compliance Office.

2. Provide equipment room staff with approved travel roster. Update as necessary.

3. Meet with equipment room staff and identify practice, team travel and home game needs. Provide itemized list of needs with dates and times.

4. Provide weekly practice schedule.

5. Provide team trip itinerary with arrival and departure times.

**Compliance Office**

1. Provide daily eligibility report to equipment operations.

2. Provide approved Team Travel Authorization Form to equipment operations.

**Equipment Operations**

1. Meet with Head Coach or staff liaison, to identify team's needs.
2. Schedule staff for the equipment room to meet the practice needs of each team.

3. Issue practice/competitive equipment and uniforms in accordance with Daily Eligibility Report or approved travel roster or Travel Authorization Form received from compliance office.

4. Develop and coordinate practice gear, towel, and uniform check out system.

5. Pack team travel bags with appropriate gear and notify student-athletes of pick up time.

6. Establish equipment operations procedures and meet with team managers to outline expectations and guidelines.

7. Coordinate locker and lock check-out to student-athletes and athletic department employees.

Team Manager

1. Meet with Director of Equipment Operations to receive equipment room guidelines.

2. Work closely with equipment operations staff to meet team's needs, especially with travel bag packing.

3. Comply with equipment operations policies and procedures.

11.04a SUBJECT: EQUIPMENT OPERATIONS - TEAM COVERAGE  
(revised 12/02)

RESPONSIBILITY

Director of Equipment Operations

1. Provide direct supervision for all sports. Assign primary sport coverage to the three equipment managers as outlined below.

Equipment Managers (3)

(1) Football
Women’s Tennis
Men and Women’s Golf

(2) Baseball
Women’s Basketball
Men’s Basketball
Men’s and Women’s Track & Field
Men’s and Women’s Cross Country

(3) Volleyball
Rowing
11.04b SUBJECT: STUDENT MANAGER AWARDS
(revised 12/02)

Managers are eligible for jackets only, appropriately monogrammed. Must meet criteria established by Director of Equipment Operations, and be approved by Senior Associate Athletic Director. They become eligible for an award after serving a minimum of two years in the program. See 12.3 for procedures.

11.05 SUBJECT: MEDIA INFORMATION - HOME EVENT CREW
(revised 12/02)

RESPONSIBILITY

Media Information Staff

1. According to specific sport needs, identify schedule and confirm event help in the following areas:
   a. Announcer
   b. Scorer
   c. Statistician crew
   d. Clock operators
   e. Computer operators
   f. Spotters
   g. Scoreboard operator
   h. Fax/photocopy/phones
   i. Photographer

2. Train all media information home event crews.

3. Distribute event credentials to the home event crew.

11.05a SUBJECT: MEDIA INFORMATION – POST-GAME INTERVIEWS
(revised 12/02)

RESPONSIBILITY

Media Information Staff

1. Reserve area for post-game media interview. Notify media of the interview location.

2. Monitor and secure the media interview area.

3. Notify coach of student-athletes requested for interviews.

4. Introduce coaches and student-athletes.

5. Moderate the interview process.
Coach

1. Following post game team meeting, report to media interview area. The coach is allowed a 10 minute cooling off period.

2. Notify requested student-athletes to report to the interview room.

Student-Athlete

1. Report to the media interview area as requested following the 10 minute cooling off period.

11.05b SUBJECT: MEDIA INFORMATION - REPORTING HOME/AWAY EVENTS
(revised 12/02)

RESPONSIBILITY

Media Information Staff

1. Discuss with the coach prior to the season how the reporting of home and away events will be coordinated and which WSU media information representative will provide the service.

2. Arrange coordination of event coverage with the coach or host school when the media information staff is not able to travel to away events with a team.

3. Coordinate media coverage of home events.

4. Report the results of the home and away events to the media.

Coach

1. Meet with the assigned media information staff prior to the season to arrange for away event coverage. The host school will be asked to provide all results to WSU in a timely manner. Only when this service is not available will WSU coaches be asked to contribute result information. WSU coaches may be asked to provide quotes to a media information representative at a pre-arranged time, or by leaving quotes on a specified voicemail box.

2. Follow procedures for reporting results after each away event.

11.05c SUBJECT: MEDIA INFORMATION - SERVICING THE MEDIA
(revised 12/02)

RESPONSIBILITY

Media Information Staff

1. Handle all media requests. Coaches may be called upon to help with interviews, arrange for student-athletes to be interviewed, and/or to attend meetings.

2. Obtain biographical information for each student-athlete and provide to media as necessary.
3. Distribute game/season media credentials as necessary.

4. Distribute photographer vests to media, with appropriate credentials for an event.

5. Notify a staff member of any request by the media and provide guidance as necessary.

6. Remain available and accessible to the media during all home events as well as for athletics-related inquiries (24/7).

**Department Staff**

1. Refer any requests from the media to the media information staff for clearance prior to providing information.

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**11.05d SUBJECT: MEDIA INFORMATION - STATISTICS AND PHOTOGRAPHS**

*(revised 12/02)*

**RESPONSIBILITY**

**Media Information Staff**

1. Secure appropriate statistical crews for home events.

2. Compile individual and team statistics after each home event. Provide these statistics for the coaches and keep as records for that sport.

3. Arrange to have photographs taken.
   a. Send student-athlete photograph to hometown newspaper.

4. Provide a limited number of photographs for the coaches gratis. Additional photographs are available at cost.

5. Receive statistics for away contests from the host school's media information representative or WSU coach, when not traveling with the team.

**Student-Athlete**

1. Student-athletes may purchase photographs if desired. Seniors who are finished competing may obtain photographs of themselves free of charge when extras are available and their eligibility has expired. Otherwise, photographs are made available at cost.

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**11.06 SUBJECT: MEDICAL SERVICES - AWAY EVENT COVERAGE**

*(revised 12/02)*

Assignment of athletic trainers/physicians for away event coverage is based on injury risk and number of participants, and is determined by the coordinator of athletic medicine and the Director of Athletic Training Services.

**RESPONSIBILITY**
Coordinator of Athletic Medicine

1. Coordinate physician coverage for away football games.

2. Coordinate physician coverage for other away events as necessary.

Athletic Trainer

1. Travel with teams as assigned.

2. Arrange with host school for athletic training services such as taping, treatment, etc. in the event that an athletic trainer does not travel with the team. Provide head coach the name and phone number of the host trainer.

Coach

1. If an athletic trainer does not travel with his/her team, request host trainer's name and phone number prior to departure.

Athletic Training Student

1. Travel with teams as assigned.

11.06a SUBJECT: MEDICAL SERVICES - HOME EVENT COVERAGE
(revised 12/02)

Assignment of medical services for home events is based primarily on injury risk. Numbers of participants, recommendations of staff, and availability of personnel are also considerations. Coverage is determined by the Coordinator of Athletic Medicine and the Director of Athletic Training Services.

RESPONSIBILITY

Director of Event Operations

1. Send visiting teams visitor information packet.

2. Receive visitor information form and copy the appropriate athletic trainer.

Athletic Trainer

1. Confirm visitor needs via telephone, if necessary. Coordinate with the visiting athletic trainer/coach on site to meet team's needs.

2. Be present at all home events for the sports assigned.

Coordinator of Athletic Medicine

1. Coordinate physician coverage for home events.
   a. Assign physicians to home events as required by the Pac-10 Conference or safety considerations.
   b. Arrange for on-call services as necessary.

Athletic Training Students

1. Attend all home events as dictated by their particular sport assignment.
2. Assist other students as needed and function under the direct supervision of a certified staff member.

11.06b SUBJECT: MEDICAL SERVICES - TEAM COVERAGE  
(revised 12/02)

WSU athletic medical services employs full time certified athletic trainers, graduate assistant certified athletic trainers, and intern certified athletic trainers and contracts with WSU Health and Wellness Services for the physician services of the Coordinator and Assistant Coordinator of Athletic Medicine. This staff provides care, treatment, prevention, and rehabilitation services, as well as athletic medical services for practices and home and away events. Several other physicians assist with the delivery of medical services. Athletic training students enrolled in a Commission on Accreditation of Allied Health Education Programs (CAAHEP) approved undergraduate major provide additional support in providing care to the student-athletes.

RESPONSIBILITY

Physicians

1. The coordinator/assistant coordinator of athletic medicine maintains regular athletic training room visits during academic periods to see student-athletes screened by the certified staff. An orthopedic surgeon visits the training room on a regular schedule during academic periods and is available for referral to private office as needed.

Coordinator of Athletic Medicine

1. Coordinate the provision of all medical services for student-athletes.

2. Assist the Director of Athletic Training Services in establishing, developing, and coordinating medical policies and procedures for the athletic program.

3. Work with the Director of Athletic Training Services to contribute to the clinical supervision of athletic training students.

Director of Athletic Training Services

1. Assist the coordinator of athletic medicine program in administering all aspects of the athletic training program.

2. Assign professional staff to each sport.

3. Assist with clinical supervision of athletic training students in cooperation with program director for athletic training major.

Certified Athletic Trainers

Members of the full-time professional staff fulfill the following responsibilities:

1. Manage athletic medicine budget.
2. Coordinate physical examinations for all student-athletes.

3. Coordinate NCAA drug testing procedures.

4. Coordinate athletic medical services for all summer camps.

5. Take responsibility for assigned sport(s) and assist certified staff athletic trainers with other sports as needed.

6. Assist with the clinical supervision of athletic training students in cooperation with program director for athletic training major.

**Graduate Assistant Certified Athletic Trainer**

1. Take responsibility for assigned sport(s). Assist with the clinical supervision of student athletic trainers in cooperation with program director for athletic training major.

**Intern Certified Athletic Trainer**

1. Take responsibility for assigned sport(s). Assist with the clinical supervision of student athletic trainers in cooperation with program director for athletic training major.

**Athletic Training Students**

1. Demonstrate advanced skills and met academic requirements while enrolled in the clinical experience in order to be eligible to be assigned sports for the academic year. This provides an important educational experience and assists the particular sport with adequate and quality medical services. Male and female students are allowed to work with both men’s and women’s sports. Each sport is assigned a student-athletic trainer to work with the certified athletic staff member. Other students enrolled in the program may also assist with visitor practices and home events.

**11.06c SUBJECT:  ATHLETIC TRAINING STUDENTS AWARDS**

*(revised 12/02)*

Athletic training students are eligible for athletic apparel awards only, appropriately monogrammed. Must meet criteria established by Director of Athletic Training Services and be approved by senior associate athletic director. They become eligible for an award after serving a year in the program. See 12.3 for procedures.

**11.07 SUBJECT: PHYSICAL DEVELOPMENT**

*(revised 12/02)*

**MISSION STATEMENT**

To provide the best possible facility, environment and overall program for physical development to the student-athletes at Washington State University. This reflects the excellence of the university, community and athletic department.
We intend to fulfill our mission statement by:

- Providing every opportunity for student-athletes to improve their strength, speed, power and flexibility, through program design, nutritional education, and coaching.

- Creating a motivated and positive environment within the strength and conditioning complex.

- Assuring that each strength and conditioning coach, staff member, intern, and volunteer maintains a pleasant, positive, and professional attitude.

- Maintaining and operating our strength and conditioning complex in an organized, safe and efficient manner.

- Assuring that our emergency procedures are safe, efficient, and expedient.

- Maintaining high levels of communication with the athletic medicine staff with regard the student-athlete's injuries and rehabilitation.

- Providing equal accessibility of strength and conditioning coaches and facilities to all student-athletes.

- Insuring that interns and volunteers in the strength and conditioning complex are properly trained and knowledgeable regarding basic training and technical aspects of strength training.

- Insuring that each student-athlete has the best possible opportunity to participate in intercollegiate athletics in a physically healthy environment.

11.07a SUBJECT: PHYSICAL DEVELOPMENT - TEAM COVERAGE
(revised 12/02)

The physical development staff will be assigned to provide adequate instruction, supervision, and support to student-athletes during the hours of operation of the weight room. A liaison will be assigned from the physical development staff to each team. This individual will be in charge of developing programs for that particular sport and keep them upgraded throughout the year. The liaison will be the contact person for each particular sport when scheduling workouts and conditioning times.

RESPONSIBILITY

Director of Physical Development

1. Meet with each head coach to develop the strength and conditioning program for each team and to schedule the training times for that team.

2. Assign a liaison from the physical development staff to each sport.

3. Assign the physical development staff to provide adequate individual and group instruction and supervision during weight room hours of operation.
4. Meet with the head coach to facilitate special scheduling of the facility as appropriate.

5. Notify appropriate athletic department personnel of weight room schedule.

**Head Coach**

1. Meet with the director of physical development to develop the team’s training program and schedule.

2. Make any special arrangements for use of the facility with the director of physical development or assigned sport liaison.

11.08 SUBJECT: PRINTED MATERIALS - PRESS GUIDES, PROGRAMS, SCHEDULE CARDS, POSTERS

*(revised 12/02)*

Coaches may expect media information and marketing/promotions to produce the following printed projects, funds permitting.

**RESPONSIBILITY**

**Media Information**

1. **Press Guides** (printed by University Publications)
   a. Baseball
   b. Football
   c. Men's and women's golf
   d. Men's basketball
   e. Rowing
   f. Soccer
   g. Swimming
   h. Tennis
   i. Men and women's track & field
   j. Volleyball
   k. Women's basketball

2. **Programs**
   a. Baseball*
   b. Football (Produced by KXLY, Spokane)
   c. Men’s basketball*
   d. Women’s basketball*
   d. Men and women's track and field*
   e. Soccer
   f. Swimming
   g. Volleyball*

   * = Produced jointly by media information and marketing.

**Marketing and Promotions**

1. **Programs - Ads**
   a. Volleyball
b. Women's basketball
c. Baseball
e. Men and women's track and field
f. Program ads in football will be sold in conjunction with KXLY Radio.

Note: Marketing provides the ads for all programs.

2. **Schedule Posters**
   a. Volleyball
   b. Football
c. Men's basketball
d. Women's basketball
e. Baseball
f. Soccer
g. Men’s and Women’s Track and Field
h. Schedule Flyers: rowing and tennis

3. **Schedule Cards**
   a. Volleyball
   b. Football
c. Women’s basketball
d. Men's basketball
e. Baseball
f. Soccer
g. Spring sports: rowing, men and women’s track and field, and tennis

**11.09 SUBJECT: SCHEDULING POLICY (revised 4/02)**

1. Coaches are responsible for scheduling non-conference events, and they are to make every effort to minimize missed class time due to team travel. Coaches will select departure dates and times for conference and non-conference events with this in mind.

2. Event schedules are reviewed and monitored by the sport supervisor (Athletic Director or Sr. Associate Athletic Director) to ensure budget and academic issues are considered.

3. Coaches will provide their sport supervisor with a tentative schedule for review and approval prior to making any commitment to the host institution.

4. Coaches will not schedule non-conference events during finals week. (The sport supervisor may approve exceptions to this policy if there is no academic impact on the student).

5. The compliance staff reviews each event schedule prior to departure to ensure the sport is in compliance with all applicable NCAA rules.

6. If coaches would like to leave campus more than one day in advance of their team competition, they must have prior approval from the sport supervisor. If departure is more than 48 hours prior to their scheduled event, coaches must request permission from the sport supervisor and the Faculty Athletics Representative prior to confirming travel plans. If approved, the Compliance
staff will request permission from the NCAA to waive the “48 hour rule”. Travel expenses will not be authorized until the NCAA approves the waiver.

7. Student-athletes will not schedule classes during scheduled practice times. And, student-athletes will not miss class to attend a re-scheduled practice session.

11.10 SUBJECT: SCHEDULING FACILITIES
(revised 12/02)

The scheduling of indoor and outdoor facilities is coordinated by four departments: athletics, PEACT, intramurals, and university recreation. At the beginning of each semester, representatives from these four groups meet to determine the scheduling of indoor and outdoor athletic facilities. The office of the senior associate athletic director is responsible for coordinating scheduling for the athletic department.

Facilities for athletics are scheduled according to the following guidelines:

- Events take precedence over practice.
- Sports in the traditional season take precedence over sports that are out of season or in their non-traditional season. A season begins with the first allowable practice date (NCAA) of the sport’s traditional season.
- Facilities are scheduled on an equitable basis.
- Every effort will be made to cooperate with the other three departments to maximize facilities usage and to meet the needs of each organization.

Semester/monthly facility schedules are developed and distributed by the Senior Associate Athletic Director’s Office. As a general rule, the following time schedule is followed:

<table>
<thead>
<tr>
<th>Time</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 a.m. – 8:00 a.m.</td>
<td>Athletics</td>
</tr>
<tr>
<td>8:00 a.m. – 12:00 p.m.</td>
<td>PEACT</td>
</tr>
<tr>
<td>12:00 p.m. – 1:00 p.m.</td>
<td>Faculty/Staff</td>
</tr>
<tr>
<td>1:00 p.m. – 3:00 p.m.</td>
<td>PEACT</td>
</tr>
<tr>
<td>3:00 p.m. – 6:00 p.m.</td>
<td>Athletics</td>
</tr>
<tr>
<td>6:00 p.m. – 12:00 a.m.</td>
<td>Intramurals/University Recreation</td>
</tr>
</tbody>
</table>

RESPONSIBILITY

Principal Assistant to the Sr. Associate Athletic Director

1. Collect competitive schedules from coaches.

2. Distribute and collect appropriate Request for Facilities Scheduling Form to Head Coaches.

3. Coordinate scheduling of available facilities with university recreation, intramurals and PEACT.

4. Compare various schedules, checking for conflicts. Resolve any conflicts that may arise.
5. Schedule necessary facilities.

6. Distribute monthly/semester schedule of athletic facilities to all concerned.

7. Notify appropriate departments promptly when changes in the schedule occur.

**Coach**

1. Arrange competitive schedule.

2. Complete [Schedule Approval Form](#) and have approved by the Compliance Office and sport supervisor.

3. Submit approved schedule to the Principal Assistant to the Senior Associate Athletic Director.

4. Notify Principal Assistant to the Senior Associate Athletic Director as soon as possible when any changes in the competitive schedules arise.

5. Complete [Request for Facilities Scheduling Form](#) and return to the Principal Assistant to the Senior Associate Athletic Director.

6. Adhere to the monthly schedule distributed by the Principal Assistant to the Senior Associate Athletic Director.

7. Notify the Principal Assistant to the Senior Associate Athletic Director of any changes, additions, or deletions to practice schedule.

### 11.11 SUBJECT: SPORTS VIDEO

*(revised 12/02)*

The Sports Video department is divided into two areas: Strategy Video and Broadcast Video. The Strategy Video area provides coaches and athletes with computer and videotape breakdowns of contests and practices for analysis. The Broadcast Video area’s mission is to maximize the positive TV exposure of the student-athletes and teams of Washington State University and supply in-house video production services to the athletic department. Both areas oversee the setup and operation of audio/video equipment within the department.

**RESPONSIBILITY**

**Director of Sports Video**

1. Oversee the sports video department operations, employees, equipment, and budget.

2. Coordinate both the strategy and broadcast video areas.

3. Perform necessary functions: editing, videography, producing, and directing.
4. Provide oversight of athletic department video equipment acquisition.

5. TV liaison. Coordinate all aspects of remote setups, from park and power to camera locations and cable runs.

6. Coordinate the staffing and operation of the videoboard in Martin Stadium.

**Sports Video Producer/Writer**

1. Produce feature stories for “Fox Sports Northwest Tonight” and “On Campus with the Cougs”.

2. Fulfill video requests from TV stations, production houses, boosters and the athletic department.

3. Perform necessary functions: editing, videography, writing, and producing.

**Video Coordinator**

1. Videotape, edit, and oversee the production of athletic team’s practices.

2. Edit the computer and videotape breakdowns of both opponent-scout and self-scout.

3. Oversee and/or videotape every Washington State University home athletic contest and select away contests.

**Video Assistant**

1. Videotape and edit athletic team practices.

2. Assist with the computer and videotape breakdowns of both opponent-scout and self-scout.

3. Videotape Washington State University home and select away contests.

**11.12 SUBJECT: SQUAD LIMITATIONS/REGULAR SEASON**

*(revised 12/02)*

Competitive squad limitations for regular season home and away competition are dictated by the rules and regulations of the Pac-10 Conference and the institution. Home and travel squads for intra-conference games or contests shall be limited to the numbers specified in the following table from the Pac-10 Conference Handbook, except there shall be no limit for the traditional rival games or contests played at the site of one of the rivals.

<table>
<thead>
<tr>
<th>SPORT</th>
<th>MEN</th>
<th>WOMEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>25</td>
<td>--</td>
</tr>
<tr>
<td>Basketball</td>
<td>16 home/13 away</td>
<td>16 home/15 away</td>
</tr>
<tr>
<td>Cross Country</td>
<td>20 home/10 away*</td>
<td>20 home/10 away*</td>
</tr>
<tr>
<td>Football</td>
<td>unlimited home/60 away</td>
<td>--</td>
</tr>
<tr>
<td>Golf</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Soccer</td>
<td>--</td>
<td>22 home/20 away</td>
</tr>
<tr>
<td>Swimming</td>
<td>--</td>
<td>20 (divers = 1/3)</td>
</tr>
<tr>
<td>---------------</td>
<td>----</td>
<td>------------------</td>
</tr>
<tr>
<td>Tennis</td>
<td>--</td>
<td>8</td>
</tr>
<tr>
<td>Outdoor Track</td>
<td>2 per event, up to 34#</td>
<td>2 per event, up to 34#</td>
</tr>
<tr>
<td>Volleyball</td>
<td>--</td>
<td>16 home/14 away</td>
</tr>
</tbody>
</table>

*-- In the sport of **cross country**, there shall be no squad limits on regular season, non-conference competition. Intra-conference competition shall be defined as a meet in which at least two conference institutions compete. There shall be no squad limit for intra-conference competition held prior to the last weekend in September.

#-- In the sport of **track and field**, this limit shall apply to all scored meets involving two or more Pacific-10 institutions, except that there shall be no limit for: either team in traditional rival meets held at the site of one of the rivals; the home team in non-conference competition; the home team in non-scored conference competition; and traveling teams that use neither air transportation nor overnight accommodations in order to compete.

RESTRICTIONS

When a team is operating under a conference imposed travel squad limitation, only those individual student-athletes designated as counting within the travel squad limitation shall travel and reside with the team. A student-athlete who is not on the institution’s traveling squad who wishes to travel to any away game shall be governed by the following

- The student-athlete may not travel with the team except on regularly scheduled commercial transportation in space available to the general public and when the student-athlete makes his or her own travel arrangements and purchases the ticket at the regular commercial rate. The prohibition against traveling with the team applies even if the team travels by charter transportation and sells extra space to non-team members.

- The student-athlete may stay at the hotel only if he or she makes his or her own lodging accommodations. The student-athlete may not stay in the same room with a member of the official team party.

- Once the team has departed the campus, the student-athlete may not participate in any team functions, including but not limited to team meetings and team meals, nor utilize the team’s ground transportation.

- The student-athlete may be provided a maximum of two complimentary (WSU policy) admissions. Unless prohibited by a sports regulation he or she may be situated in the participating team’s area.

Squad limitations for Pac-10 Championship events are set forth in the Pac-10 Conference Handbook.

Squad limitations for NCAA post-season competition are set forth in NCAA Championships Handbook for each sport.

**11.13 SUBJECT: TRAVEL-CONDUCTING A FOREIGN TOUR**

Please reference Section 14 Travel for the policies and forms required to conduct a foreign tour.

**11.1 SUBJECT: DEPARTMENT POLICY FOR DISCIPLINARY WORKOUTS**

(revised 9/08)
Increasingly students are entering colleges and universities with health issues such as depression, asthma, ADD, supplement/steroid usage, medication histories, etc., which may put them at greater risk. Student-athletes are part of this population and the Athletic Department may not always be aware of these issues. Disciplinary workouts outside the realm of regular scheduled practices may contribute to acute or overuse injury for the student-athlete. Additionally, a coach may not recognize or acknowledge signs of distress by the student. Therefore, as a part of the Athletic Departments’ risk management plan, the following policy relating to disciplinary workouts will apply to all sports:

Disciplinary workouts may only be held during regularly scheduled practice when an athletic trainer is at the workout site. Certified Athletic Trainers will not be available to monitor such workouts outside regular business hours or regularly scheduled practices. As necessary, the certified athletic trainer will have unchallengeable authority to stop the disciplinary workout.

(Note: Wednesday 6:00 a.m. the weight room is staffed with a certified athletic trainer)

11.2 SUBJECT: STRENGTH AND CONDITIONING/STAFF POLICY FOR DISCIPLINARY WORKOUTS
(revised 9/08)

For conduct issues associated only with the weight room and non-compliance of Strength Coach expectations, disciplinary workouts conducted by the Strength and Conditioning Staff will be conducted as follows:

In-Season: Workouts would be conducted post-practice. A certified athletic trainer will be on site.

Off-Season: Workouts would be conducted on Wednesdays at 6:00 a.m. and will consist of 30 minutes or less of reasonable, “attention getting” workouts. This workout time will be staffed by a certified athletic trainer.

There will also be a “24-Hour Rule” that applies to injuries or any other incidents that happen in which the athlete doesn’t think he/she can lift or workout. If injured and the student-athlete has not met with an athletic trainer, the student-athlete will not be asked to workout at that time, but must confirm the injury with the team athletic trainer prior to the next day’s workout.

11.4 SUBJECT: CODE OF CONDUCT
(revised 11/08)

WASHINGTON STATE UNIVERSITY
CODE OF CONDUCT/DISCIPLINE POLICY
Department of Intercollegiate Athletics

The intent of this Code of Conduct and Discipline Policy is not to supersede any other NCAA, athletic department or university policy; nor is it to judge who is guilty or not guilty. It is meant to set high standards relating to the department’s expectations of how student-athletes represent Washington State University and to state the potential consequences for those student-athletes who make poor choices which reflect negatively on themselves and the university.

CODE OF CONDUCT
As the university’s most visible ambassadors, student-athletes at Washington State University are expected to uphold, at all times, high standards of integrity and behavior which will reflect well upon themselves, their families, coaches, teammates, the Department of Athletics and Washington State University. Student-athletes are expected to act with propriety, to respect the rights of others and abide by all rules and regulations of Washington State University, the Pacific-10 Conference and the NCAA. Failure to do so may result in suspension or expulsion from the team or even the university. Scholarship athletes risk having all or part of their athletic financial aid revoked for infraction of this code. The head coach of each sport has his/her own set of team training/conduct rules. Should a student-athlete wish to appeal any disciplinary action, he/she should contact the Director of Athletics and Sport Supervisor.

In the case of behavioral problems which involve formal criminal charges by a law enforcement agency, the involved student-athlete will be placed on suspension by the Department of Athletics until the facts of the incident are reviewed.

**DISCIPLINARY PROCESS**

a. In the event the student-athlete is charged with a **felony**, absent extraordinary circumstances as determined by the Director of Athletics and Sport Supervisor, he/she will not be permitted to represent WSU Athletics in outside competition until such time as the case is resolved and all court, university and athletics department conditions for reinstatement have been met;

b. Absent extraordinary circumstances as determined by Director of Athletics and Sport Supervisor, **misdemeanor** charges and subsequent discipline, therefore will be handled by the head coach, after review by the Director of Athletics and Sport Supervisor. Further, these individuals will consider the circumstances, as well as the past deportment of the involved student-athlete in rendering a final decision.

Indefinite suspensions can be instituted in any felony or misdemeanor case where an individual’s actions represent Washington State University and its Athletics program in a manner inconsistent with this code of conduct. Each case will be reviewed by the Director of Athletics, the Sport Supervisor and specific head coach independent from any other case, taking into account that no two cases are identical in nature and that each case must be determined based on the facts presented.