



Dear Student Manager,

We welcome those of you who are returning for another season and we also welcome those of you who are entering your first year with the **Clemson University** Equipment Staff. We trust that you had a great summer, and that you are looking forward to your upcoming school year and athletic season. The year will be full of great excitement as you work with your sport and coaching staff.

It takes a special person to be a student equipment manager. There may be times that you feel that you are not getting the respect you feel you deserve or have earned. We encourage you not to let times like these bring you down. We know how hard you are working, and when the time is right, we will let you know how thankful we are of all of your hard work.

**Clemson University** and the Athletic Department provide us with many opportunities that other schools are unable to do for their student equipment managers. As the year progresses, you will become more aware of these opportunities. We ask that you please be thankful that you are able to work for such a fine institution. While at **Clemson University**, you have the opportunity to have fun and work for an elite program as you progress towards obtaining your degree. With the financial aid and academic help that you receive as a student equipment manager, you have a tremendous advantage over the regular student.

While you work as a student equipment manager, you will learn that we expect you have dignity and to take pride in doing the little things that help to make the **Clemson University** Equipment Staff the best in the country.

Thank You and Good Luck!

## *A Manager's Life*

There are moments when all of us at one time or another have said that our jobs are just too much; we are just too tired of all the BS. The coaches make us crazy, the athletes make us crazy, and the Administration does not understand our needs. On top of that, the phone is ringing, someone is at the window wanting to pick up their practice gear, e-mails need to be answered, the delivery man is at the back door and the kids at home are wondering if they will get to see you before the next summer. My friend, this is a typical day in the life of an equipment manager. There is too much to do and no time to do it, often with little energy left to complete the task. One begins to wonder if this is all there is to being an equipment manager.

I have been in Equipment Manager business for 20 years and my time came in January of 1999. I had achieved my personal dream of working for a big time school in a major conference that required me to be far away from my roots. The fall semester was a difficult one with many demands on my time and energy. I hoped that the Christmas Break would allow me time to recharge my batteries and return to work with a positive attitude. It worked, and I was even excited to be back. Three days into the spring semester, I got a call that my dad was sick and that I needed to get home as soon as possible. Two days later he died.

I returned to work the next week and soon realized that I was through mentally, and I did not want to be an Equipment Manager anymore. I was just too tired of all the hassles and the long hours. No one at work noticed my depressive state, so when I resigned in June it was a shock to everyone to say the least.

I assumed my time as an Equipment Manager was over and that a new chapter in my life was beginning. I moved home to help take care of my mom and tried to find something to do to earn a living. I tried everything, and quickly concluded that teaching and coaching young people was a way to fulfill a need I had within myself. However, this meant that I had to go back to school and get re-certified, and it was not an easy task for someone who had not been in the classroom for years. All that time I thought I had made the right decision by getting out of the Equipment Room... I did not need the headaches.

I was pressed to find a job because positions were hard to find because everyone was already in place for the new school year. Finally, an interview was slated at a small school in a neighboring county. I was not even sure what they wanted me to teach or if I was even qualified for the position. After the interview with the principal I reluctantly accepted the position and was named the new Special Education teacher for the Lineville Aggies. The who, and the where?

It was very evident that first day that I had gotten a little more than I had bargained for. I had taken over a class of young adults who would never be able to live any type of normal life without assistance. Most of these students would probably not see their 20<sup>th</sup> birthday. Sometimes, while driving home in the afternoon, I would become so emotional that I would have to pull over and try to regain my composure. This, was the real world, something I had not seen or let myself see before. For years, I had dealt only with elite athletes who had also achieved great academic success, but now I found myself responsible for teenagers who could not even feed themselves.

Is this what I was asking for, I asked myself. A new life with new challenges, and now the real world has shown me what a "tough day" really is. I prayed that if this is what I was destined to do with my life, then so be it... but, if I was ever afforded another opportunity to return to what I did best and loved the most, then please Lord, send it my way. Thankfully, I have dear friends who are always looking out for my best interests. My prayer was answered and as luck would have it, I now find myself in Tallahassee loving every minute of the chaos and madness!

I share my story only to encourage those of you with doubts and to remind you how lucky you really are. Your life and your job are what you make of it. If you have a positive attitude, all around you will follow your example. It is a great day to be an equipment manager.

*Tanya Johnson - Florida State University*  
(edited)

**Student Equipment Manager Handbook  
Equipment Room Policies and Procedures**

## *Student Equipment Manager Rules and Procedures*

### *General Rules of the Equipment Room*

If you are stealing equipment from the Athletic Department, your position will be terminated from the staff immediately and your scholarship will be revoked. If you know of someone who is stealing equipment from the Athletic Department, it is your

responsibility and duty to notify the Equipment Staff. Remaining silent may jeopardize your future as a student equipment manager.

If you lose a piece of equipment, or it is stolen from you while it is in your possession, you will be held accountable for the lost item. You will be required to repay **Clemson University** for the lost or stolen equipment. Depending on the cost and availability of the item, along with the situation in which the item was lost or stolen, may result in your scholarship being revoked and your immediate termination.

Always be on time for practice, games and for workdays. If you will be late for any reason, please call ahead of time and notify the Equipment Staff. Being consistently late will result in your dismissal from the staff.

Student equipment managers have one workday per week. On that day, you will arrive at the designated time either in the morning or at 1:00 PM in the afternoon. You are expected to put out all the clean laundry in the correct locker and locker room, as well as fold any clean towels. There may also be other duties you will be asked to perform in the equipment room before you go to class or practice.

You may use the weight room and to seek treatment from the training room. However, if it becomes a problem and you are interfering with the athletes or are breaking the rules of either establishment, you will lose these privileges.

Please remember that being a student equipment manager is a job, similar to being a full-time student. There is no one forcing you to work as a student equipment manager, and you have the right to choose not to be a student equipment manager at any point during your tenure.

Please understand that we all are fans of **Clemson University** and its athletic programs, but you must remember that as a student equipment manager that you have a job to do before, during and after athletic contests. In case we need to find you, we ask that you do not make yourself hard to find at any point before, during and after these athletic contests.

### *Academic Policy of the Equipment Room*

All student equipment managers are required to keep a Grade Point Average above 2.0. If, as a student equipment manager your Grade Point Average drops below a 2.0 after a semester, you will have the next semester to bring your Grade Point Average back up to a 2.0 or better. If you fail to bring your Grade Point Average back up above 2.0, your position will be terminated.

If you have six hours of unsatisfactory grades at mid-term; you will be required to attend study hall for the remainder of the semester. You are not allowed to miss study hall for any reason unless you are sick and provide a doctor's excuse, or are traveling with your respective team. It is your responsibility to inform your Academic Advisor before study hall meets if you will be absent.

Attendance at study hall is kept on file. If you have two unexcused absences, your scholarship will be cancelled and your position as a student equipment manager will be terminated. Tardiness to study hall counts as an absence.

We will review your academic standing throughout the semester. If your grades are found unsatisfactory, your travel privileges for the remainder of the season will be revoked, including post-season events as well.

### *Travel Policy of the Equipment Room*

Travel with your respective team is a privilege and not a right. Travel is determined by the Equipment Supervisor for each respective sport and is based on merit, not seniority. Those managers that consistently work the hardest will be asked to travel as the quality of the work far exceeds the quantity of the work. Being late for practices, athletic contests and workdays are sound reasons not to travel.

At no time is any student equipment manager allowed to enter a bar at a team hotel. If you choose to go out the night before, be it at home or on the road, you still have to complete your job duties the next day regardless of what condition you arrive in the day of the contest. If you are impaired or are unable to complete your job duties to the

expected performance level, you will be dismissed from the staff and your scholarship will be revoked. Remember that on the road, you are a representative of **Clemson University**, its Athletic Department and your Equipment Supervisors. If at any time your conduct is deemed inappropriate, you will be sent home and your position will be terminated.

### *Dress Code of the Equipment Room*

Always be clean and neat. No facial hair below the lip is allowed and shirttails must be tucked in at all times. Be well groomed, as there should be no hair on, or below the collar on men. Never wear clothing from other schools to practice, on road trips or to your workday. Please wear currently issued equipment only as first year managers do not have the same equipment as tenured managers. In addition, please wear issued gear only to workdays. All student equipment managers are required to dress the same for practices and games. Your Equipment Supervisor will determine your dress for all athletic contests.

### *Letter Award Policy of the Equipment Room*

Student equipment managers are eligible to earn a maximum of four varsity letters. Varsity letters are awarded to student equipment managers who are in good academic standing and for work completed during two semesters. Earning varsity letters requires exceptional effort in all aspects of a student equipment manager's academic and athletic experiences, and is based on the recommendation of the Equipment Supervisor and approved by the Athletic Director or his/her designee. The varsity letter award schedule is as follows:

#### **Class**

*Freshman*

*Sophomore*

*Junior*

#### **Letter Award**

Letterman Jacket

Coaster Set

Watch

Student equipment managers are eligible to receive conference championship awards and tournament gifts as recommended by the Equipment Supervisor and approved by the Athletic Director or his/her designee. Your Equipment Supervisor will determine the eligibility for post season participation and/or travel. Remember your position as a student equipment manager does not guarantee that you will be eligible to receive the gifts that the team you work with receives. Any gifts that are approved for managers are an extra benefit and the recipients will be determined, based on merit, by your Equipment Supervisor.

### ***Procedure for Implementing Student-Athlete Discipline Policy***

The following procedure will be used in implementing the *Clemson University Athletic Department Student-Athlete Discipline Policy* as it relates to the suspension of a student-athlete from practice for and/or participation in intercollegiate athletics.

Whenever a Head Coach learns that his/her student-athlete(s) may have been involved in an act of misconduct as defined in the *Clemson University Athletic Department Student-Athlete Discipline Policy*, the Head Coach will immediately notify the Athletic

Director and investigate the matter in the manner prescribed by the Athletic Director. The Head Coach will then meet with the student-athlete(s) to (1) inform the student-athlete(s) of what he/she has learned, and (2) give the student-athlete(s) an opportunity to respond. The Head Coach will then review the matter with the Athletic Director and inform the Athletic Director of punishment he/she recommends. The Athletic Director may conduct such additional or further inquiry or investigation, as he/she deems necessary. Thereafter, if the Athletic Director agrees with the punishment recommended by the Head Coach, the Head Coach would notify the student-athlete of the punishment. If the Athletic Director disagrees with the recommended punishment, he/she will meet with the student-athlete(s) to review the matter, allow the student-athlete(s) an opportunity to respond, and then decide on the punishment for the student-athlete(s). The Head Coach and the student-athlete(s) will be notified of the punishment imposed by the Athletic Director.

*Note One:* In the course of investigating any misconduct that has resulted or may result in criminal charges against a student-athlete, no Clemson University Athletic Department representative will in anyway attempt to influence the outcome of the criminal proceedings.

**Note Two: Head Coaches may formulate their own team rules and impose appropriate punishment for matters not covered by this Clemson University Athletic Department Student-Athlete Discipline Policy, i.e., rules governing attendance at team meetings, attendance at study hall, attendance at practices, etc. These RULES MUST BE GIVEN IN WRITING TO THE ATHLETIC DIRECTOR AT THE BEGINNING OF EACH ACADEMIC YEAR.**

*Note Three:* The cancellation or non-renewal of an athletic grant-in-aid will be done in accordance with NCAA and ACC rules.

*Clemson University Athletic Department  
Student-Athlete Discipline Policy*

Clemson University and its Athletic Department require all student-athletes (including managers and trainers) to conduct themselves in a manner which reflects favorably upon the people, values and traditions associated with **Clemson University**, the NCAA and the ACC.

Student-athletes are subject to the Student Regulations and Penalties as stated in the *Student Handbook*. However, due to the high visibility and increasing public scrutiny

of all athletic programs, student-athletes may be expected to meet higher standards of personal conduct and appearance than those stated in other **Clemson University** regulations. Therefore, in addition to the sanctions that may be imposed for misconduct as stated in the *Student Handbook*, student-athletes may be suspended by the appropriate Athletic Department official from participation in intercollegiate athletics for any of the following:

1. Violation of NCAA or ACC rules.
2. Arrest for any crime other than a minor traffic offense.
3. Possession of any illegal drug. \*
4. Illegal possession or consumption of alcohol, beer or wine.
5. Fighting with, threatening the safety of, or harassing any individual.
6. Stealing money or property from the lawful owner.
7. Destruction of **Clemson University** property.
8. Unauthorized entry into any **Clemson University** building.
9. Acts of moral misconduct.
10. Any interference with the normal operations of **Clemson University** or any disruption or conduct which interferes with the rights and opportunities of those who attend **Clemson University**.
11. Any conduct that reflects unfavorably upon **Clemson University** or its Athletic Department.

The suspension imposed may range anywhere from one day, to one or more semesters depending upon the severity of the misconduct and the surrounding circumstances. The suspension imposed may also be an indefinite suspension pending the outcome of some future event.

The cancellation or non-renewal of a student-athlete's grant-in-aid for any act of misconduct will be done in accordance with NCAA and ACC rules.

In addition to any discipline that may be imposed under this policy, the unauthorized possession of any steroid, the possession of any illegal drug and the illegal possession of alcohol, beer, or wine (including public intoxication or driving under the influence of alcohol) by a student-athlete will be treated as though the student-athlete had a positive drug test result under the *Clemson University Athletic Department Drug Education Program*.

- \* Consumption of any illegal drug or unauthorized consumption of any steroid will be handled in accordance with the *Clemson University Athletic Department Drug Education Program*.



## NCAA Banned-Drug Classes

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The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. The term "related compounds" comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.

### Bylaw 31.2.3.1 Banned Drugs

The following is the list of banned-drug classes:

#### (a) Stimulants:

- amiphenazole
- amphetamine
- bemigrade
- benzphetamine
- bromantan
- caffeine<sup>1</sup>
- chlorphentermine
- cocaine
- cropropamide
- crothetamide
- diethylpropion
- dimethylamphetamine
- doxapram
- ephedrine
- ethamivan
- ethylamphetamine
- fencamfamine
- meclofenoxate
- methamphetamine
- methylene-dioxymethamphetamine (MDMA) (Ecstasy)
- methylphenidate
- nikethamide
- pemoline
- pentetrazol
- phendimetrazine
- phenmetrazine

phentermine  
picrotoxine  
pipradol  
prolintane  
strychnine  
and related compounds \*

**(b) Anabolic Agents:**

anabolic steroids  
androstenediol  
androstenedione  
boldenone  
clostebol  
dehydrochlormethyl-testosterone  
dehydroepiandrosterone (DHEA)  
dihydrotestosterone (DHT)  
dromostanolone  
fluoxymesterone  
mesterolone  
methandienone  
methenolone  
methyltestosterone  
nandrolone  
norandrostenediol  
norandrostenedione  
norethandrolone  
oxandrolone  
oxymesterone  
oxymetholone  
stanozolol  
testosterone<sup>2</sup>  
and related compounds \*  
Other anabolic agents  
clenbuterol

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

**Rifle:**

alcohol  
atenolol

metoprolol  
nadolol  
pindolol  
propranolol  
timolol  
and related compounds \*

**(d) Diuretics:**

acetazolamide  
bendroflumethiazide  
benzthiazide  
bumetanide  
chlorothiazide  
chlorthalidone  
ethacrynic acid  
flumethiazide  
furosemide  
hydrochlorothiazide  
hydroflumethiazide  
methyclothiazide  
metolazone  
polythiazide  
quinethazone  
spironolactone  
triamterene  
trichlormethiazide  
and related compounds \*

**(e) Street Drugs:**

heroin  
marijuana<sup>3</sup>  
THC (tetrahydrocannabinol)<sup>3</sup>

**(f) Peptide Hormones and Analogues**

chorionic gonadotrophin (HCG - human chorionic gonadotrophin)  
corticotrophin (ACTH)  
growth hormone (HGH, somatotrophin)

All the respective releasing factors of the above-mentioned substances also are banned.

## ERYTHROPOIETIN (EPO) SERMORELIN

### **(g) Definitions of positive depends on the following:**

- <sup>1</sup> for caffeine-if the concentration in urine exceeds 15 micrograms/ml.
- <sup>2</sup> for testosterone-if the administration of testosterone or the use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of epitestosterone in the urine to greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.
- <sup>3</sup> for marijuana and THC-if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.
- \* The term "related compounds" comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.

### **Supplements**

Nutritional supplements are not strictly regulated and may contain substances banned by the NCAA. For questions regarding nutritional supplements, please visit the National Center for Drug Free Sport Resource Exchange Center (REC) website.

