

PROCEDURE TITLE:	ATHLETIC DEPARTMENT STAFF AND ADMINISTRATION ANNUAL REQUIRED TRAINING
PROCEDURE NO.:	5.47:1
RELATED POLICY:	5.47
PAGE NO.:	1 OF 2
RESPONSIBLE ADMINISTRATOR:	ATHLETIC DIRECTOR
EFFECTIVE DATE:	11/21/2025
NEXT REVIEW DATE:	11/2030
APPROVED BY:	PRESIDENT

1.0 PURPOSE

To ensure the continued health, safety, and well-being of our student-athletes and campus community, the Department of Athletics conducts mandatory annual training for all athletic staff and administrators. These sessions are designed to promote best practices in safety, compliance, and student support.

2.0 TRAINING PROGRAMS

The following training programs will be completed by all athletic staff and administrators in accordance with institutional and intercollegiate governing body expectations:

- SSU Compliance and Department Best Practices – yearly (Athletic Director (AD))
- Concussion in Sports – yearly (online) (certification required)
- Cardiopulmonary Resuscitation (CPR), First Aid, and Automated External Defibrillator (AED) Training – every two years (Athletic Training/Red Cross) (certification required)
- Budgetary Best Practices – yearly (Athletic Director/Associate AD/Director of Procurement)
- Sudden Cardiac Arrest – yearly (online) (certification required)
- Working with Minors – yearly (online)
- Campus Safety – yearly (SSU Staff)
- Student Mental Health and Suicide Prevention – yearly (Mothers Against Drunk Driving (MADD)/Bear Care)
- Athletic Compliance – yearly (Assistant AD of Compliance/Associate AD)

3.0 INFORMATION

Detailed information regarding each required training—including delivery methods, timelines, and certification procedures—can be found in the Athletics Operations Manual as well as the Compliance Manual. Additional best practices and guidance can also be found in the Student-Athlete Handbook. These trainings are a vital component of our commitment to maintaining a safe, supportive, and compliant environment for all members of the Shawnee State University Athletics community.

History

Effective: 11/21/2025

Reference Documents:

Shawnee State Compliance Manual

Shawnee State University Athletic Department Operations Manual

Shawnee State University Student-Athlete Handbook