

Boston College Department of Athletics

Policy Manual 2013-2014

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1. PHILOSOPHY

The Mission Statement of Boston College

1.1

Strengthened by more than a century and a quarter of dedication to academic excellence, Boston College commits itself to the highest standards of teaching and research in undergraduate, graduate, and professional programs and to the pursuit of a just society through its own accomplishments, the work of its faculty and staff, and the achievements of its graduates. It seeks both to advance its place among the nation's finest universities and to bring to the company of its distinguished peers and to contemporary society the richness of the Catholic intellectual ideal of a mutually illuminating relationship between religious faith and free intellectual inquiry.

Boston College draws inspiration for its academic and societal mission from its distinctive religious tradition. As a Catholic and Jesuit university, it is rooted in a world view that encounters God in all creation and through all human activity, especially in the search for truth in every discipline, in the desire to learn and in the call to live justly together. In this spirit, the University regards the contribution of different religious traditions and value systems as essential to the fullness of its intellectual life and to the continuous development of its distinctive intellectual heritage.

Boston College pursues this distinctive mission by serving society in three ways:

- by fostering the rigorous intellectual development and the religious, ethical and personal formation of its undergraduate, graduate, and professional students in order to prepare them for citizenship, service, and leadership in a global society;
- by producing significant national and international research that advances insight and understanding, thereby both enriching culture and addressing important societal needs; and
- by committing itself to advance dialogue between religious belief and other formative elements of culture through intellectual inquiry, teaching and learning, and the community life that form the University.

Boston College fulfills this mission with a deep concern for all members of its community, with recognition of the important contribution a diverse student body, faculty and staff can offer, with a firm commitment to academic freedom, and with a determination to exercise careful stewardship of its resources in pursuit of its academic goals.

(Approved by The Board of Trustees, May 1996)

Boston College Athletic Department Mission Statement

1.2

Maximize student formation with integrity through the pursuit of academic excellence, athletic championships and service as a Jesuit Catholic University; ‘For here all are one’

Boston College Athletic Department Vision Statement

1.3

Boston College Athletics Builds Champions as Scholars, Athletes and Leaders ‘For Others’

2. ADMISSION

Admission for Prospective Student-Athletes

2.1

Admission to Boston College has become increasingly competitive as more students with superior academic records, intellectual curiosity, and scholarly promise continue to apply. For the class of 2013, there were over 29,000 applications for approximately 2,250 places in the four undergraduate divisions. Applicants are evaluated for admission within the context of the credentials presented by the entire applicant pool. The Office of Undergraduate Admission assigns athletic liaisons to each sport and only the liaison informs the coach about the admission status of a prospective student-athlete. Coaches may not contact any other admission staff member for information. That coaches have access to selected admission information is a privilege and all information pertaining to the admission process at Boston College is confidential.

The following is a list of athletic liaisons and their assigned sports:

Jeff Gallant (x22413, gallanje)

Men's & Women's Cross Country
Men's & Women's Swimming/Diving
Men's & Women's Track
Women's Lacrosse

Chris O'Brien (x22395, obrienfx)

Baseball
Men's Basketball
Men's & Women's Soccer
Men's & Women's Sailing

Howard Singer (x24950, singerh)

Football

David Weber (x22341, weberdd)

Men's & Women's Fencing
Women's Rowing
Volleyball

Danielle Wells (x24944, wellsd)

Women's Basketball
Field Hockey
Softball
Men's & Women's Tennis
Men's & Women's Skiing

Application Process

2.2

All prospective student-athletes must complete the application process by the appropriate deadlines in order to be considered for admission to Boston College.

Coaches and students can obtain the complete freshman application for admission directly from the Undergraduate Admission Office. The freshman application now consists of the widely recognized **Common Application**, as well as a supplement specific to Boston College. Both of these forms will also be available on the following websites: www.bc.edu, www.commonapp.org and www.embark.com. The application fee for the coming year will be \$70.00.

Once a recruit has received the application materials, they must complete and send the forms, along with the \$70.00 application fee to the Office of Undergraduate Admission. Recruits must return ALL completed application materials by **November 1 for Early Action or January 1 for Regular Decision**.

A coach must indicate an interest in a prospective student-athlete through the compliance office by **Early November** for consideration for **Early Action** and **Early January** for consideration for **Regular Admission**.

All admitted students have until the **postmarked date of May 1** to confirm their enrollment to Boston College, regardless of whether they applied Early Action or Regular Decision.

Any questions about the admission or application process at Boston College may be directed to the Office of Undergraduate Admission at 617-552-3100. Additional information may be found at www.bc.edu/admission/undergrad/.

3. BUSINESS OPERATIONS

General Information

3.1

The operating budget of the Boston College Athletics Department is an integral part of the University's overall budget. As such, all financial transactions involving University funds (including operating, fundraised, camp/clinic, and booster group) must adhere to University policies and procedures, as well as flow through the University's financial system.

Note: No funds (in the form of cash, checks, or outside bank accounts) may be established or maintained, at any time, and all financial activity is subject to both BCAD and University authorization procedures.

Budget Process

3.2

The Boston College fiscal year runs from June 1 through May 31. At the start of each fiscal year, every head coach and area director will meet with the Associate Athletic Director for Business Operations to review their operating budget for the coming year.

There are two distinct aspects of each operating budget: *Discretionary Areas* such as Recruiting, Equipment, and Preseason/Intercession Meals, and *Restricted Areas* such as Salaries, Scholarships, and Team Travel. While Discretionary funds can be moved to other operating areas at the discretion of the head coach/area director, restricted funds are for use only in the area for which it is budgeted.

During this annual meeting, other business-related issues or areas of concern can be addressed, including, but not limited to, fundraised and booster group accounts, travel related issues, technology needs, and specific planning requests for the coming year.

Purchasing

3.3

Agreements to purchase or promises of University or BCAD funds are prohibited without prior authorization from the Athletic Business Office.

Purchase Orders

3.4

Authorization to purchase is given via the issuance of a Purchase Order (P.O. #). To receive such authorization, one must complete a Purchasing Approval Form (attached) and submit it to the Athletic Business Office with a valid quote from the requested vendor(s). All areas of the form must be completed in its entirety to be considered, and must have the signature of the head coach/area director of the budget funding the purchase. Assuming there are no funding problems, normal turnaround time for completed purchasing approval is five (5) business days. Only in cases of unexpected occurrence will deviations from this policy be considered. Please

note that lack of sport and/or area planning will not be considered as justification of rush requests.

Once authorization has been processed, the requisitioner will receive a copy of their request with either a University P.O. # with which they can place the order, **OR** verification that a University Procurement Card has been used to authorize the purchase. In either case, the requisitioner should confirm final details (delivery, invoicing) of the order with the vendor and provide them with the PO#.

When the item(s) have been received in accordance with the order, the accompanying invoice should be directed to the Business Office for payment. Upon receipt of such invoice, the University will then process payment within 7-10 days.

Non-Travel Reimbursement

3.5

In rare instances, reimbursement can be granted for items needed on short notice only if they meet the following criteria:

- 1) the personal purchase was pre-approved verbally by the Assoc. AD for Business
- 2) the personal purchase was not done to circumvent other purchasing policies
- 3) the total reimbursement is less than \$100

If the above criteria are met, a request for reimbursement can be submitted with an Expense Report Form (attached). The ORIGINAL RECEIPT, taped to a plain, white sheet of 8½” x 11” paper should be submitted along with the Expense Report.

Vendor Selection

3.6

The University’s Purchasing Office provides extensive product information and procurement assistance in the selection of specific vendors. In instances of purchases exceeding \$5,000 (total order) or single item purchases exceeding \$1,000, there is a specific *bid process* that must occur. In these cases, a competitive bid from at least three (3) qualified vendors must be submitted with the purchasing request. In cases where there are not three qualified vendors, or in instances where a particular item is produced by only one vendor, a Sole/Preferred Product/Source Request Form (attached) must be completed and submitted with the purchasing request.

In certain commodity areas, Boston College has chosen “University Preferred Vendors” as exclusive suppliers, and all orders originating from the BCAD in these areas are to adhere to this policy. Examples of these are Eagle Print Services (printing), Peter Pan (bus service), Short’s Travel (air travel), Under Armour (apparel), UPS (express mail/shipping), and WB Mason (office supplies). No payment or reimbursement of expenses to other vendors in these specific

product areas will be made without prior approval. A complete list of University Preferred Vendors is available by request.

Consultants/Individual Vendors

3.7

In situations where it has been pre-approved to hire an outside consultant or individual vendor, the vendor must complete a W9 Form (found online at www.bc.edu/offices/buy/businesswith.html) and return along with an invoice outlining services provided. Payment will be processed after all services have been completed.

Deposits

3.8

Deposits of funds into any University account must be submitted to either the Athletic Business Office, the Athletic Development Office (if funds are a gift from a particular donor), or through the Athletic Ticket Office if they are for game tickets.

For all funds being deposited through the Business Office, please complete the Deposit Form (attached) required fields (date, sport/area, reason, and employee signature sections and list all checks/cash to be deposited). The pink form on the back will serve as the originator's receipt. Please hand deliver the deposit to the appropriate member of the Business Office staff. *Do not* leave cash/checks in mailboxes, on desks/chairs or in other public areas.

Any fundraising activity must be pre-approved by the Program Administrator and the BCAD Development Office, and all University related policies must be followed. In particular, please note:

- *All moneys collected from any activity (including camps and clinics) must be deposited into the University's accounting system, and all expenses related to the activity must be paid directly from University accounts. Under no circumstances shall any expense be paid directly from funds collected, and under no circumstance is it allowable to pay any individual directly in cash.*
- No University property of any kind can be sold to anyone without prior approval of the Director of Athletics.
- All invoicing of any kind is to originate only from the Athletic Business or Ticket Offices.

Departmental policy prohibits student-athletes from making deposits supplementing the travel and equipment needs of the sport program's general operating budget.

Personnel/Hiring (also see Section 13.1)

3.9

General:

All department hiring and human resources related issues are administered by the office of the Sr. Associate Athletic Director. No department employee is authorized to make an employment offer or payment to any prospective employee without the direct authorization of the Sr. Associate Athletic Director. All payments to any one for any services rendered will be made through the University Payroll System.

Upon leaving the University, all related University property (keys, cell phone, AMEX corporate credit card, etc.) must be returned to the appropriate offices before your final paycheck, including any vacation owed, is released (also see Section 15.3).

Work-Study

3.10

At the outset of each academic year (and again each corresponding summer), work-study positions are allocated throughout the department. Each position is budgeted for a set amount of hours over the course of the school year (and summer session when appropriate), and this total allotment of hours cannot be exceeded. Each Sport/Area allocated a work-study slot must hire an appropriate Boston College student for the position, and process all necessary hiring paperwork through the Human Resource Service Center in 129 Lake Street and Student Services in Lyons Hall BEFORE the student is allowed to start work. Also, forward the student's EAGLE ID to the Business Office in order to be sure the student is on the University's Payroll Roster. Any delays in these steps will delay student payment.

All University rules and regulations regarding the work-study program are to be adhered to in the BCAD, including but not limited to the following:

- All time sheets are due by noon on Friday of each week, must be signed, and are to reflect only those hours actually worked up to that point
- Pay periods run from Sunday to Saturday
- Direct Deposit is mandatory
- Student hours will be logged in online through Agora, printed, and signed by supervisors before forwarding to the Business Office

Note: General policy of the BCAD is not to hire any student-athlete during the academic year.

Game Officials/Staffing

3.11

All game operations personnel, including game officials, scorekeepers, event security, etc., should report to the Assistant Athletic Director for Operations. Game officials are assigned by the assigning agency (or agencies) of the particular sport, and assignments are communicated in advance.

The Operations staff initiates the payment of game officials and staff by forwarding specific information to the Business Office, when applicable. This information includes verification that the assigned officials and game staff actually worked the contest. Upon receipt of such information, the Business Office will initiate payment.

Any other game operations staff needed at intercollegiate home contests are to be hired directly by the Assistant Athletic Director for Operations. No coach or staff member should engage in any hiring activity for any game operations positions, nor should any promise of payment be made to any outside personnel without prior authorization. Any new hires must complete employment paperwork as well.

Mail Services

3.12

Regular U.S. Mail Service:

All regular mail service is handled through the mailroom outside of the Athletic Ticket Office in Conte Forum. All U.S. mail is run through a University postage meter and charged to the BCAD. In order to expedite processing of outgoing mail, the postage will be charged to the administrative account with the following restrictions:

- 1) No personal mail of any kind is to be mailed through University channels without proper prepaid postage attached.
- 2) All mailings for Camps/Clinics, and Booster Groups must be affixed with the proper operational account number for expense purposes. See the Business Office to obtain the appropriate form.
- 3) Arrangements for any type of mass mailing must be made well in advance.

Overnight/Express Mail Service:

Overnight or Express mail service is provided by UPS at a rate significantly higher than regular mail service. Charges for Overnight/Express mail will be checked thoroughly each billing period, and senders will be required to verify nature of usage. A personal credit card must be used for all personal shipments if needed. Also, if you are sending

Overnight/Express mailings relating to specific events (i.e. Bowl Game, ACC Championship, etc.) that should be indicated in the reference field as well.

Any abuse of Overnight/Express mail service within a particular sport or administrative area will result in such service being terminated completely. In addition, no camp/clinic or booster group mailing can be sent via Overnight/Express service. It is impermissible to send any recruiting materials Overnight/Express to any prospective athlete within the United States. It is, however, permissible to send them internationally.

Telephone Services

3.13

Office Telephones:

All University employees are assigned a long-distance code (PIN) with which they can make long distance phone calls from any University telephone. These calls are charged directly to the appropriate sport/administrative budget, and a monthly detail of calls is received by the Business Office. These monthly details are then distributed to the appropriate personnel, and each employee must check off each business call, while marking each personal call with "P". The employee is then to sign the detail sheet(s) and submit it back to the Business Office. Cash or a check made payable to "Boston College" should be attached for the total cost of the personal calls when applicable. If at any time an employee notices calls charged to their access code that they did not make, they should notify the Business Office immediately.

In the instances where international phone access is needed, please contact the Business Office.

Cell Phones:

Selected coaches and departmental staff will be issued an AT&T cell phone. Every month, a bill is sent to the individual users showing all itemized calls. At that time, each employee must check off each business call, while marking each personal call with a "P". All personal phone calls are set at 10¢ per minute. When adding up personal phone calls, nights and weekends are free as well as AT&T mobile-to-mobile calls. The signed billing statement has to be returned to the Business Office within seven (7) business days along with any payments due for personal phone calls.

Functions/Banquets/Occasional Meals

3.14

Persons wishing to set up any type of on-campus food service must do so through the University's Bureau of Conferences (BOC). In order to expedite the approval process, the requisitioner must get a quote from the BOC, submit the request to the Athletic Business Office, and provide a funding source for the service/event. Payment for such services (after the event) is done via inter-departmental transfer once an accurate billing of costs is received from the BOC.

Note: No external food vendors are allowed without prior Business Office approval.

Those programs planning to hold an annual team banquet must complete a Team Banquet Request Form and obtain the signatures of their Program Administrator, the Compliance Office, and the Business Office approving the banquet before it may be held. Any occasional team meals or team activities must be approved by the Compliance Office and Business Office prior to its occurrence to ensure permissibility and funding source. Please see the Compliance Office for the both forms.

Any team Occasional Meals and/or Team Entertainment must first be approved through the Compliance Office and identify a funding source before occurring.

4. CAMPS AND CLINICS

This section contains information regarding sports camps and clinics. A sports camp or clinic is considered an institutional camp if it is owned or operated in whole or in part by the institution or an institutional staff member. All institutional camps, on- and off-campus, will adhere to the following policies and procedures.

Policies

4.1

- The purpose of a Boston College sports camp or clinic must be one that:
 - Places special emphasis on a particular sport or sports and provides specialized instruction or practice and may include competition, **or**
 - Involves activities designed to improve overall skills and general knowledge in the sport, **or**
 - Offers a diversified experience without emphasis on instruction, practice or competition in any particular sport.
- Student-athletes employed at a camp or clinic must perform duties that are of a general supervisory character in addition to coaching or officiating. Compensation must be commensurate with the going rate for camp counselors of like teaching ability and camp experience. A student-athlete who only lectures or demonstrates may not receive compensation.
 - In sports other than Football, any number of student-athletes may be employed.
 - No Football student-athlete that has eligibility remaining may be employed.
 - No prospect (high school, prep school, two-year, or four-year) is permitted to be employed at a camp or clinic, including concessions employment.
- In sports other than football and basketball athletics department personnel may serve in any capacity at a non-institutional camp or clinic conducted as long as the camp or clinic is designed to develop fundamental skills, is open to the general public, is conducted primarily for educational purposes, does not include material benefits for the participants (e.g., awards, prizes, merchandise, gifts), participants do not receive a recruiting presentation, and all participants reside in the state in which the camp is located or within 100 miles of the camp.
- In the sport of Football, a camp or clinic may only be conducted during two periods of 15 consecutive days in the months of June and July or any calendar week that includes days of those months. The dates of the two 15 day periods must be on file in the Compliance Office.
- In the sport of Football, all institutional football camps must be held on the institution's campus or within a 50 mile radius of campus.
- In the sport of Basketball, an institution's basketball camp or clinic shall be conducted only during the months of June, July and August or any calendar week (Sunday through Saturday) that includes days of those months.
- In the sport of Basketball, all institutional basketball camps must be held on the institution's campus or within a 100 miles radius of campus.

An institution's basketball sports camp or clinic must include an educational session presented in-person or in a video format detailing NCAA initial-eligibility standards and regulations related to gambling, agents and drug use to all camp and/or clinic participants.

- Further, in the sport of Men’s Basketball, specific regulations surrounding camps have been outlined from the NCAA Basketball Focus Group. The Basketball Focus Group has determined that all camps/clinics must adhere to specific regulations which include, but are not limited to: never employing an individual associated with a recruited prospect at the institution’s or men’s basketball staff member’s camp or clinic and never offering a different participation, registration procedure, fee structure, advertisement and/or logistical experience (e.g., lodging, meals, transportation or awards/mementos) than the other men’s/boy’s basketball camps operated by the institution or the men’s basketball staff.
- Interaction during a camp or clinic between prospects and coaches employed by the camp or clinic is not subject to the recruiting calendar restrictions. However, an institutional staff member employed at camp or clinic is prohibited from recruiting prospective student-athletes during the time period the camp is conducted (i.e., cannot provide campus tours until the conclusion of camp). Further, a camp MAY NOT be held during a dead period.
 - EXCEPTION: Coaches may have recruiting conversations with prospective student-athletes during the institution’s camps or clinics. This does not extend to any further recruiting activities (i.e. campus tours)
- All non-institutional camps that a coach hosts must abide by all NCAA camp rules and regulations including completing the applicable Boston College Compliance paperwork.
- All camp brochures must be approved by the Compliance Office prior to going to print. (*Business Office will not approve payment until the Compliance Office first approves.*)
 - Brochures are not restricted by content or design, but are restricted to a single two-sided sheet, not to exceed 17” X 22” when opened in full.
 - A current student-athlete’s name, picture, and institutional affiliation may only appear in the camp counselor section to identify the student-athlete as a staff member. A current student-athlete’s name or picture may not be used in any other way to directly or indirectly advertise or promote the camp.
 - Camp Brochures must be approved by the Boston College Camp/Clinic Administrator, the Compliance Office, the External Relations office and the Business office prior to going to print.
 - *All Camp Brochures must be placed on the Boston College Camp Website for advertisement.*

Procedures

4.2

The following is due to the Compliance Office no later than **one month prior** to the proposed *institutional or non-institutional/private owned* camp or clinic:

1. A camp brochure draft must be submitted to the Compliance Office with the **Sports Camp and Clinic Brochure Approval Form**. A coach will be notified that their brochure is permissible after the brochure has gone through the approval process and received final approval from the Camp/ Clinic Administrator. Upon receiving notification the brochure may be placed on the BC Camps website and sent out.
2. **Sport Camp and Clinic Description Form, and**
3. The following is due to the Compliance Office no later than **two weeks prior** to the proposed *institutional* camp or clinic:

- a. **Sports Camp and Clinic Staff Employment Compensation Prior Approval Form for all sports other than Men's and Women's Basketball. For Men's Basketball only and for Women's Basketball, and**
 - b. **Sports Camp and Clinic Individual Discounts Form, and**
 - c. **Sports Camp and Clinic Group Discounts Form, and**
 - d. **For Men's Basketball an IAWARP approval form.**
4. The Compliance Office will send an approval memo to the coach.
 5. The following is due to the Compliance Office no later than **one month following** the completion of the *institutional* camp or clinic:
 - a. An updated **Sports Camp and Clinic Individual Discounts Form, and**
 - b. An updated **Sports Camp and Clinic Group Discounts Form, and**
 - c. **Sports Camp and Clinic Staff Employment Roster Form, and**
 - The Compliance Office will forward to Business Office after approval.
 - d. **Sports Camp and Clinic Camper Roster Form.**

All Camp and Clinic Forms can be found in the BCAD Compliance Manual

5. COMPLIANCE

Mission Statement:

Our mission is to provide guidance to the entire Boston College Community with regard to the rules, regulations and standards which mandate integrity and fair play in all our affairs.

Above all else, we exist to promote and protect the health and well-being of our student athletes, the department of athletics and the institution.

Commitment to Compliance

5.1

Boston College is committed to the principles of fair play, and personal and institutional integrity, and the guidelines that define amateur athletics. It is every staff member's responsibility to conduct the business of the University within the rules and regulations set forth by all associations of which we are members. No matter what one's position (secretary, support staff, part-time coach, assistant coach, full-time coach, intern, work-study student, etc.), it is our personal and collective obligation to always represent our student-athletes and Boston College in a manner that reflects a commitment to both the stated and implied philosophies and directives of all associations that govern our conduct.

In conjunction with these expectations, anyone involved with a violation of institutional policy or NCAA legislation must submit in writing the circumstances surrounding the situation to either the Director of Athletics or the Associate Athletic Director for Compliance. Infractions must be addressed with a high degree of institutional responsibility and clear conscience. Ignorance of the rules will be no excuse for noncompliance. Violations, regardless of the degree, become a matter of permanent record for the institution and are documented in the personnel file of the individual involved.

For a complete description of the policies and procedures as they relate to Compliance, please refer to your BC ATHLETIC DEPARTMENT COMPLIANCE MANUAL. **All coaches and staff are responsible for knowing the policies in the BC ATHLETIC DEPARTMENT COMPLIANCE MANUAL, along with NCAA and Atlantic Coast Conference rules.**

Inquiry into Potential NCAA Rules Violations

5.2

- Any possible violations (or allegations of a violation) that come to the attention of anyone within the BC community must be brought to the attention of the Athletics Director or the Associate Athletic Director for Compliance.
- At the direction of the Director of Athletics, the Associate Athletic Director for Compliance shall have primary responsibility to gather information and question individuals potentially involved.

- Head coaches/staff/administrators/student-athletes shall be asked to respond to any speculation or allegations with comments addressed to the Athletics Director or the Associate Athletic Director for Compliance.
- The Associate Athletic Director for Compliance will document all facts as they pertain to the issues and submit to the Athletics Director all information in writing. In addition, the Associate Athletic Director for Compliance shall monitor the progress of the review to ensure materials are submitted in a timely fashion and the process coincides with the directives mandated by the Atlantic Coast Conference and/or NCAA.
- After the review of all facts, the Athletics Director and/ or Associate Athletic Director for Compliance shall inform the President, Faculty Athletics Representative, and University Legal Counsel as appropriate.
- If, after discussion with the President, it is determined that University Legal Counsel and/or independent consultation is appropriate, the institution will engage their assistance.
- If it is determined a violation has occurred, all pertinent information will be submitted to the Atlantic Coast Conference and/or NCAA, as appropriate, by the Athletics Director, Associate Athletic Director for Compliance and/or University Legal Counsel.
- Institutional sanctions against coaches/administration/staff/student-athletes shall be imposed as warranted.
- The Associate Athletic Director for Compliance shall monitor the progress of the review by the Atlantic Coast Conference and/or NCAA to ensure that a decision or finding, as it affects involved parties, is rendered in a timely fashion.

Both the Athletics Director and the Associate Athletic Director for Compliance are responsible for ensuring any sanctions imposed by Boston College, the Atlantic Coast Conference, and/or the NCAA are carried out, monitored, and documented as appropriate.

Equity Disclosure

5.3

As of October 1, 1996 the Equity in Athletics Disclosure Act (EADA) requires that all coeducational institutions of higher education that receive federal student aid must make certain information related to intercollegiate athletics available at the public's request.

At Boston College, if such information is requested, the Controller's Office will be responsible for disseminating such information. Therefore, all requests should be directed to the Controller's Office in More Hall (Tel: 617-552-3360).

Any inquiries concerning the information prepared by Boston College for the EADA Report should be directed to the Office of Public Affairs (Tel: 617-552-3350).

Compliance Committee

5.4

Mission Statement:

The Compliance Committee is advisory to the Director of Athletics and the Athletics Advisory Board. It is the responsibility of the Committee to review and evaluate the effectiveness of policies and procedures in areas of NCAA compliance on a yearly basis. The Committee can make recommendations to the Director of Athletics and the Athletics Advisory Board as they relate to compliance policies and procedures. The Committee may also recommend new policies and procedures in the areas of compliance. Finally, the Committee facilitates the understanding and communication of NCAA rules compliance to departments on campus that are vital to compliance operations.

The Committee is comprised of:

- Bob Taggart, Faculty Athletics Representative
- Paul Chebator, Senior Associate Dean, Office of Development Services
- Chris Cordella, Bursar and Director, Operations, Student Services
- Linda Taubman, Manager, Accounting & Cash Management, Student Services
- Ursula DellaPorta, Associate Director, Academic Services, Student Services.
- Mary McCrosson, Academic Progressive Analyst, Student Services.
- Dard Miller, Director, LRSA, Provost Office.
- Brent Ericson, Assistant Dean for Community Standards, Office of Development Services.
- Carly Pariseau, Associate AD Director for Compliance, Athletics
- Howard Singer, Associate Director, Faculty/Alumni Volunteers, Undergraduate Admissions.
- Danielle Wells, Senior Assistant Director, Undergraduate Admissions.

Admission

5.5

Please refer to **Section 3 – Admission** of this Policy Manual.

Awards

5.6

Please refer to **Section 4 – Awards** of this Policy Manual.

Camps and Clinics

5.7

Please refer to **Section 6 – Camps and Clinics** of this Policy Manual.

Eligibility

5.8

Eligibility for Practice

Policies

- Coaches are ultimately responsible for ensuring only student-athletes who have been certified to practice and compete are participating in countable athletically related activities.
 - Coaches can either access up to date eligibility rosters via FileMaker Pro or can directly contact the Assistant Athletic Director for Compliance and Eligibility (AADCE) with any specific questions.
 - Student-athletes can be eligible to practice, but not to compete. Student-athletes who are ineligible to compete may not travel with the team. An institution may provide actual and necessary travel expenses only for those student-athletes who are eligible to compete and will represent the institution.
- The NCAA Eligibility Center certifies each student-athlete's initial academic and amateurism records according to NCAA Bylaw 14.3.
 - Student-athletes on athletically related scholarship must be fully certified by the NCAA Eligibility Center prior to the 1st day of classes in order to receive their scholarship.
 - Newcomers are permitted to practice only for 45 days without receiving final NCAA Eligibility Center full certification.

Procedures

1. In order to be certified eligible to practice, a student-athlete must meet ALL of the following requirements:
 - a. Be enrolled full-time
 - b. Attend a compliance eligibility meeting and accurately complete all required forms, including:
 - i. BCAD Eligibility and Clearance Statement
 - ii. BCAD Student-Athlete Code of Conduct
 - iii. BCAD Summer Employment Form
 - iv. BCAD Automobile Information Form
 - v. BCAD Informed Risk Statement
 - vi. NCAA Drug Testing Consent Form (not for sailing)
 - vii. BCAD Drug Testing Consent Form
 - viii. NCAA Student-Athlete Statement (not for sailing)
 - ix. NCAA HIPAA/Injury Surveillance Form (not for sailing)
 - x. BCAD 12.5.1 Release Form
 - xi. Recruitment Status Form (new, non-scholarship student-athletes only)
 - xii. LRSA Academic Progress Monitoring Permission Form

- c. Sports Medicine Health Questionnaire
 - d. Submit a one-time Pre-Entrance Physical to University Health Services (newcomers only)
 - e. Accurately complete all required Sports Medicine forms, including:
 - i. Insurance Form
 - ii. Insurance Letter
 - iii. Initial Health History Form (newcomers only)
 - iv. Results of sickle cell solubility test (newcomers only)
2. When all compliance forms and Sports Medicine are complete, the AADCE will enter “Yes” under Eligible to Practice column on the “Eligible to Practice and Compete” screen within FileMaker Pro. If the student-athlete is not eligible to practice, the Eligible to Practice column will indicate the reason why the student-athlete is not eligible to practice. For example, if a student-athlete has not completed Sports Medicine paperwork, the field will indicate “NCAA OK but needs Sp Med OK.”

Eligibility for Competition

Policies

- Coaches are ultimately responsible for ensuring only student-athletes who have been certified to compete represent Boston College against outside competition.
 - Coaches can either access up to date eligibility rosters via FileMaker Pro or can directly contact the Assistant Athletic Director for Compliance and Eligibility (AADCE) with any specific questions.
 - Student-athletes can be eligible to practice, but not to compete. Student-athletes who are ineligible to compete may not travel with the team. An institution may provide actual and necessary travel expenses only for those student-athletes who are eligible to compete and will represent the institution.

Procedures

1. In order for a student-athlete to be certified eligible to compete, ALL of the following requirements must be completed:
 - a. The student-athlete must have been certified as eligible to practice
 - b. Receive official certification of continuing eligibility certified by the Compliance Office, Registrar, Learning Resources for Student-Athletes, and the Faculty Athletics Representative;
 - c. Freshmen must have final, full NCAA Eligibility Center certification (academic and amateurism) on file in the Compliance Office;
 - d. Freshmen must receive a sports physical from a team physician; and
 - e. Transfers must have official Transfer Student Certification on file in the Compliance Office.
2. When all requirements have been met, the AADCE will enter “Yes” under the Eligible to Compete column on the “Eligible to Practice and Compete” screen within FileMaker Pro. If the student-athlete is not eligible to compete, the Eligible to Compete column will indicate the reason why the student-athlete is not eligible to compete. For example, if a student-athlete has not completed Sports Medicine requirements, the field will indicate “NCAA OK but needs Sp Med OK.”
 3. For any student-athlete not eligible to practice after the initial academic certification meeting, AADCE will send an e-mail to the head coach (with read receipt) informing the coach about which individuals have not been certified to compete.

4. As previously ineligible student-athletes become eligible, AADCE will notify the head coach via e-mail (with read receipt) and update FileMaker Pro to indicate eligibility for competition.

Tryouts

Policies

- It is not mandatory for coaches to hold tryouts.
- A coach who chooses not to offer tryouts will be responsible for discussing the policy with any persons who inquire. It will not be the responsibility of the Compliance Office, a program administrator, or the Athletics Director to explain a specific coach's policy.
- It is ultimately the coach's responsibility to inform the Compliance Office of specific tryout dates. It is also a coach's responsibility to notify any interested students of the Group Tryout Sign-Up Meetings and of the actual dates, times, and location of the meetings. Two or three group tryout sign up meetings will be held early during each fall semester.
- All efforts will be made to accommodate tryouts. However, current varsity student-athletes will take precedence over those students trying out.
- Only Group Tryout Sign-Up Meetings will be held until **October 1**. There will be NO individual tryout meetings for those students who miss the Group Tryout Sign-Up Meetings until **October 1**.
- As of October 1, if a coach wishes to give a student an individual tryout, the coach must make arrangements for the student to have an individual compliance eligibility tryout meeting with the Compliance Office. Individual tryout meetings are only held for a student that a coach directly informs the Compliance Office of.

Procedures

1. All tryout students complete the following paperwork with the Compliance Office:
 - a. NCAA Drug Testing Consent Form
 - b. Boston College Drug Testing Consent Form
 - c. Informed Risk Statement
 - d. Student-Athlete Code of Conduct
 - e. Health Questionnaire
2. All tryout student must complete the following paperwork with Sports Medicine:
 - a. Pre-entrance physical (freshmen) or physical with team physician (upperclassmen)
 - b. Results of sickle cell solubility test
3. The Assistant Athletics Director for Compliance and Eligibility (AADCE) confirms full-time enrollment and notifies Sports Medicine of the tryout. Sports Medicine will verify when the physical and sickle cell requirements have been met so that the student is eligible for to begin his/her tryout.
4. After completing compliance paperwork and receiving Sports Medicine approval, the AADCE notifies the coach that a 14 day tryout may begin.
5. The AADCE works with the coach to determine first practice/tryout date. The AADCE stays in contact with the coach to determine when the tryout will take place and, later, find out if the tryout made the team.
6. If a student is going to be added to a roster from a tryout, the following must occur:
 - a. Coaches must submit a completed **Roster Flag/De-Flag Form** to the Compliance Office, **and**
 - b. Students must submit an Insurance Form, Insurance Letter and a one-time Initial Health History Form to Sports Medicine, **and**

- c. Students must attend a compliance eligibility meeting and accurately complete all required forms.
7. If the student is not going to be added to the roster, the coach must communicate with the Compliance Office to let them know that the student has been cut. No further action needs to be taken.

FOOTBALL TRYOUT PROCEDURES

1. The football staff member in charge of the tryout process will meet with student to discuss background.
2. Student will complete 'Personal Information Sheet' with football staff.
3. Student will meet with the AADCE to complete the following paperwork to participate in the tryout.
 - a. NCAA Drug Testing Consent Form
 - b. Boston College Drug Testing Consent Form
 - c. Informed Risk Statement
 - d. Student-Athlete Code of Conduct
 - e. Health Questionnaire
4. All tryout students must complete the following paperwork with Sports Medicine:
 - a. Insurance Form
 - b. Insurance Letter
 - c. Initial Health History Form
 - d. Pre-entrance physical (freshmen) or physical with team physician (upperclassmen)
 - e. Results of sickle cell solubility test
5. The AADCE will confirm medical clearance with Sports Medicine.
6. The AADCE will notify all involved when student is able to begin the try-out process.
7. The football staff will report back to the AADCE with the results of the try-out.
8. The AADCE will arrange an eligibility meeting. After completion of eligibility meeting, the AADCE will notify all involved that student is cleared to fully participate.
9. Student will meet with the football equipment manager to receive a locker assignment, learn proper procedures and receive equipment and gear.
10. The ADFO will complete flag form for the Compliance Office so the student-athlete can be added to the roster.
11. Student will meet with Media Relations to complete information and learn policies and procedures they follow.

Gambling

5.9

- It is impermissible per NCAA rules for student-athletes or BCAD staff (e.g., coaches, administrators, recreation staff, volunteers, interns, graduate assistants, work-study students, part-time help, etc.) to be involved in any type of gambling activity that involves intercollegiate or professional athletics events. Both the NCAA and Boston College have a **“zero tolerance”** policy toward wagering on athletic events.

This includes, but is not limited to the following activities:

- Providing information to individuals involved in organized gambling activities concerning intercollegiate athletics competition, **or**
 - Soliciting a bet on any intercollegiate or professional team, **or**
 - Accepting a bet on any team representing the institution, **or**
 - Soliciting or accepting a bet on any intercollegiate or professional competition for any item (e.g., cash, shirt, dinner) that has tangible value, **or**
 - Participating **IN ANY MANNER** in any gambling activity that involves intercollegiate athletics or professional athletics, through a book maker or those working with or for a bookmaker, a parlay card, the internet, or any other method employed by organized gambling.
- Gambling includes any type of internet gambling, office pool, or fantasy league, no matter what the dollar amount may be.
 - **In addition, Boston College policy prohibits any form of gambling on campus.**
 - For athletic department staff, the penalties for gambling range from suspension to termination, while for student-athletes, the penalties range from suspension from a team to loss of scholarship to expulsion. Therefore, the blanket prohibition on gambling includes, but is not limited to:
 - ANY wager related to an intercollegiate or professional game, be it between friends, relatives, acquaintances, or strangers, **or**
 - ALL pools involving intercollegiate or professional athletics, regardless of who sets them up (e.g., spouse's/friend's place of work, close friend, etc.), **or**
 - Picking "squares" or "boxes", where the pay-outs are determined by the scores of the teams involved, **or**
 - Fantasy/roisserie teams and leagues. Paying any fee or promising to pay any fee, regardless of the amount, in exchange for the opportunity to participate in any of these activities, is absolutely considered gambling.
 - All of the above prohibitions apply regardless of the medium used to affect the gambling activities (e.g., in person, via telephone, via Internet, etc.). Furthermore, the examples above are by no means exhaustive; they are meant to merely provide a representative cross-section of gambling methods.
 - Student-athletes and BCAD staff members are responsible for reporting to the Athletics Director or Associate Athletic Director for Compliance any proof or suspicions that a staff member or student-athlete may be involved with impermissible gambling activity. ***Failure to report violations by an Athletic Department staff member could be a ground for dismissal.***
 - Gambling Education is provided to all student-athletes and BCAD staff members annually.

- **The Compliance Office provides all student-athletes with the following forms of gambling specific education:**
 - Meet with all student-athletes and specifically discuss gambling.
 - Memos sent to all student-athletes from the Athletics Director regarding NCAA rules related to gambling at the beginning of the academic year, prior to the Super Bowl, and prior to the start of the NCAA Men’s Basketball Tournament.
 - NCAA rules related to gambling printed in the *Student-Athlete Handbook*.
 - Paragraph concerning gambling is printed in the Student-Athlete Codes of Conduct that each student-athlete must sign every year.
 - Email correspondence is sent at applicable times during year.

- **The Compliance Office provides all BCAD staff members with the following forms of gambling specific education:**
 - Gambling is discussed during the orientation process for ALL new employees.
 - The gambling policy is included in the BCAD Compliance Manual.
 - Gambling is discussed at the beginning of the year coaches meeting.
 - Coaches are reminded to discuss the gambling policy with managers, work-study students, etc.
 - Memos are sent to all employees from the Athletics Director regarding NCAA rules related to gambling at the beginning of the academic year, prior to the Super Bowl, and prior to the start of the NCAA Men’s Basketball Tournament.
 - Email correspondence is sent at applicable times during year.

- **The institution also received the following forms of gambling specific education:**
 - The University also includes preventative gambling education as part of its freshman orientation program for all incoming students.

The University’s *Student Life Handbook* includes a section on the dangers of gambling as well as University policies related to gambling.

Playing and Practice Seasons

5.10

Declaration of Playing Season

Policies

- It is ultimately a head coach’s responsibility to maintain a permissible playing and practice season per NCAA rules (*found in Bylaw 17: Playing and Practice Seasons*).
- Scheduling of the beginning of the year compliance eligibility meetings are based on first practice and competition dates as reported on **Playing and Practice Season Declaration Form**.
- The Playing and Practice Season is defined as the period of time between the first practice session and the last competition or practice session. Recognized practices and competitions can only take place during the playing and practice season as defined on the **Playing and Practice Season Declaration Form**. The Playing and Practice Season is broken down into two segments:
 - Championship Segment — the portion of the playing season that concludes with the NCAA championship in that sport.

- Non-Championship Segment — the remaining portion of the playing season.
- Outside competition is defined as an athletics competition against any other athletics team that does not represent the intercollegiate program at this institution.
 - Student-athletes cannot participate in outside competitions unless certified eligible to compete. (*See Sections II. and III. for more detailed information.*)
 - It is not permissible to compete against teams that may have prospective student-athletes on their rosters.

Procedures

1. Each head coach is required to submit a completed **Playing and Practice Season Declaration Form** with an up to date **competition schedule** prior to the beginning of a playing season.
 - a. All sports competing in the fall must submit a completed form to the Compliance Office by **mid-April**.
 - b. All other sports must submit a completed form to the Compliance Office by **May 1**.
 - c. All outside competitions, including scrimmages, exhibitions, and alumni games must be reported.
 - d. A coach can define their week starting with any day of the week. However, the seven consecutive day period (week) must remain consistent for the entire segment once it is officially defined on the **Playing and Practice Season Declaration Form** (ex: Wed.-Tues.).
2. The Compliance Office will review the form and schedule for playing season compliance, maximum and minimum dates/competitions, minimum participants, and sports sponsorship.
3. Any changes in a playing and practice season or competition schedule must be **immediately reported** to the Compliance Office in writing.
 - a. The Compliance Office will follow the same procedure as outlined above to assure changes are within NCAA guidelines and that all other offices are notified of the changes.

Countable Athletically Related Activities

Policies

- It is ultimately a head coach's responsibility to maintain a permissible playing and practice season per NCAA rules (*found in Bylaw 17: Playing and Practice Seasons*).
- Recognized practices and competitions and other CARA can only take place during the playing and practice season as defined on the **Playing and Practice Season Declaration Form**.
- Countable athletically related activities/CARA include required: practice, competition, weight-training and conditioning, captain's practice, required film or video tape reviews supervised or monitored by a staff member, required participation in camps, clinics or workshops, meetings initiated by coaches on athletic matters, and required individual workouts.
- During the championship and non-championship segments of a playing and practice season as officially defined on the **Playing and Practice Season Declaration Form**, countable athletically related activities may be required of a student-athlete no more than 4 hours a day and 20 hours a week. One day per seven day period must be given off.
- Outside of the officially defined championship and non-championship segments of a playing and practice season, countable athletically related activities may be required of a student-athlete no more than 8 hours a week. Two days per week must be given off. CARA other than weightlifting, conditioning, and individual skill instruction is not permitted.
 - In sports other than football, coaches may be involved in two hours of skill-related instruction per week/ per student athlete involving any number of student-athletes at any one time in any one activity during the permissible 8 hours of countable athletically related activities that may occur

- outside the playing season between September 15 and April 15. Prior to September 15 and after April 15, skill instruction must occur with four or fewer student-athletes.
- All CARA outside the officially designated championship segment is prohibited one week prior to the beginning of the final examination period through the conclusion of each student-athlete's final exams.
- Alumni are permitted to participate in an occasional practice with the team. Occasional is defined as three times per month or less. If an alumnus is to practice with a team, the coach must notify the Compliance Office prior to the practice.

Procedures

1. Each month, a coach must submit a completed the **Countable Athletically Related Activities Form** by the 10th of the subsequent month.
 - a. A student-athlete must confirm the **Countable Athletically Related Activities Forms** are correct with a signature on the forms as well.
 - b. The strength and conditioning staff member for your program will also be asked to confirm the **Countable Athletically Related Activities Forms**. The Compliance Office will receive the CARA forms from the coach and will then submit the logs to the Strength and Conditioning Staff for confirmation.
 - c. Spot checks will be made by the Compliance Office periodically.
2. Items to note:
 - a. A coach must record CARA according to the seven consecutive day period (week) as officially defined on the **Playing and Practice Season Declaration Form** (ex: Wed.-Tues.).
 - b. When filling out the **Countable Athletically Related Activities Forms** the coach must include the actual start and end times of practice. For teams that practice off-campus, the departure and return time must also be listed. As you know, the travel portion does not count against your permissible hours; however the compliance office would like to know how long the travel portion is for practice.
 - c. Each competition needs to be recorded as 3 hours no matter how long the competition lasts.
 - d. Both forms need to be submitted even when hour limitations do not apply:
 - i. Preseason practice prior to the first competition or the first day of classes, whichever is earlier, **and**
 - ii. Official vacation period between terms, **and**
 - iii. NCAA/ Conference Championships.

Recruiting

5.11

Philosophy

Consistent with the University, the Athletics Department is committed to the quest for excellence in all areas and to the highest standards of integrity, ethics and honesty. Boston College will conduct all recruiting activities in accordance and in compliance with all conference, University, NCAA, state and federal rules and regulations.

Prospective student-athletes and their families should be able to fairly and ethically assess their opportunities for academic and athletic success at Boston College. The Athletics Department personnel should be afforded the opportunity to fairly and reasonably evaluate a prospective student-athlete for admission and participation in the University's intercollegiate program.

- Only prospective student-athletes who meet the admission standards of the University shall be encouraged to apply.
- A recruited student-athlete is a student whose matriculation was solicited by a staff member or other representative of athletics interests with a view toward the student's ultimate participation in the intercollegiate athletic program. Anyone else becomes a student-athlete once they report to an intercollegiate squad.
- All techniques utilized in the recruitment of prospective student-athletes should be consistent with the moral and ethical standards of the University and the NCAA. Representatives of athletic interests are strictly prohibited from engaging in any type of recruiting or contact with prospects or their families. This includes, but is not limited to: off-campus recruiting, contact with prospects on campus, telephone calls, letters, email, etc.
- It is the responsibility of all representatives of the athletic program to be familiar with the rules that govern recruiting. Each year, periodic educational sessions will be held to review existing rules and update changes in those rules. A manual listing permissible and impermissible recruiting activities will be prepared and distributed annually to all staff members.
- Coaches are required to inform prospective student-athletes, and their parents and coaches of NCAA recruiting rules that pertain to them and the penalties for violation of those rules. In all cases, every prospect shall be advised if the visit to Boston College is a paid visit and subject to the maximum of five "institutionally paid visits" as per NCAA bylaws. Copies of all documentation shall be kept on file by the respective coach and a copy must be forwarded to the Assistant Director for Compliance and Recruiting.

Please refer to the Compliance Manual for the policies and procedures related to the following recruiting activities:

- Recruiting Philosophy and Official Visit Policy
- Unofficial Visits
- Official Visits
- Initial Squad Flagging for Admissions
- Recruiting Logs
- Recruiting Activities Expenses
- On-Campus Evaluations – Men's Basketball

Off-Campus Recruiting/NCAA Recruiting Exam

- All coaches who recruit off-campus must take and pass the NCAA Recruiting Exam each year prior to recruiting off-campus. This is an NCAA rule. In addition, Boston College requires all coaches who will travel with the team off-campus for competition to take and pass the NCAA Recruiting Exam, unless other arrangements have been made.

Rules Education

5.12

Boston College NCAA rules education is the responsibility of the Boston College Athletics Department Compliance Office. The Compliance Office has the responsibility of educating the following constituent groups with regards to NCAA rules that affect each group.

Constituent Groups

- Student-athletes and family members
- Athletics Department coaches and staff
- University staff (Compliance Related Responsibilities)
- Supporters of Boston College Athletics (Friends of Athletics)
- University Leadership

EDUCATIONAL METHODS:

Student-Athletes

- Compliance meeting in the fall by sport
- Student-Athlete Handbook
- Meetings throughout the academic year related to agents and advisors
- Rules reminders sent to student-athletes (e.g., outside aid mailing in summer, gambling)
- Eligibility letters sent to students in jeopardy of losing eligibility
- In-person meeting with SAAC each semester
- Compliance educational website (<http://bceagles.cstv.com/compliance/bc-compliance-stud-ath.html>)

Coaches and Staff

- ***New Employee Orientation Program – All new athletic department staff and coaches go through an orientation that introduces the employee to Boston College policies and procedures and compliance rules.***
- ***Rules education meetings - in conjunction with bi-weekly coaches meetings.***
 - Academic eligibility/transfers
 - Agents/advisors (when applicable)
 - Boston College's recruiting policy
 - Camps/clinics
 - Financial aid (NLI and Grant in Aid offers)
 - Gambling
 - NCAA Eligibility Center
 - NCAA legislation (Proposed/ Adopted)
 - NLI & grant-in-aid offers
 - Official/unofficial visits
 - Overall recruiting review (Practice Exam)
 - Playing and practice seasons
 - Recruiting
 - Review of Boston College Compliance Manual

- Compliance educational website (<http://bceagles.cstv.com/compliance/coaches/bc-compliance-coaches.html>)
- Monthly Compliance Educational Newsletter
- Meetings during the year with staff in support areas:
 - Clerical staff
 - Equipment Room
 - External Operations
 - Media Relations
 - Strength and Conditioning
 - Sports Medicine
 - Ticket Office
 - Business Office
 - Recreation Center
 - Operations/Facilities
 - Development
- Rules interpretations - Questions and answers provided in writing to related coaches & staff. (on-going/year round)
- Atlantic Coast Conference compliance updates - Provided to related sport and/or specific area of concern. (on-going/year round)
- NCAA News updates - LRIC Interps/Administrative Committee Meetings - Copied and provided to related sport and/or specific area. (on-going/year round)
- One-on-one sessions - With coaching staff members as necessary. (on-going/year round)
- Rules reminder memos - Sent to coaches at certain times throughout the year. (on-going/year round)
- Hot topics - Sent to applicable parties as needed. (on-going/year round)
- All coaches & Departments receive a Boston College Athletics Department Compliance Manual outlining policies and procedures and are alerted to its existent on the Compliance Educational Website.

University Staff

- Educational meetings with other campus wide departments with compliance-related responsibilities:
 - Admissions
 - Dining Services
 - Learning Resources for Student-Athletes
 - Office of Student Services (e.g., Financial Aid, Registrar)
- NCAA News updates - LRIC Interps/Administrative Committee Meetings - Copied and provided to specific areas. (on-going/year round)
- Rules interpretations - Questions and answers provided in writing as they relate to specific areas. (on-going/year round)
- Hot topics - Sent to applicable parties as needed. (on-going/year round)
- Compliance educational website (<http://bceagles.cstv.com/compliance/bc-compliance.html>)

Supporters of Boston College Athletics (Friends of Athletics)

- A rules pamphlet is sent to all season ticket holders and Alumni through the BCAD Ticket Office and the BCAD Development Office (produced by the Compliance Office).
- Compliance will provide group with (2) friends of athletics educational newsletters on an annual basis.
- Athletic department staff meeting with “Friends Groups” to reiterate rules.
- Associate Athletic Director assigned to “Friends Group” is responsible for disseminating rules information to members at meetings.
- Beginning of the year group meeting includes: Director of Athletics, Associate Athletic Director for Compliance, Associate Athletic Director (i.e., group liaison), and Presidents or Chairpersons of “Friends Groups”.
- Compliance Educational Website (<http://bceagles.cstv.com/compliance/bc-compliance-boosters.html>)

- Local business, car dealership and hotel educational document sent at the beginning of every year.

University Leadership

- A rules pamphlet is sent to member of the Board of Trustees
- Monthly Compliance Educational Newsletter

Student-Athlete Employment Policies and Procedures

5.13

This section contains information regarding student-athlete employment.

Policies

- It is ultimately a head coach's responsibility to ensure student-athletes are following the employment policies and procedures.
- Student-athlete employment must meet the following criteria to be permissible:
 - Compensation cannot be based on the publicity, reputation, fame or personal following of a student-athlete due to athletics ability, **and**
 - Compensation can only be based on work actually performed, **and**
 - Compensation must be at a rate commensurate with the going rate in that locality for similar services.
- Student-athletes are prohibited from employment of any type (including unpaid volunteer work) within the athletics department except in the offices of: Equipment, Recreation Center, External Operations, Operations, Facilities, Athletics Communications, and Tickets. Student-athletes are strictly prohibited from employment within a varsity program or any other athletics administration office not listed.

Procedures

1. All student-athletes receive education regarding employment policies and procedures at the beginning of the year compliance eligibility meeting.
2. Coaches must follow up with the student-athletes about the employment policies and procedures.
3. All Student-athletes are required to register employment with the Compliance Office through the **Employment Agreement Form** throughout the Academic Year (including during an official vacation period published in the University calendar).
4. Student-athletes are required to register any fee-for-lesson employment directly to the Compliance Office. **Boston College Student-Athlete Fee-for-Lesson Form**

If student-athletes do not comply with the above listed procedures, coaches and sport administrators are contacted.

Friends Clubs and Organizations of the Boston College Athletic Department

5.14

1. All funds generated and received by Friends Clubs are deposited into University controlled accounts.

2. The Director of Athletics (or designee) approves all expenditures from Friends Club accounts.
3. The Associate Athletic Director serves as the administrative liaison to all Friends Clubs. In addition, the Associate Athletic Director (or designee) attends all meetings of the Friends Clubs.
4. All events, functions and special activities are approved in advance by the Associate Athletic Director.
5. All Friends Clubs and their representatives are responsible for adhering to NCAA rules and regulations. At least once a year, all Friends Club presidents and/or chairpersons meet with the Director of Athletics and the Associate Athletic Director regarding the NCAA rules and regulations.
6. The Compliance Office has published *Eagle Education – A Guide to NCAA Regulations for Donors, Alumni and Friends of Boston College Athletics*, a publication designed to assist alumni and friends in complying with the rules and regulations governing the conduct of the Boston College Athletic Department (attached). A copy of the guide is also included in the BC ATHLETIC DEPARTMENT Compliance Manual.

Representatives of Athletics Interests – NCAA Rules

5.15

1. Members of Boston College booster clubs are strictly prohibited from engaging in any on- or off-campus recruiting involving personal contact with prospective student-athletes, as well as written correspondence or telephone calls to such prospective student athletes (also see **Section 7.12(4) – Recruiting**).
2. The Director of Athletics (or designee) regularly informs representatives of the University's athletics interests of NCAA rules and regulations pertaining to non-permissible recruiting activities.
3. The Compliance Office has published *Eagle Education – A Guide to NCAA Regulations for Donors, Alumni and Friends of Boston College Athletics*, a publication designed to assist alumni and friends in complying with the rules and regulations governing the conduct of the Boston College Athletic Department. A copy of the guide can be viewed on our website at <http://graphics.fansonly.com/schools/bc/graphics/compliance/booster-pamphlet.pdf> .

6. DEVELOPMENT

GENERAL INFORMATION

6.1

The Office of Athletic Development is located in 320 Conte Forum. The Office of Athletic Development is responsible for raising money to support all areas at Boston College and reports to both Athletics as well as University Advancement. The office operates with two primary areas of concentration – Capital Giving; which raises support and awareness of our major priorities in the athletics department with a primary focus of securing gifts of \$100,000 or more, and the Flynn Fund; which is the annual giving arm of athletic development. The Flynn Fund's main goal is to support the scholarship budget and current use funds on an annual basis. The Flynn Fund provides our student-athletes and coaches with funding for resources that are necessary to compete at the highest level of college athletics, such as operating costs. Scholarships are the single largest expense for the athletics department, and the Flynn Fund helps subsidize the rising cost of tuition. Boston College operates on a fiscal year which runs from June 1 to May 31. All gifts to Athletics are treated as charitable gifts to Boston College, a non-profit 501(c) (3) organization.

There are several ways alumni, parents and friends can support Boston College Athletics. We ask that all donors make an annual gift to the Flynn Fund to support scholarships and program enhancements. In addition, donors may work with a member of our team to make a transformational gift in one of these areas:

Endowed Athletics Scholarships

- Endowed athletics scholarships are a way for Boston College Athletics to ensure long-term success of the department by making sure there will be sufficient income to support our student-athletes long into the future. These funds are invested in the University's endowment and approximately 5% of the value of a fund supports the scholarship for your designated recipient each year.
- Endowed funds can be established with a gift of \$250,000. With this gift you would have the opportunity to name the fund according to your wishes – this can be in honor or memory of a loved one or to establish a family legacy. You may also personalize your fund to match your interests; perhaps to a specific sport or for a student-athlete enrolled in a particular school. The fund would live in perpetuity at BC and provide support to a student-athlete. You would have the opportunity to meet the recipient of your fund each year and watch them as they grow as a student and an athlete at BC.
- Endowed funds established at the \$1M level provide the opportunity to restrict, in perpetuity a specific position on a team. For instance, one may choose to support the starting running back on the football team.
- By agreeing to enrich our student-athletes in this way you would be invited to our annual gathering of student-athletes to kick off the year and meet your recipient. You would

also receive periodic updates on the performance of the fund, its history and detailed biographical information on your recipient from the Athletic Director.

Athletics Financial Aid Fund

- A named endowed fund may also be established with a commitment of \$100,000. The difference between this and establishing an endowed athletics scholarship is that you would not be able to restrict the fund to a specific sport and the fund would not be assigned to a specific student-athlete. Instead, it would be a part of the general athletics endowment in support of scholarships.

A Sport Operating Endowment

- Funds in support of operating expenses may be established with a commitment of \$100,000 or more and can be designated for operating expenses associated with any of our 31 varsity sports. For instance a baseball operating fund would enhance the annual support of this program.

The Flynn Fund Scholar-Athletes Program

In lieu of a multi-year commitment for an endowment, you may choose to participate in the Flynn Fund Scholar-Athletes Program. With a gift of \$25,000, a donor may fund the scholarship of a single student-athlete in any athletics program for an entire year. The gift provides the University with resources it can use immediately to provide financial-aid to one of our 700 student-athletes.

The student-athletes are informed of their scholarships, and the donors receive information about the student-athletes who benefit from their generosity. Donors are invited to an annual gathering with the student-athlete they support where they will meet the recipients who have benefited from this program. This initiative enables donors to make a direct and immediate impact on BC's ability to provide scholarships.

Support groups such as Pike's Peak, Fast Break Club, Diamond Club, Roundball Club, Gridiron Club, Varsity Club and the Hall of Fame Club are NOT operated by Athletic Development. Each follows an operational reporting line to an Associate Athletic Director and their respective coach. *Membership fees to such organizations are not charitable gifts and are not recognized by Boston College as such.* They are membership fees to a social organization.

WHAT ELSE YOU SHOULD KNOW

- Please refer all questions to 617-552-0772.

- Make all checks payable to the **Flynn Fund**. If a donor has chosen to designate his/her gift to a particular sport, please indicate so on the note section of the check.
- Please consult with us before soliciting anyone for a gift. Keep in mind that the University has over 150 full-time employees working in Development and we need to function as a team. The key is communication!
- Please inform us if you know former athletes, parents or friends who might be in a situation to help BC Athletics or your program financially. Together, we can devise a strategic plan to solicit the gift and enhance your program.
- If we receive a gift to a specific sport, it takes a minimum of one month to be available in the sport's gift account. Please be patient with us, as the money must travel through many hands at the University before it is available in our business office.
- Coaches will be informed periodically about gifts to their program. It is suggested that they write thank you notes to donors in a timely fashion. The Flynn Fund would be happy to provide examples.
- Please respond to our requests. Occasionally we may ask you to meet with a prospective student-athlete whose parent or relative is a major contributor to the University. Please understand that these requests will not occur very often and that 20 minutes of your time could be very important to Boston College.

COACHES ASK THESE POLICY QUESTIONS THE MOST

How can I get in touch with my alumni and parents?

Answer: Request printouts and labels by preferred order (i.e., zip, alpha, year, etc.) through the Athletic Development Office to facilitate mail or phone contact. Please allow one week for the list to be received. All correspondence (i.e., letters, newsletters) must be approved by Athletics and/or University Development.

Do I need to send a written thank you to donors to my particular sport?

Answer: All donors to Boston College will be thanked for their gift. Donors of \$5,000 or more will also receive correspondence from the Athletic Director and the President of the University. It is strongly suggested that you take the time to thank donors to your sport in writing. A form letter will suffice for most gifts. Please remember that the first step to getting the next gift is recognizing and properly thanking the person for the gift you just received.

I want to raise funds for projects over and above those that have already been discussed with my administrator. How can you help?

Answer: Athletic Development helps the Athletics Department and the University mostly by increasing its annual bottom line, and since special fundraising projects typically enhance yield, we are eager to help with certain initiatives. The only pre-requisite to any such undertaking (for any sport) is that approval must be given by your sport

administrator and/or the Athletic Director. All fundraising initiatives must be cleared through Athletic Development.

7. STUDENT-ATHLETE ADVISORY COMMITTEE

The Student-Athlete Advisory Committee (SAAC) is made up of student-athletes from all 31 teams. SAAC meets once a month on Sunday evenings at 7 pm in the Shea Rom in Conte Forum. SAAC takes part and organizes many activities including the Welcome Back Picnic, Franciscan Hospital for Children visits, HEAR Program, Food for Families, Adopt-a-Child Holiday Gift Drive, End of the Year Banquet, Student-Athlete Dance, meetings with the Administration, and other activities.

The mission of SAAC is to positively influence the student-athlete experience at Boston College. SAAC strives to:

- Promote communication between the athletic administration and student-athletes by addressing issues affecting student-athlete welfare.
- Provide NCAA legislation information to student-athletes concerning new rules and eligibility changes.
- Build a community within the athletic program involving all student-athletes.
- Be recognized as active members of the community through service-oriented events and projects.
- Give back to the community, with a special emphasis on influencing young children. We are fortunate to be student-athletes at Boston College and are grateful for the opportunity to strengthen the community.
- Provide a greater playing atmosphere through the enhancement of school spirit. SAAC must let the student body understand that our quality of play is enhanced by their presence at all events.

President:	Chris Ager (Soccer)
Vice-Presidents:	Brad Klune (Golf) Anthony Bellitti (Track/CC) Hannah Mulvey (Field Hockey)
Officers:	Ryan Dunn (Soccer) Kellie Barnum (Volleyball) Emily Hoffend (Soccer) Jackie Young (Ice Hockey) Jason Castillo (Swimming) Elizabeth Barnard (Sailing) Collin Fedor (Track/CC) Katie Cutting (Skiing) Alex Howell (Football) Kate Votta (Rowing)

8. EQUIPMENT

General Equipment Room Policies

8.1

The Boston College Athletic Department's Equipment Room is responsible for supplying, distributing and maintaining equipment for all varsity athletes at Boston College. In addition, the Equipment Room provides and cleans all game and practice uniforms for varsity athletes. The following are the general policies of the Equipment Room:

1. Athletes, coaches and staff should be treated in a courteous and friendly manner.
2. Only Equipment Room staff is allowed into the Equipment Room; all others are not allowed unless accompanied by a member of the Equipment Room staff.
3. Only Equipment Room staff members may have the keys or security code to the Equipment Room; no one else will be allowed to have or borrow keys or codes. Staff members are solely responsible for their keys.
4. All equipment is the property of Boston College and all students, faculty and staff of the University must return equipment upon request.
5. All requests for equipment by coaches should be made to the Equipment Manager, who will record the request.
6. The Equipment Room will not loan equipment to any outside agencies except with the express permission of the Director of Athletics and the Sr. Associate Athletic Director – Compliance.

Locker Assignments and Equipment Issuance

8.2

The Equipment Room is responsible for making locker assignments and distributing equipment to varsity athletes. The following procedures must be followed:

1. All coaches must submit a team roster and request a date and time for equipment to be picked up at the start of the season to the Equipment Manager.
2. The Equipment Room then creates a database for each student-athlete for the purpose of creating an equipment card, which lists all the equipment, sizes and supplies that the student-athlete requires.
3. At the mutually agreed distribution time, all student-athletes will receive a laundry box and combination (based on availability) and a locker room locker and combination (based on availability). The locker will be issued to the student-athlete for his or her entire time as a member of the respective team. The locker must be cleaned out of all of its contents at the conclusion of each academic year.

Administering Shoes

8.3

1. All shoes issued to student-athletes will be marked with the student's uniform #.
2. When issuing, students will not receive the box the shoes came in.
3. Shoes will only be issued by full-time Equipment Room staff. Coaches and work-study students may not issue shoes or replace shoes for student-athletes.

Laundry Cleaning and Distribution

8.4

1. All varsity student-athletes receiving a laundry box will also receive a mesh bag with a pre-assigned number.
2. At the conclusion of each day's practice or game, student-athletes must put their game/practice-related clothing/towel in the mesh bag and place the mesh bag in the laundry chute for cleaning. The laundry bag enclosure must be secured properly. All laundry bags should be placed in the laundry chute by 7:00 p.m. in order to be returned by 10:00 a.m. the following morning.
3. The Equipment Room staff will inform student-athletes when laundry problems occur.
4. When laundry is lost, the student-athlete must inform the Equipment Room. The student-athlete will be issued a temporary replacement (based on availability) and the Equipment Room will record the lost item. If the item is not recovered within three (3) days, the item will be recorded as lost, and billed to the student-athlete's student account.

Equipment Retrieval

8.5

1. At the conclusion of each season, athletes must return all equipment to the Equipment Room. (Exceptions may be made for out of season practice purposes, provided the athletes receive permission from their coach and sign the policy for distribution/retrieval of athletic equipment.)
2. If equipment is not returned within five (5) days following the end of the season, the Equipment Manager will send the head coach a notice, asking him/her to remind the athletes to return their equipment.
3. Student-athletes who fail to return any equipment will be charged the cost of that item at the current retail price.
4. Bills for unreturned equipment are processed through the Student Accounts Office after approval by the Equipment Manager.

5. Bills may only be credited if the student-athlete returns the item within one month of the billing date.

Inventory of Equipment

8.6

1. Throughout the year, all equipment is monitored and recorded by sport, age, type of equipment, color, size and condition, and the status of each item is recorded in a database with similar items.
2. Inventory on team equipment is taken at the conclusion of each playing season, and inventory sheets are prepared and used as a basis for ordering.

Reconditioning Policy

8.7

1. At the conclusion of each season, the Equipment Manager is responsible for determining which equipment should be reconditioned.
2. At all times, the safety of the student-athlete is the primary consideration in determining whether equipment should be reconditioned.
3. If the Equipment Manager decides that the equipment should be reconditioned, then it is sent out to an equipment-reconditioning vendor immediately following the season.
4. The Equipment Manager is responsible for choosing a reconditioning vendor and he must consider the abilities, prices and reliability of the vendors before making a decision.

Purchasing Equipment and Uniforms

8.8

1. The safety of the student-athlete is the primary concern when purchasing athletic equipment. Specifications that satisfy an acceptable grade or quality of equipment should always accompany an order or bid.
2. Prior to purchasing equipment, the Associate Athletic Director for Business Operations and the Equipment Manager shall review team budgets to ensure that the budget for equipment purchases will not be exceeded.
3. At the conclusion of each season, the Equipment Manager and the head coach of each sport shall compile a list of equipment that the team will need for the next season. Coaches may specify the brand, style, and model number of all equipment provided that their specifications fall within University standards.
4. The Equipment Manager submits that list with the required specifications to various vendors. Based on pricing, selection, accountability and service, a vendor is chosen and a purchase order is generated on based on the bid price.

5. The Equipment Manager and the Associate Athletic Director for Business Operations review all purchase orders. The Associate Athletic Director for Business Operations will maintain a record of orders and dollars spent on each equipment budget. The Equipment Manager will alert the Associate Athletic Director for Business Operations of any potential budget problems.

Shipment Receiving Procedures

8.9

1. The Equipment Room receives all shipments for the Athletic Department.
2. Before signing for any shipment, the Equipment Room staff must:
 - a. Count the number of containers received and compare that to the number shown on the delivery form supplied by the truck driver.
 - o Inspect all containers for visible signs of damage.
 - b. If containers are missing or damaged, have the driver clearly note all discrepancies on all copies of the delivery receipt and sign his/her name. Staff members must then sign their own names and retain a copy of the receipt.
 - c. A shipment should not be signed for or accepted if the driver refuses to note damaged or missing containers and/or sign his/her name on the receipt.
3. Immediately after receiving a shipment, the Equipment Room staff will open all containers and check for concealed damage or missing items. Inspect and test the goods immediately.
4. Packing slips must be retained for Equipment Room records.
5. The Equipment Manager, in consultation with the head coach and the Associate Athletic Director for Business Operations, accepts substitutions only with prior notice and approval. In all cases, substitutions should not compromise the quality required to ensure safety at the highest level of intercollegiate competition.

Usage of Logos and Marks

8.10

1. All uniforms and practice gear should bear the appropriate Logos and Marks designed by the Athletic Department
2. When uniforms are being created, the Equipment Manager will place the appropriate logo on the uniform with the consultation of the coach. The item, if deemed a possible retail item, will be forwarded to the Assistant Athletic Director for External Operations for review.

3. Any item created that bears the Logos or Marks of the University must be approved by the Equipment Manager. That is, any item besides game or practice gear that is purchased by or for any team or support group must be approved by the Equipment Manager.
4. Vendors that are selected to produce goods in **Section 10.10(3)** above must work with the Collegiate Licensing Company (CLC) to access digital artwork for these items. Any item that is produced for resale becomes a licensed product. For example, if the Volleyball team purchases polo shirts to sell for profit, which will aid in a team budget, this item becomes a licensed product. At this point, the vendor must secure a license from CLC.

Sale of Used Equipment

8.11

1. All Department equipment is the property of Boston College and is not to be sold, traded, donated or in any way transferred without the explicit authorization of the Director of Athletics, and then only within the guidelines and policies of the University.

Charitable Requests

8.12

1. All charitable requests must be made through the Assistant Athletic Director for External Operations. The “Prior Approval Form for Charitable Requests / Promotional Activities” shall be filled out and signed off by External Operations and, if necessary, Compliance. (please see form at end of **Section 11 – External Operations**)
2. No items will be dispensed from the Equipment Room without approval from the Assistant Athletic Director for External Operations.

9. EXTERNAL OPERATIONS

Overview

9.1

The External Operations department at Boston College oversees all marketing, promotional and advertising functions of the Boston College Athletic Department; Internet management of bceagles.com; radio and television negotiations and contracts; major equipment and supplier/endorsement contracts; corporate sponsorship; the university licensing program; all charitable donations and partnerships; and the Boston College cheerleading and mascot programs.

The Assistant Athletic Director for External Operations manages the department with the assistance of a Sports Marketing Manager, intern, work-study student and administrative assistant. The Sports Marketing Manager reports directly to the Assistant Athletic Director for External Operations and assists in the coordination of all sponsorship, promotions and sales opportunities. The administrative assistant, intern and work-study student work in support of both the Assistant Athletic Director for External Operations and the Sports Marketing Manager.

Functions

9.2

The External Operations department executes the marketing, advertising and promotions for all the varsity sports. Marketing support for sales of tickets in football, men's and women's basketball, and men's ice hockey consist primarily of:

- Four color season ticket application
- Four color sponsored poster
- Schedule cards
- Schedule magnets
- In-season game promotions and coordination of the Band, cheerleaders, mascot and game atmosphere.

Promotion for the Olympic sports is done on a weekly basis through this department by way of campus flyers and e-mails for all home events and posting on bceagles.com.

The External Operations department also produces a fall, winter and spring schedule card for each of the sports not listed above.

The rights to the sale of sponsorship for Boston College athletics are held by a third party sales team. All available inventory – for all sports – in signage, collateral materials, and promotional opportunities are part of this rights agreement. No coach or staff member may pursue a corporate sponsorship or design and distribute promotional collateral material outside of this agreement. All requests/interests in doing so must be discussed with sport administrators.

Radio and television broadcasts rights for football, men's and women's basketball, and men's ice hockey are negotiated through the External Operations department. Most broadcast rights are held by respective conferences for each team. Should a coach have a broadcast opportunity for

his/her own sport, it must be brought to the attention of the External Operations department. No coach may contract for broadcast of Boston College events on his/her own. Broadcast opportunities for all Boston College sports are continually sought after and evaluated through this department.

The athletic website, bceagles.com, is maintained in partnership between the Media Relations and External Operations departments. Media Relations handles the posting of all editorial content, coverage of games, stats, etc. The External Operations department handles the Internet image, marketing and interactive opportunities of the website. Coaches and staff are encouraged to work with these departments on content and creativity for each of their areas. Individual teams, coaches or staff members may not create a separate Boston College team website.

Major uniform and equipment contracts are negotiated and executed in partnership between the External Operations department and the Equipment Manager. Coaches must work with the Equipment Manager and Assistant Athletic Director for External Operations in committing Boston College teams to uniform, equipment or footwear contracts.

The University maintains strict control over the use of its name, logo or likeness on apparel and non-apparel items for either internal consumption or external sale. The Marketing Manager is also the Licensing Director for the University. Coaches or staff members wishing to use the Boston College name, logo or likeness on any item, including team apparel, must do the following:

- Approve design, colors, and logo through the Equipment Manager prior to manufacture.
- This must also be approved by the Licensing Director.
- Contract items to be manufactured through an official Boston College Licensee (list available through equipment room). This licensee must be approved by The Collegiate Licensing Company – Boston College’s licensing agent.
- Approval on all apparel and non-apparel items must come from Program Administrator prior to meeting with Equipment Manager.

Charitable donation requests should be forwarded to the External Operations department on official charity stationery with appropriate rationale for Boston College involvement. Each coach or administrator must submit requests accompanied by the **Prior Approval Form for Charitable Requests / Promotional Activities** (attached). All requests will be reviewed for NCAA compliance and donation fulfillment will be determined by budgetary constraints.

Athletics Department Fundraising Policy

9.3

Consistent with the University policy and procedures, the Athletics Department does not allow community fundraising efforts at an athletic event without the advance written approval of the Director of Athletics. Any BC athletic team requesting to sell items for fundraising at their home event would need approval from their program administrator and the Associate A.D. for External Operations. Any BC athletic team requesting to sell items at a BC athletic event, not associated

with their home event, would need approval from their program administrator and the Associate A.D. for External Operations. Any approved items for sale cannot be in direct conflict with merchandise sold by athletic concessions or BC athletic sponsors offered at athletic events. All approved fundraising requests would then be coordinated with the Athletic Operations office for event set-up requirements. All use of BC registered marks would need prior approval by the office of Athletic External Operations.

10. FACILITIES

General Facility Administration Policies

10.1

1. The Athletic Department is the primary occupant of the Silvio O. Conte Forum, the William J. Flynn Student Recreation Complex, Alumni Stadium, the Newton Campus Soccer/ Lacrosse facility, Newton Campus Field Hockey Facility, and Commander Shea Field. Athletic Department activities will be given first priority for scheduling.
2. The University does regard these facilities as resources available to the general University community and, in this spirit, every effort is made to coordinate schedules to accommodate both activities and interests of other departments.
3. Facility schedules are the responsibility of the Assistant Athletic Director for Facilities and the Athletic Facility Administrator. The facility schedules can be viewed online and are updated daily, listing by whom, where, and when athletic facilities will be in use. All schedule conflicts will be resolved by the Assistant Athletic Director for Facilities or the Athletic Facility Administrator.

Guidelines for Use of Conte Forum & Alumni Stadium

10.2

Silvio O. Conte Forum and Alumni Stadium are University resources intended to be used for the maximum educational and developmental benefit of the entire Boston College community. While the primary occupants of office space and users of playing facilities are programs sponsored by the Boston College Athletic Department, these resources are also available to meet the broader needs of the University for meeting space, lectures, concerts, and major campus events such as orientation and commencement.

Requests emanating from outside the university community for the use of Conte Forum or Alumni Stadium will be reviewed on an event-by-event basis in a context which takes into consideration the expectations that Boston College be both a responsible and responsive citizen of the neighborhoods, diocese, cities and state in which it is located.

The following guidelines outline the procedures that will be followed in reviewing requests for the use of space in Conte Forum and Alumni Stadium:

1. Use of Common Areas for Non-Athletic Functions

When not in use for varsity athletic activities or intramural/club programming, the following common areas will be available for functions that are not sponsored by the Athletic Department:

- Conte Forum/Kelley Rink
- Power Gymnasium
- Alumni Stadium
- Arena concourse

2. Procedure for Space Reservations

- a. The Bureau of Conferences (B.O.C.), in conjunction with prior approval from the Assistant Athletic Director for Facilities, will schedule the use of common areas in Conte Forum and Alumni Stadium for all events other than games, practices for varsity sports, and Intramurals / Clubs.
- b. The order of priority in determining the use of the main arena in Conte Forum and the playing field in Alumni Stadium is as follows:
 - i. University convocations and meetings authorized by the President
 - ii. Scheduled games for varsity sports
 - iii. Major student and University lectures or concerts.
 - iv. Scheduled practices for varsity sports
 - v. Scheduled practices for the Boston College Band/Intramural & club sports
 - vi. Other community events
 - vii. Non-University events to be reviewed on an event-by-event basis
- c. The sponsors of functions held in Conte Forum and Alumni Stadium are responsible for conforming to all University, city and state policies, procedures and regulations regarding the serving of food and liquor and the procurement of entertainment licenses where such are required.
- d. Expenses for services over and above those covered in the normal operating budget for Conte Forum and Alumni Stadium must be paid by the user (e.g., extra custodial services, labor required to put down and take up the floor covering the ice, ticket takers, ushers, security and police, special sound systems technicians needed to operate the closed circuit television screens, applications and licensing fees).

Alumni Stadium/Shea Field Lighting Control Procedure

10.3

In accordance with Boston College's commitment to secure all athletic fields lighting when the fields are not in use and to conserve energy resources, the following standard operating procedure is to be implemented. It is the responsibility of Athletic Facilities Services personnel, coaches and staff members to work together to ensure compliance with this commitment.

- Athletic Facilities Services personnel will provide lighting support for team activities as identified on the weekly athletic schedule as developed by the Athletic Department.

Licenses

10.4

The Commissioner for Consumer Affairs and Licensing for the City of Boston has granted annual entertainment licenses for the Conte Forum Arena, the Conte Forum Gymnasium, the Conte Forum Function Room and the Alumni Stadium. The restrictions on the use of these areas are as follows:

1. A One-Time License application must be completed for each athletic event not originally listed on the "seasonal" schedule of athletic events.
2. A One-Time License application must be completed for each event: instrumental or vocal music, dancing by patrons, moving picture shows, public skating, lectures or concerts.

Sponsors will be expected to procure an entertainment license for their event, as necessary, in conjunction with the Community Affairs Office, who will be responsible for the coordination of all license applications. An event will not be held without a license without the approval of the Vice President for Student Affairs and the Vice President for Governmental and Community Affairs. Event sponsors will be expected to abide by the terms and conditions as set forth in the entertainment licenses concerning compliance with the Boston Human Rights Ordinance, neighborhood disturbances and complaints, parking and internal security plans and restricted public admission to events. A copy of Boston College Policies with regard to these conditions shall be distributed to each event sponsor.

Usage of Facilities by Outside Groups

10.5

1. Any non-athletic use of the facilities must receive advance approval from the Assistant Athletic Director for Facilities.
2. Non-Boston College use of Athletic Department facilities is coordinated through the BOC with approval of the Assistant Athletic Director for Facilities. If the function is of a magnitude that could impact the local community, additional approval is required from University administration.
3. Boston College will assess all real cost for the conduct of events for any function. These expenses would include, but are not limited to, housekeeping, security, grounds crew, event staff, licenses, damage, utilities, supplies, telephone and administrative fees.
4. An insurance binder is required to any event from all outside groups naming The Trustees of Boston College as the co-insured party. The levels of coverage for this insurance will be determined by the Boston College Office of Risk Management and are based on the nature of the event. In addition, outside groups must sign a general insurance release (see attached).
5. Visiting teams are given every consideration in regard to scheduling practice time, equipment storage and locker room access in accordance with league rules. It is the intent of the Athletic Department to accommodate any special requests, and visiting team

requests must be made through the Athletic Operations Office, in coordination with the Assistant Athletic Director for Facilities.

6. It is the intent of the Director of Athletics to accommodate and encourage the use of Boston College facilities by community groups whenever possible. The physical resources of Boston College are truly unique and should be used to foster healthy positive relationships with the community. This public service orientation is valuable to Boston College over the long term and every effort should be made to minimize expenses to these organizations. A spirit of community awareness, involvement and concern should be developed and encouraged.

11. FINANCIAL AID

Overview

11.1

The Boston College Office of Student Services is responsible for the issuance of all financial aid (athletically or non-athletically related) to entering or enrolled students. All financial aid is awarded by the Student Services Senior Financial Aid Associate or their designee, and no awarding document is official without his/her endorsement and signature.

Athletic scholarships can be awarded on an annual or multi-year basis, with the ability to be renewed at the coach's discretion. Both the Director of Athletics and the Student Services Senior Financial Aid Associate must approve the award and they must conform to the guidelines, policies and procedures of the University and the NCAA.

The responsibility of monitoring financial aid award accounts for business purposes rests with the Associate Athletic Director for Business Operations. The responsibility of financial aid eligibility clearance (NCAA) is assigned to the Compliance Office. They both work closely with the Office of Student Services to carefully monitor the financial aid packages awarded to all student-athletes, to ensure compliance with NCAA and ACC legislation.

NCAA Financial Aid Limits

11.2

- The University, through the Director of Athletics, budgets specific aid limits for selected programs. The financial aid award limits in each sport must be approved by the Director of Athletics, and are monitored by the Associate Athletic Director for Business Operations and the Assistant Athletic Director for Compliance and Eligibility. NCAA and ACC rules are strictly followed regarding financial aid limits.
- Scholarship allocations are reviewed several times a year with coaches and are checked against Official Squad Lists prior to the Letter of Intent signing date.
- All institutional financial aid and outside financial aid is entered into CAi by the Student Services Financial Aid Associate. The Assistant Athletic Director for Compliance and Eligibility enters institutional athletics scholarships into CAi and reviews the accuracy of the additional data. Once approved, the Student Services Financial Aid Associate prints out an official NCAA Squad List prior to the first competition.

Federal Pell Grant

11.3

- The Student Services Senior Financial Aid, along with the Compliance Office, has administrative responsibility for coordinating the Federal Pell Grant distribution within NCAA Bylaws.
- Applications for financial aid, including Federal Pell Grants, are made available to all students, including student-athletes. The applications must be completed and submitted to the appropriate agencies in order to determine eligibility for a Pell Grant.

- All incoming freshmen and transfer students receive general financial aid information, including Federal Pell Grant information with their admission packets. The applications for federal financial aid are available at the student's current high school or college. New student-athletes who have not completed the appropriate financial aid forms should go to the Office of Student Services.

Early Financial Aid Reads

11.4

The Early Financial Aid Read process is used for the recruitment of high school seniors. Prospective freshmen receive their financial aid awards from January through March; therefore the early read process provides an earlier estimate of what need-based aid (grants, loans and work study) the prospective student can expect from Boston College. **Early read awards are estimated.** The accuracy of the early read is affected by the accuracy of the information estimated by the family. While the early reads are usually a good indicator of a prospective student's financial aid, the final award may be adjusted if a prospective student's information changes, and that needs to be relayed to a prospective student by a coach.

- Early Financial Aid Reads are accepted June 15-March 15 for prospective students entering university the subsequent academic year.
 - No more than 20 Early Financial Aid Reads are accepted from June 15-August 15.
 - No more than 20 Early Financial Aid Reads are accepted from Sept. 16 to Jan. 15.
 - No more than 20 Early Financial Aid Reads are accepted from Jan. 16 to March 15.
 - No Early Financial Aid Reads are accepted from March 16-June 14.
- Coaches must submit the **Early Financial Aid Read Checklist (Attachment F-8)** to the Associate Athletic Director for Compliance with the following necessary materials from a prospective student-athlete:
 - CSS Profile (<https://profileonline.collegeboard.com/index.jsp>), During Jan 16 to March 15 please complete CSS Profile **on-line, and**
 - FAFSA (<http://www.fafsa.ed.gov/>), **and**
 - Most recent tax returns (from both parents if divorced.), **and**
 - Most recent W-2's, **and**
 - Non-Custodial Parent most recent taxes (if applicable), **and**
 - Non-Custodial Parent Statement (if applicable), **and**
 - Business/Farm Supplement (if applicable).
- The Associate Athletic Director for Compliance will forward the materials to Student Services and will serve as the liaison between the coach and student services. The estimated timeframe is several business days to two (2) weeks depending upon the time of year and workload in Student Services.

NOTE: The Office of Student Services remains committed to providing the best data possible to allow the athletic staff to do their jobs. However, the athletic staff must keep in mind that the

Office of Student Services may not be able to provide all requested data due to confidentiality issues, lack of information and/or time constraints.

Information shared by the Office of Student Services is confidential in nature. **This information is only an estimate and questions about financial aid packages should be directed to the Office of Student Services.** It is the responsibility of only the Office of Student Services to inform students about the status of their financial aid application. Families may call and request this information from the Office of Student Services on their own. Coaches can encourage families to do so.

Notification of Aid

11.5

- Incoming student-athletes are informed of their athletic financial aid award via a letter, which accompanies the National Letter of Intent.
- Letters of financial aid renewal are sent to each returning student-athlete by July 1 of each year. Student-athletes are allowed to appeal to the Director of Financial Services if they feel that their aid has been withdrawn or adjusted for improper reasons.

Please refer to the Compliance Manual for additional policies and procedures related to Financial Aid.

Cancellation of Aid

11.6

- A Grant-in-Aid Renewal List will be sent to all coaches in March by the Compliance Office. The list will be the complete roster of student-athletes. The list will include the student's Eagle number, year in school, and the athletic aid amount and source he/she is receiving in the current academic year. Source refers to the budget (program budget, endowed scholarship, or other) from which the money will be taken.
- Coaches need to indicate those student-athletes that are to have their athletics grant-in-aid cancelled by listing "Non-Renewal."
- Student-athletes that have exhausted their eligibility or are graduating do not need to be listed as "Non-Renewal."
- Athletics Grant-in-Aid Non-Renewal Letters (**Attachment F-4**) will be generated by Student Services.
- All letters will be mailed out prior to July 1 of the upcoming academic year.

Student-Athlete Financial Aid Appeal Process

11.7

- A student-athlete who wishes to appeal any decision concerning his or her athletics grant-in-aid must submit a written request to the Senior Financial Aid Associate within ten (10)

business days of receiving notification of the decision. The appeal letter must include the following:

- Student's name, Eagle number, year in school, sport;
 - Type and amount of all previous financial aid;
 - Reasons for believing that the decision was unfair, including names of institutional staff members (e.g., coach, Student Services officer, etc.) with whom the student-athlete discussed the aid; and
 - Copies of any relevant documentation (e.g., athletics award letter)
- A hearing will be scheduled within ten (10) business days of receipt of the appeal letter.
 - Student Services will notify the student-athlete and the appropriate athletics department staff of the time and place of the hearing.
 - Written documentation from athletics department staff members must be submitted prior to the date of the hearing.
 - The hearing will be heard by the Appeals Committee with each side presenting their argument.
 - The Chair of the Appeals Committee will notify in writing the decision rendered to the student-athlete and other appropriate parties within ten (10) business days after the hearing.

COMMITTEE:

The Financial Aid Appeals Committee shall be composed of three administrators outside of the athletic department. Usually, the Office of Student Services shall be represented on the committee by the Director of Financial Strategies (the chair of the committee) as well as a Financial Services liaison to the athletic department. The third committee member shall be a member of the Compliance Committee, and that could be the Faculty Athletics Representative, the director of Learning Resources for Student-Athletes, a member of the Office of Admission, one of the deans from the Office of Student Development, or another administrator from the Office of Student Services.

ACTION:

If the Appeals Committee determines that the decision was not a violation of any NCAA rules/regulations or institutional policy and no extenuating circumstances are present, the appeal is denied.

If the Appeals Committee determines that the decision was in violation of any NCAA rules/regulations or institutional policy, the appeal is approved. The original athletically-related financial aid award is made available to the student-athlete as soon as possible.

Summer Aid**11.8**

Financial aid for summer school is coordinated by the Summer School Committee and Chaired by the Senior Associate AD/SWA. All summer aid is approved by the Director of Athletics and the Summer School Committee. Summer aid is awarded in compliance with all NCAA and University policies and is administered through the Compliance Office. Student-athletes interested in receiving summer aid must request it through their respective head coach.

Post-Eligible Aid**11.9**

The post-eligible financial aid program is available to student-athletes who have been recommended by their head coach and LRSA staff as having made satisfactory progress towards completing their degree. All post-eligible awards are subject to the approval of the Director of Athletics.

Injured/Continuation of Aid**11.10**

Those student-athletes who must permanently discontinue participation in their sport due to injury may continue to receive athletic financial aid with the authorization of the Director of Athletics after a letter, signed by the team physician and confirming the injury, is sent to the Compliance Office, Director of Athletics and the Office of Student Services.

12. GAME ADMINISTRATION

Overview

12.1

At least one Boston College Athletic Department Administrator is assigned to each sport supported by the University for the purpose of on-site game administration and overseeing game operations. In that capacity, they must work closely with the Assistant Athletic Director for Operations and the Assistant Athletic Director for Facilities to ensure that all phases of game administration have been properly addressed prior to each athletic contest.

The following are the administrative assignments:

Brad Bates	Jody Mooradian	Tom Peters	Jamie Diloreto	Jim O’Neill
<i>Athletics Director</i>	<i>Sr. Assoc. AD/SWA</i>	<i>Assoc. AD</i>	<i>Assoc. AD</i>	<i>Assoc. AD</i>
Basketball (M)	Basketball (W)	Baseball (M)	Skiing (M) Skiing (W)	Tennis (M)
Football (M)	Cross Country (M)	Fencing (M)		Tennis (W)
	Cross Country (W)	Fencing (W)		
	Field Hockey (W)	Ice Hockey (M)		
	Golf (M)	Ice Hockey (W)		
	Golf (W)	Soccer (M)		
	Lacrosse (W)	Swimming (M)		
	Softball (W)	Swimming (W)		
	Indoor Track (M)			
	Indoor Track (W)			
	Outdoor Track (M)			
	Outdoor Track (W)			
	Rowing (W)			
	Volleyball (W)			
	Sailing (M)			
	Sailing (W)			

Officials

12.2

1. Officials for Boston College home athletic events are assigned by affiliated conferences or officiating agencies.
2. Prior to the start of each season, the Senior Associate Athletic Director will provide the office of Event Operations each sports official home schedule and the Assistant Athletics Director for Operations or his/her designee will provide each assigning agency with a copy of an official home schedule.
3. In most cases, the assigning agency makes its assignments before the season begins and then sends a copy of the name, social security number, address and game fee for each official involved in a particular contest.
4. When officials arrive on campus, they are instructed to report to the scorer's table where Operations personnel (the Game Manager) will take care of their needs.
5. Officials are paid via the invoice which is sent to the Athletic Department by the assigning agency or through direct deposit payroll systems in the case of football, men's basketball and women's basketball. Payments are mailed/delivered directly to game officials' respective addresses as submitted by the assigning agency (also see **Section 5.6**).

Security

12.3

1. According to University policy, the campus Chief of Police is responsible for public safety on campus. This includes a responsibility for ensuring that there is adequate security at each home athletic contest, if necessary.
2. Payment of security personnel at home athletic contests must come from the Athletic Department's operating budget.
3. Since all athletic events demand varying degrees of security, a representative of the Athletic Department and the Chief of Police must work together to coordinate the specific security strategy for each type of contest.

Facilities

12.4

1. The Facility Services Department is responsible for the maintenance and set-up of all athletic facilities.
2. The Assistant Athletic Director for Facilities serves as the liaison with Facilities Services and handles all arrangements for services between the two departments.

3. Facilities Services appoints an “Athletic Facility Coordinator” who is responsible for supervising the permanent grounds crew assigned in Conte Forum and for ensuring that all competition and practice sites are in the best possible condition for games and practices.
4. The permanent grounds crew maintains, repairs, and sets up the ice rink, practice gymnasium, game and practice fields and the function space within Conte Forum.
5. Additional support for problems concerning heating, electricity, etc. is available from the trades and planning departments within Facilities Services.
6. All work to be performed on athletic facilities (with the exception of Campus Recreation) must be done via the work order system and with the approval of the Assistant Athletic Director for Facilities.
7. The Director of Campus Recreation must authorize any work to be done at the Flynn Recreation Complex.

Housekeeping

12.5

1. Housekeepers are assigned to athletic events by the University's Housekeeping Department and are paid out of the Athletic Department's operating budget.
2. Prior to the beginning of the academic year, the Athletic Department and Facilities Services negotiate the number of housekeepers who will be assigned the athletic contests during the year. Determinations are made based upon the separate needs and demands of each sport.
3. Housekeepers are responsible for thoroughly cleaning facilities following games and for maintaining clean rest rooms prior to, during, and after all events.

Parking

12.6

1. The Senior Associate Athletic Director is responsible for all parking programs and procedures for home athletic events, but the final authority for all parking matters at Boston College rests with the Campus Police.
2. The Athletic Department and the Campus Police make all arrangements for home game parking prior to an event, based upon the particular needs and requirements of that event. Arrangements should include consideration of personnel needs, V.I.P. parking, visiting team parking and bus parking.
3. Due to the high visibility and problematic nature of parking at football, basketball, and hockey games, all parking plans for those events must be coordinated with the Office of Governmental and Community Relations and local governmental agencies.

Concessions

12.7

1. The Boston College Dining Service Department has sole authority to supply concessions during athletic events but they must coordinate their activities with the Assistant Athletic Director for Operations and Associate Athletic Director for External Operations prior to the season or contest.
2. Outside groups, including individual athletic teams within the Athletic Department, may not sublet or operate their own food concessions during games without the prior approval of both the Senior Associate Athletic Director and the Dining Service Department.

First Aid

12.8

1. An athletic trainer, assigned by the Director of Sports Medicine, shall be present and responsible for all health related services at home contests. At games where there is no doctor or E.M.T., all medical emergencies shall be directed to the trainer, who will be in radio contact with the University Police and an ambulance service in order to get assistance.
2. The Director of University Health Services, the Head Trainer with the support of the Assistant Athletic Director for Operations will assign additional medical staff to games according to the demands of the particular sport. The medical needs of both spectators and athletes are of primary concern in the decision making process.
3. The Assistant Athletic Director for Operations hires outside E.M.T. and ambulance coverage for football, basketball and hockey games. The Director of Sports Medicine provides a medical doctor for games in each of those sports as well. When a medical doctor is present, he/she is charged with the responsibility for all medical decisions related to the athletes at the event.

Visiting Team Locker Rooms

12.9

1. Visiting teams are advised to report to the competition venue upon their arrival at Boston College. Operations personnel are assigned to greet the visiting team, escort them to their locker room and provide them with any information regarding game services.
2. The Assistant Athletic Director for Operations shall be responsible for assigning locker room space depending upon availability and the nature of the competing sport.

13. HUMAN RESOURCES

Procedures for All New Athletic Staff/Coaches Orientation

13.1

1. The orientation process begins with the new employee's supervisor or athletic administrator explaining the orientation process/form to the new employee. The form/checklist will be received as part of the employee's welcome packet or given to the new employee by their supervisor or the Sr. Associate Athletic Director – Compliance/SWA. In addition, all new employees should be informed that they must contact and set up meetings with all of the areas designated in their orientation checklist.
2. The orientation checklist consists of the areas within the BC ATHLETIC DEPARTMENT that are important for new staff members to familiarize themselves with. Each area listed on the orientation packet briefly details its function within the athletic department. New employees will learn how each area operates in more detail from the administrators of the various areas. Each administrator will initialize his or her area after meeting with the new employee.
3. **The Sr. Associate Athletic Director responsible for Human Resources is the LAST person all paid employees must meet with and is also responsible for initiating a HIRE FORM, for all new employees, to the University's Department of Human Resources.**
4. The Office of Human Resources, upon receipt of the HIRE FORM, will issue a letter to confirm the University's offer to the new employee. In addition, Human Resources will schedule a BENEFITS ORIENTATION session for the new employee. The orientation session is typically scheduled from 9:00 a.m. – 12:00 p.m. on the employee's first day of work.

In order to place the new employee on the PAYROLL, and grant access to the University's network and services, the new employee must bring a VOIDED CHECK to the orientation and complete the following forms at the BENEFITS ORIENTATION session:

- Personal Data Form
- W-4 (Federal Tax)
- M-4 (State Tax)
- I-9 (Employment Eligibility Verification) which requires a Photocopy of a Passport **or** a Photocopy of a valid Driver's License along with a photocopy of a Social Security card. A photocopy of a Birth Certificate may be substituted for the social security card.

New employees are assigned USER NAMES and PIN NUMBERS after the aforementioned paperwork has been completed and submitted to the Human Resources Service Center. After the aforementioned items have been processed by the HRSC, the new employee can go to Lyons Hall (Student Services) to obtain a parking permit and University ID. A confidential letter, containing a USER NAME, and PIN NUMBER, can also be obtained at this time from the second floor computer room in the O'Neill Library.

Once the new employee has obtained the USER NAME and PIN NUMBER, the BC ATHLETIC DEPARTMENT Technology Consultant will be contacted to establish a new phone assignment, create a voice mail account and instruct the new employee on email use. The new employee's supervisor should contact the Technology Consultant if the employee's position requires UIS approval.

5. The new employee must complete the Orientation checklist by scheduling a meeting with the Sr. Associate Athletic Director responsible for Human Resources. Upon completion of the meeting the Orientation Checklist will be placed in the new employees HR folder.
6. The Sr. Associate Athletic Director responsible for Human Resources is responsible for informing staff of the new hire so that phone lists and databases can be updated. If a coach has been hired, the Compliance Office is expected to update the NCAA List of Countable coaches and the Athletic Department secretary/receptionist will update the telephone list. Both lists will be distributed.

Performance Appraisal Process for Head Coaches

13.2

Purpose

- To have clear and consistent process that all head coaches and program administrators understand.
- To annually set goals and performance objectives for each program that are consistent with institutional philosophy and based on the expectations of the program as defined by the Athletic Department (i.e., budgetary constraints, scholarship limitations, staffing, etc.).
- To review and reiterate the responsibilities associated with the position of head coach.
- To have a clear understanding between the Athletic Department and head coaches of the priorities associated with the goals, objectives and responsibilities.
- To evaluate coaches on achieving the goals, objectives, and responsibilities discussed by the Boston College Athletic Department and the coaches.
- To use as an instrument that the Athletic Department can use in making salary and personnel recommendations to Human Resources.
- To have a consistent process and format to evaluate all head coaches, regardless of part-time or full-time status.

Process

- **Phase I**

Prior to the start of the season or the academic year, whichever comes first, the program administrator will meet with the head coach to set goals and performance objectives for the year. In this meeting, the head coach and program administrator will also review responsibilities associated with the position of head coach.

The goals, performance objectives, and responsibilities associated with each program will be in writing and will be consistent with the philosophy of Boston College, the Athletic Department and NCAA rules. Each program administrator will use the same form.

- **Phase II**

The head coach and program administrator will meet once a month during the academic year (when classes are in session) to discuss the program's progress in meeting the goals and objectives agreed to earlier in the year.

The timing of these meetings will be determined based in part on the program's traditional season of competition and the academic year. Both program administrators and coaches are strongly encouraged to meet throughout the year to discuss the growth and development of the program and any other problems or concerns that may arise.

- **Phase III**

The program administrators will collect information that is necessary to the evaluation process from different program support areas.

The support areas will communicate to the program administrator about the different programs and the relationship that exists.

The support areas that will be surveyed will be:

- Learning Resources for Student-Athletes
- Sports Medicine
- Equipment Room
- Business Office
- Facilities/Operations
- Compliance
- Sports Information
- Development
- Marketing (if necessary)
- Weight Strength and Conditioning

In situations where a particular support area (no contact between the two) may not warrant the evaluation of a program, the support area will simply note this on the form that is returned to the program administrator.

Information should be collected from the support areas prior to the coach's evaluation.

- **Phase IV**

The head coach and program administrator will meet during March and April (in conjunction with the University system) for the performance appraisal. For programs that are still involved with their traditional season, a preliminary performance evaluation will be completed by April 15 for University purposes. The final performance appraisal must be completed at the conclusion of the season.

Each program administrator will complete the same performance appraisal form on all coaches. Both the program administrator and head coach will sign the form. Each head coach will have an opportunity to respond to the evaluation in writing (either on the form or on a separate sheet of paper).

All performance appraisal forms will be given to the Director of Athletics, who will meet with the program administrator and coach should the situation warrant it.

The program administrator, Sr. Associate Athletic Director responsible for Human Resources, and Director of Athletics will make salary recommendations.

Each coach and program administrator should keep a copy of the completed performance appraisal and comments.

- **Phase V**

At the beginning of June, each employee, including head coaches and full-time assistants, will receive an appointment letter outlining their status with the University. It will discuss the conditions of their appointment and salary status. This letter will serve as an appointment letter.

Termination Process

13.3

Paid Employees

The following steps must be taken when a paid employee (part-time and full-time) leaves Boston College:

- Written notification must be provided to the Sr. Associate Athletic Director responsible for Human Resources. This notification must be provided two weeks prior to departure at the minimum. The notification must come from the individual leaving.
- The individual leaving should direct all questions concerning vacation & sick day accrual to the Sr. Associate Athletic Director responsible for Human Resources.

- All University keys **must** be given to the Sr. Associate Athletic Director responsible for Human Resources, who is responsible for informing the appropriate staff within the University and the Athletic Department of an individual's departure.
- The Associate Athletic Director for Business Operations is responsible for canceling all University sponsored credit cards and telephone calling cards, and collecting cell phones.
- The Associate Athletic Director responsible for courtesy cars will work directly with those individuals who are departing concerning the return of keys, etc.

Non-Paid Slots

- The Sr. Associate Athletic Director – Compliance must be informed in writing of any coaching changes. NCAA rules require documentation of all coaching changes (paid and non-paid).

**14. LEARNING RESOURCES FOR STUDENT-ATHLETES
POLICIES & PROCEDURES AND COACHES' GUIDE**
Coaches' Roles and Responsibilities for Student-Athlete Academics

Overview

14.1

We are fortunate at BC to have a great tradition of coach involvement in our student-athletes' lives outside of sport. The extraordinary academic success of our student-athletes is due at least as much to coaches' leadership as to any other factor.

The coach is a pivotal player in the academic success of our student-athletes. Very often the most significant adults on campus for the student-athletes, coaches have enormous power of influence in every aspect of student-athletes' lives. Coaches continually send messages about behavior, values, and expectations to their squads. Some messages are intentional; others are not. Conscious attention to this messaging is one of the most important things that a coach can do throughout the season and throughout the year. For example, having a systematic way of regularly meeting each squad member individually for just a few minutes to discuss the student's unique academic situation and aspirations sends a stronger message of interest than a one-liner to the team saying "go to class and get good grades".

This guide was prepared with the intent of describing the roles and responsibilities of coaches and the roles and responsibilities of the Office of Learning Resources for Student-Athletes in the process of providing academic support for our student-athletes.

Learning Resources provides formal input to team administrators concerning the performance of coaches in the area of responsibilities that will be outlined. This input is incorporated into the annual review. An appraisal form will be used for these purposes. Coaches will also have the opportunity to appraise the effectiveness of academic support services. The policy section that follows is an outline of expectations for the coaches who will take part in the annual review process.

Coach and LRSA Partnership

14.2

Each squad is assigned an academic counselor who is responsible for being the primary contact for students and coaches. The academic counselor is the point person who will meet most regularly with students needing monitoring and assistance. The academic counselor and coach will consult, at the beginning of each semester, to determine which squad members should receive priority in academic monitoring and assistance programs. Together, the coach and academic counselor will work out a plan for coordinating and managing team academics. The academic counselor will serve as the team connection to other LRSA services including tutoring, specialized learning assistance, and problem-solving with the faculty and academic administration. LRSA coordinates all faculty contacts; coaches should not contact faculty. The coach and academic counselor will regularly evaluate student progress and the effectiveness of the academic support plan. This is the key to successful monitoring and assistance.

The director and assistant directors of LRSA oversee academic counseling and academic service delivery to each team. They seek your input about how academic assistance is working for your squad and are available to answer your questions or to trouble shoot problem areas.

Performance Expectations Coaches and academic counselors are expected to take initiative in establishing regular patterns of communication through a schedule of meetings set up at the beginning of each semester. Coaches and counselors are expected to share information about students, i.e., schedules, injuries, faculty reports, etc. that are important to the “partnership” in monitoring and managing student-athlete progress and success.

Academic Rosters

14.3

At the beginning of each term you will receive a roster of your squad with important academic markers. This information is critical to monitoring both academic progress and academic/athletic eligibility. It is confidential, should be kept under lock and key and should never be left available to others. Please review this document carefully and discuss it with your academic counselor or other LRSA staff.

Performance Expectations Coaches are expected to know the meaning of key academic indicators, including how “deficiencies” affect academic status, and how grade point average and satisfactory progress indicators affect athletic eligibility. Coaches are expected to review academic rosters carefully and to familiarize themselves with each student-athlete’s status. LRSA is expected to provide accurate academic information in a timely manner to each coach. LRSA is expected to provide effective support to each coach in interpreting each student’s academic and athletic eligibility status as can be determined from the academic roster.

Grade Reports

14.4

At the end of each term you will be sent a grade report for your squad. Please handle this information carefully and confidentially, discussing grades only with individuals in private. You will receive grades before the academic deans review the grades and take actions such as withdrawals, warnings, and dismissals. Therefore, grades alone do not tell the whole story in cases where students are not performing well. This is a critical time for students in academic trouble because of course failures or low grades. Meeting with the academic counselor and other staff at this time provides input for the director and assistant directors who participate in the academic review as consultants to the deans. Read and react to grade reports! **Immediate action is often the only action that will make a difference.**

Performance Expectations Coaches are expected to carefully review grade reports and to contact the academic counselor immediately about concerns and discrepancies. Coaches and academic counselors are expected to work together in clarifying grade situations and in contacting students in a timely way as required by each situation. LRSA is expected to work with each Dean’s Office and with the Compliance Office at the end of each term to clarify the academic status, needs,

and eligibility status as quickly as is possible. LRSA and the Compliance Office are expected to inform the individual and the coach of situations of concern in a timely manner. LRSA, in conjunction with the Deans, is expected to provide accurate guidance to students in cases where actions can affect their status, e.g., successful completion of specific summer courses can restore eligibility.

Progress Reports

14.5

You will receive weekly progress reports from LRSA. These summarize information about student-athletes in order to help keep you informed and involved. These reports include faculty feedback to LRSA progress requests, meetings between student-athletes and counselors, tutorial sessions, administrative actions reported to LRSA, and communications between LRSA staff and others in the University that reflect the academic progress of the student. These reports are confidential and sensitive. Personal counseling issues unrelated to class attendance and work performance are not included. However, each report contains information about students that is the business of only you and that student. You are expected to discuss all reports of concern individually with your student-athletes and with the academic counselor or other LRSA staff. All progress reports are sent weekly to the director of athletics, team administrator, associate vice provost, and the faculty athletics representative. Generally, reports are compiled on Monday morning, reviewed and edited on Monday and Tuesday mornings, then hand-delivered to mail boxes on Tuesday afternoons.

Performance Expectations Coaches are expected to carefully review weekly each set of reports. Reports written by academic counselors are the initiating communication. Coaches are expected to communicate back as appropriate. Coaches are expected to discipline team members as appropriate in order to change student behavior that leads to failure, i.e., poor class attendance or work habits. Per Boston College Athletic department recommendations, discipline may require withholding the privilege to participate on the team or in specific team activities. Praise and encouragement for effort, achievement, and self-advocacy are equally important. Coaches and counselors are expected to work together to solve problems.

Student Academic Meetings

14.6

Academic counselors schedule meetings with student-athletes as part of the academic plan worked out with the coach, or when information arises that calls for a meeting. Academic meetings are the primary method of monitoring students, especially those who are at risk of failure. Meetings are used to evaluate self-reports of class attendance and progress reports from faculty. Other goals of these meetings are planned by the coach and counselor or decided with the student.

If one of your student-athletes misses an academic meeting, it is usually a sign that the student is not performing satisfactorily and is avoiding confrontation on this fact. **A missed academic meeting is cause for alarm and action on your part.**

Performance Expectations Coaches are expected to enforce meeting schedules set up for team members. Coaches are expected to take disciplinary action when appropriate. Academic counselors are expected to communicate with coaches about student-athletes' attendance and follow-through with academic meetings and requirements.

Class Attendance

14.7

It is stressed to our student-athletes that attending all classes is an expectation. Please do all that you can to minimize missed classes due to travel or competition. Plan and implement travel schedules to minimize missed classes for student-athletes. It is also unacceptable to schedule practices or other activities that interfere with class attendance. When practice schedules are clearly articulated well in advance of the semester's registration period, it is the student-athlete's responsibility to schedule classes at times that are not affected by practices or related activities. It is the coach's responsibility to make schedules known to squad members a semester in advance when possible, but no later than the beginning of the pre-registration period.

Performance Expectations Coaches are expected to provide team schedules to all team members in a timely way. Coaches are expected to take every measure available to ensure that athletics activities do not conflict with students' classes. When it is reported that a student-athlete has taken unexcused absences that have affected or will affect his/her grade, coaches are expected to take appropriate disciplinary action and to work with the academic counselor to tighten monitoring strategies. **The academic support program has no power over student-athletes who cut classes except that of providing information to the student-athlete, and to you, the coach.**

Travel Letters

14.8

Each semester, a week before classes begin, coaches receive packets of "travel letters" preprinted with the team schedule that may conflict with classes or exams. LRSA and SAAC developed Talking Points for Travel Letters. Coaches should review this document with all student-athletes. The Travel Letter packets contain letters from the Athletics Advisory Board addressed to each professor of the traveling student-athlete. There is also a form which each professor signs to acknowledge receipt of the letter and travel schedule from the student-athlete. These signed forms are also returned to the coach and forwarded as a complete team set to the team administrator.

In advance of the distribution of packets, coaches will receive a detailed list of instructions and due dates (policies and procedures). This travel notification program has proven to be very beneficial to our student-athletes, and has received high marks from the faculty.

Performance Expectations Coaches are expected to provide travel letters to team members as specified in the policies and procedures distributed each August and January. All responsible parties, coaches, LRSA and program administrators are expected to closely adhere to timelines and instructions.

Contact with Faculty and Administration

14.9

Do not contact faculty regarding the progress of your student-athletes. The primary relationship must remain between the student and the professor. LRSA **does** contact faculty in a very methodical and prescribed fashion approved and supported by the academic administration and the Athletics Advisory Board. This is a delicate process that is subverted by any coach who seeks to talk to professors about grades or work without contact being coordinated by LRSA -- usually the director. It is the **policy of the University and the BCAD** that coaches do not contact faculty or academic administration without approval of the director of LRSA.

We get a tremendous response from BC faculty when we request information about student progress. Each semester a letter is sent to every professor for all student-athletes informing them of LRSA's role and inviting them to contact the office if they have questions, concerns, or suggestions about student-athletes' academic performance. Additionally, contact about the progress of specific individuals is made throughout the term. You should this process with the academic counselor for your team.

Performance Expectations Coaches are expected to work effectively and consistently with LRSA to monitor student academic progress and to resolve academic problems. In the event that a professor calls a coach, it is expected that the person calling will be referred to the academic counselor, or the director or assistant directors of LRSA. It is expected that the coach will immediately notify the academic counselor or LRSA administrator of the referral.

Illness, Injury, and Missed Classes and Meetings

14.10

See directions to student-athletes on emergency absences in Section 16.18 of "What Coaches Need to Know about Academic Support Services". If a student-athlete is unable to get to class or must miss an academic meeting due to illness or injury, it must be assumed that the student cannot participate in any athletic activity on that day. This also applies to injury treatments and doctors' appointments. Unless there are unusual circumstances confirmed by Sports Medicine staff, a student-athlete too ill to attend class does not participate in an athletics activity.

Performance Expectations Coaches are expected to know and understand the *Emergency Absence* policy and process. They are expected to advise injured and ill student-athletes to follow this procedure and to work with players to ensure that it was followed. LRSA is responsible for responding to questions from the Dean or faculty, and helping student-athletes arrange for make-up work. Students are expected to take responsibility for securing medical documentation, if needed, communicating with faculty and deans, and completing make-up tests and work. LRSA is expected to coordinate academic assistance for students who miss classes or work and who request such assistance.

What Coaches Need to Know About Academic Support Services

The Office of Learning Resources for Student-Athletes has primary responsibility for coordinating academic support for varsity student-athletes. The *Student-Athlete Handbook* provides a good overview of services for our student-athletes. Coaches should be familiar with the handbook. This section excerpts some important information from the handbook and provides information directly related to the coach's role and responsibilities in the area of academics and academic support.

It is the mission of LRSA to provide academic and personal support service to all varsity student-athletes with the goal that each student-athlete will be provided fair opportunity to achieve his/her potential of academic (intellectual), social and personal development.

Every varsity team is assigned an academic counselor. This counselor is the primary contact for student-athletes seeking academic assistance. Counselor assignments are posted each fall before classes begin. Know your academic counselor!

Academic Counseling

14.11

Learning Resources, through the academic counselor and other staff, offers programs that provide academic support to students on varsity teams by:

- Assessing student-athletes' academic needs
- Assisting student-athletes to set goals and monitor their own progress
- Providing tutorial assistance in core subject areas
- Modeling effective student behavior
- Monitoring academic progress
- Supporting faculty in the classroom
- Helping student-athletes to articulate their needs
- Being an effective referral agent: involving students with counseling services, career services, academic advising by faculty and deans, and other campus support services
- Acting as a liaison among student-athletes, faculty, and student services
- Promoting relationships between faculty and student-athletes
- Providing computer resources and laptop lending program
- Recognizing and rewarding scholarship
- Maintaining an interdisciplinary team approach to coordinate services to student-athletes

The academic counselor is not a substitute for the faculty advisor. Each student-athlete, like all undergraduates, is assigned a faculty advisor for advice on courses, curriculum, career, and academic life. LRSA encourages students to utilize this special relationship. LRSA counseling focuses on areas other than course selection except as complementary to the role of faculty advisor.

Withdrawal from Courses

14.12

Student-athletes cannot withdraw from a course without the expressed written approval of the director or assistant director of LRSA. If a student feels incapable of successfully completing a course the student must:

- Meet with his/her professor for advice.
- Discuss the problem with his/her academic counselor and seek assistance immediately.
- If a withdrawal is indicated, secure academic counselor and LRSA director's or assistant director's signature on a withdrawal form.
- Meet with the dean to complete the withdrawal process.

Every effort is made to avoid withdrawals. The above process is essential in monitoring student enrollment for compliance with NCAA bylaws.

Tutoring and Study Groups

14.13

Student-athletes are provided academic tutoring through many different campus programs. The student-athlete's academic counselor is the best place to begin to identify where and how to get started when tutoring is needed. In addition to LRSA tutoring options, the Connors Family Learning Center in O'Neill Library, Carroll School of Management Honors Tutoring Program, and various academic departments, such as Math and Biology, sponsor tutoring. LRSA offers a range of tutorial assistance specific to student-athletes' needs and schedules. Tutoring and organized study groups are available through the academic counselors.

Getting Tutorial Assistance

14.14

The student-athlete tutorial program is available to all BC varsity student-athletes. The program is designed to assist student-athletes with their coursework while at the same time helping students to learn new skills necessary for independent learning. Student-athletes are "matched" with tutors on the basis of their needs and tutor expertise and availability.

The Matching Process

1. The student-athlete talks with an LRSA counselor. The student-athlete and his/her counselor will discuss tutorial help and decide if it is the appropriate action. Group study opportunities may also be available. LRSA cannot provide a tutor for every class offered by the University nor for every need. In most cases, however, a match or referral can be made quickly. If LRSA does not have a staff tutor to meet the need, LRSA will work with the student-athlete to identify other campus resources. In many cases, the best tutoring the student-athlete can get is available from the instructor, or the instructor's teaching assistant.
2. The counselor and the student-athlete will complete a tutor request form and submit it. Generally, the student-athlete will be contacted within a few days with the name and contact information of a tutor or referral to alternate resources. **If the student-athlete**

does not hear from LRSA during this time, he/she should follow-up with the team academic counselor.

3. The first meeting between the student-athlete and his/her tutor is generally spent discussing the material, deciding how often to meet, and finding regular meeting times. In some cases, student-athletes are referred to drop-in tutoring.

The student-athlete is expected to be prepared to meet with the tutor – the student-athlete will:

1. Go to class regularly
2. Ask his or her professor questions during class
3. Read class assignments
4. Review notes
5. Do as much of the homework as possible
6. Prepare specific questions to ask the tutor about the material
7. Bring all necessary material to tutor sessions

The tutor is expected to be prepared to meet with his/her student – the tutor will:

1. Use objectives and procedures that empower the student-athlete to work independently
2. Be familiar with the content area before the meeting
3. Follow LRSA and Boston College tutoring guidelines

Both tutor and tutee have the responsibility to do certain things:

1. Be on time for meetings
2. Call or email **24 hours in advance** if he/she cannot make the scheduled meeting time

For more information request a copy of the current **LRSA Tutorial Handbook**.

Programs for students with learning disabilities with developmental learning needs 14.15

Programs and services are available to meet the academic support needs of student-athletes with learning disabilities and developmental learning needs. Student-athletes are selected for these programs on the basis of performance that places them at risk of failure, or test scores and other factors that indicate new students may need special assistance. Directed by Learning Specialists, these services address the unique needs of student-athletes with developmental learning issues and disabilities. Services include diagnostic evaluation of learning strengths and weaknesses, individualized educational planning, and intensive instructional assistance. The Learning Specialist conducts student screening interviews and makes referrals for diagnosis of specific learning disability and Attention Deficit Hyperactivity Disorder in conjunction with University Disability Services.

See the *Student-Athlete Handbook* for more information.

The Murphy Family Study Center

14.16

The Murphy Study Center is located on the fourth floor of the Yawkey Athletic Center. The Center has a quiet study area and a separate facility area with several computing stations, and 2 laser printers. The computers are equipped with Boston College software packages. Open 9:00AM-9:00PM Monday through Thursday, 9:00AM-5:00PM Friday, and 4:00PM-9:00PM Sunday, the Study Center serves as the primary tutorial area for LRSA, and offers student-athletes an easily accessible study area.

Career Exploration

14.17

The goal of the LRSA staff is to help student-athletes successfully manage academics along with athletics, and one of the important facets of this is career exploration. LRSA supports the work of the Boston College Career Center staff and the Boston College Athletic Department Student Development Office to encourage student-athletes toward career exploration and growth.

Illness, Injury, Medical Treatment and Missed Classes or Tests

14.18

Student-athletes who have advance knowledge of surgery or medical treatment that will result in missed classes must follow the steps below. If the student-athlete is seriously injured or becomes ill enough to prevent him/her from attending classes, he/she must follow the same steps.

- | | |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| STEP 1 | Inform Associate Dean by phone, e-mail or in person. |
| STEP 2 | Inform his/her academic counselor. |
| STEP 3 | Contact each professor about the absence and request assignments or work as appropriate to each class and his/her ability to do the work while absent. |

In most cases, the Associate Dean will write each of the student-athlete's professors confirming his/her condition. The student-athlete may be asked to provide a written medical excuse. The Dean may require the student-athlete to provide a medical note signed by the doctor. Sports Medicine will assist the student-athlete in obtaining such a note, if required. Likewise, if the student-athlete is unexpectedly ill or incapacitated by injury or surgery, he/she is to follow steps 1, 2 and 3 above as he/she is capable.

The student-athlete should call Learning Resources for help after injury or illness.

Please remember that the student-athlete is personally responsible for informing the Associate Dean and professors of medically excusable absences.

The Deans to Contact

14.19

Arts and Sciences

Freshmen

Akua Sarr, Associate Dean and Director

Academic Advising Center

Stokes 140 South 617-552-9259

Sophomores

Clare Dunsford, Associate Dean

Gasson Hall 109 617-552-2800

Juniors

Michael Martin, Associate Dean

Gasson Hall 109 617-552-2800

Seniors

Rory Browne, Acting Associate Dean (Fall 2013)

William Petri, Associate Dean (Returning Spring 2014)

Gasson Hall 106 617-552-2800

Carroll School of Management

Richard Keeley, Associate Dean

Fulton Hall 360 617-552-4014

Lynch School of Education

Audrey Freidman, Associate Dean

Campion Hall 118 617-552-1858

School of Nursing

Catherine Read, Associate Dean

Cushing Hall 202G 617-552-6418

College of Advancing Studies

Fr. James Burns, Interim Dean

McGuinn Hall 100 617-552-1603

Book Purchase Policy and Procedures

14.20

LRSA supervises the book purchase procedure at Boston College, but it is vital to understand that the policies and procedures themselves are mandated by the NCAA. Any questions about the book policies should be referred to the academic counselor.

Who receives books from the Athletic Department?

Student-athletes, who are on full athletic grant-in-aid, including tuition, room, board and fees are eligible for a book stipend in compliance with NCAA legislation. Student-athletes sign a **Student-Athlete Book Agreement** annually confirming their compliance with NCAA rules. **(The form is on file at the LRSA office)**

How does a student-athlete obtain books?

- When student-athletes have finalized their schedules (no more class changes pending) they will inform their academic counselor.
- The academic counselor will verify and prepare the necessary book voucher for each class as listed on the BC bookstore's main database. (Only required books are covered by the NCAA book policy.)
- Student-athletes will secure their book voucher from their academic counselors and proceed to the bookstore to complete the purchase prior to the expiration date on the voucher.
- Student-athletes **must** be sure to bring their BC identification to the bookstore.
- **It is not permissible for a student-athlete to sell or return books until the completion of a course. A course officially ends only after the course final exam (and/or final project) is completed.**

What if a book is not available at the bookstore?

Bookstore employees will verify all book titles not available during the checkout procedure. Student-athletes must retain a copy of their receipt. The student's academic counselor will help resolve the problem by authorizing independent purchase of books, initiating a special order, or providing a second book voucher.

What if the book is sold only at a store other than the BC bookstore?

If the professor requires a book or material not available at the BC bookstore, the student must first inform their academic counselor and secure authorization to make the purchase. The student-athlete will complete a reimbursement form, provide an original receipt, and secure the academic counselor's signature. Academic counselors will forward the materials to the BCAD Compliance Office. Students will be reimbursed within 14 working days.

When should books be purchased?

Book vouchers for eligible student-athletes are available on the first day of class or as they establish their class schedules for the semester. Book vouchers will not be issued after the fourth week of classes. Even if the syllabus indicates that a book will not be used until late in the semester, it must be purchased before the end of the second week of classes. **Exceptions are possible on a case-by-case basis.**

Violations of the book agreement or policies and procedures will result in the forfeiture of book privileges.

Laptop Computer Policy

14.21

Learning Resources for Student-Athletes maintains a laptop computer lending program. The computers have been provided to support the academic performance of student-athletes who are traveling with their teams to university-sponsored competitions. Computers will be available to

student-athletes whose teams are “in season” and those who are involved in university-related sport travel through a reservation system. If requests for computers exceed the supply, access will be granted according to the following considerations: 1) A team may have only one laptop computer when availability is limited; and 2) Student-athletes on longer trips will receive consideration over student-athletes on short trips.

15. SCHEDULING OF COMPETITIVE EVENTS

Overview

15.1

1. The primary responsibility for the scheduling of intercollegiate athletic contests rests with the Director of Athletics and the Senior Associate Athletic Director with considerable input from the head coach, Sport Administrator, and the Athletic Business Office.
2. The Director of Athletics will coordinate scheduling of revenue producing sports and the Senior Associate Athletic Director will coordinate scheduling for all non-revenue-producing programs.
3. Consistent with the philosophy of the Athletic Department, all programs shall engage in competition at the highest level of intercollegiate sport given budgetary and geographic constraints, and as defined in the Department's philosophy.
4. Atlantic Coast Conference games take priority in all scheduling decisions.

Contest Limitations

15.2

- a. Limitations on the maximum number of contests per sport are dictated by NCAA Bylaw 17. The actual number of contests scheduled at Boston College is predicated on factors that take into consideration travel, home and away sequence, missed class time, exam periods, vacation periods, and competitive scheduling with opponents.
- b. Teams will engage in seasonal competition that best represents a blending of the academic and athletic interests of student-athletes and the institution.
- c. Boston College should not host competition on Easter or after noon on Good Friday (This shall include practice as well).
- d. Scheduling on Football gameday is prohibited.

Schedule Process

15.3

The following schedule procedure must be followed in sequence for the scheduling of all home events:

1. **Coach** drafts the initial schedule and submits it to *the Sports Administrator*.
2. The **Sports Administrator** reviews and approves the schedule and submits it to the *Compliance Office*.

3. The **Compliance Office** reviews and approves the schedule and submits it to the *Business office*.
4. The **Business Office** reviews and approves the schedule and submits it back to the *Sports Administrator* for final review.
5. The **Final** schedule is then reviewed and approved by the **Sports Administrator** and the **Coach**.
6. The **Sports Administrator** will then begin the following process:
 - a. Forwards schedule to Assignor of Officials
 - b. Forwards schedule to Assistant Director, Facilities
 - c. The Senior Associate Athletic Director Mails Contractual Agreement for Home contests to visiting institutions
7. Upon the receipt of the final schedule the **Facility Administrator** will enter the Individual Team Schedule(s) into the Facility Database:
8. Once the final schedule is entered into the Facility Database the Facility Administrator will notify the following:
 - a. Assistant Athletics Director/Operations
 - b. Assistant Athletics Director/ Facilities
 - c. Associate Athletics Director/Business Operations
 - d. Associate Athletics Director/External Operations
 - e. Associate Athletics Directors/ Development
 - d. Associate Athletics Director/ Compliance
 - f. Assistant Athletics Director/ Compliance
 - g. Associate Athletics Director/Ticket Operations
 - h. Associate Athletics Director/Media Relations
 - i. Equipment Room
 - j. Sports Medicine
 - k. Strength & Conditioning
 - l. Athletic Maintenance
9. **Associate Athletic Director/ Media Relations**, upon receipt of Final Schedule initiates the following:
 - a. Issues Release of Schedule
 - b. Posts schedule on www.bceagles.com

It is the intent that the following dates will be met each year:

- i. Coaches of all Fall sports must complete and return the Declaration of Playing Season form to the Compliance Office in mid-March. Contracts for Fall sports are complete in May and schedules are distributed in June.

- ii. All other coaches must complete and return the Declaration of Playing Season to the Compliance office in mid-April. Contracts for Winter sports are completed in August and schedules are distributed in September.
- iii. Contracts for Spring sports are completed in October and are distributed in November.
- iv. Corrections, additions, or deletions to the schedule necessitate changes to the master schedule, re-issuance of contracts, and notification of the appropriate parties.
- v. Season schedules shall be distributed to interested persons. The Director of Athletics shall distribute the official schedule of the Department of Athletics for football, basketball, and ice hockey, and the Senior Associate Athletic Director shall do so for all other programs. The athletic Department shall not be responsible for information disseminated by other sources.

Contracts

15.4

1. It is the responsibility of the home athletic department to process a contract stating the details as they relate to athletic events conducted on its campus.
2. Depending on the program, the Director of Athletics or the Senior Associate Athletic Director shall have on file a written contract stating the terms and conditions of each scheduled event (home and away). The Director of Athletics must approve all Boston College athletic contracts, which include guarantees due, or payable.
3. Non-revenue game contracts are generated from the master schedule and signed by the Senior Associate Athletic Director. The contracts are then mailed to the appropriate institution to be signed.
4. When the opposing institution mails back a signed copy of the contract, it is cross-checked, stamped when received, and placed in the appropriate file. The file is checked on a weekly basis to identify outstanding contracts.

16. ATHLETICS COMMUNICATIONS

Goals

16.1

1. To publicize and promote intercollegiate athletics effectively and energetically;
2. To identify and target communications to the public and to all students, staff, faculty, alumni in the area, alumni out of the area, local fans, national fans, and the local, regional and national sports media;
3. To assist and advise the Director of Athletics, coaches, and student-athletes and to provide information and insight into media interaction;
4. To assist and advise the External Operations, Development and Ticket Operations departments with appropriate materials, creative ideas and access to the media; and
5. To promote a public relations consciousness that emphasizes performance, judgment and the highest standards of honesty and integrity.

Overview

16.2

The Associate Athletic Director for Communications is responsible for the orderly, effective and efficient operation of the University's Athletics Communications effort. In addition to the Associate Athletic Director for Athletics Communications, the Athletics Communications staff is comprised of: one Assistant Athletic Directors for Communications, one Associate Director of Athletics Communications, three Assistant Directors of Athletics Communications and two interns.

Radio & Television

16.3

1. General

Radio and television can offer the widest exposure - on a regional and even national basis - of an intercollegiate athletics program, and appropriate efforts should be channeled into this area of responsibility.

2. Procedures for Radio & Television Operations

- a. The Associate Athletic Director for Communications should be aware of and active in all radio and television contract negotiations, including those that address the issues of outlets, selection of events to be broadcast, talent selection (where appropriate) and reciprocal agreements involved in contracts.
- b. Appropriate meetings should be arranged with all production managers in advance of actual event. Broadcast crew locations, television truck assignments and

locations, camera and microphone locations, and special needs (e.g., temporary personnel, etc.) are to be decided well in advance of the event.

- i. As per University policy, television productions must utilize the existing tri-axial cable system. Exceptions are to be made on rare occasions and only after advance consultation with the Associate Athletic Director.
 - ii. Telephone lines are permanently installed at appropriate locations for radio broadcasts. These lines should be utilized whenever possible to minimize cross-installation. Rental fees of \$75.00 per line are charged to commercial outlets.
- c. It is important to meet with producer and director of broadcast crew **upon arrival** at Boston College. This is to ensure that truck, broadcast and equipment locations are confirmed **before** broadcast set-up begins. It is much easier to address potential problems at this time than to try and deal with them after equipment has been assembled in place or on game day, when time restrictions will not allow a change. Athletics Communications should do as much as possible to accommodate broadcast crews, but final decisions will reside with Boston College. An exact timing sequence for the event (including commercial time-out format) should be developed and distributed to both coaching staffs and appropriate game operations officials as early as possible.
 - d. Radio and television announcers and statisticians should be provided with up-to-date information packets as far in advance of games as possible (e.g., sent out on Monday prior to the next Saturday football game). Establish personal contact several days prior to game, and meet with appropriate broadcast personnel in person at their arrival on-site.
 - e. Television crews should be assigned "Network TV Crew" credentials that allow access anywhere in Stadium/Arena. Radio crews normally need "Photo special Deck" credentials for football (Men's Ice Hockey & Basketball crews get "regular" press credentials).

Game Operations

16.4

1. The Communications staff is responsible for providing smooth operation of press facilities used on game day, including, but not limited to: press box areas, statisticians, public address announcer positions, work areas, interview areas, press ticket pick-up areas, and press box/press room food and refreshments.
2. The Communications staff is responsible for hiring and supervision of competent statistics crew members, press aides and public address announcers for select sports. It is helpful to have replacement workers available to ensure that each event is adequately staffed.

3. Statistics should be provided to media at designated breaks and as quickly as possible after the conclusion of the game. Statistics should be available in interview areas and locker rooms, in addition to press work areas.
4. Press credentials are the direct responsibility of Communications. Credentials should be issued to accredited media and school officials only. Boston College press facilities are excellent for the major intercollegiate sports, and virtually all legitimate credential requests can be accommodated. If credential requests exceed the facility's press area capacity, the following priorities are used:
 - a. Frequency of coverage of teams involved;
 - b. Circulation; and
 - c. Deadline and transmission requirements.

Credentials requests must be submitted in writing, on company letterhead, to the Communications office.

Credentials should be mailed to visiting media no later than 5 days prior to the game, or should be held at the Press Will Call Gate that opens two hours prior to the event. Credentials for local media are mailed out prior to the event or distributed in person. In some instances (e.g. home radio crew, beat writers) credentials may be issued on a season-long basis.

5. Press area food and refreshments are ordered by Communications through the University *Bureau of Conferences*. For football, food service is in the press box area, and usually includes pre-made sandwiches, clam chowder, light desserts, coffee and soft drinks. Men's and women's basketball and ice hockey food service is generally served in the press work room.
6. It is important to maintain an effective and professional working atmosphere in press boxes, media work rooms, and interview areas. Admittance to any of these must be by credential only, and should be monitored by security and/or staff personnel. Excessive noise, talking, distractions and "cheerleading" in these areas are not allowed.
7. Postgame Interviews are also the responsibility of Communications. For the major sports, the following guidelines are used:
 - a. **Football** – Approximately 10 minutes after the conclusion of the game, the head coach will meet with media representatives in the *Yawkey Center*. Approximately 10 minutes after the coach begins his session, key players, as well as any player requested by the media, will be brought to the same room for interviews. It is important to provide any player requested by the media (except for injury). This will enable us to declare our locker room "off limits" to the media, and will totally

eliminate locker room availability problems, while at the same time meeting the media's need to attain access to coaches and players.

Visiting football teams will be offered the use of the Conte Forum *Media Suite* as an interview area. The building manager will set up table(s) and chairs as appropriate for the expected media needs.

- b. **Basketball** – It is an ACC conference rule that each school provides a suitable interview area for both coaches. Boston College *men and women use Media Suite* (first floor) after all conference or major non-league games. It has been the custom that the Boston College coach will speak first, following a 10-minute cooling-off period. He/She is then followed by the visiting coach. (This order may be altered by the Communications staff.) Players are generally available to the media in the hallway outside the locker room area.
- c. **Men's Ice Hockey** – The Boston College coach may meet with media in his office, adjacent to the locker room, and players may be available in the locker room area or the *Media Suite*. For games that draw large media contingents, a suitable room may be used at the discretion of the Communications staff.
- d. **Other Sports** – Most other sports prefer to have their coaches and players interact with the media directly at the conclusion of the game at the playing site. In the event of an activity that generates increased media attention (e.g., an ACC Tournament), the Athletics Communications staff will address the issue appropriately in consultation with the Boston College head coach, and league or tournament officials.

Publications

16.5

1. It is the direct responsibility of the Athletics Communications office to publish all media guides for all Boston College athletic teams and events. Individual sports and their coaches are not permitted to solicit advertising/funding and/or produce their own publications without the written permission of the Associate Athletic Director and the Assistant Athletic Directors for Athletics Communications.

Media Guides will be produced following these guidelines:

- a. Football, Men's Ice Hockey, Men's Basketball, Women's Basketball –

An 8 ½" x 11" or 5 ½" x 8 ½" four-color cover booklet with glossy stock; these will be publications of the highest possible quality and printed by a commercial printer; the number of pages will be determined by need and national significance of individual program.

Specifications for such publications are to be delivered to the Boston College Purchasing Office no later than May 1 for the following fiscal year's order. Guides should be bid out as one order to obtain the lowest possible printing price. The following deadline/delivery dates should be observed:

Sport	Copy Deadline*
Football	Approx. June 15
Hockey	Approx. Sept. 1
Men's Basketball	Approx. Oct. 1
Women's Basketball	Approx. Oct. 1

* to be mutually arranged with printer

- b. Baseball, Men's & Women's Cross Country, Men's & Women's Track & Field, Field Hockey, Men's and Women's Soccer, Softball, Volleyball, Men's and Women's Tennis –

An 8 ½” x 11”, four-color cover with black and white inside covers, and selected student-athlete biographies will be produced in digital format to be placed on the BC Athletics website. Approximately 24-48 pages in total copy.

- c. Men's and Women's Golf, Women's Ice Hockey, Women's Lacrosse, Men's and Women's Swimming, Women's Rowing –

An 8 ½” x 11” four-color cover with black and white inside covers, and selected student-athlete biographies will be produced in digital format to be placed on the BC Athletics website.. Approximately 16-24 pages in total copy.

A member of the Athletics Communications staff will meet with each of the head coaches (see b and c above) individually in order to clearly indicate what written materials will be required from them for their individual media guide. It is imperative that each head coach provide the materials requested by the following dates in order to ensure that the media guides are printed and received in a timely manner:

Fall teams	July 15
Winter teams	September 15
Spring teams	January 10

Special Projects - Special publications, such as bowl guides, postseason tournament guides, national award promotion publications, etc. will be reviewed individually as the occasion arises.

2. Staff assignment for writing such publications will be determined by Associate Athletic Director for Athletics Communications.

University Relations

16.6

1. It is the responsibility of the Athletics Communications staff to foster and maintain positive working relationships with every aspect of the University community, including, but not limited to, senior University administration, faculty, staff, alumni, students, and prospective students.
2. It is especially important to establish a strong working relationship with the Boston College Office of Public Affairs, which handles the public relations and Athletics Communications effort for the entire University. Among the areas of cooperation with the Office of Public Affairs should be: story ideas and contributions for *Boston College Magazine* and *The Boston College Chronicle*; input into television and radio broadcast messages (e.g., the 30-second spot aired on all televised football games); provision of athletic department resources (e.g., guest speakers, special “days”, program recognition) to other divisions of the University community; and a cooperation of Athletics Communications resources when special events and occurrences transcend general athletics.

Athletics Communications

16.7

1. It is the direct and extremely important responsibility of the Athletics Communications staff to foster positive working relationships among every level of the media - print and electronic; local, regional and national.
2. The most important points in fostering such positive working relationships with the media are **honesty** and **integrity**. It is always better to respond "I don't know, but I will try to find out" to a query than to guess at or fabricate an answer. Always think of your long-term relationship with the media. If you give a false lead or wrong impression on today's story, it will hurt you **every** time you come back to them with a valid idea or request in the future.
3. In the event of a major news occurrence concerning Boston College athletics, it is best to have one "spokesman" for the University (e.g., the President, the Director of Athletics, the head coach so involved, or the Associate Athletic Director for Athletics Communications), so chosen after internal review of the matter in question. This eliminates "different views" of a single major topic that could develop from multiple sources (some not necessarily complete or correct).
4. It is important to be enthusiastic and knowledgeable about the teams and sports you are representing, but a hard-sell approach will not work in the long run. Media representatives are far more impressed with a low-key, informational approach to the subject. A football writer will be far more impressed with the fact that a quarterback has thrown for 2,000 yards and 20 touchdowns in a season, than he will with sending him a T-shirt with the player's photo on it. Leave the promotion events to External Operations, and concentrate on providing good and useful information to the media. In addition,

care should be taken to promptly and pleasantly return all telephone calls and/or related requests.

5. No member of the Boston College Athletic Department (BCAA) staff - outside of Athletics Communications personnel - should arrange and/or execute interviews between media representatives and Boston College coaches and players without the prior approval of the Athletics Communications personnel.

6. **Media Services**

It is expected that the Athletics Communications staff will provide a thorough range of information to media. This should include appropriate publications, correct and updated statistics, news releases as required, and photographs and video tape whenever possible.

The frequency and size of news releases will vary according to media interest in a sport. For example, football requires a 10-to-15 page release to be ready on the Monday prior to every game; men's and women's basketball and men's ice hockey should also have releases and statistics updated for each game, while most other sports should have statistics updated following every contest, or updated and serviced as necessary, generally prior to major tournament-type events. Some sports will be covered largely by Athletics Communications work-study students.

A goal of a strong Athletics Communications office will be to send a "hometown release" on behalf of as many student-athletes as possible. The use of work-study students in this undertaking can prove most helpful.

7. **Mailing Lists**

The Athletics Communications Office has the capability to maintain and annually update lists of media for use in mailing and faxing releases and statistics.

Mailing of information to media covering Football, Men's Ice Hockey, Men's Basketball, and Women's Basketball is as follows:

- a. **Football** - Preseason mailing of media guide to all football media; final statistics and information mailing to entire mailing list postseason. The weekly release will be mailed to a very limited list, while media members will access the release and statistics on the Athletics Web Site, www.bceagles.com.
- b. **Basketball and Hockey** - Preseason mailing of media guide to all basketball/hockey media; because of frequency of games, weekly mailings are generally not done, with the exception of "natural" breaks in the schedule; instead, information is available via the Athletics Web Site, www.bceagles.com
- c. All other sports – Material is mailed or faxed upon demand; select sports' materials are available via the Athletics Web Site, www.bceagles.com

8. Interview Requests

All requests for interviews of staff or student-athletes for any sport should be directed to and handled by the Athletics Communications staff. It is the responsibility of the appropriate Athletics Communications staff member to pre-establish with the head coaches of the particular sport those best times when such interviews or photo sessions can be undertaken. The Athletics Communications staff shall make every effort to accommodate interview requests as quickly as possible.

No member of the BCAA staff - outside of Athletics Communications personnel - should arrange and/or execute interviews between media representatives and Boston College coaches and players without the prior approval of the Associate Athletic Director for Athletics Communications, Assistant Athletic Directors for Athletics Communications or the Athletics Communications Interns.

9. Photographic Services

The Athletics Communications Office maintains a photo file of both "head-and-shoulder" and "action" photos and limited video tape of staff and student-athletes on the Football, Men's Ice Hockey, Men's Basketball, and Women's Basketball teams, as well as selected other programs. Materials are provided free of charge to media upon request. The Athletics Communications Office contracts with commercial and freelance photographers to provide photos.

Appropriate photos and video tape are held in Athletics Communications Office throughout the career of each student-athlete and staff member. At the Associate Athletic Director's discretion, such material may be sent to the University Archives at that time for safekeeping or until requested for return.

10. Miscellaneous

The Athletics Communications office shall also keep "clip files" of all relevant and related written articles (and video tapes in select instances) for use as resources to staff and media members. Such files are to be maintained by the administrative assistant/secretary.

Special Events

16.8

It is the responsibility of the Athletics Communications office to provide the BCAA with expertise, guidance and management services in any special event as required.

In the past, such events have included, but are not limited to, banquets, receptions, civic affairs, special projects - such as establishment of the Varsity Club Hall of Fame - entertainment, team anniversaries, staff retirement, selection of gifts and trophies, etc.

In each case, the Associate Athletic Director and his staff will work with the Director of Athletics, other BCAA staff members, and appropriate University or public officials to meet the stated goal of the individual event being addressed.

Game Programs

16.9

It is the responsibility of the Athletics Communications Office to publish and provide, or publish in concert with an outside agency, game programs for designated sports. This is accomplished in the following manner:

1. **Football** - published in concert with an outside printing firm Boston College is responsible for submitting covers no later than June 15. Art/Editorial is due no later than July 16. Materials for the “change” section for each home game shall be submitted 10 days (major feature stories) and five days (dated game information) before each home contest. Professional writers and photographers may be hired at the discretion of the Associate Athletic Director for Athletics Communications for assistance in providing such program copy.
2. **Men's Basketball/Ice Hockey** - published in concert with an outside printing firm. Boston College is responsible for submitting rosters and copy for four program editions in each sport. Deadlines are to be determined in cooperation with printer.
3. **Women's Basketball** - individual game copy (rosters, statistics, game noted) are prepared by Boston College Athletics Communications staff and bound in pre-printed covers.
4. **All other sports** - Rosters and appropriate game information are prepared in-house for home, on-campus contests as deemed necessary by the Athletics Communications staff.

Coaches Shows

16.10

The Athletics Communications staff works in cooperation with the producers and staff members of all Boston College coaches' radio and television shows.

1. The Assistant Athletic Director for External Operations shall be involved in negotiations with such producers and broadcasters in establishing contracts for such shows, and shall work closely with producers in addressing the content of each show.
2. The Boston College Athletics Communications Office shall make available its photo, video tape and historical files to such producers in order to enhance the quality of such shows.
3. The Athletics Communications staff shall assist in and have editorial insight with regard to any in-house production of audio or visual presentations used for banquets, guest

appearances, special events, etc. Athletics Communications will coordinate and execute all interviews for shows.

Civic Involvement

16.11

The Athletics Communications Office shall make every effort to energetically promote the involvement of student-athletes and staff in those activities that generate common good and provide positive and rewarding experiences to those who so participate.

Among those activities so included in the past have been Boston Public Schools, Big Brother and Big Sister Associations, Special Olympics, Students Against Drunk Driving, Boston College Campus School, Pine Street Inn, and various youth guidance agencies.

Media Luncheons/Press Conferences

16.12

From time to time, Boston College will host a media luncheon and/or press conference to call public attention to a particular event or occasion.

1. It is the responsibility of the Athletics Communications staff to organize such an event; to work with selected campus officials to provide a suitable location; to order necessary accessories (sound system, podium, seating arrangements, work space, etc.); and to order appropriate meal service (normally done through the auspices of the University Bureau of Conferences.)
2. Notification of media is the responsibility of the Athletics Communications Office. As much advance notice as possible is preferred, although certain newsworthy events may have as little lead-time as a few hours.
3. Media representatives should also be invited to as many appropriate team banquets and/or special events as available.

World Wide Web

16.13

It is the responsibility of the Athletics Communications staff to maintain content of Boston College's official Web site, www.bceagles.com. The staff will post updated rosters, schedules, player and coach biographies, statistics and results, game recaps, photos and breaking news as warranted on a daily basis.

The Associate Athletic Director for Athletics Communications should be involved with any discussions or negotiations affecting the BC Web site and involving the Assistant Athletic Director for External Operations.

Social Media

16.14

It is the responsibility of the Athletics Communications staff to maintain content of Boston College's Twitter accounts and work in conjunction with the External Operations office on the development of all social media strategies.

17. SPORTS MEDICINE

It is our mission to protect and promote the health and safety of all intercollegiate athletes. We provide and coordinate a comprehensive array of professional health care services. We work closely with our coaches as they prepare their teams for competition.

Boston College Sports Medicine is responsible for the primary health care of all varsity student-athletes in conjunction with the University Health Services. The main functions of Sports Medicine are to provide pre-participation clearance for all students who intend to participate in varsity athletics, as well as to provide care, prevention, and rehabilitation of all athletic injuries/illnesses that occur while student-athletes are representing Boston College in intercollegiate athletics. Sports Medicine will make all necessary referrals to physicians and/or hospitals for examinations/testing in a timely fashion to ensure the well-being of all student-athletes and to promote a safe and complete return to their respective sport.

Medical Clearance and Eligibility

17.1

1. Tryout Clearance

All students wishing to try out for a varsity team must meet the following requirements prior to any tryout activity:

- a. Completed pre-entrance physical examination forms on file in Health Services indicating that student is cleared for sport activity.
- b. Provide results of Sickle Cell blood test.
- c. Completed insurance information form and insurance information letter
- d. Be on a coach-submitted roster in the Compliance Office or sign up on tryout list in Conte 411 and complete a Risk Statement form and a Health Questionnaire.
- e. For a more detailed description of the tryout procedures, please refer to the BCAD Compliance Manual

2. Final Medical Clearance

a. At completion of the tryout period, all coaches will submit a finalized roster to the Compliance Office. The Compliance staff, in conjunction with the Sports Medicine staff, will determine the medical eligibility for all team members:

b. First time participants in all sports must complete a sports participation physical examination at the University's Health Services. The physical will be scheduled by Sports Medicine Staff as soon as possible after the team roster has been finalized. The coach is responsible for notifying team members to schedule this examination.

This examination will include a general medical physical along with a review of any prior orthopedic injuries and will verify and update immunization history in accordance with state laws.

Further, a history of injuries/illnesses must be reported to the Director of Health Services, Team Physician and/or Sports Medicine prior to the physical examination. The following conditions must be reported:

- Injuries to head, neck, back, shoulders, knee and internal organs.
- All fractures, dislocations, separations, sprains and muscular strains/tears.
- Any serious illness.
- Allergies, asthma, diabetes.
- All previous surgeries.
- Previous Alcohol/Drug abuse counseling.
- Cardiopulmonary conditions.
- Missing paired organs
- Any other condition that could impact the student's safety.

Failure to report a special condition listed in the above categories will release the University from any liability in the event of injury or illness caused by or related to the unreported condition. Boston College will not be held financially responsible for any tests (x-rays included) or referrals to medical consultants to complete the physical examination or review. Any tests or referrals are the responsibility of the student and his/her family. Furthermore, Boston College will not be responsible for any care that may eventually be required to treat a medical condition that is not reported at the time of the sports physical.

Loss of one of the paired organs (kidney, lung, eye, etc.) or any other condition that is determined by the Director of Health Services, Team Physician or orthopedic consultant to be detrimental to the student's health and well-being may disqualify the student from participation in intercollegiate athletics.

Upon completion of the sport physical examination, Health Services will issue a clearance card to be returned to Sports Medicine that will indicate that the student is: cleared for full participation, allowed restricted activity until further tests and/or examinations are completed or is disqualified from athletic participation.

c. Returning student-athletes must submit a completed **NCAA Health Questionnaire** to Sports Medicine each year prior to participation.

All football student-athletes must have a complete physical examination each year prior to participation in their sport.

Athletes/groups of athletes may be required to undergo annual evaluations as deemed necessary by the Sports Medicine Staff.

d. The Director of Health Services, Team Physicians and/or orthopedic consultants may re-examine any student-athlete and change their athletic participation status at any time.

Medical Treatment

17.2

1. The student-athlete must report all injuries/illnesses to Sports Medicine at onset; if occurrence is outside of normal athletic training room hours, the report should be made the next working day. Coaches should report any known medical problems that occur when athletic trainers are not present. The University will not be responsible for injuries/illnesses not reported within the designated period.
2. The Sports Medicine Staff will triage all signs and symptoms and provide care and/or refer the student-athlete to the appropriate physician if necessary.
3. If a student-athlete becomes ill outside of the normal of athletic training room hours, the athlete should report to Health Services in Cushing Hall. The Boston College Health Service is responsible for the health and well-being of all students and operates a 24 hour care facility during the normal academic year. Since Sports Medicine and Health Services work very closely in providing medical care, the student-athlete must alert the Health Service staff that they participate in intercollegiate athletics so that the appropriate staff in Sports Medicine will be notified.
4. If a student-athlete is in need of urgent or emergency care outside of normal athletic training room hours, the athlete (or coach) should contact Campus Police and request that they be transported to Health Services. A coach should not make a medical decision in regards to how the athlete should be treated and should never transport the athlete in a private vehicle. Campus Police will decide whether the athlete needs care beyond that available at Health Services. Please also notify the appropriate team athletic trainer if this situation occurs. (Leave voicemail if necessary).

Medical Referrals

17.3

1. All medical tests and/or referrals to non-University physicians or service providers must be made by the Sports Medicine Staff and/or University physician.
2. Any student-athlete obtaining medical treatment without prior approval from Sports Medicine and/or a University physician (except in an emergency) will assume financial responsibility for all related expenses. Please also refer to “Medical Payment Policy” and to “Practice or Game Participation” regarding second opinions.
3. Coaches may not refer a student-athlete to a non-University physician or service provider. The coach and/or their respective sport budget will be responsible for all charges incurred by the student-athlete as a result of the coach’s action. Refer also to “Medical Payment Policy”
4. Contact lenses will be replaced when a lens is damaged or lost during sponsored athletic activity. The University will purchase contact lenses for a student-athlete if deemed necessary by the Sports Medicine Staff, with a maximum of a six month supply provided per academic year.

Insurance Requirements and Medical Payment Policy

17.4

1. Boston College will be responsible only for injuries/illnesses occurring while a student-athlete is representing the University in formal intercollegiate activity with on-site supervision by a University coach. The University does not cover charges related to an illness (i.e. Mono, staph infection, etc.) or to non-Boston College intercollegiate athletic injuries (i.e. injuries incurred at the Plex during intramural participation, injuries incurred while competing on a national team)

2. All University students (not just athletes) are required to provide proof of medical insurance coverage and waive the University sponsored plan or they will be automatically enrolled in, and charged for, the University student insurance policy. The Athletic Department is not responsible for this expense if the student-athlete fails to waive the University coverage. If a student-athlete does not have private insurance coverage and is unable to pay for the University sponsored plan, the student-athlete may request that the Athletic Department utilize special assistance funds to cover the cost of the insurance policy. This request is made through the Compliance Office and the student-athlete must be Pell Grant eligible to qualify.

NOTE: Private insurance comparable to the school's student health insurance is required by state law for all students enrolled in any Massachusetts college or university.

3. The Athletic Department requires that any private insurance plan carry a maximum deductible of \$500.00 and that the policy cover at least 70% of usual and customary charges. The private policy must cover the student-athlete for **routine care** while they are in Boston. Most Health Maintenance Organizations (HMO's) **DO NOT** cover routine care for the student and thus would **not be acceptable** to satisfy the BCAD requirements.

4. All bills must initially be submitted to the student-athlete's health insurance plan. The BCAD carries a secondary athletic injury policy that will review a claim only after the student-athlete's primary insurance has acted upon the submitted expenses and Sports Medicine has received the Explanation of Benefits form sent by the primary insurance. If the student-athlete does not have appropriate coverage as outlined above, any and all bills will become the responsibility of the student-athlete and their parent/guardian. Be advised that BCAD has been very firm on this policy.

5. BCAD will be responsible only for charges incurred by a student-athlete when they receive care from a Boston College physician/service provider or when they are specifically referred to an outside consultant by a member of the Sports Medicine Staff. If a student-athlete chooses to go outside the Boston College 'circle of care', the payment of any and all balance bills remaining after the student-athlete's private insurance has acted will be the responsibility of the student-athlete and their parent/guardian. Coaches are not permitted to make outside medical referrals.

6. Arrangements for treatment and referrals related to any intercollegiate athletic injury sustained at Boston College must occur before the student-athlete graduates or stops participating in his/her respective sport.

Procedure for Processing Medical Bills

17.5

1. As needed, the Sports Medicine Staff will provide the insurance information that has been supplied by the student-athlete to any service provider that renders care to the student-athlete. The service provider will bill the student-athlete's private insurance directly.
2. It is the student-athlete's responsibility to inform the Sports Medicine Staff of any special procedures that must be followed to obtain insurance coverage. Furthermore, it is the student-athlete's or parent's responsibility to seek prior approval, or referrals, or follow any special procedures needed for any medical services if this is required by the private insurance company. Due to Federal HIPAA laws, insurance companies will not discuss insurance matters with the Sports Medicine Staff.
3. Once private insurance has acted, the student-athlete and/or their parent/guardian must provide the Sports Medicine Staff with an Explanation of Benefits from the private insurance company. This form is required before Boston College will take any action on any bill.
4. Once the Explanation of Benefit form has been received, Boston College will process all appropriate claims.
5. Parent/Guardians should NOT make payments on bills and expect reimbursement. It is extremely difficult to have parent/guardians refunded for payments and often they will not be reimbursed at 100% of their payment.

Practice or Game Participation

17.6

Decisions concerning the availability of a student-athlete for practice or game competition shall be the sole responsibility of the Sports Medicine Staff. The final authority will be held by the university physician/consultant that is attending to the student-athlete. To be clear, outside physicians do not have the authority to make medical decisions for the University.

Those student-athletes who seek second opinions are required to provide the Sports Medicine Department with a written diagnosis and prognosis for the student-athlete's condition. If an outside physician recommends that a student-athlete not participate, Boston College will abide by this recommendation and will not clear the student-athlete to participate until the second opinion physician issues clearance. If the second opinion physician initially recommends that the student-athlete be cleared to participate, Boston College will still hold final authority for clearance.

General Sports Medicine Policies

17.7

1. Sports Medicine policies are as follows:
 - a. Sports Medicine hours will be posted on a seasonal basis. Treatments are available to all intercollegiate athletes who have received medical clearance for the academic year.

On-site coverage of non-traditional season on-campus practices will be determined by the Sports Medicine Staff.

On-site coverage of non-traditional events held at Boston College will be determined by the Sports Medicine Staff. Consideration of the type of event and who is participating will be included in the coverage decision. Sport programs may be required to hire an athletic trainer for coverage of the event.

There will be no on-site coverage of non-traditional practices or events held off-campus.

There will be no on-site coverage of “Captains Practices” or any student-athlete organized practice that falls outside of the NCAA designated, countable, allowed practice/workout for that sport.

In keeping with NCAA and NATA recommendations, Sports Medicine does not promote disciplinary workouts for the purpose of retribution, coercion or punishment for unsatisfactory athletic or academic performance, for failure to keep team rules, or for unacceptable behavior away from athletics. If a sport coach or strength and conditioning coach chooses to utilize a workout for disciplinary purposes, the Sports Medicine Staff will only monitor a student-athlete that has a pre-existing medical condition. The Sports Medicine Staff will not cover disciplinary workouts on-site but will work with the coach to insure that appropriate access to medical care is available.

The Sports Medicine Staff will assist any coach hosting a camp or clinic, either on or off campus. State law dictates certain levels of sports medicine coverage dependent on the type of camp or clinic, the number of participants and the number of venues being utilized. Sports Medicine coverage for camps or clinics will be on a fee for service basis and staffing levels and pay scale will be determined by Sports Medicine in conjunction with the coach serving as the camp or clinic director. Coaches needing sports medicine coverage must contact Sports Medicine well in advance to arrange coverage.

Boston College does not recommend the use of any type of nutritional supplement except those provided to student-athletes by the Strength and Conditioning Coaches. If a student-athlete chooses to utilize a nutritional supplement, that supplement should be reviewed by the Assistant Athletic Director for Sports Medicine in conjunction with the Center for Drug Free Sport. Many products contain substances not listed on the ingredient label and as nutritional supplements are not FDA regulated, there is no control over what manufacturers might utilize to ‘spike’ their products. Thus, regardless of the review results of a specific product, all athletes are ultimately responsible for any substance they put in their body.

- b. Sports Medicine is a co-educational facility; all student-athletes must wear proper attire.
- c. All treatments will be under the direction of a Physician and supervised by the Sports Medicine Staff.

- d. All treatments and strapping must be applied by the Sports Medicine Staff.
- e. The Sports Medicine Staff is responsible for the administration of any treatment utilizing a therapeutic modality. Student-athletes will not be allowed to set-up/turn on/apply electrical modalities.
- f. All Sports Medicine equipment and supplies shall remain in Sports Medicine unless permitted otherwise by a staff member.
- g. All injured student-athletes must report for treatment as directed. Failure to keep treatment and/or medical referral appointments will be seen as a lack of desire to return to full activity as soon as possible.
- h. Coaches are strongly encouraged to communicate daily with the athletic trainer for their team. Frequent communication avoids confusion and limits small problems from become bigger problems.
- j. Treatments will be scheduled around class time. No student-athlete will be required to miss class for treatments.
- k. The use of tobacco products is an NCAA violation and is strictly forbidden throughout the athletic department and at any athletic venue. This rule applies to both student-athletes and coaches.
- l. In accordance with both FERPA and HIPAA laws, Sports Medicine Staff cannot discuss an athlete's condition with anyone without the student-athlete's permission. **This includes parents** who contact us regarding their child's status.
- m. Any athlete with concerns or questions regarding the diagnosis and/or care of their injury should communicate with the athletic trainer who is supervising treatment. Other concerns and/or questions should be addressed with the Assistant Athletic Director of Sports Medicine or the Director of Sport Medicine for Olympic Sports.

Emergency Telephone Numbers

17.8

Sports Medicine – Conte Forum	8779, 4540, 1392, 8266, 4828
Sports Medicine – Yawkey Center	3009, 1126, 9113, 9114
Stephen Bushee – Assistant Athletic Director, Sports Medicine	x3009 Home (508) 655-3495
Bert Lenz – Director Sports Medicine, Olympic Sports	x8779

Donna Bennett – Sr. Associate Director – Sports Medicine	x4540
Scott Gallon – Assistant Director – Sports Medicine	x8266
Kristen Allen – Associate Director – Sports Medicine	x4540
Michael Vigneau – Associate Director – Sports Medicine	x1126
Aaron Clark - Assistant Director – Sports Medicine	x1392
Eric Crest – Assistant Director – Sports Medicine	x0996
Resident Athletic Trainers, Conte	x4828
Resident Athletic Trainers, Yawkey	x9113
Boston College Health Services	x2225
St. Elizabeth's Hospital	617-789-3000
Boston College Campus Police	x4440
EMERGENCY ONLY	x4444

Boston College Athletic Department

**POLICY AND PROGRAM FOR DRUG EDUCATION AND TESTING IN
INTERCOLLEGIATE ATHLETICS
2012-2013**

SECTION I: PURPOSE

1. Boston College believes that illegal use of "controlled" drugs and "performance-enhancing" drugs constitutes a threat to the integrity of intercollegiate athletics, represents a danger to the health and careers of student-athletes, and creates an injustice and danger to fellow student-athletes. The University, therefore, has adopted the following policy and program for drug education and testing in intercollegiate athletics. The policy and program are designed for prevention, early detection, intervention and rehabilitation.

The various dimensions of the program are designed specifically to:

§ Educate student-athletes regarding the risks and dangers of drug use

§ Detect potential drug use at an early stage

§ Protect the well-being of athletes, teammates, and the integrity of Boston College athletics

§ Ensure that students who violate the policy receive appropriate counseling and/or treatment

§ Ensure that uniform and fair sanctions are applied when drug use occurs.

2. The program includes drug education, testing, rehabilitation and sanctions for violations.

SECTION II: PROGRAM ADMINISTRATION

The Program for Drug Education and Testing in Intercollegiate Athletics (henceforth called "the Program") will be administered by the Director of University Health Services and the Director of Athletics under the direction of the President.

SECTION III: PARTICIPATION IN THE PROGRAM

1. All student-athletes engaged in the intercollegiate athletic program at Boston College are subject to the provisions of the Program. In order to be eligible to participate on an intercollegiate athletic team, a student-athlete must comply with the provisions of the Program including the signing of a Consent Form.

2. At the start or near the start of practice sessions for each intercollegiate sport, the head coach of each team will arrange for participation of all squad members in a drug orientation

program. During this presentation, the Program will be explained by a representative of the Athletic Department.

3. Unauthorized use of controlled drugs constitutes an abuse of the privilege of representing Boston College in intercollegiate athletic competition. It may result in suspension or dismissal from a varsity athletic team and may lead to further sanctions including the loss of a student-athlete's scholarship, consistent with NCAA regulations.

SECTION IV: PROHIBITED DRUGS

1. Use of anabolic steroids, cocaine, marijuana, synthetic marijuana, amphetamines and any other controlled substances proscribed by federal or state law, by any member of any Boston College intercollegiate athletic team, is prohibited whether such use occurs before, during or after the team's season. The only exceptions are for medications legally prescribed.

2. Narcotic pain relievers may only be used for short-term treatment. The student athlete must have a valid, current prescription, and use of the pain reliever must be cleared with the Sports Medicine staff. Other use of narcotic pain relievers will be considered a violation and subject to penalty.

3. Other substances which may be performance enhancing are also prohibited even though they may be legally obtained at stores or through the mail. These prohibited substances include ephedrine, ephedra, ma huang, androstenedione, androstenediol and dehydroepiandrosterone (DHEA), and all substances on the current NCAA list of banned drug classes (see www.ncaa.org/health-safety for the current list).

4. No nutritional supplement should be taken without review by the sports medicine staff. Regardless, student-athletes are responsible for what they take into their body and should be aware that supplements may be contaminated with prohibited substances not listed on their labels.

SECTION V: DRUG TESTING PROCEDURES

1. The Assistant Athletic Director for Compliance and Eligibility, at the direction of the Athletic Director, will provide the Director of Health Services with complete lists of all student-athletes engaged in intercollegiate athletics, arranged by teams. The lists shall be amended periodically during the year when appropriate.

2. Testing will be done through analysis of urine specimens. Specimens will be collected at the direction of the Director of Health Services or his/her designee, and under the supervision of the Assistant Athletic Director for Sports Medicine.

3. Random drug testing of student-athletes may take place during preseason and through the academic year. At the request of a Head Coach or Assistant Athletic Director for Sports

Medicine, random testing or testing of specific student-athletes may also be done at any time during the year. Testing may be repeated by the Director of Health Services or his/her designee if the validity of any specimen is questionable. If testing is done after the end of final exams in May and before pre-season practices in August, it will be for monitoring and rehabilitation only. No additional sanctions will be invoked for positive results during this period.

4. For random testing, the Director of Health Services or his/her designee will select at random those athletes who will be required to participate in each testing.

5. Specimens for testing may be requested by the Director of Health Services or his/her designee without advance notice, and collected by his/her designee by the required deadline. There is no minimum deadline; testing may occur immediately.

6. When a student athlete is notified to appear for testing, they are expected to appear as instructed and provide a valid urine specimen. If the student-athlete cannot provide a sample as requested, they will be required to remain within sports medicine until such a time that they can deliver a valid sample. If still unable to provide a valid sample within the time frame designated by the athletic trainer, the student athlete will be required to appear for testing the following morning, and deliver a valid sample by 9:00am. If the student athlete fails to deliver a valid sample by this time, they will be considered non-compliant and in violation of the program.

7. All specimens will be collected in a confidential manner while the student-athlete is under direct observation. A specimen will be invalidated if there is any indication of tampering, as evidenced by unusual color, specific gravity below 1.005, or pH below 4.5 or above 7.5, the student-athlete will be re-tested immediately. After sample collection the sample containers will be sealed in such a way that any evidence of tampering can be detected.

8. After collection and before submission to the laboratory for testing, all specimen containers will receive a code number. The specimens will be sent to the laboratory and tested by number, with no identifying names. The test results will be reported to the Director of Health Services or his/her designee by code number and will be filed by her/him in a confidential manner.

9. The analysis of all specimens will be done by licensed clinical laboratories off-campus, under procedures approved by the Director of Health Services. If any specimen is positive, the result will be validated by the laboratory through use of a different method of analysis prior to being reported. Only if the results of both these tests are positive will the specimen be considered positive for purposes of the Program.

10. Positive test results will be provided to those individuals named in “Section VI: Sanctions” and “Section VII: Appeals” of this document. Test results may also be shared with the university President and General Counsel. The student-athlete may request and receive copies of their own test results.

SECTION VI: SANCTIONS

Violations of the Program rules are subject to sanctions. The following sanctions will be those typically invoked by the Director of Athletics in the administration of the Program. In all cases, however, the University reserves the right to act in what it believes to be the best interests of the student and the University. Sanctions for a positive marijuana test are outlined separately in section VI (4).

1. First Violation (confirmed positive result and/or non-compliance)

- a. Notification of a first violation will be given by the Director of Health Services or his/her designee to the Director of Athletics or his/her designee, Assistant Athletic Director for Sports Medicine, Head Coach, Team Physician and Team Athletic Trainer. The Head Coach, after being notified, may at their discretion notify a pertinent Assistant Coach on their staff. After discussion between the President and the Athletic Director, they may notify other campus officials. The Director of Athletics (or his/her designee) and the Head Coach will notify and meet with the student athlete and then notify his/her parent or guardian.
- b. If the violation is for non-compliance, the athlete will not be allowed to participate in any practice or competition until the athlete provides an acceptable urine specimen.
- c. The student-athlete will meet with the Director of Health Services or his/her designee. The student-athlete will be referred to University Counseling Services for an evaluation. The evaluating psychologist will confer with the Health Services official and others as may be deemed appropriate. Together they will determine the intervention which would best meet the student-athlete's particular needs. If the student-athlete is required to pursue a treatment program, the student-athlete will be required to authorize the treating professional to notify the Health Services official of the athlete's participation and progress in the treatment. Drug test results may be shared with the evaluating psychologist and the drug treatment program. Failure to comply with any aspect of the procedure will be treated as a second violation.
- d. The student-athlete will then be removed from the random sample category (Section V(4)) and can be tested without advance notice for the duration of her/his participation in intercollegiate athletics.
- e. If the student-athlete has tested positive for cocaine, or another substance which, in the judgment of the University, exposes the student athlete to a significant health risk, he/she will be immediately ineligible to practice or compete. The student-athlete will not be permitted to practice or play until 1) he/she has been medically evaluated by the Director of Health Services or his/her designee; 2) has had at least two consecutive negative test results and 3) has been approved to return by the Director of Health Services or his/her designee.

2. Second Violation (confirmed positive result and/or non-compliance or failure to comply with the sanctions imposed for a first violation)

a. Notification of the second violation will be made to the same individuals who received notification of the first violation, as well as the President. See "First Violation" above.

b-1. Following notification of a positive result, the student-athlete may be suspended from play for a minimum of two weeks during the traditional season. (The traditional season is considered that season in which the NCAA Championship is held for that sport). Day one of the suspension begins on the day the student is notified of the result. If an appeal is filed, the suspension begins on the day the appeal is denied.

b-2. If the violation is for non-compliance, the athlete may not be allowed to practice or compete until he/she produces a valid urine sample. After the collection of a valid urine sample, the athlete may be suspended from play for a minimum of one week during the traditional season.

c. If the suspension extends beyond the end of the traditional season, then the remainder of the suspension will be served the following academic year during the traditional season. This remaining suspension will commence with the first regular season contest that counts on the season record. The athlete will be allowed to practice prior to this contest.

d. If a second violation occurs during the non-traditional season, then the suspension will be served in the next traditional season. This suspension will commence with the first regular season contest that counts on the season record. The athlete will be allowed to practice prior to this contest.

e. A suspension must occur when the athlete is otherwise cleared to participate through the compliance office and through Sports Medicine. If the athlete is not otherwise cleared to participate, the suspension will commence when clearance is obtained.

f. If the student-athlete has tested positive for cocaine or another substance which, in the judgment of the University, exposes the student-athlete to a significant health risk, he/she will immediately be ineligible to practice or compete. The student-athlete will not be permitted to practice or play until 1) he/she has been medically evaluated by the Director of Health Services or his/her designee; 2) has had at least two consecutive negative test results and 3) has been approved to return by the Director of Health Services or his/her designee.

g. The student-athlete will be required to participate in an individualized counseling, drug education and rehabilitation program under the same conditions and provisions stated in Section VI (1)c.

h. The student-athlete will continue to be tested on a regular basis without advance notice. If the individual fails to comply with any of the conditions pertaining to the

second violation, he/she will be suspended from the athletic team for up to twelve months from that date.

3. **Third Violation** (confirmed positive result and/or non-compliance)

a. Notification of the third violation will be made to the same individuals who received notification of the second violation. See "Second Violation" above.

b. Following such notification, the student-athlete may be suspended from the athletic team for up to twelve months from the date of the violation. If the violation was for non-compliance, the athlete may be suspended for two weeks and will not be allowed to practice or play until an acceptable urine sample has been delivered. After the delivery of the acceptable sample, the suspension will commence.

c. If an appeal is filed, the suspension begins on the day the appeal is denied.

d. If the student-athlete has a scholarship, the Athletic Director, with the approval of the President, may revoke the scholarship consistent with NCAA regulations.

e. A student-athlete suspended after a third violation will be allowed to return to a team at the expiration of the suspension only with the approval of the Director of Health Services, Head Coach, and the Director of Athletics. Such approval will be granted only when they have determined that the student-athlete will remain free of drugs for the foreseeable future. In order to make that determination, they will consider at least the following factors:

- 1) The student-athlete's successful participation in an approved drug education and rehabilitation program;
- 2) Successful completion of a series of tests set by the Director of Health Services; and
- 3) Demonstration by the student-athlete that he/she has maintained an appropriate level of skill during the period of suspension.

4. **Marijuana**

- a. Notifications of positive tests for marijuana and the concurrent required counseling will be handled the same as for other banned substances as outlined above in Section VI(1-3).

However, sanctions for marijuana violations may be as follows:

- 1) First violation – warning.
- 2) Second violation – one week suspension during traditional season.
- 3) Third violation – two week suspension during traditional season.
- 4) Fourth violation – one year suspension.

SECTION VII: APPEAL PROCEDURE

1. Students who have been sanctioned for violation of the Program have a right to an appeal. A sanction appeal procedure will be available to any student-athlete found to have a prohibited substance in his/her sample or who is being sanctioned because of a compliance violation.
2. The Appeal Review Board will be convened by the Director of Athletics at the student's request and will consist of the Vice President for Student Affairs, the Director of Health Services, and the Executive Assistant to the President, or their designees. All proceedings and recommendations of the Review Board will be confidential. The finding of the Review Board will be communicated to the President who will determine the sanction and communicate it to the Director of Athletics.

SECTION VIII: FAILURE TO COMPLY

1. Failure to submit a signed consent form, failure to keep an appointment required under Section VI (without an excuse acceptable to the Director of Athletics and/or the Assistant Athletic Director for Sports Medicine), failure to participate in any required education, counseling or rehabilitation, or failure to submit a valid urine specimen by the deadline established by the Assistant Athletic Director for Sports Medicine may render the student-athlete ineligible to practice or represent the University in Intercollegiate Athletics. It may also result in the student-athlete's loss of athletic scholarship, consistent with NCAA regulations.
2. On the first occasion that a student-athlete fails to comply with the terms and conditions of Section VIII (1), he/she will incur a first violation and will be treated in accordance with the terms in Section VI (1) First Violation.
3. On the second occasion that a student-athlete fails to comply with the terms and conditions of the Program of section VIII (1), he/she will incur a second violation, which may include a minimum of one week suspension in accordance with the terms in Section VI (2) Second Violation.
4. On the third occasion that a student athlete fails to comply with the terms and conditions of the Program of Section VIII (1), he/she will incur a third violation, which may include a two week suspension in accordance with the terms in Section VI (3) Third Violation.

18. STUDENT-ATHLETE POLICIES AND PROCEDURES

University Housing

18.1

1. Student-athletes are expected to abide by all University Housing policies & procedures.
2. Student-athletes entering Boston College on full tuition athletic scholarships should be entitled to four years of on-campus University Housing; this needs to be designated in admission's acceptance letter.
3. Any special requests regarding housing should be made through the SWA. These would include:
 - a. In instances where the team is returning for practice and competition prior to the first day of classes, as regulated by the NCAA (fall sports preseason).
 - b. At the semester break, for those teams who will be competing or practicing over the semester break and may need housing during this time period.
 - c. At the end of the year, for those teams who may be competing beyond the last day of classes and may need special housing arrangements.
 - d. Any other special requests should be made through the SWA/SR. Associate AD, not directly to residential life by a member of the coaching staff for a sport.
4. Once again, these requests should be made in writing to the SWA. There are no guarantees the Housing Office will be able to accommodate any of these requests and **COACHES SHOULD NEVER GUARANTEE STUDENT-ATHLETES ANY TYPE OF HOUSING REQUEST** (i.e., freshmen on upper campus, four years of housing, roommate selection, etc.). Coaches should avoid calling University Housing directly.

Alcohol Policy – Student-Athletes

18.2

Student-athletes, regardless of age, are NOT permitted to drink while traveling in an official capacity for Boston College. This includes, but is not limited to:

1. Away trips or at competitions.
2. Semester break or spring break trips
3. Attendance at banquets or functions while representing Boston College (i.e., Conference Championships, banquets, Bowl functions, NCAA functions, the All Sport Banquet)

In addition, each program may have its own, more restrictive, rules related to alcohol that its student-athletes must abide by. Student-athletes should consult with their coaches concerning additional team policies.

Finally, it is illegal and impermissible for any student-athletes under the age of 21 to drink alcohol at any time.

Coaches and staff are not permitted to consume alcohol while with student-athletes on team trips.

College of Advancing Studies Policy for Student-Athletes **18.3**

Students who initially enroll in the College of Advancing Studies (either from high school, junior college, or another four-year institution) are not permitted to practice, receive athletic financial aid, or compete on a varsity intercollegiate team.

Students who transfer or are placed into the College of Advancing Studies from any one of the other four undergraduate programs (College of Arts & Sciences, Carroll School of Management, School of Education, or School of Nursing) are not permitted to practice or compete.

Students who graduate from one of the four undergraduate programs (College of Arts & Sciences, Carroll School of Management, School of Education, or School of Nursing) and then enroll in the College of Advancing Studies to pursue a second undergraduate degree or a graduate degree are permitted to practice, receive athletic financial aid, and compete as long as all other NCAA rules are met.

Pre-Season Camp “No Cut” Policy **18.4**

Student-athletes who will be on your roster are the only student-athletes who should be invited back for pre-season.

Pre-season is not the time to have students (incoming or returning) try out for teams.

For these two reasons and logistical purposes, it is not permissible to “cut” a student-athlete from your roster during pre-season camp. You should only invite student-athletes to pre-season camp who you feel confident will be on the team.

Student-Athlete Voluntary Withdrawal from Team Procedures **18.5**

If a student-athlete on athletic aid voluntarily withdraws from your team, have him/her fill out the appropriate form from the compliance office. As you know, athletic aid may be immediately canceled if a student-athlete voluntarily leaves a team. It is not necessary to relinquish the aid, but is permissible per NCAA rules. The decision to immediately cancel a student-athlete’s aid is a coach's decision after consultation with their program administrator and approval from the Director of Athletics.

Once the form is completed by the student-athlete and signed, the head coach must sign the form and return it to the Associate Athletic Director – Compliance. At this point, the coach needs to express his/her intention concerning the athletic aid.

The Compliance Office will be responsible for getting the signature of the Director of Athletics and sending the non-renewal letter (if necessary) and any other copies.

Student-Athlete Exit Interview Process

NCAA rules require that the institution's Director of Athletics, Senior Woman Administrator (SWA) and/or program administrators must conduct exit interviews in each sport, whose eligibility has expired. These interviews must be conducted by the end of the academic year.

Interviews must include questions regarding:

1. The value of the student's athletic experiences.
2. The extent of the athletic time demands encountered by the student-athlete.
3. Proposed changes in intercollegiate athletics.
4. Concerns related to the administration of the student-athletes specific sports.

Process For Conducting Exit Interviews at Boston College:

1. The Exit Interview will be emailed to each student-athlete finishing their eligibility in an online format. The results of the survey will be forwarded to the program administrators and can be reviewed as a group.
2. Student-athletes may request an in-person interview with their program administrator responsible for their sport. The **interviews should be conducted at the end of that particular sport's season.**
3. A goal for each administrator should be to get at least 50% of the student-athletes whose eligibility has expired to respond to survey.
4. Once the data from the surveys are completed for the teams, the SWA will compile the information for the Director of Athletics and Faculty Athletics Representative (FAR). This information will be kept on file in the office of the Director of Athletics.
5. Program administrators should remind student-athletes that this information is confidential and that their identity will be protected. All student-athletes will receive an explanation of the process and its purpose. Exit interviews with student-athletes are intended to encourage the development of our intercollegiate athletics programs so that they are responsive to the needs and interests of our student-athletes.

19. TICKETS

Overview

19.1

The Boston College Ticket Office is responsible for the sale and distribution of all tickets, including complimentary admissions, for Boston College athletic events. The Ticket Office is also responsible for the distribution of all complimentary admission tickets to guests of student-athletes and recruits, in adherence with all NCAA rules as listed in the NCAA Manual. In addition, the Ticket Office is an in-house printing operation where all tickets for all events are printed, separated, and mailed.

Hours of Operation

19.2

The Ticket Office is open Monday through Friday, 9:00 a.m. – 5:00 p.m. and will open two hours before the scheduled starting times of games that fall on a weekend or holiday. The Ticket Office stays open until halftime (or the end of the 2nd period) of all games in which there is a charge for admission.

Purchasing Tickets

19.3

1. Tickets for all Boston College sporting events may be purchased through the mail, over the phone, or in person at the Box Office Window in Conte Forum and *24 hours a day at bceagles.com*. Visa, MasterCard, American Express, Discover, personal checks, or cash are acceptable. No tickets will be printed until they are paid for in full.
2. All “Will Call” tickets must be paid for in advance and may be picked up at the “Will Call” window on the day of the game. Tickets will not be released without proof of positive identification. Any exceptions must be approved by the Associate Athletic Director for Ticket Operations.
3. Boston College faculty, staff, and students must purchase their tickets in person at the Box Office window. In order to receive their proper discount, they must present a valid B.C. I.D. when purchasing their tickets; faculty and staff are limited to a maximum of two tickets at the discount rate and students may purchase one ticket at the discount rate.
4. Each department within the University may place a departmental ticket order. A department may obtain permission to use money from their department's budget to pay for the order through the budget transfer procedure. The following guidelines should be used for this procedure:
 - a. The request for tickets and authorization of the specific budget number to be used must be submitted on Boston College stationery and authorized by the Vice President in charge of that department.
 - b. Once an order has been received by the Ticket Office, there will be no refunds or decreases in that order, although there may be increases if tickets are still remaining.

- c. All departments must give the Ticket Office advance notice of at least one working day before picking up tickets in order to allow the Ticket Office time to print the tickets.

Complimentary Admission – Student-Athletes

19.4

1. Student-Athletes as Spectators

- a. Varsity student-athletes will receive free admission to all regular season varsity athletic events for which there is a charged admission.
- b. Varsity student-athletes will not receive a “hard ticket” to any regular season event. Instead, the Ticket Office will maintain a list of all varsity student-athletes and any student-athlete on the list who produces a valid student I.D. will be admitted to that event and directed to sit in the general admission, student section.
- c. Student-athletes will not receive free admission to post-season events and other special events for which there is a charged admission.

2. Student-Athletes as Participants

All varsity student-athletes are entitled to receive a maximum of four complimentary admissions for all home games in which they are competing and a maximum of two complimentary admissions for all away games in which they are playing. The following NCAA rules are to be followed when a student-athlete signs up for complimentary admissions:

- a. Complimentary admissions will be provided through a pass list for individuals designated by the student-athlete.
- b. Hard tickets will not be issued to any of the individuals so designated.

3. Procedure for Complimentary Admission

- a. An on-line process, administered by playerguest.com, is used by the student-athletes to sign up and designate guests to receive complimentary admission.
- b. On the day of the game, all lists will be kept at the “Complimentary Admission Gate”. All individuals designated by the student-athlete to receive complimentary admission must present positive identification to the designated person at the “Complimentary Admission Gate”. At this time, they are given the ticket stub and allowed to enter the game. **No person will be admitted without showing proper identification. There will be no full hard tickets issued to guests.**
- c. The same policy will be used for away games although the responsibility of checking for proper identification falls upon the school we are visiting.

- d. All lists will be filed by game in the Ticket Office until the NCAA sets a release date.

Complimentary Admission – Recruits

19.5

1. Prior to each game in which a head coach wishes to provide prospective student-athletes with complimentary admission, that head coach must submit a written list of the prospects' names to the Ticket Office for approval.
2. The list must be turned into the Associate Athletic Director for Ticket Operations, subject to approval, at least 48 hours prior to the scheduled game.
3. Head coaches must identify each prospect as being on either an official visit or unofficial visit.
4. The following guidelines, as listed in the NCAA Manual, will be adhered to:
 - a. On both official and unofficial visits, each prospect is entitled to a maximum of three (3) complimentary admissions, which will be issued by the Ticket Office using the pass list system. Such complimentary admissions are for the exclusive use of the prospect and those persons accompanying the prospect.
 - During an official visit a prospect may receive up to two additional complimentary admissions for a non-traditional family.
 - b. All prospects and guests will be required to show proper identification and sign for their admission. No admission will be allowed without proper identification.
 - c. There will be no complimentary admissions for prospects for any post-season or conference tournaments.

Complimentary Admission – Athletic Department Staff

19.6

1. Football

- a. All administrators and head coaches must submit written requests for tickets for their personal use to the Ticket Office by July 1. All requests are subject to approval by the Director of Athletics.
- b. The following is a list of the number of complimentary tickets that individual staff members are allowed to receive for home football games:

Director of Athletics	As required
Associate Athletic Directors	4 each
Assistant Athletic Directors	4 each
Full-time Assistant Football Coaches	8 each

Part-time & Grad. Asst. Football Coaches	4 each
Head Trainer	8 each
Team Doctor	2 each
Full-time Asst. Coaches of Varsity Sports	2 each
Full-time Employees of Athletic Staff/Interns	2 each
Part-time Coaches of Varsity Sports	2 each
President's Office	As required
Varsity Football Student-Athletes	4 each
Temporary & Part-time Employees of Athletics	1 each
Athletic Department Retired Employees	2 each

- c. Coaches and staff who accompany the team on away games may receive the same number of complimentary tickets as they are authorized to receive for home games.

2. Men's and Women's Basketball

- a. All full-time staff members and full-time coaches are entitled to receive complimentary admission tickets to any home basketball game, subject to availability. The tickets are for personal use only and must be requested on a game by game basis.
- b. Full-time staff members and coaches are allowed a maximum of two tickets per game, per person with the exception of the following people:

	<u>Home Games</u>	<u>Away Games</u>
Director of Athletics	As required	As Required
Full-time Assistant Basketball Coach	4 each	2 each
Part-time Assistant Basketball Coach	4 each	2 each
Varsity Basketball Student-Athletes	4 each	2 each
Team Doctor	2 each	2 if travels

- c. Any additional requests for either season or single game complimentary tickets must be submitted to the Ticket Office in writing, for approval by the Director of Athletics.

3. Men's Ice Hockey

- a. All full-time staff members and full-time coaches are entitled to receive complimentary admission to any home hockey game, subject to availability. The tickets are for personal use only and must be requested on a game by game basis.
- b. Full-time staff members and coaches are allowed a maximum of two tickets per game, per person with the exception of the following people:

	<u>Home Games</u>	<u>Away Games</u>
Director of Athletics	As required	As required
Full-time Hockey Coach	4 each	4 each
Part-time Asst. Hockey Coach	2 each	2 each
Varsity Hockey Student-Athletes	4 each	2 each
Team Doctor	2 each	2 if travels

- c. Any additional requests for either season or single game complimentary tickets must be submitted to the Ticket Office in writing, for approval by the Director of Athletics.

Review of Ticket Disbursements

19.7

The University's Office of Internal Auditing conducts periodic audits of the Ticket Office to verify that all aspects of the Ticket Office are operating sufficiently and effectively.

Processing Orders

19.8

1. All ticket orders received by the Ticket Office will be processed into the Paciolan Ticketing System by batches, which are assigned on a daily basis by a Ticket Sales Coordinator.
2. Once all orders are entered into the system, a batch report is run and then reconciled with the moneys taken in. All moneys must balance with the figures listed on the batch reports before a deposit can take place. The order form is kept in the batch report to keep as a record of the order.
3. Once the batch is balanced and verified, a deposit is made by filling out a University Deposit Form (EC-30) which has the income lines for money to be posted. Once the form is completed and signed by the preparer and the Associate Athletic Director for Ticket Operations, it is sent to the Controller's Office for deposit.
4. After orders are entered into the system, numerous reports can be run (e.g., TX-SHORT-R, TX-REQUEST, etc.) to determine where seat locations will be and where seat assignments will be made.
5. Once seat assignments are made, tickets can then be printed on ticket stock through the TX-Print process. The computer printer will print a ticket for each order that has been placed and been given a seat assignment.

20. TRAVEL

General Overview

20.1

Below is an outline of the travel policies and procedures that must be followed when traveling on official Boston College Athletics Department business. This manual adheres to the regulations outlined in the Boston College Policies and Procedures Manual.

It is the goal of the BCAD to accommodate the travel needs of all department travelers. However, the department must establish certain baseline travel policies in order to adhere to University guidelines for travel, and at the same time streamline the BCAD's operation in order to provide the most effective and cost efficient travel services possible. All department employees are expected to exercise good judgment when incurring travel costs. All travel costs will be allocated and expended within established budgetary limitations and, as funds to support travel are limited, travelers are not to make commitments or to incur travel expenses without first obtaining the appropriate approvals.

Corporate Credit Cards

20.2

All full-time department employees and part-time coaches traveling on behalf of the University are expected to receive a no-fee, American Express Corporate Card to be used as a convenient method of paying individual, University-related travel expenses. The online application for obtaining such a card will be forwarded from the Athletic Business Office. The card is to be used for authorized departmental expenditures only.

The American Express Corporate Card is automatically renewed on the standard card anniversary date and mailed to the address attached to the card. If a card is ever lost or stolen, employees should call American Express directly at 1-800-528-2122 to report the loss.

All coaches and staff members utilizing a Corporate Card are required to receive online statements. Paper statements will not be mailed to program participants. Employees are responsible for making payments in full each month within thirty (30) days of the original billing date. Boston College does not make any direct payments to American Express, nor does it reimburse any employee for any delinquency charges incurred. An employee whose corporate card is cancelled due to delinquent status will not be allowed to rejoin the program.

Note: When booking rental cars on your Corporate Card, (Boston College business travel only) you should decline the optional insurance offered by the rental car company. The University's agreement with American Express provides full automobile renter's insurance. *Optional rental insurance will not be reimbursed if another form of payment is used.*

Approval Process

20.3

In order to ensure a system of accountability and control within each sport program and administrative area, it is necessary for every departmental employee to have the signature authorization of their immediate supervisor on all expense reports and reimbursement requests.

Note: It is not permissible under any circumstances to sign anyone else's signature to any BCAD or University paperwork.

Travel Advances

20.4

Cash advances for team travel will be limited to per diem and extraordinary expenses only. For recruiting and individual/conference travel, items such as lodging and rental car expenditures will not qualify for cash advances as employees are expected to use their corporate card.. The two instances in which chargeable items can be advanced are booking flights and for conference registrations.

Cash advances may be obtained by completing a Boston College Travel Advance Form (attached), available in the Athletic Business Office and online. All advance requests must be submitted at least two (2) weeks prior to the first date of travel. All advances are to be reconciled by completing the Travel Expense Report form (attached) within fifteen (15) days of an employee's return from travel.

Note: University policy prohibits multiple outstanding advances. Therefore, no advance will be issued to any employee who has yet to reconcile a previously issued advance.

Employee Expense Reports

20.5

Travel Expense Reports must be properly completed and submitted to the Athletic Business Office following completion of travel. *Original itemized receipts as well as proof of payment must support expenses claimed on the reports.* If proof of payment is unclear on the itemized receipt, the credit card statement should accompany it. Expenses paid with cash should be noted on the actual receipt. Corporate credit card statements may be used as backup only, and not as a replacement for actual, *itemized* receipts.

A properly completed Travel Expense Report includes the following:

- Name and Campus address of employee
- Destination(s) and Dates of Travel
- Purpose of Travel/Meeting Attended
- Daily itemization of ALL expenses, supported by original receipts (All receipts are to be taped to an 8½" x 11" sheet of white paper. Please do not use BC letterhead. Loose receipts will not be accepted.)
- Itemized meal receipts

- Actual Boarding Passes (if air travel was used)
- Reconciliation of any travel advance (including return of any unused funds in the form of personal check made payable to “Boston College”)
- Signature of Employee being reimbursed
- Signature of Employee’s immediate supervisor
- Signature of Compliance Office (if recruiting or student-athlete related)

Non-Employee Expense Report

20.6

The travel expenses of non-employees (i.e., prospective employees, speakers, consultants, etc.) are reimbursed when required by authorized contractual agreement or when approved in advance by the Director of Athletics. Reimbursement is made in accordance with the policies and procedures stated above. The University does not reimburse travel expenses incurred by a spouse. Any employee that travels with a spouse is expected to pay for all costs associated with the spouse’s travel.

Foreign Travel

20.7

All claims for reimbursement of foreign travel expenses must be converted to U.S. dollars. The conversion rate and computation, as well as the source used to verify the rate, must appear on each report. Foreign travel expenses charged to American Express Corporate Cards are automatically converted at the time of purchase. Charges on the corporate card statement are in U.S. dollars; submission of the statement is advisable.

Other Business Expenses

20.8

Reimbursable expenses, including registration fees and miscellaneous expenses clearly related to the purpose of travel, are eligible when fully documented:

- Parking
- Tolls
- Taxi, Shuttles
- Bus
- Train
- Tips

Miscellaneous expenses **NOT ELIGIBLE** for reimbursement are:

- Fines for parking and traffic violations
- Non-business related expenses such as movies, laundry, personal clothing and healthcare items, workout fees, etc.
- Hotel phone calls (calls should be made on University-issued cell phone)
- Expenses incurred to accommodate non-business/personal affairs
- Costs incurred due to failure to cancel transportation or lodging reservations
- Lost or stolen tickets, cash, or property
- Property damage
- Child care expenses
- Cell phone accessories
- Gift Cards
- Grocery store discount cards (Sam's Club, Costco, etc.)
- Passports, licenses and/or associated fees
- Travel or airline-related membership program fees
- Airline Seat Upgrades
- Rental Vehicle Upgrades
- Rental Car Insurance (see Corporate Credit Card)

Transportation and Related Expenses

20.9

Travelers are expected to choose the most practical and economical mode of transportation. This includes sharing taxis and/or carpooling to and from airports for travel, conferences, etc. All travelers are to comply with the guidelines in **Sections 22.10 to 22.14** for actual and reasonable transportation expenditures.

Air Travel

20.10

All air travel reservations should be made as far in advance as possible to obtain the lowest fares. Air travel arrangements should be done through the University's authorized travel agency (**Short's Travel: 1-866-902-9654 or by using Egencia**) unless approved in advance by the Associate Athletic Director for Business Operations.

To secure reimbursement following completion of air travel, the traveler's boarding pass and flight itinerary that indicating the cost ***MUST*** accompany the properly completed Travel Expense Report Form. Under no circumstance will the University reimburse for anything except economy/coach transportation. First class tickets, seat upgrades and other items listed above will not be reimbursed beyond the cost of the lowest coach fare available.

Note: Individual travel should be ticketed 21 days in advance.

Automobile Rental

20.11

It is advised that the Corporate AMEX be used when renting vehicles on University business. To secure reimbursement following completion of travel, the paid rental car receipt **MUST** accompany a properly completed Travel Expense Report Form.

Rental Vehicle Insurance

Boston College maintains an agreement with American Express in lieu of the usual rental car company agreements (e.g., Collision Damage Waiver (CDW) or Loss Damage Waiver (LDW)), to provide insurance coverage up to a maximum of \$50,000 for loss of and damage to a rental vehicle due to fire, theft, vandalism or collision under the following conditions:

1. The vehicle is used for official Boston College business;
2. The American Express Corporate Card is used to rent the vehicle;
3. The rental agency's Collision or Loss Damage Waiver (CDW or LDW) is declined at the time the rental car agreement is signed;
4. All individuals expected to drive the car are declared on the signed rental agreement; and
5. The rental period does not exceed 42 consecutive days.

Note: When booking rental cars on your Corporate Card, you should decline the optional insurance offered by the rental car company. Our agreement with American Express provides **full** automobile renter's insurance. *Optional rental insurance will not be reimbursed if another form of payment is used.*

Private Automobile

20.12

When traveling by private automobile (this does not include travel to and from your home), reimbursement to the traveler is made on the basis of actual mileage traveled. The reimbursement rate is based on the current IRS rate (presently \$.565/mile). All reimbursement requests for mileage must be accompanied by an itemized daily record of miles traveled (e.g. MapQuest printouts, etc.) and be rounded to the nearest whole mile. At the completion of travel, mileage and expenses are to be submitted on a Travel Expense Report Form. *Only mileage originating from Boston College will be reimbursed.*

Note: If you are using a University-owned or leased vehicle, you are only entitled to the reimbursement rate half of the current IRS rate (currently \$.2825/mile).

Lodging

20.13

Employees are expected to use prudent judgment in the selection of hotels while traveling on University business. It is advised that traveler use their American Express Corporate Card to pay for lodging immediately upon receipt and will be reimbursed for the actual expense of lodging. To secure reimbursement following completion of travel, the itemized hotel bill **MUST** accompany a properly completed Travel Expense Report Form.

Note: Team lodging will include options outside the immediate competition location. All non-head coaches, support staff, and administrators will utilize double rooms whenever possible.

All phone calls should be made on the traveler's University-issued cell phone. Phone calls appearing on a hotel bill will not be reimbursed.

Boston College will not reimburse travelers for personal expenses (movies, laundry service, workout fees, etc.) or for expenses related to the traveler's spouse, guests, and/or family.

Meals/Per Diem

20.14

Per Diem of \$30 per day (\$5-breakfast, \$10-lunch, and \$15-dinner) will be reimbursed to the traveler to cover the cost of food. The traveler is *not* required to provide documentation or an itemization of actual meal costs. Per Diem is not reimbursed when meals are furnished at no additional cost to the traveler, or when meal(s) are included as part of a conference registration fee being paid directly by the University.

In situations where pre-approved meals are purchased for individuals other than the traveler, it is required to explain the business purpose and provide the name(s) and business relationship(s) of the individual(s) with the submitted receipt. Itemized receipts are required for all meals outside of Per Diem.

Any team requiring student-athletes to return to campus early (pre-season training, Thanksgiving/Winter break periods, Spring Break) or remain on campus past the University-determined dismissal date must notify the Business Office of this intent. Notification should include the number of student-athletes required to be on campus (broken down as "full scholarship" or "partial/non-scholarship") along with the date and time of their arrival or departure. Per diem will be issued accordingly to the appropriate student-athletes.

Note: On campus per diem during school break periods is **\$25** per day (\$5-breakfast, \$10-lunch, \$10-dinner) and will be prorated based on when the student-athlete is required to be on campus.

Team Travel

20.15

At the outset of each fiscal year, each head coach will meet with the Associate Athletic Director for Business Operations to review his/her annual budget. Following this meeting, the head coach will meet with the Travel Administrator to begin forecasting and planning team travel for the upcoming season. Prior to scheduling or committing to any overnight, non-conference agreements, head coaches must submit the Game Schedule Approval form (attached) with the appropriate approvals/signatures (Sports Administrator, Compliance, Business Office.)

Note: Regardless of approval, planning/booking of any trip will not take place unless *full* funding is in place at the time accommodations are being requested. Under no circumstance may trips be funded by requiring student-athletes or their families to contribute monetarily in any way (i.e. Spring/Winter Break/Foreign trips.)

All team travel arrangements are made by the Department's Travel Administrator. No coach may enter into any travel-related agreement directly, and no individual employee will be reimbursed for team travel expenses not initiated by the Athletic Business Office.

Student-athletes representing Boston College who travel as a team must do so under the direct supervision of a coach or designated BCAD staff member. The staff member is responsible for the travel party from the time of departure until either:

1. All team members are returned to campus;
2. A student-athlete is released at the conclusion of the competition at the site of competition per arrangements with the head coach prior to departure from campus; or
3. A student-athlete is released at the conclusion of competition to the custody of a parent or legal guardian with the approval of the head coach.

It is the responsibility of each head coach to ensure that student-athletes comply with all NCAA rules relating to travel, including hotel incidental charges such as movies, telephone calls, etc. In addition, in order to travel with a team, all paid and volunteer coaches must have taken and passed the Compliance Recruiting Exam.

Note: Non-essential staff travel to away competitions will be limited. Travel parties for Conference and/or NCAA Championships must not exceed the allowable reimbursement limits without prior approval of the Athletics Director.

**See the "Scheduling" section for more information on the proper Team Travel scheduling protocol.*

Travel Arrangements

20.16

Team travel arrangements are initiated after the annual meeting between the head coach and the Travel Administrator. Upon completion of the preliminary team travel forecast, it may be necessary for the head coach to meet again with the Athletic Business Office to address and solve any projected budget overruns before any travel plans can be solidified.

Once the team travel forecast has been approved, the head coach will receive confirmation of their travel plans. This will provide the head coach with all necessary information on a trip-by-trip basis (i.e., air, bus, hotel, and meal plans).

Note: Upon confirmation of travel plans, the head coach must complete Travel Advance Request forms for all trips, for both per diem and miscellaneous cash needs. Once travel has been completed, the head coach must reconcile his/her travel advance by attaching the Team Travel Per Diem Reconciliation Sheet (attached) to the Travel Expense Report Form. This form must be signed by *each member of the travel party* (student-athletes, coaches, staff, etc.) who receives cash per diem for any meal. In the event of any team meals, the head coach will also submit the itemized meal receipt(s) with the expense report, and no per diem will be distributed for those meals.

Conference/Coaches Convention Travel

Conference/coaches convention expenses will be reimbursed by the University for all applicable employees. However, reimbursement will be issued for the head coach and full-time, paid assistant coaches only. Non-BC employed coach expenses will not be reimbursed under any circumstance. Any questions should be directed to the Sport Administrator and the Business Office before travel accommodations are made.

Note: Staff members traveling to Conference and/or NCAA meetings will be limited to the number of people reimbursed by the respective conference.

21. Conte Weight Room Policies

Ø Athletes are expected to approach their time in the weight room with the same focus and discipline that they approach games and practice.

Ø All athletes are to conduct themselves with class, dignity, and consistency in the weight room. This includes a positive attitude, appropriate language, and appropriate topics of conversation.

Ø Athletes are ONLY permitted to work out in the Conte weight room if a Strength & Conditioning Coach is present.

Ø Athletes are to be on time for workouts. If this is not possible due to circumstances, the athlete should inform the strength coach prior to the workout through email, phone, or in person (e.g. NOT through a teammate).

Ø All athletes are to wear BC issued / Under Armour athletic attire to workouts. Lifting Shoes, pants and/or spandex are mandatory for leg exercises.

Ø All athletes are to perform their specific lift program and exercises only, unless they have discussed alternative workouts with their strength coach.

Ø Everyone is expected to clean up their weights and equipment.

Ø Under NO circumstance is any equipment to be removed from room without a Strength coach's approval.

Ø Cell phones and iPods are not allowed on the weight room floor.

Ø Athletes in a "Try out" Period are not permitted to use the facility.

Ø Only BC Olympic Sport Athletes, BC Olympic Sport Alumni Athletes, and BC Athletic Personnel are allowed to use the Conte Forum Weight Room.

Ø For both the safety of the student-athlete and the staff and to ensure clear and consistent communication, please note that for ALL UNIVERSITY SCHOOL CLOSINGS DUE TO WEATHER OR EMERGENCY, the following policy is in effect regarding workouts in the Conte Forum Weight Room:

- If the University is CLOSED, the Conte Weight Room is CLOSED. Coaches and their respective strength coach will need to communicate to coordinate make-up times for workouts missed.
- If the University is DELAYED OPENING, the Conte Weight Room is DELAYED until the same time.
- Sport coaches, upon receiving notice of University closure or delay, please communicate workout cancellations or delays to your athletes. Also, please do not, under any circumstances, allow any athletes entry to the weight room when we are delayed or closed.

22. University Vans

All teams with a travel party of more than 11 individuals, traveling to competitions more than 50 miles (one-way) from the Boston College campus must travel by charter bus. All teams with travel parties of 11 or less may use one (1) University van for travel up to 300 miles (one-way) from the BC campus.

No student-athlete may drive any vehicle (personal, university, or rental) to any intercollegiate competition under any circumstances. Further, student-athletes may not travel to, or compete in competitions without official coach supervision.

Senior athletes or student-athletes over the age of 21 may drive University vans to practices, but only if that practice is within the Route 128 area. Prior to the beginning of each season, the Head Coach must submit to the Equipment Room a list of proposed student-athlete drivers, along with a copy of each person's driver's license. The only people to whom van keys will be distributed are the members of the sport's coaching staff and the student-athletes on this list. Student-athletes must turn in van keys at the end of each practice day; no student-athlete can retain keys overnight under any circumstances.

The rear-most seat in each of our University vans has been removed. No individual is allowed to sit in the area left vacant by this seat, and all equipment stored in this area must not be stored any higher than the height of the other van seats. This action will leave the capacity of these vans to be no more than eleven (11) individuals, including the driver.

It is each Head Coach's responsibility to inform his/her student-athletes and staff that seatbelts are to be worn at all times when utilizing University vans.

Head Coaches are responsible for leaving vans in good condition after each use (free of garbage, food, and other trash). Failure to monitor these conditions will result in the prohibition of *all* student drivers from the specified team.

Any issues/problems pertaining to the condition and/or maintenance of any University van should be reported to the Equipment Room immediately.

University Vans: Scheduling

Competition: Van requests for in-season competition must be submitted to the *Business Office* prior to the season while discussing travel plans with the team travel coordinator. Any changes to these van requests must be submitted to the Business Office *at least two (2) weeks* prior to the event start date. Requests received within this two (2) week period are subject to van availability.

Practice: All practice van requests must be submitted to the *Equipment Room* prior to the start of each season. Any and all changes must be communicated to the Equipment Room at least two (2) weeks prior to the practice date.

Note: In-season team competition and practice requests are given priority access to vans, followed by out-of-season team requests.