ARMS FORMS AND BEST PRACTICES

Department of Athletics and Recreation
Athletics Compliance Office
Monday’s with your Manual
September 112, 2016
AGENDA

- Admissions Pre-Read Submission
- Occasional Meal and Entertainment Form
- Playing and Practice Logs
- Unofficial Visits/Official Visits
- Reminders - Contacts and Evaluations, Telephone, Emails and Violations
- Questions from last week's ARMS presentation
Admissions Pre-Reads
Pre Read Sheet has been turned into an ARMS workflow.

**Benefits:**
- No more tracking paper sheets!
- You will be able to upload a PSA’s transcripts and test scores directly from his or her ARMS profile.
- You will be able to directly track when each of your submissions have been submitted to Admissions.
- Admissions will provide results directly into the ARMS workflow so you will have all the admissions results located in one place.
New Format, Same Questions!
Results

- Once Compliance approves the submission, it will be sent to Admissions.
- Admissions is able to directly enter the decision (Admissible Pending, Non Admissible, Needs More Information) into the ARMS form.
- Once the decision is entered, you will receive an email notifying you that you can log in to view the decision.
- The original form and the results can be viewed at any time.
To view the status on a particular form, Go to WORKFLOW> FORMS HUB

Select “Admissions Pre Read” or any other form to view the status of that particular form

View Status Here: “Initial Submission, Compliance Approval, Admissions Approval, etc.”
Occasional Meal and Team Entertainment form
Occasional Meal/Entertainment Form

- **When do I need to complete this form?**
  - Anytime a team entertainment activity is taking place (including team building activities). You **do not** need to complete this form for approval of entertainment during away-from-home competitions.
  - Occasional Meals are classified as meals that can be linked to a specific special occasion (e.g., holiday, birthday, academic recognition) as opposed to meals linked with practice or competition (these are meals incidental to participation)

**Reminder!**
- **TEAM ENTERTAINMENT CAN ONLY TAKE PLACE DURING THE 20 HOUR SEASON!**
Please submit these no later than one week prior to the event. Submitter, head coach and sport administrator will receive an email from Chandra when the event is approved.
Playing and Practice Logs
P & P Logs

- Submitting Cara Logs in ARMS is a multi-step Process
- **Step 1: Set up daily events in Team Calendar**
  - Go to TEAM > TEAM CALENDAR
  - Click Add Event
Participants can be selected from any roster or smart group. To create a new smart group go to Roster > Add Smart Group

Events can be labeled as recurring to save time!

You may enter the time duration for all events; system will automatically count all events labeled as competitions as three hours; regardless of what you manually log

Then save event!
Once events have taken place, mark event as complete. Events are highlighted in orange until they have been marked complete.

You **MUST** complete events in order to include them in the playing/practice log submission.
## Submitting P & P Logs

Go to **COMPLIANCE > PLAYING AND PRACTICE LOGS**

|-----|---------------------|----|---|--------|----|------------|---------------|--------|--------|

To make corrections to participants or hours, you must **go back** to the team calendar section.

**ALWAYS** click on details to double check that your totals are correct. The system auto pulls the hours based on what you have completed in your team calendar.

Once you submit, you **cannot** reopen and edit those individual dates. If you make an error please email Compliance and specify which log you need reopened.
Logs are generated biweekly. After a coach submits, ARMS randomly selects a student-athlete who will need to log in to ARMS to approve only their individual hours.

This log has been submitted by the coach, but not approved by the SA. Compliance cannot approve this log until that step is done.

To see which SA as been assigned a log, click on details. This information appears under student-athlete status on the right hand side.
P & P Logs REMINDERS

- Teams should have a schedule for logging in, editing events and marking them as complete.
- Playing and Practice season logs should be submitted immediately after a biweekly period expires to ensure students are able to accurately remember which events they participated in.
- Please make sure your student-athletes are diligent in their efforts to review CARA hours.
- Please be aware of any potential violations by clicking on COMPLIANCE > CARA VIOLATIONS
  - *Many times these are only POTENTIAL violations, once examined, compliance can override*
Official and Unofficial Visits
ARMS Forms Reminders

Unofficial Visit Form

- Complete form AFTER visit (Itinerary, PSA and Host declaration forms) – we are unable to approve Concur reports until this is received.

- You must submit the Unofficial Visit Form Workflow. If you log a visit directly on the recruit’s page, it will not transfer to compliance/the unofficial visit form.
Official Visits

- Pre Official Visit form – submit at least 5 – 7 business days in advance of visit (MUST have already submitted Admissions Cover Sheet).
- **NEW:** You can now link the transcripts and test scores directly from the recruits profile page.
Official Visits- Flights

■ Flights for Official Visits- NEW
  • You MAY purchase the flight through Concur or via Anthony Travel via phone prior to compliance approving the visit
  • Reminders
    • You are highly encouraged to wait for an Admissions decision prior to booking travel
    • Visits need to occur within a 48 hour window
    • If PSA wants to stay in town longer than the 48 hours, we can only pay for one leg of the trip
    • Watch out for Dead Periods!

• EXCEPTIONS- Flights over $500 and International Flights
  • Please utilize the “Reserve and Hold” function in Concur and turn in a Travel Request Form to ath_finance@gwu.edu with your sport administrator’s signature or email approval
Post Official Visit Form

• Post Official Visit form – you can launch yourself in ARMS workflow - Please complete and turn in all receipts and FORMS within a week of the visit.
  ▪ If original itinerary changed, please upload revised itinerary of what actually took place during the visit. If not, please upload the original itinerary.
  ▪ Jamie will email you a print out of the GWorld receipts from the visit and detailed instructions.
Reminders
ARMS Forms Reminders

Contacts/Evaluations

1. Make sure to update ARMS as soon as contact and/or evaluation occurred. Only log activity for (days) in which it occurred.
2. Use quick evaluation for tournament.
3. Should be as accurate as possible for evaluations.
4. We are unable to approve Concur reports until these are logged.
Checking Your Recruiting Activity
Go to Compliance > Recruiting Activity

When submitting a Concur report, please double check that you have logged recruiting activities that match your expenses. This tool provides a quick way to check all of your recruiting activity.

<table>
<thead>
<tr>
<th>Sport</th>
<th>Recruit</th>
<th>Grad Year</th>
<th>Activity Type</th>
<th>Location</th>
<th>Date</th>
<th>Coach</th>
<th>C/E Total</th>
<th>Notes</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women’s Cross Country</td>
<td>Nohilly, Brooke</td>
<td></td>
<td>Off-Campus Contact</td>
<td>Van Cortlandt Park, Bronx, NY</td>
<td>8/5/2016 11:00AM</td>
<td>Weir, Terry</td>
<td>1 of 7 (Contact # 1)</td>
<td>Met with Brooke and her parents Tom...</td>
<td>View</td>
</tr>
<tr>
<td>Women’s Cross Country</td>
<td>Koesters, Katie</td>
<td>2018</td>
<td>Evaluation</td>
<td>Greensboro, NC</td>
<td>6/18/2016 2:30PM</td>
<td>France, Chelsea</td>
<td>1 of 7 (Eval # 1)</td>
<td>New Balance Nationals</td>
<td>View</td>
</tr>
<tr>
<td>Women’s Cross Country</td>
<td>Florida, Morgan</td>
<td>Morgan</td>
<td>Evaluation</td>
<td>Greensboro, NC</td>
<td>6/18/2016 2:30PM</td>
<td>France, Chelsea</td>
<td>1 of 7 (Eval # 1)</td>
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<td>View</td>
</tr>
</tbody>
</table>
ARMS Forms Reminders

■ Telephone Calls
  1. Should be logging ALL outgoing calls – use APP
  2. Assists in ensuring you are not calling a PSA who is not permitted to receive the call.

■ Emails
  1. Use ARMS to send emails and/or use ARMS dropbox option.
  2. Be sure to use “compliance exception” if camp or questionnaire email is sent.
  3. If you respond to an email from a PSA who is not eligible to receive an email DO NOT include language that would trigger recruitment (e.g., have email with rules and questionnaire only).
Possible ARMS Violations

• Check regularly to see if program has potential recruiting or practice violations.

• Click on COMPLIANCE then either RECRUITING VIOLATIONS OR CARA VIOLATIONS

• Many times these are only POTENTIAL violations, once examined, the Athletics Compliance Office can override.
ARMS Staff Presentation Feedback

■ Student Tickets Function
■ Team Awards/Gift Purchase form
■ Camps/Clinics
■ Email Templates
■ Any other Questions/Concerns?
QUESTIONS?