

A large, stylized red spider logo is centered on the page. The spider has eight legs, with the front two legs raised and the back two legs extended downwards. The body is a solid red oval shape.

University of Richmond
Head Coaches'
Sport Administration
Handbook

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Updated August 2009

University of Richmond
Head Coaches' Sport Administration Handbook
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University of Richmond

Head Coaches' Sport Administration Handbook

Section 1. *Responsibilities and Expectations of Head Coaches*

Head Coaches are responsible for advancing the Department of Athletics' mission statement and goals as outlined in the *University of Richmond Athletic Strategic Plan* (Exhibit 1) and complying with the *Department of Athletics' Code of Conduct* (Exhibit 2).

Head Coaches are responsible for administering all aspects of the program under his or her charge, including team & individual instruction, recruiting, making grant-in-aid recommendations, scheduling, making travel arrangements, requisitioning equipment, supervising assistants & volunteers, monitoring academic progress of student-athletes, completing required NCAA documents, attending to Atlantic-10 responsibilities, and fulfilling such other duties as assigned.

Performance expectations for each Head Coach are outlined in the *Performance Feedback and Development Tool* (Exhibit 3). Head Coaches' job descriptions and expectations are outlined in the *Head Coaches' Job Description/Performance Expectations* (Exhibit 4).

Section 2. *Student-Athletes*

Pursuant to the Department of Athletics' mission statement, one of your primary goals is to provide our student-athletes with a positive collegiate experience. Student-athletes are expected to comply with all university rules and regulations for conduct as well as the *General Policies and Standards of Performance for Student-Athletes* (Exhibit 5).

Section 3. *Assistant Coaches/Volunteers*

Assistant Coaches

Assistant Coaches report to their respective Head Coach. They are responsible for complying with all NCAA Rules & Regulations, University Policies as well as the *Department of Athletics' Code of Conduct*. The hiring of all Assistant Coaches must approved by the appropriate Sport Administrator and coordinated through the Assistant Director of Athletics/Business and in conjunction with the Department of Human Resources.

Assistant Coach Hiring Procedure

When hiring Assistant Coaches, Head Coaches must follow the Athletic Department and university hiring procedures (Exhibit 6 – *Employment*)

Guidelines). All offers of employment are contingent until verified there are no NCAA major violations and/or issues on their criminal background check.

Volunteer Coaches and Staff Members

All Volunteer Coaches and staff members must be approved for employment by each sport's Sport Administrator and the Assistant Director of Athletics/Compliance. Additionally, all Volunteer Coaches must undergo a criminal background check with Human Resources before they commence working for the department in any capacity. All criminal background checks are coordinated through the Assistant Director of Athletics/Business following this procedure:

1. Head Coach gains approval from the appropriate Sport Administrator.
2. Head Coach informs the Assistant Athletic Director/Business of the name of the prospective volunteer.
3. The Assistant Athletic Director/Business provides the volunteer with a *Volunteer Courtesy Appointment Letter*.
4. The Assistant Athletic Director/Business directs the volunteer to take a photocopy of their *Volunteer Courtesy Appointment Letter* to Human Resources. Human Resources will retain a copy of this letter.
5. Human Resources conducts a criminal background check.
6. Once the background check is completed and it is determined there are no issues, Human Resources will issue the volunteer a blue temporary ID card.
7. The Assistant Athletic Director/Business instructs the volunteer to speak with Assistant Athletic Director/Compliance regarding any NCAA rules. No volunteer may engage in official departmental affairs until it is verified there are no NCAA major violations and/or issues on their criminal background check.

Section 4. *Compliance*

General Principles

Head Coaches are expected to comply with all university, applicable association and NCAA rules & regulations. All required paperwork must be completed as instructed by the Assistant Director of Athletics/Compliance and/or the respective Sport Administrator. All Head and Assistant Coaches are expected to report all potential and/or known violations of NCAA rules. The Department of Athletics will report all violations of NCAA rules regardless of severity. Repeated violations could result in disciplinary actions, including a recommendation for no salary merit increase and/or a recommendation for termination. In situations where the NCAA requires the University to pay a fine for an eligibility violation, the amount of the fine may be deducted the amount of the fine from the Head Coach's camp/clinic expenses, salary, or respective sport budget.

Should coaches have questions regarding any rules and regulations, they should consult the Assistant Director of Athletics/Compliance and/or their respective Sport Administrator.

Each Head Coach will be required to sign a *Statement of Agreement of Rules Compliance* (Exhibit 7).

Policies and Procedures for Investigating and Self-Reporting NCAA Rules Violations

All University staff members are required to report any potential violations of NCAA, Atlantic-10, or University regulations concerning intercollegiate athletics to a member of the Compliance Office. In addition, all individuals associated with the University of Richmond are expected to fully cooperate with any review, whether conducted by a member of the Compliance Office, outside counsel, an Atlantic-10 official, or the NCAA.

Any Athletics Department staff member found to have knowingly violated an NCAA regulation is subject to the termination of his or her employment. Any student-athlete found to have been knowingly involved in a major NCAA rules infraction is immediately declared ineligible and no appeal will be made by the University for the restoration of his or her eligibility.

If an individual, defined by NCAA regulations as a representative of the University's athletics interests, knowingly violates any NCAA regulation, that individual may be officially disassociated from the University for a period of time determined by the Director of Athletics after consulting with the President and the Assistant Director of Athletics/Compliance.

Investigating Potential Major Violations

When information is received by a member of the Compliance Office that could reasonably cause concern as to whether a violation of NCAA, Conference, or University regulations has occurred, the following process shall take place:

1. The Director of Athletics, Deputy Athletic Director, and the appropriate supervising Athletic Department staff member are informed as soon as possible.
2. The Assistant Director of Athletics/Compliance, Deputy Athletic Director and Director of Athletics determine whether additional University staff members should be included in the deliberations (i.e., the President, Faculty Athletics Representative and/or University Counsel) and then determines how best to investigate the situation.
3. An investigation is conducted or coordinated by the Compliance Office and findings are reported to the Director of Athletics and appropriate University staff members.

4. If the investigation reveals no violation of NCAA, Conference, or University regulations, such finding is documented by the Assistant Director of Athletics/Compliance.

Reporting Violations

1. If the investigation reveals that a secondary violation of NCAA regulations occurred, the Athletic Department may, with input from appropriate Athletic Department and/or University staff members, impose penalties and the Assistant Director of Athletics/Compliance reports the violation to the NCAA Enforcement Staff and/or the Conference Office.
2. Any student-athlete or prospective student-athlete involved in a secondary violation of NCAA regulations is immediately declared ineligible and, after consulting with the Conference Office and assessing its own penalty on the ineligible student-athlete or prospective student-athlete, the University may appeal to the NCAA Student-Athlete Reinstatement Staff for restoration of the student-athlete's or prospective student-athlete's eligibility.
3. If a violation could be classified as a major violation, the President, Faculty Athletics Representative, and the University Counsel are immediately informed. The University Counsel consults with the Director of Athletics, Deputy Athletic Director and Assistant Director of Athletics/Compliance and assists in the investigation and reporting process. When the investigation has been completed, the University submits to the NCAA and Conference Office a detailed report which sets forth specific reasons that justify the NCAA Enforcement Staff accepting the University-imposed penalties and foregoing the required penalties set forth in the NCAA enforcement procedures.
4. If the investigation reveals that a violation of Conference regulations occurred (no NCAA violation), the violation is reported to the Conference Office and, in consultation with Conference officials, appropriate remedial actions are taken.
5. If the investigation reveals that a violation of University (no NCAA or Conference violation) policy occurred, the violation is handled in accordance with University of Richmond policies and procedures.
6. Should the Athletics Department, the University, or the NCAA impose sanctions on any Athletics Department or University staff member, representative of the University's athletics interests, or Student-Athlete, the Assistant Director of Athletics/Compliance oversees the implementation of those sanctions and files the appropriate documentation with the NCAA.
7. Any staff member involved in a secondary violation is required to have a meeting with the Assistant Director of Athletics/Compliance and

appropriate Athletics Department staff members to discuss the nature of the violation and to seek advice as to future preventative measures.

8. The Assistant Director of Athletics/Compliance maintains a log of all NCAA violations (major and secondary) that is made available to the President upon request.

For a detailed description of all policies and procedures pertaining to compliance, please see the University of Richmond Compliance Manual.

Section 5. *Financial Responsibilities*

General Principles

Head Coaches should adhere to the budget line items developed in conjunction with their respective Sport Administrator. Head Coaches may transfer funds from one line item to another only after consulting with their Sport Administrator. Any overages in the budget at the end of a fiscal year will be considered in the each Head Coach's *Performance Feedback and Development Tool*. Unapproved overages could result in a recommendation for no salary merit increase. The amount of the unapproved overages could be deducted from the following year's sport budget, applied to Head Coaches' camp/clinic expenses, and/or subtracted from an earned performance bonus award.

Tentative Budgeting Timeline

Head Coaches, in consultation with the appropriate Sport Administrator and/or Assistant Director of Athletics/Business, will assist in developing and maintaining their sport budget on an annual basis as follows:

- Fall – Head Coaches submit an estimated budget for the following year to their respective Sport Administrator for requested line items to include team travel, post season travel, employee travel, recruiting and equipment. When estimating team travel, post season travel and employee travel, Head Coaches complete and submit budgeting worksheets as provided for their Sport Administrator (Exhibit 8 – *Team, Employee & Post-Season Travel Worksheet*).
- Spring – Head Coaches receive their budgets for the following year from their Sport Administrator and/or the Director of Athletics/Business.
- Prior to Finalization of Team Travel Arrangements – Head Coaches provide their respective Sport Administrator with updated team travel worksheets based on a finalized schedule. Sport Administrator must approve team travel budgets before final travel arrangements can be made.

Head Coaches must consult with and get approval from their respective Sport Administrator and/or the Assistant Director of Athletics/Business by resubmitting

the appropriate *Team, Employee & Post-Season Travel Worksheet* before any major changes to the approved team travel budget will be made.

Section 6. *Scheduling of Practice and Games / Game Contracts*

General Scheduling Principles

Head Coaches should be supportive of their student-athletes' academic pursuits. To this end, coaches should schedule practice and/or competition to minimize interference with classes and exams. Student-athletes should be encouraged to contact his or her instructors in advance of class absences to ensure that all academic obligations are met.

All final schedules must be approved by the Sport Administrator as well as the Assistant Director of Athletics/Compliance.

All campus activities including practices and teambuilding exercises must be approved in advance by the Sport Administrator in advance. Depending upon the activity, a waiver may need to be signed by each student-athlete involved in the activity (Exhibit 9 – *Waiver of Travel Liability*). Head Coaches should keep a copy on file.

Schedules should reflect the each team's level of play and designed to put the team in a position to gain NCAA post-season play. All away contests (excluding conference contests) that require flight travel must be approved by the appropriate Sport Administrator using the specified timeline outlined in Section 5.

One week prior to departure for away competitions, team travel itineraries must be submitted to the appropriate Sport Administrator, the Assistant Director of Athletics/Compliance as well as the Assistant Director of Athletic/Academics for approval. Travel itineraries must include departure times, return times, all names in staff travel party, player roster list, hotel contact information, schedule of events, Head Coach's cell phone number. This itinerary with travel roster must be approved with a signature from the Assistant Athletic Director/Compliance (Exhibit 10 – *Roster Signature Sheet*).

Official Competition Scheduling Coaches' Guidelines

- ✓ Competition Schedules must meet regulations outlined in NCAA Bylaw 17.
- ✓ All scheduled competitions – excluding post-season competition – must have student-athletes missing **no more than 10% of class time** due to travel and competition (i.e. 3 MWF classes and 2 MW, TH, WF, and MH classes with half days defined as any departure after 12:00 p.m.)
- ✓ No non-conference away competition should be scheduled on a weekday within the term's first week.
- ✓ No weekday home competition will be scheduled to begin before 2:30 p.m.
- ✓ Student-athletes should not miss class for competition during non-championship seasons.

- ✓ Student-athletes should not miss class for team meetings or team meals prior to home games without approval from your sport administrator.

Note: Any exceptions from the above written guidelines must be approved by the appropriate Sport Administrator, Assistant Director of Athletics/Compliance and the Assistant Director of Athletics/Academics.

Class Absences Approval Process

Each Sport Administrator and/or the Assistant Director of Athletics/Business will provide the Assistant Director of Athletics/Academics with a summary of the estimated missed classes for each team based on *Team, Employee & Post-Season Travel Worksheet* submitted by Head Coaches during the budgeting process. The Assistant Director of Athletics/Academics will review and notify the appropriate Head Coach and/or Sport Administrator when modifications need to be made to the schedule based on the above *Official Competition Scheduling Coaches' Guidelines*.

The Assistant Director of Athletics/Academics generates a memorandum indicating all dates a student-athlete could miss class for regular and possible post-season competition during a given semester. This memorandum is distributed to the appropriate academic and residential deans as well as to the Head Coach who will distribute to their student-athletes with instructions to give it to their professors.

Head Coaches must receive approval from the Assistant Director of Athletics/Academics, their Sport Administrator and the Assistant Director of Athletics/Compliance if changes to submitted travel itineraries or travel roster need to be made.

Game Contracts

Game contracts will be completed by the Sport Administrator once the team travel financial breakdown has been approved.

Section 7. *Event Management*

The management of all home contests will be organized through the Coordinator of Facilities & Events. An administrative staff person will be designated as the "game administrator" for all home contests. All questions or issues that arise during home contests should involve the on-site "game administrator". A card with the appropriate contact people in case of emergencies will be provided to each Head Coach and administrative staff by the Coordinator of Facilities & Events.

Section 8. *Facility Usage*

All uses of facilities for University sponsored events and by outside groups should be in accordance with the Athletic and Recreational Policies and approved in advance by the Coordinator of Facilities & Events (See Section 17).

Section 9. *Team Rules*

All team rules should reflect the core values of the University and Department of Athletics and must be consistent with the *Department of Athletics Code of Conduct* and *General Policies & Performance Expectations for Student-Athletes*. Team rules must be approved and filed with the appropriate Sport Administrator. Once filed, any changes in team rules must be approved by the Sport Administrator.

Section 10. *Support Services*

Head Coaches are expected to partner with all support services staff including, but not limited to, academic support, compliance, marketing, fund raising, sports information, video services, ticket office, and the business office. Concerns surrounding support services should be directed to the supervisor of the department in question and to the Head Coach's respective Sport Administrator.

Section 11. *Coaches' Role in the Academic Process*

Coaches must be committed to academic success of all student-athletes by:

- recruiting prospective student-athletes who have a legitimate chance and interest in succeeding academically
- understanding the University's admissions policies & procedures and how they relate to NCAA eligibility standards
- understanding that all commitments (verbal or in writing) to prospects are contingent upon official acceptance to the University
- working closely with Academic Support Services to ensure each student-athlete receives appropriate assistance and guidance
- demonstrating an appreciation of the value and importance of higher education in general and, in particular, the obtainment of an undergraduate degree from the University of Richmond
- implementing team policies that validate his/her commitment to academic success (i.e. class attendance, scheduling of contests)

Coaches must also ensure that their conduct is appropriate and in accordance with all applicable NCAA and University rules & regulations. Therefore, the following guidelines have been established to assist Coaches in defining their role in the academic process.

1. Academic advising of student-athletes is the responsibility of each student-athlete's designated academic advisor and the Athletic Department's academic support staff. Head and Assistant Coaches are not to be involved in the academic advising of student-athletes.
2. It is the Head Coach's responsibility to assist the Athletic Department's academic support staff and the student-athlete's academic advisor.

Coaches should encourage student-athletes to seek advice and counsel from the Department of Athletics Academic Support Staff and/or the appropriate University personnel (i.e. faculty advisor).

3. Coaches are expected to be committed to the academic progress of their student-athletes and seek information from the Department of Athletics Academic Support Staff and/or the appropriate University personnel.
4. Coaches should not initiate contact with instructors regarding a student-athlete's progress in a course. All communication with faculty must proceed through the Department of Athletics' Academic Support Staff. Coaches who are contacted by an instructor should provide any appropriate information, but not make any efforts that might be construed as attempts to influence that instructor with regard to the student-athlete's grade or academic expectations. Contacted Coaches should inform the Academic Support Staff. Contact with a Professor or Dean initiated by a coach regarding student-athlete's academic matters will be governed by a policy developed by the faculty members of the athletic council and approved by the Provost and Director of Athletics.
5. Head Coaches should support their student-athletes' academic pursuits by instituting team policies in areas such as minimum grade point averages, class attendance, and flexible practice schedules.
6. Coaches must not engage in the review of Student-Athletes' University academic work to enhance their grade. Coaches, Assistant Coaches, Directors of Operations, and Managers are allowed to monitor the student-athletes while they work and to ensure that all assignments are completed. However, they may not complete assignments or provide information for, or edit assignments. They also may not type a paper hand-written by a student-athlete. Athletic Department employees may not help clarify questions or provide answers for any take-home tests or other such assignments. If a student-athlete is to complete a class assignment individually, he or she may not receive help from another student-athlete in the class. Moreover, athletic staff members should not encourage or facilitate this relationship in order to improperly support a student-athlete.
7. Coaches need to be aware of University rules and regulations and state and federal laws regarding student-athlete privacy issues (FERPA). Coaches may not comment publicly regarding the academic record and/or status of prospective student-athletes or current student-athletes.
8. Coaches cannot teach for-credit classes without approval of the Provost and the Director of Athletics.
9. Student-athletes cannot take classes for credit that are taught by Athletic Department staff without approval from the Provost and the Director of Athletics. Grades from the classes taught by coaches cannot be used to obtain future eligibility for Student-Athletes.

Section 12. *Recruiting*

Coaches must conduct themselves with honesty and integrity and reflect the core values of the Department of Athletics throughout the recruiting process. All recruiting efforts must be conducted in accordance with the University and Department of Athletics' admissions policies & procedures at direction of the Department of Athletics' Admissions Coordinator. Please refer to the *Department of Athletics' Compliance Manual* for detailed information regarding recruiting.

Sections 13. *Athletic Grants-in-Aid*
General Principles

All recruited student-athletes should reflect the values of the University of Richmond Department of Athletics. Athletic grant-in-aids should primarily be used to recruit quality student-athletes to the University of Richmond.

The Department of Athletics provides athletically related financial aid to student-athletes on an annual basis, renewable per NCAA and University rules. Financial assistance is provided to student-athletes to fulfill the requirements of a baccalaureate degree in his/her major to be completed within eight semesters and approved summer school.

Student-athletes who have not exhausted their eligibility in four years (i.e. medical hardship, redshirt, transfer) may receive athletically related financial aid in their ninth and/or tenth semesters with the approval of the Sport Administrator and Summer School/Degree Completion Committee.

Athletic Aid Increase Policy

If a Coach seeks to recommend a scholarship increase to a current student-athlete, the student-athlete must have:

- conducted himself or herself in accordance with all NCAA and University regulations, Department of Athletics' Code of Conduct and General Policies and Performance Expectations for Student-Athletes, and all team rules.
- significantly contributed to the team's success
- met the following cumulative grade point averages and is in good standing with the University of Richmond:

Entering 2nd year: 2.0
Entering 3rd year: 2.2
Entering 4th year: 2.4*

* "C" slot student-athletes below a 2.4 cumulative grade point average entering their 4th year may be eligible to receive a scholarship increase pending approval by your sport administrator.

When making an initial scholarship offer to a prospect, Head Coaches may advise the prospect of their intent to recommend a scholarship renewal and/or increase in future years. In cases where future scholarship increases are discussed with prospects, Head Coaches must follow the parameters below:

1. All anticipated future scholarship recommendations must be discussed with and approved by the appropriate Sport Administrator before an understanding regarding future recommendations may be communicated to a prospect.
2. All written correspondences with prospects discussing future scholarship recommendations must be approved by your Sport Administrator and the Assistant Athletic Director/Compliance.
3. All Coaches making written offers which include discussion points surrounding the recommendation of future scholarship increases must use language that specifically includes the following information:
 - a. NCAA rules require that all athletic grant-in-aids are one-year awards (NCAA Bylaw 15.3.3.1). By July 1 of each year, the Department of Athletics makes a recommendation to the University's Financial Aid Office for renewal, non renewal, reduction or increase of your athletic grant-in-aid.
 - b. Final decisions on future athletic grant-in-aid amounts are reviewed annually by your Head Coach and the Department of Athletics and will be based on your on- and off-field performance. Your Head Coach and the Department of Athletics reserve the right to recommend renewal, non renewal, reduction or increase regardless of previous discussions regarding your athletic grant-in-aid increase with your Head Coach. [Please note that NCAA rules prohibit the Department of Athletics from guaranteeing you athletic grant-in-aid awards and/or increases over the next four years].
 - c. In order to be considered for a potential athletic grant-in-aid increase, student-athletes must, at a minimum, meet the Departmental guidelines for scholarship increases. This policy states that the following three conditions must be met: (a) The student-athlete shall have conducted himself/herself in accordance with all NCAA and University regulations, Department of Athletics' Code of Conduct and General Policies and Performance Expectations for Student-Athletes, and all team rules; (b) The student-athlete shall have significantly contributed to the team's success (i.e. must have started and/or earned considerable playing time in the traditional/championship season); and (c) The student-athlete shall have met the following GPA requirement and be in good standing with the University of Richmond: entering 2nd year – 2.0; entering 3rd year – 2.2; entering 4th year – 2.4) Deviations from this policy are rare and must be approved by the Director of Athletics in writing.
 - d. All recommendations for athletic grant-in-aid increases by your Head Coach are pending approval by the Director of Athletics and the University's Financial Aid Office.
4. On a case by case, basis Head Coaches will be permitted to verbally discuss future scholarship increase recommendation with prior approval from the Sport Administrator. In such cases, the Assistant Director of

Athletics/Compliance will provide prospects with a detailed letter that accompanies their National Letter of Intent and Grant-In-Aid agreement. A copy of this letter will be on place on file with the appropriate Sport Administrator, Assistant of Athletics/Compliance and with the Head Coach.

If the Head Coach does not follow the above procedure, the Department of Athletics reserves the right to not honor a Head Coach's verbal commitment regarding future scholarship recommendations to prospective or current student-athletes.

Scholarship Non-Renewals or Reductions General Principles

Student-athletes who are not fulfilling their academic and/or athletic team obligations must be properly warned and provided an opportunity to correct their situation. For student-athletes who do not fulfill the obligations of the team and/or violate team rules, the *Department of Athletics Code of Conduct*, or the *General Policies and Performance Expectations for Student-Athletes*, the Head Coach may recommend dismissal of the student-athlete from the team and/or recommend a reduction or non-renewal of their athletic award.

All recommendations for non-renewal of a student-athlete's athletic award must adhere to the guidelines established by the Department of Athletics (*Exhibit 11 – Procedure for Non-Renewal or Reduction of Athletically Related Financial Aid*).

Section 14. *Summer School*

Only student-athletes receiving an athletic grant-in-aid are eligible for Summer School Funding. Student-athletes receiving financial aid support in lieu of grant-in-aids can receive support through the Student-Athlete Opportunity Fund; these student-athletes are still subject to the same procedures and guidelines as grant-in-aid student-athletes. To be considered for funding, student-athletes must complete a Summer School Application along with a written justification as to the need for funding to the Assistant Director of Athletics/Academics. All required materials must be submitted prior to an announced deadline. Student-athletes will be notified by the Assistant Director of Athletics/Academics as to whether funding was granted.

Summer School Funding is strictly limited, thus it will be awarded to student-athletes on a priority basis. Only those scholarship student-athletes who meet the following ranked criteria will be considered by the Summer School Committee for funding:

1. Those who must attend Summer School to remain eligible per NCAA and/or University of Richmond rules.
2. Those who must attend Summer School in order to graduate in eight (8) semesters. (Those requests that may be approved are only for rising seniors entering their 7th and 8th semesters respectively and are conditional upon available funding.)

3. All those who have reasons deemed appropriate by the Summer School/Degree Completion Committee and/or the Director of Athletics.

(Summer School funding will not be awarded for graduate school classes or classes associated with a second major, second degree, or optional minor. Student-athletes can be held liable for costs associated with courses that are dropped during summer sessions.)

Section 15. *Squad Size*

All teams must adhere to the roster limit/targets that have been established by the Department of Athletics. Squad size limits will be established during the spring semester prior to the start of each academic year. Any variance to these numbers must be approved in advance by the Sport Administrator.

Section 16. *Team Travel*

All team travel should be in accordance with the Department of Athletics policies and procedures. Student-athletes should receive the equivalent of the Department's approved per diem and should reside in hotels equivalent to the quality of their campus housing situation.

While traveling, Head Coaches, Assistant Coaches and team members should conduct themselves in a manner that is consistent with University rules and regulations. The safety and well being of student-athletes should be top priority in decisions regarding travel. Student-athletes not traveling with the team for any leg of the transportation may only be released per Department rules and regulations (Exhibit 9).

The team travel size shall be determined by the Head Coach and Sport Administrator. For overnight trips and trips that require flights, the team travel size should be consistent with the Atlantic-10 travel squad sizes unless approved by the appropriate Sport Administrator.

One week prior to departure for away competitions, team travel itineraries must be submitted to the appropriate Sport Administrator, the Assistant Director of Athletics/Compliance as well as the Assistant Director of Athletic/Academics for approval. Travel itineraries must include departure times, return times, all names in staff travel party, player roster list, hotel contact information, schedule of events, Head Coach's cell phone number. This itinerary with travel roster must be approved with a signature from the Assistant Athletic Director/Compliance (Exhibit 10 – *Roster Signature Sheet*).

Section 17. *Camps / Clinics & Outside Group Sponsorship*

Camps / Clinics

Head Coaches are required to review and sign a University approved contract prior to engaging in a University summer camps as well as day camps and clinics

conducted during the school year. Summer camp contracts are sent to Head Coaches and reviewed each fall. For day camps and clinics conducted during the school year, you must be submitted to Director of Camps and Conferences as well as the appropriate Sport Administrator. The Director of Camps and Conferences will distribute contracts for each event.

Head Coaches' involvement in private camps and clinics must be approved by their respective Sport Administrator in advance and must adhere to University and NCAA rules and regulations.

Outside Group Sponsorship

All outside groups wishing to conduct activities using University of Richmond and Athletic Department Facilities must be endorsed by an Athletic Department employee. A paid staff person must be present to supervise during all activities. This staff person will be appropriately compensated by the outside group. All facilities required must be reserved through the university's online reservation system by the Coordinator of Facilities & Events. All facilities usage expenses are the responsibility of the outside group (i.e. custodial fees, security) through an account set up through the Assistant Director of Athletics/Business. Rental fees for facility usage will be communicated to any outside group at the time of the inquiry. Additionally, the Head Coach or Coordinator of Facility and Events is required to do the following:

1. Complete *Camps, Clinic, Outside Group Sponsorship Approval Form* (Exhibit 11). Detailed information of the event of group must be included in the space provided (i.e. practice or contest, prospect aged individuals, affiliation or club name)
2. Obtain signature and approval from the Coordinator of Facilities and Events verifying that all facilities required will be available and discuss any additional facility issues
3. Obtain signature and approval from the Assistant Athletic Director/ Compliance verifying activities meet NCAA rules and guidelines
4. Obtain signature and approval their Sport Administrator
5. Obtain signature and approval from the Assistant Director of Athletics / Business setting up all necessary accounts
6. One copy will be kept on file by the Head Coach and their Sport Administrator

Section 18. *Office Hours*

Head Coaches are expected to be available in person, by phone, or by email throughout normal work hours. Phone numbers should be left with secretaries and/or the Sport Administrator. Coaches are expected to be in their office between the hours of 10 AM and 1PM during regular business days when not representing the department on out of the office business.

Section 19. *Professional Development*

All professional development activities must be approved in advance by the Sport Administrator. Extended leaves of absence must be approved by the Sport Administrator in advance and must adhere to the University's rules and regulations. Should the professional development of a coach negatively impact his/her team, the Sport Administrator reserves the right to deny this request.

Section 20. *Year End Dinner / Banquet and Awards*

Sport teams will be permitted to have one Year End Dinner/Banquet and provide awards to student-athletes in addition to Department of Athletics' awards provided as long as:

1. The funding to conduct such an event is budgeted or raised before planning begins.

Funds may not be budgeted for these activities on an annual basis. Outside funds may need to be raised to pay for these dinner/banquets prior to the event. However, fundraising activities must be coordinated per departmental policy. All awards should be approved by your Sport Administrator.

2. The combined cost of the Year End Dinner/Banquet and awards does not exceed \$20 per student-athlete and coach. The number of student-athletes may not exceed your approved roster target/limit. All other staff including trainers, managers, etc. must be subsidized out of the \$20 per student-athlete and coach.
3. All Year End Dinners/Banquets and awards must be approved by the Assistant Director for Compliance and the appropriate Sport Administrator in advance using the *Team Banquet/Award Pre-Approval Form* (Exhibit 12). Any awards provided by an individual sport should comply with NCAA rules and be consistent with all Department of Athletics awards.

Section 21. *Letter Award and Championship Rings/Awards*

Letter Awards

Student-athletes will qualify for the appropriate letter award if they are in good academic standing with the University and have completed their full traditional season of participation in good standing with the policies of his or her sport and the Department of Athletics. Letter awards will be determined by the Department of Athletics. The value of the letter award must be included in the annual participation award limit for each Student-Athlete per NCAA rules.

Championship Award Policy

In recognition of winning team conference championships and/or participating in NCAA season play, coaches, appropriate support staff (determined by the Sport Administrator) and student-athletes qualifying for a letter award will receive a commemorative ring or other item approved by the Head Coach and Sport Administrator in honor of their accomplishments. Student-athletes who participate as an individual in NCAA post season play may receive item approved by the Head Coach and Sport Administrator.

Rings may be provided to donors, athletic and university staff if approved by the Director of Athletics.

The Assistant Director of Athletics/Senior Woman Administrator or Sport Administrator will oversee the award Letter/Championship Award process.

Section 22. *Fund Raising*

General Principles

The Department of Athletics solicits financial support for its intercollegiate athletics program in accordance with University, Atlantic-10 Conference, Colonial Athletic Association, and NCAA regulations. Annual fund raising efforts are generally handled by the Spider Club. All fund raising efforts must be approved by the Director of Athletics.

All gifts, including gifts-in-kind, received by departmental staff members from outside donors should be turned over immediately to the Director of Athletics, or his designee in the athletic business office or Spider Club. Monetary gifts are deposited directly into the appropriate account. All gifts-in-kind must be appraised before received.

All coaches and staff members should exercise caution when accepting gifts on behalf of the Department to avoid accepting donations that might be construed as personal gifts or which are against guidelines established by the University or NCAA regulations.

Parent contributions (gifts, meals, commemorative tokens, apparel, etc.)

Donors/Parents may not pay for, purchase, or arrange for any items to be given directly to the team or for a student-athlete's use. All donations (cash and material items) made by donors/parents must be provided to the Athletic Department staff and/or be deposited in the appropriate Athletic Department account (i.e. annual Spider Club fund, Spider Athletic Initiative unrestricted account or designated account for your particular sport). This includes monetary contributions to team meals on the road. All donations (cash or materials) must be recorded properly within the athletic department (i.e. notifying the appropriate Sport Administrator, Spider Club and business office).

Section 23. *International Trips*

Requests for international trips and any fund raising efforts to support foreign trips must be in accordance with NCAA Bylaws (17.30 and 30.7) and approved by the appropriate Sport Administrator and the Deputy Director of Athletics. All international trips must follow University as well as the Office of International Education guidelines for trips abroad.

Head Coaches are required submit a comprehensive proposal to their sport administrator outlining anticipated costs, trip itinerary, and an explanation of how funding will be secured.

The Department of Athletics will not provide funding from athletic budgets to offset the cost for international trips including travel expenses for any department staff members. Head Coaches and teams will be permitted to generate funds through approved fund raising activities and/or through camps/clinics only. Note, Coaches will not be permitted to solicit funds from donors (e.g., parents, booster, and corporate partner) without specific approval by the appropriate Sport Administrator.

Any deviations from these guidelines must be approved by the Director of Athletics.

Trip Proposal Coaches Checklist:

- ✓ Brief summary outlining the benefits how this specific trip will benefit your program and contribute to the goals of the department's strategic plan
- ✓ Itinerary of trip
- ✓ Comprehensive Budget Breakdown
- ✓ Explanation of Funding Source or Fundraising Activity
- ✓ List of University of Richmond Staff members to travel with team

Section 24. *Complimentary Tickets*

There is a set number of complimentary tickets available for away competitions. The Director of Athletics or his designee will establish the numbers of complimentary tickets that will be made available for the team and coaching staffs (Exhibit 12). Head Coaches or a designated coaching staff member will be required to indicate the recipients of each complimentary admission. Tickets requested over and above the designated complimentary total must be approved by the Deputy Athletic Director prior to the away competition. Additional information regarding complimentary tickets may be found in the *Compliance Manual*.

Section 25. *Outside Employment/Benefits*

Head Coaches who engage in outside employment must receive prior approval by the appropriate Sport Administrator. Assistant Coaches should receive prior approval from their respective Head Coach. Coaches may receive an honorarium for speaking engagements. The fee or honorarium received is considered personal income and is accountable by the Coach for tax purposes. If travel expenses are paid by the sponsoring organization, per diem or travel expenses may not be claimed from the University. All outside income generated by Head Coaches and Assistant Coaches must be reported in accordance with NCAA rules and regulations. Any benefits received outside of the University (i.e. booster, outside agency or through an apparel contract) that are related to their position as Head Coach must be reported in advance to the Director of Athletics/sport administrator and reported in accordance with NCAA rules and regulations.

Section 26. *Apparel/Equipment Contracts*

All apparel and equipment contracts must be approved by the Director of Athletics and/or the appropriate Sport Administrator. Additionally, such contracts must not conflict with any contractual agreements between apparel/equipment manufacturers and the University and/or Athletic Department. Any benefits received from an apparel/equipment manufacturer must be reported in accordance with NCAA rules and regulations.

Section 27. *Media*

For radio, television or internet appearances, care should be taken that the sponsors of the segment represent products in good taste. Coaches' shows should not be sponsored by products that might have unfavorable connotations for intercollegiate athletics in general or for the particular team that the coach represents. Coaches should display a positive attitude toward his or her position and the University of Richmond.

Section 28. *Endorsements*

Agreement of endorsements may only be made with the prior approval of the Director of Athletics. Good taste must be of paramount concern in the type of products endorsed by the Head Coach. On product endorsements, must not be made in the name of the University. Additionally, such endorsement must not conflict with any contractual agreements between outside entities and the University and/or Athletic Department. Any benefits received from the endorsements must be reported in accordance with NCAA rules and regulations.

Section 29. *Performance Appraisal*

Evaluations will be conducted by the Sport Administrator bi-annually with the last evaluation being held at the of the Head Coaches' traditional season (*Exhibit 3 – Performance Feedback and Development Tool*).

Section 30. *Salary/Bonus Structure/Merit Increases*

Contracts

Contracted Head Coaches can find their employment terms within each Head Coach's employment contracts. Term shall be review as specified within each contract. All contracts will be generated in accordance with University regulations.

Employment Letter

For Head Coaches who receive appointment letters, these letters will be generated in accordance with University regulations. For the following year, appointment letters will be sent to Head Coaches no later than July 1.

Merit Increases

Merit increases will be based on the performance appraisal and determined by the Director of Athletics in consultation with the Sport Administrator.

Bonus Structure

Unless otherwise specified within a Head Coaches contract, the bonus structure will be \$150/Director's Cup point earned by each Head Coach's respective sport. Head Coaches may provide their Assistant Coach(es) a bonus from this pool of money. Should the Head Coach's sport win a conference championship but not earn the minimum Director's Cup points, he/she will earn a bonus of \$3,750.

Should the Directors' Cup change name, cease to exist or change policies, the Director of Athletics will determine an appropriate bonus system. Bonuses will be distributed at the end of the fiscal year.

Section 31. *Vacation*

All extended vacation requests should be approved in advance by the Sport Administrator in accordance with University regulations. Assistant Coaches should cover any activities that will take place in the Head Coaches' absence (i.e. recruiting visits). All leave reports must be submitted online for approval by the Sport Administrator by the end of each month.

Section 32. *Housing/Roommate Assignments*

Roommate and housing assignments for first-year and transfer student-athletes fall within the purview of the university's Housing Office. Student-athletes must follow the same procedures for housing and roommate selections as all incoming students. All communication with the Housing Office will flow through the athletic department's liaison, the Assistant Athletic Director/Academics.

Section 33. *Responsibilities of New Head Coaches, Assistant Coaches & Volunteers*

All new Head Coaches, Assistant Coaches and Volunteer are expected to familiarize themselves with university policies and procedures as it pertains to the daily operation of their respective sport. To this end, new Head Coaches as well as Assistant Coaches and Volunteers at the direction of Head Coaches and Sport Administrator are responsible for completing the following within two weeks of employment start date.

1. Complete all required Human Resources organized orientation and/or paperwork (timeline to be directed by Human Resources)
2. Meet with the Assistant Director of Athletics / Compliance to review the *Compliance Manual*. This must be done before any new Head and Assistant Coach can commence in recruiting activities
3. Meet with the Assistant Director of Athletics / Business to review all business office policies and receive a *New Employee Manual*
4. Meet with the Admissions Coordinator to review University policies regarding admissions procedures
5. Meet with the Assistant Director of Athletics/Academics to review all policies related to academic matters
6. Meet with Director of Sports Medicine and Strength & Conditioning to review all policies pertaining to these areas (i.e. scheduling, drug testing policy)

Head Coaches must meet with the appropriate Sport Administrator before addressing the daily activities surrounding the daily operation of their respective sports. These activities include scheduling, purchases and recruiting. Questions regarding departmental procedures should be directed to the appropriate Sport Administrator or support staff department head.

Index of Exhibits

- Exhibit 1 *University of Richmond Strategic Plan*
- Exhibit 2 *Code of Conduct*
- Exhibit 3 *Performance Feedback and Development Tool*
- Exhibit 4 *Head Coaches' Job Description/Performance Expectations*
- Exhibit 5 *General Policies and Standards of Performance for Student-Athletes*
- Exhibit 6 *Employment Guidelines*
- Exhibit 7 *Statement of Agreement of Rules Compliance*
- Exhibit 8 *Team, Employee & Post-Season Travel Worksheet*
- Exhibit 9 *Wavier of Travel Liability*
- Exhibit 10 *Roster Signature Sheet*
- Exhibit 11 *Camps, Clinic, Outside Group Sponsorship Approval Form*
- Exhibit 12 *Complimentary Athletics Tickets for Athletic Staff*

**University of Richmond
Strategic Plan
October 2000**

Introduction

The development of the athletic strategic plan began in March, 2000 when President Cooper charged the athletic department to develop a plan that would accompany the University's strategic plan. This challenge was issued at a very appropriate time. It provided the new athletic administrative team with the opportunity to assess who we are, who we want to be and what we want to accomplish over the next decade.

We listened to members of the University community and learned of the valuable role athletics plays in the overall collegiate experience at the University of Richmond. Building on a strong foundation, we were able to create a strategic plan that will guide the future of the athletic department for the next decade.

We began the process by interviewing student-athletes, coaches, athletic department and University staff, Trustees, alumni and supporters. In May, our Head Coaches spent time developing a vision for their respective programs and crafted position papers which focused on the resources they needed to compete for conference championships and national recognition, while providing a positive collegiate experience for their student-athletes. Also, the department administrators held a retreat that produced the following department mission statement:

The mission of the University of Richmond Department of Athletics is to develop and maintain a Division I intercollegiate athletic program which attracts national recognition to the University by:

- ***exhibiting integrity and academic achievement at the highest level;***
- ***consistently competing for conference championships and/or earning opportunities for NCAA championships; and***
- ***providing a positive collegiate experience for its student-athletes.***

With this mission statement as our guide, we began to review the input we received from our various constituencies. We then developed an exposure draft that was reviewed by the Athletic Council in late June. This draft was also reviewed by many of the individuals and groups we originally interviewed.

The resulting document provides a guidepost for accomplishing our mission, defines our role within the University's Strategic Plan, and complements the University's objectives. It clearly sets forth the department's vision for the athletic program by focusing on three goals:

- 1. We must provide a positive collegiate experience for our student-athletes.**
- 2. Basketball and football teams should consistently compete for conference championships and earn opportunities for NCAA post season tournaments.**
- 3. The Spider athletic program should be ranked as one of the top 100 performing collegiate athletic programs as measured by the Sears Director's Cup.**

Code of Conduct University of Richmond Department of Athletics

This Code of Conduct is divided into five sections. Section 1 provides an introductory statement. Section 2 articulates those principles that are applicable to all participants involved with intercollegiate athletics. Section 3 contains corollary principles specifically applicable to coaches and coaching staff (collectively "coaches"). Section 4 summarizes the obligations of University administrators and others who hold positions or serve on committees with responsibility for intercollegiate athletics and the conduct of their participants. Section 5 identifies those principles applicable to enforcement of this Code and other requirements applicable to participants in intercollegiate athletics.

1. Introduction

Intercollegiate athletics are a longstanding and integral part of the University of Richmond. Participants in the University's athletic programs--students, coaches, and other faculty and staff (collectively "participants")--are covered by the laws, regulations, policies, and procedures applicable to other members of the University community. In addition, these participants and the University itself are subject to a wide variety of requirements promulgated by the University of Richmond, the NCAA, the Atlantic 10 Conference and/or other applicable conferences, professional coaches' associations, sports' organizations, and applicable laws designed to protect student-athletes, ensure the integrity of the University's athletic programs, and promote fair competition. The University of Richmond is committed to full compliance with all of these requirements on and off the field and to the principle that all participants in intercollegiate athletics understand and comply with them.

The University's approach, however, reflects a deeper commitment to the spirit of fair, honest, skillful, and civil competition that these requirements are designed to facilitate. This Code states the fundamental principles for the conduct of all participants in intercollegiate athletics and for those members of the University community responsible for overseeing that conduct. This Code does not restate or replace the specific requirements to which participants in intercollegiate athletics are subject (i.e., team rules, Athletic Department rules and regulations). Nor does it replace or modify the rules and regulations which apply to the conduct of all students of the University of Richmond. Rather, it reaffirms the values that should permeate those programs, and seeks to remind all members of the University community that conduct inconsistent with those values is not appropriate and will not be tolerated.

2. Principles Applicable to all Participants

2.1. All participants shall treat others with dignity and respect. Participants shall behave according to the rules of their sport(s) and of the University, and shall not engage in conduct that demeans, harasses, or threatens any person. This principle prohibits any participant at any time from physically or verbally abusing another person; from using profane language or vulgar gestures; from demeaning or belittling another

person or making derogatory comments about his or her race, sex, religion, age, disability, national origin, or sexual orientation; and from engaging in conduct intended, or so reckless as to be likely, to cause harm to another.

2.2. All participants shall demonstrate honesty and integrity in their statements and actions. This not only requires participants to tell the truth, but also to avoid knowingly obscuring the truth by their actions or statements (such as giving incomplete answers or failing to give answers when required) and/or knowingly assisting any other person in a dishonest act or statement in connection with participation in intercollegiate athletics.

2.3. The conduct of all participants shall reflect the fact that intercollegiate athletics are first and foremost an educational experience. Coaches and student-athletes shall focus on developing skill, experience, and character. Student-athletes shall not allow their participation in intercollegiate athletics to interfere unnecessarily and/or inappropriately with their other educational activities, such as fulfilling course requirements.

2.4. The conduct of all participants shall reflect the fact that by virtue of their participation in intercollegiate athletics sponsored by the University of Richmond, they are representing the University. Accordingly, participants are expected to exhibit a high standard of behavior (on and off the field) to avoid conduct that is likely to appear improper.

2.5. All participants shall be aware of, understand, and comply fully with the requirements to which they are subject, including the principles in this Code; the policies of University of Richmond; the requirements of the NCAA, Atlantic 10 Conference, other sports and academic organizations; and applicable laws.

3. Corollary Principles Applicable to Coaches

All of the above principles apply to coaches because of their influential role in the lives and careers of student-athletes and the fact that they represent the University in dealing with student-athletes, opposing teams, officials, sports organizations, and the public.

3.1. All coaches shall treat others with dignity and respect.

3.1.1. Athletic programs by definition require coaches to interact physically and vigorously with student-athletes. As a result, latitude is given to defining appropriate behavior in the context of athletic training and competition. However, conduct that is verbally or physically threatening or abusive, belligerent, or harassing is never appropriate and is not acceptable.

3.1.2. Coaches shall not take advantage of their relationship with and influence over student-athletes for personal advantage. This principle not only prohibits financial and sexual relationships with student-athletes; it also requires coaches to avoid exercising undue influence or control over matters outside of the student-athlete's participation in athletic activities, such as social and extra-curricular activities and personal relationships.

3.1.3. Coaches, in consultation with athletic trainers and appropriate medical personnel, shall actively promote the good health and well-being of student-athletes. Coaches shall defer to the judgment of athletic trainers and other medical professionals regarding a student-athlete's ability to participate

(i.e., practice/competition) in any athletic activity and shall enforce the recommendations of athletic trainers and other medical advisors.

3.1.4. The obligation of coaches to treat others with dignity and respect is not limited to their interaction with student-athletes, but shall apply to their treatment of all other participants, including other students, coaches, faculty, staff, administrators; the athletes and personnel of other teams; officials and referees; members of the news media; and the public.

3.1.5. Coaches shall not in the performance of their duties by words or conduct manifest prejudice or bias based upon race, sex, religion, age, disability, national origin, or sexual orientation, and also shall not permit members of their staff or those under their direction to do so.

3.2. All coaches shall demonstrate honesty and integrity in their statements and actions. Coaches shall actively promote honesty and forthrightness among student-athletes, shall exhibit the highest standard of such behavior themselves, and shall take appropriate steps regarding (or report for enforcement) dishonest acts or statements.

3.3. The conduct of all coaches shall reflect the fact that intercollegiate athletics are first and foremost an educational experience.

3.3.1. Coaches shall promote and enforce policies and practices that support the academic success of all student-athletes and their progress toward graduation.

3.3.2. Coaches shall provide instruction in the requirements applicable to participants, including the principles in this Code; the policies of the University of Richmond; the requirements of the NCAA, Atlantic 10 Conference, and other sports and academic organizations.

3.3.3. Coaches shall provide instruction on the promotion of the safety, good health, and well-being of student-athletes.

3.3.4. Coaches shall conduct themselves so as to serve as role models and at all time exhibit the high standard of behavior required by this Code.

3.4. The conduct of all coaches shall reflect the fact that by virtue of their participation in intercollegiate athletics sponsored by University of Richmond, they are representing the University.

3.4.1. Coaches serve in a uniquely public role and therefore shall set high standards in their professional conduct. They shall conduct themselves so as to avoid conduct not only that is improper or inconsistent with their coaching responsibilities, but also that is likely to appear improper or inconsistent.

3.4.2. When speaking to the news media and in other public statements and settings, coaches are presumed to be spokespersons for the University; they shall conduct themselves with respect and dignity and shall refrain from using profane language or vulgar gestures, berating members of opposing teams or referees or other officials, or demeaning or belittling anyone or making derogatory comments about his or her race, sex, religion, age, disability, national origin, or sexual orientation.

3.4.3. If, in the context of public statements and settings, coaches wish to speak as private individuals, they shall make clear their intention to do so. When speaking as private individuals, coaches shall not use the University's name, logos or property without the permission of the University.

3.5. All coaches shall be aware of, understand, and comply fully with the requirements to which they are subject.

3.5.1. Coaches shall comply fully and in good faith with this Code and with other applicable requirements.

3.5.2. Coaches shall comply fully and in good faith with Department of Athletics' rules and policies, and with the instructions and reasonable and appropriate requests of Department of Athletics' personnel.

3.5.3. Coaches shall instruct members of their staffs and student-athletes in the requirements of this Code and other applicable requirements, including University policies on student athletics, conflict of interest, and use of University resources.

3.5.4. Coaches shall participate actively in monitoring compliance with this Code and other applicable requirements; cooperate fully in their enforcement; guarantee University and Department of Athletics personnel responsible for monitoring compliance with this Code and other applicable requirements access to practices, locker rooms, and training facilities; and take the appropriate steps regarding (or report for enforcement) acts that violate this Code or other applicable requirements.

3.5.5. Coaches may establish team policies, provided they are consistent with this Code and with other applicable requirements. Team policies shall be in writing, approved by the Director of Athletics, and shall be provided to each member of a team by the first day of practice or immediately upon a member's joining the team.

3.5.6. Coaches shall conduct themselves fairly and shall not show preferential treatment in the enforcement of student athletic rules.

4. Additional Principles Applicable to Administrators

University administrators, faculty, and employees who hold positions or serve on committees with responsibility for intercollegiate athletics and the conduct of their participants, bear significant responsibility for ensuring the vigorous, timely, and fair enforcement of the principles contained in this Code and the other requirements to which participants are subject, and an atmosphere conducive to full compliance and effective enforcement. These responsibilities are in addition to the many others they have concerning the operation of intercollegiate athletics.

4.1. These responsibilities include:

4.1.1. Ensuring the integrity of intercollegiate athletics, compliance with this Code and applicable requirements, and public confidence in the integrity and compliance of all participants in those programs.

4.1.2. Protecting the welfare of all participants in intercollegiate athletics.

4.1.3. Informing and educating all participants in intercollegiate athletics of their rights and responsibilities; the requirements to which they are subject as participants; the potential sanctions for failure to comply with those requirements; procedures for monitoring, enforcing, and reporting noncompliance; and the resources available to participants to facilitate their knowledge, compliance, and the protection of their rights.

4.1.4. Ensuring that there is a clear chain of responsibility for monitoring compliance with this Code and other applicable requirements, reporting noncompliance, and enforcing this Code and other applicable requirements.

4.1.5. Monitoring compliance with and enforcement of this Code and other applicable requirements to ensure a high level of compliance, timeliness and fairness in enforcement, and the protection of participants' rights.

4.2. While the ultimate responsibility for ensuring the completion of all of these activities rests with the President and the Trustees of the University of Richmond, it is important that responsibility for day-to-day implementation of these tasks be clearly assigned to specific staff, that a clear chain of responsibility exists, that the staff in that chain carry out their duties fully, and that all participants in intercollegiate athletics understand and follow that chain of responsibility.

5. Principles Concerning Enforcement

The principles in this Code serve the interests of all participants in intercollegiate athletics and of the broader University community. It is therefore in the interest of all participants to comply fully with this Code and other requirements applicable to intercollegiate athletics,

and to encourage other participants to comply fully. The University expects that all participants will comply. Nevertheless, the quality of any code of conduct is no greater than the means through which it is enforced. The purpose of enforcement is not the detection and punishment of noncompliance for its own sake, but rather to facilitate compliance with this Code and applicable requirements by all participants.

Violations of this Code shall be reported to the appropriate supervisor and to the Director of Athletics. Violations may also be reported to the President or Faculty Athletics Representative, if appropriate. Disciplinary action shall be handled by the President or Director of Athletics (or their delegates) and in all instances; enforcement shall be timely, fair, consistent, and appropriate.

Signature

Date

GUIDELINES FOR THE DEPARTMENT OF ATHLETICS PERFORMANCE FEEDBACK & DEVELOPMENT PROGRAM

Consistent with the policy of the University of Richmond, the Department of Athletics maintains a system by which every full-time employee participates in the new performance feedback & development plan.

Purpose

The goals of the program are:

1. To set performance expectations and goals for the coming year for each staff member.
2. To encourage two-way communication between supervisors and staff members.
3. To update staff members through ongoing conversations and a mid-year review.
4. To ensure that staff members receive opportunities for advancement and rewards in a fair and equitable manner.

Procedures

1. At the beginning of the performance cycle (approximately April & May), the supervisor must meet with the staff member and complete a performance feedback & development tool that sets the goals and expectations for the upcoming year as well as establish any special projects that may be assigned. It may be helpful to use a current job description as a reference.
2. The supervisor and the staff member are required to meet for a mid-year review. This review is established to discuss progress toward goals and/or areas that may need improvement. This conversation must be documented by both the supervisor and staff member. Newly appointed personnel will be reviewed after their six-month probationary period.
3. At the end of the year (approximately March & April), a third and final meeting must be conducted. This final discussion is the review of how well goals and performance expectations were met. This form must be submitted to the Director of Athletics no later than May 1. The performance feedback & development tools are directly linked to merit salary increases. **This meeting should also serve as the goal & expectation meeting for the next academic year. A performance feedback and development form should be started for the next year.**
4. The performance appraisal is based on three benchmark areas:
 - Ongoing responsibilities, goals, & projects
 - Accomplishment above & beyond responsibilities
 - Core competencies
5. It is recommended that to enhance the objectivity of the appraisal, the supervisor make an effort to secure feedback from others such as secondary supervisors, co-workers, and internal and external customers that have significant contact with the staff member.
7. While each respective supervisor shall conduct the appraisal, the Director of Athletics shall review and authorize by signature, all appraisals to ensure the Department's uniformity and application of the performance feedback & development program. The Director of Athletics should review the performance appraisal prior to the meeting with the staff member.
8. The staff member's signature is an indication that he/she has had the opportunity to review and discuss the appraisal, but does not necessarily indicate agreement with the actual ratings or narrative comments. The staff member also has the opportunity to include comments on the performance feedback & development tool.
9. The Performance Evaluation Form and all attachments shall become a part of the staff member's personnel file.

University of Richmond
Performance Feedback and Development Program

Employee Name:

UR ID Number:

Supervisor Name:

Department:

Planning Period:

Date of Planning Meeting:

Agenda for Planning Discussion:

- Establish goals for the upcoming year. Discuss how they relate to overall department objectives. (Part I)
- Discuss employee's strengths and/or areas for growth (see Competency Library). (Part III)
- Discuss barriers to effective work performance and job satisfaction. (Part I, III & VI)
- Discuss possible work process improvements. (Part I & III)
- Discuss employee's development (over past year; future needs for current job; long term career goals and development needs to achieve them). (Part III)
- Discuss employee's feedback/constructive suggestions for supervisor. (Part VI)

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Agenda for Mid-Year Discussion:

- Discuss employee's progress on primary job responsibilities over the past six months. (Part I)
- Discuss employee's performance on agreed upon goals. (Part I & II)
- Discuss employee's strengths and/or areas for growth. (see Competency Library). (Part III & IV)
- Discuss barriers to effective work performance and job satisfaction. (Part IV & VI)
- Discuss possible work process improvements. (Part I & III)
- Discuss employee's development thus far. (Part III & IV)
- Discuss employee's feedback/constructive suggestions for supervisor. (Part VI)

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Agenda for Year End Discussion:

- Discuss employee's performance on primary job responsibilities over the past year. Revise job description if responsibilities have changed. (Part II)
- If employee has completed a self review, discuss the contents of the self-review.

- Discuss employee's performance on agreed upon goals during the past year. (Part II)
- Establish goals for the next year. Discuss how they relate to overall department objectives. (Part I)
- Discuss employee's strengths and/or areas for growth (see Competency Library). (Part III & IV)
- Discuss barriers to effective work performance and job satisfaction. (Part IV & VI)
- Discuss possible work process improvements. (Part I & III)
- Discuss employee's development (over past year; future needs for current job; long term career goals and development needs to achieve them). (Part III & IV)
- Discuss employee's feedback/constructive suggestions for supervisor. (Part VI)

Overall, this employee's performance during the year,

- Met my expectations
 Did not meet my expectations,
 Consistently exceeded my expectations*

significant improvement required*

*Supporting documentation must be completed and returned to Human Resources.

These topics have been discussed by:

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Reviewed By _____ Date _____

Responsibilities and Goals

Part I (Beginning of planning year) Establish and Prioritize responsibilities and goals for the next year **(at least 5)**. Goals should define expected results in language that is Specific, Measureable, Achievable, Relevant and Time bound. Responsibilities and goals may be updated during the year if necessary.

1. Responsibility/Goal:
Expectations:
2. Responsibility/Goal:
Expectations:
3. Responsibility/Goal:
Expectations:
4. Responsibility/Goal:
Expectations:
5. Responsibility/Goal:
Expectations:

Part II (End of review year) Review and Evaluate responsibilities and goals from planned in section I. Describe actual accomplishments with examples.

1. Responsibility/Goal:
Actual accomplishments:
2. Responsibility/Goal:
Actual accomplishments:
3. Responsibility/Goal:
Actual accomplishments:
4. Responsibility/Goal:
Actual accomplishments:
5. Responsibility/Goal:
Actual accomplishments:

Competencies

Part III (Beginning of planning year) There are 6 core competencies that are vital to the success of each employee within the athletic department. Discuss in detail how the employee is expected to demonstrate these competencies. (Additional competencies can be added if desired.)

1. Competency-Demonstrates a **service oriented** mentality toward other internal & external customers.
2. Competency-Committed to **continuous improvement** and has a desire to accomplish tasks.
3. Competency-Openly **promotes teamwork and cooperation** within athletics and across other university departments.
4. Competency-Exhibits **honesty and integrity** at all times.
5. Competency-Displays a **positive attitude** towards others and their job.
6. Competency-Understands and **promotes the Athletics Department Mission Statement** on a daily basis.
7. Additional Competencies-

Part IV (End of review year) Provide Feedback the competencies identified in section III for the year. Use examples of actual behavior to discuss how the employee demonstrates the competency.

1. Competency-Service-Orientation:
2. Competency-Continuous Improvement:
3. Competency-Promotes Teamwork & Cooperation:
4. Competency-Honesty & Integrity:
5. Competency-Positive Attitude:
6. Competency-Promotes Athletics Mission Statement:
7. Additional:

Part V Additional Accomplishments

(Beginning of Planning Year) Develop 3-5 projects or initiatives to accomplish throughout the year. These can be added throughout the year as they are uncovered.

(End of Planning Year) Provide feedback on or details of significant accomplishments on special projects or work not included in sections II – IV.

1. Special Project: (Ex. Update the department's new employee orientation guide.- Beginning of Year.)
Assessment: (Provide evidence of progress or completion or an explanation of incompleteness-End of Year.)
2. Special Project:
Assessment:
3. Special Project:
Assessment:

4. Special Project:
Assessment:

Part VI Comments:

Employees are encouraged to provide information which will help the supervisor better perform his/her job. As you include your comments below, please consider the following questions. Do you receive the support you need to do your job? Are the expectations of your position clear? Are you allowed input regarding how the functions of your position are performed? Is your supervisor accessible and responsive regarding your needs as an employee? Do you have suggestions for improvement of your position functions or your department in general? Did this process meet your expectations during the year? If, not please explain how or why.

If the employee wishes to attach an additional sheet or utilize the back of this form he/she may do so.

Exhibit 4

Head Coaches' Job Description/Performance Expectations

1. Exhibit integrity and academic achievement at the highest level...

The Head Coach must be committed to assisting student-athletes achieve academic success by:

- recruiting prospective student-athletes who have a legitimate chance of succeeding academically
- working closely with Academic Support Services to insure each student-athlete receives appropriate assistance and guidance
- demonstrating an appreciation of the value and importance of higher education in general and obtaining an undergraduate degree (i.e. graduation rates)
- instituting team policies which validate his/her commitment to academic success (i.e. class attendance, scheduling of contests)

The Head Coach must display an unyielding commitment to honesty/integrity by:

- acting responsibly in University and non-University roles
- maintaining personal standards which reflects positively on the University and Department of Athletics

The Head Coach must display an unyielding commitment to compliance with NCAA, Atlantic 10 and University regulations by:

- supporting University and Athletic Department compliance policies and procedures
- possessing knowledge of NCAA rules and regulations (i.e. pass NCAA rules tests)
- complying with NCAA, Conference, University, and Department of Athletics' regulations

2. Consistently compete for Conference Championships and/or earning opportunities for NCAA Championships...

The Head Coach must develop a sports program that challenges student-athletes to improve and succeed, individually, and as a team by:

- developing a comprehensive and functional knowledge of the sport and actively seeking to develop new methods, strategies and techniques
- utilizing all resources available to prepare the team and its members to successfully compete at the highest level of intercollegiate athletics
- playing a competitive schedule which challenges student-athletes and provides positive exposure for the University of Richmond

3. Provide a positive collegiate experience for student-athletes...

The Head Coach must create a positive educational environment that promotes personal growth for our student-athletes by:

- treating student-athletes with dignity and respect
- setting appropriate team policies
- providing fair and equitable treatment of student-athletes
- setting a positive example
- assisting student-athletes development into individuals who contribute positively to the community

4. Demonstrate a desire and ability to partner with University constituencies...

The Head Coach must work effectively within the structure of the Athletic Department by:

- supporting and advancing the Athletic Department Mission Statement
- abiding by the University of Richmond Athletic Department Code of Conduct
- actively participating in efforts to raise funds and promote the department's activities
- effectively utilizing the various support areas of the Department of Athletics
- responding consistently and in a timely manner to requests from the news media
- operating his/her sports program in a fiscally responsible manner
- managing the day-to-day operations of his/her sports program
- hiring, training, managing and evaluating assistant coaches
- performing duties and special projects as requested by the Director of Athletics through his Associates

University of Richmond Department of Athletics General Policies and Performance Expectations for Student-Athletes

Introduction/Mission Statement

The mission of the University of Richmond Department of Athletics is to develop and maintain a Division I intercollegiate athletic program which attracts national recognition to the University by:

- Exhibiting integrity and academic achievement at the highest level;
- Consistently competing for conference championships and/or earning opportunities for NCAA championships; and
- Providing a positive collegiate experience for its student-athletes.

In order to assist our student-athletes and sport programs meet the goals and objectives of our Mission Statement, the Department of Athletics has adopted General Policies and Performance Expectations for Student-Athletes. These expectations include standards for conduct, health and fitness.

In addition, all student-athletes are expected to abide by the rules and regulations specified by each Head Coach, all other University policies and the rules and regulations of the National Collegiate Athletic Association (NCAA), and the Atlantic 10 Conference (A-10). Student-athletes who violate these policies and/or engage in conduct determined to be inappropriate or detrimental to the University are subject to disciplinary action by the Head Coach, Sport Administrator and/or Director of Athletics.

Academic Expectations

The Department of Athletics makes every effort to foster the intellectual development and graduation of its student-athletes. While several levels of support exist at the University of Richmond, ultimately, responsibility for success rests with the student-athlete. As a result, each student-athlete is expected to:

- Set a primary goal of obtaining a degree within four years.
- Seek assistance from the course instructor and University support programs when academic difficulties occur.
- Attend and be prepared for every class except for excused absences.
- Attend study tables, tutorial, counseling, and advising sessions as scheduled.
- Meet regularly with University academic advisor and the academic support staff.
- Adhere to the University's policy regarding academic integrity and the honor code.
- Maintain full-time academic status per NCAA University standards.
- Make academic progress per NCAA and University standards.
- Participate in diagnostic testing as requested by the academic support program.
- Accept responsibility for maintaining athletic and academic eligibility.

Sportsmanship

Student-athletes are responsible for behaving with dignity and shall conduct themselves with honesty and good sportsmanship during games and competition. Behavior at all times must reflect the high standards of honor and dignity that should characterize participation in competitive intercollegiate sports. Student-athletes shall conduct themselves in a manner reflecting positively on the reputation of University of Richmond both on and off the "field of

play,” in pre-game and post-game comments to media, and when traveling and participating at other institutions.

Student-athletes should always maintain an attitude of respect toward our opponents. As models of good sportsmanship, University of Richmond student-athletes should look for ways to encourage and appreciate quality play and effort, regardless of whether it is exhibited by a teammate or an opponent. While intense and emotional game action and conduct are certainly a reasonable part of intercollegiate sports contests, the intent of our student-athletes should never be to demean the opponent.

To that end, our student-athletes are expressly prohibited from engaging in the following behavior at any University of Richmond sporting events:

- Fighting opponents, fans, or officials.
- Taunting opponents.
- Exhibiting intolerance for any race, sex, religion, age, disability, national origin, or sexual orientation.
- Celebrating inappropriately with the intent to demean opponents.
- Showing disrespectful attitude toward opponents or officials.
- Inciting crowd hostility toward opponents in an unsportsmanlike manner.
- Using profane and/or vulgar language.

Health and Fitness Expectations

Student-athletes are expected to maintain a level of health and fitness determined by the Team Physicians, Sports Medicine Staff and respective Head Coaches.

Participation in intercollegiate athletics at the University of Richmond is contingent upon medical approval by the Team Physician and Sports Medicine staff. In order to receive approval for participation, student-athletes are required to provide a current medical history for the Sports Medicine staff and/or Team Physician, and are required to participate in all departmentally-sponsored student enhancement seminars or functions, which may include but are not limited to, drug testing, drug education, nutrition or alcohol education.

Alcohol

Alcohol consumption is highly discouraged at all times. Alcohol abuse is strictly prohibited and cause for disciplinary action by the Head Coach, Sport Administrator and/or Director of Athletics. The University’s Alcohol Policy is applicable to all student-athletes, and University methods for treatment and discipline will be followed. The Department of Athletics may issue additional disciplinary actions on the student-athlete for violations of the University’s Alcohol Policy.

In addition to the University’s Alcohol Policy, student-athletes are prohibited from drinking alcoholic beverages whenever traveling as an official representative of the University of Richmond and prohibited from consuming alcohol at any Department of Athletics sponsored event (banquets, meetings, fund raising events, etc.). Sport programs may have stricter rules that govern consumption of alcohol during the season.

Violations of the Department of Athletics or University Alcohol Policy are grounds for disciplinary action to be determined by the Head Coach, Sport Administrator and/or Director of Athletics.

Drugs/Drug Testing

The unauthorized use of anabolic steroids, stimulants, diuretics, performance enhancing drugs, marijuana, cocaine, amphetamines and/or any other substance proscribed by federal or state law, by any member of an intercollegiate athletic team is expressly prohibited, regardless of whether such use or abuse occurs before, during or after the team's competitive season. "Proscribed substances" include but are not limited to those drugs listed in NCAA Executive Regulations, 31.2.3.4 as adopted in 1986 and as may be amended from time to time. The Department of Athletics conducts a drug testing program and all policies and procedures shall be adhered to by student-athletes.

Tobacco Products

Use of tobacco products during any official Department of Athletics function (i.e., practice/competition, travel for away contests, etc.) is strictly prohibited. Such use will result in an NCAA rules violation of Bylaw 17.1.7 and suspension from practice/competition.

Practice/Competition Expectations

Student-athletes must meet the expectations of the Head Coach with respect to appropriate level of fitness, attitude, and effort in all practices and competitions. If student-athletes do not meet these expectations, Head Coaches may prohibit student-athletes from participating in practice/competition. In addition, student-athletes may be terminated from the team and/or their athletically related financial aid may be reduced or not renewed for the following year.

Extracurricular Activities

Student-athletes are encouraged to participate in University extra curricular activities, however, team responsibilities must remain a priority. In other words, the extra curricular activities of a student-athlete should not negatively impact the commitment to his/her team.

Criminal Charges / Involvement in Criminal Activities

Any student-athlete charged with a felony crime will be immediately suspended from intercollegiate athletic participation and will thereafter be eligible only upon subsequent determination by the Director of Athletics. Disciplinary action for any criminal charges, indictments or suspected criminal activity will be reviewed and determined by the Head Coach, Sport Administrator and/or Director of Athletics.

Gambling

Student-athletes may not gamble on intercollegiate or professional athletics in any manner. Gambling includes providing information to individuals involved in organized gambling activities concerning intercollegiate athletics (e.g., injuries, morale, preparation, etc.), using means employed by organized gambling (e.g., bookmakers, parlay cards, etc.), soliciting or accepting a bet on any team, and participation in informal gambling (e.g., rotisserie leagues, fantasy leagues, tournament pools, etc.). Student-athletes found to have gambled on college or professional athletics are ineligible for intercollegiate competition for one calendar year. Those who gamble on the University's own teams are permanently ineligible.

Hazing

All forms of hazing are prohibited. Hazing is defined as the physical and/or psychological degradation of anyone. Specific examples include, but are not limited to, those activities expected of someone on a team (or group) that humiliates, degrades, abuses, or endangers, regardless of the person's willingness to participate. Disciplinary action for any form of hazing will be determined by the Head Coach, Sport Administrator, and/or Director of Athletics.

Use of Internet Profile Pages

The Department of Athletics expects the responsible use of all internet profile pages (e.g., Facebook, MySpace). Student-athletes who post inappropriate material (e.g., drug use, underage drinking, hazing) to their internet profile page could face disciplinary action by the Head Coach, Sport Administrator and/or Director of Athletics.

Student-Athlete Grievance

Student-athletes concerned about their safety/welfare, or who suspect a Department of Athletics staff member has violated the Department of Athletics Code of Conduct, should consult either their Head Coach, Sport Administrator, Director of Athletics, Faculty Athletic Representative or Assistant Director of Athletics for Academic Support, whomever is most appropriate. These individuals will review the situation and determine an appropriate course of action.

Athletically Related Financial Aid

The Department of Athletics makes recommendations to the University's Financial Aid Office regarding the renewal of athletically related financial aid. The failure to abide by the General Policies and Performance Expectations for Student-Athletes, Code of Conduct, the rules and regulations specified by each Head Coach, all other University policies and the rules and regulations of the NCAA and the A-10 may be grounds for non-renewal or reduction of athletic aid. In such circumstances, per NCAA rules and regulations, student-athletes have the right to appeal decisions regarding their athletically related financial aid to the University Committee on Financial Aid.

Non-athletically related financial aid may count toward the NCAA maximum team financial aid limits; therefore, it must be reviewed by the Compliance Office prior to crediting the student-athlete's student account. Athletically related financial aid for summer school aid is not guaranteed, however, such aid will be considered for approval when a student-athlete submits a formal application.

Athletic Equipment/Facilities

Student-athletes are expected to appropriately care for all Department of Athletics equipment/facilities. Uniforms and equipment should not be altered in any way. Locker rooms are to be kept clean and orderly, and equipment is to be cared for and returned in accordance with equipment room policies and procedures

Residence/Dining Hall Expectations

All student-athletes are expected to live on campus and required to abide by residence hall and the Heilman Dining Center regulations and policies (see Richmond College and Westhampton College Student Handbooks - Residence Life Policies and Residence Hall Security). The Director of Athletics or Sport Administrator may grant approval for a student-athlete to live and/or eat off-campus under unique and extraordinary circumstances.

Compliance/Student Services Expectations

Student-athletes must participate in all mandatory educational and life skills programs. Student-athletes are to assist the Department of Athletics administration by providing information involving compliance issues such as eligibility, employment and other NCAA rules issues whenever sought. Student-athletes are obligated to report any rules violations of which they are aware and to cooperate fully with any investigation of alleged violations.

Travel Expectations

When traveling as official representatives of the University of Richmond, student-athletes'

actions should reflect favorably on the University, their team, and themselves. Student-athletes are expected to adhere to their particular team's dress code, nutritional requirements, and curfew. All student-athletes are expected to depart and return with their team/coach unless they are officially released to their parent through a Department of Athletics release agreement.

Violations of the General Policies and Performance Expectations for Student-Athletes

The Head Coach, subject to the review and approval of the Sport Administrator and/or Director of Athletics, may ban a student-athlete from participating in team activities, permanently dismiss a student-athlete or make a recommendation for reduction or non-renewal of a student-athlete's athletically related financial aid for violations of the General Policies and Performance Expectations for Student-Athletes.

The Sport Administrator, Director of Athletics and/or Faculty Athletics Representative, at the request of the student-athlete, may, at his or her discretion, conduct an inquiry to review the nature of the violation and appropriate disciplinary action.

Student-Athlete Acknowledgment of Requirements

I have read and understand the foregoing General Policies and Performance Expectations for Student-Athletes. I have been given the opportunity to ask questions and have received any clarification I needed. All my questions about the General Policies and Performance Expectations for Student-Athletes have been answered to my satisfaction.

I understand that agreement to and compliance with the General Policies and Performance Expectations for Student-Athletes are required for my participation in intercollegiate athletics at the University of Richmond.

Above all, I understand that as a student-athlete I am expected to conduct myself in a manner reflecting positively on the reputation of the University of Richmond both on and off the "field of play".

Any violation of the General Policies and Performance Expectations for Student-Athletes by me may result in disciplinary action against me, including, but not limited to, reduction or non-renewal of my athletically related financial aid and suspension (temporary or permanent) from participation in intercollegiate athletics.

My signature below acknowledges that I understand and agree to abide by the requirements of the General Policies and Performance Expectations for Student-Athletes.

Employment Guidelines

When a staff member resigns and you want to hire a replacement, please take the following steps:

- (1) Obtain immediately a letter of resignation from the staff member. The letter should be addressed to the Director of Athletics or respective Administrator responsible for the sport/area/office wherein the staff member is employed. Forward a copy of the letter to the Assistant Athletic Director/Business.
- (2) Review the job description for the position being vacated, making any appropriate revisions.
- (3) Revised job descriptions must go through a review process with HR to determine a pay grade.
- (4) The Assistant Athletic Director/Business will post the position online at urjobs.org and work with Human Resources to advertise the position appropriately.
- (5) Human Resources will allow us the courtesy of scheduling our own interviews. When athletics schedules the interview, those applicants MUST have already applied online at urjobs.org and an appointment with Human Resources MUST be included in any interview schedule established within athletics.
- (6) Human Resources will allow us the courtesy of making an UNOFFICIAL job offer. However, it must be reiterated that the offer is unofficial and confidential until Human Resources has made the official offer. The Assistant Athletic Director/Business must be formally notified that an offer is going to be made and must communicate that to Human Resources prior to the offer being made.
- (7) All unofficial offers of employment are contingent until it is verified there are no NCAA major violations and/or issues on their criminal background check.
- (8) To make an official offer a justification to hire form must be completed and submitted online by the Assistant Athletic Director/Business. This form requires the feedback of two of the individual's references.
- (9) Start dates must be in line with Human Resources offered New Employee Orientations which occur every other Monday.

Compliance with these guidelines will assure that we are in compliance with the various rules, regulations, policies and procedures under which the University of Richmond must operate when hiring staff members.

**University of Richmond
Department of Athletics
Statement of Agreement of Rules Compliance**

Important Information Regarding NCAA Rules Compliance

1. Each member of the University staff has an obligation to comply with the applicable Association rules and the University has a responsibility to maintain compliance.
2. NCAA constitution requires member institutions to monitor its programs to assure compliance and to identify and report all instances in which compliance has not been achieved.
3. Monitoring systems are established and implemented for the sole purpose of protecting the University and its staff members. University-established compliance procedures should be followed at all times, and mandatory compliance forms and paperwork must be completed accurately in their entirety and submitted in a timely manner.
4. The Compliance Office serves as a resource center concerning NCAA regulations and compliance issues. The primary functions of the Compliance Office is to oversee and verify the accurate and timely completion of NCAA-required procedures and to provide educational programming and interpretive support to ensure that all individuals involved with the athletics program fully understand the University's compliance expectations.
5. Rules education is an integral part of maintaining compliance with NCAA rules. All coaches and staff members should carefully review written materials provided to them by the Compliance Office and should attend all rules education sessions conducted by the Compliance Office.
6. Each member of the University staff should direct all questions related to NCAA legislation to the Compliance Office. Any question that the Compliance Office is unable to answer will be forwarded to the applicable conference compliance staff and/or the NCAA staff, if needed.
7. If an alleged or rumored rules violation is communicated to any athletic department staff member, the staff member has an obligation to notify the Compliance Office of the violation in a timely manner. The Compliance Office will follow the University's Policies and Procedures for Investigating and Self-Reporting NCAA Rules Violation (see Attachment A).
8. Pursuant to NCAA Bylaw 11.2.1.1, a coach or staff member may be suspended for a period of time without pay or his/her employment may be terminated if he/she is found to be involved in deliberate and serious violations of NCAA regulations, whether the violation occurred at the University of Richmond or during previous employment at another institution.
9. Any member of the University staff can be found in violation of the NCAA's principles of ethical conduct, if he or she:

- (a) Refuses to furnish information relevant to an investigation of a possible violation of NCAA regulations when requested to do so by the NCAA or the individual's institution;
- (b) Is knowingly involved in arranging for fraudulent academic credit or false transcripts for a prospective or enrolled student-athlete;
- (c) Is knowingly involved in offering or providing a prospective or enrolled student-athlete an improper inducement, extra benefit or financial aid;
- (d) Is knowingly involved in furnishing the NCAA or the individual's institution false or misleading information concerning the individual's involvement in or knowledge of matters relevant to a possible violation of NCAA regulations;
- (e) Receives benefits for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or representative of an agent or advisor;
- (f) Is knowingly involved in providing a banned substance or impermissible supplement to student-athletes or knowingly provides medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law; or
- (g) Fails to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or institution's admission's office regarding an individual's academic record or amateur status.

Additional Notes:

- "Everybody else is doing it" is not an excuse for non-compliance.
- A coach or staff member should respect and abide by all NCAA rules regardless of whether or not he/she agrees with a particular rule.

Acknowledgement

By my signature below, I certify that I have read and understand this information. I confirm that I was given the opportunity to ask questions and that my questions were answered. I agree to conform to the policies and procedures of the University of Richmond Department of Athletics and to abide by all University, Conference and NCAA rules.

Printed Name: _____

Title: _____

Signature: _____

Date: _____

Team, Employee, Post Season Travel Worksheet

Instructions: Please fill in Yellow Highlight Boxes.

General Travel Information

Sport	Opponent / Event	Departure Date & Time	Return Date & Time	# of MWF Missed	# of TTH Missed

Travel Party Information

# of SA's Traveling	# of Coaches	# of Support Staff and Managers	Total
			0

Transportation Information

Bus Rental Fee	Van Rental	Car Rental	Gas	Per Person Air Fare	Total
					\$ -

Accommodation Costs

# of Rooms	Estimated Nightly Rate	Total # Nights	Total
			\$ -

Per Diem (\$7 Breakfast, \$7Lunch, \$ 14 Dinner - Total \$28 per day)

	# in Travel Party	Per Diem	Total
Day 1		\$ -	\$ -
Day 2		\$ -	\$ -
Day 3		\$ -	\$ -
Day 4		\$ -	\$ -
			\$ -

List Additional Expenses (i.e. Entry Fees etc...)

Expense	Estimated Costs
	\$ -
	\$ -

Grand Total

Total Transportation Costs	\$ -
Total Accommodation Costs	\$ -
Total Per Diem Costs	\$ -
Other Expenses	\$ -
	\$ -

Waiver of Travel Liability

NAME _____ HOME PHONE # _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP _____

CAMPUS PHONE _____ ADDRESS _____

“I agree to indemnify the Trustees of the University of Richmond, the University of Richmond, and all of their officers, employees, and agents hereinafter referred to as Indemnities, against all claims, or liability whatsoever arising from this agreement or the performance of this agreement including, but not limited to, the damage to or destruction of any property or injury or death to any person including such claims, losses, or negligent act, whether passive or active of Indemnities.”

All individuals participating in this activity run the risk of possible injury by the very nature of the activity. THE ATHLETICS DEPARTMENT INSURANCE DOES NOT COVER ANY INJURIES RESULTING FROM PARTICIPATION IN THIS ACTIVITY. PARTICIPATION IN THIS ACTIVITY IS AT ONE’S OWN RISK.

I _____ have read and understand the above “Hold Harmless Clause”.
(Print Name)

Signature _____ Date _____

**UNIVERSITY OF RICHMOND DEPARTMENT OF ATHLETICS
2009-10 Travel Party/Roster Form**

A separate itinerary can be submitted in place of this form; travel party must be completed and given to Asst AD-Academics one week prior to departure.

SPORT:

COACH:

Contest Date:

Opponent:

**Departure
(date/time):**

Stops (Location/Reason):

**Return
(date/time):**

Stops (Location/Reason):

**Transportation
(type):**

Please include all student-athletes, coaches & staff

TRAVEL PARTY

Student-Athletes

Coaches/Staff (designation):

- | | |
|----|---|
| 1 | 1 |
| 2 | 2 |
| 3 | 3 |
| 4 | 4 |
| 5 | 5 |
| 6 | 6 |
| 7 | 7 |
| 8 | |
| 9 | |
| 10 | |
| 11 | |
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| 22 | |
| 23 | |
| 24 | |
| 25 | |

Approved:

Assistant AD-Academics/Date

Assistant AD-Compliance/Date

Camps, Clinic, Outside Group Sponsorship Approval Form

Sport: _____

Coach: _____

1. Please Check One.

Camp

Clinic

Outside Group Sponsorship
Name of Organization: _____

2. Date of Event: _____

3. Briefly describe the event you will be conducting or sponsoring.

Approved

Head Coach

Date

Sport's Administrator

Date

Assistant Athletic Director / Compliance

Date

Coordinator of Facilities & Events

Date

Assistant Director of Athletics / Business

Date

Complimentary Athletics Tickets for Athletic Staff

Procedures

Complimentary admission to regular season University of Richmond home events will be provided to department staff members. The number offered will vary with each sport and is stated under each sport heading below.

To receive complimentary admission, the Ticket Office must receive all requests in writing on the *REQUEST FOR COMPLIMENTARY ADMISSION* form available in the ticket office. The Ticket Office will send email reminders for the appropriate deadlines for receipt of requests.

Complimentary passes for admission will be assigned in the Athletic Department group section of the venues.

Football

For home games, each staff member of the Athletic Department is entitled to complimentary admission for the staff member and each member of his/her immediate family residing in his/her household. (For unmarried staff members, one additional complimentary admission may be requested.) To receive complimentary admission, all requests must be submitted on the *REQUEST FOR COMPLIMENTARY ADMISSION* form via the Ticket Office front window by 5:00pm on the Thursday before each home game. Complimentary passes will be issued through the East Gate Will Call window beginning 2 hours prior to kickoff. Requests will not be filled if received after the deadline.

For away games, tickets may be provided to immediate family members of the football staff from the contractual allocation.

The Deputy Athletic Director must approve in advance requests for tickets that are above and beyond the complimentary allotment that would require that a program budget be charged for the additional tickets.

Men's Basketball

For home games, each staff member of the Athletic Department is entitled to complimentary admission for the staff member and each member of his/her immediate family residing in his/her household. (For unmarried staff members, one additional complimentary admission may be requested.) To receive complimentary admission, all requests must be submitted on the *REQUEST FOR COMPLIMENTARY ADMISSION* form via the Ticket Office front window by 12:00 noon on game day. Complimentary passes will be issued through the will call window beginning 1 hour prior to the start of the game. Requests will not be filled if received after 12:00 noon on game day.

For away games, tickets may be provided to the immediate family members of the basketball staff from the contractual allocation.

The Deputy Athletic Director must approve in advance requests for tickets that are above and beyond the complimentary allotment that would require that a program budget be charged for the additional tickets.

Women's Basketball

To receive complimentary admission, all requests must be submitted on the *REQUEST FOR COMPLIMENTARY ADMISSION* form. Requests must be received 24 hours prior to scheduled game time.

Complimentary passes will be issued through the Will Call booth/table at each game beginning 1 hour prior to scheduled game time.

Tournament/Post Season Tickets

When Richmond hosts a conference or NCAA tournament for a sport in which the University normally charges admission, as a general rule complimentary tickets or admission will not be provided. (The Director of Athletics or his designee may grant an exception to this policy if special circumstances exist.) This policy is necessary because hosting requires a guarantee and the Department of Athletics must absorb any financial loss. For away conference or NCAA tournament events, the away contest policy noted above will be in effect.

Ticket Donations

All requests for ticket donations must be submitted in writing to the Assistant Director of Athletics/Compliance, for approval. Approved requests will be forwarded to the Director of Ticket Operations for possible fulfillment. Requests will be filled based on availability by the Ticket Office. Season tickets will not be given for donation requests. Sideline, press, photography, and parking passes are not available as a part of the donation package.

Recruits

Complimentary admission for prospects will be handled via a request form. Coaches who need complimentary admission for a visiting (either official or unofficial) recruit must submit the request on the *Complimentary Admission Request Form* available in both the Ticket Office and the office of the Assistant Director of Athletics/Compliance. Complimentary passes will be issued at the Will Call gate for each venue upon the recruit's signature on this form.

Corporate Sponsors

Corporate Sponsors will receive season tickets to Football and Men's Basketball if negotiated as part of the sponsorship package. The Assistant Director of Athletics/Corporate Marketing and the individual sponsors will negotiate the number of tickets received. A list of corporate sponsors and the number of tickets to be received by each group needs to be received by the Ticket Office NO LATER than 2 weeks before the first game of each season.

Individual game tickets requested by corporate sponsors will be given from a ticket allotment. The Assistant Director of Athletics/Corporate Marketing will receive 25 tickets for each game and will distribute as requests are received. If additional tickets are needed above the allotted 25 tickets, requests for additional tickets must be received by 12:00 noon on the day of game. Requests for additional tickets will not be taken after 12:00 noon on day of game.

Ticket Promotions

The Assistant Director of Athletics/Marketing will determine and schedule various promotional ticket packages throughout the season. These packages range from free tickets to discounted tickets for various groups targeted by the marketing department. The Deputy Athletic Director, in consultation with the Assistant Director of Athletics/Compliance, must authorize all marketing promotions PRIOR to promotional offer being made. Any promotional packages or discounts offered by the marketing division will not be valid toward season ticket packages or pre-purchased game tickets.

All printed promotional material developed by the Assistant Director of Athletics/Marketing will include a disclaimer stating "Offer not valid on season tickets or tickets already purchased".