



**NEW EMPLOYEE
ORIENTATION GUIDE**

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A LETTER FROM THE AD

I am pleased to welcome you to the Spider athletics department. You have joined a successful organization with a wealth of talented, innovative and determined coaches and staff.

At the University of Richmond, we are committed to helping our student-athletes achieve success in the classroom, on the playing field and in the community; while promoting an atmosphere of continuous improvement.



Please read through our on-line orientation guide and find references that will help you make a smooth transition into your new position. I am confident you will find your new experience valuable, challenging and exciting.

Again, welcome and I wish you success in your new endeavor. Go Spiders!

Department of Athletics

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Miller".

Jim Miller
Director of Athletics

University of Richmond
Virginia 23173
804 289-8371



WELCOME

WELCOME TO The University of Richmond!

Starting a new job is exciting, but at times can be overwhelming. This New Employee Orientation Guide has been developed to help you become acquainted with our organization and answer many of your initial questions.

As an employee of the University of Richmond, the importance of your contribution cannot be overstated. Our mission statement is to develop and maintain a Division I intercollegiate athletic program which attracts national recognition to the University by:

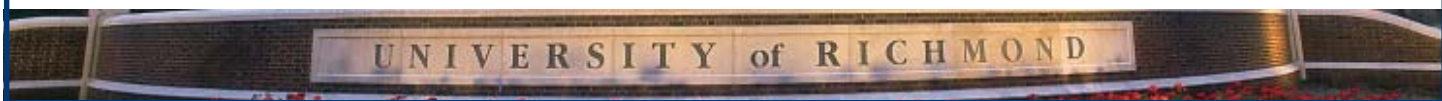
- Exhibiting integrity and academic achievement at the highest level;
- Consistently competing for conference championships and/or earning opportunities for NCAA championships and;
- Providing a positive collegiate experience for its student-athletes

Our department has developed the following goals for continued success:

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 Director's Cup.

You are an important part of this process and your work directly influences our organization's reputation.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.



GETTING STARTED

Human Resources Mandatory Orientation Meeting

The University requires any new employee to attend a full-day orientation meeting. This will help you adjust to the university and will give you immediate information on rights and privileges. The meeting will conclude with a tour of campus. You will receive a letter from the Associate VP for Human Resources with a date, time and location. It is mandatory to attend this meeting.

Keys

The Coordinator of Facilities & Events is the primary contact for office keys. You will receive one key to your office and additional keys to any required offices or facilities that you are authorized to access. The Coordinator of Facilities & Events will provide you with keys upon your first few days of employment.

Office Phone

The Assistant Athletic Director/Business Operations is the primary contact for office phones. You will be provided with one university phone. Human Resources will work with telecommunications in setting up your office phone upon your first day of employment. Once the proper paperwork is completed during your new employee orientation meeting with HR, your e-mail account will be activated.

E-Mail

The Assistant Athletic Director/Business Operations is the primary contact for e-mail accounts. Human Resources will work with telecommunications in setting up your e-mail account upon your first day of employment. Once the proper paperwork is completed during your new employee orientation meeting with HR, your e-mail account will be activated.

Mail/Fed-Ex

The mail room is located in between the administrative hallways, and next to the kitchen. Campus mail, regular US Postal mail and FEDEX mail is submitted and picked up in this room. You have access to a stamp machine for any external mailings. Please obtain your department code from your supervisor. Please see the Assistant Business Manager for a FedEx envelope. It is mandatory to include your department index number on all FedEx transactions.

Copy Machine

The copy machine is located in the mail room. Please obtain a copy machine card from your supervisor. Your copy machine card will have an allocated amount of copies which are pre-paid.

Fax Machines

There are two (2) fax machines located in the reception area. The reception area is located to your immediate right in entering the Robins Center.



BUSINESS OFFICE

Travel Reimbursements

The Assistant Business Manager **processes all** travel reimbursements. You will receive a travel reimbursement template that is to be completed and submitted with all receipts following all university related trips. It is mandatory to completely fill this form out and submit all corresponding receipts. You have **up to 90** days from the time you take your trip to submit all travel receipts , **however, you should submit your expense reports as soon as possible after completing your trip. Multiple trips may not be combined on one expense report. Please submit a separate report for each trip.**

Cash Advances

You may request cash advances for all team competition and recruiting travel. Please see the Assistant Business Manager for a cash advance request form. You must take the cash advance request form to the Bursars Office between 9 am and 2 pm Monday through Friday in order to obtain your cash. Following your trip, please submit all receipts/excess cash with a travel reimbursement form to the Assistant Business Manager.

Purchasing

All non-reimbursement purchases should be made via university credit card. Please contact the Assistant Business Manager if you want to use the credit card.

Budgeting

The Assistant Athletic Director/Business Operations will send a monthly budget report to all department heads at the end of each month. The university will send a budget status report a few days later which will show all purchases made for the current month. Please reconcile your budget monthly to ensure accuracy.



COMPLIANCE OFFICE

The University of Richmond is committed and obligated to the principles of institutional control in operating its athletics program in a manner consistent with the letter and the spirit of the NCAA, Atlantic-10 Conference (A-10), Colonial Athletic Conference (CAA) and University rules and regulations.

The Athletics Compliance Office directs this effort and acts as a resource center concerning NCAA regulations and compliance issues. The primary functions of the Athletics Compliance Office are 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.

All staff members are responsible for familiarizing themselves with the Department's established compliance procedures. These detailed written procedures are documented in the Department's comprehensive Compliance Manual which can be found online at http://grfx.cstv.com/photos/schools/rich/genrel/auto_pdf/a-compliancemanual806.pdf

Standards of Honesty and Sportsmanship

Individuals employed by or associated with the an NCAA member institution to administer, conduct or coach intercollegiate athletics shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sport (NCAA Bylaw 11.1.1).

Gambling

NCAA Bylaw 10.3 states that athletics department staff members and student-athletes shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- Solicit a bet on any intercollegiate team;
- Accept a bet on any team representing the institution;
- Solicit or accept a bet on any intercollegiate competition for any item that has tangible value; or
- Participate in any gambling activity that involved intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

Extra Benefits

Department of Athletics coaches and staff are prohibited from providing extra benefits to prospective and/or enrolled student-athletes. The NCAA defines an extra benefit as any special arrangement by an institution employee or a representative of the institution's athletic interest ("Booster") to provide a student-athlete (or a student-athlete's relative or friend) a benefit that is not generally available to other University of Richmond students and their relatives and/or friends, or, is not expressly authorized by the NCAA legislation.



Complimentary Admissions

Student-Athletes: Student-athletes may receive up to four complimentary admissions per contest in their sport. Those individuals listed by the student-athlete to receive complimentary admissions will be put on a pass list and admitted upon arrival. No hard tickets will be distributed.

Prospective Student-Athletes: Prospects making an official visit may receive a maximum of three complimentary admissions to home athletic events for themselves and their guest(s). These tickets must be distributed through a pass list. Complimentary admissions may not be given to conference, NCAA, or national governing body tournaments. Prospects on unofficial visits may receive up to three complimentary admits to an on-campus event. These admissions are also issued through a pass list.

High School, Prep School, or Two-Year College Coaches: Coaches of prospective student-athletes may receive a maximum of two complimentary admissions to home athletic events. These tickets must be distributed through a pass list. They are charged to your sport's budget.

Outside Income

NCAA Bylaw 11.2.2 requires all full-time or part-time athletics department staff members (excluding secretarial or clerical personnel) to provide a written detailed account annually to the chief executive officer for all athletically related income and benefits from sources outside the institution. Sources of such income shall include, but are not limited to, the following: (a) income from annuities; (b) sports camps; (c) housing benefits (including preferential housing arrangements); (d) country club memberships; (e) complimentary ticket sales; (f) television and radio programs; and (g) endorsement or consultation contracts with athletics shoe, apparel, or equipment manufacturers.

Pursuant to this legislation, the Department of Athletics requires that all exempt (salaried) employees report, on an annual basis, all outside athletically related income. Each academic year, such employees are required to provide a written, detailed account of all outside athletically related income from the sources listed above to the Athletics Compliance Office. The Athletics Compliance Office will facilitate obtaining the approvals of both the Director of Athletics and University President.

Tobacco Use

Per NCAA Bylaw 11.1.5, the use of tobacco (including cigarettes, chewing tobacco, "dip" or "snuff") in any form is prohibited during practice and competition. No tobacco will be allowed in University facilities or on University sanctioned trips (e.g., buses, airplanes, vans, hotels, stadiums, etc.).

Reporting Rules Violations

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

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



Who To Call Guide

Financial Aid

Cancellation/Reduction or Increases of Scholarships: Assistant AD / Compliance
Financial Aid Bylaws: Assistant AD / Compliance
International Student Taxes: Assistant Business Manager
NCAA Special Assistance Fund: Assistant AD / Compliance
NCAA Student Opportunity Fund: Assistant AD / Academics, Assistant AD / Business
Student-Athlete Employment: Assistant AD / Compliance

Eligibility

ACT/SAT/TOEFL: Athletics Admissions Coordinator
Admissions/Special Admissions: Athletics Admissions Coordinator
Initial Eligibility Evaluations: Athletics Admissions Coordinator, Assistant AD / Compliance
International Student Eligibility Evaluations: Athletics Admissions Coordinator, Assistant AD / Compliance
NCAA Clearinghouse: Assistant AD / Compliance
Transfer Eligibility Evaluations: Athletics Admissions Coordinator, Assistant AD / Compliance
Transfers out: Assistant AD / Compliance, applicable Sport Administrator

Recruiting

Official/Unofficial Visits: Assistant AD / Compliance
Permission to Contact Student-Athlete at another school: Assistant AD / Compliance
Phone Logs: Assistant AD / Compliance
Recruiting Calendar(s): Assistant AD / Compliance
Recruiting Travel Reimbursements: Assistant Business Manager, Assistant AD / Compliance

Playing and Practice Seasons

Declaration of Playing/Practice Seasons: Assistant AD / Compliance
Post Season Affidavits: Assistant AD / Compliance
Practice Logs: Assistant AD / Compliance

Miscellaneous

Agent Registration: Assistant AD / Compliance
Camps & Clinics Audits & Brochures: Assistant AD / Compliance, Assistant AD / Business
Certification of Student-Athletes: Assistant AD / Compliance, Assistant AD / Academics
Coaches Certification Exam: Assistant AD / Compliance
Compliance Publications: Assistant AD / Compliance
NCAA Legislation: Assistant AD / Compliance
NCAA Reports: Assistant AD / Compliance
NCAA Surveys: Assistant AD / Compliance
NCAA Waivers: Assistant AD / Compliance
Outside Income: Assistant AD / Compliance
Promotional Activities: Assistant AD / Compliance
Rules Education: Assistant AD / Compliance
Rules Interpretations: Assistant AD / Compliance
Secondary Violations Investigations & Self-Reports: Assistant AD / Compliance
Student-Athlete Files: Assistant AD / Compliance
Summer Leagues: Assistant AD / Compliance
Walk-On Student-Athletes: Assistant AD / Compliance, Sports Medicine



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.



EMPLOYEE BENEFITS

Please visit <http://hr.richmond.edu/benefits/health.htm> for a complete benefit analysis

Optional Benefits (Dental)

Please visit <http://hr.richmond.edu/benefits/dental.htm> for a complete analysis

Sick Leave/Vacation

Please visit <http://hr.richmond.edu/benefits/sickleave.htm> for a complete analysis

Retirement

Please visit <http://hr.richmond.edu/benefits/retirement.htm> for a complete analysis

Tuition Remission

Please visit <http://hr.richmond.edu/benefits/noncredit.htm> for a complete analysis

Dining Services

Please visit <http://dining.richmond.edu/> for a complete analysis

Equipment

Please contact the Equipment Manager located on the basement level of the Robins Center for all equipment questions and needs.



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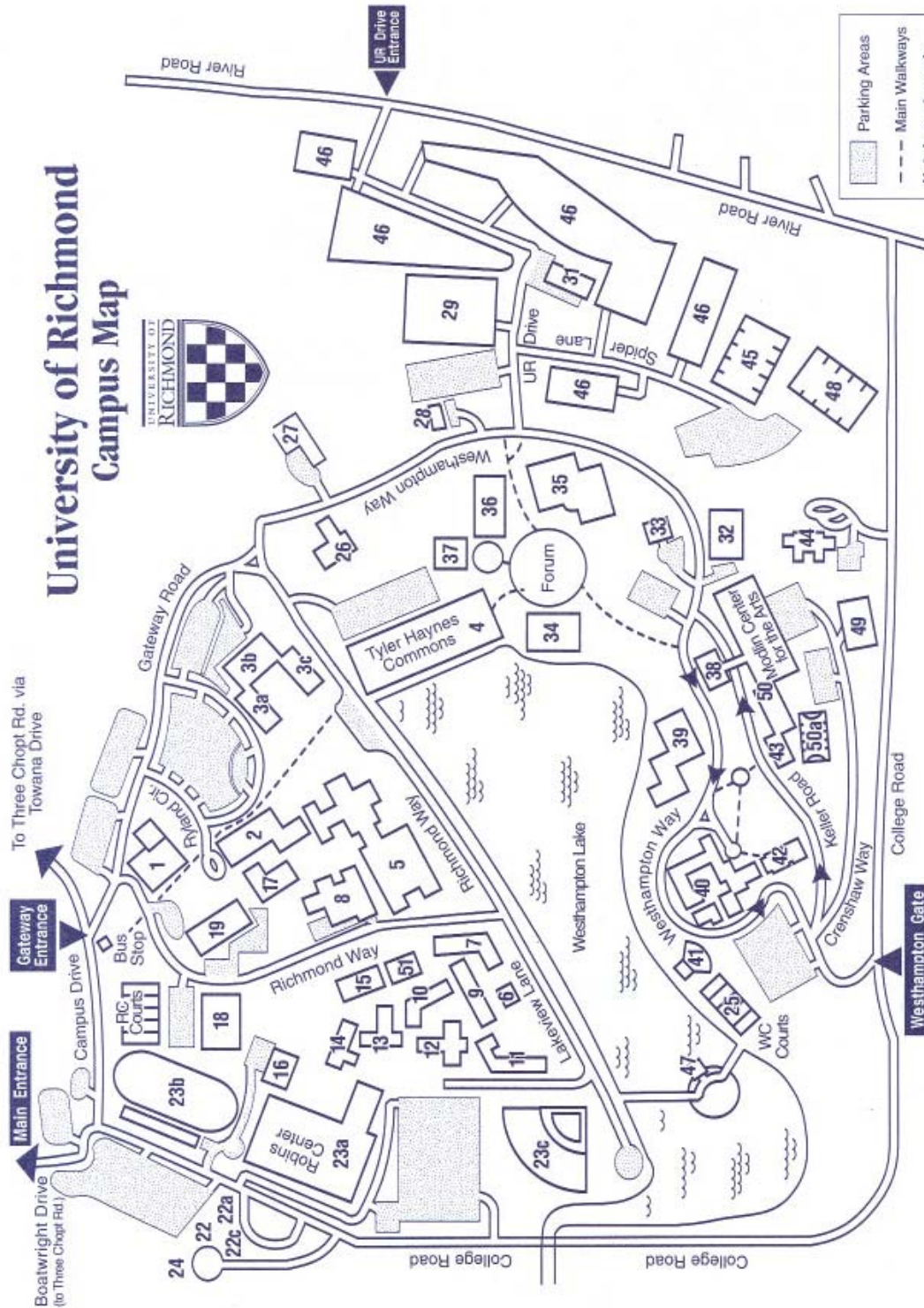
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Athletic Department Organizational Chart

