Athletic contracts and schedules are important documents that must meet NCAA requirements. Please adhere to the Policy below for submission and approval of these documents.

DEADLINES

Preliminary Schedules must be submitted to the Compliance Coordinator to obtain necessary approval by the following dates:

- **Schedules Due May 1st** – Fall Competitions (M/W Cross Country, Football, M/W Soccer, Volleyball, Men’s Water Polo)
- **Schedules Due June 1st** – Late Fall/Winter Competitions (M/W Basketball, Gymnastics, Swimming & Diving, Indoor Track); Fall Non-Championship Competitions (Baseball, M/W Golf Softball)
- **Schedules Due July 1st** – Spring Competitions (Baseball, M/W Golf, Softball, Tennis, Outdoor Track, Women’s Water Polo, Sand Volleyball); Spring Non-Championship (Men’s Cross Country, M/W Soccer, Volleyball)

**Final Schedules** (including game times, scrimmages, exhibition games, intra squads, alumni games, etc.) must be submitted to the Compliance Coordinator 60 days prior to the first scheduled competition.

APPROVAL PROCESS

**Step 1: Approvals** for schedules are obtained by the Compliance Coordinator from:

- Compliance Office to ensure schedules comply with limitations set forth in Bylaw 17.
- Facilities to ensure availability of the facility to check for any potential scheduling conflicts.
- Sports Information for editing to ensure accurate opponent, date, time and location
- Sport Supervisors to confirm approvals and budget availability.
  
  - NOTE: Games guarantees must be approved in advance.

**Step 2: Final Approval** is obtained from the Deputy Athletics Director/Internal.

**Step 3: Distribution** of final approved schedules will be communicated via email by the Compliance Coordinator to the Head Coach and appropriate support staff (Sport Supervisor, Deputy Athletics Director/Internal, Compliance Office, Facilities, Sports Information, Sports Medicine, Equipment) within 10 business days of initial submission.

CHANGES

Changes to approved schedules must be communicated to the Compliance Coordinator immediately via submission of a complete schedule highlighting the changes. The Approval Process outlined above will be followed.

- Examples of changes include adding/dropping local contests, dates of competition, venues, and number of contests in an approved tournament.
- The Compliance Coordinator will create an Addendum for changes to non-Conference contests (e.g., comp tickets, financial guarantees, hotels, time/date, location, meals, etc.)
- The Compliance Coordinator will follow the appropriate Conference policy for changes to Conference contests.
CANCELLATIONS

Cancellations to approved schedules that occur in advance must be communicated to the Compliance Coordinator immediately via submission of a complete schedule indicating the cancelled contest(s). The Approval Process outlined above will be followed.

- For cancellations that occur the day of the contest, the Head Coach must immediately notify the following individuals:
  - Sport Supervisor
  - Deputy Athletics Director/Internal
  - Compliance Coordinator
  - Compliance Office
  - Facilities
  - Sports Information
  - Sports Medicine
  - Equipment

CONTRACTS

- **HOME CONTESTS:** Contracts for home contests will be created, distributed to opponents and maintained by the Compliance Coordinator after approval by the Head Coach and Deputy Athletics Director.
- **AWAY CONTESTS:** Contracts for away contests are received by the Compliance Coordinator and distributed for approval to the Head Coach and Deputy Athletics Director. Compliance Coordinator maintains and sends approved contracts to opponents.
- **ADDENDUMS:** Compliance Coordinator will generate the appropriate document to be signed by the Head Coach and Deputy Athletics Director and sent to the opposing team for approval.