

# **UNIVERSITY OF THE INCARNATE WORD**



**DEPARTMENT OF ATHLETICS**

**OPERATIONS AND PROCEDURES MANUAL**

**Revised – April 2019**

## Table of Contents

Section I - Introduction .....	4
Operating Policies .....	4
Mission Statement .....	4
Vision Statement .....	4
Core Values .....	5
Section II - Standards of Conduct .....	6
Student-Athletes .....	7
2. Ethical Behavior .....	7
5. Financial Aid .....	8
Section III - Structure and Responsibilities .....	9
Athletics Organizational Structure .....	10
Coaches and Responsibilities .....	11
Head Coaches .....	11
Assistant Coaches .....	11
Part-Time Coaches .....	11
Graduate Assistants .....	11
Section IV - Employment Policies .....	12
Hiring Policies .....	12
Special Requirements .....	12
Job Evaluations .....	12
Employee Behavior .....	13
Athletic Training and Sports Medicine Policies and Procedures .....	13
Section V - General Policies and Procedures .....	14
Substance Abuse .....	14
Gambling .....	14
Harassment Policy .....	14-15
Number of Contests .....	15
Schedule Changes .....	15
Summer Sports Camps .....	15
Facility Security and Keys .....	15
Donations and Fund-Raising .....	16
Representatives of Athletics Interests/Boosters .....	16
Rental of Athletic Facilities .....	16
Contracts and Agreements .....	17
Cheerleaders, Dance Team, Mascots .....	17
Parking .....	17
Transgender Student-Athlete Policy .....	17
Appendix A: Crisis Management .....	18
Appendix B: Travel Policies .....	19-21
Appendix C: Accounting Policies .....	22-23

Appendix D: Compliance .....24-25  
Appendix E: Schedule Policy.....26  
Appendix F: Class Absence.....27  
Appendix G: Missed Class Letter.....28

## Section I - Introduction

The University of the Incarnate Word (UIW) Department of Athletics Operations and Procedures Manual is to outline those practices which shall govern the operation of this department. In some cases, policies appearing here have been taken from the University's Policy Manual or from rules manuals of sanctioning bodies of which UIW is a member—National College Athletics Association (NCAA) and/or the Southland Conference. In other cases, procedures appearing here deal only with situations unique to the University of the Incarnate Word Department of Athletics.

Should conflicts arise between Department of Athletics and University policies, University policies and procedures will prevail unless written permission for an exception is given by the Vice President for Enrollment Management and Student Services. Likewise, if conflicts should arise between Department of Athletics policies and rules of the official sanctioning bodies, the stricter rule shall prevail. Conflicts should be brought to the attention of the Director of Athletics so that the conflicts may be resolved at the earliest possible time.

It also should be noted that no attempt has been made to cite NCAA or Southland Conference rules in their entirety. Whenever reference is made to specific NCAA or Southland Conference rules the appropriate rules manual should always be consulted to ensure full compliance with the rule.

Questions or comments regarding the UIW Department of Athletics operations and procedures should be directed to the Director of Athletics.

### Operating Policies

Subject to approval by the Board of Trustees of the University of the Incarnate Word, the President of the University shall be responsible for establishing operating policies for the Department of Athletics and for setting standards of conduct for athletic personnel and other athletic interests. The Vice President for Enrollment Management and Student Services along with the Director of Athletics shall be responsible for implementing such policies and enforcing prescribed standards of conduct. Changes in procedure and operations will be effective upon recommendation of the Vice President for Enrollment Management and Student Services, review by the President and approval by the Board of Trustees. The formulation and implementation of routine operational procedures will be the responsibility of the Vice President for Enrollment Management and Student Services and the Director of Athletics are subject to review and approval by the President.

### Mission Statement

The University of the Incarnate Word's Department of Athletics shall promote and support the university's Mission in context of faith through the pursuit of academic and athletic excellence.

The Department of Athletics shall offer NCAA Division I athletic programs for both men and women which will provide the student-athletes with competitive experiences at the conference, regional and national levels. The Department of Athletics is committed to the concepts of fair play, ethical conduct, teamwork, and the standards of the NCAA.

The Department of Athletics will maintain a staff of competent and diverse coaches and administrators who model the values of the institution and continue to develop their own areas of expertise in order to help promote student-athletes well-being and performance both on and off the field.

The primary goal of the Department of Athletics is to graduate scholar athletes who reflect the values of the University of the Incarnate Word.

### Vision Statement

The vision of the University of the Incarnate Word Department of Athletics is to be among the premier intercollegiate programs and to be recognized nationally and regionally as a program of excellence through academic and athletic achievements. Reflective of the University's core values, the UIW Department of Athletics shall be dedicated to the development of all student-athletes' minds, bodies and spirits in preparation for life beyond athletics.

## Core Values

**Faith-** The university is committed to educational excellence in a context of faith in Jesus Christ, the Incarnate Word of God.

**Innovation-** The University is open to thoughtful innovation that serves the spiritual and material needs of people.

**Education-** The University educates men and women who will become concerned and enlightened citizens.

**Service-** The curriculum includes a global perspective and an emphasis on social justice and community service.

**Truth-** The faculty and students support one another in the search for the communication of truth.

## Section II - Standards of Conduct

### Coaches and Staff

1. Individuals employed by the Department of Athletics shall conduct themselves at all times with sportsmanship and honesty and shall abide by both the letter and the spirit of the recruiting rules of the NCAA and will be subject to immediate suspension and/or dismissal for deliberate violations.
2. Other athletic interest representatives of the University shall be subject to the same high standards of ethical conduct as those required of athletic department personnel.
3. Individuals employed by or associated with the institution to administer, conduct or coach intercollegiate athletics shall deport themselves with honesty and sportsmanship. They shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.
4. All team coaching staff members (full time head or assistant coach, part-time assistant coach, graduate assistant coach, or volunteer assistant coach) are considered employees in a supervisory capacity. In that capacity they are subject to the policies and procedures outlined in the Employee Administrator Staff Guidelines Manual. A romantic relationship between a coach and a student-athlete within their sport program is a violation of this policy and is considered grounds for immediate disciplinary action up to and including termination.
5. Institutional staff members found in violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provision of the NCAA enforcement procedures, whether such violations occurred at the certifying institution or during the individual's previous employment at another member institution. The UIW Compliance Handbook, details institutional, Southland Conference and NCAA policies and procedures for each staff member to observe in order to keep the individual staff member and UIW in compliance.
6. Staff members of NCAA member institutions and others serving on the Association's committees or acting as consultants shall not use, directly or by implication, the NCAA name or their affiliation with the NCAA in the endorsement of products or services.
7. Athletics department staff members shall not, directly or by implication, use the University's name or logo in the endorsement of commercial products or services for personal gain with prior approval from the University.
8. Staff members of the athletics department of an NCAA-member institution shall not represent, directly or by implication, any individual in the marketing of athletics ability or reputation to an agent, a professional sports team or a professional sports organization, including receiving compensation for arranging commercial endorsements or personal appearances for former student-athletes, and shall not receive compensation or gratuities of any kind, directly or indirectly, for such services.
9. Staff members of the Department of Athletics of an NCAA-member institution shall not knowingly participate, directly or indirectly, in the management, coaching, officiating, supervision, promotion or player selection of any all-star contest involving student-athletes that is not certified by the NCAA.
10. No UIW coach or staff member may sell, distribute or supply nutritional supplements not approved by the Director of Athletics to UIW student-athletes or to anyone connected with UIW student-athletes.
11. Coaches are to be responsible for establishing and enforcing reasonable rules of conduct for their respective teams. Such rules shall include, but may not be limited to the following:
  - a) Practice
  - b) Travel
  - c) Diet
  - d) Attire
  - e) Personal conduct
  - f) Class attendance
  - g) Personal appearance
  - h) Study hall attendance
12. Coaches shall be responsible for taking the appropriate disciplinary action when team rules, University rules, Southland Conference and NCAA rules or state or federal laws are violated, provided such actions are administered in a fair and timely manner. Whenever a student-athlete is disciplined, the coach shall make a written record of the circumstances and place it in the student-athletes file, also giving a copy to the Director of Athletics.

## Student-Athletes

### 1. Conduct

- a. UIW student-athletes are to be aware that participating in the athletics program is a **PRIVILEGE**, not a right, and that they are expected to conduct themselves in a manner which will reflect favorably upon the University, the Department of Athletics and the respective teams. Disorderly behavior, deliberate or flagrant violations of the University's Department of Athletics procedures or policies, or breach of state and/or federal law are not to be tolerated. Students who engage in such activities will be subject to disciplinary action up to and including dismissal from their respective teams and cancellation of their athletic grant-in-aid.

### 2. Ethical Behavior

- a. UIW student-athletes are to conduct themselves with honesty and sportsmanship at all times so that they and the institution they represent always will reflect the highest standards of fair play and amateur athletics competition. Student-athletes should keep in mind their obligation to adhere to the University's policies as outlined in the University of the Incarnate Word Student Handbook, both on and off the campus.
- b. Behavior such as dishonesty, cheating, or unsportsmanlike conduct shall be subject to disciplinary action. Conduct which may be considered unethical may include:
  - i. refusal to furnish information relevant to an investigation of possible violations of NCAA or Southland Conference rules or state or federal law,
  - ii. knowingly furnishing the Department of Athletics, the University, the NCAA or Southland Conference with false or deliberately misleading information concerning any athlete's involvement in or knowledge of NCAA or Southland Conference rules or state or federal law violations,
  - iii. academic fraud,
  - iv. illegal gambling,
  - v. banned substance abuse
- c. Student-athletes found to be in violation of the rules of ethical behavior shall be ineligible for further intercollegiate athletics competition and may have their scholarship canceled or reduced.
- d. Student-athletes who have been declared ineligible for further athletics competition as the result of violations of NCAA or Southland Conference rules shall have the right to appeal to the Department of Athletics. Such appeals are to be initiated through the Director of Athletics.
- e. Violations of the University discipline policies will result in the student-athlete being referred to the Dean of Campus Life.

### 3. Academic Standards

- a. All student-athletes must:
  - i. be considered fulltime as defined under NCAA Bylaw 14.2, and
  - ii. must meet academic standards as defined by NCAA bylaw 14.3 or 14.4.

### 4. Excused Absences

- a. Student-athletes are to be excused from class attendance for the purpose of participating in a sanctioned UIW intercollegiate event IF the following conditions are met:
  - i. During the first two weeks of each semester student-athletes involved in intercollegiate activities must present to each of their professors a schedule of that semester's games or events indicating exactly which class or classes will be missed.
  - ii. During the semester student-athletes involved in intercollegiate events must remind their professors no less than two class periods prior to the excused absence date(s) in order to confirm the date(s) and to make arrangements to makeup missed assignments and course work prior to the next scheduled class meeting following the excused absence.
  - iii. Student-athletes are responsible to attend every class meeting with the exception of those missed due to games/matches.

5. Financial Aid

- a. All returning student-athletes who wish to be considered for financial aid, including Pell Grant, UIW Grants, College Work-Study programs, and athletic scholarships MUST complete and must traditionally and electronically mail the FAFSA ([www.fasfa.gov](http://www.fasfa.gov)) no later than FEBRUARY 15th of each year for priority consideration. Failure to accurately complete this form prior to this date may result in the loss of financial aid for which that student-athlete might qualify.
- b. Per NCAA regulations, all athletic scholarships paperwork for returning student-athletes must be completed and on file with the Compliance Office by July 1.
- c. All athletic scholarships will be for either the regular academic term or multiple regular academic years according to NCAA bylaw 15.3.3.11.
- d. If an athletic scholarship will not be renewed the head coach must meet with that student-athlete and inform him/her of this decision prior to June 1 of each year.

6. Study Hall

- a. The Dean of Student Success, UIW academic advisers and the Associate Athletics Director for Academic Services determine who is to attend study hall. Coaches will receive weekly reports from these advisors as to the attendance and behavior of the student-athletes in study hall. Each student-athlete's study hall requirements will be determined individually and communicated to the student by the coaching staff at the beginning of the semester.
- b. Study hall is not a place for punishment. It is an academic enhancement activity and should be utilized to enhance the academic endeavors of UIW student-athletes.

7. Substance Abuse

- a. Refer to the UIW Athletics Sports Medicine webpage for complete policy.



## Section III - Structure and Responsibilities

### Organizational Structure

#### Affiliations

- a. The University of the Incarnate Word shall maintain membership in the National College Athletic Association (NCAA) competing in Division I. Additionally, UIW shall maintain active membership in the Division I Southland Conference in all sports sponsored by that conference. Additionally, UIW men's soccer and Fencing competes in the Western Athletic Conference while both men's and women's swimming compete in the Coastal Collegiate Swimming Association. Synchronized Swimming is independent but compete for USA nationals each year.

#### Sports Offered

- a. The University of the Incarnate Word currently sponsors 23 teams, 11 men, 12 women:

##### **Men**

Baseball  
Basketball  
Cross Country  
Fencing  
Football  
Golf  
Soccer  
Swimming and Diving  
Tennis  
Indoor Track and Field  
Outdoor Track and Field

##### **Women**

Basketball  
Cross Country  
Fencing  
Golf  
Softball  
Soccer  
Swimming and Diving  
Synchronized Swimming  
Tennis  
Indoor Track and Field  
Outdoor Track and Field  
Volleyball

#### Rules for Regular Season and Playoff/Championship Contests

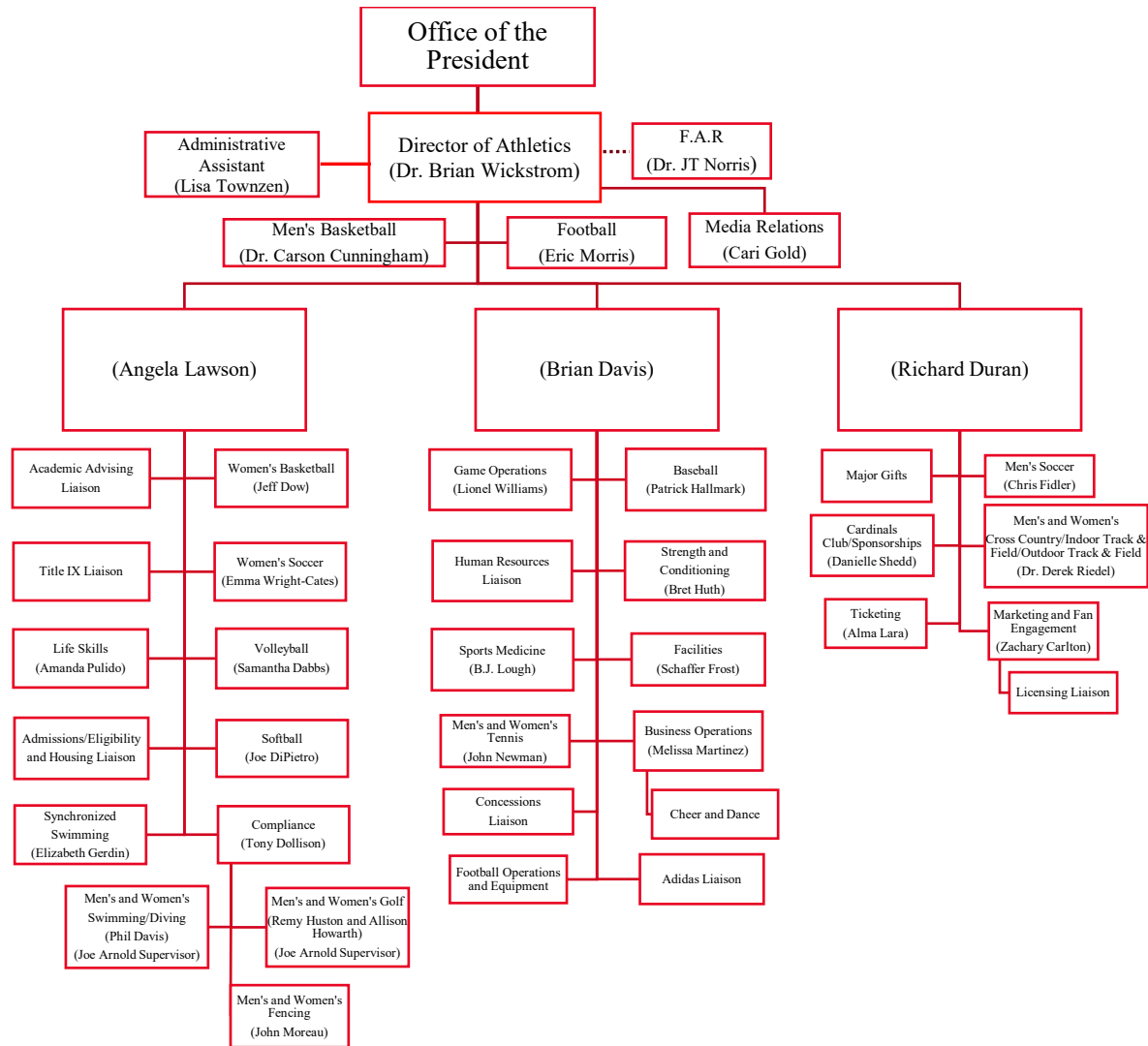
- a. All regular season contests played on the Incarnate Word campus are to be played under NCAA guidelines.

#### Facilities

- a. University of the Incarnate Word athletic facilities include the McDermott Convocation Center for basketball and volleyball, Mabry Tennis Center, Benson Stadium for football, soccer and track and field, Sullivan Baseball Field, Barshop Natatorium for swimming, diving and synchronized swimming, University of the Incarnate Word Brainpower Center for Fencing and International Sports, HEB field.
- b. These facilities are under the administrative control of the UIW Director of Athletics and must be scheduled through that office or through the office of the Athletic Facilities Coordinator.



## Athletics Organizational Structure (April 4, 2019)



## **Coaches and Responsibilities**

### Head Coaches

Head Coaches report directly to the Director of Athletics. Their responsibilities include but are not limited to the following:

- a. Compliance with all NCAA Division I, WACC, and Southland Conference rules and regulations related to recruiting, scholarship requirements, and eligibility of student-athletes and standards of conduct.
- b. Scheduling in accordance with NCAA and Southland Conference minimum and maximum contests with consultation with the Director of Athletics. Also, the scheduling of facilities for practices as well as contests.
- c. Budget preparation as well as remaining within the approved budget amounts.
- d. The health and safety of their student-athletes.
- e. Monitoring of their student-athlete's academic progress including providing their travel schedules in a timely manner to their classroom instructors.
- f. Individual and team conduct according to NCAA, Southland Conference and Incarnate Word standards.
- g. Equipment maintenance, control, and inventory.
- h. The timely reconciliation of financial responsibilities.

### Assistant Coaches

Assistant Coaches shall report directly to the appropriate head coach and will be responsible for such duties as assigned by that head coach.

### Part-Time Coaches

All part-time coaches need to be hourly employees.

### Graduate Assistants

Graduate Assistants shall report directly to the appropriate head coach and or assigned athletics administrator and shall be responsible for duties as assigned by those individuals. Graduate assistants are expected to assist with departmental functions as assigned by the Director of Athletics. Graduate Assistants are considered employees and will adhere to the UIW Administrator Staff Guidelines policies and procedures manual.

## Section IV - Employment Policies

### Hiring Policies

#### Director of Athletics

This position shall be appointed by the president from a list of candidates recommended by a screening committee composed of a cross section of administration, faculty and student personnel selected by the Vice President of Enrollment Management and Student Services.

#### Head Coaches

The Director of Athletics may appoint a committee to search for and receive applications for head coaching positions. That committee may be composed of a cross section of administration, faculty and student personnel. Candidates may be selected by the committee to be recommended to the Director of Athletics. That candidate then shall be recommended to the President's office.

#### Assistant Coaches

Assistant coaches shall be appointed by the Director of Athletics upon recommendation of the respective head coach and subject to approval of the Vice President of Enrollment Management and Student Services.

#### Other Athletic Personnel

All other Department of Athletics personnel shall be appointed by the Director of Athletics subject to approval by the President's office.

### Special Requirements

1. The University shall not hire any person who is under sanction by the NCAA or any NCAA or member conference for violating NCAA or conference rules.
2. Employment agreements for all UIW athletic department personnel shall stipulate that the violation of NCAA Division I and Southland Conference rules or failure to report such violations is prohibited and may result in disciplinary action.
3. Before any offer of employment can be made to any candidate for a head coaching or assistant coaching position the Director of Athletics shall contact the NCAA Compliance and Enforcement Department to determine whether the candidate has been involved in past NCAA violations.
4. Any department employee who is found in violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures.
5. Athletic department personnel may be suspended for a period of time, without pay, or the employee may be terminated if that person is found to be involved in deliberate and serious violations of NCAA regulations.
6. UIW welcomes to its community persons of diverse backgrounds, in the belief that their respectful interaction advances the discovery of truth, mutual understanding, self-realization, and the common good. UIW is committed to the equality of employment and does not discriminate against applicants or employees in regard to race, creed, color, religion, national origin, sex, age, disability or veteran status.

### Job Evaluations

Assigned supervisors shall make an annual written evaluation of all head coaches and non-coaching administrative personnel and shall forward such evaluations to the President's office and to the Office of Human Resources.

1. Head Coaches/Area Managers evaluate their own staffs.
2. Assigned supervisors shall meet personally with head coaches or area managers to discuss their evaluations. In-person meetings shall take into consideration, but not limited to those items listed on the coach's evaluation form.

## Employee Behavior

1. In addition to Section II, Standards of Conduct, in this document, all Department of Athletics employees, both coaches and administrators, are expected to exhibit standards of behavior that are ethical and considerate of fellow staff members.
2. Should an act of behavior be deemed inappropriate then the Department of Athletics will refer to the University document distributed by the Department of Human Resources entitled "UIW Administrator/Staff Guidelines". The following steps will be put into place according to Chapter XI of the guidelines:
  - a. Section 11.2            Verbal Warning
  - b. Section 11.3            Written Warning / Reprimand
  - c. Section 11.4            Disciplinary / Performance Review
  - d. Section 11.5            Suspension
  - e. Section 11.6            Discharge

## Athletic Training and Sports Medicine Policies and Procedures

1. Refer to the UIW Athletic Sports Medicine webpage for complete policies.
2. [https://uiwcardinals.com/sports/2009/7/2/GEN\\_0702092634.aspx?tab=sportsmedicine](https://uiwcardinals.com/sports/2009/7/2/GEN_0702092634.aspx?tab=sportsmedicine)

## **Section V - General Policies and Procedures**

### **Substance Abuse**

Refer to the UIW Athletics Sports Medicine webpage for complete policy.

### **Gambling**

#### **NCAA Position on Gambling**

The NCAA opposes all forms of legal and illegal sports wagering. Sports wagering has the potential to undermine the integrity of sports contests and jeopardizes the welfare of student-athletes and the intercollegiate athletics community. Sports wagering demeans the competition and competitors alike by a message that is contrary to the purpose and meaning of "sport". Sports competition should be appreciated for the inherent benefits related to participation of student-athletes, coaches and institutions in fair contests, not the amount of money wagered on the outcome of the competition.

For these reasons, the NCAA membership has adopted specific rules prohibiting athletics department staff members and student-athletes from engaging in gambling activities as they relate to intercollegiate or professional sporting events.

The NCAA Position on Gambling was approved by the NCAA Administrative Committee on March 19, 1997.

NCAA institutions are encouraged to publish the NCAA Position on Gambling in game programs, alumni newsletters, and employee and student-athlete handbooks.

#### **NCAA Bylaw 10.3 Gambling Activities**

Staff members of the athletics department of a member institution and student-athletes shall not knowingly:

1. (a) Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
2. (b) Solicit a bet on any intercollegiate athletic team;
3. (c) Accept a bet on any team representing the institution; or
4. (d) Participate in any gambling activity that involves intercollegiate athletics of professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

### **Harassment Policy**

#### **CHAPTER IX – HARASSMENT-FREE WORK AND LEARNING ENVIRONMENT POLICY**

The University of the Incarnate Word, Incarnate Word High School, and St. Anthony Catholic High School (hereafter UIW/IWHS/SACHS) are committed to providing a professional and collegial work and learning environment that values diversity and emphasizes the dignity and worth of every individual in which all individuals are treated with respect. Accordingly, no form of harassment or conduct which is inappropriate and that may lead to or suggest harassment is tolerated by or against employees and students of UIW/IWHS/SACHS, and vendors, contractors or any other individuals who engage in activities on behalf of UIW/IWHS/SACHS.

Employees are required to cooperate with UIW/IWHS/SACHS to promote equal opportunity and prevent inappropriate conduct. Deans and supervisor/managers are expected to create an atmosphere where complaints of violation of this policy can be voiced without fear of retaliation or intimidation. Employees who have questions or concerns about this policy or about their responsibilities are strongly urged to discuss them with their dean or supervisor/manager or the Human Resources Director.

Any violation of this policy, including inappropriate actions or failure to act, may result in corrective action, up to and including immediate termination of employment or enforced withdrawal. This policy applies not only in all UIW/IWHS/SACHS work locations,

but also to any work-related or education activities outside the workplace, such as business trips and business-related social events and this policy applies to all exempt and non-exempt employees (Administrators and Staff) and to all faculty and students.

The full policy can be found at <https://my.uiw.edu/hr/docs/employeehandbook.pdf>

## Number of Contests

Refer to NCAA Minimums (NCAA Bylaw 20.9.6.3) and to NCAA Maximums (NCAA Bylaw 17) for the number of contests allowed by sport.

## Schedule Changes

1. Home contests will be played at UIW venues. If concerns arise about the readiness of UIW facilities, those concerns must be expressed prior to the date of competition. No home events will be moved to another location on the day of competition. Any such decisions will be made by the Director of Athletics in concert with the particular sport administrator and the particular head coach.
2. Any change in start times must have the approval of the sports admin and the visiting team's director of athletics.
3. If a change in location or a change in start time is approved by the Director of Athletics, it is the responsibility of the particular head coach to distribute that information to the appropriate persons such as the operations manager, head athletic trainer, sports information director, game referees / umpires and any other persons directly involved with game production.

## Summer Sports Camps

1. An indirect cost of 3.5% of gross revenues will be charged to all UIW camps.
2. All UIW summer camps must have a UIW account number through which all income and expenditures are channeled. Refer to UIW Summer Camp Manual for financial procedures. Camp dates must be approved by the Facilities Coordinator.
3. The Associate Athletics Director Compliance must approve all UIW summer camps.
4. Involvement with summer athletic camps is considered vacation time for UIW athletic personnel.
5. UIW athletic personnel directing or working in summer athletic camps are expected to perform their normal duties with those duties not affected by camp involvement.
6. All camp staff personnel must complete a background check through human resources prior to the beginning of a camp.
7. All purchases, including food, are **purchased through** a UIW PO or **petty cash**, and must be initiated prior to the beginning of camp.
8. All camps must comply with Texas Department of Health regulations.
9. UIW camp directors must plan for coverage with the athletic training and sports medicine department in advance of the beginning of a camp.

## Facility Security and Keys

1. The security of UIW athletic facilities and equipment is of utmost importance. It is every staff member's responsibility to be conscious of security problems and either correct them or bring them to the attention of the Director of Athletics and/or campus police.
2. After normal working hours, generally 8 a.m. to 5 p.m. Monday through Friday, secure the facility upon departure.
3. If members of the UIW athletic staff arrive and a facility is not properly secured notify campus police and give that information to the Director of Athletics.
4. Building and facility keys are to be issue only to members of the athletic department who are under contract. Issued keys are the property of UIW and are not to be given or loaned to persons not under contract to UIW.

## Donations and Fund-Raising

1. All donations to UIW athletic programs after being processed by development are to be delivered to the University's Grants and Accounting Department for proper distribution.
2. All fund-raising projects conducted by UIW coaches and staff members must be discussed with and approved by the External Relations Manager.
3. The breakdowns of the revenues and expenses of each fundraising events must be completed by the coaching staff in conclusion of the event and submitted to the External Relations Manager and the University's Grants and Accounting Department.
4. All fundraising events must use one fundraising account to purchase all expense or process revenues gains.

## Representatives of UIW's Athletics Interests/Boosters

Who is a representative of UIW's athletics interests (i.e., a "UIW Athletics booster")?

NCAA defines a "booster" as an individual who is known (or who should have been known) by a member of the institution's executive or athletics administration to:

1. Have participated in or to be a member of an agency or organization, including corporate entities (e.g., apparel and equipment companies,) promoting the institution's intercollegiate athletics program;
2. Have made financial contributions to the athletics department or to an athletics booster organization of that institution;
3. Be assisting or to have been requested (by the athletics department staff) to assist in the recruitment of prospective student-athletes;
4. Be assisting or to have assisted in providing benefits to enrolled student-athletes or their families; or
5. Have been involved otherwise in promoting the institution's athletics program. The NCAA stipulates that once an individual has been identified as a "representative" of UIW's athletics programs he or she retains this status forever. This is true even if the individual no longer contributes to the athletics program.

See Appendix D for more information on Representatives of UIW's Athletics Interests/Boosters.

## Rental of Athletic Facilities

**Priority for usage of UIW athletic facilities goes to University teams.** If there are no practices or contests scheduled for particular facilities, then those areas are possibilities for community involvement. No events, outside of intercollegiate competition, can take place on or in University athletic facilities without notifying the Athletics Facilities Coordinator.

1. Requests for Benson Stadium (football, soccer, track and field,) or McDermott Center (Basketball and Volleyball) should be directed to the Athletics Facilities Coordinator.
2. If times are approved for those two facilities the requesting persons are directed to the Athletic Facilities Coordinator for development of a rental contract accompanied by liability insurance forms and for the physical setup of the facility.
3. Requests for usage of Mabry Tennis Center, Sullivan Baseball Field, and HEB Field are directed to Athletic Facilities Coordinator for a contract, insurance and setup.
4. Barshop Natatorium requests should be directed to the Director of Rec Sports and Wellness for the process of available dates, contracts, liability insurance and setup.



## **Contracts and Agreements**

All contracts or agreements between members of the UIW Department of Athletics or UIW athletic teams resulting in an individual or team benefitting from such contracts or agreements must be approved in writing by the Director of Athletics. These contracts or agreements might include discounts on or the acceptance of free equipment and services such as lodging, food or transportation.

All printed and publicly distributed materials must be approved by the Department of Athletics.

## **Cheerleaders, Dance Team, Mascots**

The coach for UIW cheerleaders, the dance team and mascots are appointed by the Director of Athletics. These groups individually and collectively are constituted to generate enthusiasm and school spirit at UIW athletic events. These groups are representatives of the UIW athletic department and of the University itself and all Department of Athletics rules of conduct and behavior policies shall apply.

## **Parking**

University policy requires each member of the UIW athletic department have a current parking permit displayed on their personal vehicles which are driven on and parked on campus. Parking in fire lanes is not permitted. Parking in handicap spaces is allowed only with a valid handicap permit.

## **Transgender Student-Athlete Policy**

UIW Athletics defers to NCAA Policy on Student-Athlete Participation.

## Appendix A: Crisis Management

### A. MANAGEMENT TEAM

Dr. Brian Wickstrom Office: 210-829-6053 Cell: 318-331-8516	Director of Athletics
Richard Duran Office: 210-829-6968 Cell: 323-244-7508	Deputy Athletic Director
Angela Lawson Office: 210-829-3827 Cell: 210-724-7227	Senior Associate Director of Athletics/Academic Affairs/SWA
Brain Davis Office: 210-805-3095 Cell: 913-593-9261	Associate Director of Athletics/Business Affairs

### B. CRISIS MANAGEMENT PLAN

1. Initial contact comes from a media member or non-staff member.
2. UIW person receiving that contact notifies a member of the management team who in turn activates the team. As appropriate, the management team may include other UIW administrative personnel.
3. UIW Athletics alerts the Office of Communication and Brand Management of the situation.
4. A designated UIW spokesperson (the director of athletics, the deputy athletics director, or the assistant AD of media relations) makes contact with the person.
5. The UIW spokesperson assures the person that facts will be gathered. A statement is provided if the person is a member of the media.
6. Situational facts are gathered by the team and appropriate on-campus parties. Additionally, the team determines any possible secondary markets or contacts for the response message.
7. It is critical that all members of the UIW team are aware of and assume the same response message.
8. If appropriate the University's message is delivered to the pre-determined secondary markets.
9. The management team does a follow up assessment of the situation.

# Appendix B: Travel Policies

## UIW Athletics Travel Policy

Travel arrangements should include:

1. Authorization
  - a. All Team Travel must be authorized and approved by the Sport Administrator and the Associate Athletic Director- Business Affairs.
  - b. The Associate Athletic Director- Business Affairs is responsible to ensure that the Athletic Budget has adequate funds prior to approving any team travel.
  - c. Coaches submitting Team Travel requests must follow these guidelines, in addition to all other University's travel-related guidelines, policies and procedures.
  - d. The mode of transportation and arrangements for Team Travel will be determined by Vehicle Services.
  - e. The President may act by designee wherever approval or authorization is required by the President in these Guidelines.
  
2. Team Travel
  - a. Team Travel is defined as transportation, lodging, and meals for the University Team Party in travel status for road games.
  - b. Student Athletes: Student-athletes who have been officially certified by the University to compete as per the NCAA regulations are allowed to travel on Team Travel.
  
3. Budget: The Associate Athletic Director- Business Affairs approval of the Team Travel budgets constitutes authorization for purchase of Team Travel.
  - a. All travel expenses for Team Travel must be submitted by the Athletic Department to the Associate Athletic Director- Business Affairs or the Coordinator of Business Operations via travel expense forms to be audited and processed.
  - b. Invoices, passenger manifests, lodging records, rooming lists, meal lists, and/or other supporting documentation as are appropriate should be provided with all such travel expense forms.
  - c. For charter flights, a flight manifest must be provided identifying travelers by name and travel category on the charter. The travel categories are: Official Team Party, Team Party Guests, and University President Team Party, with each traveler further delineated within each category. (For example: player, coach, family guest, and donor.)
  - d. For any donors, prospects, or family members for which the Athletics Department will cover expenses, the expenses must be paid for separately from the Team Travel budget. These must be pre-approved by the Athletic Director and Director of Purchasing. These must be funded out of a restricted account.
  - e. The Athletics Department may arrange for travel for Playoff and NCAA Post Season games through the NCAA's designated travel agency when all or a portion of the costs are being paid for by a third party including the NCAA.
  
4. Travel Expenses:
  - a. Official Team Party: Expenses for the Official University Team Party are authorized upon the Associate Athletic Director- Business Affairs approval of the Team Travel. The Associate Athletic Director- Business Affairs is responsible for determining the most cost-effective use of approved transportation, lodging and meals.
  - b. Team Party Guests: Guests will be responsible for their expenses incurred. The Athletic Director may approve Team Party travel and lodging for Guests **ONLY** when there is available seating and no additional expense or increased costs will be incurred by the University for lodging and other expenses. Notwithstanding, Team Party Guests may not utilize full or partial complimentary lodging received or obtained by the University as part of a game guarantee, sponsorship, trade agreement or other agreement. If a Guest is a donor or prospect, the expenses may be covered by a restricted account with prior approval from Athletic Director. Guests may be subject to federal income taxes on benefits received.
  - c. University President Team Party: Expenses for the University President and family will be coordinated through the Offices of the President, Comptroller, and Athletics Department. Guests may be subject to federal income taxes on benefits received.

5. University Team Parties:

- a. Official Team Party (Necessary Persons): The Official Team Party consists of those persons below whose attendance is beneficial and/or necessary for the road game Team Travel for the particular sport:
  - i. Student athlete team members
  - ii. Coaches
  - iii. Graduate assistant coaches, student assistants, and team managers
  - iv. Medical Staff: Team doctors, team trainers
  - v. Sports Information staff
  - vi. University bus/van driver (if University-owned transportation is used)
  - vii. Athletic Director
  - viii. President of the University
- b. Team Party Guests: Team Party Guests ARE NOT members of the Official Team Party but are otherwise affiliated with the University. Guests will be required to execute a Release, Waiver, and Indemnity in favor of the University for each travel. Upon recommendation by the Athletic Director and approval of the President, the Team Party may include the following persons as Guests for the road game:
  - i. University Administration and Employees: Vice-Presidents, Deans, Directors, Faculty Athletics Representative, and University employees approved by the President.
  - ii. Athletics Administration: Academic Counselor(s), Associate Athletic Director – Business Affairs, Deputy Athletic Director, SWA, and Athletics Communications Director, all of whom will not be engaging in any work duties and shall report vacation for the travel.
  - iii. Spirit squads: Cheerleaders, mascot, the band and band staff.
  - iv. Media: Team photographer and/or cinematographer, a two-person film crew, sound technician, show cameraman, and producer, two (2) person radio crew.
  - v. Guests of the Athletic Director who have an established, significant, and material business relationship with the University, including donors or prospects of gifts in excess of \$5000, members of the Board of Trustees, and members of the Congregation.
  - vi. Family Guests of the Coaches and Athletic Director: Immediate family of the Athletic Director and Official Team Party Coaches may be transported on Team Travel and lodging as Family Guests ONLY when there is available seating and no additional expense or increased cost will be incurred by the University in any respect. Family Guests under the age of 16 must be accompanied by an otherwise approved Team Party Guest who is not a University employee and is at least 18 years of age with authority as the caretaker and to make medical decisions on behalf of the minor Family Guest.
  - vii. Security personnel
- c. University President Team Party: The President is authorized to approve travel for the President's spouse and children, and Guests of the President who have an established business relationship with the University such as donors or prospects, members of the Board of Trustees, members of the Congregation, and elected or appointed government officials. All Guests will be required to execute a complete Release, Waiver, and Indemnity in favor of the University for the travel.

6. Approval Process for Travel for Team Party Guests: Employees seeking approval for a Team Party Guest to be transported and/or lodged must first obtain approval from the assigned Sport Administrator, followed by the Athletic Director, with final approval from the President. This approval process applies to all Team Party Guests, except for Family Guests of the Coaches; Family Guest travel is subject to approval by the Athletic Director for Coaches, and the President for the Athletic Director. In addition, a completed Release, Waiver, and Indemnity in favor of the University for each Team Party Guest must be on file with Athletics Department prior to the travel.

- a. Priority for available spots: The University President Team Party maintains first priority for available travel and lodging. Team Party Guests maintain second priority for available travel and lodging, with the determination of which Guests will be awarded available spots at the discretion of the Athletic Director on a per trip basis.

7. Minimum Age of all Travelers: All Guests must be at least 18 years of to travel, except where otherwise noted in this policy.

8. Strict Application. The University intends for these Guidelines to be strictly and narrowly construed. Violations of these Guidelines will result in disciplinary action, including termination, authorized by the Employee Handbook. In addition, employees will be required to reimburse the University for expenses deemed unallowable.

## Appendix C: Accounting Policies

### Routing slip preparation

- BOA Routing Slip should be cover page
- Include account numbers
- Totals should match the statement
- Please sign 'Cardholder' approval

### Receipts

- In order of their appearance in the statement
- Please tape all four sides of the receipt to the Receipt Template
- Date, times, location and business purpose of all charges should be visible

### Business Purpose

Financial documents must have a business purpose written on each receipt. Please be specific and include the following: Name of sport, person and event.

### Travel

- Recruiting:
  - Please include an itinerary for any expenses that relate to recruiting.
  - Dates and times of departure and return from trip
    - Just need the first and last day
  - Provide tournament name, high school name, or name of individual.
  - UIW will not pay meal expenses for spouse or staff's family
  - Coaches per Diem is \$8 (breakfast), \$10 (lunch), and \$22 (dinner).
    - If the staff/recruiter leaves before 8:00 a.m., then they are allowed a breakfast expense.
    - If the staff/recruiter leaves after 8:00 a.m., but before 11:00 a.m., then they are allowed a lunch expense.
    - If the staff/recruiter arrives back home after 6:00 p.m. then they are allowed a dinner expense.
- Meals:
  - Business purpose and names of person(s) eating must be written on or adjacent to each receipt.
  - Keep Itemized receipts for meals
  - Reasonable tips may be allowed-20% maximum
  - Number of meals should closely resemble your travel party
  - Meal receipts must be labeled Breakfast, Lunch, Dinner, with pre-game and post-game used only with team meals.
  - Examples could be the following:
    - "Recruiting B/L/D - official visit" and include list of full names of everyone present
    - "Recruiting B/L/D" and include name of event, high school, or recruit
- Team Meals:
  - It is encouraged to use a trip cover page complete with a list of names as documentation for all team meals for a given road trip, dates of travel, opponent.
  - Team meals must be labeled Breakfast, Lunch, Dinner, pre-game and post-game.
  - Included Team Rosters
    - Number of meals should closely resemble your travel party
  - Keep Itemized receipts for meals
  - Examples could be the following:
    - "team B/L/D/PreG/PostG" and include name of opponent and roster
  - If team meal is not associated with team travel, home game meals, or a campus visit, you must document the business purpose and include a roster
  - For meal money over breaks, please break out the money given by day, player, and meal (Athletes per diem is \$8 (breakfast), \$10 (lunch), and \$15 (dinner)) along with their signatures that they received this money.

- Non-Meal Receipts:
  - Business Purpose. IE Walmart, CVS, etc....
    - Usually seen Powerade, granola bars, batteries, etc.
    - Encourage to use a PO for all transactions but understand the necessity for last minute purchases.
- Hotels:
  - Must obtain zero-balance receipt from hotel upon checkout
  - Do not charge incidentals (water, snacks) on your hotel bill
  - If you mistakenly pay state tax on a Texas hotel, you must call the hotel to issue a credit or pay that back through the Business Office.
  - Please include a copy of the credit with your credit card settlement and include another copy of the credit in next month's settlement if the credit is posted on the following billing cycle.
  - UIW requires that you include a copy of your hotel folio with your expense report. If you did not use a hotel, please document that in the expense report.
- Conference or conventions:
  - Must include the detailed itinerary associated with that event.
  - UIW does not pay for the attendee's meals if the event is providing meals for you

## Appendix D: Compliance

It is the responsibility of UIW Athletics Compliance to control the intercollegiate athletics program in compliance with the rules and regulations of the NCAA. Areas of oversight include conduct and employment of athletics personnel, amateurism, recruiting, eligibility, financial aid, awards and benefits, sport playing and practice seasons. UIW Athletics Compliance is responsible for NCAA rules education and interpretations as well as any type of contact and communication with the NCAA. The UIW Compliance Manual for the Department of Athletics is available through the ARMS Software.

Tony Dollison & Joe Arnold

NCAA Regulations

Office of Athletics Compliance, University of the Incarnate Word 4301 Broadway

San Antonio, TX 78209 Phone: 210-283-6381 & 210-282-6355

E-mail: [dollison@uiwtx.edu](mailto:dollison@uiwtx.edu) & [jaarnol1@uiwtx.edu](mailto:jaarnol1@uiwtx.edu)

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### MESSAGE FROM UIW COMPLIANCE

It is a great time to be involved with Incarnate Word Athletics; however, we must be careful to ensure that our passion does not exceed the limits set by the NCAA. As you'll see, most everyone associated with UIW Athletics is seen as a "representative of the Cardinals' athletics interests" (commonly known as a booster). With this title comes responsibility to ensure your personal compliance with NCAA regulations. During this period of growth, we cannot afford to be set back through the overzealousness of those wishing to support us. Please review this informative piece regarding your involvement in compliance with NCAA rules. Above all, if you ever have any questions contact our staff and ask before you act. With your assistance and commitment to winning 'the right way,' our path to prominence will be that much more satisfying.

The University of the Incarnate Word is responsible for insuring that its various constituencies (e.g., University staff and faculty, coaches, student-athletes, alumni and friends) abide by NCAA rules and regulations. Under NCAA rules, all alumni, friends and employees of the University are categorized as "representatives of the University of the Incarnate Word's athletics interests."

Boosters play a role in providing student-athletes with a positive athletics experience through their enthusiastic efforts. They can support teams and athletics departments through donations of time and financial resources which help student-athletes succeed on and off the playing field.

Boosters, referred to by the NCAA as "representatives of the institution's athletic interests," include anyone who has:

- provided a donation in order to obtain season tickets for any sport at the university.
- participated in or has been a member of an organization promoting the university's athletics programs.
- made financial contributions to the athletic department or to a university booster organization.
- arranged for or provided employment for enrolled student-athletes.
- assisted or has been requested by university staff to assist in the recruitment of prospective student-athletes.
- assisted in providing benefits to enrolled student athletes or their families.
- otherwise been involved in promoting university athletics.

Once an individual is identified as a "representative of the institution's athletics interests," the person retains that identity indefinitely.

Only institutional staff members are permitted to recruit prospective student-athletes. Generally, NCAA rules prohibit anyone else from contacting (calling, writing or in-person contact) prospects or their relatives or guardian for recruiting purposes.

Students are still considered prospects even if they have signed a National Letter of Intent or any other financial aid agreement with a university.



Boosters are not precluded from continuing established friendships with families who have prospective student-athletes. However, boosters may not encourage a prospect's participation in university athletics or provide benefits to prospects that were not previously provided.

If a violation occurs, it may jeopardize a student-athlete's eligibility for intercollegiate competition, jeopardize a school's membership status with the NCAA, or cause a booster to lose access to all booster benefits.

Whom to Call with NCAA Questions:

It is extremely important for both you and the University of the Incarnate Word that you know and abide by all NCAA regulations. If you have any questions regarding NCAA rules, please contact Tony Dollison (210-283-6381) or Joseph Arnold (210-283-6355) before doing something that may jeopardize a student-athlete's eligibility to participate in intercollegiate athletics. Remember to "Ask Before You Act!" Thank you for your support of the Cardinals and our efforts to follow all NCAA rules.

## Appendix E: Schedule Policy

### Athletic Department Procedure for Scheduling Practices and Competition to Minimize Student-Athlete Conflicts with Class Time and Final Examinations.

The university follows the following procedure for scheduling of practices and competitions to minimize student-athletes' conflicts with class time and final examination periods due to their participation in intercollegiate athletics:

1. When determining practice and competition schedules, each head coach is charged with taking into account the university's academic calendar, the time blocks in which classes are offered, course rotations (as some courses are offered every other or every third semester), and other sports that share a practice or competition facility.
2. Upperclassmen student-athlete schedules are given priority over underclassmen when determining practice and competition schedules.
3. Communication of practice times are relayed to athletic training staff, sport administrators and those sports that share facilities (e.g., volleyball, men's basketball, women's basketball, cheer and dance share the convocation center.)
4. All student-athletes are provided priority registration over all other student groups to ensure they are able to enroll in courses specified on their degree plans ensuring academic progress. All student-athletes meet with their faculty advisor and then meet with their athletic advisor to approve their class schedules. All coaches send their practice schedules to their athletic advisors to limit conflicts between class and practice. Athletic advisors register student-athletes for their classes.
5. As some practice schedules will inevitably conflict with class schedules (especially with upperclassmen), class attendance is given priority over practice. As such, some student-athletes may arrive late or depart early from practice to attend classes.
6. Practice during finals week should be limited in length of practice (1 ½-2 hours recommended). Coaches are required to consider student-athlete final exam schedules prior to scheduling practice. Student-athletes are allowed to practice only if they have no conflicts with their final exam schedules.
7. Non-conference competitions are not typically scheduled during finals week except for the sports that are in season. Authorization for scheduling of non-conference competitions during finals week are approved by the sport administrator who must consult with the Senior Associate Athletic Director for Academic Services prior to granting approval. Competition at home is given priority over competitions away if use of finals weeks is necessary. ***Contests or championships scheduled by the conference or NCAA, in conflict with this criterion, are exempted from this policy.***

## Appendix F: Class Absence

### Excused Absences:

Student-athletes are to be excused from class attendance for the purpose of participating in a sanctioned UIW intercollegiate contest if the following conditions are met:

- 1) During the first two weeks of each semester, students involved in intercollegiate activities present to each of their professors a schedule of that semester's games or events indicating exactly which class(es) will be missed.
- 2) During the semester, students involved in intercollegiate events must remind their professors no less than two class period prior to the excused absence date in order to confirm that date and to make arrangements to make up missed assignments and course work prior to the next scheduled class meeting following the excused absence.
- 3) Student-athletes are responsible to attend every class meeting with the exception of those missed due to competitions.
  - a. Refer to the UIW Student Handbook on page 22-24 for complete policy.
  - b. [https://uiwcardinals.com/documents/2018/7/30/SA\\_Handbook\\_18\\_19\\_7\\_25\\_18\\_.pdf](https://uiwcardinals.com/documents/2018/7/30/SA_Handbook_18_19_7_25_18_.pdf)

## Appendix G: Miss Class Letter

To: All UIW Spring 2019 Faculty  
From: Angela Lawson, Senior Associate Athletics Director for Academic Services  
Subject: Intercollegiate Athletics and Class Attendance  
Date: January 7, 2019

The student presenting you this document is a student-athlete at the University of the Incarnate Word. Student-athletes in your course may be absent from time to time due to travel for athletic competition and in some cases for home competition. By Law 17.1.7.9.2.1 in the NCAA Manual states: No Class Time Missed for Practice Activities. No class time shall be missed at any time (e.g., regular academic term, mini term, summer term) for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest.

According to the UIW Student Handbook, students must notify instructors in writing at least two weeks prior to planned absences such as participation in an official university function--intercollegiate athletics. Student-athletes are not excused from turning in assignments or making up work missed on days of competition. I am respectfully asking you to work with this student-athlete when he/she is required to miss your class due to participation in a University sponsored event--intercollegiate athletics.

Each student-athlete must present you with this memo within the first two weeks of the semester along with a document from their head coach indicating all contest dates and departure/return times for competition. Student-athletes are required to remind professors of each upcoming absence two class sessions prior to the absence. They should also make arrangements with you prior to departure as to how missed work will be made up. UIW's coaches work hard to minimize contest absences and greatly appreciate your flexibility and understanding in dealing with the special needs of our growing student-athlete population.

If you are concerned that the student's schedule of team involvement would seriously jeopardize his/her successful completion of your course, please contact the University Advising Center as soon as possible by email [advising@uiwtx.edu](mailto:advising@uiwtx.edu) or by phone at 210-805-5814. The athletic advisor assigned to this student will promptly reply to your concern. Also, please feel free to contact me with any questions, problems or concerns regarding any student-athlete in your class. My email is [lawson@uiwtx.edu](mailto:lawson@uiwtx.edu) and my office phone is 201-829-3827.

We would prefer you communicate through the advising office or with me as opposed to UIW athletic coaching staff members.

Thank you!

Cc: Dr. Kathi Light  
Mr. Michael Larkin