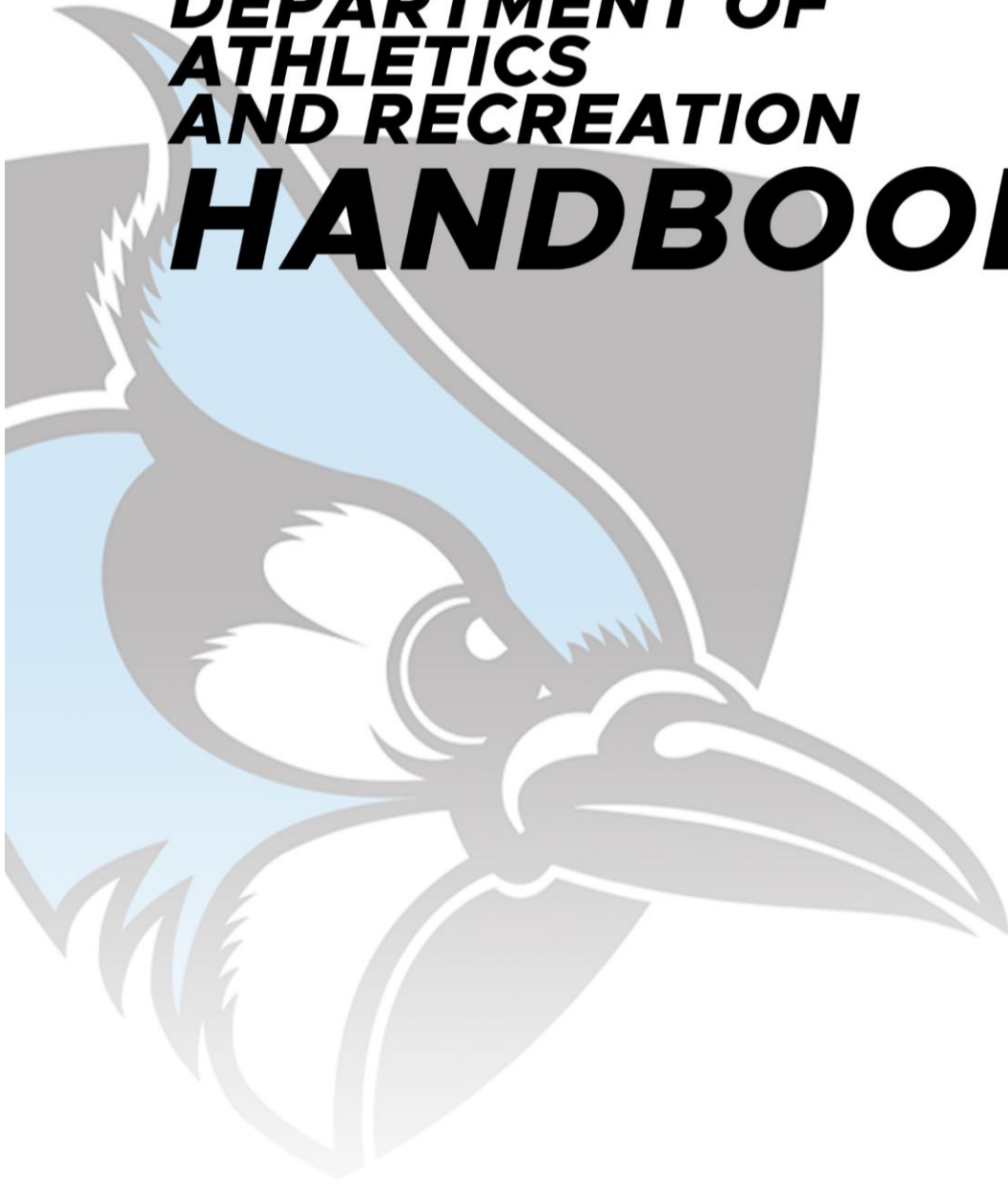


JOHNS HOPKINS ATHLETICS

**DEPARTMENT OF
ATHLETICS
AND RECREATION
HANDBOOK**





JOHNS HOPKINS ATHLETICS

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JOHNS HOPKINS ATHLETICS

Department Affiliations

Athletics

National Affiliations

Johns Hopkins is a NCAA Division III institution with Division I sports. All of the varsity athletics programs compete on the Division III level with the exception of men's and women's lacrosse. Men's and women's lacrosse compete on the Division I level and are the only sports at Johns Hopkins that offer athletic-related financial aid.

Conference Affiliations per Sport

Baseball	Centennial
Basketball (M)	Centennial
Basketball (W)	Centennial
Cross Country (M)	Centennial
Cross Country (W)	Centennial
Fencing (M)	Mid-Atlantic Collegiate Fencing Assoc.
Fencing (W)	Nat'l Intercollegiate W. Fencing Assoc.
Field Hockey	Centennial
Football	Centennial, ECAC
Indoor Track (M)	Centennial
Indoor Track (W)	Centennial
Lacrosse (M)	Big Ten Conference
Lacrosse (W)	Big Ten Conference
Soccer (M)	Centennial
Soccer (W)	Centennial
Swimming (M)	Independent
Swimming (W)	Independent
Tennis (M)	Centennial
Tennis (W)	Centennial
Track and Field (M)	Centennial
Track and Field (W)	Centennial
Volleyball (W)	Centennial
Water Polo	Collegiate Water Polo Association
Wrestling	Centennial

JOHNS HOPKINS ATHLETICS

Sport Sponsorship

Athletics

By Gender

Men's (13):

Baseball, Basketball, Cross Country, Fencing, Football, Indoor Track, Lacrosse, Soccer, Swimming, Tennis, Track and Field, Water Polo, Wrestling

Women's (11):

Basketball, Cross Country, Fencing, Field Hockey, Indoor Track, Lacrosse, Soccer, Swimming, Tennis, Track and Field, Volleyball

By Season

Fall (8):

Cross Country (M), Cross Country (W), Field Hockey, Football, Soccer (M), Soccer (W), Volleyball (W), Water Polo (M)

Winter (9):

Basketball (M), Basketball (W), Fencing (M), Fencing (W), Indoor Track (M), Indoor Track (W), Swimming (M), Swimming (W), Wrestling

Spring (7):

Baseball, Lacrosse (M), Lacrosse (W), Tennis (M), Tennis (W), Track and Field (M), Track and Field (W)

JOHNS HOPKINS ATHLETICS

Department Organizational Chart



(Coming Soon)

JOHNS HOPKINS ATHLETICS

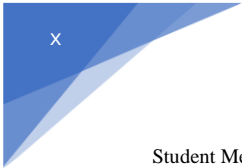
Service Directory

<u>Topic</u>	<u>Contact(s)</u>
Admissions Office Liaison	Senior Associate Athletic Director
Alumni Group Liaison	Director of Alumni Relations/BJU
Budgets	Associate Athletic Director, Business
Buses	Senior Administrative Coordinator
Centennial Conference: Rules	Assistant Athletic Director, Compliance
Computers	Senior Administrative Coordinator
Strength & Conditioning Program	Director of Sports Performance
Deposits	Senior Administrative Coordinator
Diet: Teams & Individual Athletes	Head Athletic Trainer and Nutritionist
Eligibility	Assistant Athletic Director, Compliance
Employee Benefits	Associate Athletic Director, Business
Employment Procedures	Associate Athletic Director, Business
Equipment: Purchase/Issuance/Uniforms	Equipment Manger
Events:	
Management	Assistant Athletic Director, Facilities
Promotions	Director of Corporate Sponsorship
Publicity	Athletic Communications Department
Facilities (Intercollegiate):	
Scheduling Requests/Maintenance	Assistant Athletic Director, Facilities
Contest Set Up	Athletic Facilities and Operations
Manager	

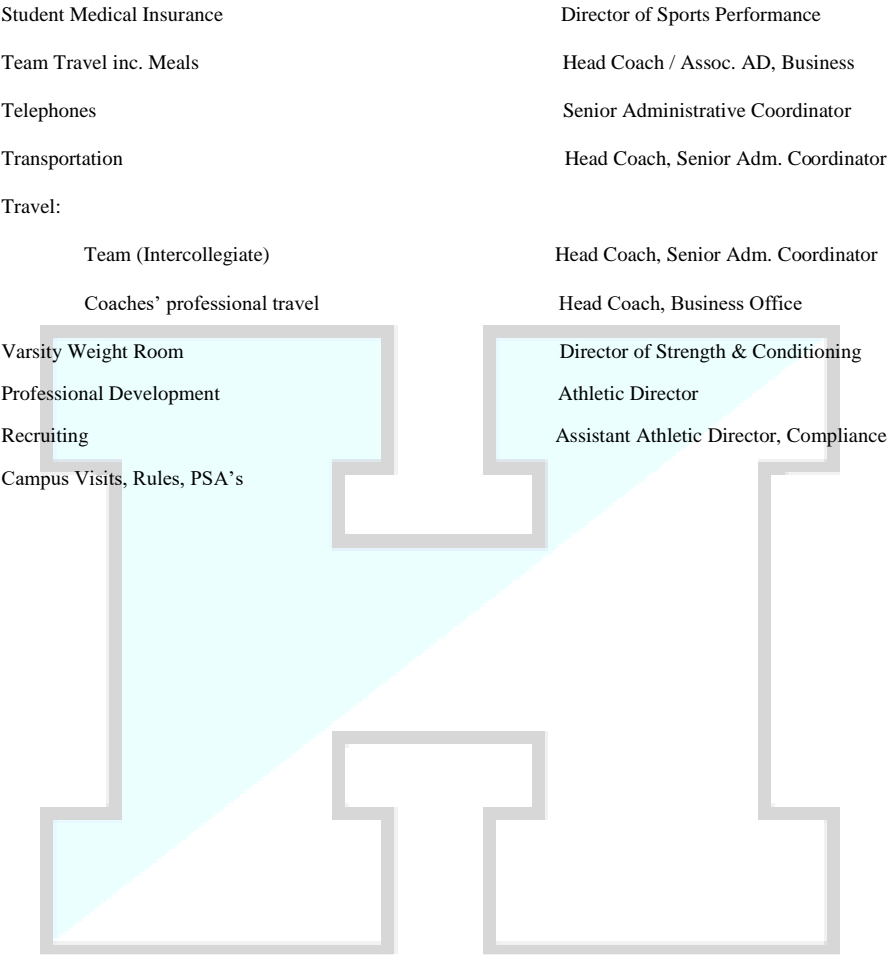
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Facilities (Recreation):

Scheduling Requests/Maintenance/Facility Set Up	Assistant Director/Recreation Facilities
Faculty Relations	Assistant Director SA Success
Financial Aid	Assistant Athletic Director, Compliance
Dinning/Housing Services	Associate Athletic Director, Business
Insurance	Associate Athletic Director, Facilities
Keys	Assistant Athletic Director, Facilities
Medical Clearance Procedures	Director of Sports Performance
NCAA Compliance	Assistant Athletic Director, Compliance
Office Equipment/Supplies	Senior Administrative Coordinator
Officials Assignment/Payment	Assistant Athletic Director, Facilities
Parking - Contests & Events	Assistant Athletic Director, Facilities
Parking – Staff	Senior Administrative Coordinator
Human Resources Liaison	Associate Athletic Director, Business
Press Releases	Associate Athletic Director, Athletic Comm.
Procurement/Corporate Card	Associate Athletic Director, Business
Corporate Sponsorship	Director of Corporate Sponsorships
Publications	Associate Athletic Director, Athletic Comm.
Publicity	Associate Athletic Director, Athletic Comm.
Reimbursements	Assistant Business Manager
Rental Cars	Senior Administrative Coordinator
Scheduling: Contests	Assistant Athletic Director, Facilities
Front Office: Assignments	Senior Administrative Coordinator
Security System	Assistant Director, Recreation
Student-Athlete Advisory Committee	Assistant Athletic Director, Student-
Athlete Development	



JOHNS HOPKINS ATHLETICS



JOHNS HOPKINS ATHLETICS

Johns Hopkins University

History and Mission

The university takes its name from 19th-century Maryland philanthropist Johns Hopkins, an entrepreneur and abolitionist with Quaker roots who believed in improving public health and education in Baltimore and beyond.

Mr. Hopkins, one of 11 children, made his fortune in the wholesale business and by investing in emerging industries, notably the Baltimore and Ohio Railroad, of which he became a director in 1847. In his will, he set aside \$7 million to establish a hospital and affiliated training colleges, an orphanage, and a university. At the time, it was the largest philanthropic bequest in U.S. history.

Johns Hopkins University opened in 1876 with the inauguration of our first president, Daniel Coit Gilman. He guided the opening of the university and other institutions, including the university press, the hospital, and the schools of nursing and medicine. The original academic building on the Homewood campus, Gilman Hall, is named in his honor.

“Our simple aim is to make scholars, strong, bright, useful, and true,” Gilman said in his inaugural address.

In the speech, he defined the model of the American research university, now emulated around the globe. The mission he described then remains the university’s mission today:

“To educate its students and cultivate their capacity for lifelong learning, to foster independent and original research, and to bring the benefits of discovery to the world.”

Or, summed up in a simple but powerful restatement of Gilman’s own words: *“Knowledge for the world.”*

JOHNS HOPKINS ATHLETICS

Athletic Department Strategic Plan

Mission:

Foster institutional pride, strengthen our community, and prepare leaders for tomorrow.

Values:

- Distinction – Achieving greatness in the classroom and in athletic competition and fitness.
- Uniqueness - Embracing how Johns Hopkins University is the only one of its kind and has no comprehensive peers.
- Service - Giving back to the university, Baltimore and the world.
- Character - Doing what is right even when no one is watching.
- Growth – Improving in all areas at all times.
- Diversity - Attracting a wide variety of students to populate our rosters and participate in our programs, classes and special events adding to the overall education of our students.

Vision:

As the heart of The Johns Hopkins University Homewood Campus, the Department of Athletics and Recreation will inspire a standard of excellence in our community.

Priorities:

- Align operations to fulfill the mission of the University.
- Academic Success: In the classroom, achieve a department-wide GPA that equals or exceeds the average undergraduate University GPA.
- Athletic Success: Much like we want to be a top 10 institution in the country, the Athletic Department looks to finish in the top 10 in the country at the end of each academic year.
- Build better relationships with our students, University community, and the city of Baltimore.

University Student Code of Conduct

The Office of the Dean of Student Life has responsibility for disciplinary matters relating to the non-academic life of undergraduates in the Homewood Schools of Arts and Sciences and Engineering for violations of the university's student code of conduct. All complaints will be investigated by and resolved by either the Student Conduct Board, the Dean of Student Life, or a designee of the Dean of Student Life. All resolutions will be decided either in an administrative decision for non-disputed conduct violations, a Student Conduct Board hearing, an administrative hearing with the Associate Dean of Students or a designee, or a mediation process with an administrative mediator or through the University's mediation service when mediation is an appropriate alternative to a disciplinary hearing process. For additional information about the Student Conduct Board and its authority or the complaint and hearing process please visit the full detailed policy here:

<http://studentaffairs.jhu.edu/policies/student-code/>.

University Undergraduate Ethics Board

The Undergraduate Academic Ethics Board (hereinafter "The Ethics Board") is a subcommittee of the Academic Council and is an independent committee of the Student Council. The Ethics Board is responsible for the maintenance of academic integrity in the undergraduate programs in the Krieger School of Arts and Sciences and the Whiting School of Engineering, and for all matters concerning adherence to this Constitution, including but not limited to: receiving reports of suspected violations, consulting with members of the University community on ways to reduce possible violations, appointing hearing panels, maintaining confidential records, orienting new students to the ethical standards of the community. The Ethics Board shall have jurisdiction over all undergraduates in the Krieger School of Arts & Sciences and the Whiting School of Engineering. The Ethics Board may assume jurisdiction over a case involving a full time undergraduate in a class in the School of Education and the Carey School of Business. All violations of the university's ethical standards will be investigated and settled by either the professor who discovered the violation or the Ethics Board. For additional information about what constitutes a violation, the composition of the Ethics Board, or the procedural process governing a violation please visit the full detailed policy here:

<http://e-catalog.jhu.edu/undergrad-students/student-life-policies/#UAEB>.

University Policy on Hazing

The Johns Hopkins University prohibits hazing. Groups such as fraternities, athletic teams, and student organizations may be held accountable for misconduct by individuals committed in the context of group membership. For additional information about what conduct constitutes hazing please visit the full policy details here:

<http://studentaffairs.jhu.edu/fsl/policies/hazing/>

University Policy on Discrimination and Harassment

In the vibrant, diverse community that is Johns Hopkins University, it is essential to foster an environment in which our students, faculty and staff are able to learn and work free from all forms of harassment and discrimination. Our policies are clear and specific, and complaints will be investigated promptly and fairly. For additional information about the University's discrimination and harassment protocol please visit the links here:

<http://oie.jhu.edu/discrimination-and-harassment/harassment-and-discrimination-complaint-procedures/>

<http://oie.jhu.edu/discrimination-and-harassment/complaint-form/>

[https://oie.jhu.edu/policies-and-laws/jhu-policies/Equal Opportunity and Title IX Notice](https://oie.jhu.edu/policies-and-laws/jhu-policies/Equal%20Opportunity%20and%20Title%20IX%20Notice)

University Policy on Religious Accommodations

As part of our commitment to diversity, inclusion and non-discrimination, Johns Hopkins University makes good faith efforts to reconcile potential conflicts between an individual's religious beliefs and university work or academic requirements. For additional information about religious accommodations please visit the link here: <http://oie.jhu.edu/religious-accommodations/religious-accommodations-request-form/index.html>

University Sexual Assault Policies and Procedure

The Johns Hopkins University is committed to providing a safe educational and working environment for its faculty, staff, and students. The University has adopted a policy addressing sexual assaults and offenses involving sexual violence in order to inform faculty, staff, and students of their rights in the event they are involved in an assault and of the services available to victims of such offenses. For additional information about resources and remedies available to victims of sexual assault please visit the full detailed policy here:

<http://sexualassault.jhu.edu/policies-laws/>

University Policy on Alcohol and Drug Abuse

The Johns Hopkins University recognizes that alcoholism and other drug addiction are illnesses that are not easily resolved by personal effort and may require professional assistance and treatment. Faculty, staff, and students with alcohol or other drug problems are encouraged to take advantage of the diagnostic, referral, counseling, and preventive services available through the University. It is the policy of The Johns Hopkins University that the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited on the University's property or as a part of University activities. Individuals who possess, use, manufacture, or illegally distribute drugs or controlled dangerous substances are subject to University disciplinary action, as well as possible referral for criminal prosecution. For additional information about seeking help for substance abuse and the university rules governing alcohol and drug use please visit the full detailed policy here:

<http://studentaffairs.jhu.edu/policies/university-student-policies/>

Counseling Center

The mission of the Counseling Center is to facilitate the person growth and development of students. Out counseling services and outreach programs are designed to enhance the personal and interpersonal development of students and to maximize students' potential to benefit from the academic environment and experience. We further strive to foster a healthy, caring University community that is beneficial to the intellectual, emotional and physical development of students. The Counseling Center serves undergraduate and graduate students currently enrolled in a full-time program of the Krieger School of Arts and Science, the Whiting School of Engineering and the Peabody Conservatory. For additional information about the services offered, confidentiality, and the counseling center's operating procedure please visit the link here:

<http://studentaffairs.jhu.edu/counselingcenter/>

*Front Office Information**Team & Professional Travel***Professional and Recruiting Travel Advance Request**

Submit a travel advance request for money ten business days prior to a trip (be sure to include the cost center, dates of travel, and reason for travel on the request form).

Allow at least ten working days for the receipt of a travel advance check. Coaches and staff members with direct deposit for payroll will receive travel advance money through direct deposit.

Turn in receipts no more than 30 days past date of receipt throughout trip. Upon completion of the trip, final receipts must be submitted within a week of last day of trip.

Team Travel Advance Request

Team travel advances are for any scheduled away competitions. They are designed to cover food and miscellaneous expenses only. Hotel, flights, and vehicle rental should all be pre-planned and scheduled through the Athletics front office.

Travel meetings will occur prior to the season to determine each travel advance needed throughout the upcoming season. Travel advances will be determined based on each sport's travel needs and will be granted on a per trip basis.

Directly after the conclusion of the transportation and fiscal meeting, the Concur Expense Delegate will submit for all travel advances for the upcoming season. The advance for the season will then be processed as a travel advance.

Upon returning from each away competition, all expense documentation should be submitted in Concur with the assistance of the Concur Expense Delegate. This documentation should include all itemized receipts and per diem sheets. At the end of the season, the Concur Expense Delegate will total up expenses and inform the coach if the advance was more or less than the accrued expenses.

Executive Corporate Card

The department has been issued a JP Morgan Chase Corporate Executive Card that can be used to pay for several travel items, such as hotels, airfare, and prearranged meals.

All requests for use of departmental executive card should be submitted to Administrative Assistant or Senior Administrative Coordinator, and must be submitted before travel actually takes place. Use of Departmental Executive Card is limited to front office staff only.

Pay Expenses Up Front/Submit for Reimbursement

If a staff member needs to pay business-related expenses on personal credit card or JP Morgan Chase Corporate Card, the staff member will need to complete an expense reimbursement through Concur with the assistance of the expense delegate at the end of the trip for reimbursement. Typically, reimbursements for cash payment can take at least two weeks.

All travel expense reimbursements must be completed and totaled THOROUGHLY and accurately, or they will be returned to be corrected, which may delay the reimbursement process.

All receipts must be itemized. Credit card receipts will not be accepted as documentation and alcohol will not be reimbursed.

Hotel Expenses, Air Travel, and Vehicle Rental

All hotel, flight, and vehicle booking must be completed through the Athletics front office, using the Johns Hopkins contracted travel agency, World Travel Inc. (WTI). Reimbursement submitted for hotels, flights, or vehicle rental may not be reimbursed due to contract terms between the Johns Hopkins entities and WTI.

Receipts

When you turn in a receipt which you MUST do within 48 hours of purchase the sheet must be filled out in full. Remember to make sure your description includes **WHO, WHAT, WHEN, WHERE & WHY.** For example, if you go to a conference list the location and the dates of your trip. If you go recruiting list the tournament you are attending, the applicable dates, and the location. If you are buying equipment list where you purchased it from and the applicable amounts.

Going forward we will be tracking missing receipts and the individual who accumulated the charge. **If you do not turn in a receipt with a fully completed summary sheet and we need to either get**

the receipt or track down additional information you will lose the ability to use the department credit card to pay bills and it will have a negative impact on your performance evaluation.

Per Diem Expenses

**** This applies to coaches, staff, and faculty (not team travel)*

For all travel that is less than 12 hours in duration you MUST supply itemized receipts in order to be reimbursed.

For all travel that is greater than 12 hours in duration you MAY submit a reimbursement using per diem. The method used (actual expense or per diem) must be used for the entire trip, not selected days. The department will allow the individual to use a maximum amount of **\$40 per day**. That allowance should be used to cover breakfast, lunch and dinner and it can be utilized as needed.

- a. For example, you may need to spend more funds on breakfast in New York City than in Albany. Thus, you would spend \$20 on breakfast in New York City and \$10 in Albany.
 - i. The important point to remember is that if you spend \$20 for breakfast in New York City you have \$20 remaining for lunch and dinner. Spending above the \$40 allotment will NOT be reimbursed.

The department head or head coach will still be required to review your Concur expense report. Remember that it is your responsibility in leading your area to make sure that you have the funds available to reimburse at the \$40

**** This applies to team travel.*

If per diem (**\$32 MAXIMUM**) is given to a team during a trip, EACH PLAYER MUST SIGN FOR ALL MONEY RECEIVED FOR EACH MEAL.

Approved Per Diem Sheet MUST be used for all team per diem transactions. Per diem sheets must include printed name of player and/or coach, signed name and amount received for each meal for which money was received, and be signed and dated by coach/administrator. Blank Per Diem sheets containing the required information may be acquired from the Form/Templates shared drive.

** One per diem sheet is to be used per day

Transportation

Air Travel

All team air travel must be approved prior to booking. Approval will be granted following the transportation and fiscal meetings. Air travel can be booked by the front office staff.

Ground Travel

A transportation budget has been established to pay for bus, shuttle and van charges. All team travel must be approved by the Senior Administrative Coordinator in conjunction with the Associate Athletic Director, Business. However, once a team schedule has been approved, any additions must be approved by the Assistant Director of Athletics for Compliance and the sport administrator. That information MUST then be communicated to the Senior Administrative Coordinator and the Associate Athletic Director, Business.

The following are approved means of ground travel: Coach Bus, Shuttles, School Buses and 7 passenger mini-vans. It is not permissible to utilize a 15-passenger cargo van to transport student-athletes.

Each coach will need to meet with the Associate Athletic Director, Business and the Senior Administrative Coordinator to specify all travel needs for both their traditional and non-traditional season. The coach should come prepared to discuss practice needs, departure and return times for all transportation needs along with the number of people travelling for all applicable dates.

At the completion of all seasonal transportation meetings, the Senior Administrative Coordinator will make all reservations after all transportation meetings have taken place and notify the coach of what piece of equipment his/her team will be travelling on for their trip. They will also be provided the contact name for the company from which the piece of equipment has been contracted.

The Senior Administrative Coordinator will confirm with each coach travelling during a given week on Monday to ensure that all travel details have remained consistent. In addition, the Senior Administrative Coordinator will also send all weekend protocols for the company contracted for each sport's travel.

The department contracts with two transportation companies – Eyre Bus and Broadway Services.

Contacts:

Eyre Bus Company
Debra Deaton, Ann Collins
410-442-1330

Daryl Thompkins
Broadway Services
443-324-1667

Team Travel Itineraries

All coaches are required to provide the Senior Administrative Coordinator with travel itineraries prior to leaving campus. A form with all of the pertinent information will be provided in the policies and procedures manual appendix.

JOHNS HOPKINS ATHLETICS

Included on the form **MUST** be dates of travel, cell phone for coach, purpose of travel, departure and return times, hotel information if staying overnight and a list of names of those included in the travel party to include both coaches, student-athletes and staff.

Team Travel & Drivers

Students are allowed to drive rental vehicles as it relates to team travel in specific instances. Instances include break trips, trips that include a flight, and travel within 15 miles of Johns Hopkins University. Approval must be granted by sport administrator and relayed to business office for travel booking purposes.

Parameters that must be met prior to considering a student driver.

- 1) All coaches and administrators traveling **MUST** drive a separate vehicle.
- 2) Student drivers are limited to a pre-approved amount of driving in a single day.
 - a. Sport Admin **MUST** approve travel distance in advance.
Ex. - Airport to Hotel may be 60 miles vs. Hotel to Competition Site may be 5 miles.
- 3) Student drivers **MUST** complete the driver certification program offered through Transportation Services.
 - a. [Online Driver Training Instructions \(PDF\)](#)
 - b. [Triggers in person driving test](#)
 - c. [Watch driving age](#)
- 4) Itinerary **MUST** be on file at least one week prior to the trip taking place.
- 5) Head coach is in charge of collecting vehicle keys at the end of each day and passing the keys out each morning.

Calendar Coordination

All staff members and coaches are required to update their vacation or business travel plans with Senior Administrative Assistant.

Front Office Operations

General Operations

The front office staff is available to provide support for various projects for both staff members and coaches. Each project must be submitted to the Senior Administrative Coordinator along with all of the materials and proper instructions for project completion.

Business Operations

Each appointed full-time staff member will receive their contract prior to July 1st in order to have them signed and returned by July 1st.

Each coach will be required to attend a transportation and team travel meeting at the start of each of their seasons – both traditional and non-traditional.

The purpose of this meeting will be to determine all transportation & fiscal needs for that particular segment. Each coach will also be given their budget spreadsheet for the fiscal year at this point.

The Associate Athletic Director, Business will receive the Staff Declaration forms from coaches and their sport administrators and enter in all paid staff into the system. Staff Declaration forms must be submitted by July 1st of each academic year to the Associate Athletic Director, Business.

Budgets will be distributed in July or August when they become available from the Divisional Business Office. There will also be additional budget meetings in October and November for the following fiscal year. Budget statements will be distributed quarterly. Statements will also be distributed on a monthly basis please take the time to look at the expenses for any possible errors. If you find an error please bring that information to the Business Office staff immediately.

Forms

All forms for business operations can be found in the Forms-Templates drive which is housed within the shared drive on your computer.

Budget Process

The budgeting process occurs during the months of October, November and December. Each staff member (coach and administrator) that oversees a budget will be sent a budget packet, and the budget packet will be due back to the Business Manager by a date communicated during distribution.

Each staff member will then schedule a meeting with the Athletic Director, Sr. Associate Athletic Director and the Associate Athletic Director, Business to go through the budget justification process. Each staff member will be asked to justify their entire budget to account for all of the needs their programs have for the coming academic year.

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The Athletic Director, Sr. Associate Director and the Associate Athletic Director, Business will then meet to complete the budget that will be submitted to the Divisional Business Office during the last week of December.

Staff members will then be alerted to their budget numbers in July or August when the new budgets have been approved and released by the Divisional Business Office

FedEx and UPS

The Federal Express account number is **not** permitted to be used for personal reasons. If an employee wishes to send a package via FedEx they are more than welcome to ship from the front office, however, the employee must complete the package slip and include their credit card number for shipping purposes. It is not permissible to reimburse the University for Shipping Costs.

Cell Phones

The university has corporate contracts with AT&T. Staff members must receive permission from their supervisor to order a cellular device.

450 minutes, unlimited text messaging, unlimited data.

Additional Usage Policies:

- a) All 411 charges will be paid by the employee.
- b) Cell phones are not appropriately used for conference calls. Please plan accordingly and take all conference calls on either a home phone or a work phone.
- c) Each employee will be allotted one replacement phone per contract.
- d) Phone equipment is university property, so if an employee does leave the university, they must return their phone or purchase it at a reduced rate determined by the Business Manager.
- e) If a cell phone is purchased the employee MUST reimburse at a rate of \$10.00 per month. You may pay in installments or a single lump sum. You must be paid in full by 5/31 of that particular fiscal year. We are tracking payments but will not track you down at the due date. If you have a balance on 6/1 you will be ineligible for a merit increase.
- f) If you have a cell phone but are being reimbursed for usage you MUST complete a cell phone reimbursement form (through business office). Once completed and signed

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by your supervisor you will need to submit your cell phone bill and a reimbursement form on a monthly basis to receive the reimbursement.

Computer/ Telecom Issues

All computer or office phone issues should be reported to the Office Manager. The department of athletics is contracted with the university IT department to support all computer and phone related problems or issues. With this, we have one point of contact, so please make sure that all issues or work orders are routed through the Senior Administrative Coordinator.

Supply Orders/Purchasing

All office supplies need to be ordered by the administrative assistant.

Procurement Card Needs – the front office staff will have use of a procurement card that can be used for purchasing goods, however, the purchase will be made by the front office staff. The card number will not be distributed for use by any other staff members.

Equipment – all Under Armour equipment purchases must be approved through Equipment Room Manager and will need to be signed off on by the Associate Athletic Director, Business.

Equipment other than Under Armour – staff members can either have the company invoice them and submit a check request or bring the invoice to the front office staff for payment on the procurement card as long as it is under \$3000.00. Orders \$3000 or more (including shipping) will need to be ordered through Assistant Director of Business Operations as a Purchase Order and will go through the purchasing department. One competitive quote is needed for all Purchase Orders (some orders may require more). If the lowest quote is not selected, a written justification is required to explain why it was not chosen. All Purchase Orders are initiated by the Assistant Director of Business Operations.

Purchase Orders

Purchase orders are orders for services or goods that must be approved by JHU purchasing (and sometimes Risk, Legal, etc..) *before* the order is placed. This includes, but is not limited to independent contractors \$5k or more, all software and software licenses (other than what can be installed by JH IT), supplies / equipment \$3k or more, all furniture, unique purchases that require contract signature, etc.... All staff and coaches are required to loop in the business office in the very beginning of planning for such services or goods.

Gift Cards

No gift cards are to be purchased for anyone under any circumstance. The alternative to a gift card is one of the two options below:

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1. Providing a non-cash gift of a reasonable dollar value (ex. JHU swag, flowers, gift basket, etc.),
*any gift over \$50 needs prior approval, or
2. Providing a cash incentive, only up to \$25.00. Keep in mind this would mean we would need to add the person to our vendor system and fill out paperwork in order to provide the cash incentive and would be a timely process.

Independent Contractors

Staff and coaches that wish to hire an independent contractor must get this approved by supervisor, business office, and athletic training before making any agreement with the I.C. Please review the Independent Contractor Policy on the shared Forms-templates drive.

Deliveries

All deliveries are made to the front office. Coaches and staff members will be notified by either phone or email that a package has arrived. It is then the staff member or coach's responsibility to remove the package from the front office within 24 hours.

Cash Handling/Deposits

All deposits are to be submitted with a requisition form from the budget book to the department's Senior Administrative Coordinator. The coach or staff member must indicate at the bottom of the requisition form that the transaction is a deposit/credit to the account.

Procedures for making a deposit to a general funds budget:

- a) Count the amount to be deposited and fill out the requisition form accordingly.
- b) Submit the deposit to the Assistant Director of Business Operations or Senior Administrative Coordinator with a clear explanation as to what the deposit is for. **No other administrative staff member is permitted to accept deposits.**

DO NOT LEAVE CASH OR CHECKS UNATTENDED ON ANY DESK, OR IN ANY IN-BOX OR MAILBOX.

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- c) Remain at the desk while the total deposit is counted and a receipt is written. All receipts are 2-part, originating from a bound book. The original receipt will be removed and given to the coach. The carbon copy will remain bound in the book.
- d) After the deposit is made, the Senior Administrative Coordinator will give a copy of the validated deposit transmittal to the coach for his/her records. These transmittal copies must be retained for future verification.

Gifts/Fundraised Money

Gifts and Contributions

All gifts must be processed through the Blue Jays Unlimited Office for proper credit. Contact the Development Coordinator at 410-516-6132.

Fundraised Monies

All fundraised dollars must be processed through the Administrative Assistant. Contact the Associate Director of Development for Athletics at 410-516-0412.

Facilities

The Department of Athletics and Recreation oversees the following University facilities:

- Newton H. White Jr. Athletic Center, Ralph S. O'Connor Recreation Center, Homewood Field, Cordish Lacrosse Center
- Babb Field at Stromberg Stadium, Practice Field, Tennis Courts and Track Complex.

From this point forward, the following will be termed Outdoor Facilities for the purposes of this manual:

- Homewood Field, Babb Field at Stromberg Stadium, Practice Field, Tennis Courts and Track Complex.

Priority Facility Usage

Newton H. White Jr. Athletic Center & All Outdoor Facilities

Understanding that the Newton H. White Athletic Center and outdoor facilities are primarily for the use of the Johns Hopkins student-athlete community, priority as a general policy is extended as follows:

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- Intercollegiate/Varsity Sports;
- Intramurals/Sport Clubs;
- Authorized University Constituents and Groups;
- Authorized External Groups.

Priority use of the facilities will be extended as follows, unless otherwise mutually agreed upon:

- Contests for teams in the competitive portion of traditional season;
- Practices for teams in the competitive portion of traditional season;
- Practices for teams in the non-competitive portion of traditional season;
- Contests for teams in the non-traditional season;
- Practices for teams in the non-traditional season.

Due to the contact nature in the sports of football and men's lacrosse, these practices will take priority during the afternoon time slots on both Homewood Field and the practice fields to ensure proper medical coverage.

Ralph S. O'Connor Recreation Center

Understanding that the Ralph S. O'Connor Recreation Center is primarily for the use of the Johns Hopkins community, priority as a general policy is extended as follows:

- Recreation Programming – to include the scheduling of open recreation
- Department Programming
- Varsity Sport Programming
- University Functions – some University events may move to the top of the priority list

Facility Scheduling

Within the Department of Athletics and Recreation there are many differentiations in facility scheduling. So, for the purposes of this manual, facility scheduling will be broken down into the following terms and definitions:

- Contest Scheduling – includes all varsity sport contests – traditional and non-tradition, scrimmages, alumni games.

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- Practice Scheduling – includes all varsity sport practices for Johns Hopkins University
- Programmatic Scheduling – includes open recreation, intramural sports, fitness programs, sport clubs, camps, etc.
- Space Reservations – includes all general room reservations for University constituents, BJU Events, etc.
- External Group Facility Rentals – includes events run by outside groups contracting to use Johns Hopkins facilities to run their events

Contest Scheduling

By NCAA definition a countable contest is any contest by the member institution against an outside team in that sport, unless specific exceptions for a particular sport are granted by the NCAA. By this definition contest scheduling will include all traditional season competition, scrimmages, alumni games and non-traditional season competitions.

Fall sport coaches should have their non-league schedules for the upcoming season completed and submitted to their Sport Administrator, the Assistant Athletic Director, Compliance and the Assistant Athletic Director, Facilities by December 15th.

Winter sport coaches should have their non-league schedules for the upcoming season completed and submitted to Sport Administrator, the Assistant Athletic Director, Compliance and the Assistant Athletic Director, Facilities the by May 1st.

Spring sport coaches should have their non-league schedules for the upcoming season completed and submitted to Sport Administrator, the Assistant Athletic Director, Compliance and the Assistant Athletic Director, Facilities the by August 1st.

Scrimmage Scheduling

Scrimmages against outside competition can either be submitted to their Sport Administrator and the Assistant Athletic Director, Facilities during the contest scheduling deadlines, or no later than the practice scheduling deadlines. Approval of these scrimmages will be handled in the same manner as contest and practice scheduling. Consideration will be taken into account for scrimmages that come up outside of these required submission time-frames. However, the later these scrimmage requests are submitted, the less likely it will be approved due to insufficient time to logistically support the scrimmage.

Practice Scheduling

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Practice scheduling will take place shortly after competition schedules have been approved and class registration has taken place for the applicable semester. Practice schedules for each season will be completed as follows:

- Fall Sports and Non-Traditional Spring Practices – no later than July 1st
- Winter and Intersession Practices – no later than September 1st
- Spring Sports, Winter 2nd Semester and Non-Traditional Fall Practices – no later than Dec. 15th

All practice scheduling will be completed via a meeting with the Athletic Facilities Manager or the Assistant Director for Facilities and Aquatics. Once the initial practice schedule has been set, it will be forwarded to the following staff members: Assistant Athletic Director, Compliance, Sport Administrator, and Head Athletic Trainer

Programmatic and Space Scheduling

All programmatic and space scheduling for the Newton H. White Jr. Athletic Center and Outdoor Facilities will be handled by the Assistant Director of Athletics for Facilities.

With regards to the varsity weight room, coaches may request to reserve the room for team lifts. Based on the size of the team, the room may be closed for that sport, however, if the room is open teams may not enter as a group and monopolize the entire room. Please make arrangements with the Assistant Director for Facilities prior to entering the varsity weight room for a team lift. Open hours need to remain open for those coming to lift outside of designated practices. All varsity weight room team lifts will be posted on the facility schedule.

All programmatic and space scheduling for the Ralph S. O'Connor Recreation Center and the Aquatic Center will be handled by the Assistant Director for Facilities and Aquatics.

External Group Scheduling

All external group scheduling will be the responsibility of the Assistant Athletic Director for Facilities.

All external groups must sign a contract, show proof of insurance and submit payment for the use of any facility inside the Newton H. White Jr. Athletic Center and/or the Outdoor Facilities.

Practice Change Policy

If a practice change needs to occur due to inclement weather, the facilities staff will make arrangements to the best of their ability to assure practice space indoors.

All other practice change requests will need to be made to the Assistant Athletic Director, Facilities and/or the Assistant Director for Facilities and Aquatics, 48 hours in advance of the newly requested time. If a practice is just being cancelled, the coach will need to notify the Assistant Director of Athletics for Facilities 24 hours in advance so the proper staff can be notified.

Upon receipt of the practice change request, the Assistant Athletic Director, Facilities will check with the Athletic Training Staff and the Equipment Room Staff to assure proper coverage for the new practice time.

All practice change requests will be answered within 24 hours of the initial request. A request may be granted with restrictions, such as limited athletic training coverage or no equipment room service.

The coach must then confirm that they want the newly requested practice time by 5 pm that day.

Once the coach confirms with the Assistant Director Athletics, Facilities, the following staff members will be notified of the practice change:

- Assistant Director of Athletics, Compliance
- Head Athletic Trainer

Off-Site Practices

If a coach desires to hold an off-campus practice, the following procedures apply:

- The coach must locate and secure the venue in which they will hold the practice;
- All off-site practices must then be submitted to the Assistant Director of Athletics, Compliance for approval.

If approved, the Assistant Director of Athletics for Facilities, Head Athletic Trainer and the Office Manager will be notified to update the schedule, coordinate medical coverage and arrange necessary transportation, respectively.

If the off-site venue needs proof of insurance, the coach must work with the Business Manager to obtain the necessary information.

Facility Maintenance

All facility maintenance issues concerning the Newton H. White Jr. Athletic Center and the Outdoor Facilities should be brought to the attention of the Assistant Athletic Director for Facilities.

All facility maintenance issues concerning the Ralph S. O'Connor Recreation Center and the Aquatic Center should be brought to the attention of the Assistant Director for Facilities and Aquatics.

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All requests should be submitted via email with the following information:

- Location
- Description of Request
- Preferred Priority – ultimately the facilities staff will determine priority

Locker Room Maintenance

It is the responsibility of the respective coach in each sport to establish the necessary rules and discipline to help maintain the cleanliness of the team locker room for each respective sport.

The following will be the process upon the receipt of such information:

- 1st Notification – Meeting with Coach
- 2nd Notification – Meeting with Coach and Student-Athletes
- 3rd Notification – 1 Week Suspension of Locker Room Privileges
- 4th Notification – 1 Month Suspension of Locker Room Privileges
- 5th Notification – 16 Week Suspension of Locker Room Privileges

Card Access

Staff Members - All staff members will be granted J-Card access to the Newton H. White Athletic Center. All part-time assistant coaches will be granted J-Card access once they have completed the necessary paperwork (either payroll or volunteer contract) with the Business Manager. The Business Manager will then complete the paperwork necessary to allow part-time coaches to receive a J-Card. Staff member will need to go to the J-Card office to pick up their J-Card. Upon receipt of the J-Card, the Business Manager will notify the Assistant Director for Facilities for card activation. The card will be deactivated immediately upon leaving the department.

Student-Athletes – all student-athletes that appear on a varsity roster will be granted card access to the Newton H. White Jr. Athletic Center on the following schedule:

- Student-Athlete (pertains to all athletes except Water Polo & Swimming Teams).
- Access: 50 –yd. line door/ Athletic Training Rm. Door/Door near Men's Locker room.
 - Monday Thru Sunday: 5:00am to 1:00am

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- Aqua Athlete (pertains to all Water Polo & Swimming athletes).
- Access: Inside Pool Hallway door/50 yard-line door/Athletic Training Room door

Any student-athletes found to be using their access for any activity other than department related activities, will have their card access revoked. If a student-athlete is ever found to have given their card to either another student-athlete or a non-athlete, that student-athlete's card access will be revoked and they could face further sanctions to include removal from their team's roster

Outdoor Facility Lights

Homewood Field lights must be turned off by 10 pm each night. If scheduled activities end prior to the 10 pm deadline, the facilities staff will turn off the lights.

For any varsity games and/or scrimmages that fall in the evening, full lights should be on.

For any varsity practice that falls in the evening, ½ lights should be set.

For games and/or scrimmages that fall in the evening hours when sunset could or will occur during the game, lights should be scheduled to go on prior to the start of the game following these guidelines:

- Men's Lacrosse - 2 hours prior to the start.
- Football - 1½ hours prior to the start.
- All other sports - 1 hour prior to the start of the game.

For outside rentals and special events by our teams, light levels will be determined on a case by case basis.

Phone tree & Email chain for "emergency" changes:

- Security - call the Recreation Desk at (410) 516-4434
- Assistant Athletic Director for Facilities – Brandon Holley
bholley3@jhu.edu
- Athletic Facilities and Operations Manager–Cameron Cooper ccoope66@jhu.edu
- Sr. Associate Athletic Director for Facilities - Bill Harrington aggie@jhu.edu

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The practice field lights are only to be used for supervised activities or by permission only. University Police Officers or Facility Managers operate the lights according to the facility schedule.

Stadium Clean Up

The Assistant Athletic Director for Game Operations will schedule outside groups to perform stadium clean up after athletic contests where concessions were operational.

Teams, Sport Clubs, Fraternities and Sororities will be contacted to do clean up at the beginning of each season.

Payment amounts will vary upon the expected size of the crowd attending the event.

Outside Rental Usage

Teams renting the facilities must request in advance the use of locker rooms (team and/or officials).

The point person of the facility rental will be provided keys to the locker rooms and will communicate with teams the rules and regulations of the locker room facilities.

All keys must be returned before the renter leaves the facility.

Athletic Equipment Room Operations

Equipment Room Procedures

Laundry loops turned in after 9:00 pm Monday through Thursday or 8:00pm on Fridays run the risk of not being laundered until the next day.

Laundry from any given day will be returned that night or by 2:00pm the next day (Monday through Friday). Adjustments will be made if the equipment room is aware of a practice or departure.

All teams must bring their soiled laundry/towels or team laundry bins with their dirty loops and towels to the equipment room daily to be washed or their laundry will not be cleaned.

Laundry for teams is done once per day. For teams that may practice twice in one day during preseason, arrangements need to be made in advance with the equipment room to ensure that items are washed and returned before the 2nd practice, a minimum of 3 hours is required between practices if team only has one set of practice gear. 24-hour notice is required. A weight room session scheduled just before or following practice is not considered a second practice.

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If the equipment room is closed, teams are asked to deposit their loops into the chute, towels in the appropriate bin, or leave the team laundry bins outside of the equipment room.

All teams should turn in their laundry loops/towels or team laundry bins 45 minutes after the end of their practice (football and men's lacrosse will have 60 minutes). The only exception to this rule is if an athlete from that team is in the training room for treatment.

All laundry turned in after Friday practices will be washed, dried and returned to each locker room. All teams are asked to turn in laundry needed for Saturday by 8pm on Friday to ensure return that evening.

Any items that fall off laundry loops during washing will be held in the lost and found bin until the end of each semester. Unclaimed personal laundry will be donated at the end of each semester if not collected.

Any missing loops should be reported to the equipment room staff immediately.

Notice will be provided as to when the equipment room will be closed during the academic year. Generally, during an academic year, the equipment room will close the last day of finals each semester and reopen the first day back for classes and have limited hours during intercession, fall, Thanksgiving, and spring break. Accommodations will be made for sports that are in season during these time periods.

During the summer, the equipment room will be closed for team laundry.

Loop Policies

Issuing Loops

By June 15th, an updated roster will be provided by the Assistant Director for Compliance to the equipment room for preparation of general practice gear and loops.

By July 1st, all coaches should provide the equipment room with shirt and shorts sizes for all freshman and any other new athletes not on the previous years' roster.

All head coaches should coordinate a time when loops & gear will be distributed at team meetings prior to the team's first practice or 1st day of classes.

Any additions/deletions will only be accepted from the Assistant Director for Compliance. Upon receipt of an addition the equipment room will contact the coach requesting new athlete's shirt and short sizes.

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Coach can determine at the end of the year if certain items will not be collected. This must be clearly communicated to the equipment room staff prior to athletes returning gear from their season.

Each student will be required to sign an equipment contract for all equipment issued. The Athletic Equipment Manager in concert with the Head Coach will determine which gear is to be returned and placed on the contract. All student-athletes will be required to return all gear on the contract and will be charged for any lost or missing gear.

Any gear purchased through the academic year that needs to be collected must be issued by the equipment room and communicated to the equipment room so it can be added to the contract.

Returning Loops

If removed from the roster, it is the student-athlete's responsibility to return loop and other university gear on the contract to the equipment room in a timely manner.

During the year, if an athlete has been removed from a roster it is the coach's responsibility to assist in collecting the loop and gear from the student-athlete and having it returned to the equipment room.

Collection of loops & gear at the end of an academic year will take place during finals of spring semester starting with the first reading day during predetermined and communicated times Monday through Friday. The last day for collection will be the last day of finals.

For sports still competing during or after finals, loop and gear collection will take place the day after their last contest and coordinated with the Equipment Room.

For student-athletes that will not be on campus for the spring semester, their loops are to be turned in during fall semester finals starting with the first reading day during predetermined times Monday through Friday. The last day for collection will be the last day of finals.

If students fail to return their loops & gear by, they will be charged for its replacement.

Staff loops

All coaches and staff who have received loops will place their laundry in a bin in the staff locker room, it will be picked up Monday through Friday at 7:00pm in the evening and returned by 2:00pm the next day.

Locker Room Policies

For locker rooms with open lockers coaches are asked to make sure student-athlete names are posted on each locker they have been assigned to assist in loop and uniform distribution. This should be done three weeks prior to the first day of classes or the first practice.

All locker rooms must be cleared out by June 1st each year so that proper cleaning may occur. Items located in lockers will be donated during the month of June.

Each team will be issued/pick up towels, once daily, Monday through Friday for use in practices, contests, etc. It is the team's/individual's responsibility to turn in towels for washing per laundry procedures. The equipment room staff will not be responsible for picking up towels from the floor or taking dirty towels to the equipment room. Towels are not available for pool workouts and cold plunging.

The equipment room is unable to provide towels for visiting teams or rentals except for Men's & Women's Lacrosse home contests (game days only).

Team Gear and Uniforms

Coaches are responsible for providing to the equipment room the uniform numbers & appropriate sizes for each of their student-athletes and coordinating a distribution plan for team specific gear with the equipment room staff four weeks prior to their first practice.

Uniforms will be stored in the equipment room in team specific storage areas.

The equipment room will issue uniforms to teams one to two days prior to a contest or the team's departure.

So that uniforms can be collected, a laundry bin will be left in the team's locker room. It is the team's responsibility to return the laundry bin to the equipment room after their contest. If the room is closed, laundry bin must remain in the locker room and will be picked up by the equipment room staff the next day.

For teams that receive their uniforms on a game by game basis, it is required that the uniforms be returned following each contest. Student-athletes are asked not to launder their own uniforms.

Football, Men's & Women's Lacrosse will bring uniforms to the equipment room after all home and away games.

Coaches are required to provide a travel roster to the equipment room no later than 48 hours prior to team departure. Uniform color must be communicated 72 hours in advance of departure.

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Uniform and gear collection will take place the day after a team's last contest and/or during finals of fall or spring semester starting with the first reading day at predetermined times Monday through Friday. The last day for collection will be the last day of finals.

For student-athletes that will not be on campus for the spring semester, their uniforms and any gear are to be turned in the first day after their last contest or during fall semester finals starting with the first reading day at predetermined times Monday through Friday. The last day for collection will be the last day of finals.

Equipment Room Storage

Storage of sport uniforms and game/practice gear will be housed in the first & second levels of the equipment room. These areas will be monitored and inventoried by the equipment room staff.

Coaches are encouraged to box up items securely, and labeled them with their sport.

Nothing should be placed near or blocking any fire exits or electrical boxes.

A complete sport specific equipment room inventory will be made available upon completion to each coach at the end of each academic year.

Individual Team Orders MTS

Teams have the opportunity to order individual Under Armour apparel and equipment through the athletic department. Teams must work with the Head Athletic Equipment Manager to create an online Under Armour catalog. All items requested, will appear in an online catalog for the teams. At that time, they are to pay for the order which will then be shipped to the Equipment Room for delivery to the sports designated '***My Team Shop***' captain who will handle the individual distribution.

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Schedule

FALL SPORTS	WINTER SPORTS	SPRING SPORTS
FOOTBALL	BASKETBALL M & W	BASEBALL
FIELD HOCKEY	WRESTLING	TENNIS M & W
SOCCER M & W	TRACK M & W	TRACK M & W
VOLLEYBALL		
WATER POLO		
CROSS COUNTRY M & W		
SWIMMING M & W		
FENCING M & W		
INFORMATION SUBMISSION DATE - TO EQUIPMENT ROOM		
FALL SPORTS	MAY 1ST	
WINTER SPORTS	AUGUST 1ST	
SPRING SPORTS	SEPTEMBER 1ST	
DUE DATE SELECTION DONE WITH CHRISTMAS DELIVERIES IN MIND AND BEGINNING/EARLY SEASON PRACTICE DELIVERIES		
BASEBALL WOULD WORK AS IT CURRENTLY DOES TO ENCOMPASS ALUMNI AND PLAYER CLEATS ON SITE		

Please contact the Head Athletic Equipment Manager via e-mail to receive steps in order to properly prepare your order.

Out of Season Laundry Policy

Teams will have the ability to turn in laundry loops once per week during their out-of-season time.

Laundering day will be predetermined and communicated in advance, it will not change once set except in the case of unforeseen circumstances.

Loops will be turned in using regular locations.

The loop contents are limited to the following:

2 t-shirts, 2 pair of shorts, undergarments, 1 set of sweat top & pants

Loops will be returned by 3:00PM the following day barring any unforeseen circumstances.

This policy only applies to laundry loop service, the towel policy for out-of-season still applies (In Season Service Only).

Out-of-season loops returned outside of scheduled collection day will be held until regular season practice commences.

Equipment Room Manager will send out the schedule prior to start of Out of Season approved practice sessions.

Athletic Items

NCAA Compliance

Compliance Statement

Johns Hopkins University is committed to the full adherence of all NCAA and Conference rules and regulations. The Department of Athletics will strive to educate student-athletes, coaching staff, alumni and representatives of athletics interests of NCAA rules and regulations.

Rules Interpretation Process

Resources:

All coaches, staff members, student-athletes and other constituents of the Johns Hopkins Athletic Department should retain familiarity with the contents of the NCAA Division I or Division III Manual. Additional educational materials are also maintained on the compliance page of the Hopkins Athletics website. These resources are intended to serve as a reference point for all constituents of the Department of Athletics and Recreation and the University.

Rules Interpretation Process:

For all compliance questions, coaches and staff should first review both their respective conference manual and the NCAA Manual.

If the coach/staff member cannot determine the answer to their question based on referencing their educational materials, a request for an official interpretation must be submitted via email to the compliance office. A verbal interpretation will only be made when the matter is urgent and/or for a time sensitive situation.

The compliance office will send an official interpretation via email to the appropriate staff member(s). The compliance office will utilize all resources necessary to make an official interpretation including contacting the conference office and/or the NCAA.

If the coach/staff disagrees with the interpretation of the compliance office, an inquiry to the NCAA may be made through RSRO if not already done so.

The Assistant Athletic Director, Compliance may also submit an appeal to the NCAA Administrative Review Subcommittee asking for relief from the specific piece of legislation. However, the compliance officer's rule interpretation and/or the decision to the appeal will be final.

Issues While Participating

If you are having other issues (with another teammate, coaching staff, training room, equipment room, weight room, academically, etc.) while participating on your team the first person you should address this with is your captain(s). If the issue cannot be alleviated with the help of the captain(s), the head coach is the next step. If the issue is not resolved between you and the head coach, your next step is to bring the issue to the SWA. You will be asked to fill out a form explaining the issue. From there the SWA will determine the next steps to take. Included in these steps may be all or some of this process: involvement of your sports administrator, establishing a committee to adjudicate the issue, involvement of your parents, involvement of the head of the department in which the issue resides, and/or decision making by Jane Wells, SWA. If after all of this, you are not satisfied with the outcome, you have the right to appeal the issue to the Director of Athletics.

Rules Violations Procedures

In the event that an NCAA or conference violation occurs or is suspected, the following procedures will be followed:

- Any suspected violation should be reported immediately to the Assistant Athletic Director, Compliance via official University email.
- The Assistant Athletic Director, Compliance will make an initial review of the report and inform the Director of Athletics, any head coach whose program is potentially involved and any other necessary administrative staff.
- A timely and thorough investigation will be conducted by the compliance office who may be assisted by any of the following:
 - Other athletic administrators
 - Faculty Athletic Representative
 - Legal Counsel
 - Other outside sources (Conference, NCAA)
- Upon the completion of the investigation the compliance office will inform the Director of Athletics, the Faculty Athletics Representative, and Athletics Direct Report of all findings prior to the submission of a self-report to the NCAA through RSRO. If applicable, the appropriate conference office will also be made aware of the case. Either the Athletics Direct Report or the Faculty Athletics Representative will be required to sign off on all submitted self-reports in RSRO.
- Possible Violation Levels

Commented [JK1]: This should also find a new home outside of the main compliance section as it isn't really compliance. Replace Kelsie info with Jane when moved

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- Level I: Severe Breach of Conduct
- Level II: Significant Breach of Conduct
- Level III: Breach of Conduct
- Major Violations (Level I/III): Upon the completion of the NCAA's review of the submitted violation the compliance officer will inform the Director of Athletics of all proposed sanctions before either accepting or appealing the NCAA's decision. Possible sanctions include but are not limited to:

- Notifying the conference, if applicable, of the violation;
- Suspending the student-athlete from practice and/or games (if applicable);
- Declaring student-athlete(s) ineligible;
- Suspending the coach(es) and/or staff members;
- Termination of coach(es) and/or staff members;
- Placing the coach(es) and/or staff members on probation for a designated period of time;
- Any other corrective action deemed necessary by the NCAA, Conference or University.

- Secondary Violations (Level II/III): Upon completion of the NCAA's review of the submitted violation, the compliance officer will inform the Director of Athletics of all proposed sanctions before either accepting or appealing the NCAA's decision. Possible sanctions include but are not limited to:

- Notify the conference of the violation;
- Declare the student-athlete or prospect ineligible and petition for reinstatement;
- Determine the appropriate measure of punishment for the coach(es) and/or staff member;
- Any other corrective action deemed necessary by the NCAA, Conference or University.

Recruiting Regulations

Institutional Policies

Each institution is mandated to have written policies and procedures in place related to official visits that are applicable to student-athlete hosts, prospects, coaches and athletic administrators. These policies and

procedures must be approved by the institution's Chief Executive Officer and must be on file with the conference office. Every four years, the institution must have its policies and procedures reviewed by an outside entity to evaluate its adherence to NCAA rules and regulations. The institution can be held accountable for activities that clearly demonstrate a disregard for its policies.

Prospective Student-Athlete Official Visit Policy

No official visit shall occur without prior approval from the Assistant Athletic Director, Compliance. This approval can only be obtained with a formal submission of the Official Visit Request Form on ARMS. For Division I sports, this form must be accompanied by a copy of a high school transcript and the prospective student-athlete must be registered with the NCAA Eligibility Center and added to the institution's IRL list. For Division III sports, the official visit form must be completed and submitted three days prior to the prospective student-athlete's visit. In addition to the ARMS request form, all other required official visit paperwork must be completed and returned to the compliance office, including a PSA Host Contract, a Student-Athlete Host Form, and a Prospect Declaration Form,

In Division I, the first opportunity for a PSA to take an official visit is September 1 of their junior year in high school, while in Division III the first opportunity for a PSA to take an official visit is January 1 of their junior year in high school. Johns Hopkins is only allowed to finance one official visit per PSA and Division I PSA's are limited to five official visit opportunities in total.

In both Division I and Division III the maximum length allowed for an official visit is 48 hours once the PSA arrives on campus. At the completion of the 48-hour visit, the prospective student-athlete must depart campus immediately; otherwise, Johns Hopkins may not pay any expenses incurred by the prospective student-athlete upon departure from campus, including the cost of the prospective student-athlete's transportation home.

Please refer to NCAA Bylaw 13.6 for more detailed parameters of an official visit regarding meals, entertainment, and transportation.

1. PSA's staying overnight on campus must follow all University and Athletic Department code of conduct policies, and must complete the Prospective Student-Athlete Declaration form at the conclusion of the visit.
2. All student-athlete hosts will be registered through the Admissions Office and go through the admissions host orientation program.
3. All student-athlete hosts will also complete the JHU Overnight Hosting Contract along with the JHU Student-Athlete Host form prior to hosting each PSA.
4. Each head coach will fill out the Official Visit Request Form on ARMS prior to the PSA's arrival on campus.

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5. Each head coach will be responsible for having the PSA and current student-athlete host fill out the above-mentioned forms at the required times, and then return those forms to the compliance officer after the PSA's visit.

Unofficial Visits

In Division I, an unlimited number of unofficial visits are permitted following September 1 of a PSA's junior year of high school except as restricted during a dead period. In Division III, an unlimited number of unofficial visits are permitted and these visits may occur prior to January 1 of a PSA's junior year of high school. Approval must be obtained prior to a PSA's unofficial visit through the completion of the Unofficial Visit Form on ARMS.

- Meals – (Division I) Prospective student-athletes may eat a meal with current student-athletes at an on-campus dining facility as long as they pay for the actual price of the meal. (Division III) One meal may be provided by Johns Hopkins University (JHU) Athletics at an on-campus dining facility.
- Entertainment – JHU Athletics may provide a maximum of three complimentary admissions to a PSA for ticketed JHU athletic events not including NCAA or Conference Championships.
- Transportation – JHU Athletics may only provide transportation to view practice or competition sites in the sport of the (PSA) and to other JHU campus facilities.

Meal Passes

Meal passes can be ordered for recruits through the front office. An email will suffice for all meal requests, but need to be received one week prior to the scheduled visit.

Complimentary Tickets

All prospective student-athletes must be placed on a complimentary ticket list in order to receive tickets to any and all men's lacrosse home games. Complimentary tickets are not available for any post-season game. The names of the prospective student-athlete must be emailed to the ticket office two days prior to game day to ensure inclusion on the list. Tickets are available for prospective student-athletes on both official and unofficial visits.

Admissions/Financial Aid

Only the Office of Admissions is authorized to provide information on the admissions status of an applicant. **Coaches and others affiliated with Johns Hopkins Athletics are not authorized to offer admission, and they cannot guarantee or ensure admissions for any student, or 'predict' any particular student's likelihood of being admitted.**

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Per NCAA Division III rules, financial aid is all need based aid for which athletic participation cannot be a criterion for receipt of a financial aid award. Members of the athletics staff or a member of institution shall not be permitted to arrange or modify the financial aid package and are prohibited from serving as members of member institution's financial aid committees and from being involved in any manner in the review of the institutional financial assistance to be awarded to a student-athlete.

Athletically related financial aid may be awarded for any term during which a Division I student-athlete is in regular attendance as an undergraduate or graduate student with eligibility remaining under NCAA bylaw 14.2. Athletically related financial aid awards are based on a percentage of the Cost of Attendance as determined by Student Financial Services and are limited by the NCAA to the equivalent of 12.6 scholarships (men's lacrosse) and 12.0 scholarships (women's lacrosse). Any student-athlete who receives athletically related financial aid in a given academic year becomes a "counter" for the period of the award.

Summer athletically related financial aid may be awarded only to attend Johns Hopkins University's summer term. The receipt of summer athletically related financial aid is not guaranteed and is subject to approval by the Department of Athletics and the Office of Financial Aid. Student-athletes who are awarded summer athletically related financial aid may be subject to financial penalties (e.g. reimbursement of aid to the University) should they fail to successfully complete their summer course(s).

The renewal or nonrenewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 prior to the academic year in which it is to be effective. Johns Hopkins University will give the recipient of the athletically related financial aid a written statement of the amount, duration, conditions, and terms of the award.

Student Financial Services will notify the student-athlete in writing the opportunity for a hearing when said aid is to be reduced or canceled during the period of the award or is reduced or not renewed for the following academic year. The conditions under which an award may be reduced or not renewed are listed on each student-athletes signed athletically related financial aid agreement. If a student-athlete wishes to exercise their right to a hearing, they must notify Student Financial Services in writing within ten (10) business days of the date of notice. If a student-athlete does not request to appeal within the defined timeframe, their athletics aid will be cancelled or reduced and the hearing opportunity forfeited.

If a prospective student- athlete still has questions after submitting the proper information through the Net Price Calculator, they can complete a financial aid pre-read directly through Student Financial Services. Athletics department Division I and Division III coaching staff members may guide prospective student-athletes in initiating the financial aid pre-read process but Division III coaches will not be notified of the results of the early read directly.

For more information please go to:

Evaluating Team Needs

Following each academic year in June, coaches must identify the number of student-athlete matriculations required for their sport for the upcoming academic year. This need will be submitted to the Senior Associate Athletic Director for evaluation and then communicated to the Office of Admissions.

Roster Management

All rosters will be established for each academic year by July 1st.

- Every incoming 1st year student-athlete must have an account with their information created under the recruiting portal in ARMS by June 15th.
- The compliance office will then transfer the incoming first year student-athletes along with any returning current student-athletes into the new academic year in ARMS.

From this point forward, all roster additions and deletions will need to be approved by the Assistant Athletic Director, Compliance. The following will be the process for all roster additions and deletions:

- In order to add/remove a student-athlete from the roster the coach must complete the appropriate Change in Roster form on ARMS. Upon receipt of completed form the compliance office will alert all other departmental staff whose area is impacted by the change (sport administrator, athletic trainer, equipment room, facilities, BJU).
- The student will then be placed into one of two categories –unofficial roster or official roster status. The student will be added to the official roster if the requesting coach deems that they are automatically on the team, while students being given a tryout will first be added as an unofficial roster member pending their tryout at the beginning of the team's fall season (traditional or nontraditional).

The following are the procedures for a late roster addition:

- Student will be added to the appropriate roster in ARMS and all staff members will be notified;
- Student will receive a physical with the team if prior to fall clearance date; if medically cleared;
 - Student will be eligible for first practice.
- If after the fall clearance date, the student will need to receive a physical either from their primary care physician or the Student Health & Wellness Center; if medically cleared;

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- Student will be eligible for practice

Coaches will receive a limited number of walk-on exceptions on a yearly basis based on their maximum roster size. This allows our athletic training staff to move past medical clearance and be able to focus on their clinical work with our student-athletes.

In order for a student-athlete to be officially removed from a roster, an ARMS Change in Roster Form needs to be completed and submitted to the Compliance Office. If this form is not received by the compliance staff, the student-athlete will still be computed into the overall team GPA and their eligibility will still be counted for the year if they continue to participate in team activities.

Fall Non-Traditional Roster Additions

All fall sports wishing to add student-athletes to their spring rosters will need to go through the same process as the walk-on process, but there will be no limit on the decision period. The student-athletes will be permitted to practice and compete through the course of the spring non-traditional season without constituting the use of a season of eligibility.

Spring Non-Traditional Rosters

All spring sports will be permitted to expand their rosters to allow for an evaluation process. Title IX numbers will be taken at the first countable date of competition, whether that occurs in the fall or during the championship season in the spring.

Affirmation of Eligibility Process

Each coach will be presented with their official squad list three days prior to their first date of competition. They will be asked to review their roster and determine if any official changes need to be made. If changes need to be made, they will need to submit a change of roster form to complete those changes. The necessary changes will be made and an Affirmation of Eligibility Form will be presented with the names of each student-athlete on the official roster. The coach will be responsible for signing that form and returning it to the compliance officer the day prior to the first date of competition.

Transfers

A coach may not contact a student-athlete, directly or indirectly, at another NCAA or NAIA institution without first obtaining a self-release (Division III) or written permission to contact (via an institution's athletics director or via the NCAA Transfer Portal), regardless of who makes the initial contact. The Assistant AD, Compliance must confirm proper permission has been received from another institution prior to a coach making contact or responding to an enrolled PSA. Coaches should contact the Assistant AD, Compliance to confirm the receipt of a self-release, permission to contact, or a PSA's status in the NCAA

Transfer Portal. Additionally, all release letters from other institutions should be sent to the Assistant AD, Compliance.

A Division III self-release form allows for a student-athlete to contact another four-year institution for up to 30 days without their current institution granting permission. A student-athlete wishing to continue speaking with other universities past the 30-day window must submit a second self-release form to the universities they are speaking with, and at that time those universities must inform the current institution that their student-athlete is exploring a possible transfer.

Division I student-athletes wishing to transfer must be placed in the NCAA Transfer Portal by the compliance office within two days of their request for a release. Any student-athlete listed on the transfer portal may be contacted by other institutions unless their account shows their tracer status as withdrawn.

If a coach wishes to add a transfer student-athlete at the beginning of the academic year, the coach needs to include the transfer student-athlete on their initial roster declaration form. The compliance office will then take the necessary steps to confirm transfer eligibility prior to the incoming PSA's participation.

If a coach has a mid-year transfer student-athlete, the coach simply needs to complete a roster addition form and note that the student-athlete is a mid-year transfer. The compliance office will again take the necessary steps to confirm transfer eligibility prior to the incoming PSA being cleared for participation.

Complimentary Admissions

Enrolled Student-Athletes

It is permissible for an institution to provide four complimentary admissions per home and away contests to a student-athlete in the sport in which the student-athlete is a participant, regardless of whether the student-athlete competes in the particular contest.

In addition, complimentary admissions may be provided to members of the institution's team for all contests in a tournament in which the team is participating, rather than only for those tournament games in which the institution's team actually participates.

The Ticket Office will handle all complimentary ticket lists for all events. Pass lists will be distributed for coaches to have student-athlete complete. Once the list has been submitted, it is considered final, and there will be absolutely no changes to the complimentary pass lists. The individual utilizing the complimentary admission must present identification to the person supervising the pass list at the admission gate. The individual will then be provided a ticket stub or other identification of a specified seating section (general admission). Individual tickets, or "hard tickets", may not be purchased by the athletic department or provided as complimentary tickets.

High School/Junior College Coach Complimentary Admissions

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Division I institutions are required to utilize a pass-list system to distribute complimentary admission to high school or two-year college coaches. Such coaches are limited to two complimentary admission issued on an individual game basis. The coach may purchase additional tickets in the same manner as the general public. These contests must be on the institution's campus, or be a home contest located within 30 miles of campus.

Coaching Staff Complimentary Admissions

The maximum number of complimentary season tickets for athletics staff members will be two. However, if there is an occasion where a staff member would like to invite more people to a game, they may request, through the Office Manager, additional complimentary tickets for that game only.

For all off-campus or post-season events, athletic department staff members will only receive a maximum of two complimentary tickets for the event.

Student-Athlete Class Attendance

At Johns Hopkins University it is the responsibility of the student-athlete to attend class. The only absence for athletic purposes should be for competition related events (i.e., team travel, NCAA travel). Student-athletes are responsible for submitting an athletics department travel letter and game schedule to each professor during the first week of each semester. Coaches should provide a semester long practice and competition schedule, including travel departure and arrival times, to student-athletes to allow them to properly plan their academic success in conjunction with their professors.

Policy Concerning Student-Athlete Class Attendance

A Hopkins education is based on the exchange of ideas with distinguished faculty in the classroom and elsewhere. Although there are no university regulations concerning attendance, students are expected to attend all courses regularly. Students should consult with their instructors and/or teaching assistants when they have missed classes to explain the reasons for their absence and to stay on track in the course. Instructors are encouraged to establish their own policies regarding attendance, and it is the student's responsibility to know those policies.

The university encourages students to participate in varsity athletics and other significant extracurricular activities. Students who must miss a class or an examination because of participation in a scheduled varsity athletic event must notify the course instructor as early in the semester as possible. Approved absences are granted at the discretion of the course instructor. When students must miss a scheduled examination, several solutions have been found by instructors. Students have been permitted to take an examination before leaving for the event, or coaches, or athletics administrative staff have served as proctors for examinations taken during the athletic event at approximately the same time as the other students

in the course. Students have also been allowed to take the examination, or an alternative examination, upon their return from the athletic event.

At Johns Hopkins University instructors have the right and responsibility to establish attendance policies for their courses. However, participation in official University activities, as well as personal emergencies and religious observances, are valid reasons for absence from classes. Official University activities include sanctioned athletic competition. Before the beginning of each semester, coaches must provide their athletes with a schedule of all practice and competitions for that semester, including travel days for away games and potential post-season play competition. During registration, each student-athlete should contact his/her potential instructors in order to inform them of his/her practice and travel schedule demands in order to verify that the absences will not in themselves jeopardize academic success in the class; the instructor can assess the quantity of time to be missed and notify the student-athlete whether he/she could succeed in the planned course. As a general rule, student-athletes, with the assistance of academic advisors, should schedule their courses so that absences for competition are minimal: this is particularly crucial for those students who are having academic difficulties. Once a student-athlete has registered for a class he/she must:

- During the first week of each semester, give all pertinent professors written notice of classes that will be missed in order that the faculty member be aware of the specific sessions to be affected;
- Remind the faculty members in advance of each missed class;
- Arrange to make up all work, including exams, in a reasonable time frame.

Proctor Policy – Agreement (See Jon for updated Policy)

I, _____, in signing this agreement with the Athletics Department will abide by all of the responsibilities expected of a student-athlete as outlined below when taking a proctored make-up exam due to athletic competition.

I agree to the following conditions:

- The exam will be proctored by an approved representative of the University following all directions provided by the course's professor.
- No outside resources or reference material will be allowed without written confirmation from the course's professor allowing their use.
- All electronic devices, including cell phones, will be collected for the entirety of the test taking period, unless written confirmation allowing such devices is provided by the course professor.
- The exam will be proctored following the terms attached (Faculty Guidelines Form) provided by the faculty member.
- The exam will be completed individually and monitored at all times by the designated proctor.
- The exam will be administered in an appropriate academic environment with limited distractions.

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- The details of the exam (questions, format, or otherwise) will not be shared with other students enrolled in the course who have yet to take the exam.
- I will not obtain any advance information about the exam from peers, particularly if it is taken later than the class.

In addition to the above conditions, I assume the duty to conduct myself in a manner appropriate to the University's mission as an institution of higher learning and understand that any violation of academic integrity may result in course penalties and/or being brought before an ethics panel.

Student-Athlete Signature: _____ Date: _____

Proctor Name: _____

Proctor Contact Information: Cell - _____ Email - _____

Proctor Signature: _____ Date: _____

*** Please see Assistant Athletic Director, Compliance for additional paperwork and faculty guidelines.

Commented [JK2]: Move this to under student class attendance section below

Local sports club

Division III NCAA bylaw: 13.11.3.4

It is permissible for an institution's coach or administrator to be involved in any capacity (e.g., as a participant or administrator or in instructional or coaching activities) in an organized sports club or organization involving teams of prospective student-athletes; however, neither an institution's athletics department nor an institution's athletics booster group may sponsor a sports club that includes prospective student-athletes. It is permissible for a department of the institution that operates independent of the athletics department (e.g., physical education department, recreation department) to sponsor a sports club that includes prospective student-athletes, provided no athletics department staff member is involved with the club team.

Division I NCAA bylaw 13.11.2.4

In sports other than basketball and football, an institution's coach may be involved in any capacity (e.g., as a participant, administrator or in instructional or coaching activities) in the same sport for a local sports club or organization located in the institution's home community, provided all prospective student-athletes participating in said activities are legal residents of the area (within a 50-mile radius of the institution). In all sports, an institution's coach may be involved in any capacity (e.g., as a participant, administrator or in instructional or coaching activities) in a sport other than the coach's sport for a local sports club or organization located in the institution's home community, provided all prospective student-athletes participating in said activities are legal residents of the area (within a 50-mile radius of the

institution). Further, in clubs or organizations involving multiple teams or multiple sports, the 50-mile radius is applicable only to the team with which the institution's coach is involved; however, it is not permissible for the coach to assign a prospective student-athlete who lives outside the 50-mile area to another coach of the club. A coach also may be involved in activities with individuals who are not of a prospective student-athlete age, regardless of where such individuals reside.

Policy & Procedure:

Coaches are permitted to participate in local sports clubs if all prospect aged participants reside in the locale (50-mile radius of Johns Hopkins University).

Any coach wishing to become involved in a local sports club must first receive clearance from the Compliance Office through the submission of the Club/Camp/Clinic/Speaking Engagement Approval Form on ARMS. Additional forms and documentation may be requested by the Compliance Office to ensure NCAA regulations (e.g. club incorporation documents, participant roster, facility agreement etc.)

Approval from the Compliance Office and Sport Administrator must be completed before any participation with the local sports club occurs.

A coach must keep the Compliance Office up to date on all the changes within the local sports club, including all membership and employment changes.

Any compensation from a local sports club must be declared on the annual outside income disclosure statement.

At the beginning of each new academic year the coach will complete a new ARMS approval form and submit it to the Compliance Office.

Donation Request Process

In order to ensure that all donations meet the regulations set forth by the NCAA, Johns Hopkins athletics will track all donations made to any and all constituents. Prior to donating any item, any staff member or outside constituents must complete the donation request form and all donations must be approved by the Compliance Office. The approval process is only based on whether the donation meets all the requirements of the NCAA bylaws set forth.

Name, Image, & Likeness

Johns Hopkins University staff members and independent contractors are prohibited from providing professional services related to name, image, and likeness activities to current or prospective student-athletes.

For purposes of this regulation, an entity that contracts with JHU for the primary purpose of providing products but not services are not considered to be an independent contractor.

Game Operations

Scheduling

Proper time should be allotted for set up of the particular facility. Guidelines are as follows*:

1. Soccer – 2 hours
2. Field Hockey – 2 hours
3. Football – between 3 and 4.5 hours
4. Volleyball – 2 hours
5. Water Polo – 2 hours
6. Basketball – 2 hours
7. Wrestling – 2 hours
8. Men's Lacrosse – between 5 & 6 hours
9. Women's Lacrosse – 2 hours

*Exception will be that for any game day when television is on site, practices or any activities should not be scheduled prior to the contest start time unless previously discussed with the Assistant Athletic Director for Facilities.

Any activity space reserved in the athletic center on game days should be discussed and/or communicated to the Assistant Athletic Director for Facilities.

Additional warm up space may be needed on game days per the Centennial Conference manual when back to back games are scheduled. Space will be reserved with facilities and staffed by the Assistant Athletic Director for Facilities.

Parking

Muller Deck will be used for officials and contracted game operations staff parking for all games. When the lot is unavailable (during regular business hours) alternative arrangements will be communicated to officials and game day staff.

Fan parking for varsity contests will be available in metered spots throughout campus or in the San Martin Garage. Exceptions will be football, men's lacrosse and other events as deemed necessary by the Assistant Athletic Director for Facilities.

Football Specific Parking

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General fan parking will be in San Martin Garage which will open 2 hours prior to kick off and will be monitored by the Campus Parking office. Cost will be \$5 - \$10.

The Campus Parking Office will operate the Hall of Fame lot on behalf of Blue Jays Unlimited opening 2 hours prior to kick off. Parking in the Hall of Fame lot will be limited to Touchdown Club Members and handicap.

Through the Assistant Athletic Director for Facilities, Muller Deck will be reserved for departmental staff, game staff, VIPs, visiting team administrators and vendors. The lot will open 4 hours prior to kick off, close at halftime and be monitored by a parking attendant.

Men's Lacrosse Specific Parking

General fan parking will be available in the Space Telescope Garage which will open 2 hours prior to face off and will be monitored by the Campus Parking Office. Cost will be \$10 - \$20.

The Campus Parking Office will operate the Hall of Fame lot on behalf of Blue Jays Unlimited – opening 2 hours prior to kick off. Parking in the Hall of Fame lot will be limited to Hopkins 100 club members and handicap.

Season parking passes will be offered to season ticket holders and that parking will be available on Muller Deck.

If the deck reaches capacity, overflow parking for season ticket parking pass holders will be directed to the Space Telescope Lot after notifying the parking attendant.

Through the Assistant Athletic Director for Facilities, Muller Deck will be reserved for departmental staff, VIPs, season parking pass holders, media, TV, game operations staff, visiting team administrators and vendors. The lot will open 4 hours prior to face off, close after halftime and be monitored by a parking attendant.

When television is present, the Assistant Athletic Director for Facilities will reserve, through the Campus Parking office, the entire North Visitor Lot for television trucks. The lot will be coned and taped off the night prior to a game by the Parking Office and confirmed by JHU security.

Parking – non-varsity events

Parking for non-varsity contests that a coach may run should be coordinated directly with the campus parking office and fees paid accordingly through sport budget otherwise parking is available at metered locations throughout campus.

Parking for rentals will be coordinated through the Assistant Athletic Director for Facilities.

Public Address System

Warm-up mixes from athletic teams must be approved by the Assistant Athletic Director for Facilities or the appropriate Game Day Administrator. The digital files or Spotify playlists should be submitted no later than 72 hours before the day of a contest. Changes cannot be made after the initial approval without review.

Music may play a maximum of 90 minutes before the time of competition. Exception is baseball where their warm up begins 3 hours prior to their contest start time.

All music will be played at an appropriate volume determined by the Game Day Administrator in accordance with all agreed upon levels **from university administration and the surrounding community.**

The sound system can be used Monday through Sunday after 11am until 10pm or until the conclusion of a game. If a game occurs prior to 11am or is expected to end after 10 p.m., the university community liaison will be made aware and every effort on the part of athletics will be made to have volume at a minimum level.

The sound system is only used for in season varsity contests and rentals. It is not used for scrimmages or weekly practices.

For outside rentals, the sound system usage will be determined on a case by case basis by the Assistant Athletic Director for Facilities. The sound system will not be available for camps or clinics.

Scoreboard

The scoreboard will not be utilized for any varsity practice. Alternate options, such as a table top scoreboard, should be used.

For non-varsity events or rentals, the Assistant Athletic Director for Facilities will decide if the scoreboard will be used and who will be responsible for operating it (student or rental group).

The scoreboard will not be available for use during camps or clinics.

Visiting Team Policies

Rules and regulations will be communicated to the visiting team as soon as the team reaches the facility. It is the responsibility of the team to know and understand these rules and regulations.

Visiting teams must make arrangements in advance to practice at Hopkins' facilities by contacting the Athletic Facilities and Operations Manager.

Laundry services will be made available to visiting teams when they are participating in a tournament and staying overnight in Baltimore.

Visiting teams should contact the Assistant AD for Facilities to arrange for tailgating space. Tailgating is not allowed in the athletic center lobby. Visiting teams are held responsible for the removal of garbage from tailgating sights.

Game and Event Security

For larger events, the Assistant AD for Facilities will hire a professional security staff.

The professional security staff, under direction and assistance of the Game Day Administrator, is responsible for crowd control and will be informed of rules and regulations.

Security will assist with spectator first aid at varsity contests. If there is an emergency, a Johns Hopkins University officer should be notified. They will assist with medical response.

Concessions

Concessions, per a contract, will be available for all football, and men's lacrosse games at the direction of the game manager. Additional events will be added based on attendance and will be mutually agreed upon.

Teams or other campus/non-campus groups are not permitted to run concessions for any other varsity contest, event or rental without prior approval from the Associate Athletic Director for Business so that proper business practices can be followed based on the existing contract.

Tailgate restrictions apply to all varsity contests, events and rentals when our concessions company has been contracted.

Merchandise and Game Day Activities

Merchandise sales will be handled by the Johns Hopkins Bookstore for football and men's lacrosse game days. Any other requests for merchandise sales will not be approved unless placed outside of the stadium. Requests need to be sent in writing 2 days prior to the event to the Assistant AD for Facilities.

Any other game day activities such as raffles, fundraisers, pass-outs, etc. must be approved by the Assistant AD for Facilities and the Director of Marketing and Corporate Sponsorship and logistics coordinated at least 2 days prior to game day.

Tailgating

Tailgating is permitted in certain locations within the athletic complex. All arrangements must be approved by the Assistant Athletic Director for Facilities.

Johns Hopkins coaches need to contact the Athletic Facilities and Operations Manager to reserve space for postgame tailgates.

Camps and Clinics

Definitions

Johns Hopkins Definition's:

- *Non-Institutional Camp/Clinic:* A camp that is considered a privately owned, for personal profit event. The coach/owner/operator is considered an outside vendor, and must go through the rental process like any other non-Johns Hopkins affiliated group or organization.
- *Institutional Camp/Clinic:* A clinic is considered a program fundraising opportunity for the institution.

NCAA Definition's:

- *Institutional Sports Camps and Clinics:* Any camp or clinic that is owned and operated by a staff member of the Johns Hopkins University Athletic Department, either on or off campus in which prospective student-athletes participate is considered an institutional camp.
- *Non-Institutional Sports Camps and Clinics:* Any camp or clinic that is privately owned and operated by someone that is not a member of the Johns Hopkins University Athletic Department is considered a private or non-institutional camp or clinic.

Camps/Clinics

Each time you conduct a camp/clinic you must get approval from the Compliance Office to ensure your camp/clinic meets university policy and NCAA legislation. This approval process is initiated by the coach/camp operator through the appropriate ARMS camp/clinic approval workflow.

To reserve Johns Hopkins Athletics facility space to rent for a camp/clinic please contact the Assistant Director of Athletics for Facilities by August 1st for the previous summer's approval. If you are conducting an overnight camp/clinic please contact Conference Services 12 months prior to the start of your camp/clinic to reserve space in the dorms.

Non-Institutional Camps/Clinics

When conducting a non-institutional camp, the officially licensed name, images, marks, or any reference to Johns Hopkins University or the Athletic Department, except for the address of the facility the camp is being conducted, shall be omitted from any promotional material. All promotional material for any camp must be approved by the Compliance Office and must include the following statement:

“Notice: _____ {Name of This organization} has leased or rented facilities from the Johns Hopkins University. However, _____ {name of org} and any programs operated by {name of org} are not related to or affiliated with the Johns Hopkins University in any way. {Name of org} is an entirely separate legal entity with no connection to the Johns Hopkins University aside from the temporary use of facilities for the specified program.”

Institutional Camps/Clinics

Institutional camps/clinics can only have current Johns Hopkins University, employees, approved volunteers, and/or current student-athletes work as counselors or coaches. All promotional material must be approved by the Compliance Office, and 100% of the proceeds must be retained by the program.

External Camps/Clinics

Each staff member is permitted to serve in any capacity at an external privately owned and operated camp, clinic or coaches clinic provided the camp or clinic operates in accordance with the following conditions:

- the camp or clinic cannot be established, sponsored or conducted by an individual or organization that provides recruiting or scouting services concerning prospective student-athletes;
- prospective S/A who have started the 9th grade shall not be employed at the camp or clinic;
- the camp or clinic shall be open to any and all entrants (limited only by number, age, grade level and/or gender);
- the camp or clinic shall not give free or reduced admission privileges to any individual who has started classes for the 9th grade.

By June 1st of each summer, all coaches will be required to submit a camp/clinic/speaking engagement approval form. All of the necessary information needs to be completed for any and all events worked during the entire summer. The approval form will then need to be resubmitted with any camps or clinics the coach chooses to work throughout the course of the academic year.

Admissions & Financial Aid

The recruitment of prospective student-athletes shall be in compliance with the rules and regulations of the NCAA, the Centennial Conference, the Big Ten and Johns Hopkins University.

Only prospective student-athletes who meet the admission standards of the University should be encouraged to apply.

NCAA Recruiting Rules

It is the responsibility of all representatives of the athletics program to be familiar with NCAA, Centennial Conference, Big Ten and Johns Hopkins University rules governing recruiting. Each year periodic educational sessions will be held to review existing rules and update changes in those rules. The NCAA Manual listing those permissible and non-permissible recruiting activities will be distributed annually to all coaches along with the most recent NCAA Guide for the College-Bound Student-Athlete.

A prospective student-athlete is allowed one “official” visit to the Johns Hopkins campus. The visit shall not exceed 48 hours. Coaches are responsible for structuring all visits to comply with NCAA rules and University recruiting policies.

A prospect may visit the Johns Hopkins campus at his/her expense on an “unofficial” visit as many times as he/she desires although no form of entertainment may be provided with the exception of three complimentary game tickets and in Division III, a meal in the institution’s on-campus dining facility.

Critical Dates

Early Decision

- September 1: First opportunity to request likely letters.
- October: Latest date to take standardized tests
- November 1: Application deadline for Early Decision candidates; (the Universal College Application with the Johns Hopkins Supplement or the Common Application with the Johns Hopkins Supplement are accepted).
- November 15: Financial aid application deadline for Early Decision candidates.
- December 15: Notification of Early Decision released to applicant.
- January 15: Enrollment reply-by date.
- February 15: Mid-year report due.
- March 1: Final due date for Free Application for Federal Student Aid.

Regular Decision

- December: Latest date to take standardized tests.
- January 1: Application deadline for Regular Decision candidates.
- February 15: Mid-year report due.
- March 1: Financial aid application deadline for Regular Decision candidates; (CSS Profile form for financial aid plus supplementary materials and Final due date for FAFSA).
- March 15: Notification of Final Decisions mailed to Applicants.
- May 1: Candidate Reply Date - Accepted candidates must respond to offers of admission and financial aid by this date.

Fall Transfer Students

- March 15: Application Due Requirements:
 - Common application with Johns Hopkins Supplement;
 - HS and College Transcripts;
 - Professor/Instructor Recommendation;
 - CSS profile;
 - FAFSA.
- May: Decision Notification Begins – enrollment reply-by date is two weeks after notification.

Evaluating Team Needs

Following each academic year in June, coaches must identify the number of student-athlete matriculations required for their sport for the upcoming academic year. This need will be submitted to the Sr. Associate Director of Athletics for evaluation and then communicated to the Admissions Liaison and/or the Dean of Admissions.

Prioritizing Prospective Student-Athletes

Priority student-athletes are identified by coaches and communicated to the sport liaisons in the Office of Admissions and must copy the Sr. Associate Director of Athletics. Coaches must evaluate prospective student-athletes on the following factors:

- A. Athletic Ability - An objective determination of athletic skills of the candidate and their

ability to contribute to the sport's program;

- B. Academic Ability;
- C. In developing a priority list, coaches should communicate with their sport's liaison in the Office of Admissions to assist in pre-determining admissibility;
- D. Admissions will do early reads upon coach's request.

Acceptances

Decision letters are mailed to candidates from the Office of Admissions after each evaluation period. Under no circumstances may coaches communicate admission decisions to prospective student-athletes.

Blue Jays Unlimited

Who are We?

Blue Jays Unlimited (BJU), established in 1995, is comprised of full-time staff and volunteer alumni.

Staff

- Grant Kelly – Senior Associate AD, Director
- Meredith Rosenblatt – Director of Development
- Stephanie Littleton – Associate Director
- Annie Koogle – Assistant Director
- Sophia Macek- Assistant Director of Young Alumni Giving

Purpose

BJU is charged by the University, through the development and alumni relations office, to work in association with the athletic department, to raise funds annually to support the everyday needs of the athletic department and its individual sports, and to provide funds through athletics development towards capital projects, as well as scholarship and operational endowments.

Promote alumni, friend, and parent support through events and stewardship.

JOHNS HOPKINS ATHLETICS

Money raised by BJU is used to enhance the Hopkins experience for all student-athletes.

Procedures

We are here to help you. Our job is to lighten your load so you can focus on coaching and recruiting.

First line of discovery:

- Help us identify incoming freshmen parents with high giving potential.
- Promote the Black & Blue Giving Society

What do you need?

- Donors want to know their money is going towards something tangible.

Top 10 donor list:

- Get to know your top donors well. The more established a relationship you have with them the more they will be inclined to give, and the easier it will be to ask.

Help with visits:

- Donors like the BJU staff, but you are who they have a connection with.

Communication

Stewardship:

- Please have thank you letters done in a timely fashion. A personal touch goes a long way.

Events:

- All alumni and donor events must be coordinated with the BJU staff before they happen.
- All event requests must be submitted to the BJU offices no later than ten weeks prior to the event.
- Our office can help ease the burden of planning and organizing.

As coaches you overcome challenges and deal with adversity every day – dealing with the issues of the current state of the economy is no different.

At BJU we believe we can do better this fiscal year than we did last year and continue the trend of breaking records.

This is going to take hard work, a creative approach, trying new ideas, and seeing more donors/prospects face to face.

A little extra effort from all of us can go a long way this fiscal year.

JOHNS HOPKINS ATHLETICS

Recreation

Ralph S. O'Connor Recreation Center Services and Amenities

Membership for the Ralph S. O'Connor Recreation Center is open to all those affiliated with the University. This also includes everyone who is a current member of the Johns Hopkins University Alumni Association. The Recreation Center does not offer community memberships of any kind. The following is a list of important policies and procedures that must be followed in order to purchase a membership:

Office Hours of Operation

Monday through Friday from 9am to 5pm

Methods of Payment

Cash, Credit Card Check (payable to JHU), J-Cash, or Payroll Deduction (available to University employees only).

Identification

In order to apply for a membership, you must have your Hopkins ID, Alumni Association Card or your affiliate ID present, along with a driver's license. If you do not have the ability to obtain a Homewood Campus J-Card or a JHMI ID Card, a Recreation Center ID will be provided for you. You will be required to take a picture at the time you purchase your membership.

Spouse Procedure

In order for a spouse to be granted membership, the Hopkins affiliate must have a membership as well. The spouse must be present with the affiliate when signing up or the spouse must bring the affiliate's ID with them in order to be granted membership. Same-sex partners must have an affidavit filed with the benefits office to be eligible for a spouse membership.

Special Requests

Any special request must be submitted in writing to the Office of Recreation for further review.

Cancellation Policy

If a current member paid by payroll deduction and wishes to cancel their membership they need only to email Gay Williams. However, if a member paid by cash, check or J-Cash and wishes to cancel their membership they will need to come into the office to fill out a reimbursement form.

JOHNS HOPKINS ATHLETICS

Below are listed all the fees for the various memberships which run from September 1st through August 31st of each year. The only variation from this schedule is the Alumni Membership, which runs from January 1st through December 31st in order to match up with the Alumni Association membership.

Membership Type	Affiliate	Spouse
Homewood Faculty/Staff	\$192.00/yr.	\$192.00/yr.
Peabody Faculty/Staff/Students	\$192.00/yr.	\$192.00/yr.
East Baltimore Faculty/Staff	\$192.00/yr.	\$192.00/yr.
East Baltimore Students	\$192.00/yr.	\$192.00/yr.
Bayview	\$192.00/yr.	\$192.00/yr.
Johns Hopkins Hospital	\$192.00/yr.	\$192.00/yr.
Homewood Campus Affiliates*	\$192.00/yr.	\$192.00/yr.
Current Alumni Assoc. Members	\$277.00/yr.	\$216.00/yr.

* Affiliates offered membership include employees from the Baltimore Museum of Art, Carnegie Institute, Hopkins Club, Kennedy Krieger, Space Telescope and US Lacrosse.

A six-month membership minimum is required for all memberships.

Locker Rental

The Ralph S. O'Connor Recreation Center provides several options for its members to store personal belongings while using the facility. While day use lockers are available for everyone free of charge, there are three additional options available based on the member's affiliation with Johns Hopkins.

Locker Type	Member Type	Full Year	1/2 Year
F/S Locker*	Faculty/Staff	\$75.00	\$37.50
General Locker	All Members	\$50.00	\$25.00
Hallway Locker	All Members	\$25.00	\$12.50

* F/S stands for Faculty/Staff

Towel Service

Each member of the Ralph S. O'Connor Recreation Center is eligible to purchase towel service, which allows a member to pick up a larger bathing towel to use within the facility. If the towel is not returned the member will not be eligible to take out another one. The member will need to bring his/her J-Card or Recreation ID with them to the equipment room when the towel is picked up, as well as when they return the towel. Our equipment room staff will swipe the card each time to denote the take-out and return.

Service	Member Type	Full Year	1/2 Year
Full Towel	All Members	\$25.00	\$12.50

Guest Pass Policy

Members of the Ralph S. O'Connor Recreation Center are permitted to bring guests into the building. Each member is permitted two guests per day. All Guest Passes must be purchased in the Office of Recreation Monday – Friday between 9am and 5pm. Guest Passes are available in single day passes or five-day cards. Single guest passes are \$7 per person per day. Guest Pass Cards are \$35. Single guest passes will be taken at the front desk upon arrival while the guest cards will be hole-punched. Members are responsible for their guests and must remain with them at all times. Guest must leave the facility at the same time as the member who signed them in. Guest Pass Cards as well as single day guest passes are only valid during the semester in which they are purchased. Expiration dates are on the cards. NO REFUNDS will be given for guest passes, nor will refunds be given for any unused days on Five Day Cards. Guest passes will not be sold at the security desk after 5pm during weekdays and will not be sold at all on the weekends. All guests must provide picture ID and must be 18 years of age. Guests are not permitted to participate in the fitness classes or intramural events. Guest Passes are non-transferable.

Equipment Check-Out

All members are eligible to check out equipment from the equipment room located directly adjacent to the lower lobby of the Recreation Center. Equipment such as basketballs, volleyballs, racquetball rackets and balls, squash racquets and balls, badminton racquets and shuttlecocks, footballs, etc. are available. The following are the procedures that must be followed:

- Present J-Card or Recreation Center ID upon check out and check in.
- Unreturned or damaged equipment will result in a fine equal to the replacement cost of said item.

Jogging Track

JOHNS HOPKINS ATHLETICS

The jogging track is located on the 1st floor of the Recreation Center. It is 1/10th of a mile long and has a Mondo surface. The indoor running/walking facility can be a true delight when exercising outside isn't your preference. The track changes direction daily, so be sure to check the direction arrow before beginning your workout.

Racquetball and Squash Courts

Racquetball and Squash courts can be reserved for use in the Recreation Center. Members can make the reservations through the equipment room either in person or by calling 410.516.4453. Reservations may only be made one day in advance and only for one hour at a time. A reservation is considered lost if one does not show up within 10 minutes of the reserved time. Protective eyewear is strongly recommended.

Aquatic Center

All members of the Recreation Center are permitted to use the pool. During rec swim, the pool is primarily used for lap swim. Absolutely no one is permitted in the pool without the presence of a lifeguard, regardless of one's swimming ability. Appropriate attire is required when using the pool. During the year pool hours may change due to varsity swim team practice and summer camps. More up-to-date information can be obtained via the web site at www.jhu.edu/recreation or by calling the Office of Recreation at 410.516.5229 or 410.516.4452.

Fitness Room

Visible from the street, the fitness room in the O'Connor Recreation Center contains state-of-the-art equipment geared towards cardiovascular exercise. There is also a small circuit of sectorized weight machines for total body strengthening and toning. In addition to an area of light dumbbells (5-25lbs) and benches.

The cardio equipment includes rowing machines, elliptical cross trainers, Spinning® Bikes, Stairmasters, step mill, treadmills, upright bikes and recumbent bikes. There is additional equipment located around the indoor running track including a Stairmaster, 3 rowing machines, an upright bike and a recumbent bike. The Recreation Center staff is always looking for new pieces of equipment to add as well as update and replace any current equipment that may be needed.

Fitness Room Policies

- Attire: Shirts and sneakers required. No jeans, no khakis, no sandals.
- Belongings: No food or drink except water. The Rec Center is not responsible for users' belongings.
- Etiquette: 30-minute time limit on cardiovascular machines when there is a wait list. Wipe off equipment before and after each use.

- Equipment: Must not be removed from the room. Notify a staff member immediately about equipment problems.
- Services: See personal training staff before beginning an exercise program. Unauthorized training is strictly forbidden. Contact a staff member if you require extra assistance because of a disability.

Weight Room

On the lower level of the O'Connor Recreation Center is the weight room, located directly off the gym floor. Equipment is manufactured by Paramount, Hammer Strength, Life fitness and is geared towards building and toning muscle.

The room is outfitted with various benches, Olympic benches, free weights, and machines. Dumbbells range in weights from 3-100lbs. and a set of barbells range from 20-110lbs. Plate-loaded machines and selectorized machines round out the offerings available for resistance training.

Weight Room Policies

- Attire: Shirts and sneakers required. No jeans, no sandals.
- Belongings: No food or drink except water. The Recreation Center is not responsible for users' belongings.
- Safety: Clips/collars required on bars. Use spotters when working with free weights. No dropping equipment. Olympic barbells may not be removed from benches.
- Etiquette: Re-rack free weights, bars, and plates. Wipe off equipment before and after each use.
- Equipment: Must not be removed from the room. Notify a staff member immediately about equipment problems.
- Services: See personal training staff before beginning an exercise program. Unauthorized training strictly forbidden. Contact a staff member if you require extra assistance because of a disability.

Fitness Programs

Pick a reason...

- Reduce your stress and blow off some steam;
- Lose weight, gain more muscle, or increase your flexibility;
- Increase your daily energy and productivity;
- Feel empowered by what your body can do and get a self-confidence boost;
- Follow through on your New Year's Resolutions;

- Work towards a physical challenge or goal;
- Have some social time with your friends or meet new people;
- Learn more about how to exercise and live healthfully;
- Participate fully in your life!

Whatever reason it is, we've got something for you. The O'Connor Recreation Center has an array of fitness opportunities that can strengthen your entire self during your stay at Hopkins. You exercise your brain every day at Hopkins - what do you do for your body and your mind's connection to it? In the economy of life, think of exercise and activity as investments that pay off, now and years down the road. We have plenty of opportunities to keep you rich in health! Leave your excuses behind because university presidents, corporate CEO's, and even US presidents find the time and purpose to exercise consistently. Come on over. Get moving. Join in!

Group Fitness Classes

A fun and social opportunity for fitness is offered through our various drop-in fitness classes. If you get bored on machines, or would like someone else to structure your workout, or you don't want to work out alone, group fitness classes offer you many possibilities! Our variety changes every semester, and we offer a little bit of everything.

Our eclectic array of classes range from the Spinning® craze to soothing Yoga, to stability ball workouts to step aerobics. And so much more. Our classes use the newest equipment and are conducted in a fantastic spacious room with a view.

To attend a class, a "Fitness Class Pass" is required. Your purchased Class Pass allows you to attend ANY drop-in fitness class offered by the Recreation Center during that semester.

Personal Fitness Training

If you need some personalized direction, attention, or motivation to help you on your fitness path, Fitness Training with a certified trainer may be the thing for you. The JHU certified Personal Fitness Trainers are ready to help you with safe, effective, and proven exercise techniques that will put or keep you on a path to fitness and health. We'll match you up with a certified trainer who can best help you meet your specific goals and schedule. The O'Connor Recreation Center employs a diverse group of certified trainers who work with all kinds of clients. Make an investment in your physical fitness - join up and join in for a fit semester!

Please note: due to the popularity of this service there may be up to a one month waiting period for an appointment at some points in the year.

Services Offered:

- General fitness testing (monthly).....FREE
- Equipment orientations.....FREE
- Fitness 101 Mini-Workshops.....FREE
- Get a Program Setup 1.5 hours of individual training.....\$30, 1.5 hours of “Buddy”/2-person training.....\$40
- Additional 60-minute Personal Fitness Training sessions.....\$20 each, “Buddy”/2-person training\$30

Outdoor Pursuits

Outdoor Pursuits would love to help you get off campus and having fun in the outdoors. Our trips are open to all students, staff and faculty in the JHU community. Check out our web site at www.jhu.edu/op for more info. Here is a list of the different day and weekend trips we run throughout the year.

Canoeing

- Come join us as we paddle down a peaceful stream or navigate through some fun rapids.

Climbing

- We offer trips for people who have never climbed outdoors to experts. We run top rope, sport, bouldering and trad climbing trips throughout the year.

Fly Fishing

- We partner with Trout Unlimited on our fly-fishing trips. If you have never fly fished before we will teach you and provide all the gear. We typically go to Gunpowder Falls, which is has native brown trout and is only 30 minutes from Baltimore.

Hiking

- This is a great way to get away from the stresses of Hopkins and enjoy nature.

Mt. Biking

- Baltimore has some great single-track Mt. Biking. You can rent a bike from us or bring your own.

Mountaineering

- Join us as we explore Ecuador and climb over 19,000ft on one of the most beautiful peaks in the world. We will teach you the necessary skills to be guided to the summit of Cotopaxi and on the way help you explore parts of Ecuador most tourist never get to see.

Sea Kayaking

- The Chesapeake is a great location for sea kayaking and we would love to help you take full advantage of it.

White Water Kayaking

- Join us in the pool for roll session Thursday 8-10 and Friday 7-9 or on some awesome local rivers. We run beginner to expert trips throughout the semester.

Hopkins Outdoor Leadership Training

- Interested in taking your wilderness experience to the next level and teaching others how to enjoy playing in the outdoors? Apply to be an instructor by filling out the instructor application online at www.jhu.edu/op.

Becoming an Outdoor Pursuits Instructor may be one of the most demanding and rewarding experiences you have at Hopkins. You must go through a ten-day Instructors Course, become certified in Wilderness First Responder, attend instructor development sessions and successfully complete a certification in the technical area of your choice: climbing, caving, canoeing, white water kayaking and/or sailing. Faculty, staff, graduate and undergraduate students are all encouraged to apply.

Indoor Climbing Wall and Bouldering Cave

- Tired of the horizontal world? Go vertical at our premier Indoor Climbing Wall and Bouldering Cave. We will show you the ropes and have you scaling our 33 feet of adrenaline-pumping plywood and plastic in no time flat.

Normal Wall operating hours during the fall and spring semesters:

Monday - Friday 6 pm - 10 pm

Saturday 3 pm - 5 pm

Sunday 3 pm - 5 pm

Belay Class M, W, 5:30 pm - 6pm

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Belay Testing: Anytime we are open

Bouldering Cave Tuesday and Thursday 6 pm - 8 pm

Intramural Sports

The Recreation Center offers a full slate of Intramural activities throughout the course of the calendar year. During the academic year the Intramural staff puts together a sport schedule with the goal of offering something for everyone. Fall semester activities offered are inner-tube water polo, indoor soccer, flag football, kickball and 3-on-3 basketball. Spring semester activities offered are 5-on-5 basketball, wallyball, outdoor soccer, volleyball, team handball. During the summer months our staff monitors the Graduate Representative Organization Leagues, which include softball and outdoor soccer.

For each league during the academic year there are different skill levels offered for all those wishing to get involved. For those that are very skilled and wish to play in a more competitive league, A-League is for you; but for those that wish to play for recreation/social reasons, B-League is more your style. There's something for everyone, however, you must come out to play in order to get involved.

League play during the academic year is Monday through Thursday evenings, with the possibility of Sundays.

How to Sign-Up

The sign-up process is easy. Reference the schedule on the web page at web.jhu.edu/recreation/intramurals/, click the sport of interest and sign-up online. You can also sign-up at the Recreation Center during designated dates and times. At this point you will be asked to fill out a form to enter your team. You will want to let the intramural staff know when your team can play and what night is best so we can try our best to accommodate your needs. However, once you have handed in that form, your job is not over. You must then attend a MANDATORY captain's meeting at which point you will need to turn in your refundable forfeit fee. We will discuss important information such as scheduling, rules and playoffs. Once that meeting has ended, schedules will be completed and posted. At that point, Game On!!

Forfeit Fees

In order to enter either a team or individual sport at Johns Hopkins University, a forfeit fee must be paid in advance. For league, tournament or special events sports the fee is \$20.00 per team/individual. The fee is completely refundable if the team/individual does not forfeit any games during the regular season and/or the playoffs. Fees will be ready for distribution 2 weeks after the last game of the playoffs has been completed. Fees must be picked up by the end of the academic year (May). This rule has been instituted in order to cut down on all forfeits throughout the year.

Championship T-Shirts

All members of teams and/or individual champions will be awarded a championship t-shirt at the end of their respective league, tournament, or special event. Championship t-shirts change from year to year with completely different designs, so make sure you try to start your collection immediately. Shirts must be picked up by the end of the academic semester in which they were won (December and May).

Leagues/Tournaments/Special Events

Leagues

All Fall and Spring semester league sports will consist of regular season play which will determine seeds for the playoffs. The regular season will last approximately 3-4 weeks with each team playing a maximum of twice a week, however, once a week is normal. Sign-ups will generally be the week prior to the league itself and will be followed by a captain's meeting to discuss all pertinent information. Leagues offered include Men's, Women's, Coed, Dorm and Fraternity. Forfeit fee is \$20.

Fall leagues offered are inner-tube water polo, indoor soccer, flag football, kickball, and 3-on-3 basketball. Spring leagues offered are 5-on-5 basketball, wallyball, inner-tube water basketball, volleyball, and outdoor soccer.

Tournaments/Special Events

All Fall and Spring semester tournaments will consist of either a one- or two-day competition. Signups will generally be the week prior to the tournament itself and will be followed by a captain's meeting to discuss all pertinent information. Prior to sign-ups teams or individuals should make sure all participants are available on each day of competition. Divisions offered are Men's, Women's, Coed, Dorm, and Fraternity. Forfeit fee is \$20.

Intramural participants must be a current Homewood or Peabody student, faculty or staff with membership access to the O'Connor Recreation Center and present proper identification (J-Card/Rec Center ID).

Sport Clubs

Johns Hopkins University offers a wide variety of opportunities for student, faculty and staff to become involved in sport activities through its sport club program. These clubs' range in degree from the ultra-competitive clubs, which will represent the University in intercollegiate competitions and tournaments, to instructional and social clubs, which offer the opportunity to learn new activities and interact with other members of the Hopkins community.

Membership in the clubs is open to all student, faculty and staff members of Johns Hopkins University. The sport club program provides opportunities for students to serve in leadership positions, while earning their degree. For additional sport club and contact information please visit our website: web.jhu.edu/recreation/sport clubs.

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