

**University of North Dakota**

**Department of Athletics**



**Policy and Procedures Manual**

**July 1, 2021**

# **UND ATHLETIC DEPARTMENT POLICY AND PROCEDURES MANUAL**

## **I INTRODUCTION**

1. Preface
2. Scope
3. Philosophy
4. Purpose
5. Responsibilities of the UND Athletics Program
6. Athletics Department Mission Statement
7. UND Code of Spectator Conduct
8. Title IX & UND Athletics (Gender equity)
9. Intercollegiate Athletics Committee (IAC)

## **II PERSONNEL**

1. Administrative, Service & Support Staff
2. Personnel Evaluations
3. Hiring & Related Personnel Actions
4. Organization and Organizational Charts

## **III ADMINISTRATION/GENERAL OFFICE**

1. Media Relations
2. Severe Weather (includes Lightning Policy)
3. Letter Awards, Criteria for Lettering, Special Awards, and Annual Senior Gifts
4. Auxiliary Activities
5. Staff and Coach Meetings
6. Courtesy Cars and Vehicle Usage (Recruiting Cars etc.) Guidelines
7. Keys
8. Telephone
9. Logo/Trademarks & Branding
10. Travel
11. Budget – Preparation & Planning Cycle
12. Purchasing
13. Surplus Property
14. Cash Handling Procedures
15. Scheduling Procedures (Competition and Practice) & Game Contracts
16. Primary Facilities Assigned by Sport
17. Athletics Tickets Policy
18. Strength & Conditioning
19. Department of Sports Medicine (Supplement Policy and EAPs included)
20. Pregnancy/Parenting Policy
21. Safety Guidelines for College Cheerleaders
22. The Jeanne Clery Act and Consensual Relationships and Sexual Harassment
23. Sexual Harassment and Sexual Violence

24. Harassment & Discrimination Policy
25. Hazing Policy
26. Social Networking Sites
27. Alcohol/Drugs/Paraphernalia Policy
28. Tobacco Free UND
29. Student-athletes as Research Subjects
30. Exception To The Policy

#### **IV COMPLIANCE**

1. Delineation of Responsibilities for North Dakota Athletics NCAA Compliance Program and General Notification Items
2. Recruiting
3. Recruitment of Student-Athletes: UND Athletics Department Recruiting Policies for Official Visits
4. Grants in Aid
5. Occasional Meal Policy
6. Self-Reporting Violations
7. Investigation of NCAA Violations

#### **V CAMPS**

1. Objective
2. Monitoring Sport Camps and Clinics
3. Definitions and NCAA Regulations
4. Institutional Sports Camps and Clinics
5. Employment of Prospective Student-Athletes and Student-Athletes in Institutional Camps & Clinics
6. High School, Preparatory School and Two Year College Coaches
7. Privately Owned Camps
8. Promotion and Publicity of Sports Camps & Clinics
9. Miscellaneous Issues Regarding Institutional Sports Camps and Clinics
10. Institutional Policies
11. Responsibilities
12. Other Camp Processing Actions –Responsibility of Camp Personnel
13. Camp Sponsorship Policy

#### **VI ATHLETICS ACADEMIC SERVICES (AAS)**

1. Eligibility Advisement and Academic Performance Monitoring
2. Schubert Athletics Academic Center
3. Laptop Computer Check Out Program
4. The Proctoring of Examinations
5. Life Skills, Hawkademy and Events/Opportunities for Student-Athletes
6. Priority Registration
7. Academic Registration Requirements
8. Academic Data Collection
9. Academic Progress Rate (APR) and Expected Academic Performance of Student-Athletes
10. Additional Academic Information

11. Coaches Responsibility for Team Eligibility and Academic Performance
12. Academic Enrollment
13. Housing of Student-Athletes

## **VII EQUIPMENT ROOM POLICIES**

1. Purchase of Athletics Equipment
2. Inventory
3. Issuance of Equipment
4. Care and Storage of Athletics Equipment
5. General Policy

## **VIII MARKETING, PROMOTIONS, AND SALES POLICIES RELATED TO STUDENT-ATHLETES (includes sponsorship, advertising, licensing, broadcasting and commercial agreements)**

1. Student-Athlete Appearances and Donation Requests
2. Policies Regarding Licensing, Marketing, Sponsorship, Advertising, Broadcast and other Commercial Agreements as they relate to Student-Athletes.
3. UND Athletics Policies Regarding Licensing, Marketing, Sponsorship, Advertising, and Broadcast.
4. BESC/REA Ticket Policy For Staff And Student-Athletes

## **IX SUMMER SCHOOL PROGRAM**

## **X DEGREE COMPLETION AID PROGRAM**

## **XI DEGREE COMPLETION AID PROGRAM FOR STUDENT-ATHLETES WHO PURSUE PROFESSIONAL SPORT OR CAREER MILITARY OPPORTUNITIES**

# **I. INTRODUCTION**

## **1. PREFACE**

This manual on procedures and policy has been prepared by the Director of Athletics for the purpose of clarifying the policies of the department as they relate to individuals involved in our programs. This manual is not a contract. The manual is reviewed and updated by the Director of Athletics and Athletics Department Senior Staff. Department Heads and appropriate Athletics Staff and University personnel provide input and updates as applicable. The manual is available to everyone via the Athletics Department website. In addition, electronic copies (via email) are presented to all Departmental employees and the President as appropriate.

This manual is an overview of our policies and philosophy and is not intended to cover all questions that may arise. The purpose is to provide all personnel with pertinent data relative to their respective duties and responsibilities, to afford general information relative to University regulations, and to inform all employees of departmental policy and procedures. It is by the observance of the rules, regulations, and policies contained herein that our objectives can best be accomplished.

## **2. SCOPE**

This manual is published for compliance by all Athletics Department personnel. All personnel are expected to adhere to these policies.

## **3. PHILOSOPHY**

In the broadest sense, the philosophy of the University of North Dakota Athletics Department is to strive at all times to represent the highest ideals in life. Because of the high visibility, the University of North Dakota Athletics Department has the unique opportunity to be a positive influence on the lives of everyone associated with our program: student-athletes, other students, faculty, staff, alumni, and friends.

The top priority always will be the student-athletes of the athletics program. Proper direction and motivation will help them grow socially, academically, and athletically. The ultimate goal is to provide each student-athlete with the tools necessary to be successful in life.

The physical wellbeing of the student-athletes is of utmost concern. The Athletics Department must never jeopardize their health or wellbeing for short-term gains. Athletic competition and physical exercise should be an important part of college life.

The Athletics Department needs to be aware of a strong obligation to the University and to the alumni and friends who support the program.

The Athletics Department must maintain a positive, open environment within which employees of the Athletics Department can grow and develop in their careers and individual lives.

Success is one of the rewards for the organization. Discipline and hard work are necessary for the building of a competitive athletic program. We have an obligation to ourselves and to our student-athletes to strive to reach our potential.

At all times, the Athletics Department will observe the letter and spirit of the rules and regulations of the NCAA and conference(s) while also adhering to the philosophy and rules of the institution. Furthermore, the Athletics Department will have an obligation to report any individuals or schools that violates these same rules and regulations.

#### **4. PURPOSE**

The University of North Dakota Athletics Department is a service organization for several constituent groups: our student-athletes, the student body, faculty and staff, alumni and friends, the sports media, and the general community. Our basic obligations to these groups are twofold: (1) to develop and maintain a competitive athletic program that can be a source of pride and (2) to allow members of these groups the opportunity to become involved in the program, whether as participants, contributors, or spectators. Furthermore, we will ensure that our sports programs function with all principles of fair play and amateur athletic competition as defined by the NCAA.

As stated in our philosophy, our primary purpose is to help each student-athlete develop as a total person, earning a meaningful degree, and developing as a student-athlete. We should provide each student-athlete with the opportunity to be involved in multiple areas of student life while in school and with the tools to be successful in his or her career after graduation.

The faculty and staff are the heart of the University and can be a valuable resource for the athletics program. As we perform our duties in an open, competent, and professional manner, we will be viewed with respect by the other academic departments on campus and seen as an integral part of the school. A sound, competitive athletics program will be a source of pride for faculty and staff members. We must always be certain the faculty understands our commitment to academics and is aware of our activities and plans.

Alumni and friends are the financial backbone of the athletics program, and we must be sensitive to their needs. We must have a service attitude, which means that every alumni, friend, or visitor should always be treated with complete courtesy and respect.

In dealing with the sports media, the Athletics Department must be honest, open, and supportive at all times and never attempt to conceal unfavorable news. Each member of the media should feel welcome to the athletics program. The Athletics Department can and should be a source of pride for the community. A quality, competitive athletics program can be a positive focal point for the community. The Athletics Department must be willing to donate time and resources to civic and charitable efforts and every employee of the Athletics Department is encouraged to become involved in community activities. Whenever the Athletics Department can help the community, the department helps themselves and the athletics program.

#### **5. RESPONSIBILITIES OF THE UNIVERSITY OF NORTH DAKOTA ATHLETICS PROGRAM**

The Athletics Department of the University of North Dakota operates programs which require the trust and support of both the student-athlete and the public. As such it has a number of responsibilities:

##### **5.1 Student-Athletes**

The Athletics Department established programs with the primary goal of fostering intercollegiate athletics by providing the best possible framework within which our student-athletes can compete. The department has a dual responsibility to its student-athletes.

First, it has to see that each receives the best possible education. Second, it has the responsibility to provide the best possible athletics program and environment so that each student-athlete has the opportunity to compete to the fullest extent of his or her abilities.

Student-athletes also have responsibilities in a number of areas. The student-athlete's major purpose at the University is to pursue an education and a degree. The student-athlete has the responsibility of attending class on a regular and consistent basis, of completing all classroom assignments, and of conducting oneself in all academic matters in ways that are consistent with acceptable classroom performance. The student-athlete is required to meet all University and College academic requirements as well as the rules of the University, the NCAA and the athletic conferences. Coaches and Staff are expected to promote and reinforce these expectations at all times.

Student-athletes are not to engage in any behavior that could be considered as being scholastically dishonest. The Athletics Department, UND and the NCAA consider scholastic dishonesty an egregious violation which may result in punitive action. All student-athletes are held accountable to the academic integrity standards and other standards in UND's Code of Student Life (<http://und.edu/student-affairs/code-of-student-life/>), UND Athletics Policy as well as federal and state laws and local ordinances. Coaches and Staff are expected to promote and reinforce these expectations at all times.

Student-athletes receive a "Student-Athlete Handbook" at the start of each academic year or mid-year as applicable. **All student-athletes are responsible for all policies and procedures contained within that handbook.** In addition, student-athletes are required to adhere to all UND policies as stated in UNDs *Code of Student Life* and other applicable policies such as federal and state laws and local ordinances.

## 5.2 Public

The Athletics Department has as one of its primary objectives that of providing its public with highly competitive athletic teams. In so doing, it is the Athletics Department's goal to provide a quality program which deserves public confidence.

## 5.3 NCAA and Athletics Conferences

The Athletics Department is committed to the principles, and objectives of the University, Athletics Conferences and the NCAA. All activities of the department will be governed by the rules and regulations of these organizations.

## 5.4 Coaches and Staff Members (Employees)

Coaches and staff members have responsibilities in a number of areas. They have the responsibility to provide the public with a quality program. They have the responsibility to represent the Athletics Department, the University of North Dakota, and the state in a manner that will enhance the athletics program and promote confidence in the program. They have a responsibility to all student-athletes to take a sincere interest in both their academic and athletic activities and to ensure that each individual is treated with fairness and provided with the optimal opportunity to excel.

They have the responsibility to operate all programs and activities within the rules and regulations of UND, the Athletics Department, the NCAA and athletics conferences. They

have the responsibility to be knowledgeable of and adhere to all Athletics Department policies (including but not limited to information in this Policy and Procedure Manual and the Student-Athlete Handbook and the Coaches Compliance Manual). They are also expected to promote and enforce all Athletics Department policies (including but not limited to information in this Policy and Procedure Manual and the Student-Athlete Handbook and the Coaches Compliance Manual) as well as University, NCAA and athletics conferences policies. Head coaches are responsible for ensuring that ALL members of their coaching and sport program staffs (including volunteers, part-time staff members and interns) are aware of and have access to the Athletics Department Policy and Procedure Manual, Student-Athlete Handbook and the Coaches Compliance Manual. Policies are available online at the Athletics Department website.

**Coaches and staff members are required to adhere to all UND policies** including but not limited to policies distributed annually by the university as well as policies stated in UNDs *Code of Student Life*. Policies are available online at the University's website.

Employees (and students) are expected to adhere to the University of North Dakota policy concerning the use of alcohol and drugs as well as all other policies. Any individual who conducts business for the institution, is applying for a job or is conducting business on UND's property is covered by its Alcohol and Drug policy. UND's policy applies to, but is not limited to students, employees, off-campus employees, contractors, volunteers, interns and job applicants. UND's Alcohol and Drug policy is intended to apply whenever anyone is representing or conducting business for the university. This includes all working hours, while on call, paid standby and while on university property. Please refer to the full Policy at the following web address: <http://und.edu/finance-operations/files/docs/6-4-alcohol-drugs.pdf>

Head Coaches and paid Assistant Coaches (FT, PT) as well as other designated staff members also have responsibilities related to being designated a Campus Security Authority (CSA) and/or Responsible Employees. CSAs and/or Responsible Employees are required to complete CSA training and Title IX training.

Related to the *Code of Spectator Conduct*, UND Athletics requires all of its student-athletes, coaches, and staff to be a positive representative of UND, the Athletics Department, and their team. Good sportsmanship is expected from players and coaches, and they have a right to expect the same from spectators. Coaches should be courteous and judicious in choice of expression, and should exhibit good manners to all others.

Head Coaches and Department Heads are responsible for ensuring Hiring and Related Personnel Actions are completed and/or adhered to. (See Section II, 3 for more details on responsibilities.)

## **5.5 Additional Expectations Specific to ALL Coaches and/or HEAD Coaches:**

The following coach responsibilities are specific to administration:

All coaches shall attend a monthly meeting with Senior Staff and various Administrative Staff for the purpose of reviewing administrative, financial, compliance and coaching or program information. Meeting attendance is required unless a coach is on the road recruiting or traveling with a team. If you have an unavoidable conflict, you must advise the



Director of Athletics and/or his designee immediately. Meeting attendance will be taken into account in performance evaluations. In addition, all coaches are responsible for all information presented at the monthly meetings whether or not they are in attendance. Therefore, coaches are responsible for appropriate follow up with each presenter.

ALL coaches are required to attend monthly compliance education meetings. Meeting attendance is mandatory. If you have an unavoidable conflict, you must advise the Associate AD for Internal Operations and/or their designee immediately. A make-up meeting will be scheduled and must be attended. Meeting attendance will be taken into account in performance evaluations.

Coaching staff members must attend their respective team's Start of the Year Compliance and Student-athlete Handbook meetings.

Student-athletes are required to immediately disclose if they are arrested or otherwise charged with a criminal offense by any law enforcement agency in any jurisdiction, have violated the University of North Dakota Code of Student Life, or have engaged in any behavior, at any time, that could have negative consequences for their team and/or the athletics department. This requirement includes incidents that might occur out of town and/or over school breaks. Student-athletes must report the information to their Head Coach within 24 hours of the occurrence or they will risk suspension from athletically related activities at the discretion of the Director of Athletics or his designee. **The Head Coach must report the incident to the Director of Athletics and/or a member of the athletics department's Senior Staff as soon as possible.**

Each Department Head and Head Coach is directly responsible for immediately informing the Athletics Director and their immediate supervisor when a person in their respective area is hired, resigns, is terminated, or is placed on leave. The Athletics Director must be consulted prior to the termination of any employee.

Coaches have responsibilities related to team eligibility, academic performance, life skills development, housing, admissions and academic enrollment. More detailed information is found in Section VI.

## **6. ATHLETICS DEPARTMENT MISSION STATEMENT**

To contribute to the achievement of the University of North Dakota mission by providing student-athletes the opportunity to compete at their highest level of ability on an array of competitive intercollegiate athletic teams that emphasize "winning championships", academic success and graduation, personal development and growth in character, ethical conduct and sportsmanship.

## **7. UND CODE OF SPECTATOR CONDUCT**

The University of North Dakota Code of Spectator Conduct is approved by the UND Athletics Department, Administration, Student Government, and Alumni Association.

*"University of North Dakota teams shall be supported with enthusiasm and dedication, for strong spectator support is a vital part of the experience of college competition. We expect good sportsmanship from players and coaches, and they have a right to expect the same from spectators. Therefore, we urge all University of North Dakota students,*

*alumni and friends to cheer their teams to victory, while upholding the ideals our University has nurtured during its long history. Our spectators should be courteous and judicious in choice of expression, and should exhibit good manners to all others. The kind of support given by the spectators will reveal the character of the University of North Dakota."*

*Code of Student Life  
REVISION RECORD  
August 1, 2012 – Published*

All student-athletes are held to the spectator standards set forth in UND's *Code of Student Life*. The Code of Student Life is available online <http://und.edu/student-affairs/code-of-student-life/> and is provided to all students by UND.

In addition, UND Athletics requires all of its student-athletes, coaches, and staff to be a positive representation of UND, the Athletics Department, and their team. They should be courteous and judicious in choice of expression, and should exhibit good manners to all others.

## **8. TITLE IX & UND ATHLETICS (Gender Equity)**

### **What is Title IX?**

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in any educational program or activity at any educational institution that is a recipient of federal funds. Athletics, drama, band and other extracurricular student activities are considered to be educational programs under this law. Title IX also prohibits all forms of sex discrimination in federally funded educational institutions, including sexual harassment/sexual violence, discrimination in admissions and counseling, discrimination against married or pregnant students, etc.

### **Why does this matter to UND Athletics?**

In order for UND and UND students to receive any federal funding, all areas of UND must be in compliance with Title IX. For athletics to be compliant, **Title IX measures gender equity** in athletics in three distinct areas: (1) participation; (2) scholarships; and (3) other benefits, including the provision of equipment and supplies, scheduling, travel, tutoring, coaching, locker rooms, facilities, medical and training facilities and services, publicity, recruiting, and support services.

### **What is Gender Equity?**

An athletics program can be considered gender equitable when the participants in both the men's and women's sports programs would accept as fair and equitable the overall program of the other gender. That is to say, ***an athletic program is gender equitable when the men's sports program would be pleased to accept for its own the overall participation, opportunities and resources currently allocated to the women's program and vice versa***. No individual should be discriminated against on the basis of gender, institutionally or nationally, in intercollegiate athletics.

(Information above is taken from the NCAA Gender Equity Task Force)

Concerns regarding Title IX, Title VI, Title VII, ADA, and Section 504 or other equal opportunity, affirmative action or diversity policies for the University of North Dakota may be

addressed to Donna Smith, Director of Equal Employment Opportunity/Affirmative Action and Title IX Coordinator, 401 Twamley Hall, 701.777.4171, und.affirmativeactionoffice@UND.edu or the Office for Civil Rights, U.S. Dept. of Education, 500 West Madison, Suite 1475, Chicago, IL 60611 or any other federal agency

Information online about Title IX can be found at <http://www.dol.gov/oasam/regs/statutes/titleix.htm>.

Additionally, the Senior Woman Administrator (SWA) for UND Athletics is Kara Helmig. The SWA is the highest ranking female in each NCAA athletic department and the designation is intended to enhance representation of female experience and perspective at the institution. She can be reached at 701.777.5585 and [kara.helmig@UND.edu](mailto:kara.helmig@UND.edu).

Additional information on related issues such as the The Jeanne Clery Act, Consensual Relationships and Sexual Harassment can be found in later sections of this Policy and Procedure Manual.

## **9. INTERCOLLEGIATE ATHLETICS COMMITTEE**

### **9.1 Purpose**

The Intercollegiate Athletics Committee serves as an advisory committee to the President of the University making recommendations on matters pertaining to institutional control of the athletics program; the academic and financial integrity of intercollegiate athletics; the academic and personal well-being of student-athletes; gender equity; nondiscrimination and diversity; and the accountability of the athletics program to the values and mission of the University of North Dakota.

The Intercollegiate Athletics Committee (IAC) shall report to the University Senate. The chair of the IAC is responsible for submitting an annual report to the University Senate and for apprising the University Senate, in a timely manner, of any committee actions requiring University Senate action.

### **9.2 Members and Terms**

**VOTING MEMBERSHIP:** Athletics Director, Senior Woman Administrator, Coach Representative, Alumni (two, preferably one male and one female), Faculty (nine), Students (three, two of which are student-athletes), Faculty Athletics Representative

**TERMS:** Athletics Director- concurrent with position, Senior Woman Administrator- concurrent with position, Coach- one year, Alumni- three years, Faculty- three years, Students- one year, Faculty Athletics Representative- concurrent with appointment

## **II. PERSONNEL**

### **1. ADMINISTRATIVE, SERVICE, AND SUPPORT STAFF**

**1.1 University Policy & Procedures for Leave (Annual, Sick, Jury Duty, Family & Medical, Funeral, Military), Probationary Period, Worker’s Compensation, Retirement, Employment of Relatives and more can be reviewed at:**

<https://campus.und.edu/human-resources/policies.html> or  
<https://ndus.edu/human-resource-policy-manual/>

**1.2 Holidays**

1.2.1 Employees of all state institutions of higher learning shall observe the following legal holidays:

New Year’s Day	Independence Day
Martin Luther King Day	Labor Day
President’s Day	Veteran’s Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day

Employees of state institutions of higher learning shall also observe every day appointed by the President of the United States or by the Governor of this state for a public holiday.

1.2.2 If such holiday falls on Saturday, the preceding Friday shall be the holiday or if the holiday falls on Sunday, the Monday following shall be the holiday.

1.2.3 Institution offices must be closed at twelve noon on December 24, Christmas Eve Day, which is an office closure and not a holiday; however, if December 25, Christmas Day, falls on a Saturday, institution offices must be closed all day on the preceding Friday, which is then a holiday.

1.2.4 Operational units of the institution shall close or operate with a minimum staff on observed holidays. Employees who, because of work schedules have a regular day off that coincides with a holiday shall have an additional day off with pay at the convenience of the institution.

1.2.5 Special religious holidays may be observed with the advance approval of the department head. Such time shall be charged to accumulated annual leave.

**1.3 Resignations**

In case of resignations, a regular staff employee is requested to give two weeks written notice to the department head. One week’s notice is requested for temporary and probationary employees. The period of notice may be reduced or waived upon recommendation of the department head.

For all other topics or further information on items listed above, please refer to North Dakota University Systems Policies online manual.

<https://ndus.edu/human-resource-policy-manual/>

## 2. PERSONNEL EVALUATIONS

### 2.1 Coach Evaluations

Athletics coaches are signed to a limited term contract. Contracts may be offered for a single season or as a multi-year contract and will coincide with the coach's competitive season. Contracts will be renewed solely upon an offer from the University and acceptance by the employee. Employment is not guaranteed beyond the end date of the contract. The University will endeavor to give coaches 30 days' notice if a contract will not be renewed; however, there will be no obligation or liability arising from the University's failure to do so. Employment will be terminated at the end of the contract. Terms of each contract are unique to each position. To review Employment of Coaches Policy:

<https://und.policystat.com/policy/10119655/latest>

Each Head Coach within the University of North Dakota Athletics Department will be evaluated on a yearly basis. The Head Coaches' evaluations will be conducted by the supervising athletics administrator and/or the Athletics Director.

A formal evaluation will be conducted after completion of the sport season or at the end of the academic year as appropriate. There could also be an informal evaluation at the end of the academic year if deemed necessary by the Athletics Director. Areas to be evaluated will include athletic team performance, team academic performance, adherence to compliance procedures, budget maintenance, attendance at department functions/meetings, community service/involvement, alumni/fundraising development and other areas specific to a sport or the administration of the sport program.

The purpose of the evaluation is to keep head coaches abreast of how they have performed during the year and to provide goals and objectives for the future. This will help both the coach and administrators determine whether or not a coach should be retained or dismissed.

An evaluation form has been developed as a guide in conducting the annual evaluation. Therefore, the evaluation will be formally recorded.

It is suggested that coaches familiarize themselves with the evaluation form and the categories upon which the evaluation will be based. In turn, the Head Coach shall be responsible for evaluating his or her assistants and providing written evaluations to the supervising administrator and Office Manager annually.

#### **Performance Evaluation – Head Coach**

See the Associate AD/CFO or your Athletics Administrator for this Form.

#### **Performance Evaluation - Assistant Coach**

See the Associate AD/CFO or your Athletics Administrator for this Form.

## 2.2 Coach/Program and Departmental Evaluation

All UND student-athletes will be given the opportunity at the end of their seasons (near the end of the seasons for spring sports) to evaluate their head coach, assistant coaches, sport program and the departmental service areas. These evaluations are done online via a survey. The results of these evaluations are summarized and are used during the evaluation process of all sport programs and departmental areas. If a student-athlete has a grievance pertaining to any service area or policy, s/he has the option of presenting it to a coaching staff member or Athletics Department staff member. If the student-athlete feels uncomfortable discussing the issue with an Athletics Department staff member, s/he could contact the Faculty Athletics Representative (FAR) for UND.

In addition, a student-athlete exit interview/survey opportunity is provided by the Associate AD for Internal Operations/SWA or their designee to all student-athletes who exit a sport program (exhausted eligibility, quit, cut, transfer, or graduation). These are provided and administered via email and students are offered the opportunity to meet with the Associate AD for Internal Operations/SWA. The purpose of the interview/survey is to find out how the student-athletes perceive their overall experience at UND. The information is used to help the Athletics Department determine the strengths and weaknesses of programs and to help decide where changes or improvements could be made. The student-athlete also has the option to discuss their experience with the Athletics Director or the Faculty Athletics Representative (FAR).

## 2.3 Administrative/Staff Employees:

Employees falling into this category will be rated as prescribed in University directives using the Staff Performance Management Plan located on the Human Resources website under FORMS/Performance Management Plan at: <https://campus.und.edu/human-resources/files/docs/hr/performance-evaluation-tool-und-1-20.docx>

Timelines and forms will be provided by the Associate AD/CFO.

## 3. HIRING & RELATED PERSONNEL ACTIONS

The University of North Dakota practices a policy of non-discrimination in recruiting, hiring, and promoting all of its employees – faculty, staff, and students. It is committed to administering all personnel actions including, but not limited to, demotion, transfer, use of facilities, treatment during employment, rates of pay or other forms of compensation, selection for training, lay off, or termination without regard to race, color, national origin, religion, sexual orientation, gender identity, genetic information, sex, age, creed, marital status, veteran's status, political belief or affiliation, or physical, mental, or medical disability unrelated to the ability to engage in activities involved with the job. The University of North Dakota actively supports an affirmative action program in order to provide equal employment and educational opportunity in all areas: academic, supportive, and construction. <http://und.edu/affirmative-action/discrimination-harassment.cfm> For more information, please see the Notice of Nondiscrimination within the Harassment and Discrimination Policy section in this policy and procedure manual.

Each Department Head and Head Coach is directly responsible for immediately informing the Athletics Director and their immediate supervisor when a person in their respective area is hired, resigns, is terminated, or is placed on leave. The Athletics Director must be consulted prior to the

termination of any employee. If a personnel change of any type (e.g., change in hourly rate or salary, position title, full or part-time status) occurs in your area inform the Athletics Business Office immediately who will in turn notify the compliance office and Associate AD for Internal Ops/SWA and/or the Athletics Director. All paperwork related to Payroll or Human Resources actions must be signed by the Director of Athletics, Associate AD/CFO, or the Administrative Assistant to the AD.

Vacant positions will be recruited for and filled according to the institution's Human Resource and Affirmative Action guidelines. Refer to Affirmative Action website: <http://und.edu/affirmative-action/hiringrecruiting.cfm>

Athletics Department personnel, as assigned by the Director of Athletics, will coordinate searches and work with the Athletics Department Office Manager under the supervision of the Associate AD/CFO to assure all University and Athletics Department procedures are followed.

The Associate AD/CFO shall list all full-time and benefitted vacancies with the Office of Human Resources. In addition, all full-time (FT) coaching and administrative positions will be advertised on the NCAA The Market website, the Minority Opportunities Athletics Administration (MOAA) site/list serve, the Women's Leader job board and, when appropriate/requested, sport specific websites (examples: LPGA, USTA) . This will ensure a diverse and wide range of potential candidates is targeted for all our FT positions. Specific recruitment from historically black conferences and institutions may be appropriate for select positions as determined by the hiring official in consultation with the Associate AD for Internal Ops/SWA. Exceptions to this policy can be made at the discretion of the Athletics Director.

*Special Note: Some part-time, non-benefitted positions will also be advertised on these supplemental sites in appropriate circumstances as determined by the Director of Athletics and/or the Associate AD/CFO in collaboration with the hiring official.*

**Other applicable actions as noted below will be necessary for the following personnel as mandated by UND or per Athletics Department process:**

**FULL-TIME BENEFITED PERSONNEL (including Coaches):**

- A Criminal History Background Check (CHBC) and Sex Offender Registry (CHBC/SOR) are required before beginning employment. If a CHRC/SOR check has been conducted by UND on the candidate within the last nine months from the date of hire for any position, another CHBC and SOR check is not required.
- Complete the required training you will receive from University of North Dakota [Administrator@safecolleges.com](mailto:Administrator@safecolleges.com). This address may contain various letters and numbers, just make sure the domain is @safecolleges.com. Please follow the link within the email that will take you to the SafeColleges website.
- Data Privacy Training (FERPA) is required of all employees that request access to any HRMS, Campus Connections, or Finance modules – training must be completed before access is granted. Data Privacy Training is introduced at New Employee Orientation as every new employee is encouraged to take the training for informational purposes, but is not required.
- Designated full-time and benefitted personnel may also need to complete Campus Security Authority (CSA) and/or Title IX (Responsible Employee) training and those designated

employees will be prompted via email, by UND, to complete the “CSA” and/or “Title IX online training.” This training is mandated.

- Non-coaching Staff Employment Questionnaire & Certification (NCAA Bylaws 11.4.2 and 13.8.3.2, it seq): In Basketball and Football only, during a two-year period before a prospective student-athlete’s anticipated enrollment and a two-year period after the prospective student-athlete’s actual enrollment, an institution shall not employ (or enter into a contract for future employment with) an individual associated with the prospective student-athlete **in any athletics department non-coaching staff position such as a manager, director of operations, strength coach, secretary, compliance, etc.** Completion of this form allows UND to ensure we are in compliance with these guidelines.

### **COACHES: PAID OR VOLUNTEER:**

- **INTERCOLLEGIATE SPORT TEAM:** students (undergraduate or graduate), part-time or non-benefitted personnel and volunteers serving as a paid or volunteer “COACH” or fulfilling the duties of a “COACH or COUNSELOR” will need to:
  - Complete a CHBC/SOR per UND policy. The CHBC/SOR must be completed **BEFORE** an employee begins employment per UND policy. If a CHBC/SOR check has been conducted by UND on the candidate within the last nine months from the date of hire for any position, another CHBC and SOR check is not required.
  - Designated full-time and benefitted coaches need to complete Campus Security Authority (CSA) and/or Title IX (Responsible Employee) training and those designated employees will be prompted via email, by UND, to complete the “CSA” and/or “Title IX online training.” This training is mandated.
- **SPORT CAMP/CLINIC STAFF:** Any individual serving as a paid or volunteer “COACH” or fulfilling the duties of a “COACH or COUNSELOR” must:
  - Successfully complete a CHBC/SOR. The CHBC/SOR must be completed **BEFORE** beginning employment. This will include but is not limited to students (undergraduate or graduate), volunteers, part-time or non-benefitted UND personnel or any outside/guest camp personnel serving as a “coach or counselor.” If a CHBC/SOR check has been conducted by UND on the candidate within the last nine months from the date of hire for any position, another CHBC and SOR check is not required.

### ***Additional Information for Part time (PT) or Non-benefitted paid Coaches:***

- Complete *Discrimination Awareness training* must be completed through @SafeColleges.com.

### ***Additional Information for Volunteer Coaches:***

- Must complete applicable paperwork: Volunteer Waiver and a meeting with the Compliance Office. The Athletics Department Office Manager will provide the volunteer coach with the necessary forms. Discrimination Awareness Training must be completed through @SafeColleges.com.



### **NON-COACHING POSITIONS: PART-TIME / VOLUNTEER PERSONNEL:**

Examples: Student Managers, Team Video personnel, AAS Staff, Compliance personnel, Equipment Asst., Lifeguards, Swim Instructors

- Complete a CHBC/SOR. A CHBC/SOR is required for all non-coaching part-time and volunteer personnel who have direct access to and interaction with student-athletes and/or minors at camps/clinics, practices, competition and/or through travel with teams. These checks must be complete BEFORE they begin employment. If a CHBC/SOR check has been conducted by UND on the candidate within the last nine months from the date of hire for any position, another CHBC and SOR check is not required.
- Complete additional applicable paperwork
  - Part-time personnel: Complete the Discrimination Awareness Training. You will receive and email from University of North Dakota [Administrator@safecolleges.com](mailto:Administrator@safecolleges.com). They will also be required to acknowledge the policy on an annual basis. See "2" Under "General Notes" for additional information.
  - Volunteers: Complete the Volunteer Waiver and complete the Discrimination Awareness Training through @SafeColleges.com. The Athletics Department Office Manager will provide the volunteers with the form to complete.

### **NON-UND CONTRACTED / OUTSIDE VENDORS / PAID PERSONNEL:**

Examples: Radio and/or TV announcers and video personnel who travel with a team, yoga instructors, masseuses, nutritionist, chaplains, etc.).

Contracted Paid Personnel (non-UND students and non-UND employees) Outside Vendors, or Paid Personnel (who are non-UND students) with direct access to and/or who have direct interaction with our students and/or minors must:

- Successfully complete a CHBC/SOR BEFORE they begin employment. If a CHBC/SOR check has been conducted by UND on the candidate within the last ten months from the date of hire for any position, another CHBC and SOR check is not required.
- Complete Discrimination Awareness Training through @SafeColleges.com.

### **Other General Notes:**

The Athletics Department Business Office will be the point area for all CHBC/SORs. For proposed new hires, supervisors are to provide the Business Office with the following: first/middle/last name, email address, indicate if they are a student or non-student and provide their job title. The Office Manager will submit the information directly into the Sterling website. The person being background checked will receive an email invite from Sterling to complete their background check application online. Everything they submit remains confidential. The Office Manager will be notified by Human Resources when they are cleared and will notify the hiring official.

An individual working for UND Athletics in any capacity who has not successfully completed a CHBC/SOR is not allowed to have any unsupervised contact with a student-athlete or any minor (includes camps/clinics). This means a coach or staff member who has successfully completed the CHBC/SOR must be present at all times. Examples include but are not limited to: all student employees whether undergrad or graduate students, team managers, marketing interns, media relations interns, equipment interns, new media interns, business office interns, general office workers, yoga instructors, masseuse's, nutritionist, chaplains, etc. There are NO exceptions.

Discrimination Awareness Training is required for all UND personnel (paid and unpaid, students and non-students).

### **3.1 Hiring Procedures**

The Hiring Protocols for FT Benefitted Positions within Athletics will be provided to each hiring official by the Office Manager. It is expected that all Human Resource policies, Affirmative Action/Equal Opportunity guidelines as well as Athletics Department protocols are followed by the hiring official.

Some general guidelines are as follows:

- It is the policy of the University that staff members conducting employment or promotional interviews shall not ask any questions which are not relevant to the applicant's ability to perform the job.
- Follow all guidelines provided by Human Resources to ensure fair and equitable hiring practices. Sample interview questions are also available from Human Resources.
- Make an every effort to seek qualified minority and women candidates.
- It is imperative that all candidates for employment within the athletics department be assessed for their commitment and capability to abide by NCAA and conference regulations.
- It is also important to determine if a head coach candidate has been involved in any previous NCAA rules violations. This can be accomplished by asking the candidate directly or by contacting the NCAA enforcement staff to seek information regarding any rules violations by the head coach candidate.
- There are interviewing guidelines available on the Office of Human Resources website that list prohibited and lawful information relative to interview questions and topics. The topics this website covers are: age, arrest record, conviction record, credit, education, disabilities, marital and family status, military record, name, nationality, organizations, race/color, religion, sex and work experience.
- You cannot be concerned with the employee's parental responsibilities, marital or family status unless they can be shown to interfere with successful job performance. For example, the following items cannot be used to disqualify a candidate: child care problems, unwed motherhood, contraceptive practices, spouse's preferences regarding job conditions, number of children, or pregnancy.
- However, lawful information that can be used to disqualify a candidate in relation to marital and family status are as follows: whether candidate can meet work schedule of job, whether candidate has activities, responsibilities or commitments that may hinder meeting attendance requirements. These questions should be asked of BOTH sexes.

- KEEP COMPLETE AND ACCURATE RECORDS OF ALL APPLICANTS INTERVIEWED AND RELATED CORRESPONDENCE. Document all phone calls. All written records relating to the hiring process of a position need to be kept for 7 years to meet records retention requirements.
- The Office of Human Resources, after conferring with and receiving the sanction of the Affirmative Action Office, will notify the Athletics Director or his designee if the person recommended can or cannot be hired. No official offer of employment can be made without the authorization from Human Resources and Affirmative Action. The Office Manager will coordinate this communication.
- It should be noted that all candidates for full-time, benefited employment within Athletics will be subject to a CHBC/SOR check as part of the Office of Human Resources protocols before being hired. (See CHBC/SOR Section of this Manual)

### **3.2 Termination of Service with Department**

When an Athletics Department employee (i.e., clerical or support, administrative or coaching staff member) terminates employment with the Department through resignation, leave of absence, promotion, or dismissal, all university-owned equipment, computers, keys, and job-related files must be returned to and kept by the Department for use and referral by the new person employed in that position.

Human Resources provide a comprehensive employee out-processing form at their website. It is the responsibility of the employee's immediate supervisor and/or the Athletics Department Office Manager to complete this checklist with the employee.

Per UND Finance and Operations Policy 3.3, Employment of Coaches; contracts for coaches may be offered for a single season or as a multi-year contract which coincides with the competitive season of the sport. Employment is not guarantee beyond the end date of the contract and is renewed solely upon an offer from the University and acceptance by the coach. The University will endeavor to give coaches 30 days' notice if a contract will not be renewed; however, there will be no obligation or liability arising from the University's failure to do so. <https://und.policystat.com/policy/10119655/latest>

## **5. ORGANIZATION AND ORGANIZATIONAL CHARTS**

### **4.1 State Board of Higher Education: <https://ndus.edu/sbhe-overview/sbhe-policies/>**

The North Dakota State Board of Higher Education was established by an initiated measure approved by the voters of North Dakota in 1938 which added Article 54 (now Article VIII, Section 6) to the State Constitution (See Appendix). Chapter 15-10 of the North Dakota Century Code sets forth many of the additional statutory powers of the Board.

The State Board of Higher Education will provide the leadership and governing environment necessary to maximize the opportunities for the NDUS colleges and

universities to be successful in fulfilling their individual missions and enhancing the economic and social vitality of North Dakota.

The eight-member State Board of Higher Education is the policy-setting body for the North Dakota University System. The board includes seven citizen members appointed by the governor who serve four-year terms and one student appointed by the governor for a one-year term. A non-voting faculty advisor is selected by the Council of College Faculties.

**4.2 Chancellor:** <https://ndus.edu/sbhe-overview/sbhe-policies/>

Consistent with Policy 100.6, the Chancellor serves as the chief executive officer of the Board and North Dakota University System (NDUS). The Chancellor is empowered to execute all documents and exercise all powers necessary to the discharge of that office. The Chancellor provides vision and overall leadership for the NDUS and a single focus of accountability to the state and its citizens and shall be the chief executive and administrative authority for the NDUS, serves as the primary link between the Board's responsibilities for policy and the presidents' responsibilities for operations. In addition, the Chancellor, working in conjunction with the presidents, proposes to the Board short- and long-term planning goals, policies, and actions which serve the best interests of the NDUS, and promulgates guidelines and regulations for the consistent interpretation and application of Board policies. The Chancellor also monitors and evaluates the performance of the presidents and the institutions in pursuit of their established missions and goals, and serves as the channel of communication between the Board and all subordinate administrative officers and personnel, including presidents. The Chancellor also directs the activities of the presidents in a manner which promotes the general welfare of the NDUS while, at the same time, ensuring support for the approved mission of each institution and evaluates the performances of the presidents on an annual basis.

**4.3 University President:** <https://ndus.edu/sbhe-overview/sbhe-policies/>

The president is the chief executive officer of the institution and a member of the Chancellor's executive staff. The President reports and is responsible to the Chancellor for all matters concerning the institution and is an advisor to the Chancellor in matters of inter-institutional policy and administration.

The Board delegates to the president of each institution full authority and responsibility to administer the affairs of the institution in accordance with Board policies, plans, budgets, and standards, including the management and expenditure of all institutional funds, within budgetary and other limitations imposed by law or by the Board.

As such, The President of the university is responsible for the administration of all aspects of the athletics program, including approval of the budget and audit of all expenditures, as well as the compliance of the athletics department with all regulations of the NCAA. (NCAA Bylaw 2.1.1).

**4.4 UND Organization Chart (as of July 2021)**

**President of the University:**  
Andrew Armacost

**Vice President for Academic Affairs and Provost:**  
Eric Link

**Vice President for Finance and Operations:**  
Jed Shivers

**Vice President for Health Affairs and Dean of the School of Medicine and Health Sciences:**  
Joshua Wynne

**Vice President for Research and Economic Development:**  
John Mihelich

**Vice President for Student Affairs:**  
Cara Halgren

**Vice President for Marketing & Communications:**  
Melony Linder

**Units Reporting Directly to President Armacost**

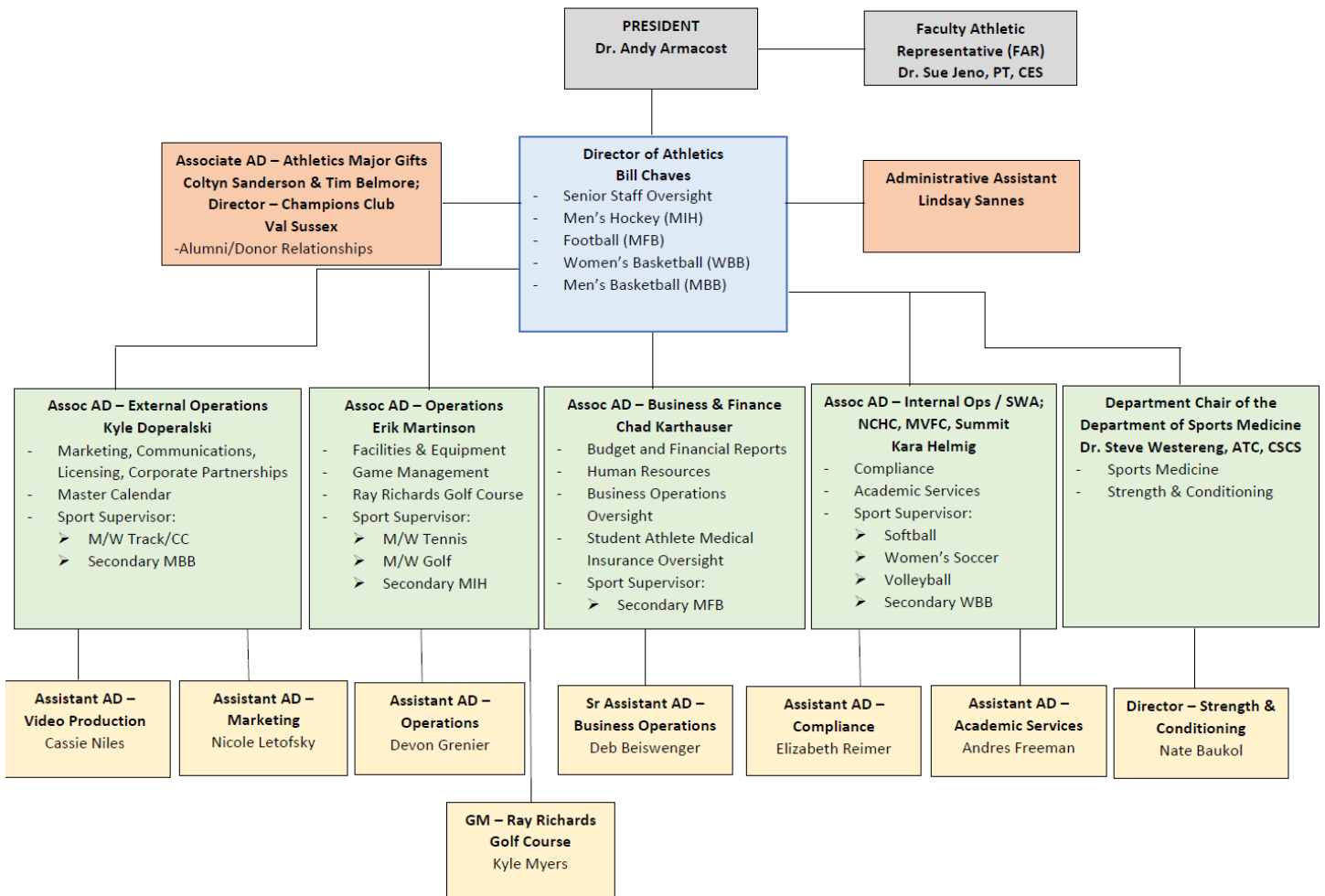
**Athletics:** William Chaves

**Energy & Environmental Research Center:** Charles Gorecki

**Director of EEO/Affirmative Action/Title IX Coordinator:** Donna Smith  
401 Twamley Hall, 264 Centennial Drive, Stop 7097  
Grand Forks, ND 58202-7097  
701.777.4171  
UND.affirmativeactionoffice@UND.edu

**4.5 Athletics Organizational Charts:**

**University of North Dakota Department of Athletics Chart A**



### III. ADMINISTRATION/GENERAL OFFICE

#### 1. MEDIA RELATIONS

##### 1.1 **General Etiquette and Courtesies:**

The personal opinion of coaches regarding athletic matters is as important to the administration as it is to the coaches. However, if that personal opinion is not in agreement with the university administration it reflects adversely on the University; it is in very bad taste for any coach to voice his or her opposite point of view publicly. It is not always easy to withhold comments, but remember that unfavorable comments are not in the best interest of the University and ultimately end up as not being in the best interest of either the coach or his or her program.

##### 1.2 **Relationship of Assistant Athletics Director for Media Relations (SID)**

The position is responsible for each of UND's varsity sports. Therefore, the Assistant Athletics Director for Media Relations must be responsible not only to the coaches, but to the Director of Athletics and primarily to the University.

##### 1.3 **News Releases**

Maintaining a credible image for the Athletics Department is one primary functions of the Assistant Athletics Director for Media Relations. It is extremely important that the Assistant Athletics Director for Media Relations be well informed by both the Athletics Director and the coach. News media rely on media relations directors for their information. The coach should not have to be bothered by the daily requests for information by news media. Coaches should get in the habit of referring questions, requests, etc., to the Assistant Athletics Director for Media Relations. Because the Assistant Athletics Director for Media Relations works daily with members of the news media, it is important for him or her to be well informed and knowledgeable. There is nothing more embarrassing for the Assistant Athletics Director for Media Relations than to have a member of the news media call for information about a player signing or a coach's hiring or some similar event and then have the Assistant Athletics Director for Media Relations say he or she "knows nothing about it." It is the Assistant Athletics Director for Media Relations' job to know what is happening so that he or she is prepared to handle requests when they are made. They must be kept informed at all times.

Media Relations is the vehicle which creates the total picture for public consumption and it must be done in tune with the Director of Athletics, the coaches, the student-athletes, and the staff members. It is mutually beneficial for each of these groups to be of impeccable character.

Few facets of the Assistant Athletics Director for Media Relations' responsibilities carry more weight than his or her credibility. This credibility, reflected in the Assistant Athletics Director for Media Relations' day-to-day contacts with the media, his or her office's overall efficiency, and the quality of its news releases, publications, website content, etc. is his or her most desirable and effective asset.

From time to time special, unusual, or even sensational news will occur and will need to be released to the media. All news of this nature will be released through the Assistant

Athletics Director for Media Relations. General, special, or unusual news at no time is to be released by a coach or staff member.

The Assistant Athletics Director for Media Relations has the professional expertise to handle all news releases. Should a coach or administrator inadvertently leak a significant news item to a member of the media, the Assistant Athletics Director for Media Relations must be advised of this fact as soon as possible.

Matters of personnel changes and other general policy items will be released by the Media Relations department.

#### **1.4 Press Requests**

Coaches and staff members will frequently be asked about specific subjects and asked to grant interviews. They should cooperate at all times and show all news media every courtesy. There will be instances when a coach may not want to grant an interview with a reporter because of "personal differences." However, the coach must remember that he or she represents the entire university community and, therefore, has a responsibility to the University to obtain as much favorable publicity as possible.

#### **1.5 Press Tact**

In the best interest of the University and the Athletics Department, a coach or staff member should not at any time criticize his or her superiors, the conference, game officials, student-athletes, or any other coach or team. Remember again it is not always easy to withhold comments, but remember that unfavorable comments are not in the best interest of the University and ultimately cannot be beneficial to the coach or his or her program.

#### **1.6 Crisis Communications**

The Assistant Athletics Director for Media Relations plays a key role in an Athletics Department's crisis communications plan. The Athletics Director may designate the Assistant Athletics Director for Media Relations to serve as the Athletics Department spokesperson for certain situations and issues as they become potential news stories.

#### **1.7 Social Media**

The emergence of social media has created another platform with which student-athletes, coaches and administrators can communicate. Related specifically to Media Relations, coaches and student-athletes must grant the Assistant Athletics Director for Media Relations (and his staff) viewing access to all social media usages, including (but not limited to) YouTube, Twitter, Instagram and Facebook. Student-athletes and coaches may not block or deny Media Relations any such access.

The Athletics Department understands the popularity and usefulness of social networking sites students and supports their use by UND student-athletes provided:

- No offensive or inappropriate pictures as determined by the Director of Athletics and/or his designee.
- No offensive or inappropriate comments as determined by the Director of Athletics and/or his designee.



- Any information placed on the website(s) does not violate federal or state laws, university policies, athletics department or team policies;
- Photos and/or comments posted on these sites do not depict inappropriate team related or university identifiable activities (including wearing/using team uniforms or gear inappropriately);
- Violations of University policy (e.g., harassing language, university alcohol or drug policy violations, etc.) or evidence of such violations in the content of online social websites are subject to investigation and sanction under the *UND Code of Student Life*, UND's Athletics Department Student-Athlete Handbook and other policies. They are also subject to the authority of law enforcement agencies.

**Examples of inappropriate and/or offensive social media content include, but are not limited to the following:** content targeting underrepresented, minority, disabled, or disenfranchised populations; derogatory language; profanity, obscene or sexual comments and/or gestures; and language that is hostile, harassing, abusive, prejudicial, disrespectful, insulting, or vulgar.

#### **Monitoring and Safety:**

The Athletics Department requires that student-athletes allow their head coach or designated coaching staff member, as well as members of the athletics administration, access to all social networking sites that they join. The Athletics Department requires that each head coach must designate at least one member of their coaching staff who is responsible for having access to and regularly monitoring the content of the team members' social networking sites and postings. The Athletics Department has a Facebook friend "Joe Sport," who student-athletes are required to be "friends" with on Facebook.

**A student-athletes failure to adhere to the social media policy could result in Athletics Department disciplinary action/sanctions.** All possible Athletics Department sanctions are at the discretion of the Athletics Department Administration (Athletics Director or Senior Staff Member) and/or the Head Coach as described and explained on the signature pages of the Student-Athlete Handbook which is posted online at <http://www.fightinghawks.com/>.

Student-athletes must remember that they are representatives of the University. Please keep the following guidelines in mind while participating on social networking sites:

- Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site(s) and is completely out of an individual's control the moment it is placed online – even if access is limited to the site.
- Do not post any information, photos, etc. online that could embarrass you, your family, your team, the Athletics Department or the University. This includes information that may be posted by others on your page.

- Never post your local address, pictures of your home, cell phone number or class schedule. Student-athletes could be the target of predators.
- Be aware that potential employers and internship supervisors view these sites as a way of screening applicants. In addition, many graduate programs and scholarship committees also search these sites to screen applicants.

All student-athletes should also refer to UND's *Code of Student Life* for information on the University's policy. (<http://und.edu/student-affairs/code-of-student-life/>)

UND Athletics (Media Relations, Compliance and AAS) is more conscious of content on student-athletes' social sites due to recent NCAA cases involving social sites. Not to mention our general concerns for student-athlete safety and future employment.

For content that is a **major concern, student-athletes will be formally notified via UND email that they have 24 hours to remove the offensive content or we will remove them from practice until it is removed.** In addition, a coach will be copied on the email sent to the SA. This is a formal process that includes follow up by our offices at the 24 hour mark to ensure the content has been removed. The Department of Athletics typically scans for these types of issues in these more problematic cases: potential violations of NCAA rules (ex: extra benefit and academic issues), federal, state and local laws (ex: underage drinking, nudity, harassment, discrimination), and violations of departmental policy (ex: skipping classes, embarrassing and problematic content, possible *Code of Student Life* or *Annual Security Report* Violations).

However, in addition, Athletics Department personnel sometimes find content that is **minor in nature** that reflects poorly on the student-athlete and the athletics department. Items/content that are in "bad taste" will be forwarded to the head coach for his/her action. **In these minor content cases, the coach decides whether they require the content to be removed.** There is no further action taken by administration.

Monitoring social media is a necessary action. Playing for a Division I program, and the University of North Dakota, is a privilege. The Department's goal is to help student-athletes project the best image possible to help the student-athlete in the future, and to protect the image of the athletics programs, and the University.

## 1.8 COLLEGE SPORTS INFORMATION DIRECTORS OF AMERICA CODE OF ETHICS (CoSIDA)

In order for the Assistant Athletics Director of Media Relations to serve his/her institution and the College Sports Information Directors of America most effectively, he/she should observe these basic tenets:

- Always be mindful of the fact that he/she represents an institution of higher learning and that exemplary conduct is of paramount importance.
- Intercollegiate athletics is an integral part of the total university program, not the dominating force. Promote them accordingly and not at the expense of other areas.

- Policies of the institution, its governing board, administration, and athletics hierarchy must be acknowledged and supported whether or not the Sports Information Director agrees with them.
- A challenge of controversial policies should be resolved within the appeals framework of the institution. No public forum should be encouraged or developed. Internal problems, such as disagreement over policy, should not be "leaked" or in any other way exploited.
- Loyalty to the athletics administrator, his/her aides, and the coaching staff is imperative. No confidence should ever be violated, regardless of how apparent or insignificant it might appear. Above all, avoid criticism of staff members. Administrators and coaches should be encouraged to answer questions from the media honestly and accurately. In the event they choose to avoid a sensitive question or area for any reason, it is incumbent upon the Assistant Athletics Director of Media Relations to honor the "no comment" by refraining from any subsequent "briefing" session with the media, particularly in an informal atmosphere where misuse of the information could be most damaging to all concerned.
- Respect for student-athletes and their values should be encouraged. The confidence of a student-athlete must not be violated, particularly as it pertains to information regarding academic, disciplinary, and health information. To release this type of information without the student-athlete's permission is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA). Also it is highly unethical to falsify weights, heights, and other personal data.
- Relations with the media must be established and maintained at a high professional level. Fairness in the distribution of information is paramount, regardless of the size or importance of the publications or stations. Student media must be accorded the same privileges and rights of the commercial or non-campus media.
- Operation of all facilities in which members of the media may be in attendance should be professional in all aspects. Cheerleading in the press box, for example, is inappropriate and undesirable. Other distractions, such as extraneous diatribe and unrelated announcements should be discouraged.
- Criticism of officials is unethical, either before, during, or after a contest.
- It is essential that the Assistant Athletics Director of Media Relations be cognizant and observant of all institutional, conference, and national governing body regulations as they pertain to his/her functions within the framework of his/her institution.
- It is incumbent upon an Assistant Athletics Director of Media Relations to take immediate and appropriate action when he/she has knowledge of another Sports Information Director who has violated the CoSIDA Code of Ethics, institutional, conference, or national regulations.
- Association with professional gamblers should be discouraged.

- Endorsement of products or commodities which reflect a conflict with regular duties is not in the best interests of the institution or the profession.
- Lack of cooperation by members of CoSIDA in not responding promptly and accurately to requests is deemed irresponsible, hence unethical.

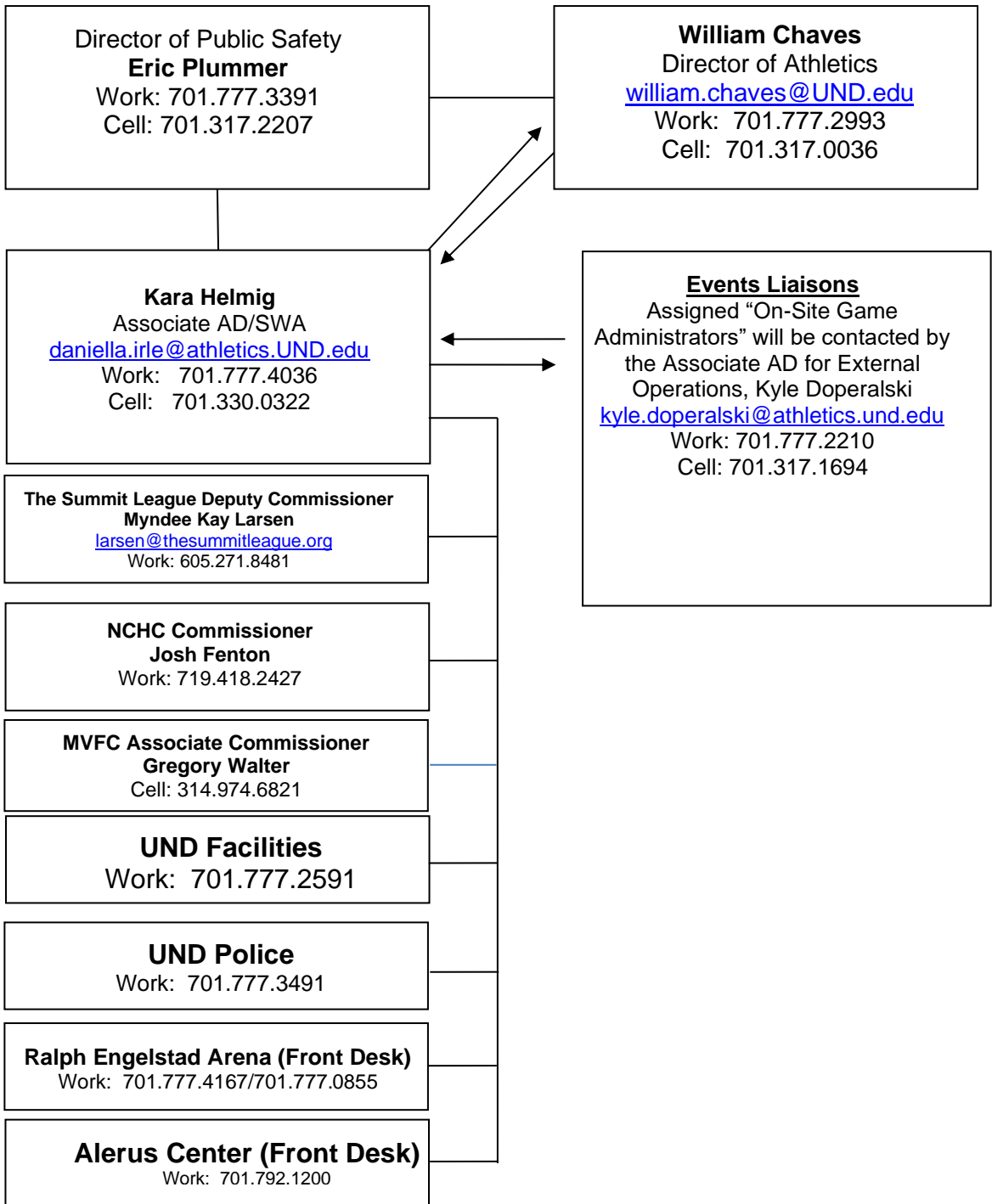
### **1.9 Bio Sponsorship Policy**

Each non ticketed sport program is free to prospect the market for sponsorship of student-athlete bios on undsports.com. Prior to doing so, please make the prospect list and sponsorship cash/trade levels available to Associate AD/Compliance and Associate AD/External Operations before contacting potential sponsors.

## **2. SEVERE WEATHER**

The delay or termination of a UND **HOME athletic event** or events will be determined by the Athletics Administrator covering the event. Our policies and procedures with cancellations or delays work directly with our affiliated athletics conferences.

The following is an Athletics Department emergency notification call tree:



## 2.1 UND Athletics Department Lightning Policy

According to the National Oceanic and Atmospheric Administration (NOAA), there are about 25 million lightning flashes each year, and each of those flashes is a potential killer. It is for this reason that the UND Athletics Department has developed a lightning policy to protect its athletes, staff, and fans from the risks associated with lightning storms. The purpose of this policy is to provide information to those responsible for making decisions about suspending and restarting games based on the presence of lightning.

The following steps are recommended by the National Collegiate Athletics Association (NCAA Guideline 1d Lighting Safety), the National Severe Storms Laboratory (NSSL) and/or the National Oceanic and Atmospheric Administration (NOAA) to mitigate the lightning hazard and the Athletics Department has refined them for UND events/facilities:

**Practice:** The Head Coach and/or Strength and Conditioning Coaches and/or the Athletic Trainer are designated to monitor threatening weather and to make the decision to remove a team or individuals from an athletics practice site.

- a. These individuals are to monitor local weather reports and real-time weather forecasts each day before any practice. They are to be aware of any severe weather “watches” or “warnings” in the area of the team activity. These individuals are expected to utilize weather-warning devices or lightning detectors. All head coaches and assistant coaches, strength and conditioning coaches and athletic trainers are expected to have an appropriate smart phone application on their phones to assist with monitoring lightening. WeatherBug is a free application with a “near you” function called “spark” (tab at the bottom of the application) that monitors lightening in the area. However, such devices should not be used as the sole source when considering terminating play.

Guidelines:

- National Severe Storms Laboratory (NSSL) staff strongly recommend that all individuals should have left the game site and reached a safe structure or location by the time the person(s) monitoring the weather obtains a flash-to-bang (lightning-to-thunder) count of 30 seconds (equivalent to lightning being six miles away). This recommendation was developed as a practical way to make a judgment in situations where other resources such as technology and instrumentation are not available.
  - As a minimum, lightning safety experts strongly recommend that by the time the monitor observes 30 seconds between seeing the lightning flash and hearing its associated thunder, all individuals should have left the athletics site and reached a safer structure or location.
  - It is important to note that 20 to 40 percent of thunder cannot be heard because of atmospheric disturbances.
  - The existence of blue sky and the absence of rain are not protection from lightning. Lightning can, and does, strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike.
  - To resume athletics activities, lightning safety experts recommend waiting 30 minutes after both the last sound of thunder and last flash of lightning.
- b. In the event of a lightning storm, it is their collective responsibility to direct practice/game participants and fans to safer places for shelter from the lightning. The public address system should be used to communicate with fans. Lightning safety experts suggest that if you hear thunder, begin preparation for evacuation; if you see

lightning, consider suspending activities and heading for your designated safer locations.

- c. All practice participants should know where the closest designated “safer structure or location” is to the field or playing area. In addition, The Head Coach, Strength and Conditioning Coaches, Game Operations personnel, and Athletic Trainer should be aware of the location of the nearest AED, if one is available, in the area in case of an emergency.

The following is the designated “safer structure or location” for each venue that hosts outdoor UND athletics events:

- Apollo Sports Complex – Concession stand/bathrooms (teams, staff)
- Bronson Field – Ralph Engelstad Arena (teams, staff) and the University Bookstore (staff)
- King’s Walk Golf Course – Club house (staff, players)
- Memorial Stadium – Memorial Stadium Locker room area (staff, teams) and Closed Concourse Area
- Ray Richard’s Golf Course – Club house (staff, players)

In the absence of a sturdy building, any vehicle (car or team bus) with a hard metal roof (neither a convertible, nor a golf cart) with the windows shut provides a measure of safety. It is important not to touch the metal framework of the vehicle.

**Competition:** The On-Site Game Day Administrator, Head Coaches of both teams and the home event Athletic Trainer are designated to monitor threatening weather and to make the decision to remove a team or individuals from an athletics competition site.

- a. These individuals are to monitor local weather reports and real-time weather forecasts each day before any practice or competition. They are to be aware of any severe weather “watches” or “warnings” in the area of the team activity. These individuals are expected to utilize weather-warning devices or lightning detectors. The on-site game day administrator will use a commercial weather-warning device. All head coaches and assistant coaches, strength and conditioning coaches, game operations personnel and athletic trainers are expected to have an appropriate smart phone application on their phones to assist with monitoring lightening. WeatherBug is a free application with a “near you” function called “spark” (tab at the bottom of the application) that monitors lightening in the area. However, such devices should not be used as the sole source when considering terminating play. National Severe Storms Laboratory (NSSL ) staff strongly recommend that all individuals should have left the game site and reached a safe structure or location by the time the person(s) monitoring the weather obtains a flash-to-bang (lightning-to-thunder) count of 30 seconds (equivalent to lightning being six miles away). This recommendation was developed as a practical way to make a judgment in situations where other resources such as technology and instrumentation are not available.
- As a minimum, lightning safety experts strongly recommend that by the time the monitor observes 30 seconds between seeing the lightning flash and hearing its associated

thunder, all individuals should have left the athletics site and reached a safer structure or location.

- It is important to note that 20 to 40 percent of thunder cannot be heard because of atmospheric disturbances.
  - The existence of blue sky and the absence of rain are not protection from lightning. Lightning can, and does, strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike.
  - To resume athletics activities, lightning safety experts recommend waiting 30 minutes after both the last sound of thunder and last flash of lightning.
- b. In the event of a lightning storm, it is their collective responsibility to direct practice/game participants and fans to safer places for shelter from the lightning. The public address system should be used to communicate with fans. Lightning safety experts suggest that if you hear thunder, begin preparation for evacuation; if you see lightning, consider suspending activities and heading for your designated safer locations.
- c. All practice and game participants should know where the closest designated “safer structure or location” is to the field or playing area. The Head Coach, Strength and Conditioning Coaches, Game Operations personnel, and Athletic Trainer should be aware of the location of the nearest AED in the area, if one is available, in case of an emergency.

The following is the designated “safer structure or location” for each venue that hosts outdoor UND athletics events:

- Apollo Sports Complex – Concession stand/bathrooms (teams, fans, staff), Umpires changing room (umpires)
- Bronson Field – Ralph Engelstad Arena (teams, staff, officials) and the University Bookstore (staff and fans)
- King’s Walk Golf Course – Club house (fans, staff, players)
- Memorial Stadium – Memorial Stadium Locker room area (staff, teams) and Closed Concourse Area (fans)
- Ray Richard’s Golf Course - Club house (fans, staff, players)

In the absence of a sturdy building, any vehicle (car or team bus) with a hard metal roof (neither a convertible, nor a golf cart) with the windows shut provides a measure of safety. It is important not to touch the metal framework of the vehicle.

If for some reason the designated safe structure or location is inaccessible, or if no safe structure or location has been designated for a venue, all dangerous locations should be avoided. A dangerous location is defined as:

- a. Small covered shelters such as dugouts, rain shelters, golf shelters and picnic shelters, even if they are properly grounded for structural safety, are usually not properly grounded from the effects of lightning and side flashes to people. They are usually very unsafe and may actually increase the risk of lightning injury.



- b. Locations near, or connected to, light poles, towers and fences that can carry a nearby strike to people.
- c. A point that makes the person the highest point in the area.

Useful weather websites include:

[www.noaa.gov](http://www.noaa.gov) National Oceanic and Atmospheric Administration  
[www.weather.gov](http://www.weather.gov) National Weather Service

Annual review of this policy will take place by the Director of Athletics, UND Department of Sports Medicine and Athletics Department Senior Staff.

In addition the Associate Athletics Director for External Operations is responsible for presenting and reviewing this policy annually with members of all coaching staffs, all athletic trainers, all strength and conditioning coaches and all game operations personnel (including sports information directors).

### **3. LETTER AWARDS, CRITERIA FOR LETTERING, SPECIAL AWARDS, and ANNUAL SENIOR GIFTS**

#### **3.1 General Letter Award Policy**

Student-athletes are recommended for an award (plaque) after lettering for two years. Letter awards will be present to each athlete upon the completions of their participation at UND. However, letter jackets or blankets will be available for athletes to purchase at the time they earn their second letter.

Each coach is responsible for submitting and explaining to his or her respective team at the beginning of the academic year those criteria for lettering which have been established by the coach for that sport.

Any student-athlete who quits or is dismissed from a team prior to the completion of the season will not be eligible to receive a letter award. Student-athletes who are subject to injury or illness on the team throughout their collegiate career and who might not have met the specific lettering criteria for their sport may be recommended for a letter if the Head Coach so indicates. Student-athletes must fulfill the practice, conditioning, attitude, and conduct requirements established by the Head Coach. The Head Coach should submit all recommendations for letter awards following the conclusion of the sport season to the Athletics Department Office Manager.

Special consideration may be given for a player who has made a special contribution to the team.

Lettering criteria are reviewed annually by the Athletics Director or his designee.

#### **3.2 Sports Lettering Criteria**

##### **3.2.1 Softball**

- Participate in at least 6 games in the championship segment (spring games).

Head Coach reserves the right to amend the criteria on an individual basis to account for extraordinary circumstances.

### 3.2.2 Men's Basketball

- Play in one game

Head Coach reserves the right to amend the criteria on an individual basis to account for extraordinary circumstances.

### 3.2.3 Women's Basketball

- Play in half the games or 120 minutes.

Head Coach reserves the right to amend the criteria on an individual basis to account for extraordinary circumstances.

### 3.2.4 Men's and Women's Cross Country

- Compete in a minimum of 50% of competitions or:
- Compete on the conference squad or:
- Qualify for Regional or National competition.
- Complete the full season
- Make positive contributions to the team.

Head Coach reserves the right to amend the criteria on an individual basis to account for extraordinary circumstances.

### 3.2.5 Football

- The student-athlete must have participated in game competition in 50% or more of the total quarters in the season's scheduled games.
- The student-athlete must have participated in specialty and/or game competition in 75% or more of the total quarters in the scheduled games.

Head Coach reserves the right to amend the criteria on an individual basis to account for extraordinary circumstances.

### 3.2.6 Women's Golf

- Compete in 1/2 of all countable tournament rounds and/or
- Compete in the Conference Championships and/or
- Compete in the NCAA Championships.

Head Coach reserves the right to amend the criteria on an individual basis to account for extraordinary circumstances.

### 3.2.7 Men's and Women's Track – Indoor and Outdoor

- Compete in a minimum of 50% of competitions indoor or outdoor or:
- Compete on the conference squad or:
- Qualify for Regional or National competition.
- Complete the season
- Make positive contributions to the team.

Head Coach reserves the right to amend the criteria on an individual basis to account for extraordinary circumstances.

### 3.2.8 Volleyball

- Participate in 25% of sets played.

Head Coach reserves the right to amend the criteria on an individual basis to account for extraordinary circumstances.

3.2.9 Soccer

- Play in one game

Head Coach reserves the right to amend the criteria on an individual basis to account for extraordinary circumstances.

3.2.10 Men's Hockey

- Play in one game

Head Coach reserves the right to amend the criteria on an individual basis to account for extraordinary circumstances.

3.2.11 Tennis (Men's and Women's)

- Compete in 30% of matches during the season
- Compete in post season tournament

Head Coach reserves the right to amend the criteria on an individual basis to account for extraordinary circumstances.

3.2.12 Men's Golf

- Compete in 1/2 of all countable tournament rounds and/or
- Compete in the Conference Championships and/or
- Compete in the NCAA Championships.

Head Coach reserves the right to amend the criteria on an individual basis to account for extraordinary circumstances.

### 3.3 Major Awards

3.3.1 First-Year Letterwinner:

- A certificate

3.3.2 Second-Year Letterwinner:

- A certificate
- Student-athletes are recommended for a personalized engraved plaque after lettering for two years. Coaches may impose additional academic or other requirements. Plaques will be presented to each student-athlete upon the approval of the coach and the Director of Athletics or his designee.
- Letter jackets and blankets will be available for student-athletes to purchase at the time they earn their second letter

3.3.3 Third-Year Letterwinner:

- A certificate

3.3.4 Fourth-Year Letterwinner:

- A certificate

**3.4 The following Special Awards are given annually at the *Night of Champions* Event at the end of the academic year:**

- Grace Rhonemus Female Athlete of the Year
- Glenn “Red” Jarrett Male Athlete of the Year
- Female Scholar-Athlete of the Year
- Male Scholar-Athlete of the Year
- Female Scholar-Team of the Year
- Male Scholar-Team of the Year
- Female Unsung Hero
- Male Unsung Hero
- Female Individual Community Service
- Male Individual Community Service
- Female Freshman of the Year
- Male Freshman of the Year
- Female Team Community Service
- Male Team Community Service

**3.5 Annual Senior Gifts**

Coaching staffs may decide what gifts they want to provide to seniors or the entire team annually. All awards must be reported on the Awards Declaration Form to the Compliance Office for review at the end of the playing season prior to being presented to the student-athlete(s).

**4. AUXILIARY ACTIVITIES**

**4.1 UND Letterwinner’s Association**

- 4.1.1 UND has maintained and encouraged a graduate Letterwinner’s association for many years. The primary purpose of this group is to assist the Athletics Department in the advancement and promotion of all men's and women's athletics, including annually selecting the UND Letterwinner’s Association Hall of Fame inductees.
- 4.1.2 The purpose of the Hall of Fame is to recognize the efforts and achievements of former UND student-athletes, coaches and other outstanding supporters of UND athletics. Individuals are selected by the UND Letterwinners Association and representatives of the UND athletics department.
- 4.1.3 All coaches are urged to attend such public functions as the annual UND Homecoming activities and the Hall of Fame ceremony as well as other sponsored activities.

**4.2 UND Booster Board**

- 4.2.1 The UND Booster Board organizes luncheon meetings each Friday prior to most home UND football, hockey, or basketball games. Each luncheon is open to the public.

- 4.2.2 Head coaches are urged to attend these meetings and Head coaches will be asked to speak at times throughout the year.
- 4.2.3 The UND Booster Board has an athletic scholarship endowment that will be administered through UND Foundation. The board meets once a month.
- 4.2.4 The UND Booster Board provides voluntary help for UND athletics and special events.

### **4.3 North Dakota Champions Club**

- 4.3.1 **Purpose**  
The North Dakota Champions Club serves as the official fund-raising arm of the UND Athletics Department. In cooperation with the UND Foundation, contributions will be solicited from alumni and friends of the UND Athletics Department in support of UND athletics. These contributions are set-up as memberships and each contributor receives various benefits depending on the amount of the contribution. No other club will be permitted to solicit funds in the name of UND Athletics unless working in conjunction with the North Dakota Champions Club.
- 4.3.2 **Athletics Staff Involvement**  
In the interest of good public relations, all athletics staff members are encouraged to be members of the North Dakota Champions Club.
- 4.3.3 **Solicitation of Funds**  
Any and all solicitation by coaches or staff members must be made in cooperation and conjunction with the North Dakota Champions Club. All funds will be deposited in the UND Foundation for proper accounting and recording of gift and tax purposes.

## **5. STAFF AND COACH MEETINGS**

The Senior Staff (as defined by the Athletics Director) shall meet on a weekly basis or as needed.

Department Head Administrative staff members and Senior Staff shall meet on a bi-weekly basis, or as needed.

All coaches shall meet with Senior Staff and various Administrative Staff on a monthly basis, or as needed, for the purpose of reviewing administrative, financial, compliance and coaching or program information.

In addition, ALL coaches are required to attend monthly compliance education meetings.

All coaching staff members must attend their respective teams' Start of the Year Compliance and Student-athlete Handbook meetings.

Meeting attendance is mandatory. If you have an unavoidable conflict, you must advise the Director of Athletics and/or his designee immediately. Meeting attendance will be taken into account in performance evaluations.

## 6. COURTESY CARS GUIDELINES

- 6.1 Work closely with auto dealer representative
- 6.2 SERVICE CARS REGULARLY AT THE DEALERSHIP THAT PROVIDED YOUR VEHICLE. UND ATHLETICS HAS CONTRACTS WITH MULTIPLE DEALERSHIPS.
- 6.3 Return car at proper time.
- 6.4 DO NOT surpass mileage limit that dealer set. Each Coach is responsible for knowing what the mileage is, what the return date is, and what the service schedule may be.
- 6.5 Employees assigned **courtesy cars** provided by local dealerships may drive the cars for personal use. However, they are required to obtain personal insurance and proof of insurance must be provided to the Office Manager.
- 6.6 The gas credit cards are to be used for department travel only (travel to and from work, shopping, sight-seeing, visiting friends or relatives, other personal errands or trips are not considered departmental travel). **Abuse** of a credit card for personal car use is dishonest and **will result in disciplinary action. Gas credit card use will be reviewed and monitored on a monthly basis.**
- 6.7 If an accident occurs while on University related business, contact the law enforcement agency that has jurisdiction and:
  - Obtain the name and phone number of the law enforcement agency, and the name and badge number of the law enforcement officer.
  - Obtain names and addresses of:
    - Drivers and occupants of other cars
    - Injured
  - Obtain insurance information of other drivers involved
  - Obtain names and addresses of all witness
  - Make no comment or statement regarding the accident except to police or a representative of the State
  - Report the accident using a Risk Management Fund Motor Vehicle Accident Report Form as soon as possible and send the completed form to:
    - UND Transportation Dept.
    - Stop 9030, Grand Forks, ND 58202
    - Phone: 701.777.4122 Fax: 701.777.4975UND Transportation submits the form to the state for processing.

**Two additional forms are required by the Safety Office and need to be completed for all accidents.** They are:

- Incident Reporting Form

- Incident Investigation Form

Copies of the accident report form and both incident report forms are located online at the UND Transportation website. Once the forms are completed, they should be forwarded to the Athletics Office Manager for the appropriate administrator's review and signature. The Office Manager will forward the incident reports, along with the accident report, to the Transportation Department and the UND Safety Office.

- 6.8 Unless the car is covered by your personal insurance, it cannot be driven by anyone other than a University of North Dakota employee. No one, including family members, can ride in the vehicle unless they are on University related business.
- 6.9 Return the car clean and in good appearance. Prior to returning the car to the dealer, make an appointment at the UND Transportation Office and take it in for inspection. See to any repairs needed due to accidents or negligence.
- 6.10 If you notice any damage on a vehicle, please fill out the accident report form and both incident report forms located at the UND Transportation website.
- 6.11 If involved in an accident while using a rental car on University business, the same procedures as above, in section 6.6, must be followed.
- 6.12 When operating a vehicle for business purposes it is important that the following guidelines be observed:
  - Use your seat belt. It is mandatory for all state employees to use seat belts
  - Follow cars at a safe distance.
  - Children 12 or younger, unless over five feet in height, must ride in the back seats of vehicles with air bags.
  - Eliminate any distractions. Pull off the road in a safe area to use cellular phones.
  - If you are feeling drowsy, it is best to pull over and take a break. Additional tips to help prevent you from becoming drowsy include: opening the windows; turning on the air; chewing gum or seeds; listening to the radio; or drinking a beverage with caffeine.
  - Never drink alcohol or use drugs and drive. Heed all prescription and over-the-counter drug warnings.
  - Always drive the speed limit, adjusting to road and weather conditions. Use your signals at all times.
  - For further information on operating a State Fleet vehicle, see the State Fleet Services Policy Manual. All State Fleet Policy must be adhered to at all times.
- 6.13 Defensive driving saves lives, time, and money in spite of the conditions and the actions of others. Collisions may be prevented by doing everything **reasonable** to avoid them.

All Athletics Department employees who are assigned a courtesy car are required to complete the four-hour National Safety Council Defensive Driving Course at least every **TWO** years.

All Athletics Department employees who drive on University business at least once a month are required to complete the four-hour National Safety Council Defensive Driving Course at least every **four** years.

Accidents and traffic violations will warrant increased training per ND State Fleet requirements. Any vehicle operator involved in an accident or receiving a traffic citation must demonstrate completion of a Defensive Driving Course within a year. The Safety and Environmental Health Office can provide employee training frequency information to supervisors upon request.

To register for the free Defensive Driving Course, call 777.2128.

- 6.14** Driver must have a valid Driver's License. Employee's must disclose to their Supervisor and the Office Manager when their driver's license is revoked, suspended, or otherwise restricted.

## **7. KEYS**

Staff members will be provided the necessary keys for their office and the building when needed.

To obtain keys, the employee's supervisor must submit a written or e-mail request to the Athletics Department's Office Manager who serves as the departments Key Coordinator. The key coordinator will order the necessary keys from Facilities. When the requested keys are ready, the key coordinator will notify the employee. Keys must be picked up at the Communications Center 24 Hour Desk located in the Facilities Building. The Employee must bring an ID to claim the keys. If the keys are not picked up within 2 weeks, they will be destroyed and a new key request will be required.

Outside door keys are not issued to student employees. However, supervisors may request additional keys and be classified as multiple key holders. They will then be responsible for maintaining a key check out sheet to record to whom the additional key has been issued. The supervisor will be responsible for ensuring the key is returned at the end of the student's employment.

All keys are the responsibility of the staff member and are never to be loaned to student-athletes. Keys will be inventoried by the Athletics Department Office Manager/Key Coordinator once a year. Employees will be billed for any missing or lost keys.

No keys are to be duplicated.

The keys must be returned to Facilities (or the Athletics Department Office Manager) at the termination of employment. Employees will be billed for any missing or lost keys.



## 8. TELEPHONE

Long distance business calls during working hours should be made via the use of the University's long distance charging system allowing special rates on calls from the University. This system is used by dialing 9-1-area code-number-six digit authorization number assigned to the individual. Calls made on campus may be made by dialing the five digit number directly. Local calls made outside of the campus can be made by dialing 9 and the seven digit number. To make an International call, dial 9 -011-Country Code-City Code-Telephone Number- Pound Sign (#) - six digit authorization code. If you have any questions regarding land lines, contact the Athletics Office Manager. For questions regarding cell phones, contact the Director of Facilities and Game Operations.

Office phones and Athletic Department cell phones should only be used for required business calls.

### 8.1 Cell Phones

Employees using a company cell must be familiar with the contract or service plan. Use outside this plan will be closely monitored and restricted if appropriate. Employees are encouraged to work with appropriate Athletics Business Office staff to secure service plans that best fits their needs and prevents overage and other charges.

Text messaging, data plans and 411 calls are allowed if they are included in the cell phone plan except as not permitted by NCCA regulations.

## 9. LOGO/TRADEMARKS & BRANDING

It is the responsibility of all athletic teams and departments to help promote the UND Athletics brand through display of a clear, consistent and unified brand. All purchases involving the display or use of the University or Athletics Department logos require the use of a Purchase Requisition or the Purchasing Card and completion of the Trademarks Use Request Form (TURF). The TURF form can be filled out online at: <http://und.edu/identity/licensing/trademark-form.cfm>. This policy applies to all uniforms, staff apparel, promotional supplies, athletic supplies, and any items purchased through a vendor that use official UND names or marks. Submit these forms once approved to the Athletics Business Office.

### 9.1 Use of licensed and non-licensed vendors

Only manufacturers licensed by UND to reproduce its marks may do so legally. These legal regulations apply to UND entities such as departments, administrative areas, and organizations as well as non-UND users. The listing of vendors approved and licensed to reproduce verbiage and logos for the University of North Dakota is available at the UND Identity website (<http://UND.edu/identity>). Exceptions to this policy are granted for unique items that cannot be obtained from a licensed vendor. Exceptions must be approved and provided to the vendor by the UND Licensing office.

### 9.2 Athletics Logo requirements

The University's athletics logos are intended for use by the UND Athletics department only. **The athletics logos are not to be used by UND departments for general public information and marketing purposes;** instead, the official UND logo, logotype, or seal is to be used as appropriate for the occasion. Regulations regarding the commercial use of UND trademarks also apply to all athletics logos and visual representations.

All athletic department employees must follow University and Athletics Department policies and procedures regarding use of current and past/historical UND and Athletics Department logos and colors. All use of logos and colors must be approved by the Associate Athletic Director of External Operations or Licensing Coordinator PRIOR to purchase. Staff and Coaches should submit a mocked-up or physical sample of the item/design directly to the Athletics Department Associate Athletic Director of External Operations or Licensing Coordinator for review and approval. The Associate Athletic Director of External Operations or Licensing Coordinator will consult with the Athletics Director as appropriate.

Items to be submitted for review include, but are not limited to: locker room décor (carpet, wall décor, stools, etc.), team and practice equipment, practice and competition gear, uniforms, travel gear/bags/equipment, coaches or staff apparel, bag tags, print materials, camp related gear/apparel and equipment, items purchased for fundraising purposes, merchandise or specialty product items such as t-shirts, small balls, pens and ball caps with Department logos and/or color, etc.

A step-by-step guide:

1. Team works with their chosen vendor to come up with design(s)/products they plan on ordering.
2. Team submits final artwork/ gear design to Assistant Athletics Director of Marketing, Associate Athletic Director of External Operations or Licensing Coordinator. Coaches are encouraged to work with Marketing ahead of time if they are considering using something other than what is shown in the official style guide (design, fonts, colors, text, etc. ) so that it can be reviewed and approved in advance and to avoid delays.
3. Decision is returned promptly by Associate Athletic Director of External Operations or Licensing Coordinator. Approval can take longer when a unique design elements are introduced.
4. Once approved, team fills out a Trademark Use Request Form (TURF), if needed. This form will not be needed for regularly licensed local vendors - Gerrells, Daydreams, Ink Inc., S&S Promotions, Tag Up and Universal Athletic Services.
5. Also once approved, order can be given the “go ahead” to the vendor by team/department. The Associate Athletic Director for External Operations or Licensing Coordinator will handle all approvals for licensing submitted by vendor/manufacturer as required by vendors’ Learfiend Licensing contract.

Media or technology related use of the logo and colors also needs to be consistent and should also be presented to the Assistant AD for Marketing & Licensing for review and approval. The Assistant AD for Marketing & Licensing will consult with the Athletics Director as appropriate.

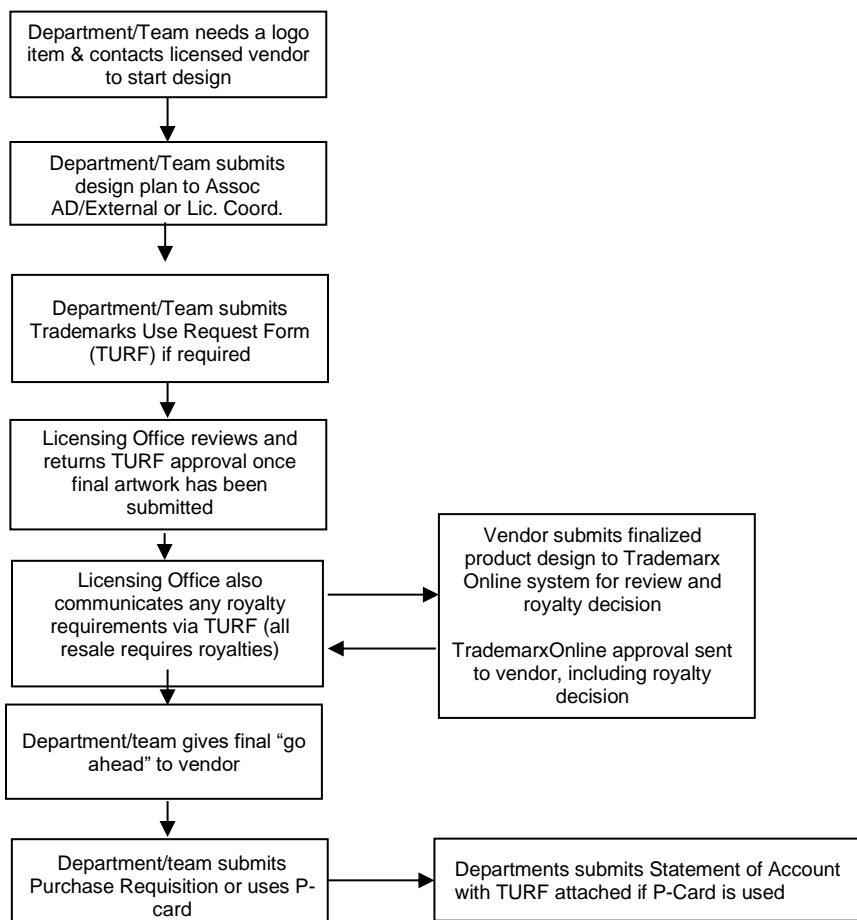
There are only two exceptions:

The purchase or ordering of business cards/stationary/paper product type items must be submitted to the Office Manager. The Office Manager will in turn submit all orders to of the Assistant AD for Marketing & Licensing for review for logo and color purposes.

Camp Brochures and camp related print materials must be submitted to the Associate Athletics Director for Compliance. The Associate Athletics Director for Compliance will in turn submit all materials to of the Assistant AD for Marketing & Licensing for review for logo and color purposes.

Any questions regarding these policies and procedures should be directed to the Assistant AD for Marketing & Licensing.

This is a flow chart of the process:



### 9.3 Purchasing items for re-sale & fundraising purposes

Non-ticketed sports may arrange the purpose of team-branded items through a licensed vendor by fans, alumni, friends and parents for purposes of re-sale and fundraising. Teams cannot "hold" inventory and should not run a store, but rather a limited-term opportunity for interested parties to purchase gear.

NCAA rules require that such re-sale/fundraising must be a public sale. This can be achieved in one of the following ways, 1) selling the gear through a publically available website provided by a vendor (no password required), 2) indicating on a press release how the public can purchase team-branded merchandise, or 3) make all items available for sale at a public home event (subject to rules of the facility).

Before starting a sale, you must submit and have an approved fundraising form, whether or not the sale will result in a profit for the team. The fundraising form can be picked up in the business office or on the business ops website.

NOTE: UND's contract with Follett, who runs the UND Bookstore, states that the UND Bookstore has the exclusive right of sale of all UND-branded apparel & merchandise by entities on campus to the public, including departments, teams, and colleges (in person and online). We have received a waiver **only for non-ticketed sports**.

NOTE: UND Athletics/teams are not to be a competing retail source. For our 6 ticketed sports, between the Sioux Shop, Scheels, GW Gear, the UND Bookstore and other retailers, a range of products are available to the public. Non-public sales are also excluded by NCAA rules. In other words, ticketed-sports programs cannot buy gear/merchandise, or arrange for a sale of gear/merchandise with the intention to sell it to parents, alumni, or the public.

**9.4 Non-Athletics University Department & Administrative Procedures** (*changed from 9.3*) Those within the University may use North Dakota names and trademarks (but not athletics logos), according to established visual and editorial guidelines, for purposes of recruitment, development, or general promotion of the institution and/or group organization. Merchandise or specialty product items, such as T-shirts, pens or ball caps, are subject to approval by the University's licensing office.

**9.5 Questions** Head coaches and department heads are responsible for ensuring that their program/department is following these policies. Contact the Associate Athletic Director for External Operations or the Licensing Coordinator with any questions or concerns you may have regarding any licensing questions.

## 10. TRAVEL

### 10.1 Team Travel

Head Coach is ultimately responsible for all aspects of team travel. Specific responsibilities may be delegated to assistant coaches, directors of operations or other sport staff members as they deem appropriate.

All travel is subject to conference and NCAA rules, regulations, and guidelines.

#### 10.1.1 Air Travel

Charter: Charter air travel will be facilitated by the Sr. Associate AD/CFO or another person as designated by the Athletics Director. Head coach or designee will submit a request for charter travel to the Sr. Associate AD/CFO. The Sr. Associate AD/CFO will then begin the bid process through the UND Department of Procurement & Payment Services.

Commercial: Each team is responsible for its own commercial air travel arrangements. The services of a company specializing in athletics travel, a local travel agent or online services may be utilized. Purchases of any applicable travel agent fees, however, may not exceed \$10,000 for one vendor in any given fiscal year.

All travel is subject to Conference and NCAA rules, regulations, and guidelines.

NCAA bylaws prohibit discounts and loans to parents of student-athletes. As a result any parents of student-athletes traveling on the team charter must pay the same rates that all other travelers are charged, without exceptions, and all costs must be paid in full prior to travel.

### **10.1.2 Lodging**

Each team books its own hotel accommodation either directly with the hotel or thru a third-party travel agent.

Teams are encouraged to stay at hotels that serve a complimentary breakfast.

There will be **no more than three (3) student-athletes per room** at any given time while traveling with a team.

Head coaches will receive a single room.

All others (assistants, directors of operations, trainers, student-athletes, etc.) will share a room (double occupancy). The exceptions can be made if there is an odd number of people remaining based on total travelers and/or gender (males and females will not share a room) or prior approval from the sport administrator and/or Director of Athletics.

**Red-shirts and injured players will not travel and therefore will not need lodging.**

Any exceptions to the above guidelines must be approved in writing in advance (includes email) by the Director of Athletics.

(See Travel Party Size Section of the Policy and Procedure Manual for more Information.)

### **10.1.3 Ground Transportation**

a. Trip involving air transportation: Teams may utilize a bus brokerage service through an approved charter bus company. If a team is obligated to pay the bus drivers lodging, that provision must be included in the contract with the provider. Bus driver tips are an allowable travel expense, but a receipt must be provided to substantiate it. Teams may also rent

vans. No one, including family members, can ride in the vehicle unless they are on University related business (university employee's and/or students).

b. Trip with ground travel only: Teams are required to schedule charter bus transportation with the approved charter bus companies. These companies will be approved through UND Procurement & Payment Services prior to being made available to the individual teams. The Athletics Business Office will send coaches the charter bus company information.

No one, including family members, can ride in the vehicle unless they are on University related business (university employee's and/or students). All UND Transportation policies and procedures must be followed.

c. When using UND Transportation: Coaches should call the Department of Transportation 48 hours prior to departure to confirm dates and times for local ground transportation.

Contacts during business hours Monday – Friday, 8:00 am – 4:30 pm:

Judy Rosinski 777.4030

Mary Metcalf 777.4123

All other times (and when Judy or Mary are not available): Communication Center 777.2591

d. Personal vehicles are not to be used for team travel.

e. Student-athletes are not permitted to drive any vehicles as part of team travel.

f. If a coach is driving a university vehicle for business purposes (in this case team travel) it is important that the following guidelines be observed:

- Use your seat belt. It is mandatory for all state employees to use seat belts.
- Follow cars at a safe distance.
- Eliminate any distractions. Pull off the road in a safe area to use cellular phones.
- If you are feeling drowsy, it is best to pull over and take a break. Additional tips to help prevent you from becoming drowsy include: opening the windows; turning on the air; chewing gum or seeds; listening to the radio; or drinking a beverage with caffeine.
- Never drink alcohol or use drugs and drive. Heed all prescription and over-the-counter drug warnings.
- Always drive the speed limit, adjusting to road and weather conditions. Use your signals at all times.
- For further information on operating a State Fleet vehicle, see the State Fleet Services Policy Manual. All State Fleet Policy must be adhered to at all times.
- No one, including family members, can ride in the vehicle unless they are on University related business (university employee's and/or students).
- **Coaches and Athletics Department employees are not allowed to text or make phone calls while driving during team travel.** Student safety is the number one priority. The expectation is that the driver will pull over and place the vehicle in park if a call needs to be made.

g. Defensive driving saves lives, time, and money in spite of the conditions and the actions of others. Collisions may be prevented by doing everything **reasonable** to avoid them. All Athletics Department employees who drive on University business at least once a month are required to complete the four-hour National Safety Council Defensive Driving Course at least every four years.

Accidents and traffic violations will warrant increased training per ND State Fleet requirements. Any vehicle operator involved in an accident or receiving a traffic citation must demonstrate completion of a Defensive Driving Course within a year. The Safety and Environmental Health Office can provide employee training frequency information to supervisors upon request.

To register for the free Defensive Driving Course, call 777.2128.

### **10.1.4 Travel Liability Forms**

All student-athletes must travel to and from all away contests with the official travel party. Student-athletes may be released to their parents or guardians but that will require prior approval and a *Travel Liability Form* to be submitted with all necessary signatures before the team departs from campus. Permission to travel with parents or guardians is not automatic and is left to the discretion of head coaches and/or Director of Athletics or his designee.

### **10.1.5 Meals**

Teams have the option of having team meals, providing meal money or a combination of both.

Team Meals: A detailed receipt showing all items purchased and number of people at the meal must be obtained. The number of people must not exceed the total party size submitted to compliance/business office. If paid by team credit card, the credit card receipt must also be provided with the amount of tip, if any, included in the total charge. If paid by cash, a receipt showing total amount paid, including tip, must be obtained. Teams are allowed breakfast, lunch, pregame (dinner) and a post-game meal.

Meal Money: The amount of meal money provided to individuals is limited by:

1. The federal government published GSA rates for the competition location.
2. An allocation based on which meal(s) the meal money is being provided as follows:

Breakfast: 20%

Lunch: 30%

Dinner: 50%

All team travel party member receiving meal money must sign a meal money form at the time the money is distributed.

### **10.1.6 Baggage Fees**

Receipts must be obtained for all baggage fee charges. Teams are encouraged to consolidate bags to utilize the full amount of the 50 pound weight limit for checked bags and to minimize costs.

### **10.1.7 Transportation To/From the Airport**

Teams have the option of using the approved charter bus companies for airport drop off and/or pick-up, or using a UND vehicle and parking at the airport. Receipts must be obtained for airport parking charges.

No one, including family members, can ride in the vehicle unless they are on University related business (university employee's and/or students).

### **10.1.8 Nutritional Supplies, Water, Sports Drinks**

These items may be purchased and require a detailed receipt.

### **10.1.9 Miscellaneous Expenses**

A receipt must be obtained for any other miscellaneous expenses.

### **10.1.10 Team Trip Cash Advance**

A Team Trip Cash Advance Request form must be submitted to the Athletics Business Office no later than **10 business days prior to departure**. The check may be picked up no earlier than 3 days prior to the departure or upon Athletics Business Office notification that it is ready for pickup. Each team is responsible for cashing the checks.

### **10.1.11 Team Trip Itinerary and Travel Squad**

A Team Trip Itinerary and Travel Squad Roster form must be submitted to Athletics Compliance **5 days prior to departure**. Compliance will approve and forward to the Athletics Business Office. This form must be in the Athletics Business Office prior to obtaining a team trip travel advance check.

### **10.1.12 Unused Team Trip Travel Advance Money**

The unused Team Trip Travel advance money must be turned in to the Athletics Business Office by the end of business of the **third business day** following return from the team trip.

### **10.1.13 Team Trip Reports (TTR's)**

TTR's must be submitted to the Athletics Business Office with all required receipts/documentation/backup as detailed above by end of business of the **10<sup>th</sup> business day** following return from the team trip. If there are receipts that you are waiting for from a vendor the Athletics Business Office staff member responsible for initial review of TTR's must be notified prior to this deadline along with information as to what is missing, what



steps have been taken to obtain the required paper work/backup and an estimated time of receiving the documentation. It is strongly encouraged that the individual primarily responsible for completing the TTR's for each team meet with the Athletics Business Office prior to the beginning of the season. This meeting may be made mandatory either before the season, during the season or both if problems arise.

#### **10.1.14 Travel Party Size**

##### *Pre-Season and Regular Season*

Maximum travel party limits may need to be established each year to regulate the number of individuals traveling on each trip in order to control expenditures and/or comply with conference limitations. If needed, these travel party limits will be presented to the head coach at a time determined by the Director of Athletics. If established, it is important for the Head Coach to abide by these limits. The limits will indicate how many student-athletes, coach/coaches, trainer and managers may travel with the team.

**Red-shirts and injured players will not travel. No exceptions are made without prior approval from the Athletics Director or the Deputy Athletics Director.**

All travel is subject to conference and NCAA rules, regulations, and guidelines.

Any exceptions to the above guidelines must be approved in writing in advance (includes email) by the Director of Athletics.

##### *Championship Travel (Conference or NCAA)*

If needed, as determined by the Director of Athletics, travel party limits may also be established by the athletics department for championship travel to conference, regional and NCAA level competitions. These limits could not exceed the maximum limits that the conference or NCAA might place on travel. However, it is likely that the institutional limits would be less than those allowed by the conference or NCAA.

**Red-shirts and injured players will not travel.**

All travel is subject to conference and NCAA rules, regulations, and guidelines.

Any exceptions to the above guidelines must be approved in writing in advance (includes email) by the Director of Athletics.

##### *Sports Information Director Travel*

- Men's Hockey – all games.
- Football – all games.
- Women's Basketball – any games (conference and/or non-conference) with only ground transportation; conference tournament; post-season tournament.
- Men's Basketball – any games (conference and/or non-conference) with only ground transportation; conference tournament; post-season tournament.
- Women's Volleyball – any games (conference and/or non-conference) with only ground transportation; conference tournament; post-season tournament.

- Women's Soccer – any games (conference and/or non-conference) with only ground transportation; conference tournament; NCAA Tournament.
- Women's Softball – any games (conference and/or non-conference) with only ground transportation; conference tournament; NCAA Tournament.
- All other sports – as determined by sport administrator, head coach, and/or athletic department senior staff.

All travel is subject to conference and NCAA rules, regulations, and guidelines.

Any exceptions to the above guidelines must be approved in writing in advance (includes email) by the Director of Athletics.

#### **10.1.15 Alcohol Policy**

There is no purchase or consumption of alcoholic beverages allowed during any university-sponsored athletics trip by student-athletes.

#### **10.1.16 Team Travel Safety**

The University of North Dakota makes every effort to ensure the safety of all students and staff when they travel on or off of the University campus. Two departments on campus are responsible for travel policies; the Safety and Environmental Health Department and the UND Department of Transportation. The Safety and Environmental Health Department coordinates all safety efforts for the University. The UND Department of Transportation reports to the North Dakota State Fleet and follows all of the rules and regulations as outlined in the State Fleet Policy Manual which is published by the North Dakota Department of Transportation. The North Dakota State Fleet Services Policy Manual can be found at: <http://www.dot.nd.gov/manuals/manuals-publications.htm#fleet>.

This manual, available on the Athletics Department website ([www.fightinghawks.com](http://www.fightinghawks.com)), outlines additional travel responsibilities specifically related to athletics that are not addressed by the UND Safety and Environmental Health Department or the UND Department of Transportation.

#### **10.1.17 Team Trip Travel Procedures**

See separate UND Athletics Team Trip Travel Procedures for additional guidelines regarding team travel.

### **10.2 Recruiting**

Each individual is responsible for arranging their own airfare, ground transportation, lodging, meals, game tickets & programs, and miscellaneous expense.

#### **10.2.1 Payment Method**

The preferred method to pay for all travel expenses is through a University recruiting credit card issued to the employee, with the exception of meal expenses. Meal expenses may **not** be charged to the recruiting credit card and must be submitted on a Travel Expenses

Voucher. In a situation where a recruiting credit card cannot be used, travel expenses can be paid personally and submitted for reimbursement on a Travel Expenses Voucher. The required backup documentation is the same regardless of method of payment.

### 10.2.2 Lodging and Meals

State of North Dakota limitations apply to lodging and meals for in-state travel. The federal government published GSA rates apply to lodging and meals for out-of-state travel, but will be reviewed on an annual basis. Meal money reimbursements are subject to the daily dollar limitations above and the following allocation of the daily rate and time of departure:

Breakfast: 20%

Lunch: 30%

Dinner: 50%

### 10.2.3 Courtesy Cars and Vehicle Usage Guidelines for Recruiting & Other Travel

Coaches who are provided courtesy cars must use those cars and the University gas credit card when conducting University business. Travel to and from work is not considered departmental travel. **Abuse of a credit card** for personal car use is dishonest and **will result in disciplinary action**. The driver must obtain personal insurance and proof of insurance must be provided to the Office Manager. Athletics Department courtesy cars and University fleet cars are available for coaches that do not have courtesy cars and are reserved through the Athletics Department Office Manager. If those cars are not available, mileage reimbursement will be provided for use of personal cars at the current mileage reimbursement rate as determined by the University. Cars may also be reserved through UND Transportation. Reservations are processed between 8 a.m. and 4:15 p.m. Monday through Friday. Vehicles can be picked up between 8 a.m. and 4 p.m. Monday through Friday at the Transportation Department Office. After hours vehicle pick-up is at the Facilities Department Communications Center. Only vehicles reserved in advance will be available for pick-up from the Communications Center. Vehicle request forms are located on the UND Transportation website. All requests will be evaluated and reservations will be made when vehicles or services are available for approved travel as outlined in the UND Use of State Vehicles Policy. Confirmation of the reservation or a denial of service will be provided for all requests. Allow one week for processing.

When operating a vehicle for business purposes it is important that the following guidelines be observed:

- Use your seat belt. It is mandatory for all state employees to use seat belts
- Follow cars at a safe distance.
- Children 12 or younger, unless over five feet in height, must ride in the back seats of vehicles with air bags.
- Eliminate any distractions. Pull off the road in a safe area to use cellular phones.
- If you are feeling drowsy, it is best to pull over and take a break. Additional tips to help prevent you from becoming drowsy include: opening the windows; turning on the air; chewing gum or seeds; listening to the radio; or drinking a beverage with caffeine.

- Never drink alcohol or use drugs and drive. Heed all prescription and over-the-counter drug warnings.
- Always drive the speed limit, adjusting to road and weather conditions. Use your signals at all times.
- For further information on operating a State Fleet vehicle, see the State Fleet Services Policy Manual. All State Fleet Policy must be adhered to at all times.
- No one, including family members, can ride in the vehicle unless they are on University related business (university employee's and/or students).
- **Coaches and Athletics Department employees are not allowed to text or make phone calls while driving on university business.** Employee and student safety is the number one priority. The expectation is that the driver will pull over and place the vehicle in park if a call needs to be made.

Defensive driving saves lives, time, and money in spite of the conditions and the actions of others. Collisions may be prevented by doing everything **reasonable** to avoid them. All Athletics Department employees who drive on University business at least once a month are required to complete the four-hour National Safety Council Defensive Driving Course at least every four years.

Accidents and traffic violations will warrant increased training per ND State Fleet requirements. Any vehicle operator involved in an accident or receiving a traffic citation must demonstrate completion of a Defensive Driving Course within a year. The Safety and Environmental Health Office can provide employee training frequency information to supervisors upon request.

To register for the free Defensive Driving Course, call 777.2128.

### **10.2.4 PSA Official Visit Expenses**

Airfare and meals, for recruits traveling to UND on an official visit, may be charged to the recruiting credit card and is the preferred method of payment. Meals may also be paid for personally and submitted for reimbursement.

**No travel advances are provided for recruiting travel.**

## **10.3 Other Business-Related Travel**

Each individual is responsible for arranging their own airfare, ground transportation, lodging, meals, game tickets & programs, and miscellaneous expense.

### **10.3.1 Lodging and Meals**

State of North Dakota limitations apply to lodging and meals for in-state travel. The federal government published GSA rates apply to lodging and meals for out-of-state travel, but will be reviewed an annual basis. Meal money reimbursements are subject to the daily dollar limitations above and the following allocation of the daily rate and time of departure:

Breakfast: 20%  
Lunch: 30%  
Dinner: 50%

When traveling with another University employee and you share a hotel room, employees must split the lodging expense evenly.

### **10.3.2 Payment Method**

The preferred method to pay for all travel expenses is through a University purchasing credit card (Pcard) issued to the employee, with the exception of meal expenses. Meal expenses may **not** be charged to the purchasing credit card and must be submitted on a Travel Expenses Voucher. In a situation where a purchasing credit card cannot be used, travel expenses can be paid personally and submitted for reimbursement on a Travel Expenses Voucher. The required backup documentation is the same regardless of method of payment.

### **10.3.3 Receipts**

Original detailed receipts must be submitted for all expenses of \$10 or more.

### **10.3.4 Baggage Fees**

Airline baggage fee reimbursement is limited to 1 checked bag (per University policy).

### **10.3.5 Hotel Movie Rentals**

Hotel movie rentals are a personal expense.

### **10.3.6 Internet Access**

If internet access is required for valid business purpose, reimbursement will be provided.

### **10.3.7 Travel Safety**

The University of North Dakota makes every effort to ensure the safety of all students and staff when they travel on or off of the University campus. Two departments on campus are responsible for travel policies; the Safety and Environmental Health Department and the UND Department of Transportation. The Safety and Environmental Health Department coordinates all safety efforts for the University. The UND Department of Transportation reports to the North Dakota State Fleet and follows all of the rules and regulations as outlined in the State Fleet Policy Manual which is published by the North Dakota Department of Transportation. The North Dakota State Fleet Services Policy Manual can be found at: <http://www.dot.nd.gov/manuals/manuals-publications.htm#fleet> . This manual, available on the Athletics Department website ([www.fightinghawks.com](http://www.fightinghawks.com)), outlines additional travel responsibilities specifically related to athletics that are not addressed by the UND Safety and Environmental Health Department or the UND Department of Transportation.

### **10.3.8 Policy Review**

Policies regarding other business related travel will be reviewed, updated and/or determined annually or at appropriate intervals by the Athletics Director and Athletics Department Administration.

## **11. BUDGET – PREPARATION & PLANNING CYCLE**

### **11.1 Planning**

The fiscal year begins July 1 and ends the following June 30. The Athletics Department follows the schedule and guidelines of the budgeting process as outlined by the University. In preparation for this, each head coach and administrative area manager is asked to review historical revenues and expenses, including current fiscal year's financial reports, and forecast future sources and needs for their program for the next budget year. This planning is critical in order for the Athletics Director to effectively assess the financial needs for your area. Budget planning direction will be provided by the Athletics Business Office to assist you with establishing recommended plans and stating goals and objectives for your area.

### **11.2 Development**

Develop a proposed budget for consideration by the Associate AD/CFO.

### **11.3 Submission**

Submit the proposed budget to the Associate AD/CFO. Submission date will be determined by the Associate AD/CFO based upon the timeline established by the University to allow adequate time for evaluation.

### **11.4 Evaluation**

The Athletics Director and Associate AD/CFO will evaluate all requests and make necessary revisions in consultation with the appropriate coaches or staff members and other members of the Athletics Department Senior Staff.

### **11.5 Final Review**

Upon completion of the evaluation, the recommended budget will be submitted to the University Vice President for Finance and Operations for approval and inclusion in the university budget when it is submitted to the North Dakota Board of Higher Education.

### **11.6 Approval/Communication**

Upon approval, final budget amounts for revenue and expenses will be communicated by the Associate AD/CFO.

### **11.7 Salary Budget**

The salary budget recommendations will be developed based on the guidelines provided from the University Budget Office.

### **11.8 Reporting and Control**

Each head coach and administrative area manager must plan their needs within the confines of their respective budgets. Financial reports will be provided on a regular basis to

assist in budget management. Athletics Business Office staff is available to assist with budget management. **The Athletics Department does not allow for budget overages.** Overages will be handled on a case by case basis to be determined by the Athletics Director.

## 12. PURCHASING

- 12.1** All supplies, equipment, and services shall be purchased pursuant to policy as outlined by the Purchasing Department policies and procedure located on the University of North Dakota website.
- 12.2** For purchases \$10,000 or greater the competitive bid process is required. For purchases less than \$10,000, the competitive bid process is not required, however its use is recommended to obtain the most favorable pricing available. The request for bids or quotes will be prepared in the Athletics Business Office using the format prescribed by the Purchasing Department.
- 12.3** Items containing registered logos must go through the process detailed in section 9 (Logo/Trademark Section).
- 12.4** Athletics complies with University policy regarding allowable purchases on a UND purchasing credit card. See UND Purchasing section of the University website for allowable purchases.
- 12.5 UND Policy on Purchases for Personal Use**  
The University forbids purchasing items for personal use.  
Listed below are the policies related to this matter:
- UND requires a business purpose be documented on every expenditure.  
Personal items are not business expenditures. A business purpose would include team apparel for travel, practice, and competition.
  - UND has a contract with the University Bookstore (no competition clause), which has exclusive rights to sell logo merchandise. The Athletics Department cannot be a reseller of logo merchandise, with the exception of fundraising events.
  - UND would need to collect and remit sales tax on these transactions.

Additional information on purchasing logo merchandise:

- Vendors that are selling UND logo merchandise must be licensed – unless the vendor is selling them directly to our department for business use – jerseys, practice gear, travel apparel, equipment needed for your sport.
- Any purchase over \$10,000.00 must be bid.
- There may be compliance issues related to special pricing to our
- Student-athletes for purchases that are billed to the Athletics Department.

The Athletics Department will not pay for expenditures that are not business related, nor will we deposit money received from student-athletes for personal items. If a student-athlete would like to purchase additional apparel for personal use, they must work directly with the vendor.

### 13. SURPLUS PROPERTY

All University property that is determined to be surplus property is subject to ND Century Code 54-44-04.06. The University is required to notify the State Surplus Office whenever the institution possesses property surplus to its needs, **whether the property was originally obtained with state or other funds**. ND Century Code 54-44-04.06 applies to surplus property that departments wish to discard or sell. Before used apparel, uniforms, equipment or inventory is sold to anyone via any means, State Surplus Office and Athletics Department permission is required. *Note: This also includes the sale of athletic apparel or equipment to current athletes as allowable per NCAA policy 16.11.1.6.* The Athletics Department Director of Equipment Operations will work with the Business Office to complete all paperwork. The Athletics Business Office will assist in completing the paperwork and submit the required paper work to obtain permission.

Upon approval from the State Surplus Office, payment can be received in the form of cash, check or money order and submitted to the Athletics Business Office by the end of business on the first business day following receipt.

Per Facilities Management Policy 5.2, surplus property at the University of North Dakota may also be transferred between departments rather than reporting the equipment to Facilities Management. However, if a transfer is not completed, property that is surplus to the needs of the department should be reported to Facilities Management, regardless of its condition or the funding source used to purchase the property.

### 1. CASH HANDLING PROCEDURES

#### 14.1 Recording of Monies Received

A record of all monies received must be maintained. Such record may be in the form of a spreadsheet, database or receipt book and must include amount, date of receipt, description, customer and date sent to the Athletics Business Office. Customer receipts must be issued upon request. Receipts may be issued via 3-part receipt book or an approved electronic method. Electronic receipt approval will be obtained from UND Internal Audit by the Athletics Business Office

#### 14.2 Cash Registers

To ensure the accurate recording of the sale, the customer should receive the cash register receipt tape.

If a sale is voided, a void slip should be prepared immediately. Either the original sales transaction number should be recorded or the original cash register receipt tape should be attached to the void slip. The void slip should be signed by the employee and reviewed by a supervisor and should be retained.

If a sale is to be refunded, a refund slip should be prepared immediately. Either the original sales transaction number should be recorded or the original cash register receipt tape should be attached. The refund slip should contain the individual's name (printed and signed), address, and telephone number. The refund slip should be signed by the employee and reviewed by a supervisor and should be retained.



If the cash register has a training mode, only the supervisor should have access to the training mode key. After a training transaction is performed, the cash register receipt should be initialed by a supervisor and should be attached to that day's deposit report.

The key ("z" key) or the access code to clear the till should be restricted to an essential number of individuals.

### **14.3 Endorsements**

All checks must be restrictively endorsed immediately upon receipt. This will help prevent any theft if the check becomes misplaced or stolen.

### **14.4 Checks Payable**

All checks MUST be made payable to the University of North Dakota, including, checks for sport camp fees, and not to a specific sport e.g. Men's Basketball.

### **14.5 Safeguards**

All monies must be kept in a locked cash box, safe or filing cabinet until time of deposit. This will help prevent theft. In addition, locked cash boxes should be kept in a locked filing cabinet or safe. Safe combinations should be changed several times during the year. In addition, safe combinations should be changed whenever a person who had access to the combination terminates employment.

### **14.6 Deposit Preparation**

Deposits must be prepared by a full-time university employee. Interns cannot prepare deposits. A tape adding up checks for a deposit should be run twice and included with the deposit form and cash/checks sent to Student Account Services. A copy of the Athletics Business Office receipt must be attached to the copy of the deposit form to be filed in the Athletics Department.

### **14.7 Timeliness of Deposits**

Money received from all sources must be submitted to the Athletics Business Office by end of business on the first business day following receipt (ie: receive money on Monday, must be submitted by end of business Tuesday). The only exception is unspent team trip advances which must be submitted by end of business on the third business day following return from the trip.

### **14.8 Reconciliation of Receipt**

When the deposit receipt is received back from Student Account Services (SAS) it must be reconciled to the corresponding Athletics Business Office deposit form. An Athletics Business Office employee who did not prepare the deposit should reconcile the receipt to the deposit form by initialing and dating the receipt. Items to be reconciled include account and fund postings, amount and description. The Student Account Services receipt must be attached to the Athletics Business Office deposit form and filed.

## **15. SCHEDULING PROCEDURES (Competition and Practice) AND GAME CONTRACTS**

### **15.1 General Aims and Objectives**

In constructing competition and practice schedules, the primary aim is to arrange schedules for each sport which will provide the most equitable practice opportunities and competition possible within the framework of respective sports budgets; as consistent with the objectives of each sports program; adhere to applicable UND, NCAA, and conference regulations; and provide for the fewest number of class absences possible. Please note that classes may not be missed for practice opportunities.

## **15.2 Responsibility and Approval**

It is the responsibility of the Head Coach of each sport, working with the Director of Athletics and/or sport administrator, the Associate AD for Internal Operations/SWA to prepare a tentative schedule on the appropriate form for presentation as per the athletics departments protocols outlined in this Policy and Procedure Manual. Scheduling protocols must be followed by all parties involved as the scheduling process involves and impacts many areas of the department.

## **15.3 Factors to be considered when Building a Competition Schedule:**

- Balance between the number of home and away contests.
- Proper spacing of home and away contests.
- Balance the number of outstanding, average, and weak opponents in a logical sequence.
- Plan home events when school is in session as much as possible.
- Arrange for trips involving more than one contest whenever possible, thereby resulting in a savings of both time and money to the Athletic Department.
- Consider dates for Conference and NCAA championship competitions and lead times for preparing for such.
- Build schedules around the budget and not vice versa.

**The following factors are to be adhered to when building a practice and/or competition schedule. These were approved by the Intercollegiate Athletics Committee on October 23, 2008.**

- In keeping with the Athletic Department's philosophy that academics are a primary concern, every effort will be made to minimize a student-athlete's absences from class and exams in scheduling athletic competitions.
- When practice schedules conflict with class schedules, student-athletes are required to attend class. It is against NCAA rules for a student-athlete to miss class to attend practice. (NCAA Bylaw 17)
- Competitions will be scheduled to minimize the number of class absences. The number of contests scheduled on weekdays and immediately preceding and immediately following official vacation periods will be kept to a minimum.
- Every attempt will be made to schedule weekday departure times for away events as late in the day as possible so that the majority of student-athletes will have completed their classes. In addition, game times for weekday home events will be scheduled as late in the day as possible so that the majority of student-athletes can complete their classes on that day.

- Student-athletes traveling to away competitions will be notified of their travel schedules at the beginning of each semester and must notify their instructors accordingly. Coaches are responsible for conveying this expectation to all student-athletes.
- At the start of each semester each student-athlete will be provided with an “Absence Notification Letter” to present to instructors for athletically related travel. These letters must be presented as early in the semester as possible to instructors.
- Student-athletes will review the syllabus with the professor and discuss any possible conflicts with exams, projects, or papers. The student-athlete is responsible for understanding the professor’s requirements.
- Student-athletes should reconfirm absences with professors at least a week prior to departure. At that time, arrangements should be made to make up missed course work that results from traveling with a team. Coaches are responsible for conveying this expectation to all student-athletes.
- Student-athletes are expected to arrange for the makeup of missed assignments prior to their departures for athletic events, subject to the discretion of their instructors. If the student-athlete experiences any difficulties in working out a schedule for makeup work, he or she should contact a staff member in the Athletic Academic Services Center located in Hyslop.
- Travel Laptop Program: While away from campus for competition, student-athletes can also check out a laptop computer to take with them to complete assignments or papers on the road. For access, please contact the Athletic Academic Services Center Office.
- Coaches will make every effort to adjust travel plans for both individual athletes and teams to avoid additional absences caused by participation in postseason competition, such as regional and national championships.
- Student-athletes who are on a team but are not traveling with that team are expected to attend all classes while the team is on the road. Coaches are responsible for conveying this expectation to all student-athletes not traveling with the team.
- During a Final Exam period there will be no regular season travel (away competition) without the prior approval of the Director of Athletics. This approval must be granted before contracts are extended/accepted and before the schedule is approved and posted.

#### **15.4 Departmental Sports Competition Scheduling Procedure**

- 15.4.1 Before preparing a tentative schedule, the coach should check first with the Associate AD for External Operations, who is responsible for maintaining a master calendar of events, to obtain dates already committed to special events and championships the institution is already obligated to host, games already contracted, for television games, etc.

- 15.4.2 Coaches develop competition schedules (WCHA, NCHC, Big Sky, and WAC will dictate in-season schedules in some sports) – All NCAA DI, Conference and Departmental policies and regulations should be adhered to when schedules are developed and sport supervisors should be included in schedule development.

Please use the “Schedule Approval Form” (SAF) available online. Schedules submitted in any other form will not be acceptable.

- 15.4.3 Head Coach submits the SAF to the Associate AD for Internal Operations/SWA for approval.
- The Associate AD for Internal Operations/SWA will secure Compliance approval for the schedule
  - The Associate AD for Internal Operations/SWA will provide Senior Staff and Athletics Director a copy and secure approval for the schedule from Senior Staff
  - Senior Staff will solicit input on the proposed schedule from appropriate personnel in their reporting chain – any issues will be reported back to the Associate AD for Internal Operations/SWA
- 15.4.4 The Associate AD for Internal Operations/SWA will notify the Head Coach when their schedule is approved and will provide the Head Coach and Senior Staff the final draft of the SAF. Contracts will be then be secured. After securing the necessary contracts each member of Senior Staff will be responsible for dissemination to their appropriate reporting areas for public disclosure. (Media Relations, Marketing, Compliance, Athletics Academic Services, Sports Medicine, Game Management Personnel, Ticket Office, Equipment Managers, Venue Operators, Business Office, TV/Radio Personnel, etc.)
- 15.4.5 The Assistant AD for Operations or their designee is responsible for sending and receiving all competition contracts related to competition scheduling. All competition contracts, whether initiated by UND or the opponent, will be provided to the appropriate head coach for review, signature and date and the head coach will return all copies to the Assistant AD for Operations or their designee. The Assistant AD for Operations or their designee will then provide the contract to the AD for review, signature and date and the AD will return all copies to the Assistant AD for Operations or their designee. Assistant AD for Operations or their designee will send the appropriate originals to the opponent. The official department copy is then retained on the department Athletics Share drive (S:). The Head Coach, Associate AD for Internal Operations/SWA, Associate Athletics Director for External Operations, Assistant AD for Marketing, other applicable offices will be informed via distribution of the final SAF (dated, marked final and initialed) when the process is complete.

## **15.5 Cancellation or Postponement/CHANGE of Home and Away Games Competitions**

To efficiently notify all of the individuals who need to be aware of the cancellation or postponement of **Home and Away Games Competitions** the main responsibility will be

taken by the Athletics Administration. However, each Head Coach must take the responsibility of communicating those changes to the administration in a timely and thorough manner.

All conference events will be rescheduled unless otherwise decided by the Conference Commissioner. Every effort will be made to reschedule postponed events; however, this may be impossible at times. The Director of Athletics, in consultation with Senior Staff Athletics Administrators and the Head Coach, will make the final decision after a thorough review of how the change will affect all support groups. Academic and budget considerations as well as safety and transportation availability will be an important part of that review process.

### **Proper Steps:**

15.5.1 A member of the coaching staff must notify the Associate AD for Internal Operations/SWA of any desired change to the home or away competition schedule\* and the justification/reason. Coaches should also include all pertinent information as to how any travel plans will be impacted.

\*change to schedule = any time change, date change, geographic location change, or venue change to a road game or home game

15.5.2 The Associate AD for Internal Operations/SWA will inform Senior Staff and Athletics Director of the desired change.

15.5.3 Senior Staff will then inform appropriate personnel in their reporting chain of the desired change – any issues will be reported back to the Associate AD for Internal Operations/SWA.

15.5.4 When appropriate, the Associate AD for Internal Operations/SWA will provide the appropriate conference offices the *Schedule Change Request Form* for their review and approval.

13.5.5 The Associate AD for Internal Operations/SWA will notify the appropriate coaching staff member when their schedule change is approved and will provide Senior Staff the final version of the changes for dissemination to their appropriate reporting areas for appropriate action. (Media Relations, Marketing, Compliance, Academic Services, Sports Medicine, Game Management Personnel, Ticket Office, Venue Operators, Transportation, Equipment Managers, Business Office, TV/Radio Personnel, etc.)

## **16. PRIMARY FACILITIES ASSIGNED BY SPORT**

### **Fall Sports**

M Football

M & W Cross Country

W Volleyball

### **Practice**

Memorial Stadium

FPJC &

Additional off-street areas

BESC

### **Home Contest**

Alerus Center

UND Golf Course

BESC

W Soccer	Bronson Field & Adjacent Fields	Bronson Field
<b>Winter Sports</b>	<b>Practice</b>	<b>Home Contest</b>
M & W Basketball	BESC	BESC
M Hockey	REA	REA
M & W Indoor T/F	FPJC, Memorial Stadium & Adjacent Fields	Indoor - FPJC
<b>Spring Sports</b>	<b>Practice</b>	<b>Home Contest</b>
M & W Golf	Kings Walk	Kings Walk
M & W Outdoor T/F	FPJC, Memorial Stadium & Adjacent Fields	Outdoor - None
W Softball	Apollo Park	Apollo Park
M & W Tennis	Choice Center	Choice Center

## 17. ATHLETICS TICKETS POLICY

The policies delineated below apply to those sports for which admission is charged by the Athletics Department and a ticket is required in order to gain admission (e.g., Men's Hockey, Women's Hockey, Football, Men's Basketball and Women's Basketball, Volleyball).

Those Athletics Department events which do not require tickets (excluding special events) are:

- Men's and Women's Cross Country
- Men's and Women's I/O Track and Field
- Softball
- Women's Soccer
- Women's and Men's Tennis
- Men's and Women's Golf

### 17.1 Student-Athletes (member of actual team competing in the event – including redshirt, injured, etc.)

All eligible student-athletes may designate a maximum of four individuals to receive a complimentary admission to a home event in which they are participating. These admissions are through a pass list and the individuals must sign in at the site of the event.

In accordance with NCAA regulations, student-athletes will not be personally issued tickets for home events in their respective sport. Complimentary admissions for distribution by eligible squad members is through a pass list at the actual event site. No tickets may be issued prior to a competition.

17.1.1 Volleyball & Basketball: Squad members report names of their guests on the ACS system. No names added after the deadline are allowed. All eligible squad members may request a maximum of four (4) tickets per contest for most contests but that number may change depending on the contest.

17.1.2 Football and M. Hockey: Squad members report names of their guests on the ACS system. No names added after the deadline are allowed. All eligible squad

members may request a maximum of four (4) tickets per contest for most contests but that number may change depending on the contest.

- 17.1.3 Other UND Student-Athletes -- Per NCAA rules, complimentary tickets may not be issued to student-athletes who are not participants in the event. All student-athletes are admitted to all UND athletic events as tickets are available, except men's hockey, by using their current I.D. For men's hockey, student-athletes must follow the same purchasing procedures as all other students at the University of North Dakota. This information can be found at [www.undsports.com](http://www.undsports.com).

17.1.3.1 There are no complimentary admissions to post-season events for student-athletes not on the team involved in the post-season event.

- 17.1.4 Student-Athlete Admission as a Spectator  
All UND student-athletes are encouraged to attend as many Athletics Department sporting events as possible during the year to help support fellow programs. All UND students are admitted at no charge to all athletic contests (limited to the size of the student section), with the exception of men's hockey and all post-season events.

SOCCER, SOFTBALL, TRACK & FIELD, CROSS COUNTRY, GOLF & TENNIS: These are non-ticketed events. Admission is free for anyone.

FOOTBALL, W & M BASKETBALL, VOLLEYBALL: Student tickets are available the week of each event from both UND box office locations. The UND Box Office at The Ralph Engelstad Arena is open from 10am – 6pm M-F and from 10am – 2pm on Saturday. The UND Athletics Student Ticket Office, located on the main level of the Memorial Union, is open M-F from 8am-4pm unless otherwise noted. For games on weekends, any remaining available student tickets may ONLY be picked up on-site at the student ticket window (Alerus Center for Football, Betty Engelstad Sioux Center for Volleyball & W/M Basketball). You must present a valid student ID when picking up a ticket.

MEN'S HOCKEY: Season tickets are available for men's hockey, as well as single game tickets. Information regarding the distribution process will be made available to all students prior to student tickets going on sale. Single game tickets can only be purchased through each student's **Green and White** account. Details on how to access and use this account are provided in length on the student ticket page on [www.undsports.com](http://www.undsports.com).

As a UND student and per NCAA rules, you must have a ticket for admittance to any contest in which your team is not participating. Using access cards or any other means of access to a facility for a ticketed sport (for which you are not participating) is a NCAA violation.

Please note that additional information regarding shuttle bus transportation, season tickets, tailgate parties, and other ticket information can be found at [www.undsports.com](http://www.undsports.com).

#### 17.1.5 Student-Athlete as a Participant

In sports in which tickets are sold (Football, Volleyball, Men's and Women's Basketball, and Men's Hockey) student-athletes on these squads are given the opportunity to provide complimentary admissions (via pass list) for their guests within guidelines set by the NCAA. These complimentary tickets are requested by the student-athlete for friends and family through the ACS system. UND may provide four complimentary admissions per home or away contests to a student-athlete in the sport in which the individual participates (either practices or competes). However, four complimentary tickets are not always available for away contests.

Compliance staff will educate teams on how to request tickets for their guests for home and away contests prior to the start of each sport season. Teams will request tickets through ACS and compliance will monitor all requests forward approvals to the ticket office for ticketing.

## 17.2 Tickets for Recruiting (PSA's)

### **Complimentary Admissions**

PSA's can receive one complimentary admission for themselves and two additional complimentary admissions for their guests to home contests, for a total of 3 complimentary admissions that must be issued by pass list. No hard tickets are permitted to be given to prospects or their guests. No complimentary admissions will be given without the showing of a valid ID. School ID's are acceptable forms of identification. It is not permissible for coaches to leave or give tickets to visiting PSA's out of their personal allotment.

For football games on Saturday, all complimentary admissions requests need to be turned into the Compliance Office by TUESDAY at 4pm the week of the game for each sport wishing to provide admissions to their recruited PSA's.

For men's hockey games (Friday/Saturday), all complimentary admissions requests need to be turned into the Compliance Office by TUESDAY at 4pm the week of the game for the sport wishing to provide admissions to their recruited PSA's.

For all other complimentary admissions requests for sporting events scheduled during the week, all requests need to be submitted to the Compliance Office by 4pm TWO DAYS prior to the day of the contest.

*(The Complimentary Admissions Request form is found online.) Staffs will be billed for any requested tickets for PSA's that are not used for both football and men's hockey games unless the visit has been cancelled.*

### **PSA Complimentary Tickets for men's hockey two-game weekend series:**

Any prospective student-athlete may only attend one (1) hockey game per weekend series.



Any additional people who may be invited to attend hockey games as part of the recruiting experience (i.e. University faculty and/or staff, coaches' significant others, etc) whose tickets come from the recruiting allotment (as opposed to tickets purchased personally) may only attend one (1) game per weekend series. This does not apply to members of the coaching staff of the recruiting team (i.e. head coach may attend both games of a weekend series with 2 different PSA's).

**Group/Team Tickets Policy:**

Complimentary tickets cannot be requested for an entire team without the permission of the Director of Athletics. As a general rule, complimentary tickets should be used for a specific prospective student-athlete, not their entire team. Teams that would like to attend a UND sporting event at a discounted group rate need to contact the UND Athletics Director of Ticket Sales.

**17.3 Athletics Department Staff**

17.3.1 All salaried intercollegiate NCAA sport coaches, full time staff members, the FAR, Sports Medicine staff members who service sport teams, and salaried interns are eligible to receive two (2) complimentary tickets to each home football, volleyball, men's and women's hockey and men's and women's basketball game. However, tickets may be restricted for high profile and/or sold out events.

Football and men's hockey tickets must be pre-ordered via e-mail at: [tickets@theralph.com](mailto:tickets@theralph.com) or via a form provided by the Ticket Office. If ordering through email the following information should be included in the e-mail request: name, title and sport or department, event and date, number of tickets, name of person signing for tickets. You do not need to wait until the week of the game to order your tickets, but you must submit your request **no later than 12:00 p.m. on Tuesday** the week of the game. Football tickets will be available for pickup any time after 12:00 p.m. on Friday at the REA Box Office and at the UND Will Call Window at the Alerus the day of the game. Men's hockey tickets can be picked up after 12:00 noon on Friday and at the UND Will Call Window at REA on game days. Please be sure to bring a picture ID.

You do not need to order tickets in advance for basketball, volleyball and women's hockey except for games designated annually as high profile. An employee pass list will be given to the Ticket Office at the REA. You can sign for your tickets beginning at 12:00 noon the day prior to the game or, if tickets are still available, sign for them at the Will Call Window at the game.

Coaches and sport specific support staffs have the option of requesting season tickets for the sport they support, see the Complimentary Tickets section for that information.

Both season tickets and single game tickets are subject to taxation under IRS regulations. Complimentary single game tickets are taxable only if the game is a

Sell Out. If the game is not sold out, complimentary single game tickets are not taxable.

17.3.2 Coaches and Athletics Administrative Staff required to attend away contests will be provided complimentary tickets for those events upon request in a timely fashion.

17.3.3 Special Events/Post-Season Event tickets are available to Athletics Department Employees who are required to work those events. The disbursement and number of tickets will be determined by the Director of Athletics on an event-by-event basis.

#### **17.4 Complimentary Tickets**

Complimentary tickets will be issued by the ticket office as authorized by the Director of Athletics for the purpose of filling special requests and needs of special benefits to the Athletics Department and/or university. Requests can only be filled when requested, in writing, in a timely fashion.

##### **17.4.1 Military Complimentary Tickets**

At designated UND events, special offers of complimentary admission to military organization employees (Air Force, Army, Navy, Marines) will be available. Tickets must be picked up at the event after providing proper military identification. Tickets will be limited to the immediate family of the military employee.

##### **17.4.2 Season Complimentary Tickets**

Only the coaches and staff members from that sport will be permitted to be issued complimentary season tickets. All coaches and staff members will receive enough tickets to accommodate their immediate family (spouse, children). If additional tickets are necessary to accommodate a special request by a coach or staff members, the request for these additional season tickets must be approved by the Director of Athletics. Coaches and staff members are not to call the ticket office and make such a request. Tickets for postseason events must be purchased with alumni funds.

##### **17.4.3 Head Coaches Complimentary Tickets**

ALL single game complimentary admissions, regardless if they are part of a coach's contract, must be requested in writing (email acceptable) to the designated athletics department representative. The representative will confirm the Director of Athletics approval and then forward the requests to the ticket manager

##### **17.4.4 Complimentary Ticket Policies for competitor venue**

Head coaches in consultation with the athletics department will have the discretion to determine the distribution of any complimentary tickets for road games. PARENTS OF STUDENT-ATHLETES ARE NOT PERMITTED TO HAVE PRIORITY OVER ANY OTHER FAN FOR THE OPPORTUNITY TO

PURCHASE ADDITIONAL TICKETS MADE AVAILABLE FOR ROAD GAMES.  
(NCAA Bylaw 16.02.3)

**17.5 Championship/Postseason Events  
Conference Championship Tickets**

Unless the conference allows complimentary admissions to parents, the UND Athletics Department will not provide complimentary admission to parents of participating student-athletes. Head coaches may use their sport specific alumni account funds to purchase these admissions at their discretion if the department opts not to provide them.

**NCAA Championship Tickets**

The UND athletics department will purchase a maximum of 2 admissions per eligible, participating UND student-athlete to be used only by the parents of the participant. UND reserves the right to purchase and distribute these tickets only for the events in which UND competes. All parent admissions must be signed for at the event site. No hard tickets will be presented to anyone receiving complimentary tickets under this policy.

Any additional complimentary admissions purchased by the athletics department for spouses/families of staff are subject to the same policy as parent tickets.

**17.6 Media Credentials and Passes**

Media Pass issuance and control is the responsibility of the Assistant Athletics Director of Media Relations for all home contests. Only credentialed media are allowed court/field access. Parents/Guardians of student-athletes are not allowed to receive media passes.

**17.7 Group Admissions**

This is a special request admission that is in effect for designated home events. A special rate is available for this purchase and a specified time period is required to fill the order. Seating will be as designated by the Ticket Office.

**17.8 Will Call Tickets**

All tickets placed in the will call window will be prepaid or have guaranteed payment accompanying them. Payment is final whether tickets are used or not.

**17.9 Ticket Refunds**

There will be no refunds of tickets for any reason. Each ticket has a statement of policy regarding refunds, conduct codes, and other regulations.

**17.10 University of North Dakota Vice President's Tickets**

Upon request, each Vice President at UND shall receive two complimentary season tickets for all ticketed sports based upon availability. This request should be made to the Associate Athletic Director for External Operations.

**18. STRENGTH AND CONDITIONING**

**18.1 Mission Statement:** It is the mission of the Strength and Conditioning Department at the University of North Dakota to physically and mentally prepare the student-athlete for the

rigors of collegiate athletics. By implementing professionally designed, scientifically sound training programs that are designed specifically to reduce the incidence of injury and help each team and student-athlete reach their full athletic potential.

**18.2 Philosophy:** Our goal is to enhance the physiological systems and movement skills that are necessary for the development of athleticism. Scientifically designed and balanced programs are designed and implemented to decrease the incidence of injury and increase performance through a training year. Strength, power, speed and change of direction are measureable qualities of athleticism that we value. It is our belief that what occurs in the weight room and field transfers to the playing surface. We also believe in the importance of work ethic, attitude, accountability and mental toughness and that these qualities can be developed and enhanced through our strength and conditioning program.

### **18.3 Employment Standards**

#### **18.3.1 Attitude and Conduct**

All employees are expected to conduct themselves in a professional manner at all times. Employees are the department's most effective public relations resource. As an employee, create positive attitudes toward recreation and set an example for our patrons. Be on your best behavior at all times.

If you are working a sport alone, do not leave the workout unattended. Do not leave the workout in the hands of a student unless there is an emergency. No student-athletes are allowed to workout in any of our facilities unsupervised under any circumstances!

#### **18.3.2 Confidentiality**

All materials handled and conversations overheard in the office are strictly confidential and cannot be discussed outside the office with other students employed in the office, student-athletes or other coaches.

#### **18.3.3 Work Schedule**

Staff workout schedules are determined by their assigned teams training time. If a staff member does not have an early morning team, they are to be in the office by 8.00am, unless pre-approval is received by the head coach to come in at a different time.

Each team must have a set and written schedule. Any changes to the schedule must be approved by the head strength coach.

#### **18.3.4 Illness and Emergencies**

In the event of illness or other emergency, the staff member must notify his/her supervisor and make arrangements for a substitute. Such notification must take place prior to each scheduled work period. If you know in advance that you will be out for several days, communicate that information to the appropriate supervisor as soon as possible and secure a substitute.

### **18.4 Facility Rules and Guidelines**

- 18.4.1 All team workouts will be scheduled with their respective strength coach. These schedules will be posted in the weight room. It is the **student-athlete's responsibility** to make arrangements with their strength coach if there are any scheduling conflicts.
- 18.4.2 **NO ONE IS ALLOWED IN THE WEIGHT ROOM WITHOUT SUPERVISION OF STRENGTH STAFF PERSONNEL.** There will be no exceptions to this rule!
- 18.4.3 Prior to participation, student-athletes must get a medical physical and clearance from the UND sports medicine staff.
- 18.4.4 Only current UND student-athletes and former University of North Dakota student-athletes who have signed a waiver or current staff are allowed to use the facility.
- 18.4.5 Athletics Department personnel can use the facilities for personal workouts if they do not interfere with the needs of the student-athletes.
- 18.4.6 Student-athletes should show respect for staff, other student-athletes, equipment and facilities at all times.
- 18.4.7 Student-athletes should wear proper training attire, particularly shirts and athletic shoes, at all times. Only University of North Dakota clothing is acceptable. Cleats, flip-flops, and sandals are prohibited.
- 18.4.8 When you finish, you are required to replace your weights to their proper place. No weights are to be left on the bars or floor at any time.
- 18.4.9 The staff offices and telephones are off limits to student-athletes unless permission is given.
- 18.4.10 Student-athletes may not operate the weight room radio.
- 18.4.11 Student-athletes are to have a workout program card, follow it, and record data.
- 18.4.12 If a student-athlete has an injury that inhibits a portion of the workout, the student-athlete must receive a modified program outlining which movements are to be avoided and which ones may be substituted.
- 18.4.13 Student-athletes are required to use collars on the end of bars.
- 18.4.14 No one should squat outside the rack.
- 18.4.15 Bumper plates are required when outside the rack and on the platforms for power oriented exercise.
- 18.4.16 Student-athletes will not have cell phones in the weight room.

- 18.4.17 Student-athletes should utilize spotters at all times for all multi-rack and dumbbell exercises.
- 18.4.18 Student-athletes should immediately report any facility-related injury or facility/equipment irregularity to the supervisor on duty.
- 18.4.19 The on-duty supervisors have the authority over all weight room conduct and use of equipment, and may expel a student-athlete from the facility for failure to follow instructions.

These policies are subject to change at any time.

### **18.5 Weight Room Policy for Student-Athletes Who Have Exhausted Their Eligibility**

UND student-athletes who have exhausted their eligibility, but remain in school, may workout in any of the Athletics Department weight rooms. There will be no charge for these individuals. The student-athlete must sign a release of liability. This form can be found on the UND Athletics Department website.

Any University of North Dakota student-athlete who has exhausted his/her eligibility and has signed with an agent can request to work out with a UND strength coach on a one-on-one basis for a fee.

Any strength coach involved in one-on-one workouts for compensation must receive prior approval from the Director of Athletics before such workouts begin, in addition to obtaining a release of liability from the student-athlete.

## **19. DEPARTMENT OF SPORTS MEDICINE (Supplement Policy and EAPs included)**

### **19.1 Operating Philosophy**

The athletics professionals will defer responsibility for the medical management of the student-athlete to the Department of "Sports Medicine." This must be done in theory, principle, and fact.

### **19.2 Sports Medicine Personnel**

These professionals shall constitute the Department of Sports Medicine:

#### **19.2.1 Medical Director/Team Physician**

Based out of the Altru Family Medicine Residency Program and works with the student-athlete and athletics training staff to provide evaluation and treatment of injuries and illnesses. In the realm of medical decisions and policies, the Medical Director's decisions are final. The Medical Director is Dr. Greg Greek.

#### **19.2.2 Resident Physicians**

Based out of the Altru Family Medicine Residency Program. Assigned sports by the Medical Director in consultation with the Department Chair. They will provide coverage of sports and clinics within the athletics program as directed to ensure

comprehensive health care coverage. It is recognized that these experiences are to be utilized to enhance their educational preparation in sports injury care.

The Medical Director is Dr. Greg Greek. The Director of Sports Medicine can provide a current list anytime one is requested.

#### 19.2.3 Department Chair

Responsible to the Medical Director for all medical matters. The Department Chair will work with the Medical Director to ensure that quality health care and educational programs are developed and maintained. The Department Chair is responsible for all aspects of the Sports Medicine Department's operation, including scheduling, administration, budget, and education. The Director of Sports Medicine is Steve Westereng.

#### 19.2.4 Assistant Athletics Trainers

These people shall be BOC certified, have experience in sports medicine, and work closely with the Department Chair in all facets of the Sports Medicine program.

#### 19.2.5 Graduate Assistant Athletics Trainer

These people shall be BOC certified and be involved in pursuing an advanced degree. Their duties and experiences will be assigned by the Department Chair to allow them to realize their full potential. This will be in both the athletics and graduate assistant service areas.

#### 19.2.6 Student Athletics Trainers

These people are students who have been admitted to the athletic training educational program. They are working in the clinical portion of their academic program under direct supervision. The experiences they receive are designed to meet the BOC requirements for certification for athletic trainers.

#### 19.2.7 Team Orthopedic Consultants

These physicians are Board Certified Orthopedists who have a direct interest in the care of athletics injuries. Referral to these physicians will be made by the Department of Sports Medicine Staff.

#### 19.2.8 General Medical, Dental, and Allied Health Consultants

These professionals shall be specialists in their various areas of expertise who have an interest in athletics injury care and young adults. These people will be expected to be involved in the Department of Sports Medicine clinical and educational programs.

### 19.3 Administrative Responsibilities

19.3.1 The Chairman of Sports Medicine, Medical Director, and Director of Athletics and/or his/her designee should have representation in this program. This is to ensure that meaningful discussions can be carried on between these persons with regard to any concern which may arise.

- 19.3.2 Financial responsibility for the service portion of the Department of Sports Medicine shall be provided by the Athletics Department. Likewise, finances for the educational portion of the program will be provided by the Department of Sports Medicine.
- 19.3.3 The Director of Athletics and/or his/her designee, Chairman of Sports Medicine, Department Chair, and the Medical Director should be involved in the evaluation of personnel in the Department of Sports Medicine.
- 19.3.4 Physical Evaluations and General Procedures:
- In accordance with NCAA guidelines, all student-athletes must have a pre-participation medical examination their first year of competing at UND. An updated history and screening will be performed annually. These examinations will be completed by a member of the Department of Sports Medicine Athletics Training Staff and Team Physician(s) prior to participation in UND Athletics. *A student-athlete will not be allowed to participate in any practice/competition until the pre-participation exam is completed to the satisfaction of the University of North Dakota Team Physician and he/she is approved for participation.* Any coach who allows a student-athlete to participate without a proper physical examination is solely responsible for any and all injuries or accidents that occur.
  - All treatment and rehabilitation will be performed in the appropriate Department of Sports Medicine facility following a physician's direction.
  - Medical coverage of outside events (high school tournaments, track meets, invitational meets, etc.) cannot be provided unless a specific contract with the Department of Sports Medicine has been negotiated and agreed upon prior to the event.
  - Coverage of summer sports camps will be available if advance notice is given. In these cases an athletic trainer will be assigned and satisfactory financial reimbursement negotiated and cost for athletic training services will be negotiated prior to camp.

#### **19.4 Medical Coverage**

- 19.4.1 Team physicians and resident physicians will provide coverage for their designated sports as needed. They will also be available to hold a clinic in Hyslop Training room from during designated hours. These clinics allow for examination of acute injuries and follow-up examinations of existing condition. They will also foster better communication between physician, athletic trainer, coach and student-athlete and aid in the overall education of all parties involved.
- 19.4.2 The team physician and resident physicians will be available between 8:30am and 4:30pm, Monday through Friday, at the Altru Family Medicine Residency



Program. It is understood that student-athletes will be fit into the schedule in order to expedite their care as much as possible.

19.4.3 The team physician and resident physicians will see all injuries and illnesses during the daily clinic periods. Only emergencies will be seen immediately. It is understood that team physicians cannot be "on call" at all times.

19.4.4 Over-the-counter medication will be stocked and provided to student-athletes during the year as available.

19.4.5 Specific Physician Coverage

- All Sports:
  - Provide initial physical evaluation prior to competition.
  - Provide physical update prior to subsequent competition.
  - Provide coverage as required for all conference, NCAA and in some cases, invitational tournaments held on campus.
- Football:
  - Coverage of all home and away football games.
- Men's Hockey:
  - Coverage of all home hockey competitions.
  - Coverage of road competitions as physicians schedule allows.
- Basketball (Men's and Women's)
  - Coverage of all men's and women's home contests.

19.5 The Medical Director and Department Chair will be routinely involved in the evaluation of equipment from a medical protective standpoint.

#### 19.6 Expectations of Student-Athlete's

**Athletic Training:** Individuals requiring athletic training services will be expected to communicate with the athletic training staff in order to receive care. If an injury or illness occurs the athletic training staff needs to be notified at the time they occur. All individuals will be responsible for carrying out the prescribed treatment regimen as directed. If there are any questions/concerns the individual is expected to communicate those to the athletic training staff.

**Physical Therapy:** Individuals requiring physical therapy need to make an appointment, keep the appointment and to call the physical therapist if they are unable to make the appointment to reschedule. All individuals will be responsible for carrying out the prescribed treatment regimen as directed. If there are any questions/concerns the individual is expected to communicate those to the physical therapist. All individuals are expected to conduct themselves in a responsible and respectful manner.

If the individual cannot or will not comply with the expectations listed above, the coaching staff will be notified immediately.

## **19.7 Expectations of Coaching Staffs**

**Athletic Training and Physical Therapy:** Coaches with questions, comments, or concerns should communicate directly with the trainer or therapist assigned and should do so in an appropriate time frame. The best interest of the student-athletes health (competitive and lifelong) should be kept in mind at all times when making decisions. As stated in the NCAA Sports Medicine Handbook “Decisions that affect the current or future health status of a student-athlete who has an injury or illness should only be made by a properly credentialed health professional” and “coaches must not be allowed to impose demands that are inconsistent with guidelines and recommendations established by sports medicine and athletic training professional organizations.”

## **19.8 Treatment of Injuries and Illness**

Student-athletes participating in athletics undergo a risk of injury. In most instances these injuries can be treated by the athletics training staff but certain cases need to be referred to a physician. Student-Athletes have the responsibility to report all athletically related injuries and illnesses to a member of the Sports Medicine staff at the time they occur. The team physician and resident physicians will see all injuries and illnesses during the daily clinic hours, 8:30am to 4:30pm at the Altru Family Medicine Residency. Only emergencies will be seen immediately. Treatments are administered only upon the Team Physician's or a Certified Staff Athletics Trainer's approval. All treatments are performed until the medical staff determines that further treatment is no longer required. It is also recommended student-athletes also report non-athletic related injuries to the Sports Medicine staff. Following initial evaluation, the student-athlete will be treated and/or referred as indicated. (See medical referral policy below.) However, in cases of non-athletic related injuries, expenses will be the responsibility of the student-athlete.

## **19.9 Medical Referrals**

A student-athlete who is in need of further medical care will be referred to a physician or specific medical personnel by a Certified Athletics Trainer or Team Physician. The student-athlete will be given a medical referral form in the Athletics Training Room. The student-athlete will take the necessary form(s) to his/her appointment and return it to the Athletics Trainer with pertinent instructions and signature of the attending physician or health care provider. All referrals are to be returned immediately following the appointment.

All medical referrals must be pre-approved by a Certified Staff Athletics Trainer.

A medical referral form **MUST** accompany each student-athlete to the care provider. This is done **ANY** time a student-athlete is referred, regardless of when the injury occurred.

All medical referral forms **MUST** include the student-athlete's insurance information.

Prescription medication also needs a Medical Referral form to authorize charging to the UND Athletics Department. Preference should be given to Student Health Pharmacy or Altru Family Medicine Residency Pharmacy. All receipts or invoices for charged medication must be returned with the yellow copy of the medical referral form.

Referrals will be made to appropriate medical professionals who have an established relationship with the UND Department of Sports Medicine and UND Department of Athletics. These consultants are well trained in the field of sports medicine and understand the special needs of the student-athlete. By adhering to the medical referral guidelines, our student-athletes are provided the most expeditious and efficient health care. *A student-athlete who is seeking medical care outside of our department will not be allowed to participate until deemed able in writing from his/her personal physician; then reviewed and cleared for participation by the UND Team Physician.*

Expenses incurred from prescriptions or appointments without proper referral will be the responsibility of the student-athlete and his/her family.

### **19.10 Insurance Coverage**

The University of North Dakota Department of Athletics and Department of Sports Medicine strongly recommend that all student-athletes carry primary medical insurance.

Like most universities within the NCAA, the UND Department of Athletics asks that the parents of student-athletes use their personal insurance as "primary" coverage for medical expenses. It is strongly recommended that parents maintain medical coverage for their son or daughter to cover non-athletically related injuries or illnesses as the Department of Athletics will not assume responsibility for those expenses.

Student-athletes are requested to provide current insurance coverage information prior to participation along with their physical paperwork. The Department of Athletics administration has the right to withhold a student-athlete from participating in any athletic activity until the Department of Athletics has received a completed questionnaire.

Due to increasing health care costs, many families have opted for insurance coverage through a Health Maintenance Organization (HMO) or a Preferred Provider Organization (PPO) involving a specific primary care physician or treatment program. These plans have strict regulations that may directly affect the services allowable to student-athletes from our Team Physician or other medical consultants. It may be necessary for you to contact your insurance provider to change the primary physician/hospital/clinic for your son or daughter to those located through Altru Health Systems.

### **19.11 Insurance Coverage for International Students**

Per State Board of Higher Education Policy #505, all international student-athletes are required to carry the group health and accident insurance plan approved by the Chancellor from the time of their registration at an institution under the jurisdiction of the Board of Higher Education until termination or completion of their studies. As a result, all international student-athletes are billed the health insurance charge at the beginning of the academic year. The health insurance charge must be paid prior to or upon arrival at the University of North Dakota. This university mandated insurance will be billed as "primary" coverage for medical expenses. (Citizens of Canada and Norway are exempt from the policy of having the university mandated coverage as they have coverage through their countries.)

In the event that a student-athlete has coverage in their home country (Canada and Norway are included in this) that coverage will be billed as "primary" coverage for medical expenses. It is important that parents recognize that their medical coverage for their son or daughter will also be needed to cover non-athletically related injuries or illnesses as the Department of Athletics will not assume responsibility for those expenses.

**SPECIAL NOTE TO ALL INTERNATIONAL STUDENT-ATHLETES:** Provincial Medical Insurance Provider or Plans may have regulations that may directly affect the services allowable to student-athletes from our Team Physician or other medical consultants. It may be necessary for you to contact your insurance provider to change the primary physician/hospital/clinic to those located through Altru Health Systems or another provider in Grand Forks, ND. This should be done prior to the student-athlete arriving on campus.

### **19.12 Medical Bills**

Student-athletes incurring medical expenses as a result of participation in University of North Dakota athletic-related events should follow the procedure below with regard to the handling of their medical bills.

- All athletic injury claims will be initially filed with the student-athlete's primary insurance coverage and all medical bills will be sent directly to the athlete.
- The primary insurance will issue an explanation of benefits (EOB) stating payment or denial of charges.
- If a balance remains after your personnel medical insurance has contributed towards the claim, send the EOB from the insurance company and a copy of the bills incurred to: UND Department of Athletics Medical Bills
- *in sending the EOBs to UND is necessary before any balance due charges will be paid.*
- Charges that are not paid by the student-athlete's primary insurance will then be considered by UND's athletics insurance.
- Once the University of North Dakota Department of Athletics receives all pertinent information (EOB, medical bills) payment will then be processed. This process can take up to 4-6 weeks.

**Medical expenses to be paid by the Department of Athletics will be honored only if the following procedure(s) are followed:**

- The injury or illness occurred during supervised practice, conditioning or competition.
- The student-athlete was seen by a member of the Department of Sports Medicine.
- The student-athlete was referred by a member of the Department of Sports Medicine.
- A specialist or outside consultation was recommended by a member of the UND Department of Sports Medicine.
- All medical bills have been submitted to the student-athlete's primary health insurance in accordance with personal insurance mandates. Additional information may be requested by the insurance company therefore follow-up may be required by the student-athlete and/or the family. Because of HIPAA privacy laws limiting information that can be communicated between Athletics and insurance companies, it is the family and/or student-athlete's responsibility to provide all the information that the personal insurance company requires in the time frame mandated by that company.

The UND Department of Athletics does not assume any financial responsibility for medical treatment obtained without a referral from a Certified Staff Athletic Trainer or Team Physician. If you desire medical attention *other* than that provided by the UND Sports Medicine staff for injuries occurring as described, you may do so at your own expense, including seeking a second opinion outside of the UND Department of Sports Medicine network.

**The UND Department of Athletics assumes *NO* financial responsibility for:**

- Injuries or conditions received prior to the first required UND athletics department team activity/meeting or the first day of classes at UND, whichever comes first (i.e., pre-existing conditions or injuries). In some cases it may be necessary for a student-athlete with a pre-existing condition be evaluated by our Team Physician to determine the participation status of the student-athlete. This evaluation **will** be the financial responsibility of the UND Department of Athletics; however, any further recommended treatment will be the financial responsibility of the student-athlete.
- Injuries or conditions not incurred in a supervised practice or during intercollegiate contests. Examples include, but are not limited to, injuries occurring during intramurals, inside a residence hall room, or at campus events.
- Any medical expenses for which you were not referred by a member of the Sports Medicine staff or Team Physician.
- Any medical expenses incurred for treatment or medical attention **other** than provided by the UND Department of Sports Medicine and its network of sports medicine professionals (including seeking a second opinion for medical care)
- Required or elective surgery in which an injury or illness (received as a student-athlete at this university) is not the direct cause of athletic participation (i.e. appendectomy, bone tumor, wisdom tooth extraction, tonsillectomy, etc.).
- Injuries and illnesses that are not reported as noted above. Retroactive injuries occurring after graduation or departure from the university will not be considered.

**19.13 Medical Expenses occurring *AFTER* graduation or completion of athletic eligibility**

In certain circumstances medical expenses may be incurred following the conclusion of participation or eligibility of the student-athlete. These expenses **will** be the financial responsibility of the UND Department of Athletics provided that the injury or illness occurred **as a result of /during** the student-athlete's participation in intercollegiate athletics at the University of North Dakota and these expenses occur within 2 years of the student-athlete's completion in intercollegiate athletics at UND. The procedures for expenses incurred during participation as outlined above **must** also be followed for expenses incurred after participation to be considered by UND Department of Athletics.

**19.14 Other Medical Expenses:**

**Medications**

Medications as prescribed due to injuries or illnesses resulting from competition or practice will be paid by the Department of Athletics after insurance submission.

### **Dental Injuries**

Dental expenses related to injuries resulting from competition or practice will be paid by the Athletics Department after insurance submission.

### **Eye Care**

Eye care and corrective devices are permissible expenses by the NCAA for a student-athlete upon the approval of the Director of Athletics. The UND Department of Athletics will be responsible for replacement of corrective devices damaged during competition or organized practice.

### **Orthotic Devices**

Orthotic devices needed for the correction of structural deformities will be the responsibility of the student-athlete. Orthotic devices and braces needed as a result of an injury sustained during athletic participation for UND will be the responsibility of the Department of Athletics after insurance submission.

### **Nutritional Services**

Nutritional assistance is available upon request.

## **19.15 Supplement Policy (as presented to coaches and student-athletes)**

The University of North Dakota does not condone the use of supplements and/or ergogenic aids and they are not to be provided to you, the student-athlete, by Athletics Department personnel without permission from the Chair of Sports Medicine or a Team Physician. Before consuming any nutritional/dietary supplement product, review the product and its label with your athletics department staff. Dietary supplements are not well regulated and may cause a positive drug test. Any product containing a dietary supplement ingredient is taken at your own risk. It is also important to remember that nutritional supplements are regulated by NCAA Bylaw 16.5.2(g). All coaches and staff are required to consult with the Compliance Office prior to providing a student-athlete any nutritional supplement to ensure that the product meets the NCAA restrictions. Per Bylaw 16.5.2(g) only the following categories of supplements are permitted to be provided to student-athletes: vitamins and minerals, energy bars, calorie replacement drinks (for example, Ensure, Boost), and electrolyte replacement drinks (for example, Gatorade, Powerade, etc.). If the product contains more than 30 percent calories from protein, then it is not permissible to provide to student-athletes. In summary, Coaches and staff are required to get permission from the Director of Sports Medicine or Team Physician as well as from the Compliance Office before providing supplements to any student-athlete. This ensures that you are being provided permissible and safe nutritional supplements.

It is important for you to remember that **YOU will be held responsible for every substance that enters your body**. UND, its agents, servants, trustees, and employees disclaim liability and will not be held liable for any detrimental and temporary or permanent defects caused by past, present, and/or future use of ergogenic aids and/or nutritional supplements in any form by student-athletes. The risks and dangers of using supplements are best described in the NCAA Sports Medicine Handbook which includes the following information:

*Nutritional and dietary supplements are marketed to student-athletes to improve performance, recovery time and muscle-building capability. Many student-athletes use nutritional supplements despite the lack of proof of effectiveness. In addition, such substances are expensive and may potentially be harmful to health or performance. Of greater concern is the lack of regulation and safety in the manufacture of dietary supplements. Many compounds obtained from specialty “nutrition” stores and mail-order businesses may not be subject to the strict regulations set by the United States Food and Drug Administration. Therefore, the contents of many of these compounds are not represented accurately on the list of ingredients and may contain impurities or banned substances, which may cause a student-athlete to test positive. Positive drug-test appeals based on the claim that the student-athletes did not know the substances they were taking contained banned drugs have not been successful. **Therefore, student-athletes should be instructed to consult with the university’s sports medicine staff before taking ANY nutritional supplement.***

*Student-athletes should be aware that nutritional supplements are not limited to pills and powders; “energy” drinks that contain stimulants are popular. Many of these contain large amounts of either caffeine or other stimulants, both of which can result in a positive drug test. Student-athletes should be wary of drinks that promise an “energy boost,” because they may contain banned stimulants. In addition, the use of stimulants while exercising can increase the risk of heat illness.*

*The NCAA subscribes to the Resource Exchange Center (REC). The REC ([www.drugfreesports.com/rec](http://www.drugfreesports.com/rec)) provides accurate information on performance-enhancing drugs, dietary supplements, medications, new ingredients and validity of product claims, and whether a substance is banned by the NCAA. This services is provided 24 hours a day via a password-protected website for all NCAA member schools and their student-athletes and athletics personnel. To access the REC, go to [www.drugfreesports.com/rec](http://www.drugfreesports.com/rec). The password is ncaa1.*

The American Dietetic Association (ADA) offers the following advice.

*To determine if a supplement is safe and useful, well-planned and controlled research is required. But, there are some red flags of junk science to look out for. To help protect your body and your wallet, be wary of any supplement that:*

- *Boasts that it is quick and easy*
- *Uses testimonials from “real users” to promote its benefits*
- *Claims it's right for everyone*
- *States it has been used for millions of years*
- *Belittles the medical or scientific community*
- *Has a secret formulation.*

**As a student-athlete, YOU should take every precaution to ensure that you are not taking any substance that will harm you, will prevent you from participation, or that may result in a positive drug test. This means that you should be checking with the Compliance Office and a member of the Sports Medicine Staff prior to taking any nutritional supplements.**

If you are interested in meeting with a **dietitian for nutritional education** on weight gain, weight loss, or performance enhancement, that service is available. Please make the request through the Chair of Sports Medicine or through a member of the Sports Medicine staff.

#### **19.16 Athletics Department Emergency Medical Action Plans (EAPs)**

The UND Department of Sports Medicine and the UND Strength and Conditioning prepare and update Emergency Medical Action Plans (EAPs) annually. Because the Athletics Department utilizes multiple facilities, the Sports Medicine EAP has two parts. The first part is a universal policy to care for an injured student-athlete regardless of facility. The second portion of the plan is facility specific. This includes ambulance access to the facility, phone location, AED location, and specific directions based on the individual facility. The Strength and Conditioning emergency medical plan is applicable to all strength and conditioning facilities.

The Sports Medicine EAP is reviewed annually by the Chair of the Department of Sports Medicine. The plan is also reviewed following an emergency situation to determine effectiveness and possible improvements to the plan. When reviewed, this plan seeks input based on area of expertise from Team Physicians, Athletic Training staff members and emergency medical personnel at Altru Health Systems. Although the focus of the plan is directed toward the Department of Sports Medicine staff, it can and should be carried out by anyone. It is because of this reason this plan is used for practices, contests, and out of season workouts.

**The Sports Medicine EAP is posted in each athletic training room.** It is presented and explained to the coaches annually in a fall semester coaches meeting by the Chair of the Department of Sports Medicine or the Deputy Director of Athletics/SWA. In addition, coaches and staff are given copies of the plans in print format and/or electronically via their UND email in the fall semester of each year. The plans are given to all student-athletes via their UND email from the office of the Chair of the Department of Sports Medicine or the office of the Deputy Director of Athletics/SWA. Please note that email is the official method of communication at UND.

**The Strength and Conditioning EAP is posted in each athletic strength and conditioning facility.** It is presented and explained to the coaches annually in a fall semester coaches meeting by the Director of Strength and Conditioning or the Deputy Director of Athletics/SWA. In addition, coaches and staff are given copies of the plans in print format and/or electronically via their UND email. The plans are given to all student-athletes via their UND email from the office of the Director of Strength and Conditioning or the office of the Deputy Director of Athletics/SWA. Please note that email is the official method of communication at UND. The Strength and Conditioning EAP is reviewed annually by the Director, Department of Sports Medicine and the Director of Strength and Conditioning.

**EAPs for each facility used by UND Athletics are available from the Chair of the Department of Sports Medicine or the Deputy Director of Athletics/SWA.** If the facility has an athletic training room in the facility, the EAP is posted in that room. Regardless if



there is a training room in the facility or not, coaches and staff are given copies of the plans in print format and/or electronically via their UND email in the fall semester of each year. The plans are also given to all student-athletes via their UND email.

### **19.18 Concussion Management Plan**

The UND Department of Sports Medicine prepare and update a Concussion Management Plan annually. This plan provides the response of the University of North Dakota's Department of Sports Medicine to the NCAA mandate concerning evaluation and treatment protocol for student athletes who have sustained a concussion. The entire concussion plan is available from the sports medicine staff and can be found on the website at [UNDsports.com](http://UNDsports.com) on the Sports Medicine page.

## **20. PREGNANCY/PARENTING POLICY (as presented to Student-Athletes and Coaches)**

### **General Statement:**

The objective of this policy is to create a positive atmosphere in which a student-athlete can feel secure and fully understand that they are putting nothing at risk by disclosing a pregnancy or related health conditions. UND complies with federal law and does not discriminate on the basis of pregnancy and other temporary medical disabilities. UND and its employees shall not condemn or show any ill will towards any student-athlete who becomes pregnant or because of the decisions the student-athlete makes while participating in a sport. Athletics staff, coaches, trainers, and all other personnel will not make any statements, recommendations, or give personal opinions regarding the choices of a pregnant student-athlete. At UND, we want to help every student-athlete achieve her academic goals while protecting her physical and psychological health and the health of her pregnancy.

### **General Pregnancy Rights:**

Student-athletes' right to privacy is the same for pregnancy as it is for any other personal medical information. The student-athlete should be assured that her medical information will be kept confidential unless she gives permission to release the information. If a student-athlete has seen a healthcare provider for diagnosis of pregnancy, she should be aware that she is protected by confidentiality and that the health care provider cannot inform anyone else of the pregnancy without her permission. If athletics trainers, coaches, or other Athletics Department staff members are informed, they will also keep this information confidential unless given permission to do otherwise.

### **How to continue training and competing:**

- If a student-athlete is pregnant and wishes to continue in their sport, the Athletics Department will help the student-athlete assemble a support team. It could include an obstetrician or maternal health care provider, a coach, an athletics trainer and/or team physician, a university academic advisor, an Athletics Department academic advisor, a mental health counselor, an Athletics Department administrator or others as needed or requested.
- The support team will monitor the student-athlete's physical and mental health as well as her academic progress, and will assist with reconditioning and the student-athlete's safe return to competition if that is what the student-athlete desires. Medical clearance from a licensed physician during the pregnancy and after delivery is needed to ensure the student-athletes safe return to athletics.

- If the student-athlete is not already under the care of a suitable licensed physician with obstetrical privileges one will be recommended by the team physician. A pregnant student-athlete must be under the care of a licensed physician.
- If a student-athlete miscarries, or chooses to terminate the pregnancy, she should not return to participating in athletics until such participation is approved by a physician.
- It is important to note that the Athletics Department always reserves the right to withhold a student-athlete from athletic participation to protect the student-athletes and/or unborn child's health.

### **What happens to your team membership?**

- As long as a student-athlete is in good academic standing with the university and does not voluntarily withdraw from her team, federal law protects a student-athlete's membership on a team. This would include access to services provided to other student-athletes with **athletically related** injuries or temporary disabilities, such as academic tutoring, training table, medical services, and rehabilitation services, among others.
- Medically necessary absences due to pregnancy from team activities are considered excused absences. Federal law also requires granting student-athletes as much leave as is medically necessary and to reinstate that student-athlete to active team membership.
- It is important to note that a student-athlete may have to earn back her specific playing position that was achieved before the pregnancy.

### **What happens to your athletics grant-in-aid:**

- As long as she is in good academic standing with the University and she does not voluntarily withdraw from her team, it is against federal law to withdraw or reduce her athletics grant-in-aid in the event of your pregnancy, childbirth, conditions related to pregnancy, false pregnancy, termination of pregnancy, recovery from pregnancy or parental or marital status during the term of the award.
- Federal law also requires the granting of as much leave as is medically necessary and to renew the athletics grant-in-aid under certain circumstances.
- Renewal of the athletics grant-in-aid for the future academic year will be evaluated in accordance with established UND Athletics Department procedures for athletics grant-in-aid renewals.
- Finally, NCAA bylaws allow a female student-athlete to apply for an additional year of eligibility if her athletic career is interrupted by pregnancy. (NCAA Bylaw 14.2.1.3)

### **What is covered by your medical insurance?**

The Athletics Department will cover athletically related medical expenses and provide the same health benefits provided to other student-athletes as long as it is determined one can participate. Expenses relating to pregnancy, delivery, and post-natal care will be the student-athlete's responsibility and should be submitted to your insurance. Insurance and medical bills relating to pregnancy are not covered by the Athletics Department.

### **What if you are a male student-athlete whose partner becomes pregnant?**

Obviously, you won't be affected by physical changes associated with pregnancy. However, you may suffer psychological stress, have concern about the health of your

pregnant partner and her pregnancy, and question your readiness for fatherhood and the personal and financial obligations you face. You may disagree with your partner about the pregnancy, whether to carry the pregnancy to term or to terminate the pregnancy. We encourage you to take advantage of our counseling services and join in any decision-support team your partner may have formed. You should also know that Title IX also protects you from being discriminated against because of your partner's pregnancy or your status as a parent.

## **21. SAFETY GUIDELINES FOR COLLEGE CHEERLEADERS**

Because of their vital role in spectator enthusiasm, support, and control, the cheerleaders are considered to be a valuable asset to the athletics program. In order to have a squad exemplify the highest of standards, annual try-outs will be held each Spring semester to choose the squad for the following year. Squad members will have access to the Sports Medicine facility, Strength Complex, and insurance coverage. An advisor will be approved annually, by the Director of Athletics and/or his designee, and will be responsible for the training of the squad, arranging of transportation, budgeting, and discipline of the squad. The advisor is directly responsible to the Associate Director of Athletics for External Operations. The cheerleader advisor will adhere to the guidelines as adopted by the University of North Dakota, the Conferences and the Department of Athletics. In addition, recommended guidelines are adapted from the American Association of Cheerleading Coaches and Administrators (AACCA) and the advisor will be AACCA certified to ensure the highest level of safety is being practiced. All cheerleading skills, including tumbling, partner stunts, pyramids, jumps and tosses should be carefully reviewed and supervised by a qualified and knowledgeable advisor or coach. The American Association of Cheerleading Coaches and Administrators makes no warranties or representations, either expressed or implied, that their guidelines will prevent injuries to individual participants. For the most recent safety rules and information, visit <http://cheerrules.com/aacca-college/>.

## **22. THE JEANNE CLERY ACT & CONSENSUAL RELATIONSHIPS**

### **Jeanne Clery Act**

The University of North Dakota is in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly known as the Campus Security Act. For a paper copy of the Annual Security Report, contact the UND Police Department, P.O. Box 9035, Grand Forks, ND 58202-9035, call 701.777.3491, or see <http://und.edu/discover/files/docs/annual-security-report.pdf>. The Annual Security Report is also provided to all UND employees and students via email and as part of the *University Letter*.

### **Consensual Relationships**

The University of North Dakota discourages consensual relationships, i.e., amorous, romantic, or sexual relationships, between faculty and students, staff and students, supervisors and subordinates, and students who have an authority relationship over other students. This policy is in effect when one individual has a control, power, authority, or responsibility position over another. UND expressly prohibits any form of sexual harassment of employees and students when a previous consensual relationship ceases to exist or such a relationship is rejected by one of the parties.

If the parties do engage in a consensual relationship as defined above, the person in the authority position is obligated to report the relationship to his or her department head or supervisor immediately. Failure to report the relationship or any significant delay in reporting may be cause for disciplinary action. Documentation of the reporting and any subsequent actions taken by the department head or supervisor, such as advising the parties of the potential for sexual harassment charges if the relationship ends, is required.

<http://und.edu/affirmative-action/discrimination-harassment.cfm>

When a consensual relationship exists between Athletics Department employees, graduate interns/assistants, volunteers, and other affiliates (team physicians, athletics trainers, radio/tv announcer, video coordinator, etc.) and student-athletes, it not only leaves one vulnerable to a charge of sexual harassment, it could lead to possible violations of NCAA legislation regarding extra benefits (Bylaws 16.02.3 and 16.11.2). It should be noted that it is generally impermissible for coaches, staff members, student-workers, etc., to provide anything of value (i.e., meals, gifts) to student-athletes, regardless of the two persons' relationship.

Questions or concerns about consensual relationships can be directed to the Director of Athletics, the Deputy Director of Athletics/SWA, the Human Resources Office, UPD, or the Equal Employment Opportunity/Affirmative Action Office.

Student-athletes and Athletics Department employees can refer to the policy on the EEO/AA website at <http://und.edu/affirmative-action/policies.cfm> or <http://und.edu/affirmative-action/discrimination-harassment.cfm>. The policy can also be accessed through UND's *Code of Student Life* in section 1-2 (<http://und.edu/student-affairs/code-of-student-life/>). Always refer to the on-line Code of Student Life for current information as this Code information is subject to change.

## 23. SEXUAL HARRASSMENT and SEXUAL VIOLENCE

**Sexual harassment** is harassment, whether between individuals of the same or different sex, which includes unwelcome behavior or conduct of a sexual nature that is made, either explicitly or implicitly, a condition of an individual's education, employment, or participation in university-sponsored programs or activities or the submission to or rejection of such behavior or conduct is a factor in decisions affecting that individual's education, employment, or participation in university-sponsored programs or activities. **Sexual harassment** may include, but is not limited to, unwelcome sexual advances, sexual coercion, or assault, rape, cyber stalking and/or cyber bullying and any other verbal or physical conduct that creates an intimidating, hostile or offensive working, living, or academic environment in any University activity or program. Acts of sexual violence are covered by Title IX and are addressed in the *Code of Student Life* and the *Annual Security Report*.

*As stated in the Code of Student Life, "UND will not tolerate sexual offense(s). Offenders maybe subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings. Sexual violence is a form of sexual harassment and services are available to students who experience sexual violence in sexually violent situations, UND is committed to provide crisis intervention measures and a campus judicial response for the complainant and the accused; to refer students to criminal authorities; and to educate and promote discussion on*

*interpersonal abuse and violence issues. The University's process does not preclude adjudication under state law.”*

REVISION RECORD

August 1, 2012 - Published

More information on sex offenses can be found in the Finance & Operations Policy Library, Section 6, Public Safety, Policy 6.13, Preventing And Responding To Sex Offenses.

<http://und.edu/finance-operations/files/docs/6-13-preventing-responding-to-sex-offenses.pdf>

**In addition to reporting options found in Policy 6.13**, victims of sexual violence may report crimes to UPD or to a designated Campus Security Authority (CSA) and/or a Responsible Employee. CSAs include the Dean of Students or designee, Director of Athletics or Deputy Director of Athletics/SWA, Head Coaches, Paid Assistant Coaches, Athletics Trainers, other Athletics Department employees, Program Director of Student Involvement or designee, Director of Residence Life and Education or designee. These designated individuals have significant responsibility for student and campus activities and as such, are provided notice by UND as to the extent of their responsibility and how to report statistics and crimes. A Responsible Employee includes any employee: who has the authority to take action to redress sexual violence; who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX coordinator or other appropriate school designee; or whom a student could reasonably believe has this authority or duty. Athletics department CSAs and/or Responsible Employees should immediately report crimes and complete a Crime Statistic Report Form or a Sexual Assault Form (located on the University Police website). Complaints and/or reports will be forwarded by the CSA and/or Responsible Employee to appropriate campus department offices for review and potential action. Such complaints must not and will not be addressed solely by the Athletics Department. Please reference the *Code of Student Life* and/or the websites and individuals below for more information on Sexual Violation Protocols and Harassment.

NOTE: The University of North Dakota academic/and other department heads are required to report to the Affirmative Action Office complaints of discrimination or harassment (including sexual harassment). To report any and all incidents, please complete the [Discrimination/Harassment Department Reporting Form](#). This form and additional information can be found on the website at <http://und.edu/affirmative-action/harassment.cfm>.

Individuals you can contact regarding harassment, sexual harassment and violence include but are not limited to:

- University Police Department, 777.3491
- Cara Halgren, Associate Vice President for Student Services/Dean of Students, 777.2664, [cara.halgren@email.UND.edu](mailto:cara.halgren@email.UND.edu)
- Kara Helmig, Associate AD for Internal Operations/SWA, 777.5585, [kara.helmig@UND.edu](mailto:kara.helmig@UND.edu)
- William Chaves, Athletics Director, 777.2993, [william.chaves@UND.edu](mailto:william.chaves@UND.edu)
- Kay Mendick, Director of the Women's Center, 777.2952, [kay.mendick@email.UND.edu](mailto:kay.mendick@email.UND.edu)
- Connie Frazier, Executive Director of Housing and Dining, 777.4254, [connie.frazier@UND.edu](mailto:connie.frazier@UND.edu)
- Donna Smith, Director of EEO/Affirmative Action Officer/Title IX Coordinator, University of North Dakota, Twamley Hall Room 401, 264 Centennial Drive, Stop 7097, Grand Forks, ND 58202-7097; 701.777.4171, [UND.affirmativeactionoffice@UND.edu](mailto:UND.affirmativeactionoffice@UND.edu)

Websites are as follows:

<http://und.edu/finance-operations/university-police/>

<http://und.edu/student-affairs/code-of-student-life/>

<http://und.edu/student-affairs/dean-of-students/sexual-violation-protocols.cfm>

<http://und.edu/affirmative-action/harassment.cfm>

<http://und.edu/title-ix>

<http://www.cviconline.org/>

<http://und.edu/discover/files/docs/annual-security-report.pdf>

<http://und.edu/student-disclosure-information/student-consumer-information.cfm>

<https://www.notalone.gov/>

Offices for resource include but are not limited to:

- Equal Employment Opportunity/Affirmative Action Office, 777.4171
- Dean of Students Office, McCannel Hall room 180, 777.2664 (during business hours)
- Care Team, 777.3491 (after business hours)
- University Police Department, 777.3491
- Community Violence Intervention Center (CVIC), 746.0405 (main office)
- CVIC on-campus confidential advisor, 777.6550
- CVIC Crisis Line (answered 24/7), 746.8900

Always refer to the on-line Code of Student Life for current information as this Code information is subject to change.

## 24. HARASSMENT & DISCRIMINATION POLICY

### **Notice of Nondiscrimination**

The University of North Dakota (UND) is committed to the principle of equal opportunity in education and employment. UND does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, genetic information, creed, marital status, veteran's status, political belief or affiliation or any other status protected by law. Pursuant to Title IX of the Education Amendments of 1972, UND does not discriminate on the basis of sex in its educational programs and activities, employment and admission. UND will promptly and equitably investigate reports of discrimination or harassment and take disciplinary action as appropriate.

Retaliation in any form against a person who reports discrimination or participates in the investigation of discrimination is strictly prohibited and will be grounds for separate disciplinary action.

The University's policies and procedures for complaints of discrimination or harassment are found at <http://und.edu/affirmative-action/files/docs/discrimination-harassment-policy-procedures.pdf> or in the University's *Code of Student Life* at <http://und.edu/student-affairs/code-of-student-life/>.

Concerns regarding UND's equal opportunity and nondiscrimination policies, including Title IX, Title VI, Title VII, ADA, and Section 504 may be addressed to Donna Smith, Director of Equal Employment Opportunity/Affirmative Action and Title IX/ADA Coordinator, 401 Twamley Hall, 264 Centennial Drive Stop 7097, Grand Forks, ND 58202-7097, telephone 701.777.4171, email

[und.affirmativeactionoffice@UND.edu](mailto:und.affirmativeactionoffice@UND.edu) or [donna.smith@UND.edu](mailto:donna.smith@UND.edu) or visit the website at <http://und.edu/affirmative-action/>. A complaint or concern regarding discrimination or harassment may also be sent to the Office for Civil Rights, U.S. Department of Education, 500 West Madison, Suite 1475, Chicago, IL 60611 or any other federal agency.

**Discrimination** is defined under applicable federal and state law. In general, unlawful discrimination means failing to treat people equally based, at least in part, on status that is protected under applicable law or policy. **Harassment** is a specific form of discrimination. It is unwelcome behavior and may take the form of oral, written, graphic or physical conduct. Harassment creates a hostile environment when it is sufficiently severe, persistent or pervasive to interfere with or limit the individual's ability to participate in or benefit from academic pursuits, employment, or participation in university-sponsored programs or activities. Please reference <http://und.edu/affirmative-action/harassment.cfm> for additional policy and reference information.

**Retaliation** occurs when an adverse action is taken against an individual for engaging in protected activity. Protected activity consists of:

1. opposing conduct reasonably believed to constitute discrimination, including harassment, that violates a discrimination statute or that university or UND policy prohibits; or
2. filing a complaint about such practice; or
3. seeking an accommodation under this policy; or
4. testifying, assisting, or participating in any manner in an investigation or other proceeding related to a discrimination complaint.

*The University of North Dakota does not tolerate harassment or discrimination. If you feel you have been harassed or discriminated against, please report the incident to the Director of Equal Employment Opportunity/Affirmative Action. If University officials receive a report of harassment or discrimination, the University will promptly investigate the matter and take disciplinary action, when appropriate, in accordance with the University's procedures — as detailed in the full harassment policy.*

*Retaliation in any form against any person who reports harassment/discrimination, brings a complaint charging harassment/discrimination, or participates in the harassment/discrimination complaint process, is strictly prohibited. A provision identifying the range of penalties that may be considered when the University determines an individual engaged in harassment or discrimination is included in the full harassment, discrimination and retaliation policy. The full harassment policy and grievance procedure may be found at: <http://und.edu/affirmative-action/> or in the University's Code of Student Life at <http://und.edu/student-affairs/code-of-student-life/>.*

#### REVISION RECORD

August 1, 2012 – Published

Language approved by AAO/Title IX Coordinator April 2014

Always refer to the on-line Code of Student Life for current information as this Code information is subject to change.

NOTE: The University of North Dakota academic/and other department heads are required to report to the Equal Employment Opportunity/Affirmative Action Office any complaints of discrimination or harassment (including sexual harassment) that they have handled. To report any and all incidents, please complete the [Discrimination/Harassment Department Reporting Form](#). This form and additional information can be found on the website at <http://und.edu/affirmative-action/harassment.cfm>.

Equal Opportunity/Affirmative Action Policy Statement as stated in the *Code of Student Life*:

### ***Employment***

The University of North Dakota practices a policy of non-discrimination in recruiting, hiring, and promoting all of its employees – faculty, staff, and students. It is committed to administering all personnel actions including, but not limited to, demotion, transfer, use of facilities, treatment during employment, rates of pay or other forms of compensation, selection for training, lay off, or termination without regard to race, color, national origin, religion, sexual orientation, gender identity, genetic information, sex, age, creed, marital status, veteran's status, political belief or affiliation, or physical, mental, or medical disability unrelated to the ability to engage in activities involved with the job. The University of North Dakota actively supports an affirmative action program in order to provide equal employment and educational opportunity in all areas: academic, supportive, and construction.

<http://und.edu/affirmative-action/discrimination-harassment.cfm>

### ***Educational Programs and Activities***

It is the policy of the University of North Dakota that there shall be no discrimination against persons because of race, religion, age, creed, color, sex, disability, sexual orientation, gender identity, national origin, marital status, veteran's status, or political belief or affiliation, and that equal opportunity and access to facilities shall be available to all. This policy is particularly applicable in the admission of students in all colleges and in their academic pursuits. It is also applicable in University owned or University approved housing, food services, extracurricular activities, and all other student services. It is the guiding policy in the employment of students either by the University or by outsiders through the University and in the employment of faculty and staff.

<http://und.edu/affirmative-action/discrimination-harassment.cfm>

### ***North Dakota State Policy Against Discrimination***

*(North Dakota Century Code Section 14-02.4-01)*

*It is the policy of this state to prohibit discrimination on the basis of race, color, religion, sex, national origin, age, the presence of any mental or physical disability, status with regards to marriage or public assistance, or participation in lawful activity off the employer's premises during non-working hours which is not in direct conflict with the essential business-related interests of the employer; to prevent and eliminate discrimination in employment relations, public accommodations, housing, state and local government services, and credit transactions; and to deter those who aid, abet, or induce discrimination, or coerce others to discriminate.*

REVISION RECORD

August 1, 2012 – Published

This information can be found at <http://und.edu/student-affairs/code-of-student-life/>.



## 25. HAZING POLICY

**Hazing will not be tolerated** and could result in Athletics Department and/or University disciplinary action/sanctions. All possible Athletics Department sanctions are at the discretion of the Athletics Department Administration (Athletics Director or Senior Staff Member) and/or the Head Coach as described and explained on the signature pages at the beginning of the Student-Athlete Handbook and within the General Student-Athlete Responsibilities section of the handbook.

Hazing activities include, but are not limited to: physical brutality; sleep deprivation; exposure to the elements; confinement in a small space; excessive, forced or harmful consumption of food and/or beverage combinations; humiliating or shameful acts; or any violation of criminal codes.

Student-athletes and Athletics Department coaches/staff should also refer to UND's *Code of Student Life* for information on the university's policy. <http://und.edu/student-affairs/code-of-student-life/files/codepdfs/2/2-4.pdf>. In addition, student-athletes and Athletics Department personnel can contact the UPD, the UND Affirmative Action Office or the Dean of Students Office for more information on hazing and university, city, state, and federal policy.

Always refer to the on-line Code of Student Life for current information as this *Code* information is subject to change.

## 26. SOCIAL NETWORKING SITES

The Athletics Department understands the popularity and usefulness of social networking sites such as MySpace, Facebook, Twitter, YouTube, Instagram etc. that facilitate student-athletes communicating with other students and supports their use by UND student-athletes provided:

- No offensive or inappropriate pictures as determined by the Director of Athletics and/or his designee.
- No offensive or inappropriate comments as determined by the Director of Athletics and/or his designee.
- Any information placed on the website(s) does not violate federal or state laws, university policies, athletics department or team policies;
- Photos and/or comments posted on these sites do not depict inappropriate team related or university identifiable activities (including wearing/using team uniforms or gear inappropriately);
- Violations of University policy (e.g., harassing language, university alcohol or drug policy violations, etc.) or evidence of such violations in the content of online social websites are subject to investigation and sanction under the UND *Code of Student Life*, UND's Athletics Department Student-Athlete Handbook and other policies. They are also subject to the authority of law enforcement agencies.

Examples of inappropriate and/or offensive social media content include, but are not limited to the following: content targeting underrepresented, minority, disabled, or disenfranchised populations, derogatory language, profanity, obscene or sexual comments and/or gestures, and language that is hostile, harassing, abusive, prejudicial, disrespectful, insulting, or vulgar.

### **Monitoring and Safety:**

**The Athletics Department requires that student-athletes allow their head coach or designated coaching staff member, as well as members of the athletics administration,**

**access to all social networking sites that they join.** The Athletics Department requires that each head coach must designate at least one member of their coaching staff who is responsible for having access to and regularly monitoring the content of the team members' social networking sites and postings. **The Athletics Department has a Facebook friend "Joe Sport," who student-athletes are required to be "friends" with on Facebook.**

**A student-athletes failure to adhere to the social media policy could result in Athletics Department disciplinary action/sanctions.** All possible Athletics Department sanctions are at the discretion of the Athletics Department Administration (Athletics Director or Senior Staff Member) and/or the Head Coach as described and explained on the signature pages of the Student-Athlete Handbook which is posted online at <http://www.fightinghawks.com/>.

Student-athletes must remember that they are representatives of the University. Please keep the following guidelines in mind while participating on social networking sites:

- Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site(s) and is completely out of an individual's control the moment it is placed online – even if access is limited to the site.
- Do not post any information, photos, etc. online that could embarrass you, your family, your team, the Athletics Department or the University. This includes information that may be posted by others on your page.
- Never post your local address, pictures of your home, cell phone number or class schedule. Student-athletes could be the target of predators.
- Be aware that potential employers and internship supervisors view these sites as a way of screening applicants. In addition, many graduate programs and scholarship committees also search these sites to screen applicants.

All student-athletes should also refer to UND's *Code of Student Life* for information on the University's policy. (<http://und.edu/student-affairs/code-of-student-life/>)

UND Athletics (Media Relations, Compliance and AAS) is more conscious of content on student-athletes' social sites due to recent NCAA cases involving social sites. Not to mention our general concerns for student-athlete safety and future employment.

For content that is a **major concern, student-athletes will be formally notified via UND email (and copy and/or call your coach) that they have 24 hours to remove the offensive content or we will remove them from practice until it is removed.** This is done in writing and is a formal process that includes follow up by our offices at the 24 hour mark to ensure the content has been removed. The Department of Athletics is very consistent in the types of things we scan sites for in these more problematic cases: potential violations of NCAA rules (ex: extra benefit and academic issues), federal, state and local laws (ex: underage drinking, nudity, harassment, discrimination), and violations of departmental policy (ex: skipping classes, embarrassing and problematic content, possible *Code of Student Life* or *Annual Security Report* Violations).

However, in addition, Athletics Department personnel sometimes find content that is **minor in nature** that reflects poorly on the student-athlete and the athletics department. Items/content that are in "bad taste" will be forwarded to the head coach for his/her action. **In these minor content cases, the coach decides whether they require the content to be removed.** There

is no further action taken to recheck the site or content. Administration will simply forward to the coach for their review and possible action. There is no follow up from administration.

Monitoring social media is a necessary action. Playing for a Division I program, and the University of North Dakota, is a privilege. There are certain sacrifices student-athletes may have to make to keep that privilege. The Department's goal is to help student-athletes project the best image possible to help the student-athlete in the future, and to protect the image of the athletics programs, and the University.

## **27. ALCOHOL/DRUGS/PARAPHERNALIA POLICY**

University of North Dakota(UND)prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, use, or sale of alcoholic beverages, controlled substances, and illegal drugs on campus. The impairment by alcohol or drugs of any student or employee while participating in an academic function, or of employees when reporting for work or engaging in work –during normal work hours or other times when required to be at work—is also prohibited. UND employees and students are required to abide by all federal and state laws, local ordinances, State Board of Higher Education policies, and other related requirements regarding the consumption or possession of alcoholic beverages, controlled substances, and illegal drugs.

Full policy can be accessed at:

[http://und.edu/finance-operations/ files/docs/6-4-alcohol-drugs.pdf](http://und.edu/finance-operations/files/docs/6-4-alcohol-drugs.pdf) .

UND student-athletes are expected to abide by local ordinances and state and federal laws along with State Board of Higher Education policies regarding the consumption or possession of drugs and the consumption or possession of alcoholic beverages both on and off-campus.

All student-athletes are held accountable to the standards set forth in UND's *Code of Student Life* (<http://und.edu/student-affairs/code-of-student-life/>). For more information, student-athletes should also reference the *Annual Security Report* ([http://und.edu/discover/ files/docs/annual-security-report.pdf](http://und.edu/discover/files/docs/annual-security-report.pdf)).

## **28. TOBACCO FREE UND**

The University of North Dakota tobacco-free campus policy provides a healthy working and learning environment. The use of tobacco is prohibited within university buildings, parking structures, walkways, arenas, in university or state fleet vehicles, and on university owned property, not otherwise leased to another organization. (Certain university-owned properties have been leased to other organizations and, as such, these properties are not covered under this UND policy. Tenants of such properties are encouraged to establish tobacco-free worksite policies for their own employees.) Otherwise, this policy applies to all faculty, staff, students, contractors, vendors, and visitors at all UND sites.

In support, the University of North Dakota provides comprehensive tobacco cessation and prevention services (see <http://und.edu/health-wellness/healthy-und/tobacco-free-und/tobaccocessationoptions.cfm>).

Tobacco use includes the possession of any lighted tobacco product, or the use of any oral tobacco product.

Full policy can be accessed at:

<http://und.edu/health-wellness/healthy-und/tobacco-free-und/undtobaccofreepolicy.cfm>

In addition, NCAA Bylaw 17.1.8 states, *the use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.*

## **29. STUDENT-ATHLETES AS SUBJECTS IN “STUDIES” OR “RESEARCH”**

Any activity of student-athletes related to “studies” or “research” has to be approved by the Deputy Director of Athletics/SWA in advance. At the request of the Deputy Director of Athletics/SWA, a committee of professional individuals that includes athletics personnel, the FAR and medical personnel, will review each request from a safety/wellness, compliance, medical, and paperwork/protocol standpoint. The committee will provide their feedback to the Deputy Director of Athletics/SWA who will make a decision in consultation with the Athletics Director. There are liabilities, risk management, and compliance issues involved as well as student-athlete well-being issues that must be addressed in advance. Coaches and staff are not permitted to commit a team or any team members to any activities of this nature without approval. Coaches and/or research designers/requestors should be prepared to present any documentation requested (waivers/consent form with all risks and benefits, release of responsibility form, IRB approval for human subjects, copy of the research proposal, under 18 parental permission form, copy of results of research, any external vendor/agency must be declared and cleared and accepted from compliance, sports medicine approval for invasive type studies/procedures or ingestion, pay/cash issues, hours of commitment -may be “countable” hours, etc.). Participation by the student-athlete must always be voluntary.

## **30. EXCEPTION TO POLICY**

Any exception to policy must be authorized in advanced by the Director of Athletics using the “Request for Exception to UND Athletics Policy”. This form can be obtained from the Athletics Department Office Manager.

# **IV. COMPLIANCE**

## **1. DELINEATION OF RESPONSIBILITIES FOR NORTH DAKOTA ATHLETICS NCAA COMPLIANCE PROGRAM AND GENERAL NOTIFICATION ITEMS**

### **1.1 Recruitment of Prospective Student-Athletes**

Coaches identify and communicate with prospective student-athletes (PSA’s) regarding adherence to all NCAA regulations. All telephone communication, evaluations, and contacts must be logged. All recruiting logs are subject to review by the Compliance Office at any time and must be kept in coaches’ offices and logged in ACS. The head coach is responsible for the accuracy of all staff logs and for ensuring that their staff members submit required paperwork as directed.

The Compliance Office is responsible for entering all required data for PSA’s into CAi. Coaches must provide the PSA’s name, date of birth, and address for entry.

After identifying PSA's for official campus visits, coaches submit a **Permission to Recruit/Official Visit/National Letter of Intent (PR/OV/NLI)** form to the Compliance Office. Transcripts and test scores must be submitted with this form. After receiving approval, coaches may initiate visit itineraries.

After all Official Visits, coaches must submit the proper expense analysis forms to the Athletics Business Office with student host form, mileage reimbursement form, PSA's itinerary, and on-campus recruiting form. The Deputy Director of Athletics/SWA must review all expenses and the Associate Athletics Director for Compliance must approve expenses before reimbursement is disbursed.

When a coach decides to offer a scholarship, the approved **PR/OV/NLI** form is completed with scholarship information and taken to the Compliance Office. After the supervisor confirms that funds are available, the paperwork is completed and sent by the Compliance Office. Signed NLI and scholarship paperwork is returned to the Compliance Office for proper disbursement.

Coaches must keep a log of all unofficial campus visits. The Unofficial Visit form must be submitted within 48 hours of the unofficial visit. These should include itineraries if campus meetings were scheduled. Complimentary admission requests must be submitted via ACS to the Compliance Office who will approve the admissions and submit to the ticket office for approval.

Coaches should continue to monitor the EC status of incoming student-athletes via emails from Compliance. Coaches may also ask for preliminary transcript evaluations from the list of approved core courses using the Prospective Student-Athlete Transcript Review Request Form.

## **1.2 Sport Rosters and Squad Lists**

Head Coaches must submit initial team rosters to the Compliance office by July 1 for the following academic year. Coaches should continue to update these over the summer as changes occur. Email requests for additions and deletions are preferred.

The Compliance office will conduct initial team meetings in August with all teams and coaches. All required NCAA forms will be completed and UND athletics rules and regulations from the Student-Athlete Handbook/Planner are discussed. Following these meetings, compliance compiles team lists that indicate whether a student is eligible for practice or workouts with information on the status of forms completion and from sports medicine on physicals. The lists are sent to the entire coaching staff, sports medicine, conditioning staff and equipment staff so that all are informed as to who is eligible for practice. This data is also updated in CAi compliance staff. No student-athletes are allowed to compete unless all forms are properly completed and on file in the Compliance Office. The Compliance Office will inform head coaches of any ineligible student-athletes. Coaches may check the Compliance Assistant (CAi) program for eligibility status in addition to the team lists that are emailed out to each staff as updated. As students are added to rosters following tryouts, the Addition to Roster form is required to be submitted to ensure the student completes all steps to be eligible for practice and competition and is added to the

roster. Once the form is received the student is added to CAi rosters and cleared for workouts as possible.

### 1.3 Tryout/Walk-on Process

To be eligible for a tryout, students must be either enrolled in a full-time course of studies or if the tryout happens before school has started, the student needs to be admitted to the University of North Dakota to begin school in the upcoming semester.

The student wishing to tryout for any team holding open tryouts must complete and submit two forms prior to the beginning of his/her tryout.

[Tryout Information Sheet](#)

[Tryout Release Waiver](#) or [Tryout Release Waiver for under age 18](#)

The candidate for tryout must also **complete and pass a physical with their personal doctor and take a sickle cell solubility test during this physical. The student will be required to produce proof of physical and sickle cell test results prior to being approved for participation in team tryouts. Both the physical and sickle cell test are at the student's expense.**

As students are added to the roster the Compliance Office enters the following information for each student-athlete (with input from the coaches) on the Compliance Assistant software (CAi): name, social security number, date of birth, gender, ethnicity, recruited status, Eligibility Center qualification status, core GPA, ACT and/or SAT test score, date of first full-time college attendance, date of first UND attendance, sport(s), years of financial aid awarded, seasons of competition used (in each sport), transfer status, residence requirement, international student-athlete paperwork completed, full time enrollment status, Drug Testing Consent and Student-Athlete Statement forms signed, eligibility status, academic standing, and year of studies. The amount and types of all financial aid awarded (including non-athletic aid), individual full grant amounts, and cost of attendance is entered into CAi by the Student Financial Aid Office Liaison and that data is checked for accuracy by the Compliance Office before the 3<sup>rd</sup> week of classes each semester.

The Compliance Office forwards copies of team rosters to the Registrar's Office to begin eligibility checks via CAi.

NCAA mandated squad lists are run at the start of practice and on the first day of competition in the Compliance Office. These are continually updated during the academic year as financial aid and roster changes are made.

### 1.4 Annual Eligibility Certification

UND athletics is integrated into the fabric of the UND campus. As such the academic certification of student-athletes is a function of the Registrar's Office on campus. The academic certification team includes athletics personnel (Associate Athletics Director for Compliance and Director of Athletics Academics Services) but is led by the Registrar, who is accompanied on the team by the FAR and Assistant Registrar. As such, the UND

Registrar updates all written policies and procedures regarding eligibility certification. This information is updated annually.

The Registrar's Office Assistant Registrar runs team rosters on CAi to begin initial eligibility and continuing eligibility checks in early summer. The eligibility officer reviews the status of all student-athletes listed on sport rosters. Priority is given to sports with the earliest competition dates.

### **Initial Eligibility**

For annual eligibility certification, the Assistant Registrar runs team rosters on CAi to begin eligibility checks in early summer. The Eligibility Officer, Suzanne Anderson, reviews the status of all student-athletes listed on sport rosters. Priority is given to sports with the earliest competition dates.

### **New Freshmen:**

During the prospective student-athlete's senior year, at the time the UND coaching staff begins recruitment, the compliance office will collect high school records to evaluate for an initial eligibility screening. This screening allows coaches to make informed decisions throughout the recruiting process about prospects and their future ability to be eligible as a freshman at a Division I institution. Once the preliminary initial eligibility evaluation is done, this evaluation is communicated to the coaching staff from the Compliance Office and is used as part of the recruiting process with the prospect. The coaching staff communicates the prospect's status to the student and informs the prospect of their likelihood of collegiate initial eligibility. This occurs prior to an official or unofficial visit or scholarship offer by the program. Once a prospect commits to UND by signing a scholarship offer or verbally committing as a walk-on student-athlete, the student continues to be tracked throughout their senior year by the Compliance Office to ensure that the prospect is making the adequate progress through the initial eligibility system or Eligibility Center. The Compliance Office communicates to the prospect and coaching staff any missing documents or unfinished tasks such as amateurism certification. Once the prospective student-athlete has completed both the amateurism and academic certifications within the Eligibility Center, the student is ready to certify for initial eligibility by the Registrar's Office during the fall of initial enrollment of the prospective student-athlete at UND. If the prospective student-athlete does not satisfy the NCAA initial eligibility standards and is deemed a non-qualifier then the Compliance Office will work with the coaching staff and prospective student-athlete on the possibility of doing an initial eligibility waiver. If the decision is reached to attempt an initial eligibility waiver then the Compliance Office works with NCAA Eligibility Center personnel on the submission of a waiver on behalf of the prospective student-athlete. Any approved waiver decisions are forwarded to the Registrar's Office in preparation for initial academic certification in that office.

For new freshman, the Assistant Registrar checks the initial eligibility status of each incoming freshman student-athlete through the NCAA Eligibility Center for both academic and amateurism qualifications.

### **Transfers:**

#### **Two-year transfer:**

The Assistant Registrar at the Registrar's Office verifies in the NCAA Eligibility Center if a student-athlete is a Qualifier or Non-Qualifier to determine eligibility. The Assistant Registrar in the Registrar's Office obtains a copy of the Transfer Eligibility form from the Compliance Office to verify the transferring student's educational and playing history. Based on official transcript for non-qualifiers verification is made of AA degree and 50 hours of transferable-degree credit toward a degree program with a 2.0 GPA and minimum of three semesters/four quarters academic residence, summer excluded. Based on official transcripts for Qualifiers verification is made of minimum one full-time semester/one full-time quarter academic residence, summer excluded and average of 12 hours transferable-degree credit toward a degree program per full-time semester/quarter attended and minimum 2.0 GPA. All transfers are checked for six credits of transferable English and three credits of math. All men's basketball transfers are checked for the physical education activity course transfer maximum of two credits for non-physical education majors. When appropriate, the declared major and progress toward degree at UND are verified.

#### Four-year transfer:

The Assistant Registrar obtains a copy of the One Time Transfer form from athletics. She verifies in CAi if student-athlete is competing in basketball, football or men's ice hockey at UND. If they are competing in one of these sports they must complete one academic year in residence at UND. If not, she then confirms that the student-athlete was in good academic standing and would be eligible at transfer institution. Assistant Registrar confirms progress-toward-degree requirements at UND based on transferrable degree credits and declared major. The Assistant Registrar then confirms that the terms of the one-time transfer exception are met, that the student was in good academic standing and would be eligible at his/her original institution. The Assistant Registrar then confirms progress towards degree requirements at UND based on transferable degree credits and declared major.

#### Four-Two-Four Transfer:

Based on official transcripts the Assistant Registrar verifies if student-athlete is returning to UND from which they transferred to the two-year college, six credits of transferable English and three credits of transferable Math, completion of 12 semester hours of transferable-degree credit with 2.0 cum GPA for each term of full-time attendance at the two-year college following transfer from the four-year college most recently attended, one calendar year has elapsed since transfer from the four-year college, and the student-athlete has graduated from two-year college. Otherwise student-athlete must complete one academic year in residence. Progress toward degree and major declaration is verified when appropriate.

#### Continuing Student-athletes

The following items are reviewed:

- Good academic standing
- Minimum of 18 hours successfully completed during the fall and spring terms and 6 hours passed in fall and spring.
- Successful completion of 24 degree credits in the previous 2 terms (up to six in summer if needed) for freshman year.
- A declared major on file with the Records Office by the start of the fifth semester of enrollment.
- The appropriate 40%/60%/80% of degree requirements met.\*



- The appropriate UND minimum GPA requirement met.
- The football requirement of 9 credits passed each fall for competition will be checked each semester.

An electronic degree audit has been developed by the Registrar's Office and is used to determine the 40%/60%/80% degree completion status of these student-athletes efficiently and accurately.

There is a meeting to sign each team's Official Eligibility List which includes the Associate AD for Compliance, Faculty Athletics Representative, University Registrar, Assistant Registrar and the Director of Athletics Academic Services. Any student-athlete potential concerns are discussed at this meeting. Signatures from the Registrar, Faculty Athletic Representative and Associate AD for Compliance are required on the Eligibility form.

Any student-athletes who have not passed the minimum of 6 degree credits or who have lost good academic standing are declared ineligible. Those student-athletes who become eligible are certified and submitted to the appropriate conference office via supplemental eligibility forms. Student-athletes with potential eligibility concerns for the following academic year are required to meet with the Athletics Academic Services staff. At this meeting they complete a form detailing their academic requirements to avoid future ineligibility. This form is reviewed and signed by the Assistant Athletics Director for Athletics Academic Services. A copy of this form is given to each Head Coach, the Deputy Director of Athletics/SWA, Associate Athletics Director of Compliance and the student-athlete by the Assistant Athletics Director for AAS.

### **Mid-Year Certification**

In December, after first term grades are posted, all student-athletes are checked for academic eligibility by the Registrar and Compliance office staff. A meeting is held with the Associate AD for Compliance, Faculty Athletics Representative, University Registrar, Assistant Registrar, and Director of Athletics Academic Services. Any student-athletes who have not passed the minimum of 6 degree credits or who have lost good academic standing are declared ineligible. Those student-athletes who become eligible are certified and submitted to the appropriate conference office via supplemental eligibility forms. Student-athletes with potential eligibility concerns for the following academic year are required to meet with the Athletics Academic Services staff. At this meeting they complete a form detailing their academic requirements to avoid future ineligibility. This form is reviewed and signed by the Assistant Athletics Director for AAS. A copy of this form is given to each Head Coach, the Deputy Director of Athletics/SWA, Associate Athletics Director of Compliance and the student-athlete by the Assistant Athletics Director for AAS.

### **End of Academic Year Eligibility Check**

The Assistant Registrar begins eligibility checks immediately upon receipt of spring semester grades for all continuing student-athletes. The following items are reviewed for each student-athlete:

- Good academic standing and satisfactory progress requirements.
- Minimum of 18 hours successfully completed during the fall and spring terms and 6 hours passed in spring.

- Successful completion of 24 degree credits in the previous 2 terms (up to six in summer if needed) for freshman year.
- A declared major on file with the Records Office by the start of the fifth semester of enrollment.
- The appropriate 40%/60%/80% of degree requirements met.\*
- The appropriate UND minimum GPA requirement met.
- The men's basketball student-athletes will be reviewed for the new Summer Access requirements under bylaw 13.11.3 and 17.1.6.2.1.

An electronic degree audit has been developed by the Registrar's Office and is used to determine the 40%/60%/80% degree completion status of these student-athletes efficiently and accurately.

During the final month of the spring semester, in order to be more proactive with the certification process, the Director of Athletics Academic Services will contact any student-athlete that is currently Undecided as a major or is listed as a 'pre'-major within a department. Specifically, this would be a student-athlete in sophomore standing who will be entering their junior standing the following fall semester.

A list of all continuing student-athletes who need additional credits during the summer term to maintain or regain eligibility is given to each head coach by the Associate Athletics Director for Compliance. These student-athletes are required to meet with the Athletics Academic Services staff. At this meeting they complete a form detailing the criteria necessary for each student-athlete to regain (or maintain) eligibility. This form is reviewed and signed by the Assistant Athletics Director for AAS. A copy of this form is given to each Head Coach, the Deputy Director of Athletics/SWA, Associate Athletics Director of Compliance and the student-athlete by the Assistant Athletics Director for AAS. Those student-athletes needing improved GPA's typically take summer coursework at UND. Student-athletes needing additional credit hours should have non-UND courses approved by the Registrar's Office in order to guarantee the hours will count toward eligibility certification. Each student-athlete taking summer term courses at UND to regain eligibility will meet bi-weekly (or weekly if deemed necessary) with a member of the AAS staff.

## **1.5 Financial Aid**

The Director of Athletics recommends overall scholarship budgets and allocation of scholarship funds for each sport. The Student Financial Aid and other appropriate campus offices determine the value of a traditional and amended full grant-in-aid

Each head coach submits a list of the recommended amount of athletic aid for each returning student-athlete to the compliance office by mid April. Any aid reductions or cancellations must be supported with written statements and all athletics department protocols for reduction or cancellation of aid must be followed. The athletics aid renewals are forwarded to the Student Financial Aid Office as they are signed by the student-athletes and returned to the Compliance Office for processing.

The Student Financial Aid Office is responsible for sending a detailed letter of the appeal procedures and deadlines, via UND email, to any student-athlete who is having their scholarship reduced, non-renewed or cancelled.

## 1.6 Degree Completion and Summer School Athletics Aid Policies

For more information on the Degree Completion Program see the Degree Completion Aid Section of this manual. Degree Completion aid awarding uses a non-discriminatory process. The aid is awarded based on eligibility status, previous aid received, academic progress, and grade point average. Funds are limited.

For information on Summer School Athletics Aid see the Summer School Aid section of this manual. Summer School aid awarding uses a non-discriminatory process. The aid is awarded based on previous aid received, academic need, academic progress, grade point average and other factors. Funds are limited.

## 1.7 Medical Non-Counter Status

**Per UND Athletics Department Policy, medical non-counters may only be extended their athletics grant-in-aid for one year (two semesters) and they must meet the criteria set forth in the Degree Completion Policy to receive that one year of aid.**

Coaches should not offer any assistance in any form beyond that time frame and should not present to the student-athlete that the degree completion aid is guaranteed.

*Per NCAA Bylaw 15.3.3.1.3, an institution cannot guarantee to a student-athlete that it will renew the student-athlete's athletics aid beyond the period of one-year, in the occurrence that the student-athlete is injured to the point that they accept the status of medical non-counter. Per Bylaw 15.3.3, the status of medical non-counter allows for a student-athlete to receive aid for a period of less than one-year if they have accepted the status of medical non-counter if based on criteria such as maintaining a certain GPA are not met. At this point the financial aid can be removed; however the student-athlete must be provided a hearing opportunity to appeal the aid decision.*

## 1.8 Non-Qualifiers - Information for Coaches

Non-qualifiers, while not common are a fact of life in Division I athletics. It is the Head Coaches choice whether to retain these individuals on your team roster (included in CAi database and all reports generated related to your team).

If the Head Coach opts to have a non-qualifier remain on their roster (in CAi and appearing on reports) then it is the Head Coaches responsibility to:

- Understand and recognize that the student-athlete is in fact part of the team and as such his/her actions represent the team and Athletics Department.
- Personally meet with the SA at the start of the fall semester to ensure that the student-athlete understands that all NCAA, University, Athletics Department (all policies outlined in the SA Handbook for example), Team, Federal, State, and Local rules/ordinances apply to them.
- A member of the coaching staff must meet with the SA at regular intervals during the academic year (no less than two times per semester).

Here are some of the pros and cons for the Head Coach to consider before making a final decision:

Pros:

- Allows for better assimilation into the intercollegiate athletics lifestyle through adherence to all policies and procedures in their first year.
- Allows the non-qualifier to feel as though they are a member of the team (which in fact they are if they are on a roster).
- Allows the non-qualifier to be monitored by AAS and Compliance in first year to ensure they get on track to be eligible and compliant at beginning of sophomore year.
- Allows the non-qualifier to utilize priority registration.
- Allows the non-qualifier to use AAS facilities and develop good study habits in their first year of study.
- Regardless of the non-qualifier's academic performance during the first year of enrollment, there is no impact on your team's APR as they are not permitted to be on athletics aid.
- Allows the non-qualifier to access UND strength and conditioning rooms and staffs to work out on a voluntary basis.

Cons:

- The non-qualifier could affect your team GPA if he/she is on your roster and performs poorly academically.
- Some non-qualifiers feel disenfranchised because they cannot practice or compete during that first year. This can lead to conduct and/or academic issues. Please keep in mind that a non-qualifier will remain on your roster for the entire academic year (unless he/she is removed from the roster through our formal protocols), and as such will represent your program and UND Athletics as a whole for that entire period.
- The non-qualifier is a representative of your team and this department. As such his/her actions are under our umbrella of responsibility.

The Compliance Office will provide you with Figure 14-1 from the NCAA manual. Figure 14-1 from the NCAA manual should be used as a guide of activities and benefits non-qualifiers can and cannot do during their first year of enrollment. These activities are communicated by compliance to the non-qualifier at the beginning of their enrollment should you choose to retain them on your roster. It is helpful if the coaching staff also reviews these "can's and cannot's" so that they are prepared to answer questions and deal with the non-qualifier throughout the year.

**Non-Qualifiers - Information for SAs**

It is the Head Coaches choice whether to retain a non-qualifier on the official team roster (included in CAi database and all reports generated related to the team).

If a non-qualifier remains on the team roster (in CAi and appearing on reports) then it is the students responsibility to:

- Understand and recognize that they are part of the team and as such his/her actions represent the team and Athletics Department.
- Personally meet with the Head Coach or a designated member of the Coaching Staff at the start of the fall semester (all policies outlined in the SA Handbook for example), Team, Federal, State, and Local rules/ordinances apply to them.

- The Head Coach or a designated member of the Coaching Staff must meet with the SA at regular intervals during the academic year (no less than two times per semester). It is also the responsibility of the student to ensure that these meetings take place.

The Compliance Office will provide you with Figure 14-1 from the NCAA manual. This grid can serve as a guide of activities and benefits non-qualifiers can and cannot participate in and receive during their first year of enrollment. These activities are communicated by the Compliance Office to the non-qualifier and the Head Coach at the beginning of their enrollment. It is expected that the Head Coach or a designated member of the Coaching Staff also reviews these “can’s and cannot’s” with the non-qualifier to ensure a full understanding of the rules.

## 1.9 Transfer Eligibility To UND

A coach must submit the name and current institution of any potential transfer student-athlete to the Compliance Office. A permission to contact letter is sent to the current institution. Coaches must not make any contact with the PSA until permission has been granted by the current or previous institution. Compliance will notify the recruiting staff once permission to contact has been granted by the student-athlete’s current institution.

Coaches may submit a transfer transcript to the Compliance Office for a preliminary evaluation (forwarded to Registrar or Admissions Office). Transfer transcript evaluation is only complete after a final official transcript has been received by the Registrar’s Office. Degree progress is then determined by the appropriate college certifying dean.

After a transfer commits to attending UND, the coach should notify the Compliance Office to send a Transfer Eligibility Verification form to the previous institution. This must be done after all coursework is completed.

## 1.10 Student-Athlete Permission to Contact and One-Time Transfer Exception Appeals Policy and Process

Student-athlete transfers sometimes occur in Intercollegiate Athletics and it is the student-athlete’s responsibility to properly withdraw from the University through the Registrar’s Office and the Housing Office. Failure to do so can result in charges to student-athlete accounts.

In general, when a student-athlete wants to leave one of our programs, the coaching staff and Athletics Department are able to accommodate the wishes of the student-athlete and grant “permission to contact” and/or a “transfer release” to the school of the student’s choice assuming NCAA and Conference legislation permits. Please note that Conference and NCAA legislation take precedence over UND Athletics Department policy. **In some cases the NCAA and The Summit League does not permit permission to contact nor do they allow the one-time transfer exception.** This UND policy/process cannot be used to counter NCAA or Conference legislation.

If a student seeks permission to contact (PTC) for another school to contact them regarding a possible transfer, the student-athlete is on notice that:

- a) UND staff will refer you to your coaching staff so that you may speak to them about your desire to explore the possibility of transferring;

- b) Seeking PTC could result in the loss of your position with the team and of your ability to use UND athletics facilities and services. The loss of access is determined on a case-by-case basis.

In addition, it is important to note that there are circumstances when a Head Coach may not wish to grant “permission to contact” and/or a “transfer release” for any number of reasons.

Per NCAA bylaw, all “transfer release” and “permission to contact” requests by the student-athlete must be put into writing, via their UND email, to the student-athlete’s Head Coach or Associate Athletics Director for Compliance. If UND fails to respond to the student-athlete’s written request via UND email within seven (7) business days, permission shall be granted by default and UND shall provide written permission to the student-athlete.

It is the Head Coach’s responsibility to notify the Associate AD for Internal Operations/SWA of the student-athlete’s request for “permission to contact” and/or “transfer release” within two (2) business days of receiving the written request from the student-athlete. The Head Coach does not have to make a decision on the request at this point, but must make a decision by the 7<sup>th</sup> business day from the original request date per NCAA rules.

If the Athletics Compliance Office does not receive a decision from the Head Coach, by the close of business (4:30pm) on the 7<sup>th</sup> business day following the student-athlete’s original request, the Athletics Compliance Office will grant “permission to contact” and/or provide the student-athlete with a “transfer release” at the opening of business (8:00am) the next day.

Our institutional hearing obligation relative to the one-time transfer is cited below from the NCAA Manual:

*14.5.5.2.10 One-Time Transfer Exception.*

*(d) If the student is transferring from an NCAA or NAIA member institution, the student's previous institution shall certify in writing that it has no objection to the student's being granted an exception to the transfer-residence requirement. If the student's previous institution denies his or her request for the release, the institution shall inform the student-athlete in writing that he or she, on request, shall be provided a hearing conducted by an institutional entity or committee outside of the athletics department (e.g., the office of student affairs; office of the dean of students; or a committee composed of the faculty athletics representative, student-athletes and nonathletic faculty/staff members). The institution shall have established reasonable procedures for promptly hearing such a request.*

Therefore, if “permission to contact” and/or the “transfer release” is denied by the Head Coach, the Associate AD for Internal Operations/SWA will notify the student-athlete in writing via their UND email account that “permission to contact” and/or the “transfer release” was denied. From the date of notification, that their request has been denied, the student-athlete has five (5) business days to request in writing that the Head Coach’s decision be reviewed by a Transfer Appeal Committee made up of 3 non-athletics

department personnel. The request must be sent in writing to the Associate AD for Internal Operations/SWA.

The Transfer Appeal Committee will be notified by the Associate AD for Internal Operations/SWA that they have a hearing pending and a meeting will be scheduled as soon as possible. This committee must conduct the hearing and notify the student-athlete of the decision within 15 business days of the student-athletes written request for a hearing per NCAA regulations.

Once the student-athlete makes the hearing request, s/he, as well as the Head Coach, will be provided detailed information about the hearing via their UND email and they will also be given a deadline to submit any documentation to the Associate AD for Internal Operations/SWA. The documentation can include, but is not limited to:

- The student's name, student's identification number, year in school, sport;
- Reasons for believing that the decision was fair or unfair;
- Copies of any relevant documents;
- Any additional information/documentation relating to the situation.

The documentation, from both parties, will be given to the committee prior to the review hearing. Documentation submitted by either party after the deadline will not be accepted and cannot be used in the hearing. The documentation will be reviewed by the Transfer Appeal Committee prior to the hearing. After the hearing, the chair of the committee will inform the Head Coach, Student-Athlete, and the Associate AD for Internal Operations/SWA of their decision via UND email. The committee's decision is final.

If permission is granted for either permission to contact and/or the one-time transfer exception via the UND campus appeal process or via the Head Coach, the conference requirements and protocols must still be followed and addressed.

### **1.11 Playing and Practice Seasons**

In July, all head coaches are emailed the Declaration of Playing and Practice Season document which must be completed and returned to the Compliance Office prior to August 1. This form may be updated in writing throughout the academic year as needed.

Coaches must log all countable athletically related activities including practice and competition in ACS. These logs must be turned into the Compliance Office by the 5<sup>th</sup> of each month. The Compliance Office will then select at random student-athletes in ACS from each team to confirm the hours listed. Members of the Intercollegiate Athletic Committee may also spot check these documents during the academic year

### **1.12 Coaching Staff Verification**

All head coaches must submit a Designation of Coaching Staff form for verification to the Compliance Office by August 1. These may be updated as needed. The Compliance Office gives the list of approved sport coaches to the appropriate university offices, Training Room and Athletics Business Office.

The Compliance Office sets the NCAA Coaching Certification test dates with the NCAA Faculty Athletic Representative. The Compliance Office conducts NCAA rules review sessions prior to each test date.

Only coaches who meet the NCAA standard are eligible to recruit off-campus and may be reimbursed for recruiting expenses. A list of all NCAA certified coaches is given to the Athletics Business Office.

### **1.13 Supervision and Monitoring of Sport Camps and Clinics**

The Athletics Director, Deputy Director of Athletics, Associate Athletics Director for Compliance, Office Manager, CFO, and the Athletics Department Business Office all share responsibility for the monitoring all sport camps and clinics. The Associate Athletics Director for Compliance serves as the primary supervisor, contact and liaison in charge of camps and clinics. The Athletics Department Office Manager, the CFO, and Business Office will assist as needed. Procedures are reviewed annually. All policies are subject to revision based on NCAA, University and/or Athletics Department rules and regulations. Please see the Camp Section of this Manual for more information.

### **1.14 NCAA Rules Education**

The dissemination of NCAA rules education materials is done by the Director of Athletics (and/or his designee), the NCAA Faculty Athletics Representative, and the Compliance Office.

The Compliance Office conducts a continuing rules education program with all staff members through monthly meetings and email transmissions of recent rule changes and interpretations. The Compliance Office produces a monthly newsletter for all staff and a quarterly newsletter for student-athletes at UND. Parents of current UND student-athletes receive a compliance newsletter biannually. All coaches must attend these meetings unless they are on the road recruiting or for competition, or in team practice. All meeting material needs to be made up by coaches who miss the session.

The Compliance Office submits an educational column annually to the North Dakota Champions Club bi-weekly email newsletter. This publication is distributed online to over 1200 members of the athletic department's primary booster organization.

It is the responsibility of all Athletics Department staff members to report any violation of NCAA rules to the Compliance Office. Regardless of the intent, the NCAA expects to be notified of all violations. Coaches must file a Recruiting Pre-Approval form with the compliance office prior to any off-campus recruiting.

### **1.15 NCAA Drug Testing Program**

All employees and student-athletes need to be aware that the NCAA conducts year round drug testing in all sports. Student-athletes are subject to NCAA testing during the summer months as well as during the academic year. The list of NCAA banned substances is online at [www.ncaa.org](http://www.ncaa.org). In addition, the NCAA subscribes to the Resource Exchange Center (REC), which provides a confidential hotline and Web site to answer questions from student-athletes and athletics personnel on whether nutritional supplements and



medications contain banned substances. This service is free of charge to all member institutions. To access the REC, go to [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec). The password is ncaa1.

The NCAA requires that each institution designate an individual (or individuals) as the athletics department resource for questions related to NCAA banned drugs and the use of nutritional supplements. On our campus those individuals are Steve Westereng (Director of Sports Medicine), Kara Helmig (Associate Athletics Director for Compliance), and Daniella J. Irle (Deputy Director of Athletics/SWA). These three individuals will educate student-athlete and athletics department staff members who have regular interaction with student-athletes that: (1) the NCAA maintains a list of banned drug classes and provides examples of banned substances in each drug class on the NCAA website; (2) any nutritional supplement use may present risks to a student-athlete's health and eligibility; and (3) questions regarding NCAA banned drugs and the use of nutritional supplements should be referred to the institution's designated athletics department resource individual (or individuals).

### 1.16 Sports Wagering

The NCAA and the federal government take sports wagering very seriously. All employees and student-athletes at the University of North Dakota are not permitted to participate in sports wagering in any manner. Sports wagering includes **placing, accepting or soliciting a wager** (on a staff member's or student-athlete's behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team, or contest in an NCAA sponsored sport. Examples of sports wagering include, but are not limited to:

- The use of a bookmaker or parlay card;
- Internet sports wagering;
- Auctions in which bids are placed on teams, individuals or contests;
- Pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

It should be noted that any participation in **internet gambling is a federal crime. The standard penalty for student-athletes who bet on their own school's teams is permanent ineligibility.**

### 1.17 Tobacco Use

Tobacco use by student-athletes and all game personnel is expressly prohibited by NCAA regulations. Abusing parties will be removed from contests and practices and the violation will be reported to the NCAA. Based on the intent of this rule, the disqualification from "competition" would not be limited to the immediate contest or game, and would include both games of a double-header and an entire date of competition.

## 2. RECRUITING

Recruiting is an indispensable element in the success of any athletics program. The UND Athletics Department stands for a commitment to achievement in every phase of the student-athlete's life. The commitment begins on the first recruiting contact with the student-athlete and continues throughout the Department's association with him or her.

### 2.1 Recruiting Guidelines

- 2.1.1 Endorse and follow a strong compliance program.
- 2.1.2 Know thoroughly the NCAA and conference rules and regulations that pertain to recruiting and eligibility.
- 2.1.3 Educate your "representatives of athletics interests" (contributors, fans, supporters, alumni, etc.) on NCAA recruiting rules. The university is held accountable for their actions.
- 2.1.4 Regular meetings with the coaches and staff will be conducted by the Associate AD for Internal Operations/SWA and/or Compliance Office Staff and/or the Faculty Representative to review university, NCAA and conference rules and regulations.
- 2.1.5 NCAA rules interpretations calls may only be made by the authorized personnel (Director of Athletics, Associate AD for Internal Operations/SWA, Faculty Athletics Representative, and designated Compliance Staff members). Please contact any of these individuals.
- 2.1.6 Any coach or staff member knowingly breaking the rules in an attempt to gain a recruiting advantage (individually or in part), will be disciplined by the Athletics Department, which may include termination.
- 2.1.7 It is required during recruitment, that all prospective student-athletes are provided the contact information for each campus' Title IX coordinator. On UND's campus the Title IX Coordinator is Donna Smith. It is expected that coaches will provide this information during recruitment therefore all Media Guides contain the Title IX Coordinator/Affirmative Action Office contact information. In addition, this information is provided by the athletics administration via websites and selected publications to prospective student-athletes on this topic.

### **3. RECRUITMENT OF STUDENT-ATHLETES: UND ATHLETICS DEPARTMENT RECRUITING POLICIES FOR OFFICIAL VISITS**

#### **3.1 Boosters**

Coaches are responsible for assuring that prospects and boosters do not interact during a campus visit.

#### **3.2 Alcohol & Illegal Substances**

Coaches are responsible for educating student hosts to avoid the presence of alcohol or any illegal substance on official visits. Most prospects are not of legal age to drink alcohol and should not be introduced into situations where the opportunity is encouraged. Coaches who disregard education of the prospect and host create a liability for UND and the athletics department that cannot be defended in court should a prospect become injured or killed in an alcohol or illegal substance related incident. Those coaches responsible for problems in this area will face a personnel action by the University.

### **3.3 Student Hosts**

All student hosts must read and sign the student-host instruction form (see process below) prior to receiving any athletics department funds for entertainment. Coaches are responsible to verbally reinforce the permissible expenses which a host may incur. Non-qualifiers in their year of residence are not permitted to serve as student-hosts.

### **3.4 Student-Host Form Process**

This process originates when coaching staff report a student-host selection in ACS on the official visit form. Compliance will then contact the identified student-host and have them come to the compliance office for a meeting to review student-host rules. At this meeting the forms 1 & 2 are signed by SA. A coaching staff member must come to compliance to sign Form 1 prior to the visit as well to sign off on host money section. Form 2 & 3 is then given to the coaching staff in order for them to obtain the SA & PSA's signatures prior (form 2) to the visit starting and after the visit concludes (form 3). All 3 forms must be submitted to compliance within 48 hours of the conclusion of the official visit.

#### **Parental Permission for Official Visit**

All coaches must send the parents or guardians of the visiting PSA (high school visitor only) the parental permission letter for the Official Visit prior to the visit. Coaching staff must also receive this letter back and return to compliance for uploading in ACS prior to the visit beginning on-campus. Head Coaches must be the lead communicator on these issues and UND visit policies.

### **3.5 Official Visit Expenses**

All expenses for official visits must be paid during the visit. There may be direct billing of lodging only if the **Direct Billing of Lodging Authorization** has been submitted and approved. There may not be any charges other than the room charge on the lodging bill. All phone calls, movies, etc. must be paid by the prospect PRIOR to checkout. No meals may be charged to the room account. Coaches are responsible for getting a final bill from the hotel upon the prospect's departure to assure there have been no additional charges. This bill should be provided with the official visit reimbursement paperwork to the athletics business office.

### **3.6 Recruiting Expenses**

All recruiting expense forms will need to be submitted within three days of the visit including any lodging bills. Direct billing for lodging will only be allowed with the advance form and a copy must be brought to the hotel. A copy of the receipt must be received by the coach prior to the prospect departing campus to assure that no additional charges have been billed other than room and tax.

### **3.7 Gift cards**

Gift cards are not allowed to be issued to parents of official visit prospects for hotel meals. Coaches either need to arrange for meals of parents accompanying prospects or have them pay for meals on their own.

### **3.8 Entertainment**

All entertainment activities should be pre-approved by a member of the coaching staff. All prospects must abide by the athletics department curfew and be returned to their lodging

site by 1:00 a.m. **The use of alcohol, drugs, gambling, sexual entertainment or any criminal activity in recruiting will not be tolerated and will result in disciplinary action initiated by administrators in the Athletics Department. Any violations of these official visit policies will be reported annually to the Big Sky Conference.**

### 3.9 Academics

All prospects on official visits must meet with a member of the Compliance staff, Athletics Academic Services and/or University Advising staff. Coaches are responsible for making appointments with the appropriate person at least 24 hours prior to the prospect's campus arrival. All visiting prospective student-athletes tracking as non-qualifiers must meet with the Compliance Office during their visit to review eligibility requirements.

### 3.10 Travel Expenses

If UND reimburses a non-employee (recruit, coaching candidate) or a student (GA, intern) for any travel expenses, that person must sign the travel expense worksheet.

### 3.11 Meals

There is no longer any direct billing allowed at area restaurants. All team and recruit meals must be paid for at the time of service and reimbursement will be provided when appropriate paperwork has been submitted to the Athletics Business Office.

### 3.12 Designation of Coaching Staff and Off Campus Recruiters

Prior to each academic year: The head coach is responsible for submitting to the Compliance Office a completed **Coaching Staff Designation Form**. (*This form is found online.*) This form allows the Head Coach to list his/her staff and to label each coach as a recruiter or non-recruiter. This aids the Compliance Office in monitoring of recruiting and coaching limitations as proscribed by the NCAA.

All volunteer coaches must submit a **Volunteer Coach Form** (*this form can be obtained from Compliance*). This form notifies the volunteer coach of their responsibility to uphold institutional, Big Sky, WCHA, NCHC, WAC and NCAA rules.

Any coaches that have earned income besides that paid by the University of North Dakota, needs to declare this income by completing the **Outside Income Report** (This form can be obtained from the Compliance Office or the office of the Director of Athletics.)

### 3.13 Formal Commitment Letter Process for Walk-ons

For sports wishing to use a letter of declaration for walk-on/non-athletics aid prospective student-athletes to sign officially committing the student to our sports programs the following process must be followed:

*All letters will include the following language:*

- *Please be aware of the following assumptions of this declaration:*
  - *A declaration to attend an institution is a non-binding statement by a prospective student-athlete who is seeking to declare his or her intention in writing to attend a member institution.*

- *A declaration to attend an institution is not a binding agreement for the prospective student-athlete.*
- *A declaration to attend an institution is not a binding agreement for the University of North Dakota.*
- *The signing of declaration to attend the University of North Dakota does not entitle a prospective student-athlete to receive financial aid.*
- *This form is not an offer of financial or athletics aid.*
- *This form is not a National Letter of Intent.*
- *This form is no guarantee of admission to the University of North Dakota.*
- *This form is not an offer of admission to the University of North Dakota.*
  
- *In order for the University of North Dakota to be able to publicly announce your commitment, you must have applied for admission to UND, pay the \$200 admissions deposit, and the Athletics Compliance Office must be able to validate your payment. Please contact the coaching staff for more information on this process.*
  
- All letters must include a spot for the prospective student-athlete, their parent, Head Coach and Compliance Office to sign. Before the letter is sent to the PSA, the letter should be signed by the Head Coach and the Compliance Office.
- After the letter is received by the coaching staff, a copy should be provided to the Compliance Office for filing.
- Coaches are responsible for writing any other language in the letter, i.e. intro paragraphs, ending paragraphs, etc. A template is available in Compliance.

### **3.14 Announcement of Commitments/NLI signees**

In an effort to prevent NCAA publicity violations regarding prospective student-athletes, UND Compliance staff will review all media releases and/or publications on NLI signing days AND any comments regarding official walk-on commits. Media relations staff must provide compliance with final versions of all releases prior to any release or signing day event for confirmation as to which incoming student-athletes, NLI signees or official walk-on commits who have paid their housing deposit, may be present in media releases and publications made to the public.

### **3.15 Coaches Fundraising Policy**

#### PURPOSE

To ensure that all fundraising performed by coaches adheres to NCAA, UND, NDUS and UND Athletics' policies, procedures, regulations and goals.

#### TIME LINE/PROCESS

Coaches seeking to engage in fundraising must complete the UND Athletics Team **Fundraising Form**. The form and brochures, and/or materials created to solicit donations and/or wording to be included in an email or website campaign are to be submitted to the CFO no less than 30 days before any fundraising activity is to occur.

The CFO will provide all information to the Associate AD for Internal Operations/SWA to review adherence with all NCAA regulations regarding extra benefits, any booster involvement and student-athlete promotions.

Following Associate AD for Internal Operations/SWA approval, plans will be submitted for review, modification if needed, and approval. The Director of Athletics will have final approval authority.

When all parties have approved the fundraising plan a copy of the approved Team Fundraising form, with any modifications to the original plan submitted, will be returned to the coaching staff and fundraising activity may begin.

During the fundraising process all cash handling procedures as detailed in the UND Athletics Policies and Procedures Manual must be followed.

Any merchandise used for fundraising must be approved by the Assistant Athletics Director for Marketing and Licensing, and follow all cash handling policies as stated above. In addition, a properly filled out **Inventoried Sales Log Form** must be submitted to the Athletics Business Operations office.

Any departure from the approved plan or failure to follow cash handling procedures may result in the activity being suspended or terminated.

The **Fundraising Form** and the **Inventoried Sales Log Form** are available online at [www.fightinghawks.com/compliance](http://www.fightinghawks.com/compliance).

## 4. GRANTS-IN-AID

### 4.1. Financial Aid

- 4.1.1 The student-athlete, his or her parent(s) or guardian(s) are responsible for all expenses of his/her college education. There are, however, various means of financial assistance available to the student-athlete.
- 4.1.2 Student-athletes must report all outside scholarships or grants to the UND Athletics Department Compliance Office. There is no limit on loans (not subject to reporting). Also, if you receive a check from an agency it must be processed through the Student Financial Aid office (do not cash the check). Some outside aid may count against NCAA individual and team limits, and therefore may not be accepted by the award recipient. If outside awards and/or grants are not reported to the Athletics Department Compliance Office the possibility for NCAA violations and the forfeiture of athletics aid exists.
- 4.1.3 The student-athlete may be awarded an athletics grant-in-aid, work-study, PELL allocation, and/or various other institutional or organizational awards.
- 4.1.4 Financial aid awarded must not exceed the amount equal to tuition and fees, room and board, and required course-related textbooks for students on a “traditional” grant-in-aid scholarship; plus personal expenses including travel costs as determined by the Student-Financial Aid Office, if student is on an “amended” grant-in-aid scholarship.

4.1.5 Athletics grant-in-aids DO NOT COVER: art supplies, computer disks/drives, class supplies, residence hall damage, extra costs for single rooms, telephone charges, parking tickets, student IDs, special fees for some courses (i.e., aviation flight time, labs, physical activity courses), international taxes, etc. Graduate coursework is also not covered by athletics grant-in-aid awards, unless the student-athlete has athletics eligibility remaining and the student-athlete is still participating with the team. In this case, the athletics grant-in-aid would be available during the semesters that that student-athlete is physically competing (no summer aid).

An athletics grant-in-aid may be terminated or reduced immediately during the period of the award by the coaching staff or athletics administration if the student-athlete:

- Become ineligible for intercollegiate competition (for example, by carrying less than 12 credits); (NCAA Bylaw 15.3.4.2)
- Give false information on any application, letter of intent, or financial aid agreement; (NCAA Bylaw 15.3.4.2)
- Engage in serious misconduct that warrants substantial disciplinary action from this institution; (NCAA Bylaw 15.3.4.2)
- Voluntarily withdraw from your sport for personal reasons; (NCAA Bylaw 15.3.4.2)
- Fail to comply with all UND Athletics Department policies and rules; (NCAA Bylaw 15.3.4.2.2)
- Obtain a baccalaureate degree and have exhausted NCAA eligibility; (NCAA Bylaw 15.3.4.2.2)
- Sign a professional contract for your sport. (NCAA Bylaw 15.3.4.2.2)
- Agree to be represented by an agent. (NCAA Bylaw 15.3.4.2)
- Receive other aid that applies to your individual limit and causes you to exceed your individual limit established by NCAA regulations.(NCAA Bylaw 15.1)
- Engage in any form of misconduct. (This can include but is not limited to violations of UND policy, UND Athletics Department rules and policies (including but not limited to items outlined in the SA Handbook, Federal, State, Local ordinances, and/or Team rules and policies.)(NCAA Bylaw 15.3.4.2.2)
- Elect to participate in study abroad, internships, student teaching outside of Grand Forks, or any other activity, in which you remain a full-time student but are not practicing/competing in your sport on a daily basis (NCAA Bylaw 15.3.4.2.2)

An athletics grant-in-aid may be reduced or not renewed by the coaching staff or athletics administration if a student-athlete:

(The following is not an exhaustive list.)

- Sign a professional contract for your sport.
- Accept money for playing in an athletic contest which exceeds the cost of a full grant;.

- Agree to be represented by an agent.
- Receive other aid that applies to your individual limit and causes you to exceed your individual limit established by NCAA regulations.
- Become academically ineligible after any term or violate team policies.
- Engage in any form of misconduct.
- Fail to follow all UND, UND Athletics Department, Federal, State, Local ordinances, and/or Team rules and policies.

## 4.2 Renewal/Reduction/Non-renewal of Athletics Grants-In-Aid

- 4.2.1 An athletics grant-in-aid contract is awarded for a maximum of one year. The student-athlete may have athletics grant-in-aid renewed each year during which he or she is in regular (full-time) attendance as an undergraduate with eligibility remaining under NCAA regulations.

This one year maximum includes medical non-counter status student-athletes. Per UND Athletics Department Policy, medical non-counters will only be extended their athletics grant-in-aid for one year (two semesters) **and** they must meet the criteria set forth in the Degree Completion Policy to receive that one year of aid. Coaches should not offer any assistance in any form beyond that time frame and should not present to the student-athlete that the degree completion aid is guaranteed.

- 4.2.2 The renewal, termination, or reduction of a grant is made on the recommendation of the coach or athletics administration. Non-renewal or reduction of grants must be based on the conditions set forth in the NCAA bylaws. Coaches must discuss recommendations for termination/reduction of aid with the Deputy Director of Athletics/SWA. **For more information see section 4.4 in this manual.**

- 4.2.3 The student-athlete shall be informed of and receive notice of the reduction or non-renewal of an athletics grant-in-aid, by the Student Financial Aid Office, on or before July 1 prior to the academic year. These notices will be delivered via email to the student-athlete's official university account.

## 4.3 Hearing Opportunity

If the institution decides to reduce or not renew athletics aid for the ensuing academic year, the institution shall inform the student-athlete that he or she, upon request, shall be provided a hearing. The institution shall have established reasonable procedures for promptly hearing such a request. The hearing will be conducted by the university's financial aid appeals committee. The student-athlete and coach both appear before the committee. The decision of the committee is final. The Athletics Aid Appeal Policy can be found in the SA Handbook and the Coaches Compliance Manual both of which are available online. In addition, a copy of the protocol can be obtained by contacting the SFA office directly.

## 4.4 Non-Renewal or Reduction of Athletics Aid Process

- 4.4.1 Coach determines the renewal status for all SA's on their squad after the conclusion of the season or at an appropriate



time particularly identifying SA's that might have reductions or cancellation of their aid.

- 4.4.2 Coach meets with the Associate AD for Internal Operations/SWA regarding possible reductions/cancellations. The issues to be discussed will be the timing of the decision, the reason for the decision, documentation supporting the decision and any documentation of a progression of discipline related to the reason for removing/reducing aid if applicable.

**(The next two steps (4.4.3 and 4.4.4,) occur on the same day)**

- 4.4.3 Coach meets with Student-Athlete to inform them of the reduction or cancellation of their aid at the earliest possible time. A Reduction/Cancellation of Athletics Aid form should be presented and signed by the student-athlete at this time. *(This form is found online.)*
- 4.4.4 SAME DAY as the SA Meeting (or as soon as possible) – Coach will submit compliance form(s) to Compliance Office. Once Associate AD for Internal Operations/SWA has signed off on aid status change, Compliance will notify the Financial Aid Liaison of the anticipated changes via email.
- 4.4.5 The Financial Aid Liaison will in turn immediately generate the appropriate required letter to the SA making them aware of their change in status and their right to an appeal (per NCAA Bylaw the SA must be notified by "the institution's regular financial aid authority" that their aid is not being renewed or is being reduced).
- 4.4.6 If an appeal hearing is requested, the Financial Aid Liaison will notify the Associate AD for Internal Operations/SWA who will in turn notify the Head Coach and the Athletics Director *(per NCAA Bylaw the SA does have the right to appeal a decision to reduce or cancel aid).*
- 4.4.7 The Financial Aid Liaison will coordinate the hearing according to protocols setup in Student Financial Aid Office and at this point will follow the procedures set-up in the Athletics Aid Appeal Policy. A brief summary of this policy can be found in the SA Handbook (available online and in hard copy). A full version of the protocol can be obtained by contacting the SFA office directly, by contacting the Associate AD for Internal Operations/SWA, the Athletics Compliance Office or by referring to the Coaches Compliance Manual (available online and in hard copy).

#### **4.5 Additional Financial resources**

- 4.5.1 All students of the University should apply (FAFSA) with Student Financial Aid to determine eligibility for receiving additional financial aid.
- 4.5.2 PELL, Merit (Academic), State, and Military awards are exempt from NCAA regulations. All other financial aid monies including SEOG, work-study,

department employment, academic awards, and grants, which are athletically related, are countable by the NCAA toward total allocation.

- 4.5.3 The **NCAA Special Assistance Fund** is money provided by the NCAA to institutions to assist in supplementing their programming. This fund is actually two funds with two purposes.

The first, the **SAF (Student Assistance Fund)** is to assist students who are identified to have financial need based on the FAFSA and their PELL Grant eligibility. Students who are eligible for the Pell award are eligible to receive money from the Special Assistance Fund as a reimbursement. This fund is operated by the Athletics Compliance Office to ensure compliance with NCAA regulations. These students will be invited to attend mandatory meetings for the program each term.

The other fund, **the SAOF (Student-Athlete Opportunity Fund)** is to assist the athletics department in meeting the financial needs of its student-athletes in conjunction with participating in intercollegiate athletics, enrollment in an academic curriculum or recognizing academic achievement. Athletics administration will determine what will be the permissible and appropriate uses for these funds by student-athletes once these funds are available. Possible permissible uses could be for international insurance, degree completion aid, summer school aid, some health and wellness expenses, and other appropriate institutional academic or programming enhancements as determined by the athletics administration. Final approval and authorization of SAOF funds will be made by the Associate AD/CFO and/or the Associate AD for Internal Operations/SWA. This fund will be administered by the Compliance Office and it will be administered in an equitable manner for the benefit of all sports and all student-athletes.

#### 4.6 Posting Athletics Grant-In-Aid (GIA) Agreements

- 4.6.1 Athletics Compliance Office prepares the Athletics Grant-In-Aid Agreements (based on information provided by the coach)
- 4.6.2 Sport coach and Athletics Department designee sign the paperwork
- 4.6.3 The paperwork is sent to the Student Financial Aid (SFA) office for signature
- 4.6.4 The paperwork is sent back to the Athletics Compliance Office
- 4.6.5 The Athletics Compliance office sends the GIA to the student-athlete for signature and it is returned to the Athletics Compliance office
- 4.6.6 Compliance Office sends a copy of the signed paperwork to SFA to post the aid in CAi Campus Connection

- 4.6.7 Once the GIA & COA budgets are set (receives this information from the Director of Financial Aid), update the GIA & Cost of Attendance (COA) amounts in CAi.
- 4.6.8 SFA athletics liaison calculates the percentage the student-athlete is awarded (based on their residency). If the amount is greater than the cost of tuition split the amount into the athletics aid tuition item type and the athletics aid item type. If the amount is less than the cost of tuition, place the award in the athletics aid tuition item type. Each sport has their own set of item types.
- 4.6.9 For student-athletes that are on a full GIA, the book item type will be placed on Campus Connection in the amount of \$800. This item type is a place holder and does not disburse the funds to the student-athlete because they participate in the book program.
- 4.6.10 For student-athletes that are on a full GIA, the SFA athletics liaison splits the housing cost when posting the aid in Campus Connection. Typically the cost of housing is greater in the fall (split according to the cost of housing).
- 4.6.11 SFA athletics liaison posts the aid in CAi.
- 4.6.12 SFA athletics liaison posts the aid as an offer/accept (B) in Campus Connection. The student-athletes have already accepted the award by signing the GIA.
- 4.6.13 The SFA liaison and the Athletic Compliance office meets the week prior to disbursement (fall and spring) to ensure all individual percentages and team limitations are correct.

#### **4.7 Determining Countable and Non-Countable Institutional Aid**

- 4.7.1 SFA (Student Financial Aid) athletics liaison checks all SA (student-athlete) accounts in PeopleSoft for institutional aid.
- 4.7.2 SFA athletics liaison determines which NCAA bylaw to certify the institutional aid and verifies the SA is meeting the requirements of specific bylaws in 15.5.3.
- 4.7.3 If the aid is countable an email is sent to the Compliance Office asking if the SA can keep the aid (due to team limitations).
- 4.7.4 The Compliance Office forwards the email to the sport coach.
- 4.7.5 The sport coach responds back to the Compliance Office with the answer and the Compliance Office forwards the information to the SFA liaison.
- 4.7.6 The institutional aid is entered into the CAi system.
- 4.7.7 If the student cannot exceed their award percentage, the SA is asked to accept the award and the reductions are made to the athletics aid (to keep the SA at

their percentage/or dollar value) or the SA keeps the athletics aid and declines the countable institutional aid.

## **4.8 Outside Aid SFA/Compliance Notification to Student-Athlete Process**

### **4.8.1 Outside Aid Policy**

- Student-Athlete has the “student-athlete” item type on the Award Entry page on Campus Connection
- When a check is received by the SFA office, it is deposited and a copy is scanned into the ImageNow Checks Queue for processing.
- SFA will check to see if an Outside Aid form is on file.
- If the Outside Aid form is on file, signed off by Compliance and reviewed by SFA, the check is placed on the account for disbursement
- SFA will check to make sure the award does not cause an over award situation (if there is an over award have the student-athlete complete a budget appeal or reduce other aid (loans) prior to posting the award)
- If the Outside Aid form is not on file, SFA will contact the Compliance office to see if there is a form on file
- If the outside aid form has not been received, the Compliance Office will send the SA an email (1st notification) via their UND email account letting them know the outside check will not disburse onto their account until the outside aid form is complete and reviewed by compliance
- 14 calendar days from the 1st notification the SA will receive a 2nd notification from the Compliance Office via their UND email account. This will be a reminder that the aid will not disburse until the form is complete and that the SA has 3 calendar days to produce the missing information or they will be removed from practice or competition or have the choice to cancel the award.
  - It is at the discretion of the Compliance office to remove the SA from practice or competition or remove the award if the Compliance office feels the SA is making an effort to get the information
- Once the Compliance office has received the Outside Aid Form, they will review, sign and send the form to the SFA Office. SFA will review and post the award.
  - Check to make sure the award does not cause an over award situation (if there is an over award have the student-athlete complete a budget appeal or reduce other aid (loans) prior to posting the award)
- If the funds disburse onto the account inadvertently (it doesn't run through SFA athletics liaison's queue for review) the funds will be removed from the account until the paper work is complete.
- Once the paper work is complete, the funds will be placed back on the account. Depending on the determination of the award, changes may need to be adjusted. If the funds are removed from the account and it is in the time frame where late fees are assessed on the accounts, the SA is responsible for the late fee.

- It is at the discretion of the Compliance office to remove the SA from practice or completion or remove the award if the Compliance office feels the SA is making an effort to get the information
- The timeline and cancellation of the external scholarship is at the discretion of the compliance office and SFA. Compliance may chose not to return funds if they are working with the SA to receive the Outside Aid Form.

#### **4.9 Determining a Non-Counter**

- 4.9.1 The Compliance Office has all incoming student-athletes fill out the Recruited/Non-Recruited status form.
- 4.9.2 The information the SA's provide on the form is entered into the CAi system (Athletics Department).
- 4.9.3 SFA liaison checks all SA accounts for institutional aid and outside aid and enters the aid into the CAi system.
- 4.9.4 SFA liaison runs the Non-Counter Certification reports in CAi.
- 4.9.5 SFA liaison signs the non-counter forms and send the non-counter forms to the Compliance Office.
- 4.9.6 The Compliance Office returns the signed forms to the SFA liaison.
- 4.9.7 The SFA liaison keeps the non-counter forms on file and makes copies for the Compliance Office.

#### **4.10 Book Program**

Student-athletes who are on full (100%) athletics grant-in-aids will use a Book Program through the UND Bookstore. Eligible student-athletes will be contacted before each semester to notify them of the protocols involved with this process. Reminders will be sent at appropriate intervals in regard to this program to all student-athletes participating in the book program (e.g. addition and dropping of classes, book pick up and return dates). Failure to meet deadlines and/or follow protocols can result in a student-athlete's removal from the Book Program and/or charges being placed on the student-athlete's account.

### **5. OCCASIONAL MEAL POLICY**

#### **NCAA Bylaw: 16.11.1.5 Occasional Meals**

A student-athlete or the entire team in a sport may receive an occasional meal in the locale of the institution on infrequent and special occasions from an institutional staff member. The University of North Dakota has defined occasional to mean one meal per month per student-athlete. An institutional staff member may provide reasonable local transportation to student-athletes to attend such meals. A student-athlete may receive an occasional family home meal from a representative of athletics interests on infrequent and special occasions under the following conditions:

The meal must be provided in an individual's home or on-campus (as opposed to an off-campus restaurant) and may be catered; and

A representative of the institution's athletics interests may provide reasonable local transportation to student-athletes to attend the meal function only if the meal function is at the home of that representative.

**Form Used for Documentation:**  
Occasional Meal Request Form

## **5.1 Policy:**

- 5.1.1 It is the responsibility of the coach to inform the Compliance Office when an occasional meal is scheduled to occur, whether it will be in a family's home or with an institutional staff member.
- 5.1.2 Student-athletes should inform their head coach who will notify the Compliance Office when they have been invited to an occasional home meal.
- 5.1.3 The proper paperwork must be filled out before the occasional meal can occur.

## **5.2 Procedure:**

- 5.2.1 The head coach will fill out the *Occasional Meal Request Form* and submit it to the Compliance Office.
- 5.2.2 The Compliance Office will approve or deny the request and will keep the *Occasional Meal Request Form* on file.

## **6. SELF REPORTING VIOLATIONS**

All suspected or alleged violations of NCAA rules, whether secondary or major, shall be investigated in accordance with NCAA rules and regulations. At no time shall any rules violation go unreported to the Associate Athletics Director for Compliance, Director of Athletics, Deputy Director of Athletics/SWA, Faculty Athletics Representative, or other staff members. If the Compliance Office determines that a violation has occurred, it will be reported to the NCAA national office and/or appropriate conferences officials.

- Any individual may report an alleged, rumored, or suspected violation to an appropriate department or university official.
- This report may be verbal or in writing. Any violation may be reported anonymously in writing if so desired.
- If anyone communicates an alleged or rumored violation to any individual associated with UND athletics, they have an obligation to notify the Compliance Office of the allegation in a timely manner. Failure to do so can result in punitive action.
- All individuals associated with the University of North Dakota are required by NCAA legislation to cooperate with any review/investigation, whether conducted by a member of the Compliance Office, institutional representative, outside counsel, conferences official, or the NCAA.

- Any athletics department staff member found to have knowingly violated an NCAA regulation is subject to punitive action including but not limited to the termination of his/her employment.

#### Institutional Responsibility and Control

Per NCAA and conferences rules, we are obligated as an institution to enforce all rules and bylaws of the NCAA and our conferences. As a result, we as a department will make every effort to inform student-athletes, coaches and other staff of the current rules, regulations and policies of our governing bodies. As an institution, we have the primary responsibility for the conduct of our intercollegiate athletics program. This responsibility includes institutional control, budget control, institutional staff-member control, student-athlete control and control of our representatives of our institutions athletics interests, or boosters. We are responsible for investigating, documenting, and self-reporting our own violations and infractions. As an institution we must react to any inquiries made by the conferences or NCAA, and all staff members, student-athletes or boosters must fully cooperate with any NCAA or conferences investigations.

## 7. INVESTIGATION OF NCAA VIOLATIONS

### **Purpose**

To properly investigate and self-report all known violations of Conference or NCAA Legislation. Indications of potential violations are investigated for determination of fact. Assign penalties when necessary and address any institutional changes to prevent future occurrences.

**NCAA Legislation:** NCAA Bylaw 1.3.2, 2.8

### **Primary Responsibility for investigating, gathering of documents, and**

**analyzing/evaluating:** Associate AD for Internal Operations/SWA will determine who is needed to assist.

### **Back-Up Responsibility as determined by Associate AD for Internal Operations/SWA:**

- Director of Athletics
- Faculty Athletics Representative
- Compliance Coordinator
- Compliance Assistant
- General or Outside Counsel as determined as appropriate by Associate Athletics Director for Compliance for Level 1 and 2 violations.

### **Contacts**

- Conferences (The Summit League, NCHC, MVFC)
- NCAA Legislative Services Representative

### **Time Line**

#### **Potential Violation:**

- Associate AD for Internal Operations/SWA reviews information to determine if a violation of UND, Conference, or NCAA rules has occurred.
- If a potential violation rises to the major level of severity, the institution's Associate AD for Internal Operations/SWA and Faculty Athletic Representative will be involved in the investigation and reporting process. Other possible resources to assist in an investigation

for potential violations that could be serious (i.e., level I or II); are General Counsel's office, outside counsel, NCAA or Conference staff.

- Sources of Information:
- Staff Self Report (in writing)
- Department's written documents
- Athletics Department Staff Members
- Student-Athletes
- UND Internal Auditors
- Newspaper articles
- Conference Office
- Other institution's personnel
- Other Media Sources (TV, Radio, Internet Sites, Etc.)
- Social media
- Boosters

#### **Review of Information:**

- Interview principals in case: Present at interviews are Associate AD for Internal Operations/SWA and Compliance Coordinator (FAR, General Counsel and/or outside counsel, if needed)
- All parties to the violation are subject to complete confidentiality to protect the integrity of the violation review/investigation.
- Verify accuracy of documentation
- Review legislation's application
- Consult Conferences
- Consult NCAA Legislative Services Representative

#### **Violation Confirmed:**

Notification:

- Faculty Athletics Representative
- Director of Athletics
- Associate AD for Internal Operations/SWA
- Sport Supervisor
- Head Coach
- Principals in Case

If a student-athlete is involved, he/she is declared ineligible for competition (non-diminimus violations). If a prospect is involved, he/she is declared ineligible for participation and athletics financial aid (non-diminimus violations).

#### **Violation Report:**

- The Associate AD for Internal Operations/SWA draft the following with the assistance of the FAR:
  - Violation Report
  - Request for Reinstatement- if needed

#### **Penalties:**

- The institutional response includes any penalties for the program or the coach. Penalties vary depending on severity, intent and frequency of violation.



- All violations will result in at a minimum, a letter to the coach in violation from the Athletics Director. This letter will be placed in the coach's official record personnel file and copies will be kept by the Compliance Office and the Athletics Director's office. There are three levels of increasing severity of the letters: reminder, admonishment and reprimand. Other sanctions and/or penalties are assessed on the basis of the severity and frequency of the violations.
- Major intentional violations are grounds for dismissal.
- The penalty structure is determined by the Associate AD for Internal Operations/SWA in consultation with the FAR with the approval of the Director of Athletics.
- As appropriate, policies and practices of UND athletics will be reviewed and corrected when violations could have been prevented or mitigated based on policy or process change.

#### **Reporting by the Compliance Office:**

- All violations, as proscribed by the NCAA, are reported to the NCAA Secondary Enforcement Staff and Conference Offices by the Associate Athletics Director for Compliance or Compliance Coordinator, via the Requests/Self-Reports Online (RSRO) system.
- If eligibility is involved, the original report is sent to the NCAA Director of Student-Athlete Reinstatement with information on the need for a timely decision. Conference Office must be added as a signee on all violations that involve use of an ineligible athlete.
- If a violation is only a level IV violation as proscribed by the NCAA, these violations are reported as they occur to the NCAA and conference via RSRO.

#### **Resolution:**

- The NCAA responds to eligibility reinstatement cases by telephone and email as quickly as possible. A letter confirming the action follows at a later date. The violation report is forwarded on from reinstatement to enforcement where the violation is confirmed as a secondary, and either accepts the self-imposed penalties or suggests further action.

#### **Approval of Policy:**

- Final approval of this policy is granted by the President of the University of North Dakota annually.

Last Approval Date: August 24, 2015

## **V. CAMP**

### **PREFACE**

The University of North Dakota Athletics Department offers sports camps for the purpose of providing non-credit offerings in activities relating to competitive sports. UND Athletics sports camps are designed to provide opportunities to learn skills and to provide competitive experiences for all individuals. Camps also provide a supplemental income source for coaches and teams and offer an opportunity to showcase the University, its programs and facilities.

NCAA legislation, intended to address potential abuses associated with sports camps, requires institutions to develop policies and procedures to ensure compliance. This guide is designed to

provide information about Athletics Business Office and UND Athletics Department policies and procedures to be followed before, during and after the operation of a sports camp.

## **1. OBJECTIVES**

The primary objectives of this section of the Policy and Procedure Manual:

- 1.1 Establish a camp calendar to expedite cooperative efforts.
- 1.2 Maximize the working relationship between head coaches, department administrators and support staff by delineating each person's responsibilities.
- 1.3 Identify policies and procedures to be followed when administering a sports camp.
- 1.4 Establish an educational and procedural document to significantly decrease the risk of potential NCAA, UND and Athletics Department policy violations with the conducting and administering sports camps.
- 1.5 This policy will be evaluated annually for any needed updates due to university policy change or norms. Changes will be made accordingly and presented for application.

## **2. MONITORING SPORT CAMPS AND CLINICS**

The University of North Dakota is committed to the safety of all individuals in its community. The University has particular concern for those who are potentially vulnerable, including minors, who require special attention and protection.

The Athletics Director, Associate AD for Internal Operations/SWA, Associate AD/CFO, and the Athletics Department Business Office all share responsibility for the monitoring all sport camps and clinics. The Associate AD for Internal Operations/SWA serves as the primary supervisor, contact and liaison in charge of camps and clinics. The Athletics Department Business Office and Associate AD/CFO will assist as needed. Procedures are reviewed annually. All policies are subject to revision based on NCAA, University and/or Athletics Department rules and regulations. Coaches working at non-UND camps must submit outside income forms for pre-approval to the Director of Athletics prior to working. Coaches wishing to work outside camps or clinics must keep in mind that they may only work those camps and clinics that follow NCAA camp legislation.

## **3. DEFINITIONS AND NCAA REGULATIONS**

**Prospective Student-Athlete** - A student who has started classes for the ninth grade or any student, regardless of age, who receives financial assistance or other benefits from the Institution not provided to prospective students in general. (NCAA Bylaw 13.02.11). For the sport of men's basketball, as it pertains to camps and clinics only, any person who has started classes for the seventh grade or above is considered a prospective student-athlete. (NCAA Bylaw 13.12.1.1.1.)

**Minors** – Any person under the age of 18 and does not attend a post-secondary institution. UND undergraduate students who are under the age of 18 are treated by the Policy similarly to all other students for purposes of their interactions with minors in University-run or –affiliated programs or activities and are subject to the requirements that apply to students 18 or older.

Third Party Vendors – A supplier that provides goods and services to University-run, sponsored or affiliated activities and youth programs. Examples include, but are not limited, timekeepers and sports referees and officials. These individuals would have no unsupervised contact with campers.

Camp employee: any person working a camp or clinic that is paid or unpaid, student or non-student. Camp employee: any person working a camp or clinic that is paid or unpaid, student or non-student. All camp employees are authorized adults for this policy and must pass a criminal history record check/sex offender registry check (CHBC/SOR).

Authorized Adult - A student, faculty or staff member, age 18 and older, paid or unpaid, who is authorized by UND to interact with, supervise, chaperone, or otherwise oversee minors in program activities, or recreational and/or residential facilities. Authorized Adults are considered to be Mandated Reporters as defined by North Dakota law.

#### **4. INSTITUTIONAL SPORTS CAMPS AND CLINICS**

**4.1 Definition:** An institution's sports camp or instructional clinic shall be any camp or clinic that is owned or operated by a member institution or an employee of the member institution's athletics department, either on or off its campus and in which prospects participate. (NCAA Bylaw 13.12.1.1)

4.1.1 To be considered an owner of an institution's sports camp or instructional clinic, the individual must be at least a majority owner (51% of the camp or clinic).

4.1.2 To be considered an operator of an institution's sports camp or instructional clinic, an individual must be personally and directly responsible for the management and operation of the camp or clinic.

**4.2 Purpose of Camps or Clinics:** An institution's sports camp or clinic shall be one that:

4.2.1 Places special emphasis on a particular sport or sports and provides specialized instruction, practice or competition;

4.2.2 Involves activities designed to improve overall skills and general knowledge in the sport; or

4.2.3 Offers a diversified experience without emphasis on instruction, practice or competition in any particular sport. (NCAA Bylaw 13.12.1.1.2)

**4.3 Structure of Camps or Clinics:** Based on the purpose of institutional sports camps and clinics as outlined in Bylaw 13.12.1.1.1, all camps must be similarly structured. This guideline includes team camps, which while providing competitive opportunities, must include instructional and skill building activities. Basketball camps must also provide an educational component on initial eligibility standards, gambling, agents and drug use to all campers that are prospective student-athlete aged. (NCAA Bylaw 13.12.1.8).

**4.4 Dates when Institutional Sports Camps may be conducted:**

- 4.4.1 Sports Other Than Football and Basketball: An institution's camp or clinic may be conducted any time during the calendar year with the exception of NCAA dead periods.
- 4.4.2 Division I Football and Basketball: An institution's camp or clinic may be conducted during the months of June, July, and August, or any calendar week that contains those months.

#### 4.5 Who May Attend Institutional Sports Camps and Instructional Clinics

Attendance Restriction: A member institution's sport camp or clinic shall be open to any and all entrants (limited only by number, age, grade or gender). (NCAA Bylaw 13.12.1.3)

Exceptions:

- Senior Prospects – In the sport of Division 1 football, a senior prospect shall not be permitted to enroll, participate or be employed at a member institution's football sports camp or clinic. For the purposes of this legislation, a senior prospect is a prospect who is eligible for admission to a member institution or who has started classes for the senior year in high school. A preparatory-school or two-year college student is considered to be a senior prospect for purposes of this rule. (Bylaws 13.12.1.3.1, 13.12.1.3.1.1 and 13.12.1.3.1.2)
- Currently Enrolled Student-Athletes - Currently enrolled student-athletes may not participate as campers in their institution's camp or clinic. (Reference the camps and clinics heading of Bylaw 17 for the applicable sport.)

4.6 **Payment of Expenses:** A representative of an institution's athletics interests may not pay a prospect's expenses to attend a member institution's sports camp or clinic. (NCAA Bylaw 13.12.1.7.2)

#### 4.7 Camp Admission Discounts - you may:

- 4.7.1 Provide a reduced admission fee to groups and to athletic award winners **only** if they are part of a specified group size and the group rate has been **advertised** and available to all such groups.
- 4.7.2 Provide a free or reduced admission fee to children of camp employees who work in the camp, as long as the reduced admission is considered part of the employee's compensation and such an opportunity is **advertised and available to all children of those employed and working in the camp.**
- 4.7.3 Provide a reduced admission fee to children of faculty and staff at the University of North Dakota, as long as the reduced admission is **advertised and provided to all such staff and faculty.**
- 4.7.4 Provide reduced admission to children of athletic department staff members without providing the benefit to all other institutional employees. (IC11/17/93, item 5). **All camp discounts need to be advertised in camp brochures or on**

## athletics department websites.

### 4.8 Camp Admission Discounts - you may not:

- 4.8.1 Provide a free or reduced admission fee to a high school, preparatory school or two-year college athletics award winner. For purposes of this guideline, a high school includes the ninth grade level, regardless of whether the ninth grade is part of a junior high school system. (NCAA Bylaw 13.12.1.7.1)
- 4.8.2 Permit a representative of North Dakota's athletic interests to pay a prospect's expenses to attend a UND sports camp. (NCAA Bylaw 13.12.1.7.2)

### 4.9 Procedures for Admission Discounts

- 4.9.1 The Sports Camp Director must submit to the Compliance Office a written request and appropriate documentation for all reduced admissions at least one (1) week prior to the start of his/her camp. No reduced admission will be permitted without **prior** approval. All requests must be made by submitting the *Reduced Admission Form (form found online)* to the Compliance Office for approval.
- 4.9.2 All campers receiving prior approval for a discount must pay all camp fixed costs in full: housing, meals, athletic surcharge, training room personnel, **insurance** and T-shirt costs. All camp admission discounts require a completed medical treatment authorization form which is included in the camp brochure.

## 5. EMPLOYMENT OF PROSPECTIVE STUDENT-ATHLETES AND STUDENT-ATHLETES IN INSTITUTIONAL CAMPS AND CLINICS

### 5.1 Required Criminal History Background Check/Sexual Offender Registry Check (CHBC/SOR) for all Camp Employees:

Per UND Finance & Operations Policy Library Section 3, Human Resources Policy 3.2 on Criminal History Background Checks, all UND camp coaches and counselors, including students, must undergo and pass a criminal history record check/sexual offender registry check (CHBC/SOR) prior to beginning employment. This policy applies to student workers as well as adult coaches and counselors. As soon as camp directors have identified a potential camp employee or no later than one to two months prior to camp, the camp director or liaison is to begin reporting all names and other pertinent information on camp employees to Athletics Department Office Manager to begin the criminal background check process on each hired worker.

No one is permitted to work as an authorized adult in the capacity of a coach or counselor (or perform those duties regardless of title) at a UND camp or clinic without successfully completing the required CHBC/SOR. The costs of checks are paid for by the camp/clinic budget.

The UND policy can be found here:

<http://und.edu/finance-operations/files/docs/3-2-criminal-history-checks.pdf>

In addition, per Athletics Department policy, an individual working a UND Athletics Camp and/or Clinic in any capacity who has not successfully completed a CHBC/SOR is not allowed to have any unsupervised contact with a camper. This means a coach or staff member who has successfully completed the CHBC/SOR must be present at all times. Some examples could include but are not limited to: student employees with non-coaching duties whether undergrad or graduate students, camp managers, equipment workers/managers, athletic trainers, guest instructors, nutritionists, etc.

The only exception to the required background checks for all camp employees is for third party vendors who have no unsupervised contact, direct access, or direct interaction with campers as defined in section 3 of this camp policy.

NOTE ADDITIONAL ATHLETICS DEPARTMENT POLICY: All personnel who will be serving as locker room/bathroom monitors MUST have successfully completed a CHBC/SOR. These individuals have direct access and direct interaction with campers in vulnerable situations. Ideally, camp coaches and/or counselors should be performing this duty.

The Athletics Department Business Office will be the point area for all CHBC/SORs. Camp Directors provide to the Business Office the first name, middle name and last name of all proposed camp employees as well as email address. The Office Manager will initiate a CHBC to be sent to the proposed camp employee. The person being background checked will receive an email invite from the UND contracted CBHC vendor, currently Sterling, to complete their background check application online. Everything they submit remains confidential. The Business Office will be notified when they are cleared.

All camp personnel must be reported to the Compliance Office on the **Pre-Camp Monitoring Form** prior to the beginning of employment. This includes all students, prospective-students who have committed to UND (meaning signed NLI, other financial aid offer, or paid housing deposit for following fall term), current UND employees, and volunteers. Compliance and the administration work concurrently to validate camp employee lists for various purposes, including NCAA eligibility to work camps, and CHBC/SOR.

- 5.2 Employment of Prospective Student-Athletes:** In Division I, an institution, members of its staff or representatives of its athletics interests shall not employ or give free- or reduced-admission privileges to a high-school, preparatory-school or two-year college athletics award winner or any individual being recruited by the institution per Bylaw 13.02.12.1. For purposes of this rule, a high school includes the ninth-grade level, regardless of whether the ninth grade is part of a junior high-school system. (NCAA Bylaws 13.12.1.7.1). (An exception this rule is committed prospective student-athletes who have signed NLI, other financial aid offer, or paid housing deposit for following fall term)
- 5.3 Travel Expenses to All Employees:** A student-athlete may receive actual travel expenses (including lodging and meals in transit and prepaid plane tickets) only if such travel expenses are paid and procedures for reimbursement of expenses are used for all

employees of the camp/clinic. Credit cards may not be provided to a student-athlete to pay such expenses. (NCAA Bylaw 13.12.2.1.2)

- 5.4 Employment of Student-Athletes - General Rule:** A student-athlete who is employed in any sports camp or clinic must meet the following requirements:
- 5.4.1 The student-athlete must perform duties that are of a general supervisory character in addition to any coaching or officiating assignments.
  - 5.4.2 Compensation provided to the student-athlete shall be commensurate with the going rate for camp or clinic counselors of like teaching ability and camp or clinic experience and may not be paid on the basis of the value that the student-athlete may have for the employer because of the athletics reputation or fame the student-athlete has achieved. It is not permissible to establish varying levels of compensation for a student-athlete employed in a sports camp or clinic based on the level of athletics skills of the student-athlete.
  - 5.4.3 A student-athlete who only lectures or demonstrates at a camp or clinic may not receive compensation for his or her appearance at the camp or clinic. (NCAA Bylaw 13.12.2.1)
- 5.5 Employment in Own Institution's Camp or Clinic - Sport Other Than FBS Football:** In sports other than FBS football, a member institution (or employees of its athletics department) may employ its student-athletes as counselors in camps or clinics provided the student-athletes do not participate in organized practice activities other than during the institution's playing season in the sport. (NCAA Bylaw 13.12.2.1.5)
- 5.6 Self-Employment:** A student-athlete with remaining eligibility is not permitted to conduct his or her own camp or clinic. (NCAA Bylaw 13.12.2.1.1)
- 5.7 Duty to Report:** All camp personnel have a duty to report issues or suspected issues related to criminal activity. The criminal offenses for which we are required to disclose statistics are murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations, and/or illegal weapons possession. We are required to report offenses that occur on-campus, in residence facilities, in or on non-campus buildings or property owned or controlled by our institution, and on public property within or immediately adjacent to our campus. In addition, issues related to bullying and harassment/discrimination should be reported immediately as well. Many athletics department employees have been designated as Campus Security Agents (CSA) and/or Responsible Employee's and have a duty to report all above instances to the appropriate reporting structure of the institution, the University Police Department, and other authorities, such as the Director of Athletics or the Associate AD for Internal Operations/SWA. In cases of emergency contact the Police immediately. The law defines "Campus Security Authority" as: "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings." A Responsible Employee includes any employee: who has the authority to take action to redress sexual violence; who has been given the duty of

reporting incidents of sexual violence or any other misconduct by students to the Title IX coordinator or other appropriate school designee; or whom a student could reasonably believe has this authority or duty. While some camp personnel may not be formally designated as a CSA and/or Responsible Employee, the Athletics Department expects all camp employees to disclose potential issues immediately.

- 5.8 Minors participation in Camps and Clinics:** The University of North Dakota is committed to the safety of all individuals in its community. The University has concern for those who are potentially vulnerable, including minors, who require special attention and protection. All camp staff must complete required training on the Protection of Minors on Campus policy in VectorSolutions (formerly SafeColleges). This must be completed prior to beginning to work for UND camps. If an employee does not have an EMPLID then the training, including quiz and certificate must be done hard copy. Contact Compliance for a hard copy if needed. For all staff a copy of their completed certificate for this training must be printed off and submitted to compliance prior to beginning to work. **All aspects of the Protection of Minors Policy must be adhered to by UND camps. If an exception is needed please contact the Associate AD for Internal Operations/SWA to inquire about such an exception for the upcoming camp season.**

**The following minimum staffing standards for OVERNIGHT camps and programs must be adhered to – this includes time in the dorms as well:**

Number of Adults/Staff Members per Age of Minors

1 for every 6 minors 6-8

1 for every 8 minors 9-14

1 for every 10 minor 15-17

**The following minimum staffing standards for DAY camps and programs must be adhered to:**

Number of Adults/Staff Members per Age of Minors

1 for every 6 campers 4-5

1 for every 8 campers 6-8

1 for every 10 campers 9-14

1 for every 12 campers 15-17

Prohibited Acts for Counselors/Authorized Adults and minors:

- Barring emergency situations or advanced approval, camp personnel one-on-one contact with campers is prohibited. Two or more camp personnel with appropriate gender representation, who have successfully completed a CHBC/SOR must be present when entering areas with minors. This includes, but is not limited to, locker room settings, sleeping rooms and bathroom facilities.
- Camp personnel shall not engage in abusive conduct of any kind, including but not limited to bullying, toward, or in the presence of, a camper.
- Camp personnel shall not strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any camper.



- Camp personnel shall not provide alcohol or illegal drugs to any camper. Camp personnel shall not provide prescription drugs or any medication to any minor unless specifically authorized in writing by the parent or legal guardian as being required for the camper's care or the camper's emergency treatment.
- Camp personnel shall not make sexual materials in any form available to campers participating in programs or activities covered by this Policy or assist them in any way in gaining access to such materials.

Below are some guidelines in preparing for your camp or clinic:

- All camp rules, expectations and UND Policy need to be communicated in writing prior to the camp or clinic. Email notification will suffice. These rules should be signed by the parent(s) or legal guardian(s) and the camper prior to camp. The camp rules will also need to be verbally reviewed at the beginning of camp as a reminder and each camper must sign a hard copy of the rules at this time.
- Every camp must include the following in their camp rules:
  - Prohibit any form of discrimination including harassment or discrimination. Harassment or discrimination or unwelcome behavior of any nature will not be tolerated. This includes but is not limited to bullying, cyber-bullying, sexual harassment or discrimination/violence and hazing.
  - Prohibit the use of alcohol and other illegal substances. Campers may not possess, use, distribute, or sell alcoholic beverages, drugs, firearms, weapons or fireworks. (Campus Regulation)
  - UND is a tobacco free campus. No camper should be in possession of smoking or chewing tobacco. (Campus Regulation)
- When releasing a camper prior to end of camp or for a limited amount of time from camp control, UND camp staff must complete an **Early Release Form** and provide a copy to housing staff.

### 5.9 Reporting Incidents of Harassment or Discrimination or Bullying

If it is alleged that harassment or discrimination or bullying has occurred at a UND camp or clinic, action must be taken by coaches and/or camp personnel. Bullying and all forms of harassment or discrimination are serious matters that must be dealt with in accordance with the **UND Complaints of Discrimination or Harassment or Discrimination Policy and Procedures**. Pay special attention to the protocols for "Filing a Report" to ensure that all aspects of your investigation are in compliance with the policy. This policy can be found here: [http://und.edu/affirmative-action/files/docs/discrimination-harassment\\_or\\_discrimination-policy-procedures.pdf](http://und.edu/affirmative-action/files/docs/discrimination-harassment_or_discrimination-policy-procedures.pdf). If the alleged incident occurred during a time when UND athletics coaches and counselors had control of the campers/minors then UND camp and athletics personnel must take the lead with the reporting. If the incident happened while the campers/minors were in the dorms, then housing staff will take the lead for investigating and reporting. However, UND athletics personnel will be fully cooperative with all UND housing staff at all times during any such investigation.

If an incident is alleged, please report the allegation using the **Discrimination and Harassment or Discrimination Reporting Form** located at

[www.undsports.com/compliance](http://www.undsports.com/compliance) in the camps forms section. Please complete this form in full – missing information causes delays and incomplete investigations. When completing the Discrimination and Harassment or discrimination Reporting Form, be sure to read the entire document.

At the time that an alleged victim brings an incident to your attention, you are required to have them sign a **Non-Retaliation Statement**. This form assures the alleged victim that by reporting the allegation they are protected from any retaliation from anyone associated with the incident and the university. The person accused of discrimination/harassment and any staff, coaches, or campers who are interviewed as witnesses must also sign a Non-Retaliation Statement.

**Also, please communicate the allegation to the Director of Athletics and/or the Associate AD for Internal Operations/SWA within 4 hours of any alleged incident.** They can assist you with the reporting of the situation and completing the proper forms. In addition, the Associate AD for Internal Operations or their designee has the responsibility to report the incident within 24 hours of receiving the information UPD and the Equal Employment Opportunity/Affirmative Action Office. An investigation and final report will follow. Please refer to the reporting flowcharts the follow the camp section for further information on reporting process.

As these situations will often involve minors, please notify the alleged victim's parent(s) or legal guardian(s) immediately in the case of an allegation. Do not allow a parent(s) or legal guardian(s) of another minor be present or play a role in the investigation or fact-finding period for the minor alleged victim in the case where the alleged victim's parent(s) or legal guardian(s) are not present.

## 6. HIGH-SCHOOL, PREPARATORY-SCHOOL AND TWO-YEAR COLLEGE COACHES

**6.1 General Rule** - A member institution (or employees of its athletics department) may employ a high-school, preparatory-school or two-year college coach as its camp or clinic, provided:

6.1.1 The coach receives compensation that is commensurate with the going rate for camp counselors of like teaching ability and camp experiences;

6.1.2 The coach is not paid on the basis of the value the coach may have for the employer because of the coach's reputation or contact with prospects; and (NCAA Bylaw 13.12.2.2)

6.1.3 A member institution may not compensate or reimburse a high school, preparatory school or two year college coach based on the number of campers the coach sends to the camp. (NCAA Bylaw 13.12.2.2.1)

**6.2 Employment as a Speaker in an Institutional Camp or Clinic -- Basketball** - A member institution shall not employ (either on a salaried or a volunteer basis) a speaker in any basketball camp or clinic (including a coaches clinic or a camp or clinic involving non-prospects) who is involved in coaching prospective student-athletes or is associated with a prospective student-athlete as a result of the prospective student-athlete's participation in

basketball. Such an individual may be employed as a camp counselor, but may not perform speaking duties other than those normally associated with camp counselor duties (e.g., skill instruction). (NCAA Bylaw 13.12.2.2.2)

## 7. PRIVATELY OWNED CAMPS

- 7.1 Definition:** A privately owned camp or clinic is any camp or clinic that is not owned or operated by a member institution or an employee of the member institution's athletics department. Privately owned camps may be held at any location, including on an institution's campus.
- 7.2 Camp/Clinic Providing Recruiting or Scouting Service:** No athletics department staff member may be employed (either on a salaried or a volunteer basis) in any capacity by a camp or clinic established, sponsored or conducted by an individual or organization that provides recruiting or scouting services concerning prospects. This provision does not prohibit an athletics department staff from participating in an officiating camp where participants officiate, but are not otherwise involved in, a scouting services camp. (NCAA Bylaw 13.12.2.3.1)
- 7.3 Institutional/Non-institutional Privately Owned Camps/Clinics – Basketball:** (see NCAA Bylaw 13.12.2.3.2)
- 7.4 Other Non-institutional Privately Owned Camps/Clinics – Sports other than Basketball:** (see NCAA Bylaw 13.12.2.3.3)

## 8. PROMOTION AND PUBLICITY OF SPORTS CAMPS AND CLINICS

- 8.1 Publicizing Institutionally Sponsored Summer Camps or Privately Owned Camps:** An institution or privately owned summer camp may use the name, picture, and institutional affiliation only in the camp counselor section in its camp brochure to identify the student-athlete as a staff member. However, a student-athlete's name or picture may not be used in any other way to directly advertise or promote the camp. (NCAA Bylaw 12.5.1.6)

**8.2 Summer Camp Advertisements:** In general, an institution may not buy or arrange to have space in game programs or other printed materials published to provide information concerning the athletics participation or evaluation of prospects (e.g., recruiting publications). All camp advertisements must state: the camp is open to any and all entrants (limited only by number, age, grade level and/or gender). Institution's summer camp and clinic advertisements are permissible if placed in such recruiting publications, except that an institution may place such advertising in a periodical (other than a high-school or two-year college game program) that includes a camp directory that meets the following requirements:

- 8.2.1 The size (not to exceed one-half page) and format of such advertisements must be identical; and
- 8.2.2 The camp directory must include multiple listings of summer camps on each page (i.e., at least two summer-camp advertisements of the same size must appear on each page). (NCAA Bylaw 13.4.3.1.2)

**8.3 Camp Brochures:** Camp brochures may be provided to a prospect. Brochures are not restricted by content or design, but are restricted to a single two-sided sheet, not to exceed 17”X22” when opened in full. (Bylaw 13.4.1.1(c) (Note: These brochures may be provided to a prospect prior to September 1 at the beginning of the prospect junior year in high school) [NCAA Bylaw 13.4.1.1(c)]. All camp advertisements must state: the camp is open to any and all entrants (limited only by number, age, grade level and/or gender).

## 9. MISCELLANEOUS ISSUES REGARDING INSTITUTIONAL SPORTS CAMPS AND CLINICS

**9.1 Recruiting Calendar Exceptions:** In Division I, the interaction during sports camps and clinics between prospects and those coaches employed by the camp or clinic is not subject to the recruiting calendar restrictions. **However, an institutional staff member employed at any camp or clinic is prohibited from recruiting a prospect during the time period that the camp or clinic is conducted (i.e., from the time the prospect reports to the camp or clinic until the conclusion of all camp activities).** The prohibition against recruiting includes extending verbal or written offers of financial aid to any prospect during his or her attendance at the camp or clinic. Other coaches wishing to attend the camp as observers must comply with appropriate recruiting contact and evaluation periods. In addition, institutional camps or clinics may not be conducted during a dead period. (NCAA Bylaw 13.12.1.5) There is an exception for recruiting contact for the sport of men’s basketball during camps, see NCAA Bylaw 13.12.1.5.1.

**9.2 Concession Arrangement:** An institution may not permit or arrange for a prospect, at the prospect’s own expense, to operate a concession to sell items related to or associated with the institution’s camp. In addition, a student-athlete, at the student-athlete’s own expense, may not operate a concession to sell items related to or associated with his or her institution’s camp to campers or others in attendance because such an arrangement would be considered an extra benefit. However, the institution may employ the student-athlete at a reasonable rate to perform such services for the camp. (NCAA Bylaws 13.12.1.7.3.1 and 13.12.1.7.3.1)

**9.3 Awards:** Prospects may receive awards from a member institution’s sports camp or clinic, with the understanding that the cost of such awards is included in the admissions fee charged for participants in the camp or clinic. (NCAA Bylaw 13.12.1.7.4)

**9.4 Educational Session - Division I Basketball:** A Division I institution’s basketball sports camp or clinic must include an educational session in-person or in a video format detailing NCAA initial-eligibility standards and regulations related to gambling, agents, and drug use to all camp and/or clinic participants. (NCAA Bylaw 13.12.1.8).

**9.5** All camp and clinic employees must be given a copy of the UND Athletics Department Camps and Clinics Policy, **by the head coach or the camp director at the direction of the head coach**, including highlighted sections on Title IX reporting and working with minors on campus. Prior to beginning work, each employee must sign off on the specific camp sign off sheet confirming that they have received and reviewed the information. **This signatory sheet must be submitted to the Associate AD for Internal Operations/SWA within 24 hours of the start of the first day of camp.**

## 10. INSTITUTIONAL POLICIES

- 10.1 All sports camps owned or operated by the University of North Dakota or a member of UND's Athletics Department, either on-campus or off-campus, are institutional camps, and therefore, must be run through the Athletics Department. This guideline applies to day camps and overnight camps.
- 10.2 All income and expenditures must be processed through Athletics Business Office. The Athletics Business Office and sport operating the camp are responsible for all income, cash control, other internal control procedures, record keeping and expense reconciliations.
- 10.3 All payroll for camps will be processed through the University's Payroll office. No camp employee will be paid in cash. All refunds must be issued through a voucher.
- 10.4 Requests for any supplemental services contracts must go through Athletics Business Office.
- 10.5 All internal governing policies for the University are in effect for camps.
- 10.6 Any camp or conference, including those in Athletics, must include in their pre-planning a proposal to the Housing Office of any **sale of food**, to be instituted in conjunction with the camp or attendant thereto. Approval for such sale must be secured from the Housing Office in advance of the date on which the camp or conference is to be held.
- 10.7 **Camp Insurance Procedures:**  
*The Informed Consent, Liability Release, Medical Treatment Authorization and Photo Release Form* must be included on all camp brochures or enclosed in the mailer. The appropriate language is available in the Athletics Business Office. The form must be kept on file by each sport or submitted to the Athletics Business Office.
- 10.8 The following information must be kept on file: names of all campers, amount of money paid, names of students who canceled, names of campers receiving refunds, and the reason for the refund.
- 10.9 The *Pre-Camp Approval Form* must be submitted 1-2 months prior to camp occurring to the compliance office. This form must include a listing of all camp employees with title.
- 10.10 The *Camp Monitor List* (form found online) report must be submitted to UND's Office of Compliance at the conclusion of each respective camp.
- 10.11 Specific camp fees should be based upon an assessment of the market, an assessment of the economy and a comparison of fees at other sports camps in the market area in order to offer an opportunity to a variety of youth populations, and ensure that revenue is sufficient to meet all expenditures.
- 10.12 All camp expenditures and all camp revenue must be properly documented, controlled and processed through the Athletics Business Office.

### 10.13 Camp Sponsor Policy:

Each program is free to prospect the market for camp sponsors to support camps only. Prior to doing so, please make the prospect list, sponsorship cash/trade levels, products to be purchased if applicable and who is producing the products to Associate AD for External Operations, Associate AD/CFO, and Associate AD for Internal Operations/SWA before contacting potential sponsors.

## 11. RESPONSIBILITIES

### 11.1 Sport Camp Staff Responsibilities

- 11.1.1 Coordinating all Departmental sponsored sports camps.
- 11.1.2 Serving as departmental liaison with Housing, Parking and Campus Scheduling and the University Police Department.
  - Prior to camps beginning on campus, MANDATORY training for camp director and liaisons on working with minors on campus will occur. Every camp must have the **camp director and head coach** in attendance and it is the responsibility of the attendees to communicate all policies covered to all other camp employees.
  - For clarity, all camp and clinic employees must be given a copy of the UND Athletics Department Camps and Clinics Policy, by the head coach or the camp director at the direction of the head coach, including highlighted sections on Title IX reporting and working with minors on campus. Prior to beginning work, each employee must sign off on the specific camp sign off sheet confirming that they have received and reviewed the information. **This signatory sheet must be submitted to the Associate AD for Compliance within 24 hours of the start of the first day of camp.**
- 11.1.3 Signing off on: student payroll requests, contracts and all purchase orders.
- 11.1.4 Reviewing all advertising, literature and brochures related to the sports camps.
- 11.1.5 Reviewing and approving all camp date proposals.
- 11.1.6 Reviewing and approving all budget proposals.
- 11.1.7 Reviewing and approving all reduced admission waivers.
- 11.1.8 Processing work requests for all camps.
- 11.1.9 Monitoring periodically (in person) the activities and conduct of the sports camps.
- 11.1.10 Reviewing all sports camp revenues and expenditures.

- 11.1.11. Ensuring sports camp application forms contain or has attached to it necessary payment information (e.g., form of payment, amount of payment, address and individual who paid the deposit or sports camp fee).
- 11.1.12 Process brochure application forms in a timely manner.
- Separate and file all applications in alphabetical order.
  - Include medical consent forms with all camp brochures. **A copy of a signed medical consent form and all other required forms (example: medical insurance information, waiver forms) is to be on file with sports medicine staff/trainers for duration of camp.**
  - Complete final roster within 48 hours after registration.
  - Develop an updated camp registration roster.
- 11.1.13 Collecting, documenting and forwarding camp revenue to Athletic Business Office for deposit.
- 11.1.14 Planning and administering camp instructional activities.
- 11.1.15 Submitting camp date preferences and the request for lodging and facilities through the Housing Office.
- 11.1.16 Preparing camp **budgets** which includes specific needs of the camp such as, but not limited to, equipment, salaries, brochures, entertainment, awards, pictures, audio/visual and postage arrangement form. Secure approval of budget from the Athletics Business Office.
- 11.1.17 Securing instructional personnel and submitting requests for payment, for student and non-student employees to the athletic office manager. All employees will be paid in accordance with Athletic Department and University policies and procedures.
- 11.1.18 Assisting with on-campus registration.
- 11.1.19 Reporting **all** revenues and expenditures to Athletic Business Office.
- 11.1.20 Informing camp participants and counselors of appropriate housing and parking guidelines. Assigning a coach or counselor to be in the building whenever campers are in their rooms and providing the UND housing contact the name of this person.
- Submit the **Youth Camp Early Release form** (form found online) any time that a camper is to be allowed to leave camp for a period of time (i.e. dinner with aunt) or when a camper is to be picked up and removed from camp prior to the conclusion of camp activities/schedule. The form is to be

communicated to housing personnel to ensure no camper is missed or lost in the operation of the camp.

- 11.1.21 Insuring that his/her camp complies with all UND, NCAA and departmental rules and procedures. This means adhering to all UND and NCAA rules and regulations as well as any best practices mandated by the Athletics Department.

Submit *Camp Pre-Approval Forms* for each camp PRIOR to the beginning of each camp to the Office of Compliance – this should be done at least one month prior to the camp beginning. Following the completion of all camps, *submit Camp Monitor List* (form found online) to Office of Compliance.

- 11.1.22 Preparing all paperwork for camp payroll, including Job Data Hires, Job Data Changes and Hourly Payroll Reporting Forms. Forms will be reviewed by the Athletics Business Office. This includes the timely presentation camp personnel names to the Office Manager to ensure that all Criminal History Background Checks (CHBC) are completed **PRIOR** to camp personnel working. It is the responsibility of the camp director and the head coach to ensure that Criminal History Background Checks are completed according to policy.

**11.2 Athletics Business Office** is responsible for:

- 11.2.1 Depositing camp revenue.
- 11.2.2 Securing bids, preparation of purchase orders and preparation of requisitions for camp expenditures.
- 11.2.3 Establishing cash and other internal control procedures.
- 11.2.4 Record keeping.
- 11.2.5 Expense reconciliations.
- 11.2.6 Preparation of all financial reports for each camp.
- 11.2.7 Adhering to all UND and NCAA rules and regulations as well as any best practices mandated by the Athletics Department.
- 11.2.8 Conduct training session on Human Resources and Payroll procedures for all camp coordinators and supervisors.
- 11.2.9 Review of payroll authorization for all camps.
- 11.2.10 Processing payroll requests with signature of Camp Coordinators.
- 11.2.11 Processing and managing the CHBC process (Camp Directors and Head Coaches must present the names of all camp employees) in accordance with policy.



**11.3 Media Relations** is responsible for:

- 11.3.1 Proofreading, designing layout and supervising printing of brochure.
- 11.3.2 Adhering to all UND and NCAA rules and regulations as well as any best practices mandated by the Athletics Department.

**11.4 Office of Compliance** is responsible for:

- 11.4.1 Implementing educational and procedural efforts to reduce the risk of potential NCAA violations associated with the conduct and administration of sports camps. (Bylaw 13.12- NCAA Sport Camps and Clinics)
- 11.4.2 Monitoring sports camps for NCAA, Athletics Department, and UND Compliance, including review of all camp employees and camp brochures to ensure compliance with NCAA regulations.
- 11.4.3 Adhering to all UND and NCAA rules and regulations as well as any best practices and policies mandated by the Athletics Department.
- 11.4.4 Conduct training session on compliance regulations related to camps and clinics for camp personnel. Topics to include compliance with NCAA, Athletics Department & UND policy and expectations.

**11.5 Summer/ Instructional Youth Camp Sports Medicine Coverage:**

While it is not required, it is recommended that medically trained staff be present at all UND camps and clinics. If a camp staff opts to forego a medical presence they should consider arranging for medical staff to be on-call and/or camp staff members must also be certified in first aid, CPR and AED use. The head coach and camp director share the responsibility to ensure that the appropriate numbers of camp personnel are certified in first aid, CPR and AED use if no medically trained personnel are in attendance at camp functions. In the case of a medical emergency, the parents of the camper should be notified and 911 should be called to transport the camper if needed. Camp staff members should not be transporting injured campers to seek medical assistance. Use of DSM is permitted and use of non-DSM medically trained staff is permitted with the permission of the Associate Athletics Director for Compliance in consultation with administration.

If the camp opts to utilize DSM personnel for medical coverage:

- 11.5.1 Medical coverage for summer/ instructional youth sport camps sponsored by athletics teams at the University of North Dakota will be provided by the DSM on a contractual basis; advance notice of a minimum of 1 month must be given to the Director of Sports Medicine if coverage is needed. The Director of Sports Medicine will designate an individual or individuals to provide medical coverage for individual sport camps. Camp coordinator(s) will provide a satisfactory fee for the services provided; this amount shall be designated by the Director of Sports Medicine.

- 11.5.2 The role of the Department of Sports Medicine (DSM) in providing medical coverage shall include the following areas:
- Preventative care (taping techniques)
  - Immediate first aid (wound care, i.e. blisters, cuts, abrasions, etc.)
  - Emergency care
  - Hydration area will be stocked and maintained by the DSM staff. Cups are not provided for camps by the DSM, unless arrangements are made prior to the start of camp.
  - Any long term rehabilitation for any injury sustained during camp activities is not the responsibility of the DSM, nor is the treatment or rehabilitation of pre-existing conditions.
- 11.5.3 The following items are the responsibility of the camp coordinator(s), to be secured prior to the start of any camp activities, preferably at on-site registration. These items should be on file with the medical staff prior to the start of any camp activities:
- Medical treatment and billing authorization
  - Medical Insurance information (copy front and back of card is required)
  - Emergency contact telephone number
  - Waiver signed by parent(s) or legal guardian(s) or guardian for first aid care and/or referral to the physician/ hospital.
  - Medical history questionnaire outlining any pre-existing conditions (asthma, allergies, concussion, injuries, illnesses, etc.) that may affect a camper's ability to participate.
- 11.5.4 Prior to the start of each sport camp, it is the responsibility of the DSM to review the athletic training facility rules with all campers:
- Name of the medical staff member(s)
  - Location of the athletic training facility
  - Operating hours of the athletic training facility
  - Description of injuries and illnesses that should be reported (namely those that preclude participation)
  - DSM staff may not distribute medications of any kind
  - No horseplay or foul language will be tolerated
  - The athletic training facility is a medical facility, not a social gathering place
  - Remind of proper nutrition, rest and fluid consumption
  - Advise not to wear any jewelry while participating in camp activities
- 11.5.5 The following are policies to be followed by the DSM and camp personnel when a camp participant is injured:
- All injuries and illnesses are to be reported to the medical staff.
  - The medical staff will perform a systematic and thorough evaluation of the injury/ illness and record clinical evaluation on an injury report form.
  - The medical staff will provide appropriate medical care.

- The medical staff will notify the camp coordinator of all injuries/ illnesses that prevent participation in the camp.
- It is the responsibility of the camp coordinator(s), the medical staff, or both to notify the parent(s) or legal guardian(s)/ guardian of a minor who sustains an injury or illness while in camp. Any questions concerning the handling of camp attendees are to be addressed with the camp coordinator.
- Should an injury or illness require a medical referral, the camper will be referred to the Altru Family Medicine Residency Program, (701) 780-6800, Altru Health Center Emergency Department (701) 780-5280 or Altru Health System Urgent Care Clinic (701) 780-5968.
- The medical staffs WILL NOT transport any camper who requires medical attention outside of the athletic training facility. Transportation of an injured or ill camper will be the responsibility of the parent(s) or legal guardian(s) or guardian(s) when available. If parent(s) or legal guardian(s) or guardian(s) are unable to transport an injured or ill camper, the camp coordinator(s), medical staff, or both will notify the parent(s) or legal guardian(s)/ guardian(s) to determine who will transport the camper.
- Should activation of the Emergency Medical System (EMS) be required, parent(s) or legal guardian(s)/ guardian(s) will be notified as soon as possible regarding the nature of the situation and the facility that the camper is being transported to.
- Medication of any sort will not be distributed to camp participants.
- The only therapeutic modalities to be administered include ice packs, ice massage, cold whirlpools, cryo cuff and hydrocollator packs.
- All modalities, taping, wound care, sickness, injury, etc. will be recorded on the event log.
- In the event of a head injury (concussion), the camp coordinator(s) and parent(s) or legal guardian(s)/ guardian(s) are to be notified before the camper can be released from the athletic training facility. Any camper that appears to have sustained a concussion will be required to be cleared by a medical doctor prior to being allowed to return to camp activities.
- Parent(s) or legal guardian(s)/ guardian(s) will be notified about the nature of the injury or illness as well as the remaining camp schedule for the week. Decision to remain in camp or go home will be determined from consultation with a medical doctor, parent(s) or legal guardian(s), coach and the athlete.
- The athletic training facility will not be used as a lounge for sick campers.

## **12. OTHER CAMP PROCESSING ACTIONS – Responsibility of Camp Personnel**

Approximately 6 months prior to camp:

- Camp Dates Presented/Confirmed with Athletics Department (Business Office, Compliance), Housing and Facilities.
- General Information Requests returned to Housing/Dining.

- Proposed camp budget to Associate AD/CFO. (Sports Camp Budget Form can be obtained from the Athletics Business Office).
- Camp brochures sent to Compliance, Marketing and Athletics Business Office for approval and Sports Info for design. (Purchase orders are required for all printed brochures.) No brochure may be distributed without Compliance and Marketing approval.

Approximately 4 months prior to camp:

- Approval of camp budget by Associate AD/CFO.
- Brochures to printer (Invoices must be submitted to the Athletics Business Office).
- Brochures printed and ready for mailing.
- Coaching staffs communicate to Housing Final List of needs and dates for camp and get Confirmation of Availability from Housing
- Communicate parking needs to the parking office in accordance with their policies. It is a best practice to remain in communication with this office throughout camps and clinics to ensure there is not any confusion on parking operations during camps.

Approximately 1-2 months prior to camp:

- Arrangements made for Certified Athletic Trainers which must be present for all physical activities during camps.
- Housing/Facilities/Premises Use Agreement completed.
- Complete the **Camp Pre-Approval Form** for each camp that will be held and submit to compliance for review. This includes a complete list of camp employees, paid or volunteer.
- (To be completed as soon as possible BUT PRIOR TO CAMP): Report all names of camp employees, paid or volunteer, to Athletics Department Office Manager to begin the CHRC/SOR process on each hired worker in accordance with policy. A camp employee may not begin working until the CHRC/SOR process has been completed.
- Camp director and/or liaison must attend MANDATORY training for working with minors as dictated by the Athletics Department.
- Be sure to communicate all parking and traffic policies to campers and parent(s) or legal guardian(s) well in advance of camp to allow for planning and following of the policies.

Approximately 2-3 weeks prior to camp:

- Housing Office will distribute housing/dining contracts to coaches; also need signatures from athletics administration.

- Work orders submitted; PO's & Requisitions to the Athletics Business Office. (Note: All t-shirt designs must be approved by the Assistant Athletics Director for Marketing and Licensing prior to printing. Use of logo approval policy must be followed). All logo items purchased for camp, must be purchased from a **licensed vendor**.
- Email out camp rules, UND Policy, and parking and traffic policies to campers and parent(s) or legal guardian(s)s. The UND Policy may be sent via an internet link included in body of camp rules.
- All camp and clinic employees must be given a copy of the UND Athletics Department Camps and Clinics Policy, by the head coach or the camp director at the direction of the head coach, including highlighted sections on Title IX reporting and working with minors on campus. Prior to beginning work, each employee must sign off on the specific camp sign off sheet confirming that they have received and reviewed the information. **This signatory sheet must be submitted to the Associate AD for Internal Operations/SWA within 24 hours of the start of the first day of camp.**

One week prior to camp:

- All Payroll paperwork processed by the Athletics Business Office. Non-UND Coaches, Instructors, Student Payroll-(Student Authorizations/I-9) paperwork to be complete.
- Remind parent(s) or legal guardian(s)s and campers of parking and housing policies and guidelines.

During camp operations:

- Submit the ***Youth Camp Early Release form*** any time that a camper is to be allowed to leave camp for a period of time (i.e. dinner with aunt) or when a camper is to be picked up and removed from camp prior to the conclusion of camp activities/schedule. The form is to be communicated to housing personnel to ensure no camper is missed or lost in the operation of the camp.
- Report any alleged incidents of bullying or harassment or discrimination via telephone call within 4 hours of alleged incident being reported to camp staff to the Deputy Director of Athletics or Associate Athletics Director for Compliance.
- Complete the **Discrimination/Harassment or discrimination Reporting Form** to report any alleged incident to the Deputy Director of Athletics or Associate Athletics Director for Compliance after conducting a review of any allegation.
- All camp and clinic employees must be given a copy of the UND Athletics Department Camps and Clinics Policy, by the head coach or the camp director at the direction of the head coach, including highlighted sections on Title IX reporting and working with minors on campus. Prior to beginning work, each employee must sign off on the specific camp sign off sheet confirming that they have received and reviewed the information. **This signatory sheet must be submitted to the Associate AD for Internal Operations/SWA within 24 hours of the start of the first day of camp.**

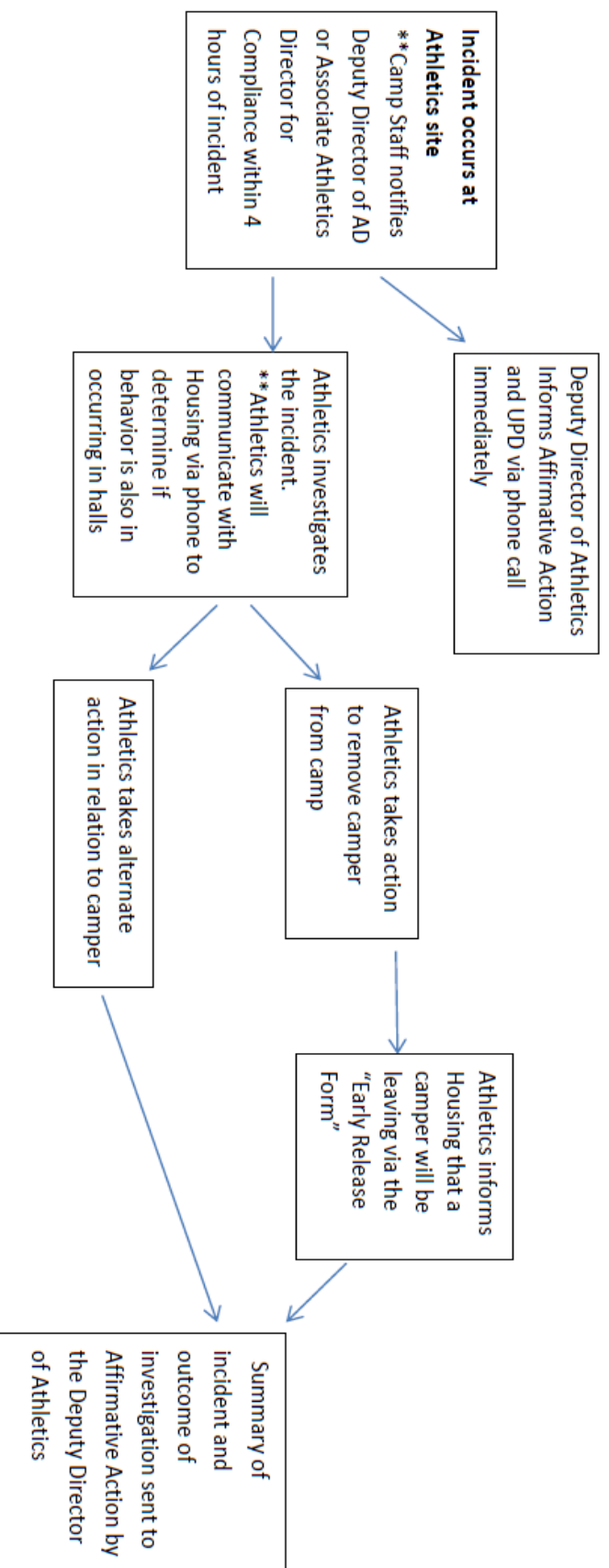
1 week following the completion of all camp/clinics :

- Complete the **Camp Monitoring form** and submit it to compliance for review.
- Save all medical waivers for all campers who attended for possible audits in future (Contact Athletics Business Office with questions.)

### **13. CAMP SPONSORSHIP POLICY**

Each program is free to prospect the market for camp sponsors to support camps only. Prior to doing so, please make the prospect list, sponsorship cash/trade levels, products to be purchased if applicable and who is producing the products to Associate AD for External Operations, Associate AD/CFO and Associate AD for Internal Operations/SWA before contacting potential sponsors.

**ATHLETICS DEPARTMENT Camp/Clinic Incident Reporting Process (Harassment, Bullying, Sexual Assault, Etc.)**



Updated 11.6.14

### Incident Happens in Residence Hall:

- If Housing staff is first contact: Housing staff notifies designated group sponsor.
- If Sponsor is first contact: Sponsor notifies on-call Housing staff.
- **IF EMERGENCY, CRIMINAL OR TITLE IX: CALL UPD IMMEDIATELY, NOTIFY HOUSING/SPONSOR SECOND.**
- **Fire alarms—Building evacuation**

**Fire Alarms:**  
 Sponsor: Assist in directing their participants to designated exterior location. Sponsor assists in accounting for group participants.

**Housing staff:** Calls Ops Center, Meets UPD/Fire/EMS, assist in preventing building re-entry. Allows re-entry once given all clear. Completes / submits reports

**Housing staff and Sponsor confer and investigate incident.**  
 Housing staff and Sponsor representatives jointly interview or follow up with participants.  
**Housing Staff determines next steps.**

**UPD Contacted. "Call up" to Housing/Athletics administrators.**  
 Sexual and/or gender based violence, bullying or harassment:  
 During business hours:  
 • Housing: Title IX Coordinator contacted.  
 • Housing forwards report to Title IX Coordinator.  
 After hours:  
 • Housing staff contacts DOS.

### Common Possible Outcomes: (May be a combination of outcomes.)

Housing staff or Sponsor follows up with participant about the behavior or incident to clarify expectations.

Sponsor notifies participant's parent or guardian or listed emergency contact.

Sponsor requests that the participant be moved to a different room. (Housing will coordinate room change with Sponsor)

**Housing staff completes and files report.**  
 Forwarding as needed.  
**END.**

**"Call up"**  
 Housing assesses damage and/or cleaning charges to the group.

**"Call up"**  
 Housing requests that the participant be immediately relocated or removed from the Residence Halls.  
 • If removed, Sponsor notifies parent /guardian to pick up the participant and/or supervises participant until participant is released to parent/guardian.



## **VI. ATHLETICS ACADEMIC SERVICES (AAS)**

The University of North Dakota Department of Athletics is proud of the academic excellence of its student-athletes whose athletic achievements are matched by academic distinction each year. The Athletics Academic Services (AAS) department assists our student-athletes academically and ensures their continued excellence in the classroom. UND's Assistant Athletics Director for AAS, Assistant Director of AAS, AAS Coordinator and the AAS Student-life Assistant, work closely with a variety of constituents across campus and within the Department of Athletics to provide student-athletes accurate information regarding university policies and procedures as well as university and college degree requirements. A comprehensive understanding of major requirements, course content and the application of the NCAA's measures of progress toward academic achievement are utilized in assisting student-athletes to meet their academic objectives and support academic eligibility. The major areas of activity for Athletics Academic Services include: Advisement and Academic Performance Monitoring, the Schubert Athletics Academic Center (Schubert Center), the Laptop Computer Check-Out Program, the Proctoring of Examinations, Life Skills and Events Programming, Priority Registration, Academic Registration Requirements, Academic Data Collection and Academic Progress Rate (APR).

### **1. ELIGIBILITY ADVISEMENT AND ACADEMIC PERFORMANCE MONITORING**

- 1.1** Athletics Academic Services: One of the primary functions of Athletics Academic Services is to provide direct, one-on-one academic eligibility advising and counseling throughout the year to UND's 450+ student-athletes.
- 1.2** Accurate and current academic information, as defined by NCAA Bylaw 14, is applied in the advisement of all student-athletes regarding academic eligibility and progress-toward-degree. This advisement is available to all student-athletes.
- 1.3** One-on-one academic eligibility advising is available to all student-athletes with referrals made to specialists as needed.
- 1.4** Tutors are available to all UND students and student-athletes can also utilize these services. AAS staff can assist each student-athlete in securing tutorial assistance. A flyer describing the various tutoring centers and services is made available to every student-athlete at the beginning of each academic year.
- 1.5** A major component of academic progress monitoring involves academic progress reports in conjunction with deficiencies [report of unsatisfactory progress] to identify areas needing strengthening and how best to intervene and acquire appropriate help. [Identification of appropriate help may include referral to any of the campus-wide tutoring services.]
- 1.6** 'Target Group' Student-Athlete Meetings and Monitoring
  - 1.6.1** *New to UND student-athletes* (freshmen/transfers) are identified by the AAS required to meet with the AAS staff four times during their first semester. Staff members monitor the SAs use of a planner in conjunction with course syllabi. The focus will be a smooth transition into our program academically, familiarization with campus resources and the Division I NCAA academic eligibility requirements, and developing academic skills essential for academic success and time management. Initial meeting must be completed by the last day of the 2nd week of class. Student-athletes are provided new student-athlete meeting schedule and complete an information form (assessment). Failure to set

up the initial meeting by the requested deadline and/or failure to complete the first meeting at the scheduled time will result in the student-athlete being withheld from all athletically related activities until the meeting is completed.

1.6.2 *Non-Qualifiers* are required to meet bi-weekly with the Athletics Academic Services staff during their first semester. The focus will be on developing academic skills essential for these students to effectively manage the many demands placed on them as Division I student-athletes at UND. These meetings will familiarize the students with resources available on campus. For their second semester, non-qualifiers are required to meet with the Athletics Academic Services staff five times, with the schedule to be determined by the AAS staff. Initial meeting must be completed by the last day of the 2<sup>nd</sup> week of class. Failure to set up the initial meeting by the requested deadline and/or failure to complete the first meeting at the scheduled time will result in the student-athlete being withheld from all athletically related activities until the meeting is completed.

1.6.3 *Student-athletes who receive 'F' academic progress reports and 'F' deficiency reports* are required to meet with an AAS staff member bi-weekly until grades of 'F' are raised, or it is determined that it is in the best interest of the student-athlete to drop the course. These student-athletes are also required to participate in a second round of progress reports for the courses in which they received the 'F.' Failure to set up the initial meeting by the requested deadline and/or failure to complete the first meeting at the scheduled time will result in the student-athlete being withheld from all athletically related activities until the meeting is completed.

1.6.4 *Student-athletes who become academically ineligible* are required to meet bi-weekly [or weekly if deemed necessary] an AAS staff member in order to identify what conditions led to ineligibility and to identify assistance in order to regain eligibility. Progress toward regaining eligibility is tracked by collecting academic progress reports and by working closely with academically-ineligible student-athletes and their instructors to improve deficient progress reports to satisfactory status. Additionally, reports of unsatisfactory progress [as collected and disseminated by the Registrar] are used as another tool in assessing academically-ineligible student-athletes' academic progress. Initial meeting must be completed by the last day of the 2<sup>nd</sup> week of class. Failure to set up the initial meeting by the requested deadline and/or failure to complete the first meeting at the scheduled time will result in the student-athlete being withheld from all athletically related activities until the meeting is completed.

1.6.5 *Borderline academically-ineligible student-athletes* are identified and required to meet with the AAS staff bi-weekly [or four times during the semester if deemed appropriate by the Assistant Athletics Director for AAS] in order to determine what deficiencies need strengthening and what resources should be used to do so (e.g. PTD, Credits per Semester, or GPA concerns). Initial meeting must be completed by the last day of the 2<sup>nd</sup> week of class. Failure to set up the initial meeting by the requested deadline and/or failure to complete the first meeting at

the scheduled time will result in the student-athlete being withheld from all athletically related activities until the meeting is completed.

#### 1.6.8 **AAS Missed Required Meeting Policy**

##### ***First missed meeting:***

The first time a student-athlete misses a previously scheduled academic meeting, the AAS advisor will send the student-athlete, and the athlete's head coach an email about the missed meeting time and contact information for rescheduling the meeting.

##### ***Second missed meeting:***

If a student-athlete misses a second scheduled academic meeting *within the same academic year*, the AAS advisor will email the student-athlete, their coach, and the Deputy Director of Athletics/SWA. *The student-athlete is expected to reply to the staff member by a specific time and date stated within the email. Failure to do so will result in the student-athlete's removal from practice activities until a make-up meeting time is scheduled.*

##### ***Third missed meeting:***

In the event that a third scheduled academic meeting is missed *within the same academic year*, the student-athlete, respective coach, Deputy Director of Athletics/SWA and Athletics Director will receive an email from the AAS advisor. Missing a third required meeting is unacceptable. *The student-athlete will be required to meet with the Deputy Director of Athletics/SWA, the Athletics Director (if available), and the Assistant Athletics Director for AAS at the date and time specified in the email to further discuss the matter. The SA is suspended from all athletically related activities until notification that the suspension is lifted is sent via email to all parties.* The meeting will be scheduled at the earliest opportunity based on the availability of the Assistant Athletics Director for AAS, the Deputy Director of Athletics/SWA and the AD.

##### ***Fourth missed meeting:***

A fourth missed scheduled academic meeting within the same academic year *WILL* result in SERIOUS disciplinary action/sanctions. All possible sanctions for missed AAS meetings are at the discretion of the Assistant Athletics Director of AAS and/or the Deputy Director of Athletics/SWA and/or the Athletics Director. *The student-athlete will be required to meet with the Deputy Director of Athletics/SWA, the Athletics Director (if available), and the Assistant AD for AAS to be informed of sanctions. The SA is suspended from all athletically related activities until the meeting occurs. Once sanctions have been determined and presented to the SA at the in-person meeting, the SA and his/her head coach will also be sent written notification of the sanctions.*

## **2. SCHUBERT ATHLETICS ACADEMIC CENTER**

The Schubert Athletics Academic Center (Schubert Center) is located in Hyslop 113, and part of the overall Athletics Academic Services department, the Schubert Center provides a comfortable study setting that houses desktop computers, a printer and laptop computers that are available for

use on road trips and within the Schubert Center. The proximity of the Schubert Center to classrooms and training areas in the Hyslop, as well as its proximity to the Memorial Union, campus classrooms and the parking ramp, conveniently provides for valuable daytime and evening study between classes and at the end of the day. Mandatory and non-mandatory study table is held in the Schubert Center.

Student-athletes may be required to complete a certain number of study table hours per week in the Schubert Center. The number of hours, if any, will be at the discretion of the student-athletes' respective coaching staff.

Study table time is recorded using GradesFirst software. When student-athletes enter the Schubert Center, they must check in and check out with the Schubert Center monitor, regardless of whether they are required to be there or not. Coaches are able to monitor completed study table time throughout the week. In addition, each week coaches can pull reports from GradesFirst indicating the amount of time their student-athletes spent in the Schubert Center the preceding week.

The use of study table is a common occurrence in collegiate athletics. Its purpose is not meant to be punitive, but rather to be instructional, and to help student-athletes adjust to the rigors of Division I collegiate athletics and academics. Many demands are placed on the time of student-athletes, and study table enables student-athletes to identify and utilize time frames set aside for study.

## **2.1 Schubert Athletics Academic Center Rules**

Use of the Schubert Center is a privilege. When student-athletes use the Schubert Center the expectation is that they check in properly, sit down and begin immediately on their academic work.

- 2.1.1 Student-athletes must show satisfactory progress in completing their required hours by completing a minimum of 2 hours by the start of Friday of each week in order for their time to count.
- 2.1.2 Student-athletes must be working on academics while in the Schubert Center.
- 2.1.3 Individual study time is NOT social time; no talking or other disruptive behavior. Persistent talking and disruptive behavior will not be tolerated.
- 2.1.4 No sleeping is allowed.
- 2.1.5 Food and drink are not allowed at the computers. (Keep fluids off the tables near the computers.)
- 2.1.6 Persistent cell phone use and viewing or participating on Netflix, Facebook, Twitter, Instagram, You Tube (all social networking sites) and other non-academic websites or sites being used for non-academic purposes is not allowed. Time spent at study table is for academic purposes only.

- 2.1.7 Student-athletes who utilize study slips for outside academic work with any tutoring service or professor must turn those slips in no later than 48 hours after meeting with tutor or professor. All meetings Wednesday-Friday must be turned in by Friday at 4:30pm to be counted for the week.
- 2.1.8 Student athletes must log on to computers using their IdM log-in information, and must remember to log off when finished using the computer. Student-athletes will not be able to save to any hard drive. Work should be saved on a flash drive or e-mailed to U-mail accounts. All hard drives will automatically be purged each night.
- 2.1.9 If one experiences any difficulty with a computer, laptop or the printer, help should be sought from the Schubert Center monitor.
- 2.1.10 It is the student-athlete's responsibility to check in and check out of the Schubert Center with the monitor. No study table hours will be recorded manually.

## **2.2 Schubert Center Warning Policy**

Student-athletes will be given warnings for unacceptable behavior or breaking Schubert Center rules. Those who persist in unacceptable behavior will be held accountable according to the Schubert Center Warning System.

2.2.1 Warnings: Warnings can come from the AAS staff or the Schubert Center monitor.

- Written Notice: If a Schubert Center monitor observes unacceptable behavior, they do not need to warn the student-athlete verbally. They will simply write the student-athlete's name down and provide it to the AAS staff, who will then notify the student-athlete.
- Verbal Notice: An AAS staff member can verbally warn a student-athlete.
- Persistent talking, cell phone use, or any non-academic behavior will result in a written/verbal notice and the student-athlete will be asked to leave the Schubert Center immediately.

2.2.2 Second Warning: Once a student-athlete receives a second warning, s/he will be notified via u-mail, and their head coach will be notified via email as well.

2.2.3 Suspension: If a student-athlete receives THREE warnings, s/he will be suspended from the Schubert Center for the remainder of the semester. If the student-athlete has mandatory hour requirements, how the remainder of the semester will be carried out is the coach's discretion.

- Refusal of a student-athlete to comply with any reasonable departmental service area request or directive can also result in automatic suspension from the Schubert Center. This is determined by the Assistant Athletics Director for Athletics Academic Services (AAS).
- If the student-athlete is suspended from the Schubert Center, the respective Head Coach will meet with the Deputy Director of Athletics/SWA and the Assistant Athletics Director for AAS regarding the incident. The Head Coach will submit a request to appeal the suspension and include evidence of

appropriate sanctions. The student-athlete will then be placed on a probationary status.

### **2.3 Schubert Athletics Academic Center Hours of Operation**

Student-athletes may record their study table hours during the academic year within the following hours of operation:

Monday- Thursday	8:00am – 9:00pm
Friday	8:00am – 4:30pm
Sunday	3:00pm - 8:00pm

Additional study center space can be available Monday and/or Wednesday evenings if needed, with the location to be announced at the beginning of each semester.

### **3. LAPTOP COMPUTER CHECK OUT PROGRAM**

Laptop computers are available for check-out to use in the Schubert Center and for student-athlete use while traveling to away competitions. A laptop may be reserved for up to one week (laptops needing checked out for any other purposes need to be approved by the AAS Coordinator). Computers are checked out on a first-come, first-serve basis. Rules for use:

- 3.1** Students must fill out an equipment rental agreement and check out form.
- 3.2** Student-athletes must return the computer within 24 hours of their return to campus.
- 3.3** Computers must be returned in good condition with all accessories.
- 3.4** Student-athletes will be held accountable for any missing or damaged computers.
- 3.5** Failure to abide by the terms of the laptop check-out program risk losing their check-out privileges in the future.

### **4. THE PROCTORING OF EXAMINATIONS**

The Athletics Academic Services staff is available to proctor examinations according to the following procedure:

- 4.1** The student-athlete is required to request that an AAS staff member is available to proctor the examination.
- 4.2** The student-athlete notifies the faculty member or testing center that the AAS staff member will accept the responsibility of proctoring the examination.
- 4.3** Together the student-athlete and the AAS staff member determine a mutually-agreeable time for the student to take the examination.
- 4.4** The faculty member supplies the AAS staff member with the examination or the testing center provides the director the password by which access is gained to the examination.

- 4.5 The AAS staff member ensures that the faculty member receives the examination after it has been completed.
- 4.6 For online exams, the student-athlete must request contact information for one of the Athletics Academic Services employees, to send in as a proctor request online. The AAS staff will receive an email requesting proctor confirmation. The student-athlete is required to make a testing appointment at least 24 hours in advance with the AAS staff.
- 4.7 Student-athletes are, on occasion, provided the opportunity to take exams on the road during team travel if allowed by the professor. AAS staff will communicate with the professor to coordinate proctoring of the exam on the road by an Athletics Department staff member or through a contact at the destination college/university (such as their academic support staff or Faculty Athletics Representative).

## 5. LIFE SKILLS AND EVENTS/OPPORTUNITIES FOR STUDENT-ATHLETES

Providing life skills development opportunities is a function of the Athletics Academic Services office. There are a total of eight life skills workshops delivered throughout the academic year. Each semester the AAS will also provide one mandatory "All Student-Athlete" guest speaker. Additionally, all freshmen will be required to attend two workshops each semester that are tailored for their transition into college life. The Life Skills Program focuses on five commitments that each NCAA Division I program is making in the growth and development of student-athletes: academic excellence, athletics excellence, personal development, community service and career development. AAS offers many services and resources necessary to ensure the success of life after sports. The various life skills topics we are committed to include; general study skills, time/stress management, sports nutrition, healthy relationships, interpersonal communication, business etiquette/job search process, post college transition. Student-athletes will be informed of life skills opportunities via Gradesfirst and encouraged to attend.

### 5.1 Student-Athlete Leadership Academy

The UND Hawkademy is a comprehensive program aimed at developing student-athletes' individual and team leadership skills using Growing Leaders unique Habitudes for Athletes curriculum. The Hawkademy uses a cohort system, customizing the program to suit the growing needs and expectations of sophomore, junior, and senior student-athletes. Our mission is to prepare our leaders to be successful in the classroom, their respective sports, as well as in the community and beyond athletics. All leaders are required to attend two Habitude sessions, one life skills workshop and one optional opportunity in the Fall semester, and three Habitude sessions, one life skills workshop and one optional opportunity in the Spring semester.

## 6. PRIORITY REGISTRATION

Student-athletes have the privilege of priority registration for the fall and spring semesters. ***Priority registration is an exceptional opportunity for student-athletes.*** By using priority registration student-athletes are able to obtain ideal schedules in most cases. By using priority registration scheduling conflicts between classes and practice for the most part can be avoided.

One needs to be fully prepared to use priority registration. Well in advance, an appointment with the student-athlete's academic advisor needs to be scheduled and held. Any holds on Campus Connection accounts need to be lifted. It is a privilege well worth the effort.

## **7. ACADEMIC REGISTRATION REQUIREMENTS**

Student-athletes are **required to register for at least fifteen (15) credits or sixteen (16) if s/he is enrolled in a four (4) credit course.** This is to ensure the ability to drop a course and still retain eligibility by being enrolled full-time. Exceptions will be granted on an individual basis with AAS staff approval, and the student-athlete then accepts responsibility for any outcomes occurring from taking less than 15 or 16 credits.

## **8. ACADEMIC DATA COLLECTION**

The Athletics Academic Services department is responsible for producing academic performance reports as requested for NCAA, conference, University or Athletics Department use. AAS personnel compile academic honor roll information and assist in the development of student-athlete recognition programs as requested. AAS also assists in nomination procedures for various academic awards and aids various offices on campus in preparation and reporting for APR and Graduation Reports.

## **9. ACADEMIC PROGRESS RATE (APR) & EXPECTED ACADEMIC PERFORMANCE OF STUDENT-ATHLETES**

Every Division I sports team calculates its APR each academic year, based on the eligibility, retention and graduation of each scholarship student-athlete. The expectation for each athletics program at UND is that they remain in good standing relative to APR performance, noting that multiyear scores below 930 will result in NCAA penalties.

The Athletics Department expects all student-athletes' academic performance to contribute in a positive manner to the academic performance of their respective teams. The standard of a cumulative 3.00 GPA, daily and consistent class attendance, and completing no less than twenty-four (24) credit hours within the academic year (fall and spring semester) is considered to be the general indication of a student-athlete having a positive impact on their teams' academic performance.

## **10. ADDITIONAL ACADEMIC INFORMATION**

### **10.1 Student-Athlete Advisory Committee (SAAC)**

The Student-Athlete Advisory Committee (SAAC) is a leadership committee made up of student-athlete representatives from each sports program. The NCAA requires the sponsorship of the SAAC. The committee is an excellent vehicle to promote communication between the Athletics Department and student-athletes. The Athletics Department has a wealth of information that needs to be routinely distributed to student-athletes and, at the same time, is interested in receiving feedback from student-athletes about departmental policies and structure.

The purpose of SAAC includes the following:

- Generating a student-athlete voice within the department by meeting, at least monthly, to discuss current issues in intercollegiate athletics and evaluate and suggest improvements regarding departmental policy and procedures;
- Soliciting student-athlete responses to proposed NCAA legislation;
- Creating a vehicle for student-athlete representation on campus-wide committees;



- Assisting the Athletics Department in addressing the needs and concerns of the student-athletes;
- Planning and implementing activities and programs to enhance the student-athlete experience;
- Organizing community service efforts; and
- Helping to promote life-long leadership skills in SAAC members and other student-athletes.

SAAC meets at regular intervals on Sunday nights. All UND teams are required to have two representatives at each meeting. Meeting dates and sites are announced at the beginning of each academic year and sent to all student-athletes via their university email accounts.

The SAAC website, located at [www.fightinghawks.com](http://www.fightinghawks.com) under “Inside Athletics,” has updated agendas, minutes, events, and contact information for SAAC officers and members.

Coaches and staff are expected to support SAAC and to encourage their teams’ active participation in SAAC related events and activities.

## 10.2 Class Attendance

**Student-athletes are expected to attend all classes** and to complete all assigned class work within the semester for which they are enrolled. **A student-athletes failure to adhere to the Athletics Department Class Attendance policy could result in Athletics Department disciplinary action/sanctions.**

### Violation defined

- Three or more unexcused absences in a class results in a violation of the attendance policy.
- Instructor drop for non-attendance results in a violation (unless absences are athletically related).

### Violation Warnings

Athletics Academic Services staff will always do an initial verification of any absences deemed questionable or unclear prior to sending a notification of a violation to the student-athlete.

First violation – written warning from Athletics Academic Services via email.

Second violation – Notification from the Athletics Director via email, student-athlete is not eligible for Summer Athletics Aid from any athletics source or Degree Completion Aid (if applicable).

Third violation – Meeting with the Athletics Director and written notification via email of suspension from the next regular season competition.

### Violation Appeal Option

At the time of official notification of a violation by email, the student-athlete has 48 business hours to present written documentation to the Assistant AD for Athletics Academic Services from the professor correcting or supporting an error in the number of unexcused absences. If the notification is not produced within 48 business hours, the

violation is recorded.

#### No Exceptions

- If absences were due to illness or another reason that is not excused by the professor, it is unexcused and a violation. In cases of illness or injury it can be verified by a member of the Athletic Training Staff or a licensed physician.
- Intention to drop a course and not attending still results in unexcused absences and is a violation.
- Earning a passing grade in the class (C or higher) does not relieve an unexcused absences violation. Grades and class attendance are separate elements.

#### Absence Notification Letters

Student-athletes traveling to away competitions will be notified of their travel schedules at the beginning of each semester and must notify their instructors accordingly. Coaches are responsible for conveying this expectation to all student-athletes. At the start of each semester each student-athlete will be provided with an "Absence Notification Letter" to present to instructors for athletics related travel. These letters must be presented to the instructor as early in the semester as possible. Student-athletes will review syllabi with his/her professors and discuss any possible conflicts with any assigned coursework. The student-athlete is responsible for understanding the professor's requirements. Student-athletes should reconfirm absences with professors at least one week prior to departure. At that time, arrangements should be made to make up missed coursework which results from traveling with a team. Student-athletes are expected to arrange for the makeup of missed assignments prior to their departures for athletic events, subject to the discretion of their instructors. If the student-athlete experiences any difficulties in working out a schedule for make-up work, he or she should contact the Assistant Athletics Director of Athletics Academic Services or the Associate AD for Internal Operations/SWA located in Hyslop. Student-athletes who are on a team but are not traveling with that team are expected to attend all classes while the team is on the road. Coaches are responsible for conveying this expectation to all student-athletes not traveling with the team.

Some professors have strict attendance policies in which absences (missed exams and/or missed participation points) could have an effect on the grade of the student-athlete, regardless of the circumstances. **Student-athletes have the responsibility to ensure that they check the syllabus of each course for the professor's policies and meet with the instructor if exams are scheduled during potential away competitions (including post-season). *NCAA rules prohibit student-athletes from missing classes for on-campus practices.***

### **10.3** Policies within the Student-athlete Handbook

#### Academic Disruption Guidelines (Medical Issues & Family Emergencies)

In instances where academics may be temporarily disrupted due to medical issues or family emergencies, it is recommended that student-athletes notify Athletics Academic Services and/or Sports Medicine of their upcoming class absences. Examples of such issues include death in the family, serious illness, hospital stay, surgery, etc.

By notifying AAS and/or Sports Medicine, these offices can work together with the student-athlete to ensure that appropriate and timely information and documentation is

presented to instructors and administration. Once notified, AAS can take necessary steps to assist the student-athlete in maintaining communication with instructors and administration to ensure all steps lead to the best possible situation for maintaining academic success while absent.

In addition, in all cases, the student-athlete is responsible for notifying all of his or her instructors of their absences from class. Accurate and frequent communication directly between the student-athlete and faculty member, when possible, can also help eliminate possible problems or difficulties.

#### Non-UND Travel Notification Guidelines for Missed Classes

In instances where a student-athlete will be traveling for personal reasons or non-UND competition purposes, and as a result classes will be missed, it is required that the coaching staff notify the Assistant Athletics Director for Athletics Academic Services. Examples of such issues include personal travel for extended vacation periods, national team activities and/or international competition travel.

The Assistant AD for AAS will ensure that appropriate information is presented to administration. This will enable compliance to review the participation for any possible amateurism issues or waiver needs and will allow various administrators to serve as more effective liaisons with campus entities. Once notified, AAS can take necessary steps to assist the student-athlete in maintaining communication with instructors to ensure all steps lead to the best possible solution to any problems that may impede academic success while the student -athlete is absent.

In addition, in all cases, the student-athlete is still responsible for notifying all of his or her instructors of their absences from class. Accurate and frequent communication directly between the student-athlete and faculty member, when possible, can also help eliminate possible problems or difficulties.

#### Grading Policies

It is the responsibility of each student-athlete to know the grading policy for each course. Even if courses are repeated, the Ds and Fs always remain on the official transcript. The most recent grade is what counts (even if it is lower), e.g., if you repeat a D and get an F, you lose the credits you had previously earned and the F is calculated into your GPA. Earn a good grade the first time a course is taken! Use great caution when repeating a D. Credit is earned for a D, therefore cannot be counted twice in your progress-toward-degree calculation.

#### Instructor Drop Policy

An instructor may submit a list of students to be deleted from class lists who have neither attended class nor notified the instructor of withdrawal within the first five days from the start of university instruction. There will be occasions when those classes will be missed due to travel or actual competition. It is each instructor's discretion whether to excuse absences for athletic events (Attendance Policy and Procedure, UND Academic Catalog). Instructors are required to inform students in the first week of classes if attendance and participation will impact grading.

Student-athletes are required to provide instructors with Absence Notification Letters from the Assistant Athletics Director for Academic Services during the first week of each academic semester which will outline the schedule of competitions, both home and away. Coaching staffs will provide each student-athlete with this letter. Student-athletes are required to make arrangements before an absence to turn in assignments, tests, or class work due on the absent date. Academic issues should be brought to the attention of the Assistant Athletics Director for Academic Services immediately. It is the student-athlete's responsibility to initiate plans for makeup work and to complete it promptly.

### Academic Probation/Suspension

A student who does not maintain a minimum 2.00 grade point average (GPA) is placed on academic probation. Subsequent failure to meet this standard will result in suspension from the university. A student-athlete on academic probation (under 2.00 cumulative GPA) is not eligible to compete or travel for the university (exception: second-semester freshmen). A student-athlete will be considered in good academic standing and therefore eligible if s/he maintains a cumulative GPA of 2.00 and higher.

### Online Courses

Student-athletes should only enroll in semester-based online courses that count toward eligibility and student-athletes should complete them in the semester of enrollment. The NCAA only recognizes semester-based online courses for eligibility purposes. Online courses that exceed one semester in length are not eligibility applicable.

In addition, student-athletes are required to maintain minimum 12-credit (full-time) enrollment during both semesters of the academic year. Courses taken at the Grand Forks Air Force Base or correspondence courses offered through the Division of Continuing Education, for example, do not count as part of the 12-credit on-campus enrollment.

*SPECIAL NOTE: UND athletics grant-in-aid funding does not pay for online courses during the academic year.*

Online courses are gaining in popularity due to the convenience but student-athletes must be very motivated and organized to stay on track and to complete online courses within the allotted time frame.

### Scholastic Dishonesty

The Athletics Department, UND and the NCAA consider scholastic dishonesty an egregious violation which may result in academic sanctions/suspension and/or athletics ineligibility. In addition to sanctions by the university and/or NCAA, a student-athlete who engages in scholastic dishonesty of any nature could receive Athletics Department disciplinary action/sanctions. All possible sanctions, as described and explained on the signature pages of this Handbook, are at the discretion of the Athletics Department Administration (Athletics Director or Senior Staff Member) and/or the Head Coach.

Please remember that all student-athletes are also held accountable to the academic integrity standards in UND's *Code of Student Life* (<http://und.edu/student-affairs/code-of->

[student-life/](#) ) as well as UND Athletics Policy and can also be sanctioned by university personnel.

Special NCAA Note: All UND student-athletes are expected to personally fulfill all their academic commitments. Tutors, managers, trainers and other Athletics Department personnel may not write papers nor do any other academic work for any student-athlete. Keep in mind that faculty members have access to computer programs that can detect previously used papers. *Do not take chances – do your own work!*

### Summer Coursework

Any non-UND coursework taken during the summer should be pre-approved by the Registrar's Office and the student-athlete's advisor to ensure the course is countable toward the selected degree plan.

In addition, any non-UND courses taken during the summer should be pre-approved by the Assistant Athletics Director for Academic Services **and** the Associate AD for Internal Operations/SWA if the course is going to be used for NCAA eligibility purposes.

## **10.4 Student-Athlete Assistance**

The University of North Dakota assists all students in increasing his or her academic proficiency, in maximizing personal potential, and in attaining a baccalaureate degree. In addition, the athletics administration makes student-athletes aware of these services that are available to them.

### Academic Counseling

Academic advisors are available for all student-athletes within their majors or field of study. Student-athletes are encouraged to meet with their academic college advisors prior to each semester's enrollment period to ensure the student-athlete is being properly advised within his/her major. Athletics Academic Services staff also refer student-athletes to their academic college advisors throughout the academic year. This will help ensure NCAA progress toward degree requirements will be met for eligibility.

### Personal-Referral Counseling

The University Counseling Center is available for any student-athletes concerning problems that are non-academic related. The center realizes there are situations that they do not have the expertise to handle. Those cases may be referred to other appropriate areas on campus.

### Vocation-Referral Counseling

Career Services assists students in vocational pursuits and degree planning. They help the student develop a career objective.

### Areas of Support

Student Success Center  
McCannel Hall, Room 180  
701.777.2117

<http://und.edu/student-affairs/academic-support/>

Student Academic Services provides leadership toward programs, services, and strategies to enhance the student learning experience from pre-enrollment to college life through successful graduation and integration into the professional environment. Through the departments that form Student Academic Services, students are able to gain direction and guidance to support their ability to reach their various academic and personal goals.

Office of Student Rights and Responsibilities (OSRR)

Memorial Union 300

701.777.2664

<http://und.edu/student-affairs/dean-of-students/>

The OSRR works with all segments of the university to help students and represent student needs and concerns. Specific services and programs include assisting and advising students, evaluating student needs and current programs, administering student discipline, coordinating university response to emergency situations, working with commuter students, and developing programs to reduce student withdrawals.

Representing students and their needs is the focus of the OSRR. This office seeks to facilitate effective student use of university resources and functions as an intermediary between students and all other aspects of the university community. Staff members in the OSRR assess student needs, evaluate current programs, and develop programs and activities based on these identified student needs.

University Counseling Center

200 McCannel Hall

701.777.2127

<http://und.edu/student-life/counseling-center/>

The Counseling Center provides both individual and group counseling to students without a fee. This includes personal-social, relationship, adjustment, and education-career counseling issues. The center offers outreach programs and workshops on specific issues each semester.

Substance Abuse Prevention

Provides individual and group counseling, acts as a consultant and referral source for students experiencing alcohol or drug-related difficulties themselves or concerns for others. The service also provides outreach workshops on the education and prevention of addiction.

Disability Services For Students (DSS)

190 McCannel Hall

701.777.3425

<http://und.edu/dept/dss/>

All services, programs and activities provided by DSS contribute to making UND

accessible to students with disabilities. DSS determines eligibility and arranges reasonable accommodations. The department provides demonstrations and basic orientation for a variety of assistive computer technology, including computer voice and large print. Also, the department provides technical assistance to students, faculty and staff regarding disability issues, disability rights and responsibilities and access needs, as well as activities and programs on disability issues. Students will be referred to other campus programs/services and community and state agencies, when appropriate.

#### Office of International Programs

International Centre

Memorial Union 261

701.777.4231

<http://und.edu/academics/international-programs/>

The goal of the UND Office of International Programs (OIP) is to create a welcoming atmosphere that encourages global understanding through education abroad, cultural programming, and support of international students and scholars. This office provides the following services: advising international students, faculty and staff on immigration, personal and acculturation needs; sponsoring intercultural events and promotes International Organization activities; advising students, faculty and staff on international exchange opportunities.

#### The Women's Center

Memorial Union 262

701.777.4300

<http://und.edu/student-life/womens-center/index.cfm>

The purpose of the Center is to provide support, advocacy, and education for the campus and community. This is accomplished in part through education, involvement with various university and community committees, and participation in the development and implementation of institutional policies. Services include but are not limited to: a lending library, outreach and awareness programming, annual Women's History Celebration, and quiet study areas.

#### Student Support Services

300 McCannel Hall

701.777.3427

<http://und.edu/student-life/trio/student-support-services/>

This program is designed to provide support services to economically disadvantaged, first-generation students and or students with disabilities.

#### Multicultural Programs and Services

Era Bell Thompson Multicultural Center

Memorial Union 3<sup>rd</sup> Floor

701.777.4259

<http://und.edu/student-life/multicultural-student-services/>

The Multicultural Student Services (MSS) Program provides quality support services (academic, financial aid, personal and social) which will enhance African American, Asian American, and Hispanic American student success at the University. The MSS

Program serves as a general institutional contact and advocate for students, individually and collectively; works with UND departments and offices to address the unique needs of students; provides advice and counsel regarding broad campus issues; and promotes diversity throughout the campus.

The Center provides a comfortable atmosphere where people can gather, relax, and share their experiences. The Center offers a lounge area, computer lab, and a conference room. Everyone, regardless of ethnicity, is encouraged to visit the Center and take part in its activities.

American Indian Student Services  
American Indian Center, 315 Princeton Street  
701.777.4291

<http://und.edu/student-life/american-indian-student-services/>

The office of American Indian Student Services (AISS) provides culturally appropriate student support services designed to enhance the academic and personal success of American Indian students attending UND. Services include recruitment, transitional support, a highly successful retention program, tutoring, study skills, ongoing encouragement, and advisement (academic, financial aid, personal, social, and cultural). They also offer free tutoring available to all students.

Math Learning Center  
Witmer Hall, Rooms 310-312  
701.777.2881

<http://arts-sciences.und.edu/math/learning-center.cfm>

The Mathematics Learning Center houses student services offered by the Department of Mathematics. The following services are available to all students free of charge:

- Individual and group tutoring for mathematics courses.
- A place for students to study and discuss mathematics problems and concerns with one another.
- Access to computers and software similar to that available in the Math Computer Lab.

Writing Center  
Merrifield Hall, Room 12  
701.777.2795

<http://writingcenter.und.edu>

The mission of the Writing Center is to serve as a resource on writing for the university community. We help people as they seek to improve their writing by offering positive, constructive responses to their work in any genre or discipline and at any stage of the writing process. We believe that the development of writing abilities is a life-long process, and that writing is a skill and art that enables people to create and communicate ideas.

## **11. COACHES RESPONSIBILITY FOR TEAM ELIGIBILITY AND ACADEMIC PERFORMANCE**

Student academic eligibility and achievement is the responsibility of the Head Coach of each sport under the guidance of the Associate AD for Internal Operations/SWA and the Assistant



Athletics Director for AAS. The Registrar, FAR and Associate AD for Internal Operations/SWA will certify all eligible student-athletes.

### **11.1 Coaches Responsibility for the Team Travel Letter:**

Coaches are responsible for distributing the Absence Notification Letter to their team. Coaches will not fill in or add any additional information to the letter, as the entire team travel roster is listed on the letter and the Missed Class Time Report is printed on the back of the letter. Coaches are expected to instruct their student-athletes to highlight their name on each letter before handing to their instructors. These letters are to be in the hands of the students the first week of classes of fall and spring semesters.

Students are to give the letter to their instructors during the first week of classes. Student-athletes are required to distribute one letter to each of their instructors. If any changes occur during season – as student-athletes need letters, are added to rosters, are added to travel rosters, it is the coaches responsibility to notify an AAS staff member, and letters will be created as needed.

### **11.2 Coaches Responsibility for the Academic Performance of Team:**

Coaches are expected to emphasize academic performance and responsibility within their teams and are expected to maintain a culture of promoting high academic achievement within their programs. The Athletics Department expects all student-athletes' academic performance to contribute in a positive manner to the academic performance of their respective teams. The standard of a cumulative 3.00 GPA and completing no less than twenty-four (24) credit hours within the academic year (fall and spring semester) is considered to be the general indication of a student-athlete having a positive impact on their teams' academic performance

Coaches are not to initiate communication with faculty and/or academic department advisors. If a coach has academic questions/concerns, they are expected to work through their assigned AAS liaison. Athletics Department administrators will handle all communication with faculty and/or academic department advisors.

### **11.3 Coaches Responsibility for Promoting the Departments Life-Skills Programming:**

Coaches are expected to emphasize and support departmental efforts targeted at improving or enhancing life-skills of student-athletes. Providing life skill development opportunities is a function of the Athletics Academic Services office. Approximately two activities each semester will be required of all student-athletes to attend. The Life Skills Program focuses on five commitments that each NCAA Division I program is making in the growth and development of student-athletes: academic excellence, athletics excellence, personal development, community service and career development.

## **12. ADMISSIONS AND ACADEMIC ENROLLMENT:**

### **Admissions**

- Each coaching staff will provide the Associate AD for Internal Operations/SWA or their designee with a list of incoming student-athletes as soon as they have committed to UND and/or express intent to apply to UND. Coaching staff members are not to contact admissions directly as to PSA admission status. This communication is done at the administrative level by the Associate AD for Internal Operations/SWA or their designee to

ensure that the process remains manageable for admissions and to ensure that admissions is providing Athletics accurate and consistent information.

- The Associate AD for Internal Operations/SWA, or their designee, will serve as the liaison with the admissions office and will communicate at regular intervals with the coaches and PSAs as to the admissions status of PSA. In addition, the Associate AD for Internal Operations/SWA is also responsible for facilitating admission of each committed PSA by serving as an advocate for PSAs. Finally, the Associate AD for Internal Operations/SWA or their designee will share orientation information as well as fall class registration via telephone, appointments with all PSAs. (This information is forwarded to all admitted students directly from the university as well.)
- Recruit Advisement - Upon request, Athletics Academic Services will help the coaches in their recruiting efforts through the arrangement of academic appointments for individual prospective student-athletes.
- Admissions -- At the time of application for admission, the PSA must complete the application and submit ALL required documents. They should also be aware that an application fee is required before their materials will be formally reviewed. The admissions standards can be found at <http://und.edu/admissions/enrollment/admissions-information.cfm>. **Once admitted all students must pay an Admission Confirmation Deposit** of \$200 to UND before they can sign up for Orientation, register for classes and/or receive a housing room assignment.
- Orientation –UND sponsors an Orientation program during the months of June and July for fall enrollees. At this time freshman admitted to the university are invited to UND at their own expense to spend a day acclimating themselves to the campus, taking placement tests, and registering for fall semester classes. The Athletics Department encourages all incoming PSAs to attend this orientation. In the event a PSA cannot attend an orientation session, fall class registration via telephone appointments may be available through the Student Success Center. A student cannot sign up for orientation, and therefore cannot sign up for classes or receive a housing assignment, until an **Admission Confirmation Deposit** of \$200 is received by UND.

### 13. HOUSING OF STUDENT-ATHLETES

The Associate AD for Internal Operations/SWA, or their designee, will serve as the liaison with the housing office and will communicate at regular intervals with the coaches and PSAs as to the housing status of PSA. In addition, the Associate AD for Internal Operations/SWA or their designee is also responsible for facilitating the dorm and roommate assignment of each committed PSA by serving as an advocate for PSAs.

The coach will provide the Associate AD for Internal Operations/SWA, or their designee, with a list of incoming PSAs as soon as they have committed to UND for housing purposes. In addition, the Associate AD for Internal Operations/SWA or their designee is also responsible for facilitating the dorm and roommate assignment of each committed PSA by serving as an advocate for PSAs. Coaching staff members are not to contact housing directly as to PSA housing status. This communication is done at the administrative level by the Associate AD for Internal

Operations/SWA or their designee to ensure that the process remains manageable for housing and to ensure that admissions is providing Athletics accurate and consistent information.

#### University Residence Halls (on campus)

Incoming Student-Athletes: All first-year students are required to live in a residence hall on campus for their first, full academic year. *Exemptions are available.*

Application Info: At the time of application for housing, the incoming student-athlete must complete the application and submit the Housing application fee. Students should note that this is separate from the UND Admissions application fee.

Contract Info: Residence Hall Room and Board **Contracts become available in the fall semester the year prior.** *PSAs will not receive a housing assignment until an Admission Confirmation Deposit of \$200 is received by UND.*

Dining Plan: PSAs will sign up for a dining plan when they sign their Residence Hall Room and Board License/Contract.

In summary, PSAs have three items to present to housing in order to be assigned a room: Housing Application, Housing Application Fee, and a Housing Contract with Dining Plan. In addition, an Admission Confirmation Deposit of \$200 must be paid to UND for a room to be assigned to a student.

For additional information about residence hall housing and/or applications, please visit our website at [www.housing.und.edu/reshalls](http://www.housing.und.edu/reshalls). Call the Housing Offices directly with your questions: 701.777.4251. Questions or comments may also be sent to [housing@email.und.edu](mailto:housing@email.und.edu).

*Special Note: The full room and board value for the academic year will be based on the value of the “Unlimited Access” Plus Plan and a double occupancy room for off-campus residents who do NOT live with their parents. For students who live at home with their parents/legal guardians the value of their room and board will be a lesser value, as the NCAA does not allow a room value to be awarded to these students. If you opt for a single room the difference in value is not covered in the grant-in-aid.*

#### Returning Student-Athletes:

Returning students must pay their installment by the due date as indicated by the Housing Office to secure their assignment.

Returning student-athletes who did not live in the dorm the preceding year and desire to live in the residence halls must submit a housing application and all applicable forms requested.

For additional information about residence hall housing and/or applications please visit our website at [www.housing.und.edu/reshalls](http://www.housing.und.edu/reshalls). Call the Housing Offices directly with your questions: 701-777-4251.

Questions or comments may also be sent to [housing@email.und.edu](mailto:housing@email.und.edu).

Cancellations:

The student-athlete wanting to cancel the housing and/or dining contract is advised to read the room and board contract. All requests for cancellation must be in writing and housing deadlines must be followed. Terms and conditions of the room and board contract can be reviewed in the UND Housing room and board contract.

Off-Campus Housing:

Student-athletes receiving room & board scholarships (at the double/double room and Unlimited Access Meal Plus Plan rate) will receive a refund via their UND Refund Choice Card of any money that exceeds the costs of their tuition, mandatory fees and other charges on their account at the time of disbursement, which is intended to be applied towards their housing and/or dining expenses.

## **VII EQUIPMENT ROOM POLICIES**

The Department of Athletics is committed to providing and maintaining the athletic equipment necessary for its sports programs. The Director of Equipment Operations is responsible for coordinating equipment operations and ensuring compliance with applicable University, all UND affiliated conferences, and NCAA rules and regulations.

All athletic equipment is University property. Each team must designate at least 1 equipment person to be in charge of equipment operations. Each team's designated equipment person will work with the Director of Equipment Operations to document the issuance and return of athletic equipment that is issued for the personal use of student-athletes. While it is understood that the nature of certain items (i.e., apparel) is expendable, such items are to be exchanged on a one-for-one basis. More specifically, student-athletes are not to be given items (i.e., work out grays, sweat suits or running shoes) because this could be construed as a violation of NCAA rules related to permissible benefits. However, at the **end** of an individual's collegiate participation, a student-athlete may retain athletics apparel items (not equipment), as allowed by NCAA rules.

### **1. PURCHASE OF ATHLETICS EQUIPMENT**

Purchase requests for athletic equipment, supplies or services must be approved by the Head Coach of each team. The request must include as much information as possible to include description of the item, style, model, estimated cost and suggested vendor for the desired equipment. For small orders, under \$10,000, the P-Card may be used. All other orders must be let out for bid. The Department may refuse to pay for any athletic equipment, which is not ordered by the established procedures. (See Purchasing Procedures, for a detailed account of University purchasing procedures.)

Once the items ordered have been received, a bill of lading or receiving report is signed by the designated team equipment person and then forwarded to the Athletic Business Office to facilitate the payment of the appropriate invoice. When equipment is back-ordered or incorrect, the vendor usually notifies the coach, who in turn notifies the Athletic Business Office of the problem.

## 2. INVENTORY

Athletic equipment falls under minor university inventory guidance. A continuous inventory of all athletic equipment must be maintained in order to ensure accountability for University property. The designated team equipment person is responsible for ensuring that all new equipment is logged into the inventory records prior to being issued. Departmental personnel are expected to follow all University rules and regulations regarding inventory control.

The donation of new or used athletic equipment to any individual or organization is strictly prohibited without the prior approval of the Director of Equipment Operations and the Director of Athletics.

## 3. ISSUANCE OF EQUIPMENT

A student-athlete must complete the following procedures prior to being issued any athletic equipment:

1. Receive eligibility clearance from the Associate AD for Internal Operations/SWA
2. Receive physical clearance from the Athletic Training staff; and
3. Receive clearance from the designated Head Coach (i.e., the student-athlete must appear on the team roster).

All equipment and supplies issued to student-athletes, managers and coaches must be accurately documented in the Equipment Room files, to include both date of issuance and return.

All individuals who are issued athletic equipment are subject to the following rules:

1. Each individual is held responsible for all equipment that is issued for personal use. Any equipment that is lost, stolen or damaged will be charged to the individual. Any equipment that is not returned at the end of the season is billed through the University Accounts Receivable system and handled in the same manner as unpaid parking tickets or damage to the dorm room.
2. After the initial issuance of equipment, additional equipment is available on an **exchange** basis only. More specifically, replacement equipment will not be issued to individuals who left their equipment at home.
3. When traveling, each individual is responsible for ensuring that all articles are packed in his/her bag for the return to campus. Any articles that are missing are the financial responsibility of the individual.
4. The Equipment Operations personnel reserve the right to refuse service to any individual not conducting himself/herself in an appropriate manner. The coach is to be notified of any such occurrence.

## 4. CARE AND STORAGE OF ATHLETICS EQUIPMENT

Each student-athlete, manager and coach is expected to properly store all equipment issued for personal use. For each team that receives athletic department laundering services, each student-athlete is required to place soiled athletic equipment in his/her laundry bag and place the bag in the proper receptacles after practice and competition. Coaches are expected to place dirty laundry in the designated area of the Coach's Locker Room. The equipment operations staff will assist with doing

laundry for assigned sports. Student-athletes are prohibited from placing any apparel items, which are not issued by the Department of Athletics (i.e. personal clothing) in the laundry bags. Individuals who willfully violate this policy are subject to disciplinary action.

## **5. GENERAL POLICY**

Each student-athlete will be issued all necessary equipment for his/her sport as determined by the equipment manager and/or coaching staff. Each student-athlete will be responsible for those items until they are returned. Missing equipment or failure to check in equipment will result in charges for replacement.

1. Any special equipment requests should be made to the equipment manager, head coach, or athletics trainer for medical reasons.
2. Student-athletes will be individually and correctly fitted, with frequent checks to ensure proper continued fitting. If a student-athlete is uncomfortable with a piece of equipment, s/he should discuss this with the equipment manager.
3. Damaged equipment will be repaired or replaced immediately.
4. Each student-athlete is responsible for his/her own equipment. Store all equipment in your own locker. **You are responsible for lost, stolen or misplaced equipment.**
5. Student-athletes must check out equipment for summer workouts. Those items must be accounted for before student-athletes are issued equipment for fall practice/competition.
6. Student-athletes are not authorized to modify any equipment in any manner. If a student-athlete thinks adjustments need to be made, see the equipment manager and/or coaching staff.
7. Issued gear should not be given away. These are the property of University of North Dakota Athletics.
8. Wearing Athletics Department issued practice or competition equipment outside of Athletics Department activities (unless expressly authorized by the equipment supervisor or head coach) is prohibited.
9. Only practice gear (shirts, shorts, socks, etc.) should be placed on laundry loops or in laundry bags. **No personal laundry or equipment is allowed.**
10. Team lockers have been pre-assigned. Your assigned locker has your name on it. Please make sure that you secure your valuables by locking them in your locker stall.
11. Wear your equipment in the way it was intended to be worn. Show class at all times in practice and in competition.

## **VIII. MARKETING, PROMOTIONS, AND SALES POLICIES RELATED TO STUDENT-ATHLETES (includes sponsorship, advertising, licensing, broadcasting and commercial agreements)**

### **1. STUDENT-ATHLETE APPEARANCES AND DONATION REQUESTS (Including Volunteer Activities)**

All donation and student-athlete appearance requests must be approved by the marketing and compliance departments prior to taking place or being fulfilled. **Student-athletes are not permitted to make special appearances (voluntary or otherwise) or provide autographed items to anyone without prior approval.** Student-athletes should refer all requests directly to the marketing staff. See the Marketing Department in the Hyslop Sports Center for the proper procedures and paperwork

before engaging in these activities. Student-athletes who are requested for appearances, or who are needed for autographs, will be contacted by a member of the marketing staff when it has been approved in writing via email. Unless pre-arranged with the Assistant Athletics Director for Marketing, **all student-athlete appearance and donation requests must be submitted at least 1 week prior to the event.** Any requests submitted within 1 week of event will be automatically denied by the Marketing department. Donation requests made less than 4 weeks prior to the event are not guaranteed to be available by the event.

#### **Donation Requests: Rules & Guidelines** (as presented on [www.fightinghawks.com](http://www.fightinghawks.com))

- All donation requests must come directly to the athletic office and arrangements will be coordinated with the teams through the marketing staff at the UND Athletic Department.
- All requests must be submitted at least 1 week prior to the event. Donation requests made less than 4 weeks prior to the event are not guaranteed to be available for pickup by the event.
- Requesting parties should not call the athletic office to inquire about the request. Requesting parties will be contacted when the form has been processed.
- Requests will only be approved for non-profit organizations and benefit events, in the state of North Dakota and the surrounding region.
- Only one request for donation per organization per fiscal year. (Fiscal year runs July 1- June 30)
- Donation requests can be made for up to 2 single-game tickets to any sport, except men's hockey due to ticket availability.
- Donation requests for gifts or personal use will be denied. Athletic programs have designated days throughout the year in which autographs may be sought. Example: Meet the Team events, Post-game autograph sessions, North Dakota Hockey Fan Fest, etc.
- UND Athletics does not honor requests for monetary donations.
- The requesting party will be required to make arrangements to pick up all donated item except for tickets.
- **NCAA Violations:** It is a violation of NCAA policy to issue tickets or other promotional items to high school groups, or organizations comprised of youth members who are in high school. Therefore, we may not issue complimentary tickets or donations of any kind to high school clubs, teams, other misc. groups, or junior hockey programs.
- Note: Requests between April 15 and August 15 for autographed items are approved on an extremely limited basis. If the event falls during this time, we suggest the requesting party make the request during the school year.

The University of North Dakota athletics department works to fulfill donation requests for a large number of non-profit organizations throughout the community and surrounding area. There are hundreds of requests for memorabilia, player appearances, and speaking engagements each year. Due to the high volume of requests each year, and also due to NCAA rules and regulations, the preceding guidelines must be followed to assure fairness. We reserve the right to refuse any request. Please know that all requests are given serious consideration.

#### **Student-Athlete Appearance Rules & Guidelines** (as presented on [UNDsports.com](http://UNDsports.com))

- All student-athlete requests must come directly to the athletics Compliance Office via the website and arrangements will be coordinated with the teams through the marketing staff at the UND Athletic Department.

- Unless pre-arranged with the Assistant Athletics Director for Marketing, all student-athlete appearance requests must be submitted at least 1 week prior to the event. Any requests submitted within 1 week of event will be automatically denied by the marketing department.
- Student-athletes will not be asked to do community service during the first week of classes, last week of classes, or finals week. Student-athletes are available on a limited basis in summer months.
- Per NCAA rules, the University of North Dakota staff and student-athletes are NOT permitted to participate in fundraising activities or promotions that will directly or indirectly benefit any student(s) in grades 9-12.
- A student-athlete may not make an appearance that will interfere with his/her class attendance, workout schedule, athletic practice or study hall.
- No individual student-athlete shall be asked to participate in community service during the championship season of his/her sport.
- Student-athletes may not accept extra benefits. Example of extra benefits include T-Shirts, CD's, tapes, posters, money, gift certificates, a loan of money, a guarantee of bond, the use of an automobile, a free meal at a restaurant, etc. (i.e. anything of value).
- A student-athlete may not make an appearance that is sponsored or cosponsored by an organization whose interest is contrary to NCAA bylaws.
- Any event schedule for a student-athlete must have a beneficial purpose. Student-athletes will not make appearances merely to sign autographs or to have their pictures taken.
- The student-athlete's name, picture, or appearance is not to be utilized to promote the commercial ventures of the agency.
- Advertisements of the student-athletes that include, but are not limited to, print, radio, and/or television must be approved by the Athletic Department prior to the advertisement. No changes may be made once the advertisements are approved.
- A representative from the UND Athletic Department may accompany student-athletes to their community service appearance.
- All appearances are subject to approval by the Athletic Department, which expressly reserves the right to refuse any request for any reason. The Athletic Department also reserves the right to substitute a student-athlete for another if the need arises.
- Requesting parties should not call the athletic office to inquire about the request. Requesting parties will be contacted when the form has been processed.
- Requests will only be approved for non-profit organizations and benefit events, in the state of North Dakota and the surrounding region.
- A charitable or non-profit agency may use a student-athlete's name, picture or appearance to support its non-commercial ventures, but as stipulated by NCAA Bylaw 12.5.1.1 (a-i), a student-athlete may participate in charitable or non-profit promotions only under the following conditions:

**NCAA Bylaw 12.5.1.1 (a-i)**

(a) The student-athlete receives written approval to participate from the director of athletics (or his or her designee who may not be a coaching staff member), subject to the limitations on participants in such activities as set forth in Bylaw 17;

(b) The specific activity or project in which the student-athlete participates does not involve co-sponsorship, advertisement or promotion by a commercial agency other than through the reproduction of the sponsoring company's officially registered regular trademark or logo on printed materials such as pictures, posters or calendars. The company's emblem, name, address and telephone number may be included with the trademark or logo. Personal names, messages and slogans (other than an officially registered trademark) are prohibited;



- (c) The name or picture of a student-athlete with remaining eligibility may not appear on an institution's printed promotional item (e.g., poster, calendar) that includes a reproduction of a product with which a commercial entity is associated if the commercial entity's officially registered regular trademark or logo also appears on the item;
- (d) The student-athlete does not miss class;
- (e) All moneys derived from the activity or project go directly to the member institution, member conference or the charitable, educational or nonprofit agency;
- (f) The student-athlete may accept actual and necessary expenses from the member institution, member conference or the charitable, educational or nonprofit agency related to participation in such activity;
- (g) The student-athlete's name, picture or appearance is not utilized to promote the commercial ventures of any nonprofit agency;
- (h) Any commercial items with names or pictures of student-athletes (other than highlight films or media guides per Bylaw 12.5.1.8) may be sold only at the member institution at which the student-athlete is enrolled, institutionally controlled (owned and operated) outlets or outlets controlled by the charitable or educational organization (e.g., location of the charitable or educational organization, site of charitable event during the event); and
- (i) The student-athlete and an authorized representative of the charitable, educational or nonprofit agency sign a release statement ensuring that the student-athlete's name, image or appearance is used in a manner consistent with the requirements of this section.

#### **NCAA Bylaw 12.5.1.1.2 - Promotions Involving Commercial Locations/Sponsors**

A member institution or a charitable, educational or nonprofit organization may use the appearance, name or picture of an enrolled student-athlete to promote generally its fund-raising activities at the location of a commercial establishment, provided the commercial establishment is not a cosponsor of the event and the student-athlete does not promote the sale of a commercial product in conjunction with the fund-raising activity. A commercial establishment would become a cosponsor if the commercial establishment either advertises the presence of the student-athlete at the commercial location or is involved directly or indirectly in promoting the activity.

For-profit entities interested in partnerships with UND Athletics should contact Tony Goldenstein at [anthony.goldenstein@athletics.und.edu](mailto:anthony.goldenstein@athletics.und.edu) or 701.777.5373.

#### **Process:**

**\*\*Unless pre-arranged with the Assistant Athletics Director for Marketing, all student-athlete appearance requests must be submitted at least 1 week prior to the event.** Any requests submitted within 1 week of event will be automatically denied by the Marketing department.

- All external requests must be made in writing via the UNDSports.com website. Internal staff and student-athletes may use the hard copy form obtained from the marketing department.
- Once the online form is completed, [compliance@athletics.und.edu](mailto:compliance@athletics.und.edu) will receive an email prompt with the form attached for review. Hard copy forms should also be submitted to the Compliance Office.
- Compliance personnel will print and review all requests for compliance with NCAA and Conference regulations. If compliance denies a request or cannot approve a request at the time of original review, compliance personnel will communicate via email with the requestor the decision or additional questions for the requestor to complete.
  - The Marketing Assistant is to be cc'd on the emails of any compliance denials of requests.

- Once compliance has approved the requests, the form will be placed in the door mailbox of the Assistant Athletics Director for Marketing to begin the marketing department's review of the request.
- The Assistant Athletics Director for Marketing will review the requests and forward all requests that have been approved and denied onto the Marketing Assistant.
- The Marketing Assistant will email the following with the decision of the department on the status of each request:
  - Requestor
  - Head Coach of student-athlete/team requested (to be cc'd)
  - Associate Athletics Director for Compliance (to be cc'd)
  - Student-athlete if it is an individual student-athlete being requested
- Associate Athletics Director for Compliance will email the Marketing Assistant each Thursday morning to check on statuses of requests.

## **2. POLICIES REGARDING LICENSING, MARKETING, SPONSORSHIP, ADVERTISING, BROADCAST AND OTHER COMMERCIAL AGREEMENTS AS THEY RELATE TO STUDENT-ATHLETES.**

2.1 All contracts regarding licensing, marketing, sponsorship, advertising, broadcast and other commercial agreements as they relate to Student-Athletes must include the following language:

*NCAA Bylaw 12.5.1.1 - Institutional, Charitable, Education or Nonprofit Promotions. A member institution or recognized entity thereof (e.g., fraternity, sorority or student government organization), a member conference or a noninstitutional charitable, educational or nonprofit agency may use a student-athlete's name, picture or appearance to support its charitable or educational activities or to support activities considered incidental to the student-athlete's participation in intercollegiate athletics, provided the following conditions are met: (Revised: 1/11/89, 1/10/91, 1/10/92)*

*(a) The student-athlete receives written approval to participate from the director of athletics (or his or her designee who may not be a coaching staff member), subject to the limitations on participants in such activities as set forth in Bylaw 17; (Revised: 1/11/89, 4/26/01)*

*(b) The specific activity or project in which the student-athlete participates does not involve co-sponsorship, advertisement or promotion by a commercial agency other than through the reproduction of the sponsoring company's officially registered regular trademark or logo on printed materials such as pictures, posters or calendars. The company's emblem, name, address, telephone number and website address may be included with the trademark or logo. Personal names, messages and slogans (other than an officially registered trademark) are prohibited; (Revised: 1/11/89, 1/10/91, 5/6/08)*

*(c) The name or picture of a student-athlete with remaining eligibility may not appear on an institution's printed promotional item (e.g., poster, calendar) that includes a reproduction of a product with which a commercial entity is associated if the commercial*

entity's officially registered regular trademark or logo also appears on the item; (Adopted: 11/12/97)

(d) *The student-athlete does not miss class; (Revised: 1/11/89)*

(e) *All moneys derived from the activity or project go directly to the member institution, member conference or the charitable, educational or nonprofit agency; (Revised: 1/11/89, 1/10/92)*

(f) *The student-athlete may accept actual and necessary expenses from the member institution, member conference or the charitable, educational or nonprofit agency related to participation in such activity; (Revised: 1/11/89, 1/10/92, 4/28/05)*

(g) *The student-athlete's name, picture or appearance is not used to promote the commercial ventures of any nonprofit agency; (Adopted: 1/10/92)*

(h) *Any commercial items with names, likenesses or pictures of multiple student-athletes (other than highlight films or media guides per Bylaw 12.5.1.7) may be sold only at the member institution at which the student-athletes are enrolled, the institution's conference, institutionally controlled (owned and operated) outlets or outlets controlled by the charitable, educational or nonprofit organization (e.g., location of the charitable or educational organization, site of charitable event during the event). Items that include an individual student-athlete's name, picture or likeness (e.g., name on jersey, name or likeness on a bobble-head doll), other than informational items (e.g., media guide, schedule cards, institutional publications), may not be sold; and (Adopted: 1/16/93, Revised: 1/9/96, 4/27/06 effective 8/1/06)*

(i) *The student-athlete and an authorized representative of the charitable, educational or nonprofit agency sign a release statement ensuring that the student-athlete's name, image or appearance is used in a manner consistent with the requirements of this section. (Revised: 1/11/89, 1/10/92)*

#### *NCAA Bylaw 12.5.1.1.2 - Promotions Involving Commercial Locations/Sponsors.*

*A member institution, a member conference or a charitable, educational or nonprofit organization may use the appearance, name or picture of an enrolled student-athlete to promote generally its fundraising activities at the location of a commercial establishment, provided the commercial establishment is not a cosponsor of the event and the student-athlete does not promote the sale of a commercial product in conjunction with the fundraising activity. A commercial establishment would become a cosponsor if the commercial establishment either advertises the presence of the student-athlete at the commercial location or is involved directly or indirectly in promoting the activity. (Adopted: 1/10/92)*

#### *NCAA Bylaw 12.5.1.1.3 - Distribution of Institutional Items through Commercial Outlets.*

*A member institution may distribute noncommercial items that include names or pictures of student-athletes (items not for sale) at commercial establishments, provided the institution generally distributes such items to other commercial establishments in the*

*community and the distribution of the items does not require the recipient to make a purchase at the commercial establishment. (Adopted: 1/16/93, Revised: 5/21/08)*

### **3. UND ATHLETICS POLICIES REGARDING LICENSING, MARKETING, SPONSORSHIP, ADVERTISING, AND BROADCAST**

**3.1** Licensing - Please see III. ADMINISTRATION/GENERAL OFFICE, Section 9

**3.2** Advertising and Marketing

3.2.1 All advertising and marketing of UND Athletics teams is coordinated by the Athletics Department Assistant AD for Marketing. All advertising and marketing efforts must be approved and coordinated through the Athletics Department Assistant AD for Marketing. The Athletics Department Assistant AD for Marketing will communicate to each sport head coach plans for upcoming seasons.

**3.3** Sponsorship

3.3.1 All sponsorship activities including but not limited to broadcasting, UND athletic contests, camps, facilities and special events are coordinated through the Associate Athletics Director for External Operations.

3.3.2 Coaches and staff are not permitted to enter to any agreement without the approval of the Associate Athletics Director for External Operations.

**3.4** Broadcasting/Sales Activities

3.4.1 All radio and television broadcasting sales and activities of UND athletic contests are coordinated by the Associate Athletics Director for External Operations.

### **4. BESC/REA TICKET POLICY FOR STAFF AND STUDENT-ATHLETES**

**4.1** Staff (All Personnel including FTE Coaches, PTE Coaches, Volunteer Coaches, Athletic Trainers, Operations staff etc.)

All team staff, including full-time and part-time coaches, volunteer coaches, athletic trainers, and operations staff must have a ticket to attend a game in the Betty or Ralph in which their team is not participating. Complimentary tickets can be picked up at the box office on the day of the game for basketball, volleyball, and women's hockey games, and complimentary tickets for men's hockey must be requested by noon on Tuesday of game week through [tickets@theralph.com](mailto:tickets@theralph.com). The use of proxy cards to gain access to either arena with the intent of watching a game is strictly forbidden. This rule also applies for any recruits that are on a visit. Coaches must request tickets for all recruits through ACS, and they may not escort them into a game with their proxy card or a credential. Coaches and any other full-time staff member that needs to access their office while a game is taking place may do so with their proxy card, but we ask that you avoid doing work in your office during games whenever possible.

**4.2** Student-Athletes

Student-athletes going into the Betty after a practice, returning from a road trip, meeting with a coach, or getting treatment for sports medicine will be allowed to enter the Betty or REA without a ticket. However, if a student-athlete has the intention of viewing a game, or if the

student-athlete stops to watch the game before or after practice or getting treatment etc., they will be instructed to get a student ticket at the box office. The use of proxy cards to gain access to either arena with the intent of watching a game is strictly forbidden. Additionally, no student-athlete, regardless of whether they have a ticket to the game, will be allowed into their locker room for the purpose of retrieving a personal item or using it as a lounge area during an event.

## **IX. SUMMER SCHOOL PROGRAM (This policy is revised annually.)**

### **For Continuing Student-Athletes:**

The Athletics Academic Services (AAS) and the Athletics Department administration recognize summer school is an important component of a successful athletics student life program. However, it is important to note that summer awards are not automatic or guaranteed and will be considered based on the information presented below. In addition, Title IX, a federal law, requires that athletics scholarships be awarded in a gender equitable manner. Therefore equity is considered, in addition to the many factors listed below, when determining summer athletics aid awards.

For more general policy information, application process information and details regarding the summer aid agreements please reference the Student-athlete Handbook that is available via hard copy in the Academic Athletics Service department within Athletics or online at <http://undsports.com/>.

## **X. DEGREE COMPLETION AID PROGRAM (This policy is revised annually)**

### **OVERVIEW OF PROGRAM**

Degree Completion (DC) grant-in-aid funds are for the sole purpose of assisting student-athletes who have exhausted their eligibility and have not received more than 4 years of aid, or who have accepted medical non-counter status, to graduate with one undergraduate degree. *This aid is intended to provide the student-athlete two semesters to either finish their undergraduate degree or solidify a future financial plan to complete their studies without the assistance of athletics aid.* Athletics aid is not intended to be used to complete a double major and/or an additional minor, nor is it intended for the completion of graduate degrees or coursework. Therefore, DC athletics aid is not awarded for second majors, additional minors or post-baccalaureate/graduate coursework. Also, as noted before, DC aid is also not available to student-athletes who have already received five years of athletics aid or who have not been on a varsity athletics roster for 4 years. In addition, Title IX, a federal law, requires that athletics scholarships be awarded in a gender equitable manner. Therefore equity is considered, in addition to the many factors listed below, when determining degree completion athletics aid awards.

Awards for degree completion aid will be made for one term and may be renewed for the next term. Renewal is contingent upon satisfactory completion of the prior term, both academically and in the work assignment.

Degree completion aid is not guaranteed to all scholarship student-athletes. The amount of aid to be given will be based on availability of funds and will be awarded to an individual student-athlete on a case-by-case basis. Under no circumstance will the award exceed the amount awarded during the *previous* academic year. It is important to note that it is possible for an individual student-athlete to receive less funding than the amount awarded the previous semester.

Student-athletes who pursue career military opportunities or professional sport opportunities who have credit hours remaining should reference the military/professional sport specific degree completion aid policy.

### **WORK COMMITMENT**

Student-athletes with eligibility remaining are required to practice and meet the other time commitments of their sport. Eligibility exhausted and medical non-counter student-athletes do not have these commitments. Instead, they will be asked to earn their athletics aid by working within the Athletics Department. If a student-athlete is unable to fulfill the work requirements, they may not be awarded athletics aid unless another arrangement or an exception is made. When possible, the work assignments will be made with consideration to the student-athlete's academic major and/or areas of interest.

For more general criteria and specific details about the academic criteria and the application process for this aid please reference the Student-athlete Handbook that is available via hard copy in the Academic Athletics Service department within Athletics or online at <http://undsports.com/> .

## **XI. DEGREE COMPLETION AID PROGRAM FOR STUDENT-ATHLETES WHO PURSUE PROFESSIONAL SPORT OR CAREER MILITARY OPPORTUNITIES** (This policy can be revised annually)

### **OVERVIEW OF PROGRAM AND GENERAL CRITERIA**

Degree Completion (DC) grant-in-aid funds are for the sole purpose of assisting student-athletes who have exhausted their eligibility and have not received more than 4 years of aid, or who have accepted medical non-counter status, to graduate with **one undergraduate degree**. However, exceptions are made on a case by case basis for student-athletes who pursue professional sport or career military opportunities immediately following the conclusion of their competition eligibility or their 3<sup>rd</sup> year of competition eligibility and this policy addresses some general requirements.

*This aid is intended to provide the student-athlete no more than 36 credit hours of aid to either finish their undergraduate degree or solidify a future financial plan to complete their studies without the assistance of athletics aid.* Athletics aid is not intended to be used to complete a double major and/or an additional minor, nor is it intended for the completion of graduate degrees or coursework. Therefore, **DC athletics aid is not awarded for second majors, additional minors or post-baccalaureate/graduate coursework.** Also, as noted before, **DC aid is also not available to student-athletes who have already received five years of athletics aid.** In addition, Title IX, a federal law, requires that athletics scholarships be awarded in a gender equitable manner. Therefore equity is considered, in addition to the many factors listed below, when determining degree completion athletics aid awards.

Awards for degree completion aid will be made for one term and may be renewed for the next term. Renewal is contingent upon satisfactory completion of the prior term. Renewal is contingent upon satisfactory completion of the prior term as defined and determined by the Deputy Director of Athletics and the Assistant AD for AAS.

**Degree completion aid is not guaranteed to all scholarship student-athletes.** The amount of aid to be given will be based on availability of funds and will be awarded to an individual student-athlete

on a case-by-case basis. **This aid will be for tuition and mandatory fees only.** No housing, room, board or books financial aid will be provided.

#### **OTHER GENERAL CRITERIA for receiving Degree Completion Aid**

- SA must have completed no less than three years (6 academic year semesters – fall and spring semesters) of competition eligibility to be considered for degree completion aid.
- SA must request this aid and provide an application to the Assistant AD for AAS. The application and readmission/reenrollment process will be completed by the student-athlete with the assistance, as needed, of the Assistant AD for AAS and permission from the Deputy Director of Athletics
- Must have received athletics aid during their last semester of competition
- Benefit is only available to student-athletes returning to UND within 24 months immediately following their last semester of competition eligibility
- **This aid will be for tuition and mandatory fees only.** No housing, room, board or books financial aid will be provided
- The residency rate for tuition will be based on the residency at which the university charges the former student-athlete upon readmission.
- Awards for degree completion aid will be made for one term and may be renewed for the next term. Renewal is contingent upon satisfactory completion of the prior term as defined and determined by the Deputy Director of Athletics and the Assistant AD for AAS
- **Degree completion aid is not guaranteed.** The amount of tuition and mandatory fees aid to be given will be based on availability of funds and will be awarded to an individual student-athlete on a case-by-case basis.
- Continuation of aid will be at the discretion of the Deputy Director of Athletics and the Assistant AD for AAS
- **This aid will be awarded for a maximum of 36 credit hours applicable to one undergraduate degree.**

#### **ACADEMIC CRITERIA for receiving Degree Completion Aid**

- The student-athlete must have left UND in good academic standing (university policy per academic catalog)
- The student-athlete must