Oakland University
Department of Athletics

Policy and Procedures Manual
# TABLE OF CONTENTS

## GENERAL INFORMATION
- Mission Statement ................................................................. 1
- Vision Statement ........................................................................ 1
- Department Goals ...................................................................... 1
- National Organization and Conference Affiliation ................. 1
- Title IX Committee ................................................................. 2
- Athletics Department Organizational Chart ......................... 2
- Oakland University Athletics Committee .............................. 2
- University President ................................................................. 2
- Faculty Athletics Representative .............................................. 2

## JOB DESCRIPTION AND AREAS OF RESPONSIBILITY
- Director of Athletics ................................................................. 4
- Associate Athletic Director ....................................................... 4
- Assistant Athletic Director Finance/Administration............. 4
- Assistant Athletic Director/Development ............................. 5
- Assistant Athletic Director/Marketing ................................... 5
- Assistant Athletic Director of Facilities/Operations ............... 6
- Senior Woman Administrator .................................................. 6
- Assistant to the Athletic Director ............................................ 7
- Compliance Coordinator ......................................................... 7
- Sports Information Director ..................................................... 7
- Academic Advisor ................................................................. 8
- Head Athletics Trainer ............................................................ 8
- Assistant Athletics Trainer ..................................................... 9
- Equipment Manager ............................................................... 9
- Sports Camp Secretaries ........................................................ 9
- Head Coaches ....................................................................... 10
- Assistant Coaches ................................................................. 10

## FACILITIES USAGE SCHEDULING AND COMPETITION
- Game Administration ............................................................. 11
- Special Events ........................................................................ 11
- Facilities Scheduling .............................................................. 12
- Use of facilities and equipment by high schools .................. 12
- O’Rena .................................................................................. 13
- O’Rena Scheduling ............................................................... 13
- Opponent Practice Times ....................................................... 13
- Outdoor Athletics Facilities ................................................... 13
- Recreation Athletic Center Natatorium .................................. 13
- Dome Rules ......................................................................... 13
- Lepley Pool .......................................................................... 14
- Professional Sports Team Usage ........................................... 14
- Facility Maintenance and Improvements ............................. 14
- Weight Room ....................................................................... 14
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locker Rooms</td>
<td>15</td>
</tr>
<tr>
<td>Student-athlete locker rooms</td>
<td>15</td>
</tr>
<tr>
<td>Storage areas</td>
<td>16</td>
</tr>
<tr>
<td>Staff locker room</td>
<td>16</td>
</tr>
<tr>
<td>Competition Schedules</td>
<td>16</td>
</tr>
<tr>
<td>Mid-Continent Conference Schedules</td>
<td>16</td>
</tr>
<tr>
<td>Outside Competition</td>
<td>17</td>
</tr>
<tr>
<td>Summer Leagues</td>
<td>17</td>
</tr>
<tr>
<td>Individual Team Schedules</td>
<td>17</td>
</tr>
<tr>
<td>Schedule Cards</td>
<td>17</td>
</tr>
<tr>
<td>BUSINESS AND FINANCE</td>
<td></td>
</tr>
<tr>
<td>Budget Preparation</td>
<td>17</td>
</tr>
<tr>
<td>Purchasing Procedures</td>
<td>17</td>
</tr>
<tr>
<td>Corporate MasterCard</td>
<td>17</td>
</tr>
<tr>
<td>Purchase orders</td>
<td>18</td>
</tr>
<tr>
<td>Small order purchases</td>
<td>18</td>
</tr>
<tr>
<td>Reimbursement on travel vouchers</td>
<td>18</td>
</tr>
<tr>
<td>Direct payment voucher</td>
<td>18</td>
</tr>
<tr>
<td>Sale of merchandise</td>
<td>18</td>
</tr>
<tr>
<td>Safe control</td>
<td>18</td>
</tr>
<tr>
<td>Cash receipts</td>
<td>18</td>
</tr>
<tr>
<td>Cash handling procedures</td>
<td>19</td>
</tr>
<tr>
<td>Preparation of deposit form</td>
<td>19</td>
</tr>
<tr>
<td>Concession sales</td>
<td>19</td>
</tr>
<tr>
<td>OFFICIALS, STATISTICIANS, SCOREKEEPERS</td>
<td>19</td>
</tr>
<tr>
<td>ATHLETIC UNIFORM APPEARANCE</td>
<td>19</td>
</tr>
<tr>
<td>TRAVEL</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>20</td>
</tr>
<tr>
<td>Vehicles</td>
<td>20</td>
</tr>
<tr>
<td>Travel party</td>
<td>20</td>
</tr>
<tr>
<td>Accomodations</td>
<td>20</td>
</tr>
<tr>
<td>Cash Advance for Trips</td>
<td>20</td>
</tr>
<tr>
<td>Travel Expense Voucher</td>
<td>21</td>
</tr>
<tr>
<td>Travel Itinerary</td>
<td>21</td>
</tr>
<tr>
<td>Team Lodging Information</td>
<td>21</td>
</tr>
<tr>
<td>Meal Per Diem Allotment for Team Travel</td>
<td>21</td>
</tr>
<tr>
<td>Policy for Trainers Accompanying Teams on Trips</td>
<td>21</td>
</tr>
<tr>
<td>Student-Athletes Travel in Team Vehicles</td>
<td>22</td>
</tr>
<tr>
<td>Winter Break Travel</td>
<td>22</td>
</tr>
<tr>
<td>Excuses for Missed Classes During Competition</td>
<td>22</td>
</tr>
<tr>
<td>Individual Travel</td>
<td>23</td>
</tr>
<tr>
<td>Guest Travel</td>
<td>23</td>
</tr>
<tr>
<td>Championship Travel</td>
<td>23</td>
</tr>
</tbody>
</table>
Committee Membership .............................................................................................................. 41
General Policies of Procedures and Selection Process ................................................................. 42
Criteria for Selection ................................................................................................................ 42
Meetings ................................................................................................................................... 43
Award ....................................................................................................................................... 43
Miscellaneous ........................................................................................................................... 43
Criteria for George Wibby Award ............................................................................................ 43
Criteria for Russi Service Award .............................................................................................. 43
Team Award ............................................................................................................................. 44

ACADEMIC SUPPORT SERVICES
Procedure for Advising OU Undecided Student-Athletes ....................................................... 44
Administrative Process ............................................................................................................. 44
Advising Process ..................................................................................................................... 44
Procedures for At-Risk Oakland University Student-Athletes ................................................. 45

STUDENT-ATHLETE
Student-Athlete Code of Conduct ............................................................................................. 46
Conduct of Student-Athlete ....................................................................................................... 46
Student-Athlete Handbook ........................................................................................................ 46
Student-Athlete Statement ....................................................................................................... 46
Authorization to Release Information and Records ................................................................... 46
Drug Testing Consent Form ....................................................................................................... 46
Student-Athlete Suspension/Discipline .................................................................................... 46

CLASS ATTENDANCE ................................................................................................................ 47

SPORTSMANSHIP AND ETHICAL CONDUCT
Student-Athlete Substance Abuse Policy ................................................................................. 48
Student-Athlete Drug Testing Program .................................................................................... 48
Student-Athlete Exit Interviews ............................................................................................... 48
Graduation Rate Reports .......................................................................................................... 48
Team Grade Point Averages ..................................................................................................... 48
Team Conduct ........................................................................................................................... 49

MISCELLANEOUS
Coaching Publications .............................................................................................................. 49
Phone, Fax, and Computer Usage ............................................................................................ 49
Business Cards .......................................................................................................................... 49
Keys .......................................................................................................................................... 49
Logos ....................................................................................................................................... 49
Gambling ................................................................................................................................. 49
Resignation from Oakland University ...................................................................................... 50

PERSONNEL/EMPLOYMENT
Hiring Procedures ..................................................................................................................... 50
Affirmative Action/Equal Opportunity Employment ............................................................... 50
GENERAL INFORMATION
This manual is prepared and provided to the staff of the Oakland University Department of Athletics as a guideline and resource for employment. The Department of Athletics, its employees, agents, and representatives shall be responsible for complying with all Oakland University policies and procedures, including those not specifically covered in this manual. All staff members are reminded that compliance of rules of the National Collegiate Athletic Association (NCAA) and the Mid-Continent Conference also rests with each employee. Staff members are encouraged to use other resources to supplement information contained in this manual.

This manual will be updated on an annual basis. Staff members are responsible for knowledge of any new or changes to existing policies and procedures.

MISSION STATEMENT
“The Oakland University Intercollegiate Athletic Department shall advance the overall mission of the university by contributing, via competitive sport, to the university’s reputation for overall excellence and distinction and thereby to the national eminence of the university as a whole. This will be accomplished in at least the following areas: conducting competition in Division I-AAA of the NCAA; enhancing the quality of student life by assisting in the recruitment of the student population and maintaining wholesome/positive events; and, serving as a point of interest, entry and affiliation with the university for alumni and the general community. The Athletic Department shall provide a wide range of athletic programs which compete at the regional and national level, while maintaining the welfare of student athletes, the spirit of fair play and with the commitment to equality of opportunity and academic achievement.”

VISION STATEMENT
Producing graduates and champions.

DEPARTMENT GOALS
The Department of Athletics shall establish goals on an annual basis that are reviewed and approved by the Director of Athletics and the President.

NATIONAL ORGANIZATION AND CONFERENCE AFFILIATION
Oakland University (OU) is a member of the Division I- (AAA) member of the National Collegiate Athletic Association (NCAA) and the Mid-Continent Conference (Mid-Con). The nine schools that comprise the Mid-Con are Centenary College, Chicago State University, IUPUI (Indiana University-Purdue University Indianapolis), UMKC (University of Missouri-Kansas City), Oakland University, Oral Roberts University, Southern Utah University, Valparaiso University and Western Illinois University.

The men and women’s swimming/diving teams also have affiliation with the National Independent Swimming Conference (NIC). This conference is established specifically for the sport of swimming and diving.
ATHLETICS DEPARTMENT ORGANIZATIONAL CHART
See included chart

TITLE IX COMMITTEE
The Title IX Committee shall be representative of the university community including faculty (2), university staff (2), athletics staff (2) and student-athletes (2 female and 1 male). The Senior Woman Administrator shall chair the committee. The committee will examine equity issues (male/female) within the Department of Athletics, including a periodic review of the university’s commitment to gender equity and the guiding principles of Title IX. This includes the annual EADA report filed by the department. The committee will also review issues associated with gender equity and Title IX as identified by the Senior Woman Administrator and other committees, groups or individuals. The committee shall report on an annual basis to the Director of Athletics. The report should include recommendations that will maintain a balance in participation and athletic opportunity for each gender.

OU ATHLETICS COMMITTEE
The Oakland University Senate Athletics Committee is comprised of faculty members elected by the University Faculty Senate (4), the Faculty Athletics Representative (Committee Chair). The committee is comprised of two students, one staff member, one external/community member, and the Athletics Director, ex-officio.

The charge of the Athletics committee is as follows:
1. To advise the Athletics Director and President on matters related to the administration of the university’s athletics programs.
2. To receive timely and regular reports from the Athletics Director and President on current and proposed plans and policies that affect the athletics programs, including plans and policies on buildings, facilities, budgets, services, academic support and NCAA compliance, and to advise and make recommendations on same;
3. To receive reports and recommendations from other committees and to advise and make recommendations to the Senate and its committees, as needed;
4. To take on additional duties as directed by the Senate Steering Committee; and
5. To report to the Senate at least annually on the status of Oakland University’s Intercollegiate Athletics programs.

UNIVERSITY PRESIDENT
The Department of Athletics shall report directly to the University President. The President is responsible for ensuring that Athletics operates within the guidelines established by the university and its Board of Trustees, the NCAA, and the Mid-Continent Conference.

FACULTY ATHLETICS REPRESENTATIVE
The faculty athletics representative shall be a member of the institutions faculty or an administrator who holds faculty rank and shall not hold an administrative or coaching position in the athletics department.

The duties of this position are designated, but not restricted, to those listed below:
1. Assists with oversight of the academic counseling model and the evaluation of records to ensure the integrity of the academic assistance program.

2. Assist with review of the NCAA & Mid-Con compliance programs along with rules education efforts at OU.

3. Play a central role in the providing and exchanging of information with the Board of Trustees, the President, faculty senate and other interested groups on campus regarding athletics policies and interests.

4. Be involved in discussions that pertain to institutional decisions on NCAA legislation.

5. Assure compliance of NCAA, conference, and institutional rules associated with initial eligibility, satisfactory progress, and continuing eligibility.

6. Providing assistance and feedback associated with student-athlete welfare issues including, but not limited to student-athlete grievance procedures, waiver and reinstatement requests/procedures, student-athlete advisory council, academic and athletic misconduct cases.
JOB DESCRIPTION AND AREAS OF RESPONSIBILITY

DIRECTOR OF ATHLETICS
1. Coordinate and administer a comprehensive intercollegiate Athletics program.
2. Overall supervision of all department of athletics staff.
3. Administer NCAA, Mid-Con and OU intercollegiate athletics matters.
4. Administer NCAA and Mid-Con rules with an appropriate compliance program.
5. Administer all financial matters.
6. Administer planning and procedures for OU Athletics
7. Coordinate job descriptions of head coaches and their staff.
8. Administer men and women’s basketball programs.
9. Report intercollegiate athletics matters to the University as prescribed by the President and Board of Trustees.

ASSOCIATE ATHLETICS DIRECTOR
1. Performs the daily operations of the athletic department.
2. Oversees men and women’s soccer, men’s and women’s cross country, baseball, softball and women’s tennis programs.
3. Oversees compliance coordination efforts.
4. Oversees Sports Medicine Program.
5. Advisor to Student Athlete Advisory Council and Student-Athlete Association.
6. Directs student services for the athletic department.
7. Represent the institution to the Mid-Continent Conference as directed by the Athletic Director and/or appointed by the Conference Commissioner.
8. Paws coordinator.
9. Supervise Compliance Assistant, Assistant Directors, and Head Athletic Trainer.
10. Administer contracts for all Athletics personnel.
11. Administer paperwork associated with hiring and reclassification of all Athletics personnel.
12. Assist the Director of Athletics with budget planning and policies.
13. Assist Department/Athletic Director as directed with, but not limited to special events, fund raising, event management, and community service.
17. Administer NCAA special assistance fund program.

ASSISTANT ATHLETIC DIRECTOR/FINANCE AND ADMINISTRATION
1. Manage the Athletics Ticket Office.
2. Prepare all reports relative to attendance and ticket audit.
3. Assist with special projects and Athletics events.
4. Assist the Director of Athletics with budget and planning policies.
5. Coordinates all aspects of budget management.
6. Prepares all budget and expenditure reports for Mid-Con & NCAA.
7. Develops capital projects funding initiatives.
8. Maintains all Athletics accounts on spreadsheet software.
9. Administers department purchasing guidelines and concessions.
10. Reconciles all Athletics departments accounts.
11. Monitors and processes expense and purchase vouchers.
12. Maintains and updates computer hardware and software needs.
13. Monitors and processes staff payroll.
14. Authorizes official’s vouchers for all sports.
15. Oversees bookkeepers.
16. Administers men’s and women’s swimming and diving and men’s and women’s golf programs.
18. Assist Department/Athletic Director with, but not limited to special events, fund raising, event management and community service.

ASSISTANT ATHLETICS DIRECTOR/DEVELOPMENT
1. Administer all Athletics Advancement Programs.
2. Director of all Golden Grizzly Athletic Fund activities.
3. Responsible for Athletics Major Gift solicitations and endowments for scholarships/capital improvements/operations.
4. Identify and solicit major donors.
5. Assist the Director of Athletics with budget planning and policies.
6. Coordinates special events relative to the Golden Grizzly Fund and all fund raising activities.
7. Identifies and implements strategies to increase prospect solicitation.
8. Administer volleyball program.
9. Assist Department/Athletic Director with, but not limited to special events, fund raising, event management and community service.

ASSISTANT ATHLETIC DIRECTOR/MARKETING
1. Administer Athletics marketing and promotions for all sports.
2. Administer basketball radio and TV network.
3. Coordinate activities with Sports Information Office.
4. Administer corporate sales and sponsorship program and all outside sales and all advertising activities.
5. Promote all athletic events and projects including games, camps, clinics, shows, and special fund raising events.
6. Assist the Director of Athletics with budget planning and policies.
7. Liaison between Athletics and Sports Administration workers.
8. Administer marketing assistant.
12. Administer dance team, cheer team and The Grizz stores.
13. Assist Department/Athletic Director with, but not limited to special events, fund raising, event management and community service.

ASSISTANT ATHLETIC DIRECTOR OF FACILITIES/OPERATIONS
1. Administer the maintenance of Athletics facilities and matters dealing with facilities management.
2. Director of Indoor/Outdoor Athletic facilities
3. Administer the management (including all game personnel) of home events for all sports.
4. Administer the management of special events that utilize the ‘O’ Rena and outdoor facilities.
5. Administer the scheduling of Athletics facilities.
6. Administer all on-site NCAA and Mid-Con championship.
7. Assist the Director of Athletics with budget and planning and procedures.
8. Supervise student personnel involved in event management.
9. Assist with athletic scoreboard maintenance and operations.
10. Assist with building safety and security.
11. Oversees the equipment manager.
12. Administer graduate assistant.
13. Oversee the facilities assistant bubble.
14. Oversee licensing usage of the logo.
15. Oversee distribution of keys to athletics staff.
16. Notify the Head Athletic Trainer regarding professional sports team facility rentals.
17. Direct sports camps/clinics.
19. Assist Department/Athletic Director with, but not limited to special events, fund raising, event management and community service.

SENIOR WOMAN ADMINISTRATOR
1. Assist in the administration and governance of the athletics program.
2. Assist in the recruitment and hiring of key department and/or institutional personnel.
3. Acts as a key spokesperson for the needs and interests of women within the intercollegiate athletics department.
4. Participates as a member of athletics administrative staff.
5. Strategizes and coordinates ways to support and manage gender equity and Title IX plans and issues.
6. Serve on institutional Title IX committee.
7. Keeps department of athletics informed of key information and/or changes relevant to Title IX and gender equity issues.
8. Attend meetings and functions relevant to the department, Title IX and gender equity as prescribed by the Director of Athletics (i.e., conference meetings).

ASSISTANT TO THE ATHLETIC DIRECTOR
1. Office Manager Responsibilities
   - Manage athletic department calendar, work study, camp secretaries, student labor, internal communications, position control, team travel, database management, development and marketing, and policies and procedures manual.
2. Committee Work
   - Manage customer service, community service, golf outings, Hall of Honor, and Title IX issues.
3. Special Projects
   - Assist with Midnight Madness, Ford Cup Golf Outing, Athletic Department Golf Outing, Hall of Honor, Senior Banquet/Watches, Banquets.
4. Desktop Publishing
   - Design presentations, advertisements, invitations, flyers, greeting cards, camp brochures, and PowerPoint projects.
5. Assist Department/Athletic Director with, but not limited to special events, fund raising, event management-
ment and community service.

**COMPLIANCE COORDINATOR**
1. Provide interpretations for NCAA/Mid-Con rules.
2. Provide the NCAA/Mid-Con rules education to staff and student-athletes.
3. Monitor all sports for compliance to NCAA/Mid-Con rules.
4. Review and monitor athletic scholarships.
5. Prepare NCAA, Mid-Con and institutional compliance related reports.
7. Conduct inquiries into possible NCAA/Mid-Con rule violations.
8. Develop new compliance procedures.
9. Liaison for NCAA Eligibility requirements.
10. Administer compliance database.
13. Liaison for NCAA Initial Eligibility Clearinghouse.
14. Assist Department/Athletic Director with, but not limited to special events, fund raising, event management and community service.

**SPORTS INFORMATION DIRECTOR**
1. Responsible for all written publicity work for intercollegiate athletics.
2. Responsible for all intercollegiate athletic statistics including game statistics and reports all statistics to news agencies, the Mid-Con, and NCAA.
3. Responsible for keeping historical records of all past statistics and checks statistical procedures of people working at athletic events.
4. Responsible for posting stories on the athletic website.
5. Responsible for desktop publishing as directed.
6. Represent OU within the Mid-Continent Conference and NCAA.
7. Involvement in special projects including Midnight Madness, Ford Cup Golf Outing, Athletic Department Golf Outing, Hall of Honor, Senior Banquet/Watches, etc.
8. Oversee/Supervise Sports Information Staff.
9. Assist Department/Athletic Director with, but not limited to special events, fund raising, event management and community service.

**ACADEMIC ADVISOR**
1. Oversee academic support services for all student-athletes.
2. Interpret NCAA academic rules and regulations.
3. Monitor program reports with sports.
4. Monitor initial and continuing eligibility and graduation reports for sports.
5. Liaison between athletics and university academic units.
6. Assist in student-athlete campus recruitment (conferences, official visits).
7. Assist with academic compliance related matters.
8. Advise Student Athlete Advisory Council and SAA.
10. Advise all undecided student-athletes.
11. Paws co-coordinator.
12. Assist Department/Athletic Director with, but not limited to special events, fund raising, event management and community service.

HEAD ATHLETICS TRAINER
1. Direct and supervise the sports medicine program including all medical services provided by the University for intercollegiate athletics.
2. Develop, implement and monitor athletic department policy with regard to the sports medicine program. Review policies on a yearly basis and revise as necessary.
3. Advise the Director of Athletics and contracted athletic team physicians on issues related to athletic medical care, NCAA regulations and Athletic Department policy.
4. Recruit, direct and supervise the work of all certified athletic trainers (ATC’s), graduate assistants, and student workers involved with intercollegiate athletics.
5. Coordinate the team assignments of ATC staff.
6. Monitor ATC staff, GA’s, and student workers compliance with University policy, Athletics Department policy, and physicians directed standard operating procedures.
7. Develop, supervise and maintain accountability for the athletic operating budget.
8. Serve as athletics department liaison with University Health Services and other university departments when dealing with athletic related health care issues.
11. Coordinate the scheduling and planning of all pre-participation physical examinations for intercollegiate athletes.
12. Coordinate and schedule appropriate emergency medical services for all Athletics Department sponsored events not involving intercollegiate athletes.
13. Serve as primary ATC for designated intercollegiate athletic teams.
14. Initiate the purchase of and maintain an inventory of athletic training supplies and equipment.
15. Develop, implement and monitor practice and competition emergency medical plans.
16. Responsible for coordination of student-athlete drug testing program.

ASSISTANT ATHLETICS TRAINER
1. Serve as primary ATC for designated intercollegiate teams.
2. Assist head athletic trainer in the ordering and inventory of all athletic training supplies and equipment.
3. Organize and implement an ongoing continuing education program for staff ATC’s.
4. Assist the head athletic trainer with medical record keeping.

EQUIPMENT MANAGER
1. Responsible for distribution, accountability, inventory and billing of all team equipment (i.e. uniforms, ball, shoes).
2. Responsible for laundering all sports. Practice and game uniforms must be kept laundered, accommodating constraints of practice and game scheduling.
3. Responsible for inventory of all equipment and apparel items received from vendors. Order supplies as needed.
4. Responsible for annual athletic inventory.
5. Responsible for operation and safety precautions in equipment room.
6. Advisory duties for all sports concerning the state of current goods and what products are best for
future needs.
7. Responsible for the daily cleanliness, neatness, and orderliness of the equipment room, laundry room and storage room.

SPORTS CAMP SECRETARIES
1. Manage summer sports camp program.
2. Oversee camper check-in.
3. Work with the housing staff to coordinate check-in and checkout of all campers and dorm availability.
4. Liaison with food service vendor for camp meals and number of meals.
5. Responsible for initial mailings of camp brochures, answering questions and mailings brochures to people whom call or write.
6. Register all applications by entering them in the computer, sending out response letters and medical forms to all applications.
7. Notifying coaches of late arrivals or no shows.
8. Getting information to office manager for people who are to receive a refund.
9. Oversee the day to day operation of Sports Camp office, i.e. telephone duties, email, daily camper schedules, coordination with housing of camper housing needs.
10. Check camp/clinic manual for accuracy.

HEAD COACHES
1. Responsible for all facets of recruiting.
2. Administer team budget.
3. Responsible for team travel (i.e. making housing, food and transportation arrangements for each away game).
4. Responsible for working closely with the Athletic Administration when game schedules are being decided.
5. Forward recommendations to Director of Athletics or designee for assistant coach or graduate assistant coach vacancies.
6. Responsible for working closely with the sports administrator when game schedules are being decided.
7. Submit permanent equipment requests to Director of Athletics office.
8. Responsible for making recommendations for facility maintenance and construction to the Director of Athletics.
9. Responsible for developing good media relations between members of the sport staff, squad representatives, and various media.
10. Coordinate fundraising efforts for the sport within the guidelines set forth by the Athletics Department.
11. Make decisions in regard to the utilization of staff members.
12. Responsible for making sure that the aim and objectives of the sport program support those of the university.
13. Submit documentation of compliance to NCAA rules and regulations to compliance coordinator / assistant for compliance as needed.
14. Administer and be responsible for overall operation of specific sport assigned, including the welfare of each student-athlete participant.
15. Assist Department/Athletic Director with, but not limited to special events, fund raising, event management and community service.
ASSISTANT COACHES
1. Designated responsibilities as assigned by the head coach. Responsible for compliance of NCAA, Mid-Con and university policies.

FACILITY USAGE SCHEDULING AND COMPETITION
All usage of athletic facilities (i.e., practice, competition, special events, rentals, camps, clinics) must be approved by the Director of Athletics or designee(s).

- Coaches are responsible for requesting (in writing) the scheduling of athletic facilities for practice and competition to the Assistant Athletic Director for Facilities and Operations.
- A written proposal and/or rental agreement must be completed and forwarded to the Assistant Athletic Director for Facilities and Operations in advance of all events and rentals. The Assistant Athletic Director will determine facility availability and ability to operate the event.
- The Department of Athletics maintains the rights to merchandising, advertising, signage, and
concessions for all facilities (including the natatorium) and all events. Requests, usage or con
signment relevant to merchandising, advertising, signage and/or concessions for an event must be
made to and approved by the Director of Athletics.

STANDARD FACILITY RENTAL FEES
See Appendix

GAME ADMINISTRATION
Assistant Athletic Director of Facilities/Operations is responsible for home event coordination of sports.

- Game/event management staff shall be present for all events (scheduling required practice) con
ducted in or on athletic facilities.

Completion of the following details are of primary importance concerning game administration:
- Scheduling the facilities for games and practices in the ‘O’Rena
- Proper staffing of the event
- Communications effort with opponents
- Parking
- Department of Public Safety matters
- Maintenance for ‘O’Rena
- Communication efforts with officials
- Visitor practices and locker room facilities
- Payment for officials and game staffers
- Users of athletic facilities will be informed of costs associated with event management
- All inquiries of facility usage must be directed to the Assistant Athletic Director of Facilities/
  Operations
- The Assistant Athletic Director of Facilities/Operations shall maintain a master facility schedule
  and this person shall publish a facility schedule as appropriate (e.g., weekly, bi-weekly)

SPECIAL EVENTS

The Assistant Athletic Director of Facilities/Operations will coordinate special events that are non-
Athletics related. This position is responsible for the following:
- Securing and compensating event staffers
- Coordinate ticket sales and management with the Ticket Manager
- Work with special event personnel
- Schedule events
- Coordinate facilities management assistance with special event personnel
- Prepare the various facilities maintenance job orders
- Handle team locker room assignment
- Handle contractual matters with special events
- Maintain appropriate facility appearance
- Develop contract and secure insurance certificate for risk management approval.

If a special event is being produced by an individual team, the head coach should work with the Assistant
Athletic Director of Facilities/Operations regarding the various details mentioned above. The individual
functions that go into staging games and events, such as the Mid-Con championships will be conducted by
the person appointed by the Director of Athletics. The administrator will utilize the input of the respective head coach of the event.

**FACILITIES SCHEDULING**

All facility rentals are quoted, scheduled and processed through the Assistant Athletic Director of Facilities/Operations. Coaches and athlete staff are prohibited from scheduling facilities

The O’Rena and all facilities will be scheduled for special events by the Assistant Athletic Director of Facilities/Operations. University Events also schedules events in the O’Rena.

- Coaches and Athletics Administration should first consult the Assistant Athletic Director of Facilities/Operations prior to scheduling an event above and beyond normal practice and game operations for all facilities.
- Up-to-date calendar-style and itemized schedules are provided to those coaches and administrators who are primary users of individual facilities.
- Scheduling should be conducted a full season in advance. For instance, during the summer, all basketball, soccer, volleyball should be submitted for the coming season.
- Athletics contests and practices take first priority in athletic facilities. Coaches in-season will be notified a minimum of two weeks in advance if an outside group will be using their facility.
- Coaches should notify the Assistant Athletic Director of Facilities/Operations and the Athletic Trainer responsible for their team in the event they have scheduled new practice times or altered their respective schedules AS SOON AS THEY HAVE MADE CHANGES.

**USE OF FACILITIES AND EQUIPMENT BY HIGH SCHOOLS**

High schools may rent the use of the athletic department facilities and equipment with the following guidelines: (Assistant Athletic Director of Facilities/Operations)

- Athletics department has first priority for use of all facilities and equipment.
- Use is on a first-come, first served basis
- A written contract will be provided covering specific requirements of the Athletics department regarding Athletics facilities, equipment and the cost to the high school.
- Any arrangements between the department of Intercollegiate Athletics and high schools are subject to all applicable NCAA rules and regulations and Oakland University policies.
- The Assistant Athletic Director of Facilities/Operations will review and coordinate all contractual requirements between the Athletics department and the high school(s) subject to the approval of the Director of Athletics.

**O’ RENA**

Scheduling

- A cooperative environment should be maintained in establishing schedules for men’s and women’s basketball and volleyball.
- The Assistant Athletic Director of Facilities/Operations will meet with the appropriate coaches to establish practice schedules for teams utilizing the arena, and will work out practice times around game schedules for both the fall and winter semesters.
- Assistant Athletic Director of Facilities/Operations will maintain records of practice times and assure that established practice schedules within each season, and year to year do not discriminate against any team.
• Scheduling of outside events will be considered, as times become available once these sport schedules are developed.
• Coaches need to check regularly with the Assistant Athletic Director of Facilities/Operations for other events scheduled in the O’Rena.
• Lights in the arena are to be turned off when the last team has finished practice. Also, if a burned out light is noticed, please report it to the Assistant Athletic Director Facilities/Operations.

Opponent Practice Times
• The assistant coach for OU of the sport that is visiting is responsible for coordinating a practice time with the opposing team. They are responsible for remaining in the building to open, close, and secure all areas before and after the visiting teams are done.
• After scheduling a time for the opposing team, it is the assistant coaches responsibility to let the Assistant Athletic Director of Facilities/Operations know what time everything will be occurring at.
• The other sports head coaches will be the first contact for visitors who want practice time.
• The assistant coach and trainers will provide the necessary locker room and practice requirements for the visiting teams.
• The Athletics training staff should also be notified. These units should be notified of all visitor practice situations at least one week in advance by the respective coaches.

OUTDOOR ATHLETIC FACILITIES

RECREATION ATHLETIC CENTER NATATORIUM
The Department of Athletics shall work with Campus Recreation to establish practice and meet schedules. The men’s and women’s swimming and diving programs shall have the opportunity to practice at the same designated times. Pool/lane space shall be split fairly to accommodate both teams.

DOME RULES
• All activities require appropriate supervision:
  - Varsity team practice-approved coach(es) or designated staff
  - Optional practice-event staff
  - All other activities-event staff
• Dome Permit Maximum capacity: approximately 49
  Violators of this rule will lose the privilege of using the Dome.
• No food, beverage, or chewing gum is allowed. No sunflower seeds are allowed. Only water can be consumed in the Dome.
• Do not wear street shoes in the dome. Please change into your workout shoes just inside the door. Only rubber soled gym shoes or turf shoes allowed. (NO PLASTIC OR METAL CLEATS ALLOWED!)
• Monitor the entrance/exit
• Please clean up after your team! Pick up all paper, tape, etc. Even minute paper is a problem for this surface.
• After your practice, please remove all items and small equipment from the Dome that can be moved and stored into your own locker rooms.
• Always remember that you share this facility with others! Do not abuse it.
• If damage to the Dome occurs, contact the Assistant Athletic Director of Facilities/Operations at 248-370-4050 immediately.
• If heating or cooling fails, contact the Assistant Athletic Director of Facilities/Operations, and also call 248-370-2381 and report it.
• Lock the Dome and the bathroom facility when you leave.

LEPLEY POOL

• Lepley Pool is primarily a rental pool. (The Assistant Athletic Director of Facilities/Operations is in charge of rentals.) The Lepley Pool may be requested by the varsity swimming programs when conflicts arise in the RAC Natatorium. Only supervised, recreational diving during sports camps is allowed in the Lepley Pool. Lepley Pool shall be closed for Oakland University basketball games and other designated events.

Professional Teams

• Professional sports team will use our facilities on occasion for practice. The rental of the facility to any team that would like to use our facilities is handled by the Assistant Athletic Director of Facilities/Operations.

Facility Maintenance and Improvements

• The Assistant Athletic Director of Facilities/Operations will coordinate all facilities maintenance and improvement projects.
• Special care should be taken by every member of the OU Athletics Department not to initiate any kind of activity that may be seen as a university facilities management task.
• Coaches should inspect facilities well in advance (minimum of six to eight weeks) of their season to express their needs concerning facilities maintenance.
• Facilities improvements need to be cleared by the Director of Athletics or designee through the Assistant Athletic Director of Facilities/Operations. Plans should be presented six months to a year in advance of the first scheduled contest to leave time for project engineering, bidding, performance of the job and follow-up.

WEIGHT ROOM

• Desired times for weight room usage should be reported to Assistant Athletic Director of Facilities/Operations to avoid scheduling conflicts.
• Only intercollegiate athletes are permitted to use the weight room.
• No one is allowed in the weight room without a qualified supervisor present (a member of your coaching staff).
• Prior to participation, you must undergo an orientation on common risks involved in strength training, on the proper execution of various exercises, and on the possible consequences proper technique is not employed.
• Prior to participation, you must undergo an orientation on equipment and its proper use.
• You must have a workout program, follow it, and record workout content on your own.
• If you have an injury that in any way inhibits a portion of a workout, you must first see a trainer and be told which movements are to be avoided, and which ones may be substituted.
• Lifters are required to use collars once there is more than one plate on the end of the bar.
• Lifters are required to use spotters on every set after the initial warm-up set (e.g. for overhead
lifts, squats, bench presses and platform lifts).
- Move weights from the racks to the bar only. Never set them on the floor or lean them against equipment.
- Strip all bars immediately after use. Return dumbbells to the rack in the proper order.
- Never attempt to “save” Olympic-style lifts (i.e., power snatches and power cleans).
- Use belts when attempting extremely heavy lifts where the bar is placed on the back (e.g., squats).
- Keep bars and weights off the vinyl at all times to prevent tearing.
- Food, gum, tobacco, glass bottles and cans are not permitted. Plastic bottles of water are acceptable.
- Walkmans are allowed on the exercise bikes and Stairmasters only.
- Spitting or defacing the facility is not tolerated and will result in immediate expulsion.
- Observe weight room etiquette and demonstrate courtesy toward others in the room at all times.
- Horseplay will not be tolerated. Loud, offensive language is not permitted.
- Wear proper training attire, particularly shirts and athletic shorts at all times.
- Show respect for the equipment and facilities at all times. Do not drop or throw weights.
- The telephone is off limits to athletes. It is only for emergency purposes only. Locate the nearest phone in case of an emergency.
- Follow all instructions given by the coaches.
- The on-duty supervisors have the authority over all room conduct and use of supervisors on duty.
- Clean equipment with cleaners and towels.
- Do not wear emblematic clothing other than OU.
- Failure to follow any of the policies could result in loss of weight room privileges.

LOCKER ROOMS

The Department of Athletics has limited locker room space available for varsity teams, visiting teams, officials, and athletic staff.

Student-athlete locker rooms
- Varsity locker rooms have been provided to individual teams based on facility usage, squad size, available space and equity of programs.
- The student-athlete locker rooms have a coded entry door. Use the code that is designated for your locker room to enter it.
- DO NOT GIVE THE LOCKER ROOM ACCESS CODE TO ANYONE BESIDES YOUR TEAMMEMBERS.
- Do not prop the door under any circumstances. Be sure door closes and locks upon exit.
- Coaches should request a periodic change in the code or whenever the integrity of the code appears to have been compromised.
- Keep the locker room clean at all times. The locker rooms may be viewed during a building tour!
- Dirty uniforms must be binned and given to the Equipment Manager as directed. If you do not do this, there is no guarantee that your practice gear/game uniform will be cleaned!
- Space is provided for the use and welfare of the student-athletes. Varsity locker rooms are not intended for storage of equipment.

Storage Areas
Storage areas can be located in the Grizz and The Grizzly Den.

**Staff locker room**
- If you need a locker see the Assistant Athletic Director Facilities/Operations to obtain one.
- Keep the staff locker room clean. Do not store personal items (e.g., shampoo, conditioner, and razors) in the bathroom. Store your personal items in your locker. If they are in the bathroom, Aramark will be instructed to throw the items away.

**COMPETITION SCHEDULES**

In sports other than football and basketball that it uses to meet the Division I sports sponsorship criteria, a member institution shall schedule and play 100 percent of its contests against Division I opponents to meet the minimum number of contests specified in Bylaw 20.9.3.3. The institution shall schedule and play at least 50 percent of its contests beyond the number specified in Bylaw 20.9.3.3 against Division I opponents (Bylaw 20.9.4).
- Consult Bylaw 20.9.3.3 for more information regarding individual sports requirements or check with the Compliance Coordinator.

Consult Associate Athletics Director and the Compliance Coordinator when preparing schedules to confirm you are meeting NCAA/Mid-Con requirements. Submit tentative and finalized schedules to Associate Athletics Director and the Compliance Coordinator for review, to the Assistant Athletic Director of Facilities/Operations, to respective sport administrator, and to the Assistant to the Athletic Director for dissemination.

**Mid-Continent Conference Schedules**
The Mid-Continent Conference develops schedules for the following Athletics teams:
- Men’s Basketball
- Women’s Basketball
- Baseball
- Softball
- Volleyball
- Men’s Soccer
- Women’s Soccer

The Mid-Continent Conference schedules all conference championships.

All non-conference games are scheduled by each team’s head coach.
*Outside Competition* - Coaches and student-athletes must consult with the Compliance Coordinator prior to any outside competition

**Summer Leagues**
The Associate Athletics Director and Compliance Coordinator and respective basketball coach maintains a list of approved basketball leagues. Basketball student-athletes must be approved prior to participation. Sports other than basketball have fewer stringent league rules, but do have restrictions on the number of OU student-athletes on the same
team. Check with Associate Athletics Director and Compliance Coordinator for specific restrictions. If you have any questions, please contact the Compliance Coordinator or look in the Compliance Manual.

Check the compliance manual, NCAA manual, and/or with the Compliance Coordinator for rules associated with all outside competition.

Individual Team Schedules
The head coach working with their designated sport administrator develops the schedule for all Athletic teams. All non-conference games are scheduled by each team’s head coach and sport administrator.

Schedule Cards
Pocket schedule cards sponsorship and printing information is available through the Assistant Athletic Director/Marketing.

BUSINESS AND FINANCE

BUDGET PREPARATION
Each sport submits their spend plan request in summer for the upcoming fiscal year (July 1-June 30). Operations and recruiting must be accounted for separately. Team spend plans must detail team travel (i.e. transportation, meals, lodging, entertainment). If schedule is not complete for the upcoming year, then this should be estimated. An Excel line item budget spreadsheet template is available from the Assistant Athletic Director-Finance & Administration. The University budget is not approved until the trustees July meeting. Thus, the budgets may not be received until August.

PURCHASING PROCEDURES

Corporate MasterCard
The Corporate MasterCard held by the Assistant Athletic Director-Finance & Administration is used for athletic department travel. It can be used by coaches and administration as needed for travel where accepted. Please see the Assistant Athletic Director-& Administration for instructions.

Purchase Orders
For purchase orders over $1,000, you must submit a purchase requisition. Attach all bids received to the purchase requisition. The University is not responsible for oral agreements between employees and vendors. Please do not have a vendor begin your order without a purchase order. Purchasing has the right to choose a different vendor and you may be personally liable for the order. THERE ARE ABSOLUTELY NO AFTER THE FACT PURCHASE ORDERS.

To order supplies and services you must complete the form located in the work room, get your administrator’s initials and hand it to the Accounting Clerks. Please make sure that you are as descriptive as possible on that form, if you are using specific colors they also must be stated. The requisition will then be typed. You cannot proceed until the requisition is okayed and a Purchase Order number is received. Please allow at least two weeks for your requisition to be processed. The Assistant Athletic Director- Finance and Administration will determine from you order whether a
Small Order Purchase can be used.

**Small Order Purchases**
Small order purchases may be used for purchases under $1,000. However, some items are exempts such as food, shipping charges, travel, and transportation. A small order purchase form must be filled out in order to use this method. To receive a form or instructions, please see the Assistant Athletic Director-Finance and Administration.

**Reimbursement on Travel Vouchers**
Employees may use their own money (cash or credit cards) to pay for travel expenses and receive reimbursement upon return. If personal money is used, it will be reimbursed within 10 working days if paperwork is completed and submitted immediately upon return.

**Direct Payment Voucher**
A Direct Payment Voucher form can be obtained from the Accounting Clerks. After it is filled out and initialed somewhere, please bring it to the Accounting Clerks to type it up and they will disperse it to the appropriate person for an authorized signature.

**Sale of Merchandise**
Merchandise such as equipment or soft drinks for personal gain is not allowed. This violates both state statutes and university ordinances. Requests may be made to the President for permission to sell merchandise for program revenue.

**Safe Control**
- The athletic department safe can only be opened by the accounting clerk or the Assistant Athletic Director-Finance and Administration. In order to enter the safe if need be, you would need to speak with the Assistant Athletic Director Finance and Administration.
- Immediately following an athletic event where cash is handled, it will be counted and put in the safe. The maximum amount of money left in the safe is $500.
- If the accounting clerk feels unsafe carrying the money for deposit to North Foundation Hall, the police may be called for an escort.

**Cash Receipts**
- The Assistant Athletic Director-Finance and Administration should reconcile expected revenues with deposits.
- If there is a special event where tickets are issued in sequential order, the Assistant Athletic Director-Finance and Administration should review and verify each ticket issued and make sure the money coincides with the ticket sales.
- At the end of an OU athletic event, the Assistant Athletic Director Finance/Administration should balance out the drawers and put the money in the safe.

**Cash Handling Procedures**
- The OU athletic department complies with Oakland University Policies and Procedures. For more information, please check the Oakland University website at [www.oakland.edu](http://www.oakland.edu), under policies and procedures.

**Preparation of Deposit Form**
• The OU athletic department complies with Oakland University Policies and Procedures. For more information, please check the Oakland University website at www.oakland.edu, under policies and procedures.

Concession Sales
• An outside vendor handles concessions at Oakland University athletic events. They handle everything related to the concession stands and the athletic department receives a percentage of their profits.

OFFICIALS, STATISTICIANS, SCOREKEEPER FEES
See Mid-Con guidelines for officials’ fees and rules.

ATHLETIC UNIFORM APPEARANCE
Oakland University athletics has signed a contract with Reebok for all sports except soccer. Teams are not to purchase competitive shoes or display competitive merchandise. Catalogs will be forthcoming for uniforms and other athletic equipment. If Reebok does not manufacture a certain product, you may purchase from your normal company, however, check with your direct report before making a purchase.

Mid-Con logos are to be on all uniforms. You are not required to have the grizzly logo on your uniforms, you may just use Oakland University.

TRAVEL
NCAA, Mid-Continent Conference and Oakland University policies must be followed for all travel. The welfare of student-athletes should be considered for all team travel.

ATHLETICS TEAM TRAVEL POLICIES
Team travel must be included in approved spend plan. Winter teams travel (November 1-February 28). Buses and planes must be used. Alternative forms of travel (i.e., van, car) must be approved by athletic administration. The selected mode of transportation must be rated to accommodate the team travel party.

Transportation
• Bus transportation requests are scheduled as needed if under $2,500. If over $2,500, a purchase order must be filled out and sent to the purchaser in purchasing to bid out and find the bus service that will be used for each trip.
• Requests for suburbans, vans, mini vans, and cars are to be made with Budget, Avis or Hertz rental services as early as possible (4-5 months) of the travel date.

Vehicles: Date, time of departure, destination, motel (if known) for bus driver, date and time of return to campus must be submitted with the vehicle request. Vehicle requests are submitted to the Assistant to the Athletic Director who will then determine the availability of a vehicle(s).
• All team members will travel in an Oakland University vehicle or chartered vehicle driven by an Athletic Department staff member or authorized student or professional driver. “Drivers” must have an appropriate license and obey the state speed laws. Specific athletic department policies for winter team travel do exist and are available through the Assistant to the Athletic Director.

**Travel Party:** Provide the Assistant to the Athletic Director with names of all players, coaches, trainers, and Athletics administrative staff who may travel during the season. This information is for insurance purposes. Travel rosters also go to the Associate Athletics Director and Compliance Coordinator for approval.

• Coaches should make air travel arrangements prior to the trip. You will need to secure a minimum of three fare quotes in order to receive approval for the trip. Written prior approval for scheduling competition requiring airline travel must be obtained from the sport administrator and presented to the Associate Athletic Director.

• All coaches, student-athletes and support staff must travel together for all scheduled trips. Any instance(s) in which a coach, student-athlete or support staff member is unable to accompany the travel party on a scheduled trip must have the approval of a Department of Athletics Administrator. The coach is to notify an athletic administrator of any problems or alterations to the itinerary while on a trip.

**Accommodations**

• Coaches make their own lodging reservations.

• Pay your bill with your cash or credit card and report it on your Travel Expense Voucher to get reimbursed.

• Lodging recommendations for student-athletes will not exceed establishment recommendations (i.e., single-2 per room, double-4 per room).

**Cash Advance for Trips**

• All cash advances for trips need athletics administrator approval in all cases.

• $500 or less in cash is available to you with no advance notices. Go to the Cashier’s Office in North Foundation Hall for this advance.

• $500 or more requires a three-day notice to the cashier’s department. This request must be emailed to the Accounting Clerk in the cashier’s office.

• Once you are ready to pick up the cash advance, you must first go to the accounting office and see the accounting clerks in the account payable department and receive approval. After approval has been received, you can go to the Cashier’s Office and pick up the advance.

**Travel Expense Voucher**

• Upon return from a trip, you must complete a travel expense voucher that is located in the workroom and submit it to the athletic department accounting clerks.

• As soon as the travel expense voucher is turned into the accounting clerk, ALL cash left over from the cash advance must be returned to the Cashier’s Office located in North Foundation Hall. Any amount spent over the cash advance amount will be reimbursed within 10 days.

• Once the expense voucher has been typed by an accounting clerk, it will be given back to you for your signature. After you have signed the form, it must be returned to the accounting clerk who will forward it to the appropriate administrator of your budget for their signature.

**Travel Itinerary**

• Post a list of the ACTUAL travel party, team itinerary, and overnight parking list in the work-
room on the bulletin board within (24) hours prior to your departure. (This is in addition to the insur-
ance list submitted to the Assistant to the Athletic Director). The current eligibility status of each student-
athlete traveling must be checked prior to departure. No student-athlete will travel who has not been
certified eligible.

- Motel name, address, and phone number must be posted on the bulletin board in case of emer-
gency.

Team Lodging Information

- Phone calls made by student-athletes CANNOT be paid by OU. Payment of individual student-
athletes phone charges must be paid by the individual that placed the calls.
- Student-athlete telephone privileges within an individual room are prohibited.
- Any calls made from a “billed” room by a coach, administrator or support staff for OU business
or professional purpose must be documented. Any personal calls by any member of the travel
party must be paid for by the individual who made the call.
- Explanation of all calls should be documented on the lodging receipt.

Meal Per Diem Allotment for Team Travel

The breakdown concerning per diem for teams when traveling is as follows:

Individual
For a full day, overnight $20 minimum ($5, $6, $9) maximum ($6, $8, $10)

Half day, two meals $15 minimum to $18 maximum

Coaches have the option of providing team meals to avoid minimum or maximums.

If a coach wishes to give a student-athlete anything different than recommended, they must have an
approval from their administrator before they travel.

Policy for Trainers Accompanying Teams on Trips

- It is the policy of the Oakland University Athletic Department that whenever a team travels, they
will be accompanied by an athletic trainer (a qualified student or certified athletic trainer) if the
head trainer deems it appropriate and necessary. It is the responsibility of the head coach of each
sport to give a two-week advance notice of travel schedules, departure times, and itineraries. It is
also the responsibility of each team to provide meals and lodging for an athletic trainer. If individual
budgets cannot accommodate an athletic trainer, the coach will assume full responsibility of the health of
his/her athletes. A training kit and/or ice chest will be provided and checked out of the training room,
the coach will assume full responsibility of its contents and its immediate return. If a trainer will not be
traveling with the team, the head athletic trainer will contact the home team to assure that there will be
adequate coverage upon request of the head coach.
- If an injury occurred during the trip, please contact the training room the following morning. Those
teams requesting a trainer will have one assigned to them by the head athletic trainer. Selection of
athletic trainers traveling with teams will be based on availability of personnel and high risk of injury.
Priority will be given to the highest level of national competition.

Student-Athletes Travel in Team Vehicles
• All student-athletes on team trips will depart campus and return to campus with the team in team vehicles except as follows:
  1. A student-athlete may be released to his or her parent(s) or legal guardian(s) at the completion of away competition with the approval of the coach or athletics administrator. (The coach must maintain documentation)
  2. Vacation periods may require prearranging travel to or from a contest with the approval of the coach or Athletic administrator.
  3. Any exception for travel prior to competition must be approved by an athletics administrator.
• All NCAA and Conference rules applicable to travel will be adhered to at all times.
• Student-athletes are to travel in attire that presents a positive image of their sport and OU.

**Winter Break Travel**
• Teams may not leave campus for training or competition over winter break until after 12:00 NOON on THURSDAY prior to the start of break. Conference championships are exempt.

**Excuses for Missed Classes During Competition**
• Coaches are to be sensitive to standard class days/times, study/exam schedules, and first day of classes for each team when completing the competition schedule.
• Competition/team travel is to be avoided during first day of classes, final exam periods and designated study days.
• Each student-athlete is responsible for contacting their instructors before they leave for a scheduled competition to make arrangements for completion of assignments and/or missed exams.
• Students are expected to attend all classes while they are enrolled at OU. In the case of an absence due to required attendance at an athletic competition, reasonable attempts should be made by faculty members to accommodate the student. Students are responsible for completing the work assigned or due on the days they are absent for these events.
• Coaches are encouraged to have their own missed class policy for their respective teams.
• A student-athlete may not be penalized if an academic situation (i.e. class, exam) supercedes his/her ability to participate in competition.

**INDIVIDUAL TRAVEL**
• Individual travel requests for professional meetings or recruitment trips must be approved by the director of athletics.
• Reimbursements for meal expenses incurred while traveling are limited to actual costs up to a daily maximum of $35 or $40 depending on which city you are traveling to. The $35 breakdown is as follows: $7 for breakfast, $10 for lunch, $18 for dinner. The $40 breakdown is as follows: $8 for breakfast, $10 for lunch, $22 for dinner. The actual costs of breakfast, lunch, and dinner (up to the daily maximum) should be itemized in the spaces provided on the travel expense voucher. It is not acceptable to either estimate the cost of the meals or to only provide a lump sum for the meals for the day.
• Save and turn in all travel receipts. An 8-1/2 x 11 sheet of paper, with all travel receipts should be taped to it, must be turned in with the travel expense voucher at the completion of the trip. Meal receipts are not necessary except for official visits.
• Coaches are responsible for their own travel arrangements for individual professional trips.
• Travel request monies are to be picked up by the coaches. Please plan ahead so that you can
arrange to pick up your money at least a day before you travel. If monies are more than $500 you must give a three-day notice to the Cashier’s Office.

GUEST TRAVEL

• The university policy for guests visiting campus is the same as it is for you. Namely, people visiting campus from out-of-state must have an approved travel authorization on hand before we can reimburse them for their travel authorization on hand before we can reimburse them for their travel expenses or pay lodging or airplane expenses to our local travel agents. People visiting campus from the state of Michigan must have an approved travel authorization on file if their expenses are expected to exceed $100. Completing this paper work beforehand will allow us to make timely payments to our vendors and keep them happy.

• There is a xerox copy of the university travel authorization available as a worksheet under the department mailboxes for your use. If you have a recruit or any other guest visiting campus, fill this form out and leave it with the accounting clerks who will then type up the necessary copies and have them available when your guest arrives. It will also help us identify people, for whom you have made travel arrangements through a travel agent or lodging arrangements at a local motel, on their bills when we receive them.

CHAMPIONSHIP TRAVEL

Championship travel is to be kept separate and should follow all applicable Conference or NCAA guidelines.

EMPLOYEE TRAVEL GUIDELINES

All university travel must be approved by the administrators responsible for each sport. Expense vouchers need to be filled out, with original receipts attached, in order to be properly reimbursed. Information regarding what expenses are reimbursed during travel is on the expense voucher or you can ask the accounting clerks what is covered.

COACHES/STAFF EVALUATIONS

Completed by the sport administrator for their respective sports on an annual basis or completed by the administrator you report to. Each staff member will be evaluated on a yearly basis for the purpose of ascertaining desirable goals, expectations and for merit. The result should be the confirmation of quality performance or the identification of weak areas where improvements may be made. The form used for AP’s/IC’s will be the AP Performance Appraisal List. All staff will be evaluated on merit using university forms. The essence of the program consists of a fall or spring meeting with the director of athletics to set goals and objectives for the year, and a spring meeting to evaluate accomplishments and ascertain whether or not goals have been met. Salary changes may be affected by the merit evaluation.

EMPLOYEE PERFORMANCE EVALUATIONS
The Department of Athletics will follow the University’s procedures for the performance appraisal process for all full-time employees.

All part-time employees will be evaluated at the discretion of the Director of Athletics and the appropriate athletic administrator.

**Vacation/Leave Time**

All employees will follow the university regulations for leave time and vacations. The Assistant to the Athletic Director shall maintain information relative to each employee and their employment group (i.e., clerical, AP) in order for regulations associated with work hours and leave time are adhered to. All vacation and leave time shall be approved by the Director or designee.

- The term “time-off” as used for full-time coaches is in general terms. The terms of “vacation leave”, “personal leave” and “sick leave” should be used to define the specification of any time off granted by the Director of Athletics.

- Vacation leave and personal leave for full-time coaches shall be granted at the discretion of the Director of Athletics or his designee. Vacation/personal leave shall be consistent with that provided for administrative-professional (AP) employees. Specific use and regulations of vacation leave can be found in the Personnel Policy Manual for AP employees. All full-time coaches are eligible for, and limited to 22 vacation days per year. In addition, full-time coaches are eligible for, and limited to 3 personal days per year. All vacation/personal leave must be applied for in advance by obtaining and filing the appropriate form through the Assistant to the Athletic Director. Notification of approval/non-approval will come from the Director of Athletics. Full-time coaches and staff will be given a monthly report by the Assistant to the Athletic Director detailing the “leave-time” allotted, amount used and the amount remaining.

- Full-time coaches are not eligible for the Sick Leave Bank Program. Sick leave will be approved at the discretion of the Director of Athletics or his designee for all employees. Notification of the intent to employ sick leave must come at the time of its use and not after the fact. Failure to contact the Assistant to the Athletic Director or Director of Athletics during the intended use of sick leave can result in the usage of vacation/personal leave.

- Due to the nature of business within the department, full-time staff members are required to notify appropriate administrative or support staff of their location when out of the office. Knowledge of each employee’s location for all university related business, on or off campus, is essential. Failure to contact the Assistant to the Athletic Director or appropriate administrative personnel can result in the application of vacation/personal leave.

- Flex-time will be granted at the discretion of the Director of Athletics for appropriate staff members. Time requested/granted is to be used within the next working day, or as approved by the Director.

- All engagements (i.e. clinics, camps, speaking) performed during times of university contractual obligation, in which a staff member is paid by an outside agency, must be done on vacation/personal leave time granted by the Director of Athletics. Exceptions may be granted by the Director.

**Professional Meetings**
All staff members are expected to conduct themselves appropriately at all times including appearance, attitude, language, and courtesy to others. Staff members are also expected to help out where possible with such things as keeping the building clean, cooperating with departmental requests, and adhering to policies.

_Dress Code_

Staff members should present a professional appearance at all times. Business casual is the preferred style of dress when at the office. Staff should limit time in the office when wearing athletic gear especially after just working out. Coaching uniforms are permitted before and after practice, but not all day.

The Athletic Director will distribute a memorandum (typically May 1st) informing all staff and coaches of the acceptable date to wear summer attire and a memo will also be distributed prior to the beginning of the fall term to inform staff members that summer attire is no longer acceptable.

_Work Hours_

All staff members are expected to work during the normal working hours of the university which is 8:00 a.m.-5:00 p.m. unless alternate arrangements are made with the director. During the off-season such as spring and summer, staff members are expected to work a full day and when not in the office leave word with the Assistant to the Athletic Director and receptionist as to where they may be found.

This rule does not preclude someone from taking time off during the week for recreational purposes or working out, however, it does imply that there is an obligation to the university to put in the appropriate amount of time. Habitually coming in after 9:00 in the morning and leaving in mid-afternoon is not an acceptable work schedule and may lead to dismissal.

_Athletics Vehicle Usage Policy_

If a coach or administrator uses a personal vehicle, permission for reimbursement must be obtained from the coach’s sport administrator or the administrator’s supervisor.

Insurance for dealer cars is covered by the university. Gas and oil changes are paid by the athletic department.

Coaches options when an Athletic recruiting vehicle is not available:

- Rental cars through Hertz, Avis and Budget may be reserved and used
- Personal car is reimbursable at current rate. The rate is $.36 per mile and you will not receive additional reimbursement for gas, oil or wear and tear to your vehicle. You are responsible for insurance coverage. An accident in your personal vehicle being used for university business is NOT covered by OU insurance. It goes on your personal policy.
• Pay for gas with own money and submit a travel voucher to get reimbursed in an amount not to exceed $.36 per mile.

LEASE VEHICLES

Employees with full time lease vehicles:
• Insurance is covered by the University.
• License plate is paid by athletic department.
• All maintenance is the responsibility of the vehicle user.
• Personal miles and business miles are kept on a permanent record.
• Personal miles will be reimbursed at the current rate $.36 per mile.
• Mileage form and check MUST be sent MONTHLY to Controller’s Office.
• Insurance for University employee is car damage and liability.
• Employee may allow an occupant to share driving responsibilities if that driver has personal injury insurance on their own policy. Verify the occupant’s insurance prior to departing on the trip.

GATOR

The Gator is intended for outdoor field maintenance use and must be signed out with the Director of Athletics or designee.

OFFICE MANAGEMENT

Equipment
No individual other than athletic staff may use office equipment without permission of the Assistant to the Athletic Director. This includes the copy, fax, computers, and phone.

Supplies
Supplies may be obtained by a request through the Assistant to the Athletic Director.

Clerical Help
Clerical work in the office is assigned by the Assistant to the Athletic Director. All requests for typing for job related business not previously assigned are coordinated through this person.

Student Workers
Student workers are requested through the Student Employment Office located in North Foundation Hall. A requisition must be filled out for the amount of student help requested and sent over to the Student Employment Office after ensuring you have enough money in your budget to pay them. After student workers (work-study and GSA) are hired, their hours worked are submitted to the Assistant to the Athletic Director.
PROMOTIONS/FUNDRAISING

ATHLETICS PROMOTIONAL ACTIVITIES

The Assistant Athletic Director/Marketing is responsible for all Athletics promotional activities including, but not limited to, trade out agreements, radio/television negotiations, promotional events and sales procedures. Contact the Assistant Athletic Director/Marketing with any questions regarding promotional activities of your individual sport.

Procedure for Procuring Advertising for Publications, Sponsorships, and other Promotions

- The Assistant Athletic Director/Marketing must be involved in all agreements for advertising and sponsorships.
- There must be a contract signed by the Assistant Athletic Director/Marketing.
- Contracts must be filled out completely and clearly and properly signed by both parties. (When time is a problem, the Assistant Athletic Director/Marketing with permission).
- Contracts must be given to the accounting clerk after they are signed.
- All of those that are billed will be on the first of the month. The Accounting Clerk will also keep those that are trade-offs so there will be a record of who is to be billed and who is not.
- If a bill has not been paid after three (3) months or 90 days, then the Assistant Athletic Director/Marketing will make personal contact with the advertiser in an effort to procure payment. The Assistant Athletic Director/Marketing will put in writing, via an invoice to the advertiser recounting the contract and a copy of the contract, requesting payment. This letter will be kept on file and attached to the billing contract.
- If, after six billing months, the bill has not been paid, the bill will be turned over to the Assistant Athletic Director/Finance and Administration. The Assistant Athletic Director/Finance and Administration will make a determination on an individual basis as to whether to continue billing or turn the bill over to the university collection office or begin procedures to write off the account. University procedures for a write off will be followed.
- A memo for a write off will be sent to the Director of Athletics and noted on the advertiser’s card. The memo must be signed by the Director and sent back to the Accounting Clerk.
- This file will be kept up to three years and made available to the auditor upon inspection.
- At the end of the fiscal year the Assistant Athletic Director/Finance will write the Vice President for Finance and Administration indicating what accounts have been written off as bad debts and why.

Advertisement and Sponsorship Contracts for Trade-Offs

- Each year we become more involved with sponsors and trade-offs to help support our programs. The trade-offs usually involve free advertising in exchange for equipment or services. When this trade-off is relatively small, such as mentioned in a program for a donation of flowers to make the speaker’s podium a little more attractive, that usually is not significant. However, when trade-offs involve shoes and other considerations, then essentially we are dealing with money. We are trying to get reduced costs in exchange for advertising.
- When equipment, services or other benefits are involved, you should check with the athletic director to make sure it is legal and so that the athletic director will know what is going on. It may be judged that Risk Management should review and sign off on agreements of that type. It is important that even
though we have talked to a company concerning some type of mutually beneficial exchange, that that exchange be documented via a contract, the same as any other advertisement contract and that any equipment or other materials involved be appropriately ordered through our standard purchasing procedure.

GOLDEN GRIZZLY ATHLETIC FUND

The Golden Grizzly Athletic Fund (GGAF) is the umbrella fund-raising program for the Athletic Department. Gifts may be restricted to one of the 14 varsity teams, including Cheer or Dance. The Assistant Athletic Director for Development oversees the distribution and management of Golden Grizzly Athletic Fund program benefits.

- Gifts are deposited through University Relations.
- Each team maintains a separate gift account; all revenue and expenditure activity is charged directly to each account and is recorded following department and university policies and procedures.
- All gifts received by the Athletic Department are sent directly to Gift Accounting for deposit through University Relations.
- Cash gifts are deposited directly by the Athletic Department and a copy of the deposit slip and gift register is forwarded to the development office.
- Members do not receive significant benefits or tickets and all gifts are tax deductible as allowed by law.
- Members do not receive significant benefits or tickets and all gifts are tax deductible as allowed by law.
- Member benefits range from: newsletter, email reports, window decal, pre-game gatherings, program recognition, invitation-only special events.
- There are no “booster” clubs.
- Assistant Athletic Director/Development is responsible to provide/send the “Representatives of Athletics Interest” brochure to all Golden Grizzly Athletic Fund contributors.

ALUMNI EVENTS

When planning an alumni event, the coach should meet with the Assistant Athletic Director/Development in order to establish the proper protocol to meet NCAA policies and alumni relation policies. All alumni participating in any event must be provided the “Representative of Athletics Interest” brochure. This is the responsibility of the Assistant Athletic Director/Development.

TICKETS

GENERAL TICKET INFORMATION

The following information is the NCAA Team Ticket Regulations.
• Maximum of four (4) complimentary admissions per student-athlete participant in the specific sport.
• Complimentary admissions can be given to anyone.
• Student-athletes who are partial or non-qualifiers receive four (4) complimentary admissions at home events only during their first year of residence.

NCAA TEAM TICKET REGULATIONS

Athletics Department Employees
Athletics department staff members will receive complimentary tickets to OU events in which there is an admission charge per NCAA bylaws.

Visiting Team Personnel
There will be a ticket list for the visiting team that should be filled out by the visiting team coaches and players and turned into the ticket office no later than arrival for the contest.
• If the contest is against a Mid-Con opponent, visitors will be allotted 50 tickets.
• If the contest is against a non-conference opponent, the amount of visiting tickets allotted will be determined with the game contract.

OU Faculty/Staff and Students
Team Members, Coaching Staff and Guests- Home Games
The following information is for complimentary tickets for team members, coaching staff and guests at home games:
• A letter is sent during the summer to parents explaining ticket ordering and pick up procedures.
• Players sign up for NCAA allowed complimentary tickets at least 24 hours before the game.
• Players list admission designees on an alphabetical sheet that notes the date of the game.
• Designee ticket list is prepared by the ticket office in alphabetical order by last name of the student-athlete.
• Pick up procedures are stated in the parent’s letter.
• All persons must show ID and sign a sheet-confirming pick up. The sheet is kept on file for a four-year period.
• NO TICKETS will be distributed to people whose names are not on the list or those that do not have identification with them.
• NCAA regulations are posted at the sign-in table.
• Other guest complimentary tickets are approved and distributed by the Ticket Manager. On a case by case basis, approval is sought by Assistant Athletic Director Finance/Administration.

Complimentary Admissions- Away Games
The following information is for complimentary admission for team members, coaching staff and guests at away games:
• Players’ sign-up procedure is the same as for home games.
• The same NCAA pick-up policies are followed for away games.
• The sign-up sheet at the away games is mailed back to OU Ticket Office for verification.

Prospective Student-Athlete (PSA) Admissions
The following information is for complimentary admissions of prospective student-athletes and coaching staff at home games:
• Each sport lists PSA’s or high school or junior college coach(es) on the recruit list.
• PSA’s may receive a maximum of three (3) tickets.
• High school or junior college coaches may receive a maximum of two (2) tickets.
• Admissions are prepared alphabetically and admission is at the will call window.
• ID and signature are required to receive a ticket.
• Persons on the pass list are required to enter at the designated area.
• Signatures are obtained and stored for a four-year period.
• PSA’s and high school coaches may not receive complimentary admissions to away games.

COMPLIANCE

All Department of Athletics staff members are responsible for adherence to NCAA and Mid-Continent Conference regulations.

RULE INTERPRETATIONS
For all questions regarding rule interpretations see the Compliance Coordinator.
Policies and Procedures - For additional information on compliance related policies and procedures, or for those not contained in this manual, please refer to one of the following publications:
• OU Student-athlete handbook
• NCAA manual
• Mid-Continent Conference manual
• OU Department of Athletics compliance manual

Consult with the Compliance Coordinator in reference to rules and regulations.

Self Reporting of Mid-Con/NCAA Violations
Any administrator, coach, or student-athlete who has knowledge of any irregularity or violation of Mid-Con or NCAA bylaws should contact the Compliance Coordinator. If in fact a violation seems to have occurred, inquiries will be with the appropriate people and the violation will be self reported by the Compliance Coordinator to the Mid-Con and the NCAA.

COACHES CERTIFICATION EXAM
NCAA Certification procedures require that coaches shall pass a standardized national test covering NCAA recruiting legislation to be eligible to recruit off campus. The test focuses on bylaws 13 (recruiting); 14.02 (eligibility definitions and applications), 14.3 (freshman academic requirements), 14.5 (transfer regulations) and 15.02 (financial aid definitions and applications). Passing this test is a condition for being permitted to engage in off-campus recruiting. At OU, this test is administered (for then current coaches) each year by the Faculty Athletic Representative in the athletic department or by a scheduled appointment in mid-May to mid-August. Coaches hired after this early testing date are required to attend a review session with the Compliance Coordinator, schedule and take the exam via the FAR, and pass the test prior to engaging in any recruiting activities.

VISIT REQUIREMENTS FOR PROSPECTIVE STUDENT-ATHLETES
Unofficial Visits
A prospect may visit OU’s campus at his or her own expense an unlimited number of times. A prospect may make unofficial visits before his or her senior year in high school. Coaches are required to monitor all unofficial visits and supply compliance with notification of those who visit.
Official Visits - General Information
NCAA bylaws permit OU to finance only one visit to its campus for each prospect. The official visit shall not exceed 48 hours. A prospect may take a maximum of five expense-paid visits, with no more than one permitted to any single institution. This restriction applies regardless of the number of sports in which the prospect is being recruited. A prospect may not be provided an expense-paid visit earlier than the opening day of classes of the prospect’s senior year in high school. The sports of football and men’s and women’s basketball are allowed a maximum number of paid campus visits each year. The NCAA Manual is the source for detailed information regarding recruiting procedures. Please see bylaw 13 in the NCAA Manual for additional information. Contact the Compliance Coordinator for Oakland University policies and procedures and for the respective sport information on official visits.

Housing, Meals and Transportation Costs
Housing, meals and transportation may be provided to a prospect on an official visit. The prospect’s parents or legal guardian(s) and spouse may receive housing and meals but may only have transportation paid if they ride in the same automobile with the prospect, per NCAA bylaws. Oakland University is not permitted to provide siblings and/or friends who accompany prospects on official visits with entertainment or meals. Coaches should include a statement in the five-visit notification letter notifying prospects and their family of these provisions.

Official Paid Campus Visits - Academic Requirements
OU may not provide an expense-paid visit to a prospect student-athlete who has not presented the institution with a score from a PSAT, an SAT, a PLAN (or PACT Plus) or an ACT test taken on a national testing date under national testing conditions. In addition, OU may not provide an expense-paid visit to a prospective student-athlete who has not presented high school (or college) academic transcript. Please see the NCAA manual for detailed information.

FOR MORE INFORMATION, PLEASE USE THE COMPLIANCE MANUAL WHICH CONTAINS ALL POLICIES AND PROCEDURES OR SEE THE COMPLIANCE COORDINATOR.

ELIGIBILITY

Initial Eligibility
The NCAA Clearinghouse will certify all initial eligibility for student-athletes entering college. Student-athletes entering college for the first time need to be registered with the NCAA Clearinghouse. See the Compliance Coordinator for an application form.

Continuing Eligibility
Continuing eligibility for non-freshman is certified by the Registrar’s Office.

FOR MORE INFORMATION, PLEASE USE THE COMPLIANCE MANUAL WHICH HAS ALL POLICIES AND PROCEDURES IN IT OR SEE THE COMPLIANCE COORDINATOR.

FINANCIAL AID
ATHLETIC SCHOLARSHIP PROGRAM
The athletic scholarship program shall be based on funding provided by the university for the purpose of recruitment and retention of a diverse student-athlete population. The head coach for each sport will be notified by April 1st of each year of the number of scholarships available to be used for the subsequent academic year. Each head coach is responsible for a scholarship program that is within the total equivalency allotment. The head coach must have approval of the Director of Athletics or administrative designee to exceed the total equivalency allotment. Head coaches are prohibited from exceeding the maximum equivalency value allowed by the NCAA.

Each varsity program shall be granted a total number of scholarships based on the equivalency value of a full grant in aid per department guidelines. This is factored using resident tuition rates (at 32 credit hours), fees (i.e., general, service, course-related), room & board (e.g. double-occupancy in dormitory), and books. Coaches are reminded that this can differ from the full grant in aid per NCAA guidelines based on tuition (resident or non-resident rates), fees, room & board, and books. Head coaches are responsible for determining individual student-athlete equivalency values and NCAA team limits.

A student-athlete may be awarded a partial scholarship in the form of a specific dollar amount, tuition scholarship, or percentage of total cost using the department’s full grant in aid amount. A student-athlete may also be awarded a full scholarship that includes actual cost for loan of books. Student-athletes on partial scholarships are not eligible for the awarding of loan of books. The request for all athletic scholarships must be approved by the Director of Athletics or his administrative designee(s).

Mid-Con and National Letters of Intent
All Mid-Con and National Letter of Intent (NLI) are prepared by the Compliance Coordinator and Assistant to the Athletic Director. Coaches need to submit the student-athlete’s name, social security number, address, amount of award and duration of the award for each Letter of Intent to the Compliance Coordinator on the Scholarship Request Form. This form is available in the workroom.

Athletics Awards
Athletics aid is awarded at the coach’s recommendation in accordance with Athletics Department, University, and NCAA guidelines.

Initial/Renewal/Reduction/Non-Renewal Athletics Awards
The office of Scholarships and Financial Aid notifies qualifying student-athletes of the amount of their Athletics aid, period of the award conditions and terms prior to July 1 of each academic year. Qualifying student-athletes include those:

- receiving initial financial aid
- receiving renewed financial aid
- receiving reduced financial aid
- whose aid is not being renewed

Coaches will be asked to submit a list to the Compliance Coordinator of student-athletes meeting the criteria. The Scholarship Request Form must be used to submit these requests.

The Compliance Coordinator, Assistant Athletic Director-Finance & Administration, and appropriate
athletic administrator must approve and sign the form. Information from the Scholarship Request Form will be used to inform the Financial Aid Office of intentions for awarding of athletic aid. Scholarship Request Forms must be submitted no later than April 30th of each year for returning student-athletes. Spring sports and specific cases must be discussed with the Associate Athletic Director to accommodate a later deadline.

Reduction/Cancellation of Athletics Aid
Recommendations to reduce or cancel a student-athlete’s athletic aid are to be submitted in writing to the Compliance Coordinator along with justification for the request. Recommendations are subject to review. The student-athlete will be given the right to appeal to the Financial Aid Committee (designated by the Dean of Students) regarding reductions or cancellations of their athletic aid.

Spring/Summer School Athletic Aid
Spring and summer aid is awarded on an individual basis by team priority. For approval of spring and/or summer aid, please see the Associate Athletic Director and Assistant Athletic Director Finance/Administration. A spring/summer aid form must be completed (accurately) and signed by the student-athlete and coach by the designated deadline for consideration.

Proportionality Restriction – Under NCAA rules, awards cannot exceed the percentage awarded during the academic year. This may result in some athletes being awarded less than the maximum noted above.

Withdrawal Policy – Student-athletes who withdraw from summer classes will be required to reimburse the university for their athletic aid.

Medical Hardships - Summer athletic aid will not be provided for athletes who have suffered career ending injuries unless approved by the Athletic Director.

Athletes Who Have Exhausted Their Eligibility – Eligible for summer aid.

Other Financial Aid

NCAA Degree Completion Award
Student-athletes who have exhausted their financial aid before completing their degree program at OU and who meet the qualifications can apply for the NCAA Degree Completion Award. Information on the requirements for applying and an application form can be picked up from the Associate Athletic Director.

NCAA Post-Graduate Scholarships
Student-athletes who have completed a degree at OU and would like to pursue a graduate degree can apply for the NCAA Post-Graduate Scholarship. Information on the requirements for applying and an application form can be picked up from the Compliance Coordinator.

NCAA/Mid-Con Special Assistance Fund
The NCAA has allocated money to each Mid-Con institution for the Special Assistance Fund. This money is administered by the Mid-Con and can be used by qualifying student-athletes for specific needs. Student-athletes will be notified by the Associate Athletic Director if they are eligible to receive these funds per NCAA and Oakland University policies and regulations.
Those student-athletes that are pell grant recipients are given priority for these funds.

**HOUSING/MEAL PLAN**

Athletes that qualify for housing and meal plans will be given the standard room and board coverage. They will be able to choose the meal plan they desire from the housing options offered. On-campus residents are not eligible to receive cash reimbursement of a stipend as part of meal plan.

If an athlete desires a single room in the dorms, he/she is required to cover any additional costs above the double-occupancy rates. In the university student apartments, additional costs above the three and four bedroom rates must be covered by the student-athlete.

**RESIDENCY REQUIREMENTS**

**UNIVERSITY FINANCIAL AID FOR HOUSING**

- The Department of Intercollegiate Athletics is supportive of a campus life philosophy for on-campus residency housing.

- All first- and second-year student-athletes that receive any institutional aid (scholarship) towards room and board costs must reside within University Housing.

- Beginning with the third-year of enrollment, student-athletes in the sports of Men’s Basketball, Women’s Basketball, Men’s Soccer and Women’s Soccer, who lived in Oakland University residence halls for at least one year, shall be granted priority placement for residence in the University Student Apartments. The Athletic Director and Dean of Students must approve any additional priority placements.

- Residency policy exceptions shall be granted for student-athletes beginning with the third-year of collegiate enrollment. In applying the exceptions, the Department of Intercollegiate Athletics shall be granted a maximum number of residency policy exceptions that does not exceed 10 per year or a total of 25 of the third-, fourth- and fifth-year student-athlete population. Residency policy exceptions may be granted for student-athletes deemed to be of an elite level and student-athletes with extenuating circumstances. Students considered at an elite level, include but are not limited to, All-Conference players and players voted Team MVP. Student with extenuating circumstances, include but are not limited to, students having economic hardship, a spouse, or military experience prior to entering the university. The Athletic Director and the Dean of Students must base approval of all exceptions on the criteria provided in this section and the need to maintain acceptable levels of occupancy of University Housing as determined by the University.

- Scholarship distribution for off-campus student-athletes shall be based on an amount that relates to the actual cost to reside (room & board) off-campus based on triple or quadruple occupancy. Under no circumstance may the distribution for student-athletes residing off-campus exceed the amount equal to the average of all Oakland University room & board plans as prescribed by NCAA rules.

- The Athletic Director will submit a report to the President by June of each year on the status of the implementation of this policy.
All students who receive institutional financial aid for housing will be required to reside in on-campus housing. The only exception is for a small number of student-athletes (See above).

EQUIPMENT AND BOOK LOAN PROCEDURES

Equipment

- To be authorized for receiving equipment, all student-athletes must be cleared by the Head Athletics Trainer’s Office after having their physical evaluation.
- Equipment is available on the second floor adjacent to the training room.
- All issued equipment is to be used only for intercollegiate athletic practice and competition.
- Each student-athlete is responsible for all equipment issued to him or her.
- When equipment is not returned within five days of the conclusion of the season, the student-athlete will be billed. After fourteen days, the billing information will be forwarded to Accounts Receivable. This matter will be handled by the university accounting system.
- All athletic equipment must be issued and received by the Equipment Manager located adjacent from the training room.
- No student-athlete may enter any equipment room without permission from an equipment manager. Equipment room officials reserve the right to refuse service to any student-athlete not conducting him/herself appropriately.

Book Loan Return

- The Assistant Athletics Director-Finance & Administration will coordinate book loans and returns at the end of each academic semester.
- Books are to be returned at the end of each semester on the last day of exams. The total dollar value of the books not returned to the bookstore will be charged to a student-athletes university student account.

MEDICAL POLICY FOR STUDENT-ATHLETES

Insurance Coverage

An insurance form will be sent to the parent(s) or legal guardian(s) to be completed as part of each student-athletes medical questionnaire. Failure to complete and return the form by the request date will jeopardize eligibility for athletic competition. A photocopy of an insurance card is needed the student-athlete file.

The insurance plan used by the Oakland University Athletic Department is designed to be used as supplement to each student-athletes (primary) medical insurance coverage. Oakland University will be the secondary carrier in all claims. If any portion is not covered by your insurance, the Oakland University Athletic Department plan will pay the balance. Under no circumstances will the student-athlete or his or her family be expected to pay the entire injury claim if done properly. If you do not have insurance coverage, we recommend that you carry accident/illness insurance while attending the university. Student insurance is available through the Graham Health Center (370-2341) and can be obtained for a nominal fee. The insurance will cover those illnesses/injuries not related to athletic events. International students are required by the university to carry accident/illness insurance while attending OU and must consult with the International Students and Scholars Office.
Medical Expense Coverage
NCAA rules do not permit intercollegiate athletic departments to cover any cost of injuries that are not the direct result of sanctioned athletic events. The following are expenses that are not covered by the Athletic Department:

a) Medical services for illnesses or injuries that are not athletic in nature;

b) Medical services or insurance coverage for illness or injury after completion of the student-athlete’s participation/eligibility. The Athletic Department is not responsible for recurring injuries after the release by physicians or department insurance expirations;

c) Normal dental care such as treatment for cavities, cleaning, impaction, wisdom teeth and correction or congenital defects;

d) Contact lenses or glasses, unless specified by athletic participation by the team physician and approved by the Assistant Director/Finance and Administration;

e) Immunizations or desensitization (allergy) injections;

f) Injuries/illnesses that occur before enrolling at Oakland University (preexisting); and

g) Injuries reported after seven days from the injury producing accident.

Team Physician Approval
Prior to initial participation on any OU Intercollegiate Athletic Team, the student-athlete must be examined and approved for activity by the OU Training Room staff. This examination is effective through the end of the regular academic school year. The Training Room staff may re-examine the student-athlete and change their participation status at any time.

Sports Medicine Facilities
The Athletic Training Room is co-educational and available for use by all Oakland University intercollegiate athletic teams and support staff.

<table>
<thead>
<tr>
<th>Location</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Athletic Trainer’s Office</td>
<td>(248) 370-3189</td>
</tr>
<tr>
<td>Asst. Athletic Trainer’s Office</td>
<td>(248) 370-3132</td>
</tr>
</tbody>
</table>

Location
The Training Room is on the arena floor level (room 116) adjacent to the varsity locker rooms. Certified Athletics Trainers (ATC) staff the training room.

Athletes Who Have Suffered Career-Ending Injuries
Athletes who have suffered career-ending injuries may be eligible to receive their athletic grant for no more than a total of four academic years. Documentation verifying they cannot compete in any OU sport for medical reasons must be provided by the team physician in association with the sports training staff, the Compliance Office, the Financial Aid Office, and the student-athlete.

TRAINING ROOM

Training Room Policies and General Rules:
• No one will be allowed in the training room without proper supervision of a training staff member.
• The training room is a medical facility for varsity athletes and should be treated as such.
• Wear shirt and shorts at all times while in the training room.
• Do not wear street shoes, cleats or boots in the training room.
• Do not bring food into the training room.
• Tobacco, chewing, or snuff is not allowed.
• Wait your turn at the door, not on the tables.
• In season sports will receive first priority. Please arrive at least 30 minutes prior to practice to receive treatment.
• Nothing shall be taken from the training room without a staff member’s permission.
• Return all equipment (wraps, crutches, slings, etc.) after usage.
• No athlete will be allowed to give treatments to themselves, only to be given by the training room staff.
• No lounging, horseplay, loitering, socializing, or swearing will be allowed in the training room.
• No towels will be used outside the training room. The training room towels remain in the training room.
• After practice, take your shower before routine treatment of minor wounds, cuts and scratches.
• Please be prompt and keep all appointment times.
• Show respect for all staff members; and we will return the favor.
• Do not expect priority or special privileges over other athletes.
• Any athlete found not conforming to these policies will be refused treatment, asked to leave, and reported to the coach for appropriate discipline.
• Remember, what you see, here, do here…leave here.

Medical Injury or Illness Reporting
• If athlete is still on campus, notify training room staff on procedure to follow (248-370-3189).
• If injured or confined to home, report to trainer and coach as directed by phone.
• If injured during practice or game, follow instructions of the training room staff.
• All injuries or illness must be reported by 12:00 noon of that day to the trainer.
• All others not reporting will be expected to compete in a full practice.
• Injury evaluations will be done immediately after practice and in the morning (a.m.). No evaluations will be performed during the afternoon or the allotted time for practice unless in an emergency situation. With only one staff athletic trainer, it is impossible to treat and prepare athletes for practice and also make thorough and complete evaluations.
• All athletes will be expected to report to practice dressed and on time unless excused beforehand by the Head Coach and the Head Athletic Trainer.
• If the service of a physician is needed, the athlete will be referred through the training room staff. If the Health Center’s physician is needed, referral must first come through the training room staff.
• In some cases of illness, the athlete will be advised to see his/her own physician.
• Any athlete missing a physician’s appointment will be expected to contact the physician immediately to reschedule an appointment. Any athlete missing a treatment will be considered injury or illness free; therefore, will be expected to perform fully at practice.
  (1) The training room staff is not responsible for the transportation of athletes for assigned appointment times.
  (2) If emergency transportation is needed immediately, proper channels will be taken by the athletic training staff.
• Accurate and complete records of each case will be kept in the training room, including attitude and cooperation of the athlete involved.
• Each athlete on every intercollegiate team is covered by insurance for an injury incurred in official pre and post season practices or contests.
• The Athletic Department is not responsible for any bill incurred by a student athlete who sees a physi-
cian, receives X-rays, or medication, or other treatment or evaluation without the training room staff’s
knowledge and written permission. The university will not pay unauthorized medical expenses.
• The team physician or head athletic trainer makes the decision on when an athlete may return to compe-
tition after a previous injury.
• If an athlete is allowed by the coaching staff to participate on practice without the training room
staff’s approval or knowledge, full responsibility of re-injury and negligence will be fully placed
and accepted by the supervising coach at that time.

Physical Examinations
• All athletes will not be allowed to compete until they have received a physical examination.
• All athletes must complete the forms provided by the training room regarding medical history
and insurance.
• The final decision on physical qualifications or reason for rejection is the responsibility of the
team physician or head athletic trainer.
• If an examination is missed, the athlete must get a physical examination appointment on his own.

Coaches’ Information
• A one-week advance notice of practice times is mandated in order to provide the athletes proper
care.
• A two-week advance notice of travel schedules, depart times, and itineraries is appreciated;
otherwise assurance of an athletic trainer traveling with your team is unlikely.
• If a training kit and or ice chest is checked, the coach will assume full responsibility of its con-
tents and its immediate return.
• If an athletic trainer did not travel with your team and an injury occurred, please contact the
training room the following morning.

Practice Policies for Injured or Ill Players
Everyone will dress in full gear for practice unless excused beforehand by the head coach and the head
athletic trainer. If you are injured to the extent that you cannot dress in full gear or will be available only for
limited work, you will, nevertheless, be required to report to all practices on time and in the gear suggested
by the head trainer. Injured players will be assigned special exercises, running or calisthenics intended to
speed up recovery time and maintain conditioning. These exercises can be done on the field or court under
the supervision of the head trainer. Failure to complete assigned exercises, loafing, or inactivity during
practice time will be reported to the coaches for appropriate discipline.

Treatment of Injuries
Injured players must report to the training room daily for treatment. You will be expected to get as many
treatments per day as ordered by the head athletic trainer. Treatments will be given in the early afternoon
hours before practice or in the morning upon arrangement with the head trainer. No treatment will be given
during the half-hour period before practice without permission from the head trainer. If you do not report
for treatment, it will be assumed that you are fully recovered and ready for full work or that you are fully
recovered and ready for full work or that you no longer desire to play. Failure to report for treatment or
failure to complete the prescribed treatment will be reported to the coaches for appropriate discipline. In
most cases, in-season athletes will be given priority and first chance for treatment and taping during busy
hours. Freshmen and underclassmen in need of treatment, taping, etc., should report to the training room
early to avoid the rush.

**Health Care Policy**
The extent of medical coverage given to our athletes is a complicated one especially when it is applied to problems not directly associated with athletic participation or problems that occur out of season. Our policy, which is currently in force, strongly encourages each student-athlete to have their own insurance and to have that information on file in the athletic trainer’s office. To cover those students without insurance and to take care of athletic injury costs over and above the student’s insurance, the Athletic Department carries their own policy. Generally speaking we cover only those injuries or illnesses directly related to athletic participation. Our insurance is usually applied only to students who see a local physician upon the referral of our athletic trainer. We have no obligation to students who go off on their own and seek medical attention. Where possible we refer students to Graham Health Center. Students treated at Graham Health Center are billed according to the sport in which they participate.

Any student referred by the trainer to Graham Health Center must have permission from that coach prior to going to the health center if any payment from the university for those services is to be expected. Students cannot go on their own to Graham Health Center and charge the athletic accounts nor can a coach send a student-athlete to Graham Health Center with the intent of charging his account. The student-athlete must first go to the athletic trainer and be referred through the coach. If the coach is not available, then the ranking administrator available will act on the referral and accept the responsibility therein.

It is acknowledged that within this policy there will be different courses of action taken by individual coaches. This is understood in advance. In all cases the first priority is the health and safety of the student-athlete insofar as this policy will allow.

**AWARDS**

**ATHLETIC AWARDS**

All NCAA rules in regards to awards will be followed. Monetary limits established for student-athletes shall be adhered to.

**Championship Rings**
Championship (Mid-Con) ring order must be presented to the respective sport administrator with final approval by the Director of Athletics. The Assistant Athletic Director/Facilities/Operations must be informed by the sport administrator that a team is eligible for championship rings. Purchasing will get a ring company to come in and work with the Assistant Athletic Director Facilities/Operations to produce a model of the proposed ring so that the companies can provide a bid. The team should assemble a list of ring recipients and sizes and turn them into the Assistant Athletic Director Facilities/Operations. The rings will be sent to the head coach who will be responsible for their distribution.

**People Eligible to Receive a Ring**
Paid by OU Athletics
- current student-athletes on team
• manager(s)
• head coach
• assistant coaches *
• graduate assistant(s) *
• certified Athletics trainer
• sport administrator (eligible for one ring per sport)

May Purchase a Ring
• student trainer(s) (ATC may forfeit their ring and give theirs to a student trainer)
• volunteer coaches *
• other support staff and friends of program as approved by administrator
• THESE COACHES MUST MEET NCAA BYLAWS ON PERMISSIBLE COACHES

Mid-Con Recognition of Outstanding Athletes
Each week the Mid-Continent Conference recognizes outstanding athletic and academic performances by individual student-athletes in their respective sports.

OTHER AWARDS

Golden Grizzly Excellence in Academics
Awarded each term during the regular academic year (fall and winter). This award recognizes all student-athletes that attain a term GPA of 3.0 or higher.

It recognizes top male and female team with highest team GPA. All recipients receive a certificate. Team as designated by each coach within NCAA guidelines.

Letter Winners
All letter winners will receive a certificate. All seniors will receive a watch. Awarded on an annual basis.

Senior Scholar-Athlete
Top male and female athlete recognized on an annual basis. Nomination and selection based on academic achievement, athletic achievement and service. Each individual awarded a plaque prior to completion of winter term.

ACADEMIC AWARDS

Mid-Con Recognition of Outstanding Academic Athletes
The Mid-Continent Conference recognizes student-athletes for the following academic awards:

Mid-Continent Conference
• Fall/Winter Mid-Con Conference Awards
• Mid-Continent Conference Scholar-Athlete Awards (1 male, 1 female)
• Gatorade Postgraduate Scholarship (1 student trainer)
• John McKenna Award (volleyball team award)
Oakland University
• Top Senior Scholar Athlete Award
• Golden Grizzly Excellence in Academics Award (Individuals with a 3.0 or higher)

HALL OF HONOR

OAKLAND UNIVERSITY ATHLETIC HALL OF HONOR

Purpose
The purpose of the Hall of Honor will be to honor student-athletes, coaches, and athletic staff members who have contributed significantly to the success of Oakland University’s athletic program through outstanding achievement.

Committee Membership
The Hall of Honor Committee membership may not exceed a total of 10 individuals. On the committee will be at least one faculty member, one administrator, one athletic staff member, and one alumni. The committee will be formed by the Athletic Director and recommended each fall to the athletic staff for approval. The Athletic Director, or designee, will be an ex-officio member of the committee and also the committee chair.

General Policies of Procedures and Selection Process

1. A quorum of seven voting members must be present for an official meeting.

2. A preliminary slate of candidates is prepared by the athletic staff and submitted to the committee. Other candidates may be added by committee members. A select number of candidates will be admitted to the Hall. From that slate, a candidate must receive a nomination from a member of the committee. Voting will be done in elimination rounds with each member allowed to vote for three candidates per round. To move from round to round, candidates must receive at least three votes in round two, four in round three, etc. Voting shall be verbal and discussion will occur between rounds. A final round will be taken to choose the honorees who must receive a minimum of six votes. If more than three candidates have over six votes the top three will be selected. If a tie occurs, the athletic director, or designee, shall vote to break the tie.

3. If a second meeting is needed, an absent member who attended the first meeting may submit a mail vote.

4. In the event that honorees cannot attend the induction ceremony, the committee will reconvene for the purpose of considering the selection of additional honoree(s).

5. The Hall of Honor is open to both men and women who have participated as a student-athlete, coach, or staff member in intercollegiate athletics (varsity) at Oakland University. The committee will insure equal access opportunity to the Hall of Honor women and minorities.

6. The objective of the committee is to induct at least three candidates per induction. In unusual circumstances, there may be fewer than three or more than three.
7. Five years must have elapsed following the class graduating date as defined by the university in order for a student-athlete to be considered for the Hall of Honor. If an athlete has been on the ballot for 10 years and has not been selected for induction, his/her name will be removed from future ballots. An athlete must be a graduate of Oakland University to receive this honor. In addition, their citizenship record will be considered.

8. For coaches to be considered 10 years must have elapsed from the date of original appointment. These individuals must have had a minimum of five years of service to the university and no longer be coaching at Oakland University.

9. Administrative personnel must have served a minimum of five years and no longer be in Oakland University athletic administration.

10. Athletic honors achieved after participation years may be a reason for consideration.

11. Exceptions to the policies and procedures or permanent changes can be made by unanimous vote of the committee.

Criteria for Selection

1. Criteria for student-athletes nominated should include, but necessarily be limited to, one or more of the following areas:
   a. Demonstrated team leadership traits
   b. Holder of team records
   c. All-Conference selection
   d. National statistical leader
   e. All-American
   f. Positive citizenship characteristics
   g. Scholarship
   h. Post college competition

2. Criteria for coaches should include the following, but not necessarily be limited to one or more of the following areas:
   a. Overall coaching record
   b. Number of championships won
   c. Demonstrated citizenship (help young people grow and develop positive character traits.)

3. Criteria for staff members should include, but not necessarily be limited to, one or more of the following areas:
   a. Program development
   b. Programs that have enhanced the reputation of the university
   c. Support for the program and staff
   d. Citizenship
Meetings
The Hall of Honor Committee will meet as deemed necessary by the Director of Athletics.

Award
The award will consist of a plaque with an etched picture and an appropriate inscription listing the honors and accomplishments of the individual. The plaque for the Hall of Honor will be 20” x 16” and showcased permanently in the Lepley Hall of Honor. An individual award will be presented to each inductee at the Hall of Honor ceremony. This award will be a ring that designates the year of induction.

Miscellaneous
A person may be selected to the Hall of Honor, but will not be inducted until they are present to receive the award, unless deceased or physically unable.

Criteria for George Wibby Award
1. Employed by the university, but not as an athletic administrator or coach.
2. Made a significant contribution to the athletic program beyond what would normally be considered their university responsibilities.
3. Typifies the character of George Wibby of being friendly, courteous, and always ready to help.

Criteria for Russi Service Award
1. Acknowledgment of a person not associated with the university for significant contributions to the athletic program and to the community.

Team Award
The Team Award is given in recognition of varsity teams, that in a given year, have excelled in athletic competition. A team may be nominated by any member of the Hall of Honor committee. A period of 10 years must have elapsed from the year of competition to be recognized. A unanimous vote of all present and voting members is required for consideration of a team’s recognition less than 10 years since the competition year.

ACADEMIC SUPPORT SERVICES
The Academic Advisor will monitor the academic progress of student-athletes.

If a student-athlete changes majors, they must see the Academic Advisor to make sure they will maintain eligibility. Also, student-athletes should make appointments to see their advisors early or use walk-in time.

Procedure for Advising OU Undecided Student-Athletes

Administrative Process

Identifying the undecided student-athlete
- Any student-athlete that is labeled undecided in banner
- Any student-athlete who is contemplating changing academic majors
Advising Process

Overview on Athletic Advising
• Discuss academic, personal, and social concerns
• Provide information regarding tutorial assistance programs
• Review eligibility status and requirements
• Introduce OU student programs to student-athlete
• Discuss careers options

Course Selection
• Review classes already completed toward graduation or in progress by student-athlete
  (SHATERM, SHACRSE, and SGASTDN in Banner)
• Discuss academic requirements for various academic majors
• Review general education, ethnic diversity, and rhetoric requirements
• Go over program guides for anticipated academic major

Career and Major Exploration
• Stress the importance of attending at least one Career Workshop a year
• Require a visit to Career Resource Center

Referral to Major Adviser
• Identify adviser for student-athlete as soon as student identifies an academic major
• Remind student-athlete to schedule a follow up meeting with athletic adviser after meeting with
  academic adviser either by phone or e-mail

Conclusion
• Express to student-athlete the importance of academics
• Stress that the athletic adviser is here to assist the student-athlete

Procedures for At-Risk Oakland University Student-Athletes

Student-athletes taking Academic Responsibilities Seriously Program (StARS)

At-Risk Program for OU Student-Athletes

At-Risk Student-Athlete Identification criteria:
• Student-athletes classified as partial or non-qualifiers by the NCAA Initial-Eligibility Clearinghouse
• Student-athletes with cumulative GPA<2.40
• Student-athletes who are deficient in athletic eligibility credit hours
• Student-athletes identified by the Office of Admissions and/or head coach’s
• Student-athletes placed on academic probation or in the Dismissal Option Status program

Athletic Adviser administrative functions include:
• Identify at-risk student-athletes
• Create file folder for each student-athletes
• Develop a Microsoft Excel database to monitor student-athletes academic progress
• Contact and schedule biweekly meetings with student-athletes
• Notify head coach monthly on academic progress of student-athletes
• Establish an attendance policy for adviser meetings

**Athletic Adviser session functions include:**
• Conduct individual meetings with student-athletes to discuss personal, social, and academic concerns
• Review course syllabi during initial meeting to develop semester calendar
• Set academic and career goals
• Review general education, ethnic diversity, and rhetoric requirements
• Review classes completed towards graduation
• Discuss courses currently enrolled
• Develop written correspondence to appropriate campus services via referrals
• Review program guides for anticipated academic major
• Discuss athletic eligibility requirements relevant to the student-athlete's academic major
• Inform student-athletes of coaches' academic progress notification system
• Require student-athletes to use e-mail and OnTime computer system
• Remind student-athletes that two additional academic reports will be sent to their professors
• Require student-athletes to attend study skills workshop

**Athletic Adviser closing remarks include:**
• Stress that the athletic adviser is here to assist student-athletes
• Set clear expectations that will be reviewed at future sessions

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**STUDENT-ATHLETE**

**STUDENT ATHLETE CODE OF CONDUCT**

A student-athlete as that term is used in this Code of Conduct (the “Code”) is a student who is a member of an intercollegiate varsity athletic team. It is a privilege, and not a right, to be a member of a team and to represent the University in that capacity.

Student-athletes are expected to demonstrate good sportsmanship, honesty and integrity. Student-athletes are among the most visible students on campus and in the local community, and should serve as positive role models and mentors. Student-athletes also must abide by all applicable laws, ordinances, rules, regulations, policies and/or procedures, whether federal, state, local, university, departmental, team, conference, or NCAA.

The purpose of the Code and of listing student-athlete privileges is to ensure that student-athletes understand their privileges and responsibilities, including the University’s and Athletic Department’s behavioral expectations and the consequences of not meeting those expectations. Coaches may adopt team rules that are more stringent than this Code. Team rules are considered a part of, and enforceable under, the Code.

**CONDUCT OF STUDENT-ATHLETE**

*Student-Athlete Handbook*

A student-athlete handbook is provided to all those who plan on participating on an athletic team for OU. This handbook can be used as a reference guide for all student-athletes while they are on the sport
roster.

**Student-Athlete Statement**
A student-athlete is required to sign a Student-Athlete Statement form before they are eligible for participation in their sport. This form is to be kept on file with the Compliance Coordinator.

**Authorization to Release Information and Records**
A student-athlete has the option of signing a parental release form permitting coaches and administrative staff to release unprivileged information and records to student-athletes’ parents or legal guardian. Athletics staff members may not discuss or disclose unprivileged information with parents or legal guardians if this form is not on file in the office of the Compliance Coordinator.

**Drug Testing Consent Form**
A student-athlete is required to sign both an NCAA and OU Drug Testing Consent form before they are eligible for participation in their sport. This form is kept on file in the office of the Compliance Coordinator. All student-athletes must sign this form prior to the beginning of practice.

**Student-Athlete Suspension/Discipline**
If a student-athlete is suspended or dismissed from an intercollegiate team, the coach must submit specifics of the discipline to the Director of Athletics. The athlete or the coach may ask for a review of the decision. The review will be undertaken within forty-eight (48) hours by the NCAA Faculty Representative, the Athletics Director, and the Chair of the OU Athletic Committee. The reviewers will talk with the athlete, the coach and other persons who can provide information that pertains to the case.

**CLASS ATTENDANCE**
Responsibility for class attendance rests with each student-athlete. Regular and prompt attendance at all scheduled classes (i.e., lectures, laboratory sessions, field experience) for which a student-athlete is registered is expected. Student-athletes are expected to actively participate in class sessions, complete all assignments on time, and adhere to university policies associated with academic conduct.

Be advised that Oakland University does not have a university-wide excused absence policy for student participation in activities that constitutes representation of the university. It is the responsibility of each student-athlete to know the effect of absences and in-class participation on the evaluation of course grading. The effect of absences is often pre-determined by a school or department, as well as each individual faculty member. Student-athletes are expected to notify instructors of dates in which intercollegiate competition conflicts with class attendance early in the term of attendance. Student-athletes are to acknowledge that absence(s) based on university representation in intercollegiate competition make regular attendance at all other times all the more important.

In the case of an absence from class, the Department of Athletics will support a student-athlete, in good academic standing, for university representation in intercollegiate competition and other NCAA approved competitions (i.e., Olympic Games, World Championships, National Team). Non-attendance for all scheduled classes due to varsity practice activities is inexcusable and may not be mandated on a student-athlete by a coach or staff member of the Department of Athletics.

It is the responsibility of the student-athlete to check or meet with the instructor prior to each absence. Upon request of the student-athlete, coach and/or faculty member, a letter from an administrative member of
the Athletics staff will be forwarded to the instructor recognizing the missed class as university representation in intercollegiate competition. It is hoped that faculty will provide opportunities for student-athletes to make up work they have missed due to participation in intercollegiate athletics competition. Student-athletes are expected to work diligently to complete the assignments of the class and create as little disruption to the class and faculty as possible.

Instances for which an academic unit or faculty member does not recognize or excuse an absence, the student-athlete may be counseled by a member of the Department of Athletics (i.e., academic adviser, coach, Athletic Director or designee) in consideration of academic and/or athletic performance. **A student-athlete will not be penalized for determining class attendance as a priority.**

**SPORTSMANSHIP AND ETHICAL CONDUCT**

“For Intercollegiate athletics to promote the character development of participants, to enhance the integrity of higher education and to promote civility in society, student-athletes, coaches and all others associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty, and responsibility. These values should be manifest not only in athletics participation but also in the broad spectrum of activities affecting the athletics program.”

“Student-athletes of a member institution…shall deport themselves with honesty and good sportsmanship. Their behavior shall at all times reflect the high standards of honor and dignity that characterizes participation in competitive sports in the collegiate setting.” (10.01.1)

**STUDENT-ATHLETE SUBSTANCE ABUSE POLICY**

The university is committed to helping student-athlete avoid the hazard of using Controlled Substances. When used in conjunction with athletic activities, Controlled Substances can pose serious risks to the physical and mental health and safety of student-athletes, as well as other persons with result in illness, temporary or permanent injury, death, unfair competition, and damage to the reputation of the university.

Therefore, student-athletes are expressly prohibited from using, possessing, purchasing or selling any Controlled Substances, and must agree to abide by this Policy as a precondition to Participation.

**STUDENT-ATHLETE DRUG TESTING PROGRAM**

The National Collegiate Athletic Association (“NCAA”) currently requires the university and each member institution to obtain a signed Drug-Testing Consent Form from each student-athlete each academic year. By signing the consent form, a student-athlete consents to be tested for the use of substances banned by the NCAA. Failure to complete and sign the consent form generally results in the student-athlete being ineligible to practice and compete until the consent form is signed. Generally, student-athletes found to have used a substance banned by the NCAA are declared ineligible for further Participation in post-season and regular-season competition for the minimum of the equivalent of one
full season of competition in all sports.

**STUDENT-ATHLETE EXIT INTERVIEWS**

Annual student-athlete exit interviews (written and in person) will be conducted by the Associate Athletic Director. All student-athletes completing their eligibility are expected to be involved in this process. The opportunity for an exit interview will be given to student-athletes who are cut or quit a team.

**GRADUATION RATE REPORTS**

Information is documented on all entering freshmen receiving athletic aid and reports are kept on this group throughout their athletic careers to verify if they graduate within a six-year period. NCAA graduation rate report information is not kept on walk-ons or recruited student-athletes who do not receive athletic aid.

**TEAM GRADE POINT AVERAGES**

Team grade-point averages are determined by calculating all honor points of team participants and dividing them by the total number of credit hours. Team GPA’s are used for internal purposes only and not published by the institution.

**TEAM CONDUCT**

Follow the policies in the student-athlete handbook and individual team handbook policies.

**MISCELLANEOUS**

**COACHING PUBLICATIONS**

NCAA manuals, college and high school coaching directories and other coaching publications are ordered by the Compliance Coordinator.

**PHONE, FAX, AND COMPUTER USAGE**

All are to be used for business purposes with allowance for limited personal use. No office equipment should be used by students or people other than staff unless it is an emergency or unusual circumstances require it. This includes equipment in the training room, pool, and part-time coach’s office.

**BUSINESS CARDS**

Business cards are ordered by the Assistant to the Athletic Director

**KEYS**

A request for keys for your office and work area(s) form can be obtained from the Assistant Athletic
Director Facilities/Operations. Please return the form to the Assistant Athletic Director Facilities/Operations for approval.

Try not to put your keys on any key ring which identifies the keys as belonging to Oakland University, that way if they are lost or stolen, they cannot be traced back to OU.

Keys are not to be loaned to anyone. If you are caught loaning your keys to anyone, you will lose key privileges. If you have locked your keys in your office, call Public Safety and the Assistant Athletic Director Facilities/Operations to have Public Safety open your office.

LOGOS

The logo form can be obtained from the Accounting Clerks and must be signed off on by the Director of Athletics for any type of logo use. There must also be a typed requisition with all pertinent information before the Director of Athletics will sign the logo document and the signatures must be originals and cannot be copied or faxed. Instructions are included on the logo document for obtaining the disk. THERE WILL BE NO AFTER THE FACT PURCHASE ORDERS.

GAMBLING

Gambling is prohibited as outlined in the NCAA manual.

RESIGNATION FROM OAKLAND UNIVERSITY

Contact Associate Athletic Director for checkout procedures.

PERSONNEL/EMPLOYMENT

HIRING PROCEDURES

Hiring procedures as prescribed by the University and University Human Resources shall be prescribed to by the Department. Upon hiring, University Human Resources (Employment Manager and the Athletics Department will inform the new staff person of the department’s procedures, contract requirements, benefit packages, compensation and other information relevant to their position. See Associate Athletics Director for procedures on hiring and termination of coaches and staff.

Affirmative Action/Equal Opportunity Employment

All questions regarding Affirmative Action/Equal Opportunity Employment should be directed to the Diversity and Compliance Office located in North Foundation Hall.

Coaching Staff Limitations

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*Part-Time Coaches/Graduate Assistants*

For details on these positions, see the Associate Athletics Director or the Assistant Athletic Director-Finance & Administration.

*Benefits*

All questions regarding Benefits should be directed to the Compensation Office in University Human Resources.

Worker’s Compensation/Accident Reports by Employees:

Practice/Training/on the Job

- Call 248-370-3483

*Salary Issues*

For specific information regarding salary issues, see the Assistant Athletics Director Finance/Administration.

**NEW EMPLOYEE CHECKLIST**

- All new employees (full-time and part-time) shall meet with an appropriate administrator upon the start date of employment.

- Full-time employees shall attend the New Employee Orientation offered by University Human Resources (UHR). The UHR office shall inform the employee and the supervisor of the orientation date. The employee must inform UHR and the supervisor of a conflict with the scheduled orientation date.

- Employee must check with the Assistant Athletic Director – Facilities for eligibility and disbursement of keys.

- Employee will meet with the administrative supervisor and the Assistant Athletic Director – Finance & Administration when the employee has supervision over a budget within the department.

- Employee should contact the Assistant to the Athletic Director for the need and location of various supplies, and the request for business cards.

- Employee should contact Assistant Athletic Director – Finance & Administration for office
telephone, cellular telephone, and computer requests/needs.

- Employee will be provided with a Department of Athletics Policies and Procedures Manual. If necessary the employee will receive a NCAA Manual, Student-Athlete Handbook and a Mid-Continent Conference Manual.

- Employee should use the OU website (www.oakland.edu) to reference university policies and procedures.

- The employee is responsible for policies and procedures associated with Oakland University, the Department of Athletics, the Mid-Continent Conference and the National Collegiate Athletic Association (NCAA). Employee should consult with his/her supervisor with questions related to university or departmental policies.

- Employee should consult with the Assistant Athletic Director – Facilities in regards to usage of athletic facilities.