

LONGWOOD UNIVERSITY
DEPARTMENT OF ATHLETICS
POLICY AND PROCEDURES HANDBOOK



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PREFACE

This *Handbook* includes basic policies and procedures for the Longwood University Intercollegiate Athletics Department. As inevitable changes are made to the existing policies and new policies become necessary, department staff will be updated as changes occur and this *Handbook* will be updated each year by June 30. This *Handbook* is to be used in conjunction with Longwood University's Policy and Procedures Manual. The *Handbook* contains references to the University's website link for viewing of the University's policies and procedures (http://www.longwood.edu/vpaf/final_policy_base).

The rules and regulations of the national, regional, and state organizations in which we hold memberships have not been included in this manual. It is sufficient to say that, as members of these associations, we will abide by the applicable rules and regulations and each coach and staff member is responsible for knowing and adhering to the rules of the various regulatory bodies.

1.0 DEPARTMENT OF ATHLETICS MISSION STATEMENT AND OBJECTIVES

1.1 MISSION STATEMENT

The Mission of the Longwood University's Department of Athletics is to foster a broad-based athletics program emphasizing democratic values as well as personal growth and development of all student-athletes. The Department of Athletics operates in synergy with the University's stated purpose and goals, namely, Longwood University is an institution of higher education dedicated to the development of citizen leaders who are prepared to make positive contributions to the common good of society.

The Department encourages attitudes of self-discipline, group loyalty, good sportsmanship, and personal integrity; an appreciation for the benefits of hard work, motivation, and perseverance; and a feeling of pride in achievement, and tolerance in diversity. Athletic competition is dedicated to fostering important values such as respect for every individual, fairness, civility, honesty and responsibility.

Through a dedicated commitment to educational excellence, personal and civic responsibility, a strong athletic program and integrity in all areas, the student-athletes, coaches and staff strive to bring credit and recognition to Longwood University. Furthermore, the Department of Athletics strives to develop student-athletes academically and athletically with the total commitment to aiding their development in a manner that enables them to advance in a chosen career as productive citizen leaders upon graduation.

Updated and Approved 11/05

1.2 GENERAL STATEMENT

As an integral part of the University, the Longwood University Athletics Department is committed to working closely with the entire University on behalf of the student-athletes' welfare. In such areas as admissions, residence life, and maintenance of good academic standing, the participants adhere strictly to University policies.

Longwood Athletics is committed to the total development of student-athletes as citizen leaders. Intercollegiate athletics provides broad visibility for the University among the general public and is a catalyst for regional prosperity and advancement in south central Virginia. The intercollegiate athletics environment is focused on student-athlete welfare and supports the effective student development philosophy of the University.

Regardless of the intensity of the competition, the athletic program must maintain the appropriate balance between athletic endeavors and academic pursuits. In so doing, the athletic program of the University shall be conducted in compliance with all policies of the National Collegiate Athletic Association (NCAA) and the educational objectives of Longwood University.

1.3 DEPARTMENT OF ATHLETICS OBJECTIVES

The objectives of the Athletics Department are to:

1. Enhance the general student population by attracting academically and athletically talented students;
2. Graduate student-athletes at the same or higher ratio than the general student body;
3. Insure that student-athletes benefit from the effective student development model of the University;
4. Gain admission to a Division I all-sport conference which engages the University with identifiable, similar, competitive institutions in the region;
5. Compete successfully with NCAA institutions of similar stature;
6. Provide a positive window of visibility in the media for the University;
7. Accommodate the athletic interests of the student population in harmony with gender and minority issues through a commitment to offering a variety of intercollegiate sports;
8. Create a pride and identity for and with the citizens of the region, and
9. Strictly comply with all rules and policies of the University and the NCAA.

1.4 SPORTSMANSHIP AND ETHICAL CONDUCT STATEMENT

The NCAA and Longwood University encourage and promote good sportsmanship by student-athletes, coaches and spectators. Profanity, racial or ethnic comments, other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition.

2.0 GOVERNANCE

2.1 Administrative Control and Authority

2.1.1 Board of Visitors – Under the laws of the Commonwealth of Virginia, management of Longwood University is the responsibility of the Board of Visitors. Thus, the Board of Visitors have the responsibility and final authority of making and revising intercollegiate athletic policy.

2.1.2 The President – The President of the University is responsible to the Board of Visitors and is the Chief Executive Officer directing the operation of the University and all of its programs and services, including intercollegiate athletics. The President is the University official responsible for certifying that the University is in compliance with the rules and regulations of the National Collegiate Athletic Association (NCAA) and conferences in which the University has membership.

2.1.3 Director of Athletics (AD) – Under the authority delegated by the Board of Visitors and the President, the Director of Intercollegiate Athletics (referred to herein as Athletics Director) has the full administrative responsibility for the direct supervision, approval, conduct, and control of the athletic programs. The Athletic Director reports to the President, and provides the President and the Visitors with such documentation and recommendations as are necessary for related matters. The Athletics Director is responsible for the maintenance and implementation of policies approved by the Board of Visitors, and also for those policies that are subject to the rules and regulations of the NCAA and conferences in which the University has membership. The Athletics Director serves on the Intercollegiate Athletics Council. The Athletics Director is responsible for all fiscal matters pertaining to the Athletics Department and approves the budget recommendations for each of the intercollegiate sport programs and activities.

2.1.4 Faculty Athletics Representative (FAR) – The Faculty Athletics Representative is responsible for serving as the liaison between the Athletics Department and the faculty and shall represent faculty concerns relative to the institution's conduct of its intercollegiate athletics program. The FAR has an integral role relative to ensuring academic integrity, facilitating university control, and enhancing the student-athlete experience. This individual shall encourage compliance with NCAA regulations as well as the intent and ethical standards evident within the rules. The FAR, an additional resource for the student-athletes, shall act as a liaison between student-athletes and the university as appropriate. The FAR will also have the following responsibilities:

1. Advisory Role
 - a. The FAR will provide advice to the President regarding the conduct of the University's Intercollegiate Athletics Program. The FAR will meet with the President twice in the Fall Semester and twice in the Spring Semester each year.
 - b. The FAR and the AD will have regular interaction to include wide-ranging discussions of the Intercollegiate Athletics Program. Such meetings shall take place at least once a month.
 - c. The FAR shall serve as the Chair of the Intercollegiate Athletics Council (IAC).
 - d. The FAR will provide an annual report to the Faculty Senate.

2. Delegate to the NCAA Convention – The FAR shall represent the University at the annual NCAA Convention as the designated voting delegate.
3. Welfare of Student-Athletes
 - a. The FAR will meet with the Student-Athlete Advisory Committee (SAAC) and its officers on a regular basis during the academic year.
 - b. The FAR will review Student-Athlete exit interviews.
 - c. The FAR will annually review the University academic advisement program for student-athletes. Each semester, the FAR will receive a report on academic performance by student-athletes.
4. Institutional Compliance with NCAA Rules
 - a. The FAR will ensure that effective policies and procedures are in place to certify eligibility of student-athletes and compliance with all NCAA Regulations. The FAR will chair the University's Compliance Review Committee.
 - b. The FAR will play a central role in the investigation of any suspected major rules violations. The FAR will review and comment on all documents regarding major or secondary violations prior to forwarding of the institutional report to the NCAA.
 - c. The FAR will be responsible for the administration of the Coaches Certification Test for off-campus recruiting. He may delegate that responsibility to the Athletics Director or the Compliance Officer at times when he/she is not available.
5. Meeting Attendance – The FAR is expected to annually attend the NCAA Convention, FARA Annual Meeting, an NCAA Regional Rules Seminar each year and Conference meetings as appropriate.

FAR Updated and Approved: 9/05

2.2 Oversight Committees

2.2.1 Intercollegiate Athletics Council (IAC) – The Intercollegiate Athletics Council is a standing committee of the Faculty Senate. The IAC shall have general oversight over athletic policy, paying particular attention to compliance with NCAA regulations and equal opportunity requirements. It is an advisory body to the Athletics Director and may make recommendations as it deems appropriate. The IAC is empowered to organize itself and to adopt rules and regulations to conduct its business. The Chairperson of the IAC is the Faculty Athletics Representative (FAR).

IAC Updated and Approved 4/06

2.2.2 Compliance Review Committee (CRC) – The Compliance Review Committee is responsible to provide oversight for the compliance program, evaluate compliance policies and procedures, assist in establishing procedures related to rules compliance areas, ensure NCAA rules compliance, and to provide spot checks for compliance documentation. The CRC meets a minimum of six times during the academic year in order to meet the above stated responsibilities. The CRC membership composition is: Faculty Athletics Representative, who is the chairperson; the Athletics Director; the Compliance Officer; a

liaison from the Registrar's Office; a liaison from the Admission's Office; and a liaison from the Financial Aid Office.

Approved 9/05

2.2.3 Student-Athlete Advisory Committee (SAAC) – The Student-Athlete Advisory Committee is a committee composed of student-athlete representatives from each team who are assembled to provide insight on the student-athlete experience and to offer input on rules, regulations, and policies that affect student-athletes at the University. The responsibilities and functions of the SAAC are to:

1. Promote communication between athletics administration and student-athletes
2. Disseminate information to the athletic teams and their members
3. Provide feedback and insight into athletic department issues
4. Generate a student-athlete voice within the campus athletics department formulation of policies
5. Build a sense of community within the athletics program involving all athletics teams
6. Solicit student-athlete responses to proposed NCAA and conference legislation
7. Organize community service efforts
8. Create a vehicle for student-athlete representation on campus-wide committees (e.g. Student Government)
9. Promote a positive student-athlete image on campus

The Assistant Athletics Director for Compliance & Academic Advising serves as the athletic administration liaison and advisor to the SAAC.

Updated 9/05

2.2.4 Athletics Department Moderators – The Athletics Department Moderator program has been developed to help counsel and assist coaches, student-athletes, and staff in the fulfillment of the department's mission. Team moderators help ensure that student-athletes receive the maximum benefits of their participation in intercollegiate athletics. The primary goals of the program are to promote increased involvement and support of athletics programs, to have a member of the University community outside the Athletics Department serve as a mentor and advisor for the coaches and student-athletes, and to assist the University in continuing its mission of integrating athletics into the life of the University.

The program is particularly helpful in making sure that the benefits associated with competitive athletics are maximized for student-athletes. The moderator plays a vital role in encouraging coaches to develop the intercollegiate athletics program in a manner consistent with the institution's mission regarding intercollegiate athletics as well as various University policies and regulations.

Updated 9/05

3.0 DEPARTMENTAL ORGANIZATION

3.1 Duties and Responsibilities of Athletics Administrators

3.1.1 Director of Athletics - The Director of Athletics is the University's Executive Officer responsible for planning, direction, and management of the Athletics Department and in turn is directly responsible to the President of the University. In carrying out these responsibilities, the Director shall:

1. Provide a written plan for the future of intercollegiate athletics.
2. Provide leadership for the implementation and direction of the athletic plan.
3. Develop departmental policies and the student-athlete handbook in conjunction with the staff.
4. Keep abreast of conference and NCAA activities and attend required meetings to aid in formulating university policies.
5. Coordinate public relations with students, faculty, staff, alumni, and the general public.
6. Hire, supervise, and evaluate chief line and staff athletic administrators and head coaches.

3.1.2 Associate AD/Business & Senior Woman Administrator – The Associate Athletics Director for Business is responsible for managing the department's budgets and for overseeing the daily operations of the department and its athletics program. This individual is also responsible for approving all athletic-related expenditures including team budgets, team travel, travel authorizations, reimbursement vouchers and trust fund withdrawals as well as providing documentation for audits and certifications. In addition this person provides monitoring and supervision of the areas of athletic training, athletic grounds maintenance, the Ticket Office and Athletic Events (University owned Camps/Clinics). All business-related requests are reviewed and approved by the Associate Athletics Director for Business for auditing and approval before submitting to the Athletics Director's office for final departmental approval.

The Associate Athletics Director/Business also serves as the Senior Woman Administrator (SWA). The SWA is appointed by the Athletic Director and is the most senior ranking female administrator in the department. The purpose of the appointment is to involve female administrators in a meaningful way in the decision-making process within the Athletics Department. The position is intended to ensure representation of women's interest at the campus, conference, and national levels. The incumbent shall:

1. Be a voice in the administration and governance of the athletics program and actively participate in decisions regarding issues affecting student-athlete welfare, including program issues, budgeting, participation on department search committees for Athletics Department administrators and head coaches, and assist the Athletics Director when consulted regarding any other department business.
2. Assist in the development and implementation of a gender-equity action plan as needed, and monitor the activities of individuals and groups responsible for the implementation of the plan.

3. Serve as spokesperson for the needs and interests of women within the Athletics Department, campus and community.
4. Maintain an up-dated knowledge of Title IX interpretations and any potential impact on the Athletics Department
5. Be available to all coaches and athletes, especially coaches of women's sports and female athletes, for mentoring or assistance with any issues where help or advice may be needed.

3.1.3 Assistant Athletics Director/Compliance & Academic Advising

(Compliance Officer)- The Assistant Athletics Director/Compliance & Academic Advising reports directly to the Athletics Director and serves as the NCAA Compliance Officer for the University. The main objective of the Compliance Officer is to ensure that members of Longwood University and the Athletic Department understand and follow NCAA rules and regulations in an effort to prevent rules violations. This person is responsible for the overall management of compliance, eligibility, and financial aid. This person supervises the NCAA compliance program, coordinates the eligibility process for all student-athletes and serves as the liaison with admissions, financial aid, records and residential life. In carrying out these responsibilities, the Compliance Officer shall:

1. Supervise programs directly related to compliance.
2. Supervise the NCAA compliance program including the daily application of NCAA, Conference, and University regulations, specific interpretations rules education and coordinate the data collection and completion of the annual NCAA Graduation Rates Disclosure Form and the Academic Performance Rate (APR) form.
3. Coordinate the eligibility process for all student-athletes including initial and continuing eligibility, Student-Athlete Statements, transfer eligibility, Drug Testing Consent forms, eligibility certificates, squad lists, and participation forms.
4. Handle all items related to financial aid for student-athletes, including grant-in-aid applications, recommendations for summer school grants, grants for students with exhausted eligibility and book loans.
5. Assist the Athletics Director in establishing administrative policies and procedures that aid in achieving athletic goals and maintaining sound academic standards.

3.1.4 Assistant Athletics Director/Media Relations & Sports Information Director – The Assistant Athletics Director/Media Relations & Sports Information Director (SID) reports directly to the Athletics Director and is responsible for the dissemination of all information concerning Longwood University Athletics Department to the media and other entities external to the University. In carrying out these responsibilities, the SID shall:

1. Serve as liaison between coaches and student-athletes and the press, radio, television, as well as advise all Athletic Department staff on media relations.
2. Provide local, state, and national news media with information about Longwood University's athletic programs.
3. Supervise press box operations at all Longwood University athletic venues; coordinate and arrange for media passes for all working media personnel who present proper credentials.
4. Furnish ideas, photographs, and publications to the news media; make speeches and radio tapes as needed to promote Longwood Athletics; and be available for television and radio interviews as required.
5. Manage and regularly update the Athletic Department website:

<http://www.longwoodlancers.com>

6. Cooperate with other responsible persons in the Athletics Department and the University administration to provide news and promotional materials to the media.

3.1.5 Director of External Relations for Athletics – The Director of External Relations for Athletics is a direct report to the Vice President for University Advancement and has the responsibility to oversee all community outreach programs and revenue generation efforts for intercollegiate athletics at Longwood University. This individual is also responsible for the development and implementation of the athletics fundraising strategy. Duties for athletics include directing the cultivation and solicitation of major gift prospects, managing corporate sponsorship programs, establishing and developing media partnerships, coordinating solicitation efforts, and stewardship of constituents.

3.1.6 Director of Development for Intercollegiate Athletics – The Director of Development for Intercollegiate Athletics is in the reporting line of the University Advancement Office and works in consultation with the Director of External Relations for Athletics to plan and execute an athletics fundraising plan. This individual is specifically responsible for assisting in the cultivation and solicitation of financial support from Longwood University constituents. Duties for athletics include establishing annual charitable giving programs, establishing an annual and long-term goals and objectives with regards to generating financial resources, soliciting and training volunteers, managing events, assisting in solicitation efforts, and stewardship of constituents.

3.2 Duties and Responsibilities of Coaches and Staff

3.2.1 Head Coaches – The Head Coach in each sport is directly responsible to the Athletics Director or the Associate AD/Business & SWA as designated by the Athletics Director. Each Head Coach must also work closely with the athletic department management staff and with all others involved with supporting the philosophy and objectives of the intercollegiate athletics program.

The Head Coach is responsible for administering all aspects of the program under his/her charge, including coaching, recruiting, grant-in-aid recommendations, schedule recommendations, travel arrangements, requisitioning equipment, supervising assistant coaches, monitoring academic progress of student-athletes, managing sport operating and scholarship budgets, anti-hazing policy education to their staff and team, and fulfilling such other related duties as might be assigned by the Athletics Director.

The Head Coach is expected to establish and publish rules and regulations regarding the general conduct of student-athletes in is/her charge. These rules and regulations will cover appearance, practice, classroom attendance, academic responsibility, punctuality, dress code and appearance of student-athletes on team trips, anti-hazing, and general standards of behavior. The consumption of alcohol by student-athletes on a team trip IS NOT ACCEPTABLE. This includes any alcoholic beverages that the student-athlete may want to purchase on his/her own. It is a policy of the Athletics Department that each coach make clear to the student-athletes in his/her charge the expected and acceptable standards of behavior and conduct for student-athletes. Each coach also will make clear that appropriate disciplinary action will be enforced by the coaches when these standards are not observed. Training rules should be on file with the Athletics Director.

It is the responsibility of the Head Coach that student-athletes realize their responsibilities. Student-athlete/s must realize and understand that he/she is an amateur and that financial aid has strict limitations as governed by the institution, the conferences, and the NCAA. The student-athlete also must realize that as an athlete representing a Longwood University intercollegiate sport, he/she is much more in the limelight than the average student. It is important that the student-athlete have a sense of responsibility to represent his/her sport in the classroom and on the campus in a manner that will reflect credit on student-athletes in general, and certainly on his/her team in particular.

3.2.2 Associate, Assistant and Volunteer Assistant Coaches – All associate, assistant, and volunteer assistant coaches are directly responsible to the Head Coach in their respective sports, and their duties and responsibilities will be assigned by their respective head coach. All volunteer coaches must be approved through the Athletics Director. Volunteer coaches may not receive compensation or remuneration other than for team travel.

3.2.3 All Coaches (Head, Associate, Assistant, Volunteer) - All coaches must be thoroughly familiar with, and comply with, all Longwood University, conference, and NCAA policies. Failure to abide by these rules and regulations will result in appropriate disciplinary action, including possible suspension or termination.

Coaches and athletics administrators have a duty to cooperate with and furnish the NCAA, conference, or institution with truthful and complete information concerning involvement or knowledge of rules violations. Satisfactory rules knowledge and rules compliance are conditions of employment and athletics personnel are to be evaluated and reprimanded, if necessary, on this aspect of their performance. Coaches and athletics administrators are expected to fully participate and cooperate in compliance-related activities, procedures, and evaluations.

Coaches are expected to exhibit a high level of expertise in their professional fields. They also must treat the academic requirements necessary for progress toward a degree as a matter of highest priority for the student-athletes in their charge and must actively encourage them to succeed academically and graduate. Coaches should be sensitive to final examination schedules for the student-athletes when scheduling their games and practice sessions. Coaches are not to schedule contests during those final exam periods. Longwood University policy allows all absences due to school sponsored activities, which includes athletics, to be an excused absence. Also, it is important to understand faculty have the discretion to drop a student's grade by one letter mark if a student misses 10% of his/her classes unexcused. If a student misses 25% of his/her classes (excused or unexcused), the professor may fail that student at his/her discretion.

It is expected that coaches in all sports will represent the University on the highest professional level with dignity, integrity, ethical behavior, and strength of character. Coaches will respect the rights and dignity of each student-athlete in addition to creating a team environment that fosters diversity and inclusion for their student-athletes.

Coaches must advise their teams the University and the NCAA opposes all forms of legal and illegal sports wagering by Athletics Department personnel, including student-athletes. This includes engaging in gambling activities as they relate to intercollegiate or professional sporting events. This includes betting through a bookie, online pools, family pools, facebook

pools, fantasy leagues or any other wagering designed to award anything of tangible value to a winner. In addition to actually wagering on sporting events, providing information to someone within organized gambling regarding an event or student-athlete is also prohibited. Athletics Department personnel, and student-athletes are directed to report any known sports wagering and gambling activities to the Athletics Director, or to any other Athletics Department administrator. Failure to report any such incident will be regarded as a serious offense and will be cause for appropriate disciplinary action.

NCAA regulations prohibit Athletics Department staff members and student-athletes from participating in any sports wagering or gambling activity that involves intercollegiate athletics. Student-athletes guilty of violating this provision shall be ineligible for further intercollegiate competition, subject to appeal to the NCAA Student-Athlete Reinstatement Committee for restoration of eligibility. Coaches guilty of violation of this provision shall be subject to University and NCAA penalties.

3.2.4 Head Athletic Trainer – The Head Athletic Trainer serves as the individual whose primary responsibility is to manage the health and well-being of the student-athletes. Special emphasis is placed on the prevention of injury by screening to detect possible problems, conditioning for the physical requirements of sports participation and educating the student-athlete about safety precautions. The Head athletic Trainer is responsible for the overall administration and supervision of the Athletics Department Sports Medicine Program and reports to the Associate Athletic Director/Business.

The Head Athletic Trainer supervises the Assistant Athletic Trainers and is the primary liaison to the Athletics Team Physician. Certified Athletic Trainers act as liaisons between physicians, coaches, and student-athletes. Additionally under the direction of the Athletics Team Physician, **all athletic trainers** assist in the rehabilitation of the injured student-athlete and emphasize the prevention of re-injury. Under the supervision of the Athletics Team Physician or the Head Athletic Trainer, the athletic trainers:

1. Maintain student-athlete records.
2. Modify the type, timing and length of practices to ensure a student-athlete's well being.
3. Provide Head Coaches with daily, injured student-athlete attendance and progress reports.
4. Provide or arrange for emergency treatment during competitions (in the absence of the Team Physician or Head Athletic Trainer).
5. Provide on-call assistance in emergency situations.

3.2.5 Assistant Athletic Trainers - All associate and assistant athletic trainers are directly responsible to the Head Athletic Trainer and their duties and responsibilities will be assigned by the Head Athletic Trainer.

3.2.6 Athletics Team Physician – The Athletics Team Physician, in conjunction with the Athletic Training staff, is responsible for determining the amount and type of athletics participation allowed a student-athlete. All medical records and treatments must be approved in advance by the Athletics Team Physician and are then carried out by the team athletic trainer/s. The Athletics Team Physician is responsible for:

1. Treatment of injuries or illness occurring during organized practice sessions or athletic events.

2. Administration of physical examinations.
3. Maintenance and supervision of student-athlete medical records.
4. Instruction and supervision of the athletic training staff in the administration of health management and medical rehabilitation procedures provided to student-athletes.
5. Education of Athletic Training Staff and coaches in the prevention of student-athlete illness and injury.

3.2.7 Athletic Grounds Manager – The Athletic Grounds Manager supervises all field maintenance and upkeep of all outdoor athletic playing venues/fields. In addition this person schedules all outdoor fields for practices, games, and other events the department holds throughout the year. The Athletic Grounds Manager works with the Athletic Ticket and Events Manager for all outdoor game day operations and is responsible for game day set-up for each home event.

3.2.8 Athletic Ticket & Events Manager - The Athletic Ticket & Events Manager manages all areas of athletic ticket and summer camp operations in addition to serving as the game day supervisor for all athletic events, including staffing, payroll, ticket sales, reconciliation, and related reporting. This person is responsible for development of the marketing and promotions plan for the sale of all season tickets and single game ticket sales. In addition this person records, balances, and reconciles daily ticket sales deposits and shares the responsibility for verifying and administering the petty cash fund according to University and Commonwealth of Virginia policy and procedures. They also serve as the supervisor of student-athlete ticket sign-in and pass gate according to NCAA and University policies, including game day responsibilities of monitoring Player's Guest Pass Gate to ensure no NCAA violations occur.

3.2.9 Student Managers - Student Managers are volunteers and report directly to the Head Coach of their specified sport program who assigns their duties and responsibilities. Because this is a voluntary position, the number available each season varies for the various sport programs. Students wishing to become team managers should contact the coach of the sport involved.

Student Managers are eligible to receive the same senior letter award as intercollegiate athletes in recognition of their program contribution.

3.3 Longwood University Media Relations / Sports Information Guidelines

3.3.1 Purpose - The Longwood University Sports Information Office is the publicity and media relations office for the institution's 14-sport intercollegiate athletics program. The Office is located in the Athletic Complex, Unit #2 (on Race Street) and the office telephone number is 434.395.2097.

3.3.2 Responsibilities - The role of the Sports Information Office is to effectively communicate to the news media, and other interested groups, information about Longwood University Athletics Department. The office produces media guides, game-day programs, schedule cards, posters, news releases, and feature stories as part of its daily activities. It is also responsible for responding to news media inquiries and arranging all media interviews with student-athletes, coaches, and athletics administrators.

Other responsibilities of the sports information office include: budget maintenance, photography at home events, comprehensive reporting of results to media via email, phone, and/or facsimile, summary articles for *The Farmville Herald*, compilation of statistics, weekly summary of results and upcoming events for the office's weekly athletics release via email and the internet to hometown, local, state and regional media, NCAA statistical reporting, assisting the Associate Athletic Director with game management activities, hiring and supervision of a full time assistant sports information director as well as a staff of student assistants, promotions of All-America candidate(s) – athletically and academically, maintaining the institution's Athletic Internet web site, and other duties as assigned by the Athletic Director.

Coaches and student-athletes are routinely expected to make themselves available for interviews within a reasonable period of time following the conclusion of athletic contests or practices. How you deal with the news media reflects directly on how they feel about the University, the Athletics Department, you and your team. Think about your response before you give it.

The following may prove beneficial to the staff during this learning experience and assist in the positive development of relationships with the media.

- The Sports Information Office will always consult with the respective staff members to determine date, time, and location of an interview, whether face-to-face or via telephone, before it is scheduled. If at all possible, the Sports Information Director will be available during an interview to assure that the interview progresses in a positive manner.
- Be on time for scheduled interviews. If a problem presents itself, notify the Sports Information Office immediately.
- Dress appropriately. What you wear can give an impression that reflects on the entire Athletics Department.
- Be polite and courteous with the media. The media are professionals in their respective fields—treat them as you would want to be treated. This is important and essential before, during, and following an interview.
- Stay positive during an interview. Anything you say is a reflection upon yourself as well as Longwood University. Avoid anything negative and refrain from any and all forms of criticism.
- Do not answer a question you do not wish to respond to. A proper response might be, "I'd rather not discuss that subject", "I don't want to get into that", or "I'm not familiar with the subject enough to give a fair answer." Just say that you do not wish to respond to the question and/or subject. The response "no comment" can sometimes lead to speculation, and should be avoided. If you do not say it, it will not appear in the media.

3.3.3 Athletics Information / Interview Policy - All requests must be directed to the Assistant Athletics Director for Media Relations. The Sports Information Office must arrange all interviews with athletics administration, coaching staff members, and/or student-athletes. All interviews with student-athletes will be arranged around their academic class schedules and/or practice times.

3.3.4 Athletics Logo - All requests for use of the licensed Athletics logo are to be directed to the Director of Development for Intercollegiate Athletics, and/or the Assistant Athletics Director for Media Relations for approval as appropriate. Decisions are based on guidelines established by Athletics Director per established institutional policy. In some instances, as appropriate, some requests may be routed directly to the Athletics Director.



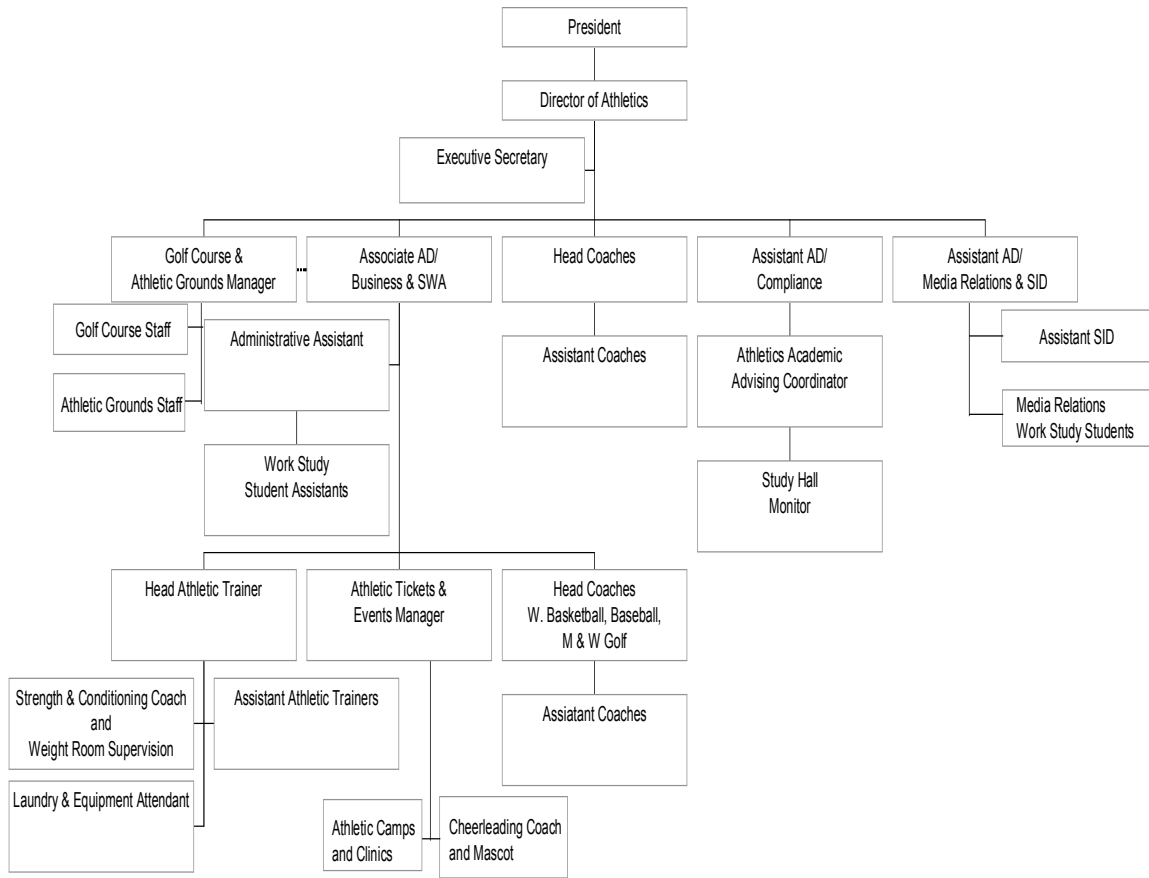
3.3.5 Reporting of Game/Meet Results

The Sports Information Office will need assistance from head coaches with the reporting of away game results. The Sports Information Office requests that you report to the Sports Information Office the results of all away athletic contests as soon as they are available.

On away events, except when Sports Information personnel make the trip, call the Sports Information Office (395-2097 or 392-9679 after office hours) immediately after the conclusion of your contest with the final results. Please include won and lost records for both teams in your report, and first and last names of all players who are involved in the outcome of the contest.

Unless a problem arises, a Sports Information Office staff member will cover all home events, and the head coach will have no reporting responsibilities.

3.4 Department of Athletics Organizational Chart



* The Director of External Relations for Athletics and the Director of Development for Intercollegiate Athletics are in the reporting line of University Advancement, and are not included in the Athletics Department organizational chart.

4.0 NCAA RULES AND REGULATIONS REVIEW

4.1 Overview Statement

As a member of the National Collegiate Athletic Association (NCAA), Longwood University is committed to complying with all rules and regulations of the NCAA in the conduct of its intercollegiate athletic programs. Longwood University is responsible for monitoring all aspects of its athletic programs to ensure compliance and to identify and report to the NCAA any areas in which the University may have failed to maintain compliance with NCAA rules and regulations. In such cases, Longwood University shall fully cooperate with the NCAA and take the appropriate corrective measures, if necessary. This responsibility is a collective endeavor that is shared by athletics department staff, student-athletes, and other appropriate institutional personnel and individuals and groups representing the athletic interests of the institution.

4.2 Compliance Manual

A complete copy of the Athletics Department Compliance Manual is attached in the appendices to this handbook. Further, the complete manual is available on the department's website at the following address: <http://www.longwoodlancers.com/compliance>

Items contained in the Compliance Manual are:

- Compliance Review Committee
- Individual Compliance Responsibilities
- Rules Education
- Interpretation Procedures
- Compliance Procedures (recruiting, complimentary admissions, eligibility, financial aid, admissions, playing and practice seasons, camps and clinics, National Letter of Intent, awards and benefits)
- NCAA Rules Violations

All NCAA rules and official interpretations governing financial aid to student-athletes may be found in the *NCAA Manual*.

4.3 Coaches Certification Exam

NCAA rules indicate that a coach is not permitted to recruit off campus until he or she has been certified on an annual basis as to the coach's knowledge of applicable recruiting rules. In addition, it is Longwood University's policy that all head, assistant, and volunteer coaches must take and pass the annual NCAA Coaches Certification Exam, regardless of their recruiting responsibilities. Volunteer coaches cannot recruit off campus unless designated as an assistant coach.

4.4 Student-Athlete Handbook

An updated copy of the Student-Athlete Handbook will be available August 2006 and will be distributed to all student-athletes, coaches, and staff members. In addition, the Student-Athlete Handbook will also be placed on the Athletic Department's website (<http://www.longwoodlancers.com>) for accessibility by all. Topics, which will be updated and contained in the revised handbook, are:

- NCAA Academic Eligibility
 - Eligibility for Competition and Practice with a section specifically pertaining to freshmen only
 - Academic Probation, Continued Probation and Suspension
 - Re-admission and Academic Requirement after re-admission
- Practice and Playing Season Regulations
 - Time Limits for Countable Athletically-Related Activities
 - Countable Athletically-Related Activities, including summer activities
- Hardship and Redshirt Status
- Policy for "Walk-On" Student-Athletes
- Gambling - Staff members of a member conference, staff members of the athletics department of a member institution, and student-athletes shall not knowingly:
 - Provide information to individuals involved in organized gambling activities concerning intercollegiate athletic competition.
 - Solicit a bet on any intercollegiate team.
 - Accept a bet on any team representing the institution.
 - Solicit or accept a bet on any intercollegiate competition for any item (e.g. cash, shirt, dinner that has tangible value.)
 - Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by state gaming commissions.
- Amateur Status - An individual loses amateur status and thus shall not be eligible for intercollegiate competition in a particular sport if the individual:
 - Uses his or her athletics skill (directly or indirectly) for pay in any form in that sport.
 - Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation.
 - Signs a contract of commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received.
 - Receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sport organization based upon athletics skill or participation.

- Competes on any professional athletics team and knows (or had reason to know) that the team is a professional athletics team, even if no pay or remuneration for expenses was received.
 - Enters into a professional draft.
 - Accepted money, transportation, or other benefits from an agent (this includes parents).
 - Agreed to have an agent market your athletics ability or reputation in your sport.
- Extra Benefits - An extra benefit is any special arrangement made by an institutional employee or a representative of the institution's athletics interest to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution's students, relatives, friends or to a particular segment of the student body (e.g. foreign students, minority students) determined on a basis unrelated to athletic ability.

Some examples of extra benefits are: use of cars; meals outside the home; more than occasional family meal; gifts (material and monetary); loan of money; signing or co-signing a note with an outside agency to arrange a loan; housing arrangements for families or student-athletes when they visit the campus other than an official visit; long distance telephone calls not paid by the student-athletes.

- Exit Interviews (Senior Interviews) - Exit interviews are conducted by the athletic administration, including the Faculty Athletics Representative, with student-athletes who are either graduating or exhausting their eligibility. The purpose of this interview is to assess the student-athlete's overall experience at Longwood University relative to his/her participation in intercollegiate athletics. Through the interviewing process, the administration can evaluate areas such as academic support services, gender equity, integration of the athlete into campus life, and other aspects of athletics programming. In seeking the input of the student-athlete, the Department can learn where deficiencies may exist and where improvements need to be made in order to provide the best possible experiences for the Longwood University student-athlete.
- National Letter-of-Intent - It is the responsibility of the head coach to alert the Compliance Coordinator to any student-athlete who signed a National Letter of Intent and wishes to leave the University prior to the completion of the first academic year. The Compliance Coordinator shall meet with the student to fully explain the eligibility consequences and the National Letter-of-Intent Release Agreement.
- Review of Institutional Conference and Association Rules
 - NCAA Regulations on Certification
 - Review of Rules
 - Enrolled Student-Athletes
 - Sanctions for Violations of Rules

- Annual Athletic Awards - There are a number of athletic awards presented at the Spring All-Sports Banquet held during the last week of April of each academic year. Additional awards are given at individual sports banquets, dinners, or picnics. The following is a list of the awards that are awarded at the Spring All-Sports Banquet:
 - Female Athlete of the Year
 - Male Athlete of the Year
 - Freshman Female Athlete of the Year
 - Freshman Male Athlete of the Year
 - Female Henry I. Willett Scholar Athlete of the Year
 - Male Henry I. Willett Scholar Athlete of the Year
 - Jimmy Yarbrough Inspirational Award

Note: Senior year Varsity Letter blankets are awarded to student-athletes who have participated on a Longwood University Intercollegiate Athletic Team upon the recommendation of each Head Coach to the Athletics Director.

5.0 FINANCIAL ADMINISTRATION AND CONTROL

5.1 Budgetary Procedures

Final budget and fiscal control and responsibility are vested in the President as approved by the Board of Visitors. The Athletics Director, in conjunction with the Associate Athletic Director/Business, is responsible for formulating overall budget requests for submission to the Director of Institutional Budget. Such requests will specifically designate those funds allocated to the various sports programs annually.

5.1.1 Budget

The budget of the Athletics Department is designed to serve not only as an aid in determining the expenditure level for each area of the operation, but also as the basis for management control operations and performance. All expenditures must be made in accordance with the policies of the Athletics Department, the University, and the Commonwealth. It is the responsibility of all personnel in the Athletics Department spending university funds to be informed of all applicable rules and regulations to assure expenditures conform with laws of the Commonwealth of Virginia as well as with University and Athletics Department policies.

All collections from athletic activities – ticket sales, program sales, refunds, entry fees, etc. must be properly receipted for and given to the University Business Office.

5.1.2 Budget Formulation

Coaches and staff members who are delegated budget responsibility should prepare a preliminary budget *periodically* for funds necessary to conduct their programs and submit it to the Associate Athletic Director/Business for preliminary approval. All coaches and staff members must operate their respective programs within the funds allocated.

Adherence to predetermined budgetary limits is mandatory, although the ultimate responsibility of sound fiscal and equitable management is that of the Athletics Director.

Head coaches are able to continually monitor their budgets through access to the Financial Reporting System (FRS), an on-line budget monitoring system. Beginning July 5, 2006 coaches will monitor their budgets through Banner - a new on-line budget monitoring system.

When budgets are near depletion in a sport or in the total intercollegiate athletics program, funds may be restricted in an effort to prevent total depletion prior to the end of the fiscal year. Foundation restricted funds may not be utilized to cover budget deficits in the state operating budget accounts.

5.1.3 Budget Control

Beginning July 5, 2006 coaches will monitor their budgets through Banner - a new on-line budget monitoring system. Teams and Offices have an account number to access their respective accounts to determine expenditures recorded to date. From various screens, the user can view expenditures, encumbrances, and available balances. Only large purchases of materials or services are encumbered within an account. Each coach is responsible for monitoring their respective accounts.

5.1.4 Salaries and Wages

Staff positions within the Athletics Department are placed into four categories: Administrative and Professional (AP), Classified, Funded Wage (for part-time positions), and Temporary Wage. AP positions are typically classified as exempt in compliance with the Fair Labor Standards Act (FLSA).

Classified positions are those regular recurring positions which are considered permanent, regardless of funding source. In compliance with the FLSA, University employees are classified as exempt or non-exempt on the basis of job requirements and salary level. Classified personnel are found in both exempt and non-exempt positions. Classified salary recommendations for these positions are developed annually during the budget cycle. The Athletics Department routinely follows the guidelines and limitations established by the State Legislature and communicated by the University Human Resources Office to the department.

Funded wage positions are classified as non-exempt in compliance with FLSA and are subject to the provisions of the Wage and Hour Law. Non-exempt staff salary increases are developed annually during the budget cycle. The Athletics Department routinely follows the guidelines and limitations established by the State Legislature and communicated by the University Human Resources Office to the department.

Temporary wage positions are assigned a special classification by the Human Resources Office.

5.1.5 Accountability:

5.1.5A State Property

The Longwood University Materiel Management Office has established an orderly accounting system for State property. This system ensures that such property is managed and used in a sound and businesslike manner.

The President or his designate(s) is responsible for all real property owned by the University. Delegated responsibility for accountable property housed within the auspices of the Athletic Department rest with the Athletics Director.

The Materiel Management Department receives copies of capital equipment purchase orders (orders over \$2,000) in order to locate and tag new items for inventory purposes. Inventory control numbers are assigned by Materiel Management to all capital equipment items. Annually the Athletic Department conducts an inventory to verify and locate accountable, tagged property. Accountable property identification tags are cross-checked against a master inventory listed provided by Materiel Management. The Athletic Department Executive Secretary coordinates the inventory process and is assisted by all Athletics Department staff members.

For the complete policy go to the university website:
http://www.longwood.edu/vpaf/FINAL_POLICY_BASE/5000

5.1.5B Surplus Property

Surplus property is defined as property which is in excess of the needs of an agency and which is not required for its foreseeable need. The property may be used or new, but possess some usefulness for the purpose for which it was intended or for some

other purpose. It includes scrap, which is material that is damaged, defective, or deteriorated to the extent that it has no value except for its basic material content.

The Athletic Department staff members may dispose of their sport program's surplus property by following all policy and procedures for such disposal as contained in University Policy 5404 including, but not limited to, completion of appropriate surplus forms and the appropriate documentation of such with the Material Management Department with the Property Control Clerk. All documentation for disposal of surplus property within the Athletics Department will be coordinated with the Department's Executive Secretary.

For the complete policy go to the university website:
http://www.longwood.edu/vpaf/FINAL_POLICY_BASE/5000/5404.htm

5.2 Financial Procedures

5.2.1 Purchasing Procedures

As a means of standardization and to enable mass procurement, all purchases committing Athletics Department monies must follow procedures established by the Commonwealth of Virginia, Longwood University and the Athletics Department. **If these procedures are not followed, the individual staff member is held personally responsible for the resulting charges.** Any request committing monies is to follow prescribed University and departmental policies and appropriate account/budget numbers are to be used.

For all purchases over \$200, the department staff member is required to complete a Athletics Department Purchase Request Approval Form located in the work room of the department, and must submit this form to the Associate Athletics Director/Business and the Athletics Director for approval prior to purchasing the item/s.

The sections below outline the small purchasing card policies and procedures and the electronic purchasing process (EVA).

5.2.1A Small Purchasing MasterCard (BLUE) Card

The blue small purchasing MasterCard credit card is **used for small over-the-counter purchases as well as airline tickets. The MasterCard credit card is not allowed on any foundation or agency purchases.** A statement is received from the company by the 25th of each month. Please list all purchases on a Log Sheet for verification once the bill has been received. If an item is listed on your Log Sheet and not on your statement, highlight the transaction and note the item is not on the statement. Be sure to make a copy of that log sheet to follow-up on the unlisted item for the next billing. All receipts, Log Sheet, packing slips, invoices, RTAs and any other pertinent information should be forwarded by the 1st of the month to the Associate Athletic Director/Business for approval prior to being forwarded to the Athletics Director for final departmental approval. Upon departmental approval your log sheets and other supporting information will be forward to the Accounting and Financial Reporting Credit Card Agency Administrator (Sylvia Schutt) no later than the 12th of each month for any reportable items. If you have a zero balance, you are to report this to the Associate Athletics Director by the 1st of each month.

For further policies and procedures with the Small Purchasing MasterCard credit card go to: <http://www.longwood.edu/finance/mcpolstampurchasecard.html>

5.2.1B eVA (Electronic Virginia State Procurement system)

The eVA system is a web-based electronic procurement tool that incorporates automatic routing for proper approval based on the workflow policy and procedures. It enables speed and convenience in the purchasing process. The web address is: **<http://www.eva.state.va.us>**

The new EVA system has been established as a mandatory purchasing system throughout the State. This will enable a quicker comparison of the total year-to-date expenses to the budgets that ensures expenditures remaining within budgeted levels. Training sessions, conducted by the Materiel Management Department, are required for use of EVA. Once training has been attended and the appropriate confidentiality form completed and approved by the Athletics Director, the user will receive a personal user identification and password for logging into the system and for placing orders.

Prior to placing an order, please check to see if the vendor is registered with EVA and if they accept electronic orders. If not, the order must be printed and faxed rather than electronically submitted. Each Eva user must register their MasterCard credit card number (which will be checked thereafter by the system) to ensure only proper registered University credit card numbers are used.

The order process is as follows:

1. On-line Requisitions (PO's) are created and submitted through the approval process
2. Once appropriate approvals are met, orders are sent to the vendor and the vendor ships the ordered items to the department staff member at the Race Street department address.
3. The requisitioner checks the order and enters into the EVA system that the goods have been received and approved for payment.
4. Payment processing is initiated, approved and sent to the supplier by the University Accounts Payable Department.

The system is capable of showing a complete history of the order as it goes through the approval and submission. It enables the person placing the order to place more than one vendor on a purchase order as well.

All items ordered by the Athletic Department are to be placed on the EVA system unless they meet the following established University EVA Exclusions:

- Advertisements
- Professional organizational membership dues
- Registrations, including training and conferences
- Petty cash purchases
- Entertainment, honoraria (speakers, lecturers, musicians, etc)

- Accreditation fees and academic testing services
- Goods or personal services for direct use by recipients of programs
- Professional service procurements
- Utilities
- Telephone services/telecommunications services
- Over-the-counter Small Purchase Charge Card purchases
- Insurance services
- Financial services
- Surplus property

For further policies and procedures for EVA Procurement system go to:
<http://www.eva.state.va.us>

5.2.2 Receipt, Custody and Deposit of University Funds

Daily cash and check transactions received by the Athletic Department must be kept in the Athletic Department's safe and once the total receipts exceed one hundred dollars (\$100), or at least once a week regardless of the amount, must be deposited in the Cashiering & Student Accounts Office.

For Funds handling and deposit policy and procedures, go to the Cashiering and Student Accounts website at: http://www.longwood.edu/vpaf/final_policy_base/4000/4305.htm

5.2.3 Disbursements

Two forms are utilized for the disbursement of University funds: the Pay Request Form for use of state funds, and the Trust Fund Withdrawal Form for use of funds from the Foundation. As a guideline for payment of invoices for materials, supplies, equipment, or services with state funds go to: http://www.longwood.edu/vpaf/final_policy_base/4000/4102

5.2.3A Pay Request Form

Any payment that needs to be made out of either a State budget account, or an Agency Account that is based on an EVA order, purchase order, registration, membership, or advertisement requires the form to be filed along with all original receipts. Processing time is a maximum of 7 working days after receipt of all appropriate documentation by the Accounts Payable Office.

5.2.3B Trust Fund Withdrawal

A Trust Fund Withdrawal form is used to make a payment out of the Foundation Account. Virginia State sales tax must be paid on all purchases made within the Commonwealth. No expenditure out of the Foundation Account can be made on a MasterCard Small Purchase Credit Card (Blue card) unless prior approval has been given and documented. After proper approval from the Athletics Director and the President, the request will be filed with the Foundation Office for immediate payment.

For further policy and procedures on the disbursement and certain restrictions, go to the Foundation Funds Disbursement Guidelines at:
http://www.longwood.edu/vpaf/FINAL_POLICY_BASE/9000/9301.htm

6.0 DEPARTMENT STAFF POLICIES

6.1 Conflict of Interest

Because of the extraordinary trust and responsibility exercised by public officials conducting procurement transactions and because of the legitimate expectation by the public that this trust and responsibility be exercised properly, the laws of this Commonwealth dictate a higher standard of conduct for procurement officials than for public employees generally. Procurement officials and vendors must be cognizant of these laws which include the Virginia Public Procurement Act, and the State and Local Government Conflict of Interests Act, and the Governmental Frauds Act. All state employees having official responsibility for procurement transactions shall conduct business with vendors in a manner above reproach in every respect. Transactions relating to the expenditure of public funds require the highest degree of public trust.

6.2 Speaking Engagements

Speaking engagements to outside groups such as high schools, banquets, or clinics are encouraged. Many coaches have opportunities for speaking engagements, depending on team success and exposure of the sport. *All formal speaking engagements for fees or other outside (Longwood) athletically related income must be reported to and have prior approval by the Athletics Director and the University President, and be in adherence to all applicable NCAA Bylaws and Regulations.*

A coach may receive an honorarium or suggest the amount of an honorarium for such speaking engagements. A fee or honorarium he/she receives is considered personal income and is accountable by the coach for tax purposes. If travel expenses are paid by the sponsoring organization, per diem or travel expenses may NOT be claimed from the University. All athletic related outside income must have prior approval from the University.

6.3 Endorsements

It is recognized that a coach may be paid to endorse certain products. Good taste must be of paramount concern in the type of products endorsed by the coach. On product endorsements, prior approval must be obtained from the Athletics Director and the University President and must not be made in the name of the University. The acceptance of gifts or equipment by a coach for personal gain is prohibited. However, gifts of equipment, supplies and materials may be accepted by the University and be in adherence to all applicable NCAA Bylaws and Regulations. It being understood that all such equipment must become property of the University and would be checked out through normal equipment issuing procedures.

Any employment (consultations, officiating, etc.) on a full or part-time basis outside the University of a full-time coach must have prior approval of the Athletics Director and the University President and be in adherence to all applicable NCAA Bylaws and Regulations. Daylong absences must be counted as annual leave days.

6.4 Uniforms and Appearance

The Athletics Department follows the University Dress Code policy (#5210) for its staff members. This policy allows for the department's uniqueness in terms of its operating needs. Generally, the attire of the department will be "business casual," and is "business dress attire" when scheduled meetings or other work commitments involve the general public, outside business representatives, Board members or government employees outside the institution. For viewing of the University policy, go to:
http://www.longwood.edu/vpaf/final_policy_base/5000/5210.htm

Coaches will be responsible for selection of uniforms for competition and for appropriate dress and appearance policies for their respective teams when student-athletes are traveling and/or serving as representatives of the University. All such policies should insure that the department is presenting a positive public image of our student-athletes, coaches, and overall athletics programs.

6.5 Office Hours, Sick Leave and Vacation Regulations

6.5.1 General

All personnel are subject to University regulations governing vacation and sick leave. These regulations, like those governing travel, are a part of the law of the Commonwealth. The complete listing policies governing all Longwood University employees may be viewed at the following website: http://www.longwood.edu/vpaf/final_policy_base

6.5.2 Hours of Operation

The institution's basic hours of operation for offices shall be 8:15 a.m. to 5:00 p.m., Monday through Friday. One hour per day is set aside for lunch.

6.5.3 Office Hours

All employees should establish and maintain prescribed office hours for the sake and convenience of faculty, parents, administrative officers, and other department members.

It is realized that some staff members travel a great deal, thus interrupting a regular office hour schedule; however, when not traveling, office hours should be maintained.

In all cases, the Athletics Department Executive Secretary should know of your whereabouts whether out of the office, or out of the city or state.

6.5.4 Attendance

Each employee bears primary responsibility for attending work regularly and being reliable. The immediate supervisor, however, has direct responsibility for monitoring employee sick leave use and applying the policy consistently, obtaining documentation when necessary, ensuring that time records are timely and accurate, and maintaining regular contact with the employee when absences become extended. If indications of attendance problems begin to arise, the immediate supervisor bears primary responsibility for counseling the employee or, if counseling fails, disciplining the employee for excessive absenteeism. The Human Resource Office is responsible for interpreting Human Resources policy and reviewing all proposed

disciplinary actions before they are issued. Supervisors or department heads contemplating disciplining an employee should contact the Human Resource Office immediately.

6.5.5 Annual Leave, Sick Leave, Additional Leave Classifications

All permanent, full time employees are eligible for annual leave based upon the standard leave earning rate established by the University. All permanent full time employees accrue sick leave based upon the guidelines and use procedures established by the University. Longwood University also provides staff members with various types of leave designated as other (such as death of a relative, jury duty, leave without pay, disability, etc.). All leave reporting is handled in the Human Resources (HR) Office. Leave time will be posted to employee records on a semi-monthly basis. Leave reporting is to be sent to the HR Office every two weeks (corresponding to pay periods) on the Leave Reporting Form (form may be obtained from the university website, under offices, HR, forms). Each Athletics Department staff member must request vacation and/or leave time from their immediate supervisor in advance and have this approved by the supervisor.

For a complete listing of the leave policies, please go to:

<http://www.longwood.edu/hr/HRpolicies> or http://www.longwood.edu/vpaf/final_policy_base

6.5.6 Holidays

There are twelve (12) legal State holidays. Among these dates there are some for which Longwood University will close. These dates are: New Year's Day, Memorial Day, 4th of July, Thanksgiving Day and the Friday following, and Christmas Day.

For a complete listing of the holidays and how these will be reflected on leave reports, please go to:

<http://www.longwood.edu/hr/HRpolicies>

or

http://www.longwood.edu/vpaf/final_policy_base

6.6 School Closings

6.6.1 General

Notification will be made prior to 6:00 a.m. of the affected day, when a full day or partial morning closing will occur. Employees can simply call the Longwood University Information Line at 434-395-2000, after 6:00 a.m. to hear whether or not the University has been closed. Longwood also broadcasts closings on WFLO-AM (870) and WFLO-FM (95.7). Employees can also check the university website for closings (www.longwood.edu).

When the University is closed subsequent to the beginning of the school day, such notifications are made to each department by the HR Office.

6.6.2 Inclement Weather and Emergency Closings

Each employee is advised to use good judgment regarding the weather conditions, seek timely information on the driving conditions, and give due consideration to personal safety when driving to work in inclement weather. No leave is assessed the employee who is considered non-essential in the event of a closing due to inclement weather.

Policy and procedures concerning closing due to inclement weather or any emergency, visit:

www.longwood.edu/vpaf/final_policy_base/5000/5220 as well as
www.longwood.edu/vpaf/final_policy_base/7000/7303.

6.7 Educational Benefits

Professional growth is important to Longwood University and to the Athletics Department. The department encourages all staff members to avail themselves of the educational benefit afforded to University employees according to their full or part-time status. Employees are permitted one four (4) credit course or one job-related non-credit course per semester at Longwood. To view the complete policy, please go to:

http://www.longwood.edu/vpaf/final_policy_base/5000/5211

6.8 Outside Employment

Longwood University must be informed of all outside employment activities undertaken by its employees. Such notice should be received by the University prior to commencement of outside employment. All Athletics Department staff members must inform the Athletics Director of such activity, to ensure NCAA compliance, as well as to the Human Resources Office. To view the complete policy, please go to:

http://www.longwood.edu/vpaf/final_policy_base/5000/5224

6.9 Telephone Service Regulations

Monthly telephone service charges represent a big expense in the athletics budget. It is therefore, imperative that all staff member keep the number and the length of long distance calls to a minimum.

Credit card calls should be made only while out of town. Use the athletics office SCATS line whenever possible. No personal long distance calls are allowed on the University number. No student-athletes are allowed use of Athletics Department telephones.

Each Head Coach or Budget Head is responsible to access and print the phone records for each phone extension number assigned to their sport program each month from Lancernet. The Head Coach or Budget Head must review each phone extension record to determine if personal phone calls have been made from the phone. Each call identified as a personal call requires the Head Coach or Budget Head to highlight it, and then have the appropriate staff member go to the Cashier's Office to pay the appropriate charges listed. The Head Coach or Budget Head attaches the Cashier's Office receipt to their signed monthly phone log cover sheet and phone records for that month, and turns these into the Administrative Assistant for the Associate Athletic Director/Business for review and filing in the Athletics Department's central files.

6.10 Keys

Staff members will be provided the necessary keys for their office and to the outside door of the building. Requests for keys are made to department's Executive Secretary and are

approved by the Associate Athletics Director/Business prior to being forward to the University locksmith for production.

All keys are the sole responsibility of the staff member signing for them; keys are not to be loaned for any reasons. The loss of a key must be immediately reported to the department's Executive Secretary.

The University will issue keys and NO COPIES are to be made by employees.

Longwood student-athletes are NOT to have keys to any facility.

6.11 Security

Athletics does not have a security person; hence, all coaches/staff/administrators share security responsibility. During non-operational hours when entering and leaving, be certain that doors and windows are locked and secured. When you leave your office, make sure your door is closed and locked.

For special programs/practices that are scheduled during non-operational hours, keep the building and/or outdoor facility locked and admit the participants personally. This includes team practices, team trips, clinics, special programs, etc.

All outdoor field facilities and the Weight Room are to be locked at all times unless supervised by an Athletics Department staff member.

It is a trespassing offense for unauthorized persons to be in buildings during non-operational hours. In the event you observe an unauthorized person after hours in a building or outdoor facility, please call Public Safety immediately.

6.12 Sexual Harassment

Student-athletes, managers, athletic trainers, and staff alleging harassment by a coach, staff member, or another student-athlete should follow the policy in the Longwood University Student Handbook and/or the University Policies and Procedures Manual. Immediate reporting of incidents is imperative. Any harassment should be reported to your immediate supervisor, any Athletics Department administrator, or the Human Resources Office.

6.13 Hazing

Longwood University does not condone hazing to any extent within the student-body, faculty or staff. The University has developed an Anti-Hazing Policy to which all within the University community will abide. Longwood university is committed to the belief that abusive behavior, harassment and assault does not build character, does not build leadership skills, and does not foster group loyalty or unity. Hazing is an abuse of power and relationships, and its purpose is to demean others.

Hazing is defines as any action taken or situation created intentionally, whether on or off Longwood property, by either student organizations, clubs, athletic teams, individual

students, faculty or staff to produce mental or physical discomfort, endangerment of life, embarrassment, harassment, intimidation, or ridicule. Willingness to engage in any hazing activity does not render the Anti-Hazing Policy unenforceable.

Student-athletes, managers, athletic trainers, and staff alleging hazing by a coach, staff member, or another student-athlete should follow the policy in the Longwood University Student Handbook. Immediate reporting of incidents is imperative. Any hazing should be reported to your immediate supervisor, any Athletics Department administrator, to any staff members of the Student Services Office, or the Human Resources Office.

6.14 Learning Disabilities

Coaches who are recruiting students with a learning disability should inform the Learning Center Office at Longwood at the earliest possible time to insure that the prospective student-athlete can and will receive necessary services at Longwood University. The Coordinator of the Learning Center will determine the prospective student-athlete's potential for support and success at Longwood University. The Department of Athletics does not pay for any testing, medication, or special services for students with Learning disabilities.

7.0 DAY-TO-DAY OPERATIONS

7.1 Travel Policies and Regulations

When traveling on Longwood business, a traveler needs to file a Request for Travel Authorization (RTA) with an appropriate number assigned prior to any travel with estimated expenditures. See section 7.1.5 of this handbook for the website information to obtain an RTA number and RTA form. Print and attach the assigned number to the RTA form. Fill out the form completely, print, sign and date. When filling out an RTA, the form will calculate the mileage based on the vehicle requested.

A separate form is generated for transportation for state vehicle reservations. This vehicle reservation form is submitted with the RTA. A separate form is also generated to calculate and approve excess lodging if requested.

The completed RTA form must be submitted to the Associate Athletics Director/Business preferably two (2) weeks prior to any trip, but not later than 48 hours prior to any scheduled trip, for auditing followed by final departmental approval from the Athletics Director. If planned travel involves recruiting and evaluation of prospective student-athletes, the RTA must be routed to the Assistant Athletics Director/Compliance for review and approval per NCAA Bylaws prior to being forward to the Associate Athletics Director/Business in the approval process. Once approved by the Athletics Director, a copy is returned to the traveler and the original is routed to the President's Office for final approval. An approved RTA is routed to the Accounting and Financial Reporting Office whereupon travel arrangements are made based on the approvals. The state vehicle reservation form is forwarded to the Facilities Management Office. The transportation division notifies the traveler on the availability of the requested state vehicle.

The MasterCard Travel Card is to be used for athletic lodging, meals, and any transportation. A Travel Reimbursement Voucher must be submitted within three (3) days of completing a trip in order to assure that reimbursement will be received before the MasterCard bill must be paid. Travel policies, guidelines, the voucher form and reimbursement procedures are located at the website listed in section 7.1.5 of this handbook. All proper receipts must be attached to the traveler's reimbursement voucher form. The reimbursement voucher must include places of expenditures, type of expense, and persons involved. All expenditures are calculated according to State Guidelines (see Travel Guidelines at the website listed in section 7.1.5 of this handbook).

Once completed, the voucher is printed, signed and dated before submitting for auditing to the Associate Athletics Director/Business who will forward to the Athletics Director for final departmental approval. If the reimbursement voucher is related to recruiting, official visits, occasional meals, etc., it must first be routed to the Assistant Athletics Director/Compliance to assure are expenses claimed are permissible per NCAA regulations prior to being routed to the Associate Athletics Director/Business. Once signatures are obtained from the respective athletic administrators, copies will be returned to the traveler and the original is forwarded to the Accounting and Financial Reporting Office. The voucher is audited, coded, and keyed

into the FRS System and/or Banner system and an electronic deposit is made to the traveler's account.

If the Electronic Data Exchange form to initiate electronic deposits has not been filed with the Accounting and Financial Reporting Office, a check will be cut and mailed to the traveler. **It is mandatory** for a State employee who travels at least twice a year to file an Electronic Data Exchange form for reimbursements to be automatically deposited into a bank account. The form is located at the website listed in section 7.1.5 of this handbook. The completed form is forwarded to Accounts Payable Manager in the Accounting and Financial Reporting Office. It takes approximately 2 weeks for the form to be processed before checks are automatically deposited.

7.1.1 Application of Regulation

Each member of the Athletics Department is responsible for compliance with Longwood University travel regulations. This policy summary applies to all funds disbursed by Longwood University for Athletics Department travel, regardless of the source of such funds. In the case of assistant coaches or other Athletics Department personnel, the immediate supervisor or coach also must approve the travel voucher. The Athletics Director, or his designated representative, must approve all RTA's and travel vouchers. Willful falsification of a travel voucher by any university official, including all Athletics Department staff members, will be cause for termination of employment.

7.1.2 Transportation

Actual costs of tourist air fare, train fare, bus fare, or personal vehicle may be claimed if one of these methods of travel is utilized. Commercial air transportation may be used for out-of-state travel whenever it is economically feasible. Tickets for all commercial air transportation must be purchased in accordance with University policy. Travel arrangements may be made only for official department travel for university employees, students, and recruits.

7.1.3 Automobile Rental

When rental of automobiles is warranted, it shall be restricted to economy class vehicles and in accordance with Commonwealth of Virginia vehicle rental policy. Further, rental or use of a vehicle by anyone other than the staff member responsible is prohibited. Exceptions to economy class vehicles may be made subject to prior approval by the Athletics Director.

When a sport and/or coach needs to rent vehicles from outside vendors due to unavailability of University motor pool vehicles or because it is more cost effective to do so for official team and/or employee travel, this is to be indicated on the RTA by listing the rental company name, type of vehicle being rented, number of days, and the cost. Vehicles cannot be rented without prior approval.

7.1.4 Miscellaneous - Other Items

Other expenses at the place of the travel's destination that may be reimbursed in addition to actual itemized meal expenses include such items as registration fees, entry fees, admissions ticket fees (if for recruitment purposes at a high school event), parking fees, taxi, or other transportation fees to/from the airport, etc.

Registration fees for clinic and conference, provided that the reimbursement shall not include any lodging charges which are part of the registration fee are reimbursable; the

reimbursement shall not include any meal charges unless the traveler is required to pay a fee which includes some meals.

Parking, taxi, or other transportation fares to and from the hotel or other place of accommodation at the destination of the traveler are reimbursable provided the expenses are itemized on the travel reimbursement voucher. Transportation from hotel to dinner and return is not reimbursable. All claims for such reimbursement must be accompanied by itemized receipts.

7.1.5 Website Information for forms, travel regulations and reimbursement policies of the University:

- The RTA number website: http://www2.longwood.edu/travel/request_rta_number
- The RTA form website: http://www.longwood.edu/travel/request_rta_number
- To find the travel policy, go to the Accounting and Financial Reporting website:
http://www.longwood.edu/vpaf/final_policy_base/4000/4108
- The travel reimbursement voucher is at:
http://www.longwood.edu/finance/travel_guidelines_main.htm#RTAFORM
- The travel guidelines are located at
http://www.longwood.edu/finance/travel_guidelines_main
- For automatic deposit of reimbursements, go to:
http://www.longwood.edu/finance/travel_guidelines_main.htm#RTAFORM

7.2 Instructions for Request for Travel Authorization and Travel Reimbursements Vouchers

7.2.1 Completion of the Request for Travel Authorization (RTA)

The Request for Travel Authorization (RTA) form may be obtained from the website:
http://www.longwood.edu/travel/request_rta_number

Complete each section of the form making sure the traveler's name, title, contact information are listed. Please list the purpose of the trip, location destination to which you are traveling, dates traveling, and method of traveling. Also provide any lodging information (name of hotel, address, and phone number) along with the daily lodging rate and the number of days required for lodging. Please list any miscellaneous expenses such as gas for rental vehicles, registration and/or entry fees, admission fees, parking, and tolls. Please complete the document in such a manner it will be a "stand-alone" document for auditing purposes. It must answer who is traveling (who), purpose (why), travel dates (when), travel destination (where) and the anticipated and planned expenses for said trip.

The RTA must be submitted to the Associate Athletics Director/Business a minimum of five (5) days prior to the anticipated travel for individual travel requests. If the travel is for recruitment and evaluation purposes of prospective student-athletes, or for official visit purposes of prospective student-athletes, the RTA must be submitted to the Assistant Athletics

Director/Compliance for approval prior to submission to the Associate Athletics Director/Business.

The RTA is used to reserve transportation and request funds for meals, entry fees, registration, tolls, parking and other incidentals. A RTA must be filled out even if no cash advance funds are being requested, or no travel reimbursement is sought, or a state vehicle is not being requested. For liability reasons, an individual is only on official university travel if a RTA is on file with the appropriate signatures prior to travel.

7.2.2 Instructions for Completion of the Travel Reimbursement Voucher

The travel reimbursement voucher may be obtained from the following website and must be used to claim travel expenses:

http://www.longwood.edu/finance/travel_guidelines_main.htm#RTAFORM

Travel Expenses Reimbursement Vouchers must be submitted to the Associate Athletics Director/Business within three (3) working days after the trip has been completed. Reimbursement vouchers received with errors will be returned to the individual concerned for the necessary corrections. Payment will be delayed until the corrections are made. If the reimbursement voucher is for recruitment and evaluation purposes of prospective student-athletes, or for official visit purposes of prospective student-athletes, the reimbursement voucher must be submitted to the Assistant Athletics Director/Compliance for approval prior to submission to the Associate Athletics Director/Business.

The reimbursement voucher is prepared with all blanks completed, except those indicated "For Agency Use", and include the following:

1. the proper budget/account number to be charged;
2. a complete explanation of the purpose of travel;
 - a) for team travel, state opponent(s) played, location of competition, date played, and name of hotel (even though "direct billed");
 - b) for meetings or appointments state the names(s) of individual(s) contacted and their official title(s).

3. Travel Time

The travel voucher must show the amount of travel time (defined in Section 1) by the date and hour (AM or PM; if 12:00, state noon or midnight) of departure and return. This information is essential for determining eligibility for meal allowance and must be included if the person is claiming actual personal expenses. When per diem rates do not agree with airline tickets, an explanation of differences is required. If a commercial airliner is late departing on the return trip, state actual departure time.

To satisfy Commonwealth and University requirements and to clarify travel records, hotel receipts or copies are required to be presented by employees, together with airline ticket stubs and receipts for any other expenses that might need explanation.

4. Statement of Transportation

Transportation costs by air, train, or bus must be supported by original receipts if not billed directly through a University approved travel agency. A ticket receipt and boarding passes

must be filed with each travel reimbursement voucher if air travel is used – this includes tickets issued by travel agencies.

If a privately owned vehicle is used for travel in-state or out-of-state, the traveler will be reimbursed for mileage at the approved rate of the Commonwealth (provided there are sufficient budgeted funds to support the cost).

When official travel is performed in courtesy cars, reimbursement will be based and made on receipts obtained for actual gas, oil, and related expenditures. Mileage will not be paid for use of courtesy cars.

If several people travel together in a privately owned vehicle, only the driver of the vehicle may claim transportation cost, and a list of passengers must be included with the travel voucher.

Use of university vehicles (this is required whenever possible) and rental vehicles must be approved by the Associate Athletics Director/Business from information submitted on the Request for Travel Authorization Form. Any changes made after vehicles are assigned are to be handled by the Head Coach with approval from the Associate Athletics Director/Business.

5. Per Diem for Department Staff Travel

Per diem expenses for Athletics department staff travel are calculated according to limitations as published on the Virginia “M & IE Rate Table” in the State Guidelines. *The Athletics Department requires itemized meal receipts to accompany all reimbursement vouchers for all official departmental travel.* Department staff will not be reimbursed for per diem on their vouchers – itemized receipts showing the actual items purchased will be required for reimbursement.

6. Other Miscellaneous Expenses

Requests for reimbursement for clinic and conference registration fees and related items must be supported by paid receipts or cancelled checks. Parking and miscellaneous expenses may be claimed in accordance with previous instructions.

7. Sign and date the voucher as “traveler” in the appropriate section.

Forward the completed voucher to the Associate Athletics Director/Business for approval. Reimbursements for official university travel will be subject to the limitations as published on the Virginia “M & IE Rate Table.” Refer to the M & IE Rate Table on the following website: http://www.longwood.edu/finance/travel_guidelines_main.htm#RTAFORM

Persons submitting false travel claims are subject to criminal charges, as well as to University sanctions.

7.2.3 Electronic Forms

For RTA’s, Reimbursement Vouchers, and Pay Request forms, follow the series of steps to access:

1. Go to the Longwood Website
2. Go to “Offices”
3. Next go to “Administration & Finance”

4. Point and click “Accounting & Financial Reporting”
5. Go to “Travel Forms.” There you will find “Request RTA Number” which is needed for each new RTA, a blank RTA form that can be saved to your computer as well as the Reimbursement Voucher. There is also a section link for a list of per diem rates for in and out of state lodging and meal limits.

For Trust Fund Withdrawal Form, follow the series of steps to access:

1. Go to the Longwood Website
2. Go to “Offices”
3. Next go to “University Advancement”
4. Point and click “Foundation”, then point and click “Forms”, then point and click “Trust Fund Withdrawal”, and then point and click “Download.”
5. The form is in PDF format and if you choose to save it to your computer, you must save it in this format in order to be able to reuse it without accessing the website again.

Each RTA, Reimbursement Voucher, Pay Request Form, and Trust Fund Withdrawal Form is to be forwarded for review and approval to the Associate Athletics Director/Business, who forwards it for final departmental approval to the Athletics Director for signature and submission to the President’s Office for approval.

7.3 Team Travel Regulations

An estimated cost of any proposed travel in the form of a Request for Travel Authorization must be submitted and approved two (2) weeks in advance by the Associate Athletics Director/Business and by the Athletics Director unless it is an emergency.

For Fall contests away from campus, Head Coaches must submit RTAs for the entire season by August 1. For Winter contests away from campus, Head Coaches must submit RTAs for their upcoming season by September 1; and for Spring contests Head Coaches must submit RTAs by December 1.

The RTA must include a written agreement with the hotel, if applicable, citing check-in/check-out dates, number of rooms, and the rate and the hotel cancellation policy.

A RTA MUST BE APPROVED AND FILED IN THE ATHLETICS DIRECTOR’S OFFICE BEFORE ANY TRIP, EITHER TEAM OR INDIVIDUAL, IS ALLOWED TO BE TAKEN.

Team travel is established by scheduled approval. Additional trips must have the written approval of the Athletics Director. **Unauthorized travel taken or approved by a coach will not be covered financially by the University. The coach will be liable for the cost of the trip.**

A team trip itinerary and roster of those in the traveling party, with emergency telephone numbers listed for the coaching staff, must be prepared at least two (2) days prior to each trip and distributed to the Associate Athletics Director/Business, and the department executive secretary. In the event a final traveling party roster and trip itinerary with coaching contact phone numbers are not definitely known by the Head Coach two days prior to a trip, it is the responsibility of the Head Coach to complete this just as soon as this information is available,

and returned to the Associate Athletics Director/Business and the department executive secretary before leaving campus.

Only team members, coaches, trainers, student managers, team physicians, and appropriate Athletics Department personnel (hereinafter referred to as the team traveling squad) may be charged to a team voucher. Only the team traveling squad may be included in any hotel and restaurant receipts submitted for reimbursement of team travel vouchers.

A list of the names of the persons in the team traveling squad and their titles must be attached to each voucher requesting reimbursement or team travel.

Exceptions to the above policy must have prior written approval by the Associate Athletics Director/Business and the Athletics Director.

All participating student-athletes being transported to various game sites or for other workouts, business sessions, etc. must abide by the following policies:

1. Student's who are being transported off campus in chartered buses, or approved State vehicles, must return to the University campus in the same manner in which they were being transported to the visiting site unless they have filed a team travel release form with the Athletics Director 48 hours prior to each trip taken and obtained approval. If they are under 21 years of age, they must have obtained permission from their parent or legal guardian, who will sign the travel release form.
2. The code of dress will be left up to the Head Coach of each team to set their own policy when traveling to other visiting sites.
3. Each Head Coach is responsible for the conduct and the image projected by student-athletes during on- and off-campus trips.
4. Under no circumstances will the drinking of alcoholic beverages, use of any harmful drugs, or smoking of any substance (including tobacco) be allowed on trips away from campus.
5. It is the Head Coach's responsibility to inspect the various school and rental vans upon return from their destination to insure the general cleanliness and to report any damage or breakage that has occurred during the trip to the visiting site.
6. Only University and Athletics Department approved drivers are allowed to drive school or rental vans on any athletic sponsored off-campus activities. It is the Athletics Department policy no student-athlete is allowed to drive a vehicle used to transport a traveling team to an approved athletic event. If an extreme emergency should arise, the Head Coach must contact the Athletics Director for an exception to be granted to this policy. The decision of the Athletics Director is final.
7. It is expected that the coaches will use good judgment and act prudently in any decisions that must be made while visiting or traveling to off-campus activities.
8. All illegal parking, speeding tickets, and careless driving violations that warrant penalty or fines will be paid by the respective drivers or coaches who are responsible for the welfare and safety of the student-athletes who are being transported.
9. All athletic travel pertaining to men's and women's sports may leave campus to an off-campus event on the day prior to an athletic event in accordance with all NCAA Bylaws and regulations. **In other words, students are expected to attend classes the day before an athletic event.** Any deviation from this policy must have permission from the Athletics Director.

All coaches have full responsibility for their teams for off-campus travel. These include conduct, safety, etc...at all times.

7.3.1 Driving Policy

The State vehicles are under the control and administration of the Facilities Management. Reservations are made with advance with the RTA or by calling Jennie Hardy at extension 2299 between 7 a.m. and 4 p.m., Monday through Friday.

Persons driving State vehicles must have a valid vehicle operator's license. Students of the University are permitted to use State vehicles for official state business; however, **absolutely no student will be allowed to drive a van, mini-van, or car to transport student-athletes to an athletic event.** To be approved to drive a 15-passenger van, you must make an appointment to be tested and certified by the Department of Public Safety. Testing only occurs on Wednesdays between 9 a.m. and 2:30 p.m.

For policy and procedures for State vehicles and approved charges, see the Materials Management website at http://www.longwood.edu/vpaf/final_policy_base/7000/7209.htm

7.3.2 Types of Vehicles Used for Team Travel

The Athletics Department places the welfare of its student-athletes, coaches, and department staff as a priority. With this being the primary objective to be achieved, use of mini-buses are permitted within a 150-mile radius, or three hours driving time from the point of origin, for the transport of athletic teams to away competition. Qualified van/minibus driver/s (defined as one who has passed the van driving test administered by the University Public Safety Office and who has also been approved by the Athletic Director) are to be used for athletic team travel. Every effort must be made to acquire a qualified driver. If a qualified driver cannot be found, permission from the Athletics Director must be granted prior to departure in writing.

Bus travel, with qualified driver, is required for all team sport travel when the distance is outside the 50-mile radius of campus. Buses are to be used to transport to away venues, transport to/from campus to/from airports, transport to hotels from airports, and transport from hotels to playing venues. For individual sport team travel outside the 150-mile radius/three hour driving time of campus, a minibus, with a qualified driver, is permitted. In situations where individual student-athletes qualify for competition, the use of a state vehicle or rental vehicle is permissible, with a qualified driver, to transport student-athletes to/from competition.

Approved buses for team transport are motor coach common carriers or institution leased, owned or operated over-the-road bus transports. Qualified drivers of buses must have a valid and approved Class B (P) commercial Driver's License, submit to a health check as required by the license or, upon hiring, must pass a medical exam and pass an annual exam thereafter.

For team travel more than 350 miles, teams are encouraged to use air transportation on commercial airlines to reduce the missed class time for student-athletes. Tickets must be procured under the travel guidelines established by the Commonwealth of Virginia, Longwood University, and the Athletics Department. When commercial airline transportation is used, ground transportation from airport to/from hotels/competition site will mirror/follow the campus mileage radius requirements stated above for team and individual sport travel.

Updated and approved by IAC 4-19-07

7.3.3 Per Diem

Each Head Coach should allot in their team budget for \$37 per student-athlete, per day, for team travel per diem. In high cost cities as determined by the Athletic Director (i.e. New York City, etc.), the per diem rate should be adjusted according to the current Commonwealth and University travel reimbursement rates. The per diem breakdown is as follows:

Breakfast = \$7.00; Lunch = \$12.00; Dinner = \$18.00

Please be aware of the state regulations in regard to per diem amount allotted for each meal. For instance, you will only have 75 percent of the allotted per diem money on trips less than one day.

Head Coaches are permitted to use the student meal plan whenever possible and feasible. When this is not possible (or desired), student-athletes must be provided an appropriate meal. Head Coaches are to assure all special dietary needs for their student-athletes have been met. *Head Coaches are reminded it is an NCAA violation if a team receives food from the cafeteria and a per diem for that meal.*

Head Coaches are responsible for having the student-athlete sign meal allotment forms showing receipt of meal money. The Head Coach will provide itemized receipts and meal allotment forms to be submitted with reimbursement vouchers upon completion of the team trip. Coaches should keep a copy of the reimbursement form and attachments for accountability.

Updated and approved by IAC 12-5-06

7.3.4 Lodging

The Head Coach is responsible for scheduling team lodging for all overnight trips. Accommodations with the most reasonable rates within the region, and which stay within the limits set by the Commonwealth and University travel policies, are to be used. It is recommended the Head Coach call the host institution's athletics department for lodging recommendations in the area.

Head Coaches are to place one student-athlete per bed in all accommodations. Rollaway beds are permitted if a room has three student-athletes; however, the general room assignment is two people per room. Further, lodging with interior corridor room entrances is preferred to exterior building room entrances.

The Head Coach may, at his/her discretion, have pay TV, internet, and long-distance phone service disconnected for student-athlete rooms. The Head Coach must make these arrangements with the hotel upon arrival. If the student-athletes utilize these services, all costs associated with these services will be the responsibility of the student-athlete, and the student-athlete is to pay the hotel directly for these charges prior to the final rooming bill being paid by the Head Coach at check-out.

7.4 Scheduling

7.4.1 General

Each Head Coach is responsible for generating his/her own sports schedule. All schedules should be made with the following considerations:

- NCAA min/max requirements
- Facility availability
- Travel expenses
- Longwood University Academic Calendar
- Keeping missed class time to a minimum (preferably less than 10%)
- Applicable conference requirements
- Revenue generating potential

The proposed schedule (Scheduling Missed Class Time Form is included in the Appendices), along with a budget workup sheet for each trip (also included in the Appendices), is submitted to the Associate Athletics Director/Business for review by the following deadline dates each year:

Fall sports – April 1 for the upcoming fall season (i.e. April 1, 2005 for the upcoming Fall 2005 competitive season)

Winter Sports – May 1 for the upcoming winter season

Spring Sports – June 1 for the upcoming spring season

After the respective schedules are reviewed by the Associate Athletics Director/Business, the schedule will be forward to the Athletics Director for final review and departmental approval. Upon approval of the Athletics Director, copies of the sport schedule are forward to the Sports Information Office, the Head Athletic Trainer, the Assistant Athletics Director/Compliance, Athletic Grounds Supervisor, Athletic Ticket & Events Manager, and the Faculty Athletics Representative.

Once the composite schedule has been approved, Head Coaches must receive approval for any changes from their respective supervisor (Athletics Director or Associate Athletics Director). The appropriate supervisor will notify the Assistant Athletics Director/Media Relations of the approved changes in order for this information to be communicated to all staff members and reflected on the department's website.

7.4.2 Hosting Events

For all sports hosting regular home events, approval for these events will be done through the general approval for scheduling. Head coaches wishing to host a special event or tournament event must first consult with their respective supervisor (Athletics Director or Associate Athletics Director). Specifics for the event will then be brought forward to the Athletics Director for final departmental approval.

Once departmental approval has been obtained, the Head Coach must then submit a list of all operational requirements to stage the event (i.e. game operations staffing, supplies, publications, concessions, parking requirements, etc.) to their supervisor. At that point, responsibility for staging the event will be coordinated by the Department's administration. Head Coaches are responsible for advising the administration of **all** games and matches (i.e. Longwood serving as the neutral site host for games between other institutions, tournament format games, etc.), even those not involving Longwood's teams or student-athletes.

7.4.3 Game Contracts

Once the composite schedule has been approved, contracts (copy contained in the appendices) for each home event or tournament will be generated by the Athletics Director's office. A copy of all contracts will be kept on file in the Athletics Director's office.

7.4.4 Guarantees

Guarantees can only be issued with the authorization of the Athletics Director and must appear in the game contract. Payment of guarantees will be processed after the contest has occurred as stated on the contract. Generating the necessary paperwork to have payment of the guarantees processed is the responsibility of the Head Coach, and all paperwork should be submitted to the Associate Athletic Director/Business. Mailing of and payment of guarantees is the responsibility of the Associate Athletics Director/Business. The game guarantee will be mailed upon completion of the event once it has been determined no outstanding balance is due to Longwood for tickets, damage repair to event facilities, etc..

7.5 Game Event Operations

7.5.1 General

All home events for Baseball, Basketball, Field Hockey, Golf, Lacrosse, Soccer, and Softball will have a Game Administrator in attendance to oversee operations. For each of the above listed sports, there will be a pre-season operational meeting held to discuss everyday operational needs to stage home events. For any sport wishing to host a special event or tournament, the Head Coach must submit a list of operational needs to their respective supervisor at the time the composite schedule is submitted for approval. The supervising administrator will then clarify any points necessary prior to final departmental approval by the Athletics Director.

All game day operations will be conducted by the Athletic Ticket & Events Manager and the Game Administrator. The Athletic Ticket & Events Manager is responsible for coordinating all pre-game setup with the Athletic Grounds Manager and/or the Facilities Management Office.

All pre-game setups include, but are not limited to the following:

- Game table personnel (PA, clock operator, etc.)
- Ticket takers, ushers, and officials' locker room assignments
- Flags/banners
- Music/entertainment for the event
- Phone lines
- Concessions
- Locker Room assignments and towel needs for opposing teams
- Security personnel request
- All workers needed for set-up and tear-down of the event

The Athletic Ticket & Events Manager will coordinate all arrangements for special game day contests, hospitality needs, etc.. For basketball home event management, a complete itinerary of all the game operation will be distributed by the Assistant Athletics Director for Media Relations/SID to the Head Coach, Opposing Team's Head Coach, Game Administrator, game officials, game table personnel, and all SID table personnel.

The Athletic Ticket & Events Manager will arrange for all ticketing needs for the event. The Head Coach must submit their Complimentary Ticket Forms to the Ticket Manager no later

than 2 hours prior to the start of the event/game. All complimentary ticket requests for official and unofficial visits by prospective recruits must be completed and submitted to the Ticket Manager no later than 24 hours prior to the scheduled event.

7.5.2 Officials

The Head Coach is responsible for securing officials for their contests. This may be completed by using a conference official assigner (i.e. ODAC), a sport association officials' assigner (VISOA), or by using independent contractors who have the proper governing sport association's recognized rating for officiating collegiate contests (NLCA or USFHA).

The Head Coach is responsible for generating the appropriate paperwork for ensuring that officials' payment is completed and submitted to the Associate Athletics Director/Business for approval and processing by the University Accounts Payable Office. If checks are to be available to distribute to officials on game day, the Head Coach must coordinate this with the Athletic Ticket & Events Manager not later than 14 working days prior to the scheduled game/event.

7.5.3 Event Checklists

The Associate Athletics Director/Business in coordination with the Athletic Ticket & Events Manager and the Athletic Grounds Manager will establish an event checklist for each sport and/or tournament event and coordinate its execution.

7.5.4 Event Cancellation

Should an event need to be cancelled due to weather or other outside factors, the following procedures should be followed. Up to game time, it is the Head Coach's call as to whether an event/game will be held. Once the event/game has begun, it will be the official's decision. If there are no officials in attendance, the decision to cancel an event remains with the Head Coach.

If it is an outdoor event/game and prior to making a decision as to whether an event/game will be held, the Head Coach should carefully weigh input from the Athletic Grounds Manager on field conditions, necessary time and personnel requirements to have the venue prepared for the day's competition, and assessment of time and materials to repair potential turf damages if the event were to be played.

If, prior to the start of a contest, the Head Coach decides to cancel the game/event, personnel should be notified as follows:

Head Coach is responsible for directly notifying the following individuals:

- Game Administrator and Athletic Grounds Manager (First priority)
- Opposing Team's Head Coach
- Head Athletic Trainer
- Officials scheduled for the event
- SID Office
- Longwood's Team

Game Administrator is responsible for directly notifying the following individuals:

- Athletics Director

- Associate Athletics Director/Business
- Athletic Ticket & Events Manager, if not the scheduled game administrator
- Assistant Athletics Director/Media Relations
- Department Executive Secretary
- All scheduled workers for the event/game operation (PA, Scoreboard operator, ticket takers, concessions, etc.)

Media Relations is responsible to notify:

- Public
- Media

7.5.5 Parking and Security for Home Events

The Athletic Ticket & Events Manager will coordinate with the Campus Public Safety Office any special arrangements needed for the operation of home athletic events at each of the facility venues/fields.

For the sports of Baseball, Basketball, Field Hockey, Lacrosse, Soccer, and Softball arrangements for a minimum of one off-duty police officer to be present at each home event will be coordinated by the Athletic Ticket & Events Manager with the Director of Public Safety. The police officer will assist with crowd control, parking, etc. to assure the smooth operation of the event and the safety of all. Depending on the expected attendance for the event and the location of the event, more police officers may be required. The cost of security is a game operations expense, and will be billed to the appropriate sport budget at the conclusion of the season.

7.5.6 Concessions

All concessions are arranged and handled by Aramark Dining Services on campus. The Athletic Ticket & Events Manager will coordinate with the Director of Dining Services to have concessions, offered at each athletic venue as financially feasible. Any arrangements to have any other party other than Aramark to operate concessions must be approved by Aramark and the Athletics Director.

7.5.7 Officials' Table Personnel

The Athletic Ticket & Events Manager will schedule and coordinate the volunteers for all Longwood athletic events. This includes the public address announcer, the scoreboard operator, shot clock operator, and official scorer (basketball).

The Media Relations Office will schedule and coordinate all volunteers to serve as “spotters,” or statistical game tracking, game day assistants, etc. for the Media Table at all athletic events.

7.5.8 Music/Entertainment

All music must be approved by the Athletics Director, or his designee (Associate Athletics Director/Business or the Athletic Ticket & Events Manager), prior to being aired/played at any Longwood University Athletic Event. Prior to each athletic event, the Athletic Ticket & Events Manager coordinates and approves all announcements, half-time entertainment, performances, and contestant contests with the “game table personnel” (PA, clock operator, etc.), the pep band advisor, and the cheerleading coach/advisor. Plans for pre-game and

half-time/period ceremonies must adhere to applicable NCAA and conference regulations. Music standards inductive for a “family atmosphere” will be utilized in the selection and approval of all music played/performed at all Longwood University Athletic Events.

7.6 Facility Use

7.6.1 General

All University athletics/recreational facilities should be used to maximum practical levels, with priority being given to academic classes, intercollegiate athletics, recreation, student groups, and non-university functions, in that order. Necessary fees may be charged for the supervision and maintenance of the facilities and the equipment used in accordance with university policy.

All facilities, including all athletic fields, pools, tennis courts, Willet and Iler Gymnasiums are under the direct control of the Conferences & Scheduling Office of Longwood University. The Athletics Department bears the responsibility for reserving facilities for all home contests.

7.6.2 Facility Scheduling

For outdoor fields/facilities, each Head Coach is responsible for presenting a complete game and practice schedule to the Athletic Grounds Manager for scheduling use of the field. Game schedules are submitted through the schedule approval process, and a copy of the approved schedule is forward to the Athletic Grounds Manager. Practice schedules for field use must be presented to the Athletic Grounds Manager with sufficient lead time to coordinate field usage and maintenance. Any changes to the scheduled practice times must be coordinated and approved by the Athletic Grounds Manager.

For indoor gymnasium and locker room use, each Head Coach is responsible for presenting a complete game and practice schedule to their appropriate administrative supervisor (Athletics Director or Associate Athletics Director) for scheduling use of the indoor facility. Game schedules are submitted through the schedule approval process, and a copy of the approved schedule is forward to the Athletic Ticket & Events Manager. Practice schedules for gym use must be presented to the appropriate sport administrative supervisor with sufficient lead time to have the request entered onto the R25 Conferences & Scheduling master facility program by the Athletics Department Executive Secretary. This also includes requested times for visiting team’s use of the facility prior to a scheduled home contest with Longwood. Any changes to the scheduled practice times must be coordinated and approved by the appropriate sport administrative supervisor.

For Weight Room usage, each Head Coach is responsible for presenting their requested use time to the Associate Athletics Director/Business, who will coordinate the use of the room with Conferences & Scheduling and the Head Athletic Trainer. Once the Weight Room schedule has been determined for each sport program’s usage, a composite schedule will be forward to each Head Coach. Each Head Coach is to present their requested usage time for the upcoming fall semester no later than August 1, and for the upcoming spring semester no later than November 1 each year.

7.6.3 Facility Use By Non-University Programs

Any non-university group wishing to use any of Longwood's facilities must go through the Conferences & Scheduling Office. Athletics Department Staff members are not permitted to commit University facilities, including gym or field use. All income from such non-university programs goes directly to Longwood University.

7.6.4 Access to Locker Rooms Before and After Games

It is the Athletics Department policy that there will be no admittance to locker rooms before and after games except by players, coaches, managers, and those persons officially connected with the team including athletics administrators.

7.6.5 Facility Maintenance and Repairs

Any outdoor facility maintenance repair needs should be reported to the Athletic Grounds Manager. The Athletics Grounds Manager will then submit the appropriate work order to Facilities Management and will coordinate with Facilities Management the scheduling to complete the repairs.

Any indoor facility maintenance repair needs should be reported directly to the Work Order line at Facilities Management, and then to the Athletic Ticket & Events Manager, who will coordinate and follow-up with Facilities Management the scheduling to complete the repairs.

7.6.6 Golf Course

Longwood University has a golf course that remains open throughout the year except during scheduled events, inclement weather, course repair work, and annual winter closing of the University. All scheduling and usage of the course is determined by the Golf Course Superintendent. For rules and regulations as well as the policy and procedures, go to the following website: www.longwood.edu/vpaf/final_policy_base/1000/1101.htm

7.7 Summer Camps/Clinics

The Athletics Department sponsors summer camps/clinics that are operated by the Athletics Department staff. Each Head Coach wishing to offer a University sponsored summer camp/clinic program must submit their requested dates to the Athletic Ticket & Events Manager who will coordinate the scheduling dates with the Director of Conferences & Scheduling for facility reservations. In addition the Head Coach will submit a balance sheet with projected revenue and expenses detailed for approval by the Athletic Ticket & Events Manager (Athletic Camps Director) along with information to be included in the specific camp/clinic brochure. All camp costs are the responsibility of the specific sport camp including certified athletic trainers, brochures, mailings, etc.

The Athletic Ticket & Events Manager is responsible for having the respective sport camp/clinic budget, brochure, and camp description forms moved through the approval process with the Associate Athletics Director/Business, the Assistant Athletics Director/Compliance, and the Athletics Director. Once the above items have been approved by all parties, brochures can be printed, mailed, and/or released via email to the public, and placed on the department website. Upon departmental approval, the Athletic Ticket & Events Manager will complete the appropriate facilities and services agreement for camp authorization with the Director of Conferences & Scheduling.

As a reminder, all camps and clinics operated, or owned by the Athletics Department coaches are subject to NCAA guidelines as well as a Department Compliance Audit. It is imperative the Camp Description Form and the camp brochure are submitted to the Assistant Athletics Director/Compliance, Associate Athletics Director/Business and the Athletics Director for approval prior to printing and to the announcement to the public. Additional forms and documentation are due to both the Associate Athletics Director/Business and the Assistant Athletics Director/Compliance at the conclusion of each camp. This documentation includes, but not limited to, the Sport Camp/Clinic Financial Report Summary, Sport Camp/Clinic Financial Report - Detail, Sport Camp/Clinic Final Registration List, Sport Camp/Clinic Free or Reduced Admissions List, Sport Camp/Clinic No Show List, Sport Camp/Clinic Refund List (Non No Shows), Sport Camp/Clinic Staff Salaries List, and Miscellaneous Camp/Clinic Revenue Disclosure Form.

7.8 Fundraising and Solicitations

All fundraising endeavors pertaining to athletics must be approved by the Director of Development for Intercollegiate Athletics in order to coordinate Agency Account and Foundation Account rules. Any literature, including brochures, booklets and letters, etc. to be used to attract funds to the Athletics Department must be approved by and coordinated with the Athletics Director, the Director of Development for Intercollegiate Athletics and the Office of University Advancement. To avoid institutional and donor embarrassment, multiple appeals and/or solicitation of gifts from businesses, individuals, organizations, or foundations must be cleared through the Director of Development for Intercollegiate Athletics who coordinates with the Office of University Advancement before a donor is approached. All prospects and fundraising plans are to be cleared through the Director of Development for Intercollegiate Athletics. *Under no circumstances are any athletics personnel to work any deals, give away tickets or sign into any agreement with any person for the expressed purpose of promoting an athletic event or contest without first getting the permission of the Director of Development for Intercollegiate Athletics and the Athletics Director.*

Individual coaches and/or staff members of Longwood University **must contact** the Athletics Director and the Director of Development for Intercollegiate Athletics prior to planning the solicitation of gifts, funds, devices, endowments, or bequests for Longwood University from business, industry, or individuals.

This does not preclude individual coaches and staff members from cultivating potential donors. In fact this is encouraged and the names of potential contributors should be passed on to the Director of Development for Intercollegiate Athletics for consideration and direction. All athletics fund raising plans are to be approved by the Director of Development for Intercollegiate Athletics, in conjunction with the Athletics Director, prior to any printed or electronically materials being completed and distributed.

Alumni of particular sports and parents of current student-athletes can be encouraged to make gifts to the Longwood University Foundation, Inc., and restricted to a specific sport. All other charitable contributions for athletics will be designated to the Lancer Club fund within the Longwood University Foundation, Inc..

For general fund-raising policy and procedures, go to the University Development Office website at: www.longwood.edu/vpaf/FINAL_POLICY_BASE/9000/9201.htm

7.9 Ticket Office Operations

7.9.1 Policy for Athletic Ticket Sales

The strategic plan calls for revenue generation from ticket sales related to various sports. Basketball is the first sport for which tickets will be sold. Ticket prices for Longwood sports contests shall be determined annually on recommendation from the Athletics Director to the Executive Management Team of the University.

7.9.2 Purpose

Internal Accounting controls must be in place to ensure that recorded ticket sales revenues and expenditures are properly authorized and documented.

7.9.3 Procedure

The Athletics Ticket Office will provide pre-numbered ticket stock for each of the ticket plans and serve as the custodian for the ticket stock and will provide season passes. The Office of Cashiering will issue a change fund to the Athletic Ticket & Events Manager to be used for the ticket booth salesperson for the sporting event season. The change fund will be maintained in a secure location (safe) in Athletics Ticket Office. The change fund will be returned to Cashiering at the end of the season. The Athletic Ticket & Events Manager will maintain a log of the tickets issued to the ticket booth salesperson and also a log of the tickets returned unsold after each contest. The Athletic Ticket & Events Manager will be responsible for verifying the reconciliation of the tickets sold to the cash collected based on the information provided by the ticket booth salesperson. The ticket booth salesperson will be required to sign for the change fund and the tickets issued. (Appendices – “Ticket Sales Reconciliation Report”).

The ticket booth salesperson will take payment and issue the tickets for the night’s game. This individual will be responsible for completing the Ticket Sales Reconciliation form by recording the beginning ticket number for each type of ticket received from the Athletic Ticket & Events Manager, the cash received for each type of sale and the ending ticket number for each type of sale. This individual will also prepare a “Cash Transmittal” (Appendices – “Cash Transmittal Form”) to submit to the Office of Cashiering on the next business day. The Ticket Sales Reconciliation Form and the Cash Transmittal will be signed by the ticket booth salesperson and approved and signed by the Athletics Director or his/her designee. The Cash Transmittal Form and the deposit will be submitted to the Office of Cashiering the next business day. The Athletic Ticket & Events Manager will place the register receipt received from Cashiering with a copy of the Ticket Sales Reconciliation and file in the Athletics Department central files. All unused ticket stock will be returned to the Ticket Office safe.

Athletics will provide ticket collectors at each entrance to the sporting event. The ticket collectors will take the ticket, rip it in half, place half in some sort of container and return the remaining half to the ticket holder. Anyone leaving the event would present their half of the ticket in order to re-enter the event.

7.9.4 Pricing

Ticket prices for Longwood Basketball contests shall be determined annually on recommendation from the Athletics Director to the University President. Pricing plans include

season passes for individual, family, faculty/staff, and youth in addition to single game prices for adult, youth, faculty/staff.

7.9.5 Student Tickets

All Longwood students are admitted free to all university athletic events with a valid student ID card.

7.9.6 Complimentary Tickets

Per NCAA regulation, no hard tickets will be issued for complimentary admission to any Longwood University Athletics event. Longwood University basketball players' family members will be entitled to a maximum of four (4) complimentary tickets per contest. All such persons must sign the "Home Team Pass List" to be issued complimentary tickets each game.

Visiting teams will be issued complimentary tickets in accordance with their game contract. Signatures on the "Visiting Team Pass List" will support all such complimentary tickets issued. Again, no hard tickets will be issued for complimentary admission to the scheduled game/event.

Athletics Department employees and persons directly associated with providing assistance to the basketball team (i.e. team physician, nurse, etc.) will be allowed a maximum of three (3) immediate family complimentary tickets per game if supported by signatures on the "Home Team Pass List."

Corporate Sponsors will be provided a maximum of two (2) complimentary season passes upon request. The Director of Development for Intercollegiate Athletics shall have the authority to provide a specified number of complimentary tickets to "sponsors" as part of purchased promotion and marketing packages with the Athletics Department with all such arrangements in writing, signed by the Athletics Director, and copies provided to the Athletic Ticket & Events Manager.

The head men's and women's basketball coach, each, shall be granted five (5) complimentary tickets per contest on the Home Team List for distribution at their discretion.

All representatives of the media will be admitted when displaying individual game "Media Passes" issued by the Assistant Athletics Director/Media Relations. The Assistant Athletics Director/Media Relations, or his designee, will maintain a list by game of individuals issued Media Passes.

All games management personnel working the event will be issued "Games Management Identification Passes" by the Athletic Ticket & Events Manager.

The Athletics Director shall have the authority and discretion to issue complimentary passes to individuals and groups when requested provided he/she deems such actions to be in the best interest of the University and the Athletics Departments. This would include requests from VHSL coaches, teams, scouts, etc. All such "complimentary admissions" shall be properly noted and reported on a game-by-game basis to the Athletic Ticket & Events Manager.

8.0 SPORTS MEDICINE – ATHLETIC TRAINING POLICIES AND PROCEDURES

8.1 Mission Statement of the Sports Medicine Staff

It is the responsibility of the Sports Medicine Staff to provide the highest quality medical care for the student-athletes at Longwood University during the school year. The Sports Medicine Staff consists of designated team physicians, athletic training staff, Longwood University Student Health Center, and consultants or specialists that may be used on a case-by-case basis. The Sports Medicine Staff will provide medical care for the student-athletes in the following manner: pre-participation medical exams, injury prevention, emergency care, and treatment for illness, injuries, and/or conditions affecting the physical or mental well-being of the student-athletes.

8.2 Sports Medicine – Athletic Training Policies and Procedures Manual

A complete copy of the Sports Medicine – Athletic Training Policies and Procedures Manual is available on the department's website at the following address:
<http://www.longwoodlancers.com/athletictraining>

Student-athletes, coaches, and department staff members will be encouraged, reminded and directed to access the manual information to become familiar with its contents.

Items contained in the Sports Medicine – Athletic Training Policies and Procedures Manual are:

- Sports Medicine – Athletic Training Staff Listing and Contact Information
- Medical Consultants
- Athletic Training Room (ATR) Rules and Regulations
- Emergency Action Plan (EAP) with specific information on activating the EAP and the members of the EAP and their responsibilities
- Site Specific EAP's for each of the University venues utilized for athletic competition and practice sessions
- Policy and positional statements with regard to nutritional supplements and ergogenic aids, concussions and head injuries, exertional heat illness, fluid replacement and hydration, lightning and inclement weather, participation of a pregnant student-athlete, drug policy and testing, and NATA positional statements on the topics listed above.

9.0 APPENDICIES

Internal Athletic Department Purchase Request Approval Form
Missed Class Time Scheduling Form
Team Travel – Trip Budget Worksheet
Airline Travel Request for Approval
Sample Longwood University Game Contract
Ticket Request for Recruits Form
Cash Transmittal Form
Ticket Sales Reconciliation Report

LONGWOOD UNIVERSITY

PURCHASE REQUISITION

For purchases over \$200 in the Athletic Department, prior approval is required.

Name:

Sport:

Account #

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| Vendor Name & Address: |
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| Contact Person: |
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| Contact Number: |
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| Item Description | Quantity | Price | Item # | Total |
|------------------|----------|-------|--------|-------|
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Encumbered Amount \$

Requestor: _____

Date: _____

Approved: _____
Assistant Athletic Director - Business

Date: _____

Approved: _____
Athletic Director

Date: _____

Longwood University Department of Athletics Competition Schedule/Missed Class Time

SPORT _____ TERM _____ (Signature, Coach) _____ DATE _____

| Day/Date of Competition | Opponent | Site Home/Away | Game/Match Time | Departure/Report Time | Return Date/Time | Class Days Missed (include ½ days)* MWF/TTH |
|-------------------------|----------|----------------|-----------------|-----------------------|------------------|--|
| Ex. M 9/6/04 | Kentucky | Home | 7:00 PM | M 5:00 PM | N/A | 0 |
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* If team departs campus before 12:00 noon, count as full day; if team departs campus between 12:00 noon and 5:00 pm, count as ½ day.
(OVER)

APPROVAL: _____
(Signature, Athletic Director) (Date)

MWF _____ /45 = _____ %
TTH _____ /30 = _____ % _____ SEM.
75
MWF _____ /45 = _____ %
TTH _____ /30 = _____ % _____ SEM.

CC: Assoc. AD of Business, Asst. AD of Academics/ Compliance, Asst. AD/Development, Asst. AD/Media Relations, Head Coach, Head Trainer, Athletic Grounds Manager, FAR.

**Longwood University Department of Athletics
Competition Schedule/Missed Class Time**

| Day/Date of Competition | Opponent | Site Home/Away | Game/Match Time | Departure/Report Time | Return Date/Time | Class Days Missed (include ½ days)* MWF/TTH |
|-------------------------|----------|----------------|-----------------|-----------------------|------------------|---|
| Ex. M 9/6/04 | Kentucky | Home | 7:00 PM | M 5:00 PM | N/A | 0 |
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**LONGWOOD UNIVERSITY ATHLETICS DEPARTMENT
TEAM TRAVEL ESTIMATE**

| | | |
|---------------------------|--------------------------------|------------------------|
| Regular Season | Conference Championship | Post Season |
| Name/Team _____ | | Purpose of Trip _____ |
| Departure Point _____ | | Destination _____ |
| Game vs. _____ | | on _____ Date & Time |
| Departure Date/Time _____ | | Return Date/Time _____ |
| # of Coaches/Staff _____ | | # of Athletes _____ |

TRANSPORTATION:

| | | |
|--|--|------------------|
| Airfare (_____ Tickets(s) @ \$ _____ Per Ticket | Expenses to be (Blue MasterCard Direct Billed or Invoice) | Estimated |
| | Y/N | \$ _____ |

American Delta Southwest US Air Other

| | |
|--|----------|
| State/Personal Vehicle (_____ miles @ _____ ¢ per mile) | \$ _____ |
| (Must Have Odometer Readings) | |

| | | |
|--|-----|----------|
| Rentals (#Rented: _____ Cars _____ Vans _____ Buses) | | |
| (_____ Day(s) @ \$ _____ Per Day) | Y/N | \$ _____ |
| Enterprise Budget Hertz Other | | |

LODGING:

| | |
|--|-------------------|
| Hotel Name _____ (Budget Only Room and Tax) | |
| Address _____ | |
| (_____ Rooms For _____ Night(s) @ \$ _____ Per Night) | Y/N \$ _____ |
| Telephone No. () _____ | |

MEALS: (Are Required)

| | |
|---|-------------------|
| (_____ Team Members and Coaches x \$ _____/Day x _____ #Days | Y/N \$ _____ |
|---|-------------------|

**MISCELLANEOUS: (Tolls, Entry Fees, Gas for Rental Vans, Field Rental Fee, Etc).
List Each with Cost Below**

| | | | | | |
|-------|----------|-------|----------|--------------------|----------|
| _____ | \$ _____ | _____ | \$ _____ | | |
| _____ | \$ _____ | _____ | \$ _____ | Total Misc. | \$ _____ |
| _____ | \$ _____ | _____ | \$ _____ | | |

Estimated Travel Costs \$ _____

| | |
|-------------------------------|---------------|
| _____ Head Coach Signature | _____ Date |
| _____ Asst. AD/ Business | _____ Date |
| _____ Athletic Director | _____ Date |

**LONGWOOD UNIVERSITY
ATHLETICS DEPARTMENT**

AIRLINE TRAVEL REQUEST

NAME OF TRAVELER/(S) _____

PURPOSE OF TRIP _____

DESTINATION _____

DEPARTURE FROM _____

RETURN TO _____

DEPARTURE DATE
(include approximate times) _____

RETURN DATE
(include approximate times) _____

ADDITIONAL REQUESTS
(Rental vehicles, etc.) _____

ESTIMATED COST: _____

REQUEST SUBMITTED BY _____ DATE _____

Approved By: _____ DATE _____
Director of Athletics

LONGWOOD UNIVERSITY



DEPARTMENT OF ATHLETICS

MEMORANDUM OF AGREEMENT

Opponent:

Intercollegiate Event:

Site:

Time:

Date:

Other Provisions:

1. All Radio and Television Rights are reserved exclusively by Longwood University.

RICHARD J. MAZZUTO
DIRECTOR OF ATHLETICS

OFFICIAL REPRESENTATIVE

TITLE: _____

DATE: _____

DATE: _____

Go To www.longwoodlancers.com to review our guide for visiting teams.

Please sign and return white copy of agreement to:

Longwood University • Department of Athletics • 201 High Street • Farmville, VA 23909-1899
Office: 434.395.2057 • Fax: 434.395.2568 • E-Mail: mazzutorj@longwood.edu

TICKET REQUEST FOR RECRUITS

Game: _____

Date: _____

Coach: _____

Sport: _____

Official Visit:

** During an official visit the prospects and their parents or guardians may receive a ticket. Hometown for the prospect must be listed. **

| Prospect Name | Hometown | Signature | # Tickets | Ticket Numbers |
|---------------|----------|-----------|-----------|----------------|
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PLAYER HOSTS:

** Player hosts may receive one ticket **

| Player Host Name | Player Host Signature | # Tickets | Ticket Numbers |
|------------------|-----------------------|-----------|----------------|
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UNOFFICIAL VISIT:

** During an unofficial visit each prospect is limited to three tickets, which include themselves. Hometown must be listed **

| Prospect Name | Hometown | Signature | # Tickets | Ticket Numbers |
|---------------|----------|-----------|-----------|----------------|
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LONGWOOD UNIVERSITY
STANDARD TRANSMITTAL FORM
DATE: _____

To: Cashiering
Longwood
Lancaster 301

Total Receipts.....\$ _____

Overages.....\$ _____

Shortages.....\$ _____

Enclosed are the following funds:

Loose coin in envelope.....\$ _____

Rolled Coin.....\$ _____

Currency.....\$ _____

Checks(with adding machine tape attached)...\$ _____

Credit Card Slips.....\$ _____

Total Funds transmitted.....\$ _____

Please credit the following account(s):

Departmental Code Object Code

Name _____ Acct.# _____ \$ _____

Name _____ Acct.# _____ \$ _____

Name _____ Acct.# _____ \$ _____

Name _____ Acct.# _____ \$ _____

Total amount to be credited to accounts (equals total funds transmitted) \$ _____

Receipt Numbers: _____ to _____

Comments:

To Be Used By Cashiering Office

From:
Department: _____

Date Received: _____

Prepared by: _____

By Cashier: _____

Phone Number: _____

LONGWOOD UNIVERSITY
2005-06 Basketball
Game Reconciliation Report

Date: _____ Game: Longwood vs. _____

_____ Men's Game _____ Women's Game _____ Double-header Games

I have received \$ _____ as a change fund and tickets as listed below for sale at Basketball games during the 2005-2006 season.

Single Game Sales

Adult Tickets

Ending Ticket Number: _____
 Beginning Ticket Number: _____ Number sold = _____ @ \$5.00 each = _____

Faculty/Staff

Ending Ticket Number: _____
 Beginning Ticket Number: _____ Number sold = _____ @ 3.00 each = _____

Retired Faculty/Staff

Ending Ticket Number: _____
 Beginning Ticket Number: _____ Number sold = _____ @ \$3.00 each = _____

Youth

Ending Ticket Number: _____
 Beginning Ticket Number: _____ Number sold = _____ @ \$3.00 each = _____

Kids Club

Ending Ticket Number: _____
 Beginning Ticket Number: _____ Number sold = _____ @ \$1.00 each = _____

Season Pass Sales:

| | | |
|---|--|------------|
| _____ Number sold – Adult @ \$50.00/each | | = \$ _____ |
| _____ Number sold – Faculty/Staff @ \$30.00 /each | | = \$ _____ |
| _____ Number sold – Retired Faculty/Staff @ \$20.00 /each | | = \$ _____ |
| _____ Number sold – Family @ \$90.00/each | | = \$ _____ |
| _____ Number sold – Youth @ \$15.00 /each | | = \$ _____ |

Total Ticket Sales:

\$ _____ CASH
 \$ _____ CHECKS
 \$ _____ Subtotal - Line 1
 \$ _____ Total in Drawer – Line 2
 \$ _____ Change Fund – Line 3
 \$ _____ Cash Short/Over – Line 4
 \$ _____ **TOTAL FUNDS to be DEPOSITED** (Line 2 - 3)

 Signature of Ticket Salesperson

 Signature of Ticket Manager

Date: _____

Date: _____