## DIRECTORY

**Virginia Wesleyan University**  
**Intercollegiate Athletic Department**  
**2017-2018**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Extension</th>
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<tbody>
<tr>
<td>President</td>
<td>Dr. Scott Miller</td>
<td>3204</td>
</tr>
<tr>
<td>NCAA Faculty Representatives</td>
<td>Dr. Lawrence Hultgren</td>
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<td></td>
<td>Dr. Sue Larkin</td>
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<tr>
<td>Executive Director of Intercollegiate Athletics</td>
<td>Joanne Renn</td>
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<tr>
<td>Associate Athletic Director</td>
<td>Jeff Bowers</td>
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<tr>
<td>Assistant Athletic Director</td>
<td>Stephany Dunmyer</td>
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<tr>
<td>Academic Integration Coordinator/SWA</td>
<td>Andrea Hoover</td>
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<td>Intercollegiate Coordinator</td>
<td>Shelley Hunter</td>
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<td>Sports Information Director</td>
<td>Cody Clifton</td>
<td>3393</td>
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<tr>
<td>Athletic Trainer</td>
<td>Corey Wingen</td>
<td>3417</td>
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<tr>
<td>Basketball - Men</td>
<td>David Macedo</td>
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<td>Basketball - Women</td>
<td>Stephany Dunmyer</td>
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<tr>
<td>Baseball</td>
<td>Chris Francis</td>
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<td>Cheerleading</td>
<td>Desiree Ellison</td>
<td>3540</td>
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<td>Cross Country /Track – Men</td>
<td>Mr. Mat Littleton</td>
<td>8830</td>
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<tr>
<td>Cross Country /Track – Women</td>
<td>Krista Littleton</td>
<td>8704</td>
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<td>Field Hockey</td>
<td>Christina Restivo</td>
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<td>Golf - Men/Women</td>
<td>Rick Bidnick</td>
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<td>JP Stewart</td>
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<td>Lacrosse - Women</td>
<td>Kendyl Clarkson</td>
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<td>Chris Mills</td>
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<td>Brandon Elliott</td>
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<td>Volleyball</td>
<td>Andrea Hoover-Erbig</td>
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VIRGINIA WESLEYAN ACADEMIC CALENDAR

**Fall Semester**
Orientation Scene I for Freshmen
Fall student athletes arrive
Fall Faculty Workshop
New students arrive
August Orientation for Freshmen
New transfer students arrive
Freshman Honor Convocation
Residence halls open at 10:00 a.m. for returning students

Classes begin
Labor Day Holiday  *(no classes)*
Founders Day Convocation
ASP weekend classes begin
Homecoming/Parent Weekend
Fall Break  *(Evening classes will meet Thursday, Oct. 12)*
Mid-Semester Progress Reports available on WebAdvisor
ASP Advising/Registration for Spring 2017
Advising Weeks for Spring 2017 Registration
Advance Registration for Spring 2017 Semester begins
Last day for dropping a course with automatic W
Thanksgiving Holiday  *(Only Monday evening classes meet this week.)*
Classes resume
PORT Day
Classes end  *(Evening classes end Dec. 7)*
Evening and weekend final examinations
December Graduates’ Recognition Ceremony & Reception
Reading Day
Final examinations
Semester ends after last exam
Residence halls close at 5:00 p.m.

**Spring Semester**
Winter Session  *(Residence Halls open for Winter Session on January 2.)*  *(Drop WS course without record—Jan. 3 Drop WS course with automatic ‘W’—Jan. 9)*
Spring Faculty Workshop
New Freshmen and transfer students arrive
New Student Orientation
Residence halls open at 10:00 a.m. for returning students

Classes begin
ASP weekend classes begin
Mid-semester Progress Reports Available on WebAdvisor
Spring Break
Easter Sunday
Easter Monday Holiday  *(Monday ‘labs meet another day-TBA.)*
Classes resume
ASP Advising/Registration for Summer/Fall 2018 begins
Advising Weeks for Fall 2018 Registration
Advance Registration for Summer and Fall 2018 begins
Last day for dropping a course with automatic W
Faculty Assembly-Faculty approve graduates
PORT Day
Spring Honors Convocation & Academic Fair
Classes end  *(Evening classes end May 9)*
Evening and weekend final examinations
Reading Day  *(also Faculty Retirement Reception & Tree Planting Day)*
Final examinations
Residence halls close at 5:00 p.m., except for graduates
Commencement

Summer Session begins
Summer Session ends

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**2017**
June 23 & June 26
August 17
August 22
August 23
August 23
August 25
August 25
August 26
August 28
September 4
September 7
September 8 & 9
October 6-8
October 12 & 13
October 18
October 30-November 3
October 30-November 10
November 6
November 10
November 22-24
November 27
December 5
December 8
December 8-15
December 10
December 11
December 12-15
December 15
December 15

**2018**
January 3 - 25
January 25
January 26
January 27
January 29
February 2 & 3
March 21
March 26 - April 2
April 1
April 2
April 3
April 3 - 6
April 3-13
April 9
April 13
April 27
May 3
May 4
May 9
May 9-15
May 10
May 11-12, 14-15
May 15
May 19

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May 22
August 22

(05-10-2017)
2017

Independence Day: Tuesday, July 4
Labor Day: Monday, September 4
Mid-Semester Break: Friday, October 13 (offices close at Noon)
Thanksgiving: Wednesday, November 22 (offices close at Noon) through Sunday, November 26
Christmas/New Year’s: Close of business Friday, Dec. 22 through Monday, Jan. 1, (returning Tuesday, January 2)

2018

Spring Holiday: Friday, March 30
Easter Monday: Monday, April 2
Commencement Monday: Monday, May 21
Memorial Day: Monday, May 28
Independence Day: Wednesday, July 4
ATHLETIC DEPARTMENT
2017-2018 CALENDAR
ALL Coaches (Heads and Assistants)

Fall Semester
All FT staff return
Departmental meeting- ALL
*Meetings will be held bi-monthly or as needed
Athletes arrive
Fall practice begins (Check NCAA regs)
Fall Student-Athlete NCAA Eligibility Meeting
Classes begin
Founder’s Day Convocation- ALL
Winter/Spring Student-Athlete NCAA Eligibility Meeting
VWU Day (representatives from Tennis, M-W Lax)
Student Athlete- Dean’s List – from SP17
(Administrators- Baseball, Men’s Soccer)

Spring Semester
All FT staff returns
Departmental meeting- ALL
* Meetings will be held bi-monthly or as needed
Winter Session
Spring Semester Classes
Student Athlete- Dean’s List- from FA17
(VWU Day (representatives from Women’s BB, FH)
(Coordinator- Women’s Soccer, XC/TF)
Department Retreat (optional)
VWU Day (Representatives from Men’s Basketball, M-W Swimming)
Spring Honors Convocation- ALL
Athletic Banquet- ALL
Graduation- ALL

ALL denotes full time staff
This calendar remains subject to change
2017-2018 NCAA TOURNAMENT DATES:

FALL SPORTS: October 30- November 12, 2017 (Tentative)
All coaches not engaged in other institutional commitments must be available to assist during the fall competition time period.

BASKETBALL: March 1-18, 2018 (Tentative)
All coaches not engaged in other institutional commitments must be available to assist during the winter competition time period.

SPRING SPORTS: May 11-20, 2018 (Tentative)
All coaches not engaged in other institutional commitments must be available to assist during the spring competition time period.

WORKING HOURS:

All full-time coaches and staff should maintain constant and consistent work hours. The general athletic office hours are 8:30 a.m.-4:30 p.m., with the understanding that the coaching profession requires a flexible approach to the work week. The athletic director requires communication related to being out of the office during the normal work day or week.

STAFF MEETINGS:

All Athletic Department personnel are required to attend and participate in Athletic Department meetings throughout the academic year. Meetings typically are scheduled for Thursday mornings for one hour twice per month or as needed. Part-time personnel are invited to attend staff meetings, but are not required.

DRESS ATTIRE:

During the academic year (while classes are in session), dress code for the staff is athletic appropriate or business casual; during the summer months when classes are not in session, dress code can be more casual. Keep in mind that prospects and parents could be on campus on any given day. Also, for campus events where your presence is requested, more professional attire might be required.
TIMELINE/PROCEDURES FOR NEW EMPLOYEES

After a hire has been made and the employee has reported to work, the following schedule will be met orienting the new employee to Virginia Wesleyan University. It is recommended that the new employee reviews the Policies & Procedures Manual prior to the first day of employment. The New Coach Mentors committee should facilitate this schedule for the new employee.

First Day:
Tour employee’s assigned work place and building, introducing new employee to other staff members.
Distribute appropriate keys.
Visit security to obtain Virginia Wesleyan University employee ID card and parking pass. Remember to take VIN number, insurance card and license plate information.
Ensure that the Director of Athletics, Assistant Athletics Director or the appointed mentor personally escorts employee to Human Resources for their appointment, if applicable.
Mentor staff should join the new employee for lunch on the first day.
Meet with the Director of Athletics to review the job description, the Athletics Department organizational chart and its relationship to campus.

Within First Week:
Review the Orientation Handbook with Mentor staff.
Meet with the Director of Athletics to review specific policies and procedures with respect to working hours, telephone, email use, office organization (files, supplies, etc.), office resources (directories, manuals, staff listing), staff meetings, establish goals and discuss expectations, vacation/sick days (further explain contract), team and personal transportation, and budget account numbers and amounts.

Within First Month:
Meet with Associate Athletics Director to discuss transportation, scheduling, budget, recruiting and game day expectations.
Meet with Academic Liaison to discuss academic eligibility.
Meet with Head Athletic Trainer (and staff, if possible).
Meet with Sports Information Director to discuss marketing, promotions and game day expectations.

Within First Three Months:
A 45-day review will be conducted with Executive Director of Athletics and employee.

COMPUTER ACCESS:
1. Once all paperwork is completed in the Business Office, Human Resources will notify Computer Services that you are cleared for computer access and request an email address.

2. **ADP**: Human Resources will enroll you in ADP where all employment information such as pay, leave, benefits, policies, etc. can be found. Part-time and non-exempt employees will also use ADP to clock in and out. The point of contact for ADP questions is Audrey Gluck, 455-3300.

3. **MARSIS**: MARSIS is where you will find your team and individual player academic information and class schedules. The Athletic Director will contact Computer Services to request your access to MARSIS. The point of contact for MARSIS questions is Greg Baptiste, 455-3350.

4. **WEB ADVISOR**: Web Advisor is where you will access your budgets. The Athletic Director will request your access to Web Advisor.

**COACHING STAFF:**

1. Your program has ____ full-time coaching positions and $_________ in money for part-time coaching stipends.

2. Head coaches are responsible for managing their coaching staffs, including hiring of assistant coaches and volunteers. To add a new assistant coach or volunteer to the coaching staff, the head coach must do the following:
   - Fill out the volunteer or part time position request form and submit it to the Director of Athletics BEFORE hiring anyone.
   - The Human Resources’ office must approve the job description prior to any advertisement for the position. All position postings will be processed by Human Resources.
   - All assistant coaches (including volunteers) must meet with the Director of Athletics before starting to work with the team.
   - If the new coach is a VOLUNTEER, he/she must fill out the volunteer waiver form and submit it to the Director of Athletics BEFORE he/she starts.
   - ALL staff members (including volunteers) must complete paperwork in the Business Office and have a background check completed prior to beginning work with Virginia Wesleyan University student-athletes. If the coach will be driving a campus vehicle, they also need to complete driver authorization forms.
   - Prior approval by the Executive Director of Intercollegiate Athletics is necessary before any outside employment can be accepted.

3. **Full-time Coaches**: Contracts are issued from Human Resources and must be signed and returned. Full-time coaching contracts contain the following terminology concerning varying workload throughout the year. “It is understood that the demands of a coaching position require extreme variation in hours worked during different times of the year with lengthy workweeks during the season and a lighter workload in the summer months. Accordingly, a coach is expected to fully and professionally perform his/her duties and access time off as is consistent with those duties.”
4. **Part-time Coaches:** A letter of employment is issued by the Intercollegiate Coordinator. It does not need to be signed or returned. It will outline the stipend amount, hourly pay rate and number of hours allotted for the position. Once the contract is received, the coach will schedule a meeting with Audrey Gluck, 455-3300, to complete paperwork. Once all paperwork and background checks are completed, Audrey will enroll the part-time coach in ADP. Part-time coaches will use ADP to clock in and out. The head coach will be responsible for correcting/approving their bi-weekly timecards. A part-time coach can’t begin working until they are registered in ADP. The point of contact for ADP questions is Audrey Gluck.

**BUDGET:**

Four different account numbers will make up the overall budget. The Athletic Director will provide these account numbers to the coach. The accounts can be accessed through Web Advisor. The Director of Athletics has ultimate oversight of all athletics budgets. Coaches will be held accountable for staying within their team’s budget and should be aware of their budget line throughout the year.

1. **Operating:**

   The operating budget is an allotted amount for each sport to cover day-to-day expenses for your program. Money from this budget will be used for officials’ fees, meals, hotels, gear, equipment and other miscellaneous expenses. Transportation costs (busses, vans and gas) are not taken from this budget; however, coaches will be assigned a transportation assessment. Any funds from this account remaining at the end of the fiscal year will be lost.

2. **Recruiting:**

   The recruiting budget is the allotted amount for each sport to cover all expenses related to recruiting. This may include hotels, food, recruiting software fees, tournament books/information, copies, mailings/postage and other miscellaneous expenses for recruiting. Any funds from this account remaining at the end of the fiscal year will be lost.

3. **Restricted:**

   The restricted account is managed through the Advancement office. Any donations from people or businesses must be deposited through Advancement. The donor will then receive a receipt and thank you note documenting their gift for tax purposes. Any funds from this account remaining at the end of the fiscal year will roll over to the next fiscal year.

4. **Agency:**

   The agency account is managed through the Business office. Any money earned through fundraising that is NOT a gift should be deposited into the agency account. Any funds from this account remaining at the end of the fiscal year will roll over to the next fiscal year.

   The expectation is to complete the academic year with a balanced budget. Fundraising is a MUST!
FUNDRAISING:

1. Most coaches find that fundraising is an ABSOLUTE NECESSITY in order to provide a quality student-athlete experience on a daily basis. Fundraising is needed/used to supplement each individual operating budget.

2. Each program is given a transportation assessment at the beginning of the school year. This assessment is based on the percentage of transportation funds used in the previous fiscal year. Fundraising is used to cover this yearly assessment.

3. Athletic teams are permitted to fundraise for various types of projects such as special equipment, special trips, and/or team recognitions. Events to support these projects may include clinics/tournaments/lessons, apparel sales, concession sales, and/or letter writing campaigns. You are covered by the university’s insurance for any camps, clinics or lessons where 100% of the proceeds go to budget relief.

5. If/when coaches receive donations, these funds must go through the Advancement Office with specific instructions to deposit to your sport-specific restricted account.

6. Any money earned through fundraising activities (and not considered a donation) should be deposited through the Business Office in your sport-specific agency account.

CREDIT CARD:

1. The university credit card should be used for travel expenses ONLY—(food, gas, hotels).

2. Contact the Director of Athletics and the Business Office for permission to charge any other expenses—for example paying a membership or association fee for your respective sport.

3. Contact the Business Office at the start of your season to increase your credit limit. The point of contact is Dely Johnson 455-3286.

4. You are required to allocate your charges on a monthly basis. Directions on where and how to allocate the charges are listed below:

   **Step 1:** Go to: [https://enterprisespendplatform.suntrust.com/account/login](https://enterprisespendplatform.suntrust.com/account/login)

   **Step 2:** Log in to allocate your current statement charges. You will find your accounts once you login in the current statement period
**Step 3:** You will receive a printed statement in the mail. Submit the statement with receipts to the Director of Athletics at the end of each billing cycle (typically at end of month). If there were any fuel charges on the statement, a Fuel Expense Form (yellow sheet) explaining the charge must be included with your statement.

**PURCHASING PROCEDURES:**

1. A Purchasing Requisition (PO) is required for all purchases made, regardless of price. Purchases made without obtaining a purchase order will be the sole financial responsibility of the purchaser. You must order what you describe in the PO request.

2. Submit a PO to the Athletic Director prior to placing any order. Copies of the PO are available from the Intercollegiate Coordinator. Once the PO is approved, it should be submitted to Midge Zimmerman in the Business Office.

3. Price quotations are given to the university in confidence and shall not be revealed to any other vendor or unauthorized person.

4. The university is exempt from State and City Sales and Use Tax. The school’s tax ID # is 54-6039600. Hotel rooms and meals are NOT TAX EXEMPT.

5. No personal or camp purchases should be made under the VWU name.

6. The Athletic Department is under contract with BSN until June 30, 2019 to order all uniform and game gear. Teams shall exclusively wear and use head-to-toe Under Armour products, including without limitation footwear, socks, uniforms and headwear. Orders shall be placed by January 15 for fall sports, by May 31 for winter sports, and by November 15 for spring sports. Stock apparel (excluding uniforms), footwear and accessories can be ordered at any time.

**PAYMENT PROCEDURES:**

1. A Payment Requisition (check request) is used for payment for services, registrations, reimbursements.

2. A copy of the receipt, invoice, registration form or other form of documentation should be attached to the check request.

3. Submit the completed check request and documentation to the Athletic Director for approval. Once approved, the check request should be submitted to Elaine Aird in the Business Office.

4. In most cases, approved check requests submitted to the Business Office by noon on Tuesday, should have checks cut on Friday afternoon.

**DEPOSIT PROCEDURES:**

1. All cash must be submitted to the business office immediately following the conclusion of the fundraiser or event. If the business office is closed, use the drop safe in the lobby area of the athletic suite and finish the process the next day. DO NOT take cash home with you or store it in your office.

2. All deposits must include a completed deposit form.
Virginia Wesleyan University
PURCHASING REQUISITION

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<th>Name of Requisitioner</th>
<th>Department Name</th>
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<tr>
<td></td>
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<td>Virginia Wesleyan University</td>
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<tr>
<td></td>
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<td>5817 Wesleyan Drive</td>
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<td>Virginia Beach, VA 23455</td>
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Your requisition cannot be processed if funds are insufficient or proper GL number is not referenced.

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<tr>
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<th>Quantity</th>
<th>Catalog # or Model #</th>
<th>Description</th>
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**TOTAL**

Is This a Confirming Order? If “Yes”, Name of Vendor Representative to Whom Order Was Given

Yes | No | Date

Departmental Approval | Date

Purchasing Approval | Date

When completed send to Elaine Aird or e-mail to eaird@vwc.edu
Virginia Wesleyan University

Payment Requisition

Date: ____________________________

Check if Payee is: ☐ Student* ☐ Employee ☐ Other

Payee Name: ____________________________

Payee Address: ____________________________

(Required)

Payee Phone: ____________________________

(Required)

Payment Disposition: If Payee is not enrolled to receive ACH deposits through The Payments Company, a check will be mailed to the address entered above.

* Students may elect to pick up their check in the Business Office if the box below is selected:

☐ The student will pick up check in the Business Office after 1:00 p.m. on Friday

In order for payment processing to be complete by Friday afternoon, the request must be received by 4:00 Tuesday.

Account Number

Amount

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Total: ____________________________

Purpose:

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

[Signatures]

Signature of Applicant __________________________

Signature of Designated Budget Official __________________________

Business Office Approval __________________________
VWU Business Office Deposit Form

Department: ________________  Cash: ________________
Contact: ________________  Check: ________________
VWC Extension: ________________
Deposit Date: ________________

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I have reviewed this information and found it to be accurate.

Prepared By (Printed Name): ________________________________
Preparer’s Signature: ________________________________ Date: ________________

Business Office Staff:
I have reviewed this information and found it to be accurate.

Received By (Printed Name): ________________________________
Receiver’s Signature: ________________________________ Date: ________________

(Revised 01/19/2016)
TRANSPORTATION:

Recruiting

1. The Athletic Department has one car (Mazda 3) available for use without charge. Use of this car is not recommended for trips over 100 miles each way. The sign-up sheet and keys are kept in the white safe behind the Intercollegiate Coordinator’s desk. The code to the safe is 19220B.

2. Your program will be allotted an amount of money annually ($200, $400 or $600) for car rentals. This money will be used to cover rentals from the Business Office and Enterprise.

3. Rates: Enterprise $40/day and Business Office $25/day.

4. Once you have depleted your allotment, any further rental charges will be billed to your account.

5. Please go through the Intercollegiate Coordinator for all car rentals (Enterprise and Business Office) to make sure they are accounted for in the spreadsheet. The Intercollegiate Coordinator will request a Business Office vehicle first. If one is not available, then one will be reserved with Enterprise.

6. Use of personal vehicles must be pre-approved by Joanne, Jeff or Stephany. You are not permitted to use a university credit card to fuel your personal vehicle. Reimbursement will be calculated at .40 per mile. To receive reimbursement, submit a check request with the yellow sheet. Use account # 11-43610-84483-0.

7. Rental vehicles from Enterprise are often dropped off early but you can’t drive them until the rental date. When you return, please remember to fill the tank with gas and return the keys to the gate guard. You must return the keys on the last date of rental (no matter how late at night), in order to avoid extra charges. Any extra charges for late return or low fuel will be charged to your account.

Team Transportation

1. Coaches schedule their team transportation through Krista Littleton, Women’s Cross Country and Track and Field coach. Make sure that she is notified immediately of any travel changes.

2. The following information is needed:
   Date and time of competition
   Date and time of departure
   Location of competition
   Number in travel party
   Date and time of return – day trip/overnight trip
   Vans or a bus*
*Teams with a travel party under 30 will take vans for trips approximately 200 miles or less with the exception of Salisbury University. Drivers need to be authorized through the Business office. The contact for that paperwork is Amy Dudley at X3290. Please allow 3-4 weeks for the paperwork to be processed. Vans seat 9 passengers and a driver.

3. Transportation schedules are due to Coach Littleton by the following dates:
   - Fall schedules – June 15
   - Winter schedules – September 15
   - Spring schedules – November 15

4. Coaches need to provide an itinerary for overnight trips to Chris Rambo at Fun Tours one week ahead of the trip. Her email address is chris@funtoursinc.com. Please also confirm your departure times with Chris a week before each trip. Her cell phone number is 757-438-8001.

5. Many coaches choose to tip the bus drivers. That practice is at the discretion of the coach, and the funds come from your budget. Coaches can either ask for the driver’s card and fill out a check request or give the bus driver cash and get reimbursed. Please be sure to have the driver’s full name for documentation. Twenty dollars per trip is a typical tip; however, again that is the coach’s choice.

**Fuel**

1. **You must complete a Fuel Expense Form (yellow sheet) for ALL gas charges.** This applies whether you drive a school vehicle (Van or Business Office car), Enterprise car/van or your own vehicle. If you charge the gas, then you must complete a yellow form. Fuel Expense Forms are available from the Intercollegiate Coordinator. Attach a completed Fuel Expense Form to your credit card statement. All gas charges on your credit card statements must be accounted for on the yellow sheet.

2. All fuel charges made on your university credit card should be allocated to account #11-43620-84483-0.

3. Replace only the amount of fuel used for your trip. Ex. Pick up car with ¼ tank, return with ¼ tank.
Reimbursement will be calculated on 40 per mile.

*Purpose of personal vehicles must be preapproved by Jeff/Joanne or Stephanie.

Replace only the amount of fuel used for your trip. Ex: Pick up car with 1/4 tank; return it with 1/4 tank.

You are not permitted to use a school credit card to fuel your personal vehicle.

*VWU Credit cards to be used to fuel vans and school vehicles (rental cars, Mazdas, Escape) ONLY.

<table>
<thead>
<tr>
<th>TOTAL DUE CLAIMANT</th>
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<tbody>
<tr>
<td></td>
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</table>

TOTAL TRIP MILES

<table>
<thead>
<tr>
<th>EVENT</th>
<th>TOTAL</th>
<th>READING</th>
<th>ODOMETER TO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(Include Specific Address)</td>
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<tr>
<td></td>
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<td>(Include Specific Address)</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>(Include Specific Address)</td>
<td></td>
</tr>
</tbody>
</table>

If you used your personal vehicle, please include a completed check request including account number 11-3910-6493-0.

Total Trip Miles

Date Form Requested: ____________________

Name: ____________________

Virginia Wesleyan University Athletic Department Fuel Expense Form
TEAM TRAVEL:

When it comes to team travel, each coach has the freedom to make their own hotel arrangements and to plan meals based on their budget and team needs. If you need hotel/food recommendations, feel free to reach out to the other coaches on staff.

1. **Scheduling** - When scheduling contests during the first week of classes, please do not schedule an away non-conference competition that would require your student-athletes to miss class. Whenever possible throughout the school year, try to limit missed class time due to team travel. Provide a schedule including departure times, length of trip, if it is a bus or van trip, if a hotel stay is necessary, etc. to our transportation coordinator by the assigned deadlines.

2. **Credit Card** - Your credit card can be used for lodging, meals and gas during team travel. Please contact Delicia (Dely) Johnson in the Business Office at the beginning of your season to check on the credit card limit and to possibly increase the limit available.

3. **Trip Itinerary** - Confirm your departure times with Chris Rambo at Fun Tours (chris@funtoursinc.com) a week before each trip. Please email Chris with the specific itinerary for any overnight trip (including hotel information, meal plans, etc.) AT LEAST ONE WEEK BEFORE each overnight trip.

4. **Hotels** - Each individual coach makes the hotel arrangements for their team. If you are traveling by bus, you must also reserve a room for the bus driver. Hotels generally request a rooming list prior to arrival - this information will be included in your contract.

5. **Meals** - While on the road, you may use your discretion when it comes to team meals. Keep in mind your team budget and plan ahead whenever possible. For example, if you have a mid-week away contest that starts later, it may be beneficial to have food delivered directly to the bus. Please check with your bus driver and include them in your meal plans whenever possible. During vacation periods, requests for cash advances should be submitted at least 10 days in advance for approval by the Director of Athletics. Use the check request form. Coaches are responsible for keeping receipts, collecting student-athlete signatures, and/or returning unused monies to the business office immediately following the trip/event.

6. **Boxed Lunches/Take-Away Meals** - See the next page for the form that you would complete to request take-away meals from the cafeteria. This is a great way to save some budget money and to provide snacks/food/drinks during team travel.
Requests MUST be made at least one week in advance
You may also submit forms for the whole season in advance, with option to cancel for weather or add post season play as needed.

*Request for Take-Away Meals for Teams*

**Team Requesting**

<table>
<thead>
<tr>
<th>Men’s Soccer</th>
<th>Men’s Basketball</th>
<th>Baseball</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women’s Soccer</td>
<td>Women’s Basketball</td>
<td>Softball</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>Cheerleading</td>
<td>Men’s Lacrosse</td>
</tr>
<tr>
<td>Men’s Cross Country</td>
<td>Men’s Swimming</td>
<td>Women’s Lacrosse</td>
</tr>
<tr>
<td>Women’s Cross Country</td>
<td>Women’s Swimming</td>
<td>Men’s Track &amp; Field</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Men’s Golf</td>
<td>Women’s Track &amp; Field</td>
</tr>
<tr>
<td></td>
<td>Women’s Golf</td>
<td>Men’s Tennis</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Women’s Tennis</td>
</tr>
</tbody>
</table>

**Menu Items**

Pregame (variety will depend on availability)

- ____ Nutri-Grain Bars

Sandwiches (Choice of 1 or 2 per person)*

- ____ Ham
- ____ Swiss Cheese
- ____ Turkey Breast
- ____ American Cheese
- ____ Roast Beef
- ____ PB&J

Bread (Choose 1)

- ____ White
- ____ Ciabatta Bread
- ____ Wheat Bread
- ____ Assorted Wraps

Breakfast

- ____ Bagel with Cream Cheese

Sides (Choose up to 2 per person)

- ____ Apple (equals 1 cup of fruit)
- ____ Orange (equals 1 cup of fruit)
- ____ Banana (equals 1 cup of fruit)
- ____ Assorted Sun Chips*
- ____ Bag Celery Sticks with PB*
- ____ Fruit in Season (pears, peaches)

Drinks**

- Pre Game  ____ Bottled Water (20 ounces)
- Post Game (Choice of 1)  ____ Orange Juice (8 oz)  ____ Gatorade

Desserts

- ____ Grandma’s Cookies*
- ____ Ritz Bits Cheese crackers*

*Individually packaged item.

**All drinks will be chilled before pick up.

Note: All packaged lunches are served with mayo, mustard, lettuce & tomato, napkins and necessary utensils.

Date order received:_________________  Destination:_________________

Date of Trip:_________________  Total Meals Requested:_________________

Pick-up Time:_________________  Total Beverages Requested:_________________

Requested By:_________________  Sodexo Managers Approval:_________________

Forms are to be turned into a manager ONLY:
(Chef Brian, Chef Leon, Catering Manager- Stacey or GM- Tim Lockett)
and a SIGNATURE is required to verify receipt of order.
Any order without a signature to verify receipt cannot be guaranteed items on list.
ROSTER AND ELIGIBILITY:

1. Rosters must be submitted to the Sports Information Director and Intercollegiate Coordinator. The Intercollegiate Coordinator will maintain your roster in Marsis and the SID will maintain your website roster. Please inform them immediately when there is a change.

2. Each team member must complete a NCAA DIII Student-Athlete Statement. There are two comprehensive NCAA meetings (fall sports and a winter/spring sports) to explain S-A expectations and to complete the S-A Statements. The Intercollegiate Coordinator will collect the statements and prepare an NCAA Affirmation of Eligibility packet to be signed by the coach and Athletic Director on the first date of competition. Based on the signed Affirmation of Eligibility form, the Intercollegiate Coordinator will lock each student-athlete’s eligibility status in the Marsis system.

3. NCAA Bylaw 14.2.4, Criteria for Determining Season of Eligibility, defines the minimum amount of participation that would constitute using a year of eligibility.
   
   **14.2.4.1 Minimum Amount of Participation.** A season of intercollegiate participation shall be counted in the student-athlete’s sport when a student-athlete participates (practices or competes) during or after the first contest in the traditional segment following the student-athlete’s initial participation of that academic year at that institution or when the student-athlete engages in intercollegiate competition during the nontraditional segment in that sport. This provision is applicable to intercollegiate athletics participation (practice or competition) conducted by a Division III collegiate institution at the varsity, junior varsity or freshman team level. (Revised: 1/11/94, 1/11/00 effective 8/1/00, 1/8/01, 1/12/04 effective 8/1/04, for any athletics participation occurring on or after August 1, 2004, 9/21/05, 11/16/05, 1/8/07 effective 8/1/07, for participation occurring on or after 8/1/07, 10/15/08)

   **14.2.4.1.1 Exceptions.** A season of participation shall not be counted:
   (a) During the traditional segment when a student-athlete participates in a preseason scrimmage or preseason exhibition conducted prior to the first contest following the student-athlete’s initial participation of that academic year at that institution.; and
      (Adopted: 1/12/04 effective 8/1/04, for athletics participation occurring on or after August 1, 2004, Revised: 1/10/05, 1/8/07, for participation occurring on or after 8/1/07)
   (b) In baseball, field hockey, lacrosse, soccer, softball and volleyball, when a student-athlete participates (practices or competes) during the nontraditional segment. (Adopted: 1/17/09 effective 8/1/09, Revised: 1/16/10effective for participation occurring on or after 8/1/05)

   **14.2.4.1.3 Student Managers and Student Coaches.** A season of participation shall be counted when a student manager or student coach participates as a team member in practice or other physical activities during the time frame set forth in Bylaw 14.2.4.1. A student coach or student manager’s role should be limited to performing traditional coaching or managerial duties. (Adopted: 7/21/09).

4. Your roster will be locked in Marsis three times for team GPA calculations (fall, spring and end of the academic year).

5. All coaches must complete the NCAA Rules Test by September 1st of each year.
6. In order for student-athletes to participate in all intercollegiate athletic related activities at Virginia Wesleyan University, they must meet the following academic requirements:

<table>
<thead>
<tr>
<th>Number of semesters</th>
<th>GPA required for full participation in athletics</th>
<th>Credit hours required for full participation in athletics</th>
</tr>
</thead>
<tbody>
<tr>
<td>After one semester</td>
<td>1.8</td>
<td>12</td>
</tr>
<tr>
<td>After two semesters</td>
<td>1.8</td>
<td>28</td>
</tr>
<tr>
<td>After three semesters</td>
<td>2.0</td>
<td>40</td>
</tr>
<tr>
<td>After four semesters</td>
<td>2.0</td>
<td>56</td>
</tr>
<tr>
<td>After five semesters</td>
<td>2.0</td>
<td>68</td>
</tr>
<tr>
<td>After six semesters</td>
<td>2.0</td>
<td>84</td>
</tr>
<tr>
<td>After seven semesters</td>
<td>2.0</td>
<td>96</td>
</tr>
</tbody>
</table>

Any student-athlete falling below the GPA and credit requirements will not be excused from any academic responsibility* for any intercollegiate athletic related activity*.  
- First semester ends with the conclusion of Winter Session.  
- Second semester ends with the conclusion of the Summer Sessions.  

*Academic responsibilities include, but are not limited to:
- Physically attending a class; submitting an academic assignment  
- Taking an exam, an interactive tutorial or computer-assisted instruction  
- Attending a study group that is assigned by the professor  
- Participating in an online discussion about academic matters  

*Athletically related activities include, but are not limited to:
- Practice  
- Competition  
- Team meetings  
- Film sessions  
- On-court or on-field activities called and required by any member of the team and confined primarily to members of the team.
SCHEDULING:

1. Non-conference games/matches need to be approved by the Athletic Director.

2. Submit a copy of your schedule to the Intercollegiate Coordinator and the SID. The Intercollegiate Coordinator will complete contracts for all home games/matches. The SID will post the schedule on the website.

3. Ensure that schedule meets the minimum contests and participants for sports sponsorship as detailed in NCAA Bylaw 20.11.3.8.

20.11.3.8 Minimum Contests and Participants Requirements for Sports Sponsorship. In each sport, the institution’s team shall engage in at least a minimum number of intercollegiate contests (against the varsity programs of four-year, degree-granting collegiate institutions) each year. In the individual sports, the institution’s team shall include a minimum number of participants in each contest that is counted toward meeting the minimum-contests requirement. The following minimums are applicable: (Revised: 1/12/99 effective 8/1/99, 1/17/09 effective 8/1/09)

<table>
<thead>
<tr>
<th>Team Sports Minimum:</th>
<th>Contests</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball (Revised: 1/9/06 effective 8/1/07)</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Basketball</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Field Hockey (Revised: 1/9/06 effective 8/1/07)</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Lacrosse (Revised: 1/9/06 effective 8/1/07)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Soccer (Revised: 1/9/06 effective 8/1/07)</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>Softball (Revised: 1/9/06 effective 8/1/07)</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Volleyball (Revised: 1/9/06 effective 8/1/07)</td>
<td>17</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Individual Sports Minimum:</th>
<th>Contests</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Country</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Golf (Revised: 1/9/06 effective 8/1/07)</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>Swimming and Diving (Revised: 1/9/06 effective 8/1/07)</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>Tennis (Revised: 4/8/05 effective 8/1/05, 1/9/06 effective 8/1/07)</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>Track and Field, Indoor</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>Track and Field, Outdoor (Revised: 1/9/06 effective 8/1/07)</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

4. Follow this checklist if you have any change/cancellation of venue, time or opponent:
   - Athletic Director (Joanne Renn)
   - Opposing team
   - Officials
   - VWU Student-athletes
   - VWU SID (Cody Clifton)
   - Batten Center Staff (Jason Seward, Willie Harrell)
   - Transportation Coordinator (Krista Littleton)- if there is travel involved
   - VWU Athletic Training (Corey Wingen)
   - VWU Physical Plant (Kathy Bartkus, Mike Rigby, Rob Levinsky)
   - ODAC Office/ODAC SID (Brad Bankston, J. J. Nekoloff)
   - VWU Security (Jerry Mance)
   - Office of the President, x3215
   - Parents
   - VWU Dining Services-( Tim Lockett)- if there is food involved
RECRUITING:

Recruiting Process

“Recruiting is the lifeblood of any program, so you can’t put anything above that... But it wouldn’t matter who you had here if you didn’t have the right mental attitude and work ethic. You need all those elements to come together to do something like we are doing.” - Pete Carroll

*** Each coach MUST understand the NCAA rules and regulations when it comes to their sport and specifically recruiting (see Bylaw, Article 13 in the NCAA Division III manual). Every coach must complete the NCAA Division III Rules Test by September 1st of each academic year.

When it comes to recruiting, the greatest resource for any new coach is the coaches around him/her. Each coach/program may approach recruiting a little differently, but there are a few consistent themes present when it comes to successful recruiting.

- You must establish a relationship with the recruit - get to know him/her and help him/her get to know your program and Virginia Wesleyan University.
- You must stay in contact - sell yourself, your program, and the institution!
- You must get the recruit to visit campus!
- You must have an evaluation process in place!
- You must be organized! Almost every coach utilizes Front Rush as their recruiting software.

Examples of Recruiting Sources:

- Attending in-person events: camps, clinics, tournaments, high school games, shoot-outs, etc.
- Recruiting services - you can sign up for many free recruiting services, post profiles, etc. and you can also subscribe to certain services. In-person evaluations are often preferred but in certain sports, recruiting services can be especially beneficial. Similarly, a recruiting service can be a good way to get another opinion on a student-athlete you may have already evaluated.
- Reaching out to high school and club/AAU coaches for recommendations.

Possible Recruiting Procedures:

- Introductory phone call, letter, email to introduce yourself and your program. Possibly request that the recruit complete an online questionnaire.
- Communicate with our enrollment office. Make sure our enrollment office has your recruiting information - names, contact info, etc. Most communication can go through the athletic liaison, but you can contact any enrollment counselor.
- COMMUNICATION with each recruit is KEY! Call, text, handwrite your recruits - encouraging them to take the next steps in the process.
- Encourage your recruits to apply to VWU, set up a campus day or overnight visit, etc.

Campus Visits

Day Visit

A recruit may choose to make a day visit to Virginia Wesleyan University. How the day visit is organized is ultimately up to each coach. Usually, our coaches encourage their recruits to schedule a tour through admissions and then the coach will sit down and meet with the prospective student-athlete either before or after their visit with admissions.

A prospective student-athlete can use the following link to register for a campus tour through our admissions office.

http://www.vwu.edu/visit-campus/individual-visit.php

They can also call 757-455-3208 to schedule a campus tour.
Overnight Visit

As you probably remember from when you were a recruit, making a campus visit is an important part of the recruiting process. We want our recruits to experience the many positive things that make Virginia Wesleyan University and our athletic teams so special. As a coach, you play an INTEGRAL part in making sure that our recruits feel welcome and have a great experience while they are here. And of course, your current student-athletes also play an extremely important role in the recruiting process. It is ESSENTIAL that your current student-athletes understand the expectations of hosting recruits on campus.

We want to ENSURE THE SAFETY AND WELL-BEING, AS WELL AS PROTECT THE ELIGIBILITY, OF OUR STUDENT-ATHLETES AND THE RECRUITS THEY ARE HOSTING. For this reason, Virginia Wesleyan University has established guidelines for both recruits visiting our campus and the student-athletes who will be hosting them.

For our student-athlete hosts, these rules outline the applicable NCAA rules and institutional policies of which student-athletes must be aware when hosting a recruit and also outline appropriate conduct and activities while hosting a recruit.

These guidelines include the following:

- Recruits under 18 years of age MUST have a parent/guardian email the residence life office giving permission for their son/daughter to stay overnight on campus.
- Hosts must complete the necessary paperwork through our residence life office enabling them to host a recruit.
- A coach or staff member may not provide a student-athlete or prospect with the use of a vehicle.
- VWU may provide only one student-athlete host per prospect with a meal only if they are accompanying the prospect on the meal.
- VWU may provide a host with a maximum of $40 for each day of the official visit to cover the actual costs of entertaining the prospect (and the prospect's parents, legal guardian or spouse).
- These or other funds may not be given to the prospect or used for the purchase of souvenirs.
- The student host may be provided a complimentary admission to accompany the prospect to an institution's home athletic contest.
- The institution may provide reasonable entertainment within 30 miles of the institution's campus to the prospect, their parents or legal guardians and spouse only. It is not permissible to entertain siblings, friends or other guests of the prospect.
- Individuals involved in the recruiting visit (including the prospect) are expected to act in a responsible manner and to abide by the law. The use of alcohol or drugs in recruiting is illegal, and thus strictly prohibited. This includes being under the influence of alcohol or drugs at any time while you are hosting a prospect during his/her recruiting visit.
- A prospect is never to be left alone or with a non-team member.
Overnight Guest Registration Agreement
Athletics Recruits

University policy requires all overnight guests to be registered by a current resident student through the offices of Residence Life and Campus Security. Students wishing to host an overnight guest must provide the following information and agree to take full responsibility for the guest’s behavior. The host student must assure the University their guest will abide with all university policies while visiting the campus. A guest’s failure to abide by this agreement may result in disciplinary action taken against the host student and/or the guest being asked to leave campus. Forms must be returned to the Residence Life office by 4 pm the day of arrival or 4 pm Friday for weekend arrivals.

**Recruit/Guest Information:**

- Sport: ___________________________  Coach’s Contact Number: ___________________________
- Recruit Name: ___________________________
- Home Address: ___________________________  Home Phone: ___________________________
- ___________________________  Student Cell Phone: ___________________________
- Arrival Date: _____________  Departure Date: _____________  Age: _____________

Allergies/Pertinent Medical Information: ___________________________

**Recruit Vehicle Information (if bringing on campus):**

- Make: _______  Model: _______  Year: _______  Color: _______  License/State _______

**Parent Contact Info:**

- Parent Names: ___________________________  Cell Phone Numbers: ___________________________
- ___________________________  ___________________________

Hotel Name & Phone (if staying here in hotel): ___________________________

**Host Student Information:**

To be completed by the host student once the above section has been completed and returned to the coach by the recruit/guest.

- Host Name: ___________________________  Campus Address: _________  Cell Phone: _________

By my signature below, I agree to the terms of this contract.

Signature ___________________________  Date: ___________________________

Roommate’s Signature(s): *ALL students sharing living space must sign*

_______________________________  _______________________________

**Residence Life Approval:**

Signature ___________________________  Date: ___________________________

Copies to: Residence Life, Security, Guest, Guest’s Car
Camps:

1. Camps at Virginia Wesleyan University are not run through the school; therefore, coaches are asked not to use Virginia Wesleyan University in the camp’s title. Coaches are able to market camps as “Marlin” athletic camps held on the campus of Virginia Wesleyan University.

2. Camps are not covered under the University’s insurance policy, so coaches are responsible for purchasing separate camp insurance. Coaches must have camp insurance. If you have questions about insurance providers, please ask any coach who runs a camp.

3. A certified athletic trainer must be on staff. Our athletic training department helps us obtain athletic trainers for our camps. However, if they do not find someone to cover our dates, it is our responsibility to find an athletic trainer.

4. Coaches must reserve space and obtain a contract through Amanda McKenna in Dining Services at X3281. There is a minimal facility fee for coaches.

5. All equipment, postage, supplies and other things needed for the camp will be the individual’s responsibility. Please do not use Virginia Wesleyan funds for camp business.

6. The camp director will be responsible for the conduct of campers. He/she will be responsible for the clean-up and care of the facilities used immediately following the event. Failure to do so may result in additional fees.

7. All rental fees or university charges must be paid at the completion of camp.
NCAA BYLAW, ARTICLE 11

Conduct and Employment of Athletics Personnel

11.01 General Principle.

11.01.1 Institutional Control. An institution determines who is to be employed and the amount of salary the employee receives in accordance with institutional policy. (Adopted: 1/8/01 effective 8/1/01)

11.1 Conduct of Athletics Personnel.

11.1.1 Standards of Honesty and Sportsmanship. Individuals employed by or associated with a member institution to administer, conduct or coach intercollegiate athletics shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institution and they, as individuals, represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports. (See Bylaw 10 for more specific ethical-conduct standards.) (Adopted: 4/11/06)

11.1.2 Responsibility for Violations of NCAA Regulations. Institutional staff members found in violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures, whether such violations occurred at the certifying institution or during the individual’s previous employment at another member institution. (Adopted: 4/11/06)

11.1.2.1 Responsibility of Head Coach. It shall be the responsibility of an institution’s head coach to promote an atmosphere for compliance within the program supervised by the coach and to monitor the activities regarding compliance of all assistant coaches and other administrators involved with the program who report directly or indirectly to the coach. (Adopted: 4/11/06)

11.1.3 Use of Association Name or Affiliation. Staff members of member institutions and others serving on the Association’s committees or acting as consultants shall not use, directly or by implication, the Association’s name or their affiliation with the Association in the endorsement of products or services.

11.1.4 Representing Individuals in Marketing Athletics Ability/Reputation. Staff members of the athletics department of a member institution shall not represent, directly or indirectly, any individual in the marketing of athletics ability or reputation to an agent, a professional sports team or a professional sports organization, including receiving compensation for arranging commercial endorsements or personal appearances for former student-athletes, except as specified in Bylaw 11.1.4.1, and shall not receive compensation or gratuities of any kind, directly or indirectly, for such services. (Revised: 1/10/92, 1/11/94)

11.1.4.1 Exception—Head Coach. An institution’s head coach in a sport may contact agents, professional sports teams or professional sports organizations on behalf of a student-athlete, provided no compensation is received for such services. The head coach shall consult with and report his or her activities to the president or chancellor [or an individual or group (e.g., athletics advisory board) designated by the president or chancellor]. The head coach may: (Adopted: 1/11/94, Revised: 10/3/05)

(a) Communicate directly (e.g., in-person, by mail, email or telephone) with representatives of a professional athletics team to assist in securing a tryout with that team for a student-athlete;

(b) Assist the student-athlete in the selection of an agent by participating with the student-athlete in interviews of agents, by reviewing written information player agents send to the student-athlete and by having direct communication with those individuals who can comment about the abilities of an agent (e.g., other agents, a professional league’s players’ association); and

(c) Visit with player agents or representatives of professional athletics teams to assist the student-athlete in determining his or her market value (e.g., potential salary, draft status).
11.1.5 Use of Tobacco Products. The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use. (Adopted: 1/11/94 effective 8/1/94, Revised: 1/10/95, 1/14/97 effective 8/1/97)

11.1.6 Sports-Safety Training. Each head coach and each certified strength and conditioning coach that conducts voluntary strength and conditioning activities outside the playing season in accordance with Bylaw 17.02.1.1.1-(f) shall maintain current certification in first aid, cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) use. (Adopted: 1/17/09 effective 8/1/09, Revised: 1/14/12 effective 8/1/12)

11.2 Contractual Agreements.

11.2.1 Stipulation That NCAA Enforcement Provisions Apply. Contractual agreements or appointments between a coach and an institution shall include the stipulation that a coach who is found in violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures, including suspension without pay or termination of employment for significant or repetitive violactions.

11.3 Compensation and Remuneration.

See Bylaw 11.01 for additional regulations regarding coaches’ compensation and remuneration.

11.3.1 Control of Employment and Salaries. The institution, as opposed to any outside source, shall remain in control of determining who is to be its employee and the amount of salary the employee is to receive within the restrictions specified by NCAA legislation.

11.3.2 Private Lessons. An institution’s coach may teach private lessons to a prospective student-athlete, provided the following criteria are satisfied: (Adopted: 1/9/06 effective 8/1/06, Revised: 5/4/09, 1/16/10)

(a) The coach makes lessons available to the general public;
(b) Fees charged to the prospective student-athlete are at a rate commensurate with fees charged to all individuals;
(c) Prior written approval is provided annually by the institution’s athletics director and the institution’s athletics department keeps on file documentation of the fee charged for the private lessons; and
(d) Fees charged to the prospective student-athlete are not paid by individuals or entities other than the prospective student-athlete or prospective student-athlete’s parents or guardian(s).

11.4 Employment of High School, Preparatory School or Two-Year College Coaches.

11.4.1 Graduate Teaching Assistant/High School, Preparatory School or Two-Year College Coach. A member institution may provide legitimate compensation to a high school, preparatory school or two-year college coach who is also a graduate teaching assistant enrolled in a postgraduate program conducted by the institution. (Revised: 5/27/08)

11.4.2 High School, Preparatory or Two-Year College Coach. An institution may employ a high school, preparatory school or two-year college coach (or a high school, preparatory school or two-year college may employ an institution’s coach) provided that in his or her coaching role at the institution the individual: (Revised: 5/27/08)

(a) Performs actual, on-the-field coaching duties;
(b) Is involved in recruiting only to the same extent as other institutional on-the-field coaches; and 
(c) Is under contract or other binding agreement for a period of not less than one academic year; however, the member institution is permitted to confine its compensation to such a coach to a shorter period of time, such as a sport season.

11.4.3 Employment in Same or Different Sport. A high school, preparatory school or two-year college coach who remains associated with the high school, preparatory school or a two-year college in the same or different sport may be employed by an institution. (Adopted: 1/8/01 effective 8/1/01)

11.6 Limitations on Scouting of Opponents.

Member institutions shall not scout any opponents other than those participating in official games or exhibition contests (not scrimmages) played during the traditional segment of the playing season. (Adopted: 1/10/92, Revised: 1/9/06 effective 8/1/06)
11.8 Division III Rules Test—Annual Requirement.
Institutions shall administer the NCAA Division III Rules Test to all head coaches and athletics administrators with compliance responsibilities on an annual basis. Failure to administer the NCAA Division III Rules Test on an annual basis shall be considered an institutional violation per Constitution 2.8.1. (Adopted: 1/8/07 effective 8/1/07, Revised 7/22/08)

13.02.9 Representative of Athletics Interests. A “representative of the institution’s athletics interests” is an individual who is known (or who should have been known) by a member of the institution’s executive or athletics administration to:
(a) Have participated in or to be a member of an agency or organization promoting the institution’s intercollegiate athletics program;
(b) Have made financial contributions to the athletics department or to an athletics booster organization of that institution;
(c) Be assisting or to have been requested (by the athletics department staff) to assist in the recruitment of prospective student-athletes;
(d) Be assisting or to have assisted in providing benefits to enrolled student-athletes or their families; or
(e) Have been involved otherwise in promoting the institution’s athletics program.

13.02.9.1 Representative of Athletics Interests. Once an individual is identified as such a representative, the person retains that identity indefinitely.

13.02.10 Telephone Calls. All electronically transmitted human voice exchange (including videoconferencing and videophones) shall be considered telephone calls. All electronically transmitted correspondence (e.g., electronic mail, facsimiles, instant messaging, text messaging and social networking websites) shall not be considered telephone calls. (Adopted: 1/10/95, Revised: 1/9/96 effective 8/1/96, 1/14/97, 8/24/04, 1/14/08 effective 8/1/08)

13.02.10.1 Timing of Telephone Calls. There are no restrictions on the timing of telephone calls to prospective student-athletes. See Bylaw 13.1.3 for information on permissible callers. (Adopted: 4/20/09)

13.02.11 Electronic Transmissions. Any electronically transmitted correspondence (e.g., electronic mail, Instant Messenger, private communication through social networking site, text messages or facsimiles) may be sent to a prospective student-athlete (or his or her parents or legal guardians) provided the communication is private between only the sender and recipient (e.g., no use of public chat rooms, message boards, public communication through a social networking site). An enrolled student-athlete may send private electronic correspondence (e.g., electronic mail, Instant Messenger, private communication through social networking site, text messages or facsimiles) to a prospective student-athlete for recruitment purposes. [D] (Adopted: 1/14/08 effective 8/1/08, Revised: 7/21/09, 4/11/11, 1/14/12, 1/19/13)

13.02.11.1 Timing of Electronic Transmissions. There are no restrictions on the timing for sending private electronic correspondence (e.g., electronic mail, Instant Messenger, text messages or facsimiles) to prospective student-athletes. (Adopted: 4/20/09, Revised: 1/14/12, 1/19/13)

13.02.11.2 Exception—Electronic Transmissions by or to Individuals Diagnosed as Deaf or Hard of Hearing. Electronically transmitted correspondence in forms other than electronic mail, text messages and facsimiles may be sent to a prospective student-athlete if either the athletics department staff member sending the correspondence or the prospective student-athlete receiving the correspondence has been diagnosed as deaf or hard of hearing. (Adopted: 1/14/08 effective 8/1/08, Revised: 1/14/12)

13.02.11.3 Exception—Public Release of General Athletics Information Sent Through Electronic Transmission. Electronically transmitted correspondence in forms other than electronic mail, text messages and facsimiles may be sent to a prospective student-athlete by an institution’s athletics department, or a campus department acting on behalf of athletics, provided the following criteria are satisfied: (Adopted: 7/21/09 effective 8/1/08, Revised: 1/14/12)

(a) Any member of the general public may become a member of the group to which the electronic transmission is sent;
(b) A prospective student-athlete who chooses to receive electronic transmissions through the electronic service must retain the ability to decline receipt of the communications at any time or may unsubscribe from the electronic service at any time; and
The content of any electronic transmission that is sent to a public group that may include prospective student-athletes must be the same for all members of the group (e.g., news alerts, admissions and alumni information, scores) and of a general nature.

13.02.11.4 Exception—After Receipt of Financial Deposit. On or after May 1 of a prospective student-athlete’s senior year in high school, there shall be no limit on the forms of electronically transmitted correspondence that may be sent by an institution to a prospective student-athlete, provided the institution has received a financial deposit in response to the institution’s offer of admission. (Adopted: 10/19/10)

13.02.12 Recruiting or Scouting Service. A recruiting or scouting service includes any individual, organization, entity or segment of an entity that is primarily involved in providing information about prospective student-athletes. A recruiting or scouting service may include: (Adopted: 4/16/12)

(a) Any service that provides information only to paid subscribers;
(b) Any service that is only available to a select group of individuals (e.g., coaches), regardless of whether there is a charge associated with the service; or
(c) Any service that provides information to the public free of charge. Any individual, organization, entity or segment of an entity that provides information about prospective student-athletes incidental to its primary purpose and is generally available to the public (e.g., news media), is not considered a recruiting or scouting service.

13.02.13 Visits by Prospective Student-Athletes.

13.02.13.1 Official Visit. An official visit to a member institution by a prospective student-athlete is a visit financed in whole or in part by the member institution (see Bylaw 13.6).

13.02.13.2 Unofficial Visit. An unofficial visit to a member institution by a prospective student-athlete is a visit made at the prospective student-athlete’s own expense (see Bylaw 13.7).

13.1 Contacts and Evaluations.

Recruiting contacts with a prospective student-athlete (or the prospective student-athlete’s relatives or guardians) by institutional staff members and/or representatives of the institution’s athletics interests are subject to the provisions set forth in this bylaw. (Revised: 1/10/91 effective 7/1/91, 8/3/06, 1/19/12)

13.1.1 Contactable Prospective Student-Athletes.

13.1.1.1 High School Prospective Student-Athletes. In-person, off-campus recruiting contacts shall not be made with a prospective student-athlete or the prospective student-athlete’s relatives or guardian(s) until the prospective student-athlete has completed the junior year in high school. U.S. service academy exceptions to this provision are set forth in Bylaw 13.16.1. (Revised: 1/10/91 effective 7/1/91, 11/19/94 effective 3/15/94, 1/10/95, 1/14/97, 8/3/06, 1/19/12)

13.1.1.1.1 Contact by Coach Employed in Admissions Office. It is permissible for a coach who is employed in the admissions office of the institution to be involved in off-campus admissions programs directed at prospective students in general, provided contact made with a prospective student-athlete before the completion of his or her junior year in high school is not for the purpose of athletics recruitment (e.g., athletics recruiting presentation). (Adopted: 7/22/08)

13.1.1.2 Four-Year College Prospective Student-Athletes. An athletics staff member or other representative of the institution’s athletics interests shall not make contact in any manner (e.g., in-person contact, telephone calls, electronic communication, written correspondence) with the student-athlete of another NCAA or NAIA four-year collegiate institution, directly or indirectly, without first obtaining written permission to do so, regardless of who makes the initial contact. If permission is not granted, the second institution shall not encourage the transfer. If permission is granted, all applicable NCAA recruiting rules apply. If an institution receives a written request from a student-athlete to permit another institution to contact the student-athlete about transferring, the institution shall grant or deny the request within seven business days (see Bylaw 13.02.1) of receipt of the request. If the institution fails to respond to the student-athlete’s written request within seven business days, permission shall be granted by default and the institution shall provide written permission to the student-athlete. Written permission may be granted by: (Revised: 1/10/91, 1/16/93, 11/19/94, 12/04 effective 8/1/04, 1/9/06, 10/17/06, 1/12/11)
(a) The first institution’s athletics director (or an athletics administrator designated by the athletics director); or
(Adopted: 1/14/02 effective 8/1/04)

(b) The student-athlete, if the student-athlete attends a Division III institution (see Bylaw 13.1.1.2.1). [D]
(Adopted: 1/14/02 effective 8/1/04)

13.1.2.1 Self-Release. Using a form made available by the NCAA national office, a student-athlete who
attends a Division III institution may issue, on his or her own behalf, permission for another Division III
institution to contact the student-athlete about a potential transfer. The student-athlete shall forward this
form to the director of athletics at the institution of interest. Contact between the student-athlete and
institution may occur during the 30-day period beginning with the date the permission to contact form is
signed by the student-athlete. An additional form must be issued for contact to occur or continue beyond
the initial 30-day period. (Adopted: 1/12/04 effective 8/1/04, Revised 1/10/05)

13.1.2.1.1 Privacy and Disclosure Requirements. During the initial 30-day period, the institution in receipt
of the form shall not notify the student-athlete’s current institution of the contact. At the completion of
the initial 30-day period, if the student-athlete decides to transfer to the institution in receipt of the form, the
institution in receipt of the form shall notify the student-athlete’s current institution within a seven-day
period of the form’s expiration date that the self-release was issued. At the completion of the initial 30-day
period, if the student-athlete decides not to pursue the transfer, the institution in receipt of the form shall
not notify the student-athlete’s current institution of the contact at any time. If the student-athlete is
undecided at the end of the 30-day period, the initial contact must remain private unless and until the
student-athlete issues a second permission to contact form. Upon receipt of the second permission to
contact form, the institution in receipt of the form shall notify the student-athlete’s current institution
within seven days that a second release was issued. (Revised: 1/10/05)

13.1.2.2 Hearing Opportunity. If the institution decides to deny a student-athlete’s request to permit any
other institution to contact the student-athlete about transferring, the institution shall inform the student-
athlete in writing that he or she, on request, shall be provided a hearing conducted by an institutional entity
or committee outside of the athletics department (e.g., the office of student affairs; office of the dean of
students; or a committee composed of the faculty athletics representative, student-athletes and non-
athletics faculty/staff members). The student-athlete shall be informed of this hearing opportunity within
seven business days of the request for permission to contact. Within 15 business days (see Bylaw 13.02.1)
of receipt of the student-athlete’s written request for a hearing, the institution shall conduct and provide
written results of the hearing to the student-athlete. The student-athlete shall be provided the opportunity
to actively participate (e.g., in-person, via telephone) in the hearing. If the institution fails to conduct the
hearing or provide the written results to the student-athlete within 15 business days, permission to contact
the student-athlete shall be granted by default and the institution shall provide written permission to the
student-athlete. (Adopted: 1/11/94, Revised: 10/17/06, 1/12/11)

13.1.2.3 Student-Athlete Withdrawn from Four-Year College. A member institution may contact a
student-athlete who has withdrawn officially from a four-year collegiate institution without obtaining
permission from the first institution. (Revised: 1/9/06)

13.1.2.4 Transfer from Institution on Probation. It is not necessary for an institution to obtain permission
in writing to recruit a student-athlete at an institution that has been placed on probation with sanctions
that preclude it from competing in postseason competition during the remaining seasons of the student-
athlete’s eligibility. However, the student-athlete’s institution must be notified of the recruitment and may
establish reasonable restrictions related to the contact (e.g., no visits during class time), provided such
restrictions do not preclude the opportunity for the student-athlete to discuss transfer possibilities with the
other institution [see Bylaw 14.12.1.2-(c)]. (Adopted: 1/10/92, Revised: 1/19/12)

13.1.2.5 Transfer While Ineligible Due to Positive Drug Test. If a student-athlete who is declared ineligible
due to a positive drug test administered by the NCAA transfers to another NCAA institution, the institution
from which the student-athlete transferred must notify the new institution of the student-athlete’s
ineligibility (see Bylaw 18.4.1.5.1.3). (Adopted: 1/14/97 effective 8/1/97)

13.2 Permissible Recruiters.

13.2.1 Talent Scout. An institution may not pay any costs incurred by an athletics talent scout or a representative of
its athletics interests in studying or recruiting prospective student-athletes. An institution may not provide any such person
a fee or honorarium and thereby claim the person as a staff member entitled to expense money.

13.2.1.1 Employment Prohibition. An institution may not employ an individual for the primary purpose of recruiting
or evaluating prospective student-athletes and designate the individual as a coach if he or she does not reside in the
institution’s general locale. Such an individual would be considered an athletics talent scout rather than a regular
institutional staff member.
13.1.2.1.2 Expense Prohibition. An institution may not pay expenses (other than meals provided in the institution’s home community) for representatives of its athletics interests to visit its campus for the purpose of becoming familiar with the institution’s academic and athletics programs and campus facilities in order to represent the institution better when recruiting prospective student-athletes. The provision of such expenses would be considered payment of costs incurred by athletics talent scouts.

13.1.3 Telephone Calls to Prospective Student-Athletes. An institution may permit a student-athlete, a staff member, or a representative of athletics interests to telephone a prospective student-athlete at the institution’s expense at any time, provided the call is only for the purpose of recruitment and is with full knowledge of the athletics department (see Bylaw 13.02.5.1). (Revised: 1/10/91 effective 7/1/91, 1/10/05, 1/9/06)

13.6.5.6.2 Meal Location. Meals provided for a prospective student-athlete and the prospective student-athlete’s parents, guardian(s), spouse or individual of a comparable relationship on an official visit must occur on campus. It is permissible for the meals to be purchased from off-campus vendors (e.g., restaurants, caterers) as long as the meal is on a scale comparable to normal student life. If all on-campus dining facilities are closed, the institution may provide meals off-campus. If an institution normally participates in home competition at a site that is not located on the institution’s campus, the meal may occur at that site. [D] (Adopted: 1/10/92, Revised: 1/11/94 effective 8/1/94, 1/10/95 effective 8/1/95, 1/14/97, 1/9/06)

13.6.5.6.2.1 Awards Banquet. An institution may provide a meal to a prospective student-athlete and the prospective student-athlete’s parents, guardian(s), spouse or individual of a comparable relationship at an institutional awards banquet, provided the banquet occurs on the institution’s campus. [R] (Revised: 1/10/95, 1/9/06)

13.6.5.6.2.2 Meal Served at Other On-Campus Facility. An institution may provide a meal provided the meal is prepared at any on-campus location in an on-campus dining facility. [R] (Revised: 1/10/95)

13.6.5.6.2.3 Pre- or Postgame Meal or Snack. An institution that provides a pre- or postgame meal or snack to its student-athletes as a benefit incidental to participation may provide that meal or snack to a prospective student-athlete and the prospective student-athlete’s parents, guardian(s), spouse or individual of a comparable relationship as one of the three permissible official-visit meals. [R] (Revised: 1/10/95, 8/3/06)

13.6.6 Lodging for Additional Persons. Additional persons (e.g., prospective student-athlete’s brother, sister, friend) may stay in the same room as the prospective student-athlete or parents, guardian(s), spouse or individual of a comparable relationship of the prospective student-athlete, but the institution shall not pay the costs resulting from the additional occupants. The additional occupants shall not be prospective student-athletes being recruited by the institution. The institution may provide separate lodging (e.g., hotel room) for the prospective student-athlete and the prospective student-athlete’s parents or guardians. [R] (Adopted: 1/10/92, Revised: 1/8/01, 12/19/05)

13.6.7 Institutional Admissions Departments—Programming and Benefits Available to All Prospective Students Generally. The limitations within this section do not apply to programming or benefits (e.g., entertainment, meals) provided by the institution’s admissions department and available to prospective students generally. It is not permissible for the admissions department to provide benefits exclusively to groups of prospective student-athletes to avoid the application of the official visit legislation. All limitations within this section apply if the funding for any of the benefits described are provided through the athletics department. (Adopted: 10/19/09)

13.7 Unofficial Visit.

13.7.1 Number Permitted. A prospective student-athlete may visit a member institution’s campus at his or her own expense an unlimited number of times. A prospective student-athlete may make unofficial visits before his or her senior year in high school.

13.7.2 Entertainment/Tickets.

13.7.2.1 General Regulations. During an unofficial visit, the institution may not pay any expenses or provide any entertainment except a maximum of three complimentary admissions to a home athletics event at any facility in which the institution’s intercollegiate team practices or competes. Additional complimentary admissions may be provided to a prospective student-athlete’s parents, guardian(s), spouse or individual of a comparable relationship accompanying the prospective student-athlete on the visit. Such complimentary admissions are for the exclusive use of the prospective student-athlete and those persons accompanying the prospective student-athlete on the visit and must be issued on an individual-game basis. Seating shall be provided in the general seating area of the facility used for conducting the event. Providing seating during the conduct of the event (including intermission) for the prospective student-athlete or the prospective student-athlete’s parents, guardian(s), spouse or individual of a comparable relationship in the facility’s press box, special seating box(es) or bench area is specifically prohibited. [R] (Revised: 1/10/90 effective 8/1/90, 1/11/94, 1/12/04, 8/3/06, 7/26/11)

13.7.2.1.1 Meals. An institution may provide a prospective student-athlete with a meal in the institution’s on-campus dining facility during an unofficial visit. An institution may provide a meal in an off-campus dining facility when all on-campus dining facilities are closed, provided the institution can certify that it is the institution’s normal policy to provide such a meal under similar circumstances to all prospective students (including non-athletes) visiting the campus.
Athletics Department Policy on Alcohol and Drugs

AS A VIRGINIA WESLEYAN UNIVERSITY STUDENT YOU ARE REQUIRED TO COMPLY WITH THE DRUG AND ALCOHOL POLICY OF THE INSTITUTION, REGULATIONS OF THE COMMONWEALTH OF VIRGINIA LAWS AND FEDERAL LAWS REGARDING ILLEGAL DRUGS. FURTHERMORE, AS A STUDENT-ATHLETE YOU ARE ALSO REQUIRED TO COMPLY WITH NCAA BANNED SUBSTANCE POLICIES AND THE FOLLOWING ALCOHOL AND OTHER DRUG POLICY FOR VIRGINIA WESLEYAN UNIVERSITY.

STATEMENT OF PURPOSE:
The Athletic Department at Virginia Wesleyan University does not support the illegal or irresponsible use of alcohol or other drugs. Our department believes that the use of alcohol, tobacco, and other drugs can be detrimental to academic and athletic performance. Therefore, the athletic department alcohol and drug policy was developed in accordance with this philosophy. The following program objectives are also consistent with this philosophy:

- Inform student-athletes and staff of the NCAA, departmental, university, and state policies concerning alcohol and other drug use.
- Discourage alcohol abuse, underage drinking, and the use of illegal drugs and banned substances by VWU student-athletes.
- Identify student-athletes who may have problems and assist in proper treatment.
- Create a positive and healthy atmosphere for Virginia Wesleyan athletes.

The jurisdiction of the athletic department regarding drug and alcohol offenses begins the first day of practice for a student-athlete and continues until the student is no longer considered a student-athlete as per the NCAA definition of student-athlete. Policy violations that occur at the end of a sports season or those that occur during a season, but are not discovered until the end of the season will be applied to the next sports season in which the athlete participates. The coach may have the option of making any sanction more stringent, but not any less stringent.

COMMONWEALTH OF VIRGINIA LAW REGARDING ALCOHOL USE: Persons under the age of 21 may not purchase, possess, or consume beer, wine, or distilled spirits.

NCAA REGULATIONS REGARDING TOBACCO USE: The use of tobacco products is prohibited in all sports during practice and competition.

NCAA REGULATIONS REGARDING BANNED SUBSTANCES: All student-athletes are required to attend, once per year, an NCAA educational session regarding banned substances and must sign the NCAA drug testing consent form.

The alcohol and drug policies of the Athletic Department are not in lieu of those policies set forth in the Virginia Wesleyan Student Handbook and Planner, but are designed to support the Virginia Wesleyan community standards and to raise the awareness and educate student-athletes regarding their responsibilities as it relates to these policies.
Alcohol Policy Statement

VIRGINIA WESLEYAN UNIVERSITY ATHLETIC DEPARTMENT DOES NOT CONDONE THE ILLEGAL OR OTHERWISE IRRESPONSIBLE USE OF ALCOHOL. ALCOHOL DEPENDENCE IS A PROGRESSIVE DISORDER IN WHICH BOTH PSYCHOLOGICAL AND PHYSICAL DEPENDENCY CAN DEVELOP. THE NEGATIVE PHYSICAL AND MENTAL EFFECTS OF THE ABUSE OF ALCOHOL ARE WELL DOCUMENTED. EVEN LOW DOSES OF ALCOHOL IMPAIR BRAIN FUNCTION, JUDGMENT, ALERTNESS, COORDINATION, AND REFLEXES. VERY HIGH DOSES CAUSE SUPPRESSION OF RESPIRATION AND DEATH. CHRONIC AND ABUSIVE USE OF ALCOHOL CAN PRODUCE ALCOHOL DEPENDENCY, DEMENTIA, SEXUAL IMPOTENCE, CIRRHOSIS OF THE LIVER, AND HEART DISEASE. THERE IS A HIGH CORRELATION BETWEEN ALCOHOL ABUSE AND ACADEMIC FAILURE. SUDDEN WITHDRAWAL CAN PRODUCE SEVERE ANXIETY, TREMORS, HALLUCINATIONS, AND LIFE THREATENING CONVULSIONS. THEREFORE, IT IS THE RESPONSIBILITY OF EVERY MEMBER OF THE UNIVERSITY COMMUNITY TO KNOW THE RISKS ASSOCIATED WITH ALCOHOL USE AND ABUSE. IN ADDITION TO STUDENT-ATHLETES BEING SUBJECT TO STATE LAW AND UNIVERSITY POLICY, THE CONSUMPTION OF ALCOHOL BY STUDENT-ATHLETES IS PROHIBITED IN CONNECTION WITH ANY OFFICIAL INTERCOLLEGIATE ATHLETIC ACTIVITY.

A STUDENT-ATHLETE WHO CONSUMES ALCOHOL WILL BE ACCOUNTABLE FOR ANY ALCOHOL RELATED INCIDENT IN WHICH HE OR SHE IS INVOLVED. IN SUCH CASES, THE STUDENT-ATHLETE IS SUBJECT TO UNIVERSITY, DEPARTMENT OF ATHLETICS AND/OR TEAM DISCIPLINARY ACTION.

THE DEPARTMENT OF ATHLETICS PROHIBITS THE USE OF ANY FUNDS TO BE USED TOWARD THE PURCHASE OF ALCOHOLIC BEVERAGES FOR STUDENT-ATHLETE CONSUMPTION. THIS PROHIBITION INCLUDES THE PURCHASE OF ALCOHOL FOR PROSPECTIVE STUDENT-ATHLETES BY CURRENT STUDENT-ATHLETE HOSTS AND THE CONSUMPTION OF ALCOHOL BY PROSPECTIVE STUDENT-ATHLETES WHILE VISITING THE UNIVERSITY. REGARDLESS OF WHETHER A STUDENT-ATHLETE HOST HAS REACHED THE LEGAL DRINKING AGE, PURCHASING ALCOHOL FOR CONSUMPTION BY A PERSON UNDER THE LEGAL DRINKING AGE (I.E. A TEAMMATE OR A PROSPECTIVE STUDENT-ATHLETE) IS A VIOLATION OF STATE LAW.

THE ATHLETIC DEPARTMENT HAS APPROVED THE FOLLOWING POLICIES AND SANCTIONS:

VIOLATIONS OF THE UNIVERSITY’S ALCOHOL POLICY WILL BE DEALT WITH BASED ON THE UNIVERSITY’S COMMUNITY STANDARDS: EXPECTATIONS AND RESPONSIBILITIES. THE SANCTIONS THAT MAY BE IMPOSED WILL FOLLOW THE UNIVERSITY’S COMMUNITY ARBITRATION SYSTEM AND THOSE SANCTIONS ARE LISTED AND DEFINED IN THE VIRGINIA WESLEYAN STUDENT HANDBOOK AND PLANNER. THE FOLLOWING OUTLINES THE ATHLETIC DEPARTMENT’S ACTIONS IN CONJUNCTION WITH THOSE SANCTIONS.

- **OFFICIAL REPRIMAND**: THE STUDENT-ATHLETE WILL MEET WITH THE HEAD COACH AND BE DISCIPLINED AT THE COACH’S DISCRETION.
- **CONDUCT PROBATION**: THE STUDENT-ATHLETE WILL MEET WITH THE ATHLETIC DIRECTOR AND THE HEAD COACH TO DISCUSS THE CONSEQUENCES OF CONTINUED DISRESPECT OF THE UNIVERSITY’S ALCOHOL POLICY AND CONSEQUENCES WILL BE GIVEN ON A CASE-BY-CASE BASIS. THESE CONSEQUENCES MAY INCLUDE GAME SUSPENSION.
- **ALCOHOL PROBATION**: THE STUDENT-ATHLETE WILL MEET WITH THE ATHLETIC DIRECTOR AND THE HEAD COACH TO DISCUSS THE CONSEQUENCES OF CONTINUED DISRESPECT OF THE UNIVERSITY’S ALCOHOL POLICY AND CONSEQUENCES WILL BE GIVEN ON A CASE-BY-CASE BASIS. THESE CONSEQUENCES MAY INCLUDE GAME SUSPENSION.
• **DISCIPLINARY PROBATION:** THE STUDENT-ATHLETE WILL MEET WITH THE ATHLETIC DIRECTOR AND THE HEAD COACH. CONSEQUENCES WILL INCLUDE A ONE GAME SUSPENSION MINIMUM AND MAY INCLUDE OTHER PENALTIES IMPOSED BY THE HEAD COACH.

THE ALCOHOL AND DRUG POLICIES OF THE ATHLETIC DEPARTMENT ARE NOT IN LIEU OF THOSE POLICIES SET FORTH IN THE VIRGINIA WESLEYAN STUDENT HANDBOOK AND PLANNER, BUT ARE DESIGNED TO SUPPORT THE VIRGINIA WESLEYAN COMMUNITY STANDARDS AND TO RAISE THE AWARENESS AND EDUCATE STUDENT-ATHLETES REGARDING THEIR RESPONSIBILITIES AS IT RELATES TO THESE POLICIES.

**DRUG POLICY STATEMENT**

EVERY VIOLATION, WHETHER A FIRST OFFENSE OR A SECOND OFFENSE, CARRIES THE FOLLOWING SANCTIONS:

- MANDATORY MEETING WITH THE DEAN OF STUDENTS
- MANDATORY MEETING WITH THE ATHLETIC DIRECTOR AND HEAD COACH

ANY VIOLATION OF THE UNIVERSITY'S DRUG POLICY, WHICH IS FOUND TO BE TRUE, AND ADJUDICATED BY ARBITRATION OR ADMINISTRATIVE ACTION:

1. **FIRST VIOLATION**- ONE GAME SUSPENSION MINIMUM AND OTHER PENALTIES MAY BE IMPOSED BY HEAD COACH
2. **SECOND VIOLATION**- SUSPENDED FOR REMAINDER OF SEASON AND MAY INCLUDE OTHER PENALTIES IMPOSED BY HEAD COACH

ANY POLICY VIOLATION INVOLVING THE USE OF NCAA BANNED SUBSTANCES WHICH IS FOUND TO BE TRUE.

1. **FIRST OFFENSE:** ONE GAME SUSPENSION MINIMUM AND OTHER PENALTIES MAY BE IMPOSED BY HEAD COACH
2. **SECOND OFFENSE:** SUSPENDED FOR REMAINDER OF SEASON AND MAY INCLUDE OTHER PENALTIES IMPOSED BY HEAD COACH

THE HEAD COACH MAY HAVE THE OPTION OF MAKING ANY SANCTION MORE STRINGENT, BUT NOT ANY LESS STRINGENT

**THE FOLLOWING DEFINITIONS APPLY TO THIS DOCUMENT:**

- **INTERCOLLEGIATE ATHLETIC ACTIVITY**—ACTIVITIES INCLUDING HOME AND AWAY COMPETITIONS (INCLUDING OVERNIGHT TRIPS), TEAM PRACTICES, HOSTING RECRUITS AND OTHER OFFICIAL TEAM FUNCTIONS.

- **UNIVERSITY COMMUNITY ARBITRATION SYSTEM**- THE ORGANIZATIONAL STRUCTURE OF THIS SYSTEM IS ANNUALLY PUBLISHED IN THE VIRGINIA WESLEYAN STUDENT HANDBOOK AND PLANNER. THE INFORMATION INCLUDES A DESCRIPTION OF THE FOLLOWING: THE COMPOSITION AND DUTIES OF HEARING BODIES, DUE PROCESS AND RELATED PROCEEDINGS, SANCTIONS, AND ADMINISTRATIVE ACTION.

- **MANDATORY MEETING WITH THE DEAN OF STUDENTS**- THE STUDENT-ATHLETE WILL BE REQUIRED TO MEET WITH THE DEAN OF STUDENTS WHO WILL, IN CONSULTATION WITH THE UNIVERSITY COUNSELOR AND THE CAB DETERMINE ANY APPROPRIATE REFERRALS. THE STUDENT-ATHLETE IS REQUIRED TO COMPLETE ANY ADDITIONAL REFERRALS MADE BY THE DEAN OF STUDENTS.

- **GAME(S) SUSPENSION**—ATHLETES WILL BE PERMITTED TO ATTEND AND PARTICIPATE IN PRACTICES CONDUCTED PRIOR TO OR BETWEEN THE GAME(S) SUSPENSION. ATHLETES WILL BE PERMITTED TO ATTEND HOME GAME(S) IN WHICH THEY ARE SUSPENDED BUT WILL NOT DRESS FOR COMPETITION AND WILL NOT TRAVEL TO AWAY CONTESTS.

THE ALCOHOL AND DRUG POLICIES OF THE ATHLETIC DEPARTMENT ARE NOT IN LIEU OF THOSE POLICIES SET FORTH IN THE VIRGINIA WESLEYAN STUDENT HANDBOOK AND PLANNER, BUT ARE DESIGNED TO SUPPORT THE VIRGINIA WESLEYAN COMMUNITY STANDARDS AND TO RAISE THE AWARENESS AND EDUCATE STUDENT-ATHLETES REGARDING THEIR RESPONSIBILITIES AS IT RELATES TO THESE POLICIES.
Athletics Department Policy on Hazing

Virginia Wesleyan University prohibits hazing by all students and campus organizations. Hazing includes harassing and excessive task associated with initiation or membership in an organization. It involves mistreatment of prospective members by those who exercise control over them. Hazing has been further defined by Virginia law at Va. Code §18.2-56 as follows: "'Hazing' means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity."

Because hazing is contrary to the institutional values and goals of Virginia Wesleyan University, and is a criminal offense in the Commonwealth of Virginia, the University will not tolerate hazing by students or student organizations. Furthermore, the University will hold individuals strictly accountable for their actions.

Likewise, no individuals or campus organizations may retaliate against any individual who brings forward allegations of hazing, is a witness involved with, or cooperates in the investigation or adjudication of hazing cases. Retaliation includes, but is not limited to, physical, verbal, or written harassment, threats, or intimidation of any person(s) who brought the complaint of hazing to the University or of anyone who was a witness or involved in the University’s review of the case.

Examples of prohibited hazing include, but are not limited to, the following activities:

- Physical abuse such as paddling, striking, branding, electric shock or bodily contact with harmful substances
- Intimidation by threats of physical or other abuse
- Excessive exercise or other tasks intended to cause physical exhaustion
- Prolonged or repetitive tasks that result in sleep deprivation
- Prolonged or harmful exposure to the elements
- Compelled consumption of any amount of alcohol
- Compelled consumption of food, liquids or concoctions intended to cause nausea
- Any task which requires the participant to violate the law or the institution’s policies

Students must be aware that participation in the above listed activities, as well as retaliation association with a hazing complaint, will result in disciplinary action, including suspension or dismissal. Furthermore, students must understand, and Virginia law explicitly states that consent or acquiescence of those who are hazed is not a defense for engaging in this practice.
Athletics Department Policy on Amorous Relationships

**PURPOSE:** The purposes of this policy are: (1) to provide a safe and healthy environment for student-athletes so they may reach their full potential as students and as athletes; and (2) to ensure that all coaches and other athletics department staff adhere to ethical practices and do not develop inappropriate relationships with student-athletes, regardless of their age or consent.

**Scope of the Policy and Its Requirements:**

**COACHES:** This policy strictly prohibits amorous relationships between any coach and any student-athlete. Every coach has an ethical obligation to maintain a professional relationship with student-athletes and to place the well-being of student-athletes ahead of the coach’s personal interests. This responsibility includes the duty to provide a safe and healthy environment for the student-athlete to flourish, and to serve as a role model within the confines of a professional relationship. As a result, no amorous relationship between a coach and a student-athlete - regardless of the perception of consent by one or both participants - can exist without jeopardizing the professionalism of the coach-athlete relationship and creating a significant conflict of interest. The respect and trust the student-athlete places in a coach, and the vulnerability of the student-athlete in that relationship, make “consent” unreliable in this setting. Conflicts of interest are endemic to amorous relationships between coaches and student-athletes, and the costs to the athlete, the team, the athletics program, and the university, necessitate a strict prohibition on amorous relationships between coaches and student-athletes.

Even when the coach has no direct professional responsibility for that student-athlete, other student-athletes may perceive that the student-athlete who has a sexual relationship with a coach may receive preferential treatment from the coach or the coach’s colleagues. Such relationships are incompatible with the ethical obligations of the coach and the integrity of the athletics program. Accordingly, this prohibition applies to relationships between all coaches and all student-athletes in the intercollegiate athletics program.

**OTHER (NON-COACHING STAFF):** Amorous relationships between student-athletes and non-coaching staff are problematic when the staff member has supervisory control or authority over that student-athlete. For that reason, any amorous relationship between a student-athlete and a staff member with supervisory control or authority over that student-athlete must be disclosed to the Director of Athletics. (If the relationship involves this person, it must be disclosed to the Title IX Coordinator). Once the relationship is disclosed, the staff member must be recused and their responsibility reassigned so that he or she no longer has authority over that student-athlete. Care must be taken to ensure that the recusal and reassignment of responsibility does not negatively affect the student-athlete’s participation or benefits in the athletics or educational programs of the university.
Enforcement:

REPORTING A VIOLATION: Any person may allege a violation of this policy by contacting the Director of Athletics, or, if the person does not feel comfortable making the report to a person within the athletics department, to the Title IX Coordinator. Any person receiving such a report must immediately notify the Director of Athletics. Any coach or staff member with information suggesting a possible violation of athletics department policy must promptly report it to the Director of Athletics, and the failure to do so will be considered a violation of athletics department policy. (If the report or information implicates the Director of Athletics in a violation of the athletics department policy, it should be directed to the Title IX Coordinator instead.)

INVESTIGATION: Upon receiving such a report or information, the Director of Athletics shall immediately notify the Title IX Coordinator. Once on notice of a report or information of a possible violation of the policy, the Title IX Coordinator shall conduct a prompt and fair investigation into whether the policy was violated. Such investigation shall include interviews with any coaches, staff, and student-athletes with relevant information, and shall provide any coach or staff member accused of violating policy with an opportunity to respond to the allegations. In investigating a possible violation of the policy, the standard of proof to be used is whether it is more likely than not that the policy was violated (a preponderance of the evidence” standard, not the higher standard of proof used in criminal proceedings, “beyond a reasonable doubt”). Using this standard, the investigation will result in a determination of whether the policy was violated.

COORDINATION OF INFORMATION RELATING TO VIOLATIONS OF OTHER UNIVERSITY POLICY AND/OR CRIMINAL LAW: If the investigation leads to information suggesting that sexual harassment may have occurred, it shall be promptly forwarded to the Title IX Coordinator for enforcing the university sexual harassment policy. If the investigation leads to information suggesting potential criminal conduct, appropriate law enforcement official will be notified. The enforcement of this policy shall not be delayed pending the results of a criminal investigation.

DISCIPLINARY ACTION: If an investigation determines that a coach or staff member has violated the policy, that coach or staff member shall be subject to disciplinary action, up to and including dismissal. The Director of Athletics, in consultation with the Director of Human Resources, shall determine the disciplinary action to be imposed. Any disciplinary action shall be taken in accordance with applicable university policy.

CONFIDENTIALITY: Complaints, reports and information relating to possible violations of this policy shall be handled as confidentially as possible without jeopardizing the enforcement of the policy, and the ability to conduct a fair investigation, or the safety of student-athletes and other persons connected with the athletics program. Information received in connection with a suspected violation of the policy shall be disseminated on a “need to know” basis; that is, only when necessary to ensure compliance with the policy and/or to ensure the safety of student-athletes or others who come in contact with the athletics program.

RETAIATION: Any retaliation for reporting a violation of this policy, or for participating in good faith in any investigation of a violation of this policy, is strictly prohibited. Any persons taking retaliatory action in violation of this policy shall themselves be subject to discipline, up to and including dismissal.

EFFECTIVE DATE: August 1, 2013