

**ATHLETIC  
DEPARTMENT  
STAFF MANUAL  
2024-2025**



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**\*\* Please note that all policies are subject to change at any time.**

## **University Mission Statement**

As a Jesuit catholic university, Regis seeks to build a more just and humane world through transformative education at the frontiers of faith, reason and culture.

## **Athletic Department Mission Statement**

The Regis University athletics department seeks to encourage the success of student athletes by reaching their maximum potential in athletic competition, academic progress and personal development through an environment of accountability, service and tradition.

## **Athletic Department Diversity, Equity, and Inclusion**

The Regis University Athletic Department is committed to upholding the university's mission to cultivate an inclusive and just campus environment. It is at the core of our Jesuit Catholic values that Regis welcomes and respects all individuals. Within our community, individuals of all backgrounds, experiences, perspectives, talents, and expressions are embraced and encouraged. As an athletic department, we are dedicated to creating a diverse and equitable environment through inclusive language and conscious actions. We embrace the opportunity through sport to promote a culture of respect, honor, dignity, understanding, integrity, and collaboration. We strive to respect and champion our differences.

## **RMAC Mission Statement**

[Empowering] student-athletes to realize their full potential in athletics, academics and in life through a richly rewarding and nationally competitive experience at our unique NCAA Division II institutions.

# UNIVERSITY AND DEPARTMENTAL POLICIES & PROCEDURES

## STAFF EXPECTATIONS

### Behavioral and Ethical Expectations

Regis University and its Athletic Department expect employees to behave professionally and appropriately when representing the University. All Regis University athletic staff will be expected to follow all NCAA, RMAC and Regis University rules and policies.

Coaches must maintain a high level of decorum when conducting practices and coaching in contests. Coaches are expected to convey the message of professionalism and good sportsmanship to his/her athletes. Abuse of officials, obscene language and gestures and other inappropriate behaviors during a contest are unacceptable and may result in disciplinary action up to and including termination.

NCAA Bylaw 11.1.2.1 Responsibility of Head Coach. It shall be the responsibility of an institution's head coach to promote an atmosphere of NCAA rules compliance within the program supervised by the coach and to monitor the activities all assistant coaches and other administrators involved with the program who report directly or indirectly to the coach to ensure compliance with the rules.

## GENERAL DEPARTMENT POLICIES AND PROCEDURES

### Staff Meetings

Mandatory meetings of the full-time Athletic Department staff are held monthly on the 3<sup>rd</sup> Wednesday of each month. If a meeting conflicts with team practice, the head coach is expected to have the assistant coach cover the practice. If the meeting conflicts with a contest and a head coach will be unable to attend the meeting, the coach must inform the AVP/Director of Athletics. Attendance at all staff meetings is vital to the department's success.

### Professional Development

All staff are encouraged to be involved in professional development annually. If a coach or staff member wishes to attend his/her respective convention or a professional seminar, it is expected that the funds for travel come directly out of the budget or restricted account for that specific area. The AVP/Director of Athletics must approve convention trips before arrangements for convention travel are made.

All coaches are required to maintain current CPR/AED/First aid Certification.

### Professional Appearance

STAFF will be Regis branded and/or be in business casual dress at all championship spaces and RUA events. **Denim is never acceptable.** Job duty appropriate attire is acceptable with approval from an individual's immediate supervisor.

### Conduct Policy for Athletic Department Staff

All Regis University Athletic Department staff are expected to remember that they are always representatives of the University and its Jesuit mission, both on and off the field of play. Should an athletic department staff member be involved in any action that violates department or University policy or reflects poorly on the University and Regis Athletics, they may be subject to disciplinary action. All violations of athletics staff policy will fall into one of these categories:

1. Level One: violations (ejection from game/contest, verbal altercation with other staff members, etc.)  
Level Two: (hitting an official or staff member, violation of state or federal laws etc., multiple Level One violations)

*For Level One violations*, the AVP/Director of Athletics or their designee and athletic department staff will meet to discuss the situation. If necessary, the AVP/AD or their designee will investigate and assess appropriate disciplinary action.

*For Level Two violations*, the AVP/AD or their designee will meet with Coach to discuss the situation. The AVP/AD or their designee will investigate and assess appropriate disciplinary action. Examples of disciplinary actions may include suspension from team activities and games.

This process runs parallel to, and does not detract from, the obligations and policies of the university under the Regis University Employee Handbook. In all cases, Athletics will notify Regis Human Resources, and the individual may face separate or additional consequences under the University's policies.

If a staff member feels that any imposed sanctions are inappropriate, they may contact the Department of Human Resources to discuss the concern. However, barring extreme circumstances, the decisions and disciplinary actions assigned by the AVP/AD or their designee are final.

\*Colorado is an at will state, the AVP/AD and university reserve the right to dismiss for any concerns related to misconduct.

#### Guidelines for Interaction Between Athletic Department Staff and Students

Regis University prides itself on the personal care and concern (*cura personalis*) that its faculty and staff provide for its students. At the same time, care and concern must be offered with the same sense of professionalism that Regis University's many community members and friends have come to expect. The purpose of the following guidelines is to advise and establish general expectations for Athletic Department staff (herein STAFF) including but not limited to, coaches, assistant coaches, volunteer coaches, graduate assistants, trainers, chaplains, athletic department administrators and others serving in positions that involve the supervision or direction of student-athletes so that they may prudently avoid unfair treatment of, or improper interaction with, students outside the scope of their professional duties. All requirements and recommendations made in the foregoing guidelines are for the benefit of the STAFF and students employed by and associated with Regis University's Athletic Department and must be followed accordingly. Failure to do so may lead to disciplinary action.

- All STAFF are expected to be knowledgeable about and adhere to all RMAC and NCAA rules and regulations them. STAFF may be subjected to discipline based on all rules and regulations of the RMAC and NCAA, regardless of whether or not they are explicitly recited in this Handbook.
- STAFF may not engage in personal or romantic relationships with students athletes at the University.
- STAFF must make reasonable efforts to treat all students athletes in a fair and consistent manner. Providing special treatment for individual students or groups of students can damage morale and unity of the student athletic body STAFF must travel with student athletes during university sponsored events, and. travel accommodations must be separate for STAFF and students, unless extenuating circumstances are approved by the Deputy Director of Compliance. While traveling, team functions (including meals, entertainment activities, etc.) should be conducted to include all team members travelling and should be supervised by a member of the coaching staff.
- STAFF may never provide alcohol or controlled substances to student athletes, drink alcohol or use controlled substances with student athletes or be present with student athletes while they are drinking or using controlled substances. This prohibition remains effective regardless of the student's legal status to consume alcohol. STAFF are required to enforce the University's alcohol and controlled substance policies.
- STAFF are prohibited from participating in sports betting activities and/or providing information to individuals involved in or associated with any type of sports betting activities concerning intercollegiate, amateur or professional athletics competition.
- Meetings between staff and student athletes should be held on campus in settings where others are present, such as the staff office, student center, snack bar, or practice area.
- If a STAFF member invites a student athlete to his/her home, the invitation must be extended to the entire team or group to avoid the appearance of any preferential treatment.
- STAFF may not permit student-athletes to stay overnight in their homes.
- STAFF is encouraged to consult the Human Resources Non-Discrimination and Retaliation Policy for information on sexual harassment or the creation of hostile environments. The avoidance of such illegal actions is of paramount importance, as is the avoidance of other prohibited actions contained in these guidelines.

STAFF may never live with any student-athlete when the STAFF has, or is reasonably likely to have, direct supervisory or evaluative responsibility over the other party

#### Employee Evaluation Process

All department employees will have an end-of-season or end-of-year review with athletics senior staff. Evaluations will be based on athletic success, academic success of student athletes, student athlete experience, program community service, demonstration of Regis values as exhibited by coaches and student athletes, general program administration (Ie: budget control, staff supervision), and knowledge of and adherence to NCAA, department, and university rules and policies.

## STAFFING

### Assistant Coaches

Head coaches are responsible for all HR postings in collaboration with the Deputy Director of Athletics. All assistant coaches must complete a successful background check and must pass the NCAA Coaches Certification Modules before participating in CARA and off-campus recruitment activities.

All assistant coach finalists must get AVP/Director of Athletics approval prior to offer or hire.

### Graduate Assistant Coaches

Regis University Athletic Department requires all candidates for Graduate Assistant (GA) coaching positions to complete the following processes before they are eligible to work with our student-athletes:

- GA Candidates must apply and be accepted for admission into Regis University.  
GA must successfully pass a background check request run by the HR department; the individual sports budget will be billed for the cost.
- The GA must agree to a contract which follows the same process used for the issuance of athletics aid.
- All GAs must take a full-time course load while working for the athletic department. A full-time course load for GAs includes at least 6 credits during the fall semester and 6 credits during spring.
- All GAs must remain in academic good standing with the University (min. 3.0 GPA).
- All GAs must submit and pass a driver form to university business services via the online system.
- All GAs must pass the NCAA Coaches Certification modules.
- All GAs must maintain current CPR/FA/AED certifications.

Staff looking to hire non-coaching GAs must follow the same procedure except for the last 2 bullet points.

### Volunteer Coaches

Regis University Athletics Department requires all candidates for a volunteer coaching position to complete the following processes before they are eligible to work with our student athletes:

- Complete and sign the Volunteer Agreement Form. (available in SharePoint in ATH > COMPLIANCE FORMS >VOLUNTEER COACH AGREEMENT).
  - Secure the head coach and AVP/Director of Athletics' signatures as well.
  - Submit the form with all signatures to the Compliance Office. The form will be sent to HR for a background check of the individual. The individual sports budget will be billed for the cost.
- Pass the NCAA Coaches Certification Modules before participating in CARA and off-campus recruitment.

### Independent Contractors

Regis University Athletics Department requires that all candidates for an independent contractor positions complete the following processes before they are eligible to work with our student athletes:

- Complete and sign the Independent Contractors Agreement Form  
<https://regis365.sharepoint.com/sites/FinancialAffairs/forms/>
- Submit the Independent Contractors Agreement with all signatures to the Deputy Director for Performance and Finance for approval.  
The form will be sent to HR for a background check of the individual; the individual sports/department budget will be billed for the cost.
- Pass the NCAA Coaches Certification Modules before participating in CARA and off-campus recruitment activities.  
The AVP/Director of Athletics or Deputy Director for Performance and Finance must sign the Independent Contractors Agreement for payment approval.

### Work Study Students

Regis University Athletics Department requires that work study students and STAFF meet the following expectations:

- All work study students must record their hours of work within a paper or electronic system. The supervisor must keep this information on file to back up any time sheet submitted to payroll.
- Work study students must submit a time sheet to payroll bi-weekly through the Web Advisor system. Their supervisor must then verify that the hours submitted matches the hours worked, and approve the time sheet.
- **Coaches may not approve hours for student-athletes who are work study students for their teams.**

- All supervisors must attend a department work study supervisor training session at the beginning of each school year.

## **COMPLIANCE PROCEDURES**

Knowledge of and adherence to NCAA rules and regulations is the responsibility of **ALL** staff members. All athletics staff must be familiar with and compliant with all processes, rules, and regulations as outlined in the Regis Athletics Compliance Policy and Procedure Manual. This document can be found in SharePoint in the ATH folder.

Each head coach is responsible for ensuring rules compliance per **NCAA Bylaw 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.*

### **Documentation Requirement**

The athletic department utilizes ARMS software as the database for most of its compliance needs. Coaches and athletic department staff have access to this system which is used to document all NCAA compliance-related items including official and unofficial visits, tryouts, recruitment, playing and practice seasons, and CARA reporting. All athletic department staff must use ARMS to complete its compliance records.

### **Recruiting Activities**

All recruiting activities shall be conducted in accordance with NCAA, conference, and university policies and regulations. All coaches who recruit off-campus must annually complete the NCAA Coaches Certification modules. **Representatives of Athletics Interests/boosters are not permitted to engage in recruiting activities.**

Per NCAA regulations, coaches are required to keep records for each prospective student-athlete who is being recruited by the university. The records shall be documented in the ARMS platform.

### **Guidelines for Recruitment of Prospective Student-Athletes (PSAs)**

All members of a coaching staff must follow all applicable NCAA regulations for the recruitment of student-athletes including, but not limited to:

- All coaches must pass the NCAA Coaches Certification modules before engaging in any off-campus recruitment.
- All coaches must be aware, and educate boosters, of the prohibition against off-campus recruiting activities. Coaches may direct booster to: <https://www.ncaa.org/sports/2013/11/27/role-of-boosters.aspx>
- All athletics staff must be familiar and compliant with all processes, rules, and regulations as outlined in the Regis Athletics Compliance Policy and Procedure Manual.
- Coaches should encourage the PSAs to submit all required documentation to the NCAA Eligibility Center and request final amateurism certification.
- All recruited PSAs must be registered with the NCAA Eligibility Center and added to the institutional (sport). Institutional Request List (IRL)
- Coaches must ensure a four-year transfer from a NCAA institution is in the NCAA transfer portal before contacting the PSA.
- Before contacting a National Association of Intercollegiate Athletics (NAIA) student-athlete, the compliance office must notify the athletic director of the NAIA institution before a coach may contact the student-athlete.

### **Request for NCAA Rules Interpretations**

- In certain circumstances where an athletics department member may believe a NCAA violation exists, but there is incomplete guidance online or in this handbook. In these situations, you may want to request an interpretation from the NCAA. To receive an interpretation, you must follow the following steps. Staff members may submit the interpretive question via email to the compliance office or discuss the question in person with the compliance officer.
- The question will be reviewed using NCAA legislation, interpretations, and educational columns in Legislative Services Database (LSDBi).

- Any question that remains unclear or ambiguous as deemed by the compliance office will be forwarded to the RMAC and/or NCAA for further review.

#### **Policy for Investigating Possible NCAA/RMAC Violations**

In compliance with NCAA requirements, Regis provides the following procedures on how it will investigate possible NCAA or RMAC violations. Coaches are encouraged to self-report NCAA or RMAC violations within their program to the athletics compliance

office.

1. The compliance office will notify the AVP/Director of Athletics of the possible violation.
2. The AVP/Director of Athletics will notify the Senior VP/Enrollment Services and the Chief Legal Officer of the possible violation.
3. The compliance office may review current documentation, engage in interviews, seek other evidence, or engage an investigator to determine if a violation occurred.

If **NO**- No further action is necessary If **Yes**- continue processing the violation

4. Following the completion of the investigation, the compliance office must decide if the violation is major or secondary in nature.
  - a. If the violation is a Level One violation under the NCAA at 19.1.2
    - i. It must be reported immediately to the AVP/Athletic Director.
    - ii. The Athletic Director will inform the Senior VP/Enrollment Services and Chief Legal Counsel.
    - iii. Severity of violation and factors surrounding it will be determined.
    - iv. The Compliance Office will file it immediately as a violation with NCAA and the RMAC.
  - b. If the violation is a Level Two violation under the NCAA at 19.1.3, the Compliance Office will submit the concern electronically through the NCAA Requests and Self-Reports Online (RSRO) system.
  - c. If the violation is a Level Three violation under the NCAA at 19.1.4, it must be reported to the Compliance Office for review.
5. A copy of any violations along with any supporting documents (letters of reprimand, etc.) will be given to the AVP/Director of Athletics and placed in the staff member's personnel file involved.
6. All staff associated with the violation will be educated regarding the rules and regulations involved, and new policies may be put in place to help avoid any additional infractions of this rule as is deemed necessary.

#### **Medical Hardship Waiver**

A Medical Hardship Waiver is intended to be used when a student has a season-ending injury that could affect their athletic scholarship and financial aid. To take advantage of these benefits, the head coach and/or student athlete must follow the following procedure.

A head coach and or student athlete shall contact the compliance office to request the processing of a medical hardship waiver. The compliance office will work with the head coach, the student-athlete, and athletic training staff to obtain the necessary documentation required for the waiver to be processed.

#### **NCAA ELIGIBILITY CERTIFICATION**

**Eligibility Certifications are required to onboard a Student Athlete into Regis athletics and become eligible for practice and competitions. The eligibility process differs based on the individual's relationship with the university. Coaches and student athletes are responsible for ensuring the following criteria are met before engaging in official athletic activities, including but not limited to CARA hours, practices, and official and non-official contests.**

#### **Initial Eligibility**

- Coaches must document all PSA recruiting activities – contacts, phone calls, evaluations, visits, etc. - in ARMS.
- Once the Eligibility Center has made final academic and amateurism certifications, the PSA will be rolled over from the recruiting module of ARMS to the team roster.
- The compliance office will ensure the full-time registration status of the student-athlete.
- The compliance office, with the assistance from the athletic training office, will ensure the student-athlete has a physical exam and sickle cell test results on file.



- The student-athlete is required to sign all required NCAA paperwork and attend the pre-season/beginning of year compliance meeting.
- The student-athlete's status will be changed in ARMS to "eligible for practice" or "eligible for practice and competition" and will be added to the eligibility checklist.
- The completed eligibility checklist will be reviewed and signed by the compliance office, head coach, and AVP/Director of Athletics.

#### **Two-Year College Transfer**

- Coaches should discuss the potential eligibility of a 2-4 PSA with the compliance office. A transcript should be submitted to the compliance office as early as possible in the recruitment process.
- The compliance office will send a transfer tracer to all institutions that the PSA has attended. The compliance office will review the tracer form for full-time semesters of attendance and seasons of competition used at the institution(s).
- The Compliance office will receive a copy of the PSA's transcript that has been evaluated by the admissions and/or registrar's office and determine if the PSA meets the two-year transfer requirements. If the PSA does not meet the transfer requirements, then the compliance officer will ascertain whether the PSA meets an applicable exception.
- Once the compliance office has completed a final certification, the student-athlete status will be changed in ARMS to "eligible for practice" or "eligible for practice and competition" in ARMS and added to the eligibility checklist.
- The compliance office, with the assistance from the athletic training office, will ensure the student-athlete has a physical exam and sickle cell test results on file.
- The student-athlete is required to sign all required NCAA paperwork and attend the pre-season/beginning of year compliance meeting.
- Student-athlete status will be changed in ARMS to "eligible for practice" or "eligible for practice and competition" in ARMS and added to the eligibility checklist.
- A completed eligibility checklist will be reviewed and signed by the compliance office, head coach, and AVP/Athletic Director.

#### **Four-Year College Transfer**

- A four-year PSA is required to register with the NCAA Eligibility Center if they are not currently at a DI or DII NCAA institution.
- The compliance office will review the transfer portal for full-time semesters of attendance, seasons of competition used, and other information which pertains to the PSA's eligibility.
- The compliance office will ensure that the student-athlete meets the applicable transfer rules.
- Once the compliance office has completed a final certification, the student-athlete status will be changed in ARMS to "eligible for practice" or "eligible for practice and competition" in ARMS and added to the eligibility checklist.
- The compliance office, with the assistance from the athletic training office, will ensure the student-athlete has a physical exam and sickle cell test results on file.
- The student-athlete is required to sign all required NCAA paperwork and attend the pre-season/beginning of year compliance meeting.
- A completed eligibility checklist will be reviewed and signed by the compliance office, head coach, and AVP/Athletic Director.

#### **Continuing Eligibility (Progress Towards Degree)**

- At the start of each semester, the compliance officer will ensure the student-athlete is in Good Academic Standing as determined by the institution for undergraduate and graduate students.
- At the start of each semester, the compliance office, with the Registrar, will ensure the student-athlete has completed 9 semester hours of degree-applicable credit.
- At the end of each academic year, the compliance officer, with the Registrar, will ensure that the student-athlete has completed 24 credit hours of degree applicable credit, with no more than 6 hours being completed during the summer.
- At the end of the student-athletes fourth full-time semester, the compliance office will ensure that the student athlete has declared a major.
- Before the semester starts, the compliance office will ensure full-time registration of the student-athlete.
- The compliance office, with the assistance from the athletic training office, will ensure the student-athlete has an

updated physical on file.

- The student-athlete is required to sign all required NCAA paperwork and attend the pre-season/beginning of year compliance meeting.
- The student-athlete's status will be changed in ARMS to "eligible for practice" or "eligible for practice and competition" in ARMS and added to the eligibility checklist.
- The completed eligibility checklist will be reviewed and signed by the compliance office, head coach, and AVP/Director of Athletics.

## **AWARDING OF ATHLETIC AID**

### **Regis Financial Aid Policies and Procedures**

A student-athlete is permitted by NCAA rules to receive financial aid that at a maximum is equal to the value of a full grant in aid (GIA) (i.e., tuition, mandatory fees, room and board) plus books for both undergraduate and graduate students. Regis University policy permits a full GIA for student-athletes who live on campus and permits a grant in aid award up to tuition, fees, and books for a student-athlete living off campus. Endowed awards may be used to supplement housing or board costs for SAs living off-campus.

Students receiving an athletic scholarship are also eligible to receive additional financial aid from the University or from other sources funded by the government, within the total dollar amount restrictions set forth by the federal government, the NCAA, and Regis University.

The Free Application for Federal Student Aid (FAFSA) must be submitted annually. Each student-athlete must complete this form online by the published date of each year to ensure timely processing of their financial aid needs.

### **Athletic Grants**

Athletic scholarships are awarded under the head coach's discretion and within the University's financial aid policy and NCAA rules. Athletic scholarships are awarded annually and must be approved by the Office of Financial Aid. A scholarship offer is used for each athlete receiving an athletic scholarship for each year that he/she participates. When issuing an initial scholarship offer, it is advisable to wait until an athlete has been accepted to the university before requesting it.

To request an athletic scholarship for a prospective student-athlete, a coach must complete a scholarship request workflow in ARMS. The request will be reviewed and approved by the admissions office liaison, the compliance office, and the financial aid office liaison. Once all approvals are complete, the compliance office will generate the athletic grant in aid and National Letter of Intent (if requested) and send to the PSA for signature.

Once a signed grant is received, the financial aid liaison will apply and monitor all financial aid awards for the PSA to ensure the aid falls within NCAA and University rules.

**\*\* Please note: student-athletes will not be sent a scholarship agreement before they have been signed by the financial aid office.**

### **Renewal Policy**

Policies of renewal or non-renewal are outlined in the NCAA Manual and must be carefully followed. The athletic department expects that scholarships will be renewed yearly unless an athlete engages in one of the following behaviors to include, but not limited to, violations of team or departmental rules/policies, university rules/policies, failure to perform at an acceptable level of an athlete on scholarship, and/or similar unacceptable behaviors.

. If a coach wants to reduce or cancel an award for the following academic year, he/she should discuss with the AVP/Director of Athletics the reason(s) for a reduction or cancellation. The coach needs to have documentation of any student athlete's violation(s) of team or department rules/policies.

Any changes to a student-athlete's athletic grant need to be submitted through a scholarship request workflow in ARMS.

## **THE TRACY RULE POLICY**

Regis University adopted the Tracy Rule in 2022. The Tracy rule adopts the NCAA's requirement that a current or prospective student-athlete who has been convicted of, pleaded guilty or no contest to a felony or misdemeanor

involving Serious Misconduct, has been found a delinquent in relationship to a juvenile code equivalent, or has been disciplined by the university or athletic department at any time during enrollment at any collegiate institution due to Serious Misconduct shall not be eligible for athletically-related financial aid, practice, or competition at Regis University. To see the entire rule, visit <https://www.regis.edu/policies/tracy-rule-policy>

## **STUDENT SERVICES**

### **Academically Related Expectation**

The philosophy of the Athletic Department dictates that academics must take priority over athletics. It is extremely important for each coach to work within this philosophy when scheduling practices, contests, meetings, game day shoot around/pass and serve/walkthrough/hitting sessions.

Student-athletes are expected to communicate with professors regarding classes that will be missed due to athletic participation. Coaches are expected to provide the excused absence document to their teams at the start of their seasons. Please refer to Appendix C for Excused Absence Policy.

**Student-athletes may be excused from class for travel and games, but not for practice sessions, per NCAA rules. During post-season competition class may be missed for practice, however this must be approved by the athletics senior staff.**

### **New Student Orientation (SOAR) Expectations**

All new undergraduate student-athletes are expected to attend the New Student Orientation. This event is typically held in the evening during the first or second week of Fall Semester. It is the head coach's responsibility to ensure attendance at this event. One coach must attend the event each year.

### **Athletically Related Expectations**

Regis University Athletic Department has the overarching philosophy of **Win | Graduate | Lead**. All three areas are given great importance. This means athletic success is seen as a key to the athletic department's overall success. All staff members are expected to contribute to the advancement of the Regis University Athletic teams by organizing service hours, placing academics at the forefront, and other activities and events that contribute to the **Win | Graduate | Lead philosophy**. Coaches will be evaluated on their efforts to achieve in all three of these areas.

### **Community Service-Related Expectations**

Regis University Athletic Department has the overarching philosophy of **Win | Graduate | Lead**. The athletics mission statement also creates the expectation that coaches and staff will help student-athletes reach their maximum potential in their personal development through the pillars of accountability, service, and tradition. The pillar of service is part of our identity as a Jesuit University, and it shows through in our athletic department as well. For this reason, Athletic department staff and athletes are expected to participate in community service. Each athletic program is required to complete 16 hours of community service per student-athlete team member. The coaching staff is responsible for scheduling community service opportunities for their athletes to meet the 16-hour minimum. Service hours are required to be approved and verified by the athletic department's Community Service Coordinator. When available, community service will be tracked using HelperHelper, a mobile based app where users are able to easily log volunteer hours.

## **ATHLETIC ABSENCE POLICY**

At the beginning of each semester, Coaches will provide student-athletes a copy of the student-athlete's competition schedule. A statement of the school's athletic absence policy will accompany each schedule. There will be an accompanying statement from the coach assuring professors that student-athletes have been tasked with reminding professors a week in advance that they will miss a class due to a scheduled athletic event, and that the student will ask the professor how to satisfy the requirements of the missed class. Coaches will provide a phone number on the schedule where they can be reached to discuss the academic progress of their student-athletes. The phone number of the Faculty Athletic Representative (FAR) will also be attached as an additional contact for consultation.

Each student-athlete will then take the schedule provided by their coach and highlight the dates on which there is conflict between an athletic event and a scheduled class.

The student-athlete will then give a copy of the schedule to each of his/her professors on the first day of class, with the dates that will conflict with that specific class highlighted. Attached to this highlighted schedule will be statements by the coach and the excused absence policy by the Faculty Athletic Representative.

After the student-athlete gives each professor a copy of the highlighted schedule, the student will ask if the professor anticipates any critical problems with the arrangement and whether the student's ability to earn a mark equivalent with a non-athlete doing the same quantity and quality of work will be jeopardized by the arrangement. At this time or at the next meeting of the class, the professor will inform the student-athlete whether the arrangement is acceptable. This will allow both student-athlete and teacher to plan alternative arrangements if the schedule is unsatisfactory or, if the schedule is acceptable, to discuss appropriate arrangements.

**A week before the athletic absence, the student-athlete must remind each professor of the upcoming absence, and then find out how to satisfy the requirements of the missed class. It is the student-athlete's responsibility to ensure each missed class is accounted for.**

The student should keep records and dates of conversations with professors for their own records.

Both coaches and student-athletes will remind professors of the possibility of the cancellation and rescheduling of athletic events due to inclement weather. Notification of re-scheduled events will be given to professors as soon as that information is available. Coaches must inform the FAR of a rescheduled event.

### **Clinical Education**

All students will work directly with their advisors, professors, clinical coordinators, and Deputy Director for Performance and Finance to discuss any conflicts revolving around athletic contests and clinical hours. Student-Athletes cannot miss clinical for practice times. Student-Athletes may miss clinical hours for travel and contests if approved by the clinical coordinator and Deputy Director.

### **STUDENT ATHLETE END OF SEASON SURVEYS/SENIOR EXIT INTERVIEW**

At the end of each sports championship season, all team members with remaining eligibility will complete an end of season survey. Seniors will complete a senior exit survey followed by an exit interview with the Faculty Athletics Representative (FAR). The FAR will prepare a report for each program providing feedback on the student athlete's perceived experiences throughout the season and their career at Regis. The coach will receive a copy of the report annually and may also meet with their direct supervisor regarding the information obtained from the report.

All student feedback regarding support staff will be given to the appropriate personnel as deemed necessary by the AVP/Director of Athletics. The information from these reports will be used in the employee evaluation process.

### **TEAM CODE OF CONDUCT**

Coaches are supported by the AVP/Director of Athletics in maintaining the values of sportsmanship and ethical behavior in the athletic arena and the community.

### **Head Coach Responsibilities**

Each coach must have team rules on file in AVP/Director of Athletics Office at the start of each academic year. It is Athletic Department policy to allow each coach to determine the team rules he/she wants for his/her team. Team rules can be more stringent than the department's general Student-Athlete Code of Conduct and can cover areas not cited elsewhere, but may not violate the Ranger Handbook, Employee Handbook, other university policies or state or federal laws and regulations. Each coach has the freedom to make team rules the same way that professors have a right to determine classroom rules.

### **Rule Guidelines**

Please use the following guidelines when formulating your team's rules:

- The student-athletes represent Regis University. They should represent our university in a first-class manner on and off the playing field/court/course as well as in the classroom.
- Coaches should set an example for their athletes. Always carry and present yourself in a first-class manner.
- The Athletic Department does not permit the use of drugs or alcoholic beverages on campus or on road trips by student-athletes. In addition, the use of tobacco products during practices, games, and road trips by coaches and

athletes will not be tolerated and is prohibited per NCAA rules. Be aware of all University restrictions and policies on controlled substances.

- A student-athlete cannot lose his/her scholarship solely based on a lack of athletic ability during the award period, but may be considered upon renewal.

However, if an athlete engages in one of the following behaviors to include, but not limited to, violations of team or departmental rules/policies, university rules/policies, failure to perform at an acceptable level of an athlete on scholarship, and/or similar unacceptable behaviors.

- , his/her scholarship can be terminated immediately. The head coach and AVP/AD should discuss prior to making such scholarship termination decisions and confer with the compliance office. If a student-athlete is dismissed from the team, the general policy is that he/she will retain his/her scholarship

for the remainder of the year. This is the preferred policy because financial aid is awarded on a yearly basis and families generally have an annual plan for payment of their college bills. Exception: If a student-athlete voluntarily quits a team, his/her scholarship will be terminated at the end of the semester. Please see the student athlete handbook for process for withdrawing aid mid-year.

## **BUDGET PROCEDURES**

### **Budget Administration**

To ensure sound budget management, each head coach is required to submit a proposed contest schedule and proposed yearly budget for the upcoming year by April 1st. Travel and major expenditures will only be approved if the dollars per team have been allocated. Coaches must end each year with a balanced budget. Any overspending on a coach's budget must be made up through fundraising within the same fiscal year. An imbalanced budget at the end of the fiscal year will be strongly reflected in a coach's evaluation and may be subject to further disciplinary action up to and including termination.

### **P-Cards and CHROME RIVER**

Coaches and staff members may choose to obtain and use a university credit card (P-card) to use for purchasing equipment and supplies and for any university sponsored travel. The payment process for the P-cards is completed electronically via an online platform, Chrome River. Once the cardholder reviews and describes all purchases on each transaction, the Deputy Director for Performance and Finance will review and approve each cardholder's statement. Monthly charges will be posted to the cardholder's respective university budget account and on Chrome River. All preapprovals and purchases made by the Assistant Coach must first be approved by the Head Coach, and finally by the Deputy Director.

### **Check Request**

Equipment and supplies may be ordered and then paid for upon delivery by adding the vendor to Chrome River by emailing the invoice to [invoice@regis.edu](mailto:invoice@regis.edu). Once the vendor is added, the invoice can be uploaded to Chrome River, and a check request can be made within the system. All invoices should be processed for payment no later than 2 weeks after the invoice is received. The Deputy Director for Performance and Finance should be informed of all requests prior to submission.

### **Coach Responsibility**

At the beginning of each fiscal year (May 1st), each head coach will receive his/her respective budget figures for their sport. Each coach is responsible for all expenditures and for monitoring his/her budget. These budgets (fund 10) are considered "line items" and if the money budgeted in team accounts is not spent, the money will NOT roll over into the next budget year. Exception: Each team has a restricted revenue and expense account (fund 43 and fund 62) for money that is individually fundraised. These monies do "roll over" from one year to the next.

### **Outside Accounts**

- Coaches are prohibited from maintaining athletic or team accounts which are not subject to institutional control and review.
- All accounts for camps that are privately owned by coaches are subject to review by the Director of Athletics, the Deputy Director of Performance and Finance, and Regis University accounting department.
- No money from a Regis University fundraiser may ever be deposited in an outside account.
- No Regis money or resources can be used for purchases or staffing programs used to fund an outside account.
- No money from an outside account can be used as a "slush fund" to supplement a program or recruiting. Outside funds and resources must be donated to the university through normal university process before they can be used to pay for any program expense.

## **ATHLETIC DEPARTMENT FUNDRAISING**

There are several avenues for fundraising within the structure of the Athletic Department, including corporate sponsors, the Blue & Gold Club, and individual team fund raising. Departmental fundraising activities will require the help and support of all Athletic Department staff members for ultimate success.

Please bring all fundraising idea to the AVP/AD. All team fundraising efforts must be approved by the AVP/AD before implementation. **All fundraising dollars must be deposited into a university account.**

## **APPAREL, EQUIPMENT, AND SUPPLIES**

### **ADIDAS**

Adidas is the official sponsor of Regis athletics. Each team will be provided with a dollar allotment for Adidas gear based on criteria set forth by the AVP/AD and will be issued and managed by the Assistant Athletics Director for Facilities and Equipment. All RUA gear must be Adidas branded. All variations of non- Adidas gear must meet AVP/AD approval.

### **LOGOS**

- Logos, uniform design and branded RUA gear must be approved with Sports Information Director (SID)/AVP/AD.
- Use approved logo guide from SID for reference.

### **Ordering Equipment and Supplies**

See/understand fiscal policy document prior to any spends

- All apparel worn for games, travel gear, and coach gear must be purchased through the department's contracted vendor unless previously approved.
- Consult with Deputy Director of Finance on all large pre-season spending.
- Large uniform or equipment purchases over \$1,000 must be approved by the Deputy Director of Finance or AVP/AD.
- Please refer to the Athletics Logo Style Guide before placing any apparel orders (i.e., colors, embroidery, screen printing).
- All items including apparel and equipment bearing the Regis logo must be pre-approved by the Assistant Athletic Director for Sports Information/AVP/AD before purchase.
- Any items that are not approved prior to ordering and do not fit the athletics style guidelines must be returned at the program's expense.
- Office supplies will be ordered by the Deputy Director of Athletics, Operations and Events through Amazon Business. Submit requests to himas needed.

## **TRAVEL POLICIES & PROCEDURES**

See Appendix A for Travel Policy document

### **Airline**

Southwest Airlines is Regis Athletic's preferred airline partner. All efforts must be made to use Southwest first for all travel using department budgets, using their SWABIZ corporate booking account. If Southwest is unavailable for the destination, the least expensive carrier must be used. All exceptions must be made by AVP/AD.

### **Hotel**

Teams must first look at hotels with free breakfast, allow for three occupants to a room max (unless 4 to a room is acceptable to the team) and cost at least \$80.00 a night. Reward points for each commercial chain should be used and tracked by each team to recycle points into decreasing overall hotel and travel spending, and cannot be applied to an individual coach's personal account.

### **Air BnB/VRBO**

This service can be used by teams for travel. See Appendix A for official university process and procedures to book and confirm these services.

### **Ground Transportation**

Ramblin Bus Transportation is the approved bussing partner for athletics and should be utilized whenever possible.

### **Scheduling of Bus Charters/Van Use**

The Assistant AD of Facilities will coordinate all bus and van reservations. Coaches will be asked to submit travel schedules before the academic year begins to set up a tentative departure and return date and time for team approved charters. NOTE: It is the coaches' responsibility to contact the charter no later than 10 days before the actual departure date to confirm departure times and to give the bus company a written itinerary that includes hotel and phone number along with a tentative daily use of the charter service for team transportation for meals, pre-game practices and game competitions.

The Assistant Athletics Director for Facilities and Equipment will schedule the use of the athletic department's vans. Priority for van use goes to the team playing in their traditional seasons. When there are not enough vans because more than one team is traveling, the Assistant AD of Facilities will designate which team rents vans and set up the agreement with the rental company. The teams will pay the expense for vans rented in the traditional season for competition.

If a team needs van transportation for non-athletic events (i.e., a team retreat), that team can use the athletic department vans provided no team in their traditional season needs them for either a scheduled or re-scheduled contest. This same policy holds for using vans to transport teams to the airport. **Absolutely no vans will be allowed to be parked at the airport if it would require another team to rent vans.**

All drivers (administrators and coaches) must be certified by the Regis University Auxiliary and Business Services Department to drive any university or department vehicle. All potential drivers must complete the application and online training to be approved for driving any Regis vehicles or any other vehicles used for school-related activities. An in-person driving test conducted with the Assistant Athletics Director for Facilities and Equipment is recommended for any driver not experienced in driving larger vehicles. Schedule an appointment with the Assistant Athletics Director for Facilities and Equipment to review the procedures of driving a Regis vehicle.

The driver of each vehicle must fill out a logbook for mileage, gas, and dates of travel before and after each trip and teams are responsible to refuel each vehicle before returning to campus. If a driver has been designated as NOT ACCEPTABLE, that driver will not be permitted to drive Regis vehicles. The coach must be in the lead vehicle and the remaining vehicles must follow him/her. Other team vehicles cannot pass the coach or travel a different route: everyone must stay together. During travel times, coaches have a tremendous responsibility for the safety of the athletes. If there were to be an accident when traveling, the coach needs to be on the scene.

## **STUDENT-ATHLETES AND WORK STUDY STUDENTS ARE NOT PERMITTED TO DRIVE VANS!**

### **University Vehicle Usage Policy**

The usage of any university owned vehicle is subject to the Regis University Van policy which can be found at: [Vehicle Guidelines and Procedures Policy \(regis.edu\)](https://www.regis.edu/policies/vehicle-guidelines-and-procedures) <https://www.regis.edu/policies/vehicle-guidelines-and-procedures>

### **Individual Out-of-State Travel**

If a coach or staff member needs to make an out-of-state trip for an athletic event, he/she must submit a pre-approval in Chrome River as outlined per the Pre-Approval and Reconciliation Policy, getting the approval of the Deputy Director of Performance and Finance. When figuring reimbursement amounts for mileage and per diem, refer to the Travel section of the [Regis University Complete Fiscal Policy](https://one.regis.edu/university-operations/financial-affairs) located at <https://one.regis.edu/university-operations/financial-affairs>

## **SPORTS INFORMATION OFFICE (SID) OVERVIEW**

**The Sports Information Office is responsible for the following.**

### **STAFF**

Assistant AD/Communications: Main contact for the following sports: WSOC, VB, MBB, BSB, WLAX.

Graduate Assistant- Sports Information: Main contact for the following sports: MSOCM/W Cross Country, WBB, SB.

Graduate Assistant- Sports Information - Primary graphic designer/videographer for athletic department.

**NOTE:** Assigned sports/main contacts are subject to change each year depending on graduate assistant skill sets. Contact the Assistant AD/Communications for clarification regarding your main contact.

### **Awards**

The Sports Information Office (SIO) is responsible for nominating and voting for the following awards:

- CoSIDA Academic
- All-RMAC Academic
- D2CCA All-Region/All-District
- RMAC Player of the Week Nominees
- IWLCA Player of the Week
- RMAC Summit Award

The Sports Information Office (SIO) is not responsible for nominating or voting for coaches' association (i.e., NSCAA, AVCA) awards or RMAC awards. Those nominations are the coach's responsibility. The SIO will support coaches in nominating student-athletes with statistics or other necessary supporting information.

### **Press Releases**

The SIO is committed to getting press releases out in a timely manner. Below is a guideline of when releases will be posted or sent to the media.

#### ***Post-game stories***

**Home games/events**– Release will go out in a timely manner the day of the event.

**Away games/events**– Releases will go out in a timely manner the day of the event, after the SIO receives statistics/results from the host institution and following completion of all events that day.

**Pre-season stories** – A pre-season preview will be put on the website at least a week prior to the first regular season competition.

**Recruiting Class stories** – Following the completion of a coaches' recruiting class, a press release will go out detailing the number of new student-athletes signed and information on each player. Coaches are asked to help provide information and quotes on each of their signees.

**Special interest stories** – The SIO is looking for special interest pieces to put on the website and share with the community. If you have any student-athletes or coaches that have an interesting story, contact the SIO to set up further discussions.

**Awards** –THE SIO will post to website/send to media releases regarding awards no more than 24 hours after awards are released by specific organization. (i.e. RMAC, NSCAA, AVCA).

### **Statistics**

The SIO is responsible for reporting scores and statistics to conference, national and associate offices. The SIO has the final decision on all stats. The SIO checks all away games stats but asks that coaches check stats following the game. If a discrepancy occurs, contact the SIO immediately to resolve it. For home contests, the SIO (dependent on rationale) will adjust change requests and resend them to the necessary outlets (i.e. NCAA, RMAC, opponent). For away contests, the approval of discrepancies must come through the SIO; the SIO will then contact the opponent's SIO requesting the changes. The opposing SIO/coach has the right to turn down the request and if further steps are needed, the SIO will do what is needed to resolve. If you have a neutral site game let the SIO know ASAP so it can confirm coverage.

### **Game-Day**

The SIO and Deputy Director for Operations and Events are responsible for staffing all home contests. Coaches may be asked for staffing help on occasion due to staffing shortages.

Live stats will be available for all on-campus games. Blue Frame broadcasts for home events will be provided for the following sports: men's and women's soccer, volleyball, men's and women's basketball, softball, baseball and lacrosse, with the possibility of additional outdoor home events.

### **Website**

The official website for Regis Athletics is regisrangers.com. The SIO oversees all aspects of the website. If anything needs attention or to be added or removed, contact the SIO. All requests will be handled differently, as each may have a different timeline and require additional resources.



**Pictures** - The SIO will attempt to staff a photographer for every home event throughout the year. Photo requests from players and coaches need to go through their main SIO contact.

**Postgame Interview** - *An in-person interview with the head coach is requested after each home game.* Interviews may be conducted as audio recordings or video recordings depending on the resources. For away games and events, coaches are asked to call their SID to do a phone interview within a half hour after the game/event is finished.

**Roster Changes** – **Please e-mail all roster changes/jersey number changes to the SID as soon as they become official. These changes are required on multiple different platforms to ensure correct statistics.**

### **Social Media**

The SIO will be responsible for the timing and posting of information on Facebook, Twitter, and Instagram whether it be post-game recaps, special interest stories, game-day graphics, or post-season awards.

### **National Letter of Intent (NLI) Releases**

The SIO requires that all incoming student-athletes who have signed their NLI complete the athlete questionnaire found on the website within the sports information page. This gives the SIO permission to release pictures and information about the student-athlete. Without completion of this form, the SIO cannot release any information. The SIO must be given clearance from the Deputy Director of Athletics-Compliance before an incoming student-athlete's name, image/graphic, release, etc. can be shared publicly via social media and the athletic website.

## **SPORTS PERFORMANCE**

### **Insurance Coverage**

Regis University athletes, coaches, staff, managers and student trainers have insurance coverage for injuries sustained while engaging in competition, practices, and being transported as a member of a group which is under the direct supervision of a coach, trainer or duly delegated representative of Regis University for the purpose of participation in the play or practice of a scheduled intercollegiate sport. Additionally, coaches or staff members who drive rental vehicles during university sponsored trips are covered by university insurance and need not purchase the additional coverage offered by rental agencies, however student drivers including graduate assistants are not covered.

### **Athletic Secondary Insurance coverage**

Regis University will provide secondary athletic insurance for athletes injured in a sanctioned practice or competition up to \$90,000. This policy will be administered by the Sports Medicine Department. The student athlete's responsibility is to submit all bills with the appropriate Explanation of Benefits (EOB) to the Head Athletic Trainer within 30 days of receipt. Bills and EOBs not submitted within that timeline will not be guaranteed payment.

## **FACILITY USE PROCEDURES**

The Athletic Field Use Policy sets the parameters for when and who may schedule field use time. To review the policy, go to <https://www.regis.edu/policies/athletic-field-use-policy>

## **INCLEMENT WEATHER POLICY**

There are weather-related situation where athletics events may need to be rescheduled. This policy sets forth those parameters. To review the policy, go to: <https://www.regis.edu/policies/inclement-weather-policy-athletics>

## **CAMP POLICIES AND PROCEDURES**

Any athletic staff member at Regis University is subject to all NCAA and Regis University procedures regarding camp operations as a condition of your employment. This policy serves to outline the general policy regarding Regis University camps; however, it must be used in conjunction with all governmental rules and regulations, university policies, and pertinent NCAA regulations. All staffing and operational procedures of any camp are the coaching staff's responsibility. At least one member of each coaching staff must be in attendance for, and is responsible for, overseeing all logistical aspects of their camp(s). Camps or fundraisers involving third-party groups must submit their certificate of insurance and sign a Facility Use Agreement before their camp starts.

Two kinds of camps can be administered on the Regis University Campus:

1. Privately-owned camps; and
2. Institutionally sponsored fundraising camps that are run by an athletic program.

### **Camp Employees**

- All employees for both privately owned and institutionally sponsored camps must undergo a background check through the Regis University background check process. The camp owner will be responsible for this cost.
- University work-study may only be used for institutionally funded camps.
- Any student-athletes who work a camp must be approved and certified by the compliance office prior to hire.

### **Camp Accounting**

#### *Privately Owned Camps:*

- Privately-owned camps must be under the umbrella of an LLC or S-Corp and must follow all regulations associated with operating as one of those entities.
- All revenues and expenses for a privately-owned camp must operate through the outside accounts associated with the associated LLC or S-Corp.
- No Regis University accounts may be used for paying any expenses or depositing any revenues associated with a Privately-owned camp.
- No Regis University resources may be used for financing or staffing any privately-owned camp.
- The financial records for any camp that is owned by a Regis University staff member are subject to review at any time.

#### *Institutional Fundraising Camps:*

- Institutional fundraising camps must have all aspects of the camp finances run through the Regis University accounting system. There may never be any revenue from institutional camps placed in a non-Regis account for any reason.

### **Camp Scheduling**

- All camps, both privately-owned or institutionally-sponsored, must follow all normal procedures for scheduling facilities, and pay any associated costs as outlined in normal institutional policies.
- Requests for any classrooms or dorms must be scheduled through Event Services, follow all procedures and have a contract in place.
- Facility Use Agreements and Space Request forms must be signed and submitted to the Assistant Athletic Director, Facilities and Equipment prior to your camp.
- All camps, both private and institutional, taking place off campus must have a contract in place with the venue holding the camp.

### **Liability Insurance**

- All camps are required to have liability insurance that includes the sexual misconduct rider.
- Privately owned camps must provide proof of insurance prior to the beginning of camp.
- Institutional camps are covered under the regular Regis University liability insurance policy.
- If an institutional camp is being held at an off-campus site, the program must request a certificate of insurance through normal university procedures.

### **Approval Prior to Camp**

- Prior to camp, each camp must submit a completed Pre-approval checklist.  
All camp discounts must be approved by the compliance department prior to being distributed, and must be published in the camp marketing materials.
- All marketing materials must be approved by the compliance department prior to being distributed.
- Any marketing materials using Regis athletics logos must also be approved by the Deputy Director of Athletics, Operations and Events
- All coaches must check with the Assistant Athletic Director, Facilities and Equipment for any scheduling conflicts with potential camps.

### **Camp Reporting**

- At the end of each camp, both institutionally-sponsored and privately-owned, the camp operator must submit the

post-camp report which reports camp finances and verifies that all NCAA legislation is being followed.

Regis University Protection of Minors Policy

All camps held on the Regis University campus must follow all regulations as outlined in the Regis University Protection of Minors Policy and campus policies.

## **TICKETING POLICIES**

All home events will be run through the hometown ticketing website/app.

**Prices for NON-Regular Season Events**

Prices for Conference Championships, NCAA events, or any non-regular season events are determined by NCAA or RMAC and approved by the RMAC and NCAA administration.

**Full-Time Athletic Administration Staff**

Each Full-time athletic staff member and their significant other can download and use a Faculty Staff Pass for free entry into all the regular season home events.

**Full-Time Athletic Administration Staff-Pass List**

If a staff member needs passes for other individuals, they need to start by using open pass list spots. If that is exhausted, the staff must request tickets at least 48 hours in advance by contacting the Deputy Director of Athletics, Operations and Events.

**Coaching Staff**

Each Full-time athletic staff member and their significant other can download and use a Faculty Staff Pass for entry into all the regular season home events

**Coaching Staff Pass List**

Each member of the coaching staff can have up to four (4) guests pre-empt listed on the pass list for the sport they coach. The form must be completed online through Hometown Ticketing at least 24 hrs. prior to the event starting.

**Student-Athlete Pass List**

Student-athletes will be permitted two (2) guests per game to receive complimentary tickets. Full names (first and last) must be on the list at least 48 hours prior to game time.

## **APPENDIX A**

**Title:** Athletics Department Recruiting and Fiscal Policy

**Date Adopted:** December 2023

**Date Revised:** 12-13-2024

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As a Jesuit Catholic university, and in partial fulfillment of its mission to build a more just and humane world through transformative education at the frontiers of faith, reason and culture, Regis University adopts the following policy.

**A. Purpose**

Regis University offers a robust Athletics program and, as such, must follow not only strict regulations from the governing boards over athletic programs but also must outline certain structures to provide internal guidance. This policy highlights certain recruiting and fiscal policies to support the mandated policies of external parties.

**B. Scope**

- 1) This Policy applies to all Athletic Department staff.
- 2) This Policy applies to all Athletic Department Graduate Assistants.

**C. Definitions**

- 1) National Collegiate Athletic Association (NCAA) regulations: Refers to the NCAA\_Division\_II\_Manual.
- 2) Rocky Mountain Athletic Conference (RMAC): Regis-affiliated athletic conference.
- 3) Prospective Student-Athlete (PSA) is a student who has started classes for the ninth grade.
- 4) Student-Athlete (SA): an individual who reports for an intercollegiate squad under the athletics department's jurisdiction.
- 5) NCAA Eligibility Center: Online portal that certifies the academic and amateurism eligibility of prospective student-athletes to participate in intercollegiate athletics at D1 or D2 institutions.
- 6) NCAA Countable Athletically Related Activity (CARA) is any required activity with an athletics purpose that involves SAs and is supervised by any member of an institution's coaching staff, including strength, and conditioning coaches. These activities must be counted towards an SA's daily and weekly limitations. (Either during or outside the playing season.)

**D. Policy**

**A. General Recruiting**

- 1) All recruiting activities shall be conducted in accordance with NCAA, RMAC, and university regulations.
- 2) Annual and ongoing training should be completed to maintain knowledge of NCAA requirements, and any concerns or questions should be discussed with the Deputy Director for Compliance immediately.
- 3) Coaches are responsible for understanding and adhering to the eligibility requirements for first-year students and transfer students to avoid spending scholarship allotment on PSA's that will be ineligible to compete for the year.
- 4) Per NCAA regulations, no outside sources of funds may be used for recruiting activities. This includes any fundraising money. All funds should be from the allotted recruiting budget lines ONLY.

**B. Campus Visit Recruitment**

- 1) Campus housing must be used for lodging accommodation for an official visit. The institution may not pay housing costs for relatives or legal guardians.
- 2) Standard vehicles must be used to transport prospective student-athletes (PSA) and those accompanying them on official visits.
- 3) Student-athletes (SA) may not provide transportation to/from campus for a PSA upon their arrival to/departure from campus.

**C. Off-Campus Recruitment**

- 1) Includes visits that authorized staff members make to PSAs' homes, schools, athletic practices or contests, or any other site off the Regis campus.
- 2) Personal funds may not be used for recruiting off campus.
- 3) Travel by air should be coach or economy class.

- 4) University funds may not be used to purchase alcohol.
- 5) Itemized receipts should be submitted with expense reports.

D. Athletic Department Expenses

- 1) Only necessary expenses will be paid (i.e., no SA bench/office “treats” and no lunches/breakfasts/coffee for regular staff meetings).
- 2) No pre-game catered meals for home contests. Special pre-game meals may be approved by the leadership for specific events (such as Team Impact).
- 3) No post-game catered meals for home contests. Special post-game meals may be approved by the leadership for specific events (such as Team Impact).
- 4) All game contract guarantees must be negotiated and approved by the leadership.
- 5) Financial guarantees must be discussed/approved with admin prior to verbal commitments with opposing teams (such as financial payment, hotels, meals, etc.)
- 6) Team budgets cannot fund guarantees.
- 7) Guarantee resources will be prioritized for special home events.
- 8) All Senior gifts and conference awards should be purchased through fundraising by the Athletics Department Administration.

E. Team Travel

- 1) Staff should comply with Regis University's Complete Fiscal Policy. See 1.16-1.22 for policy specific to student travel.
- 2) Travel Squad Limits: The maximum number of eligible student-athletes who may travel at the University’s expense overnight is listed below. University budget money will only be used to pay for expenses for eligible and medically cleared student-athletes and associated staff permitted to travel with the team. With administrator approval, fundraising dollars may be used to expand travel rosters. (Exceptions may be made for full roster travel for RMAC Championships.)

F. Travel Roster

<b>Sport</b>	<b>Maximum Travel Party Size</b>
M Soccer	18
W Soccer	18
Volleyball	15
M Basketball	12
W Basketball	12
Baseball	30
Softball	18
Lacrosse	21
M Golf	5
W Golf	5
M Cross Country	7
W Cross Country	7

- 1) Departure and Return Times: For teams in championship season, departure times for travel should be based on missing the minimum amount of class time and around campus dining hours, when possible.
- 2) For post-season play, departure and return times may be altered based on the championship schedule. When traveling a substantial distance, teams can leave no earlier than one day prior to competition unless

given prior approval. When reasonable, teams should depart the day of the competition and must return no more than 12 hours after the contest.

- 3) Meals: Negotiating the possibility of a discounted rate for team meals in advance is expected. Efforts should be exhausted to provide reasonable meals while being fiscally responsible with university budget money. Hotels that include breakfast should be utilized as often as possible.
- 4) Departure and arrival times impact the number of meals that will be missed and should be considered in the trip planning process. Use the Regis University published dining hall hours as a guide when scheduling departure and arrival times to determine if a meal will be missed.
- 5) During any CARA time when the Regis University dining services are closed, three (3) meals a day may be provided for SAs.
- 6) Exceptions: Requests for exceptions to a travel policy must be submitted in advance to the athletic administrator who oversees the sport for their review and consideration. All requests for exceptions must be submitted before the final travel schedule or a minimum of 30 days prior to travel via a Request for Travel Exception Form.
- 7) Equipment: A minimum four (4) year cycle should be utilized for purchasing new uniforms, and only if needed.
- 8) Efforts should be made to purchase one set of uniforms in Year 1, a second uniform in Year 3, no uniforms purchased in Years 2 or 4. This also includes coach gear. Coaches gear can be replaced on off years.
- 9) Additional uniform sets may be purchased with fundraising dollars, only after budget contributions levels have been met and agreed upon with approved administrators.
- 10) Fill-ins should be purchased only when needed with Administration approval.
- 11) The following items should be provided via an issue/retrieval process annually:

Uniforms

Travel Suits

Warmups

Travel Bags

Golf Bags

All Equipment purchased with university funds.

**(Lost/misplaced items should be charged to the student-athlete.)**

- 12) Per NCAA rules, a student-athlete may retain athletics apparel items and used equipment at the end of the individual's collegiate participation (uniforms not included).
  - a) Fundraising may be utilized to support the following:
  - b) Additional coaching staff support
  - c) Consultants
  - d) Specialty Coaches
  - e) Endowment Scholarships
  - f) Travel Abroad/Foreign Tours
  - g) Additional SA Travel beyond the Travel Party Maximum
  - h) Additional Equipment/Capital based on approval from leadership.
  - i) Pre-Season Camps
  - j) Fundraising dollars may only be spent once budget contributions have been met and agreed upon with approved administrators.

G. Related Policies, Procedures, Forms, and Other Resources

a. Related Policies:

<https://one.regis.edu/documents/university-operations/financial-affairs/complete-fiscal-policy.pdf>

b. Related Procedures/Forms:

i. Request for Travel Exception Form

\*\*All budgets are subject to year-end review with the CFO, Office of Financial Affairs, and Administration.

## **APPENDIX B**

**Date: INITIATE DATE \*Contract expires if not signed and returned by: EXPIRE DATE**

**Sport: TBD**

This AGREEMENT made by and between the athletic authorities of Regis University and those of **VISTING TEAM**, or their duly authorized agents, stipulates the following:

**FIRST:** The aforementioned sport teams representing the above-named institutions shall compete as follows:

At: **Regis University** Opponent: **VISITING TEAM** On: **DATE** Game Time: **TBA**

**SECOND: Any guarantees language, including money, rooms, meals, travel, etc. If no guarantees write "No Guarantees"**

**THIRD:**

The officials for this event shall be: **RMAC**

**FOURTH:**

All players representing either institution in said games shall be eligible under the rules and regulations of the NCAA, the respective Conferences and / or institutions.

**FIFTH:**

The parties agree that if any of the parties fail to meet the obligations imposed on in the FIRST paragraph on this Contract, actual damages would be uncertain. Consequently, any party not following the conditions of the FIRST paragraph, either by cancellation or failure to appear, shall pay liquidated damages in the amount of \$4,500 (four thousand and five hundred dollars) unless such cancellation or failure to appear is by mutual consent in which case this agreement shall be null and void. If cancellation or failure to appear is by mutual consent, such consent shall only be effective if it is in written form and executed on the same document by both parties. If a natural disaster, military action, terrorist attack, pandemic, Covid-19, confiscation by government order or prohibition by any governing authority, including but not limited to the Rocky Mountain Athletic Conference or the NCAA, occurs that is beyond the control of either Institution and makes it impossible or impractical to play the Contest(s) ("Force Majeure Event"), both Institutions shall be relieved of any and all obligations of this Agreement and neither Institution shall be responsible to the other for any loss or damage. The Institutions will endeavor to reschedule the Contest(s) if feasible. Notice of any such Force Majeure Event shall be given as soon as possible after the affected Institution knows, or should have known, that cancellation of the Contest(s) is likely under the circumstances. An Institution that fails to act reasonably in providing notice as required by this section shall be responsible for reimbursing the other Institution for its promotional and other expenses which would not have been incurred had the notice been promptly given as required.

**Signatures:**

Institution: Regis University

Institution: TBD

Head Coach: \_\_\_\_\_

Head Coach: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Director Athletics: \_\_\_\_\_

Director Athletics: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Please return one signed copy to:  
Andy Wheeler, Deputy Director of Athletics  
Regis University Athletic Department  
3333 Regis Blvd., F-20  
Denver, Colorado 80221

[wwheeler@regis.edu](mailto:wwheeler@regis.edu)

**APPENDIX C**



To all instructors of Regis University student-athletes,

Varsity Athletics competitions are sponsored by Regis University so absences related to them should be treated as excused and the student athletes should be given the opportunity to make-up any educational activities they miss, provided the students fulfill their responsibility of communicating with you, their instructor.

Student-athlete responsibilities:

- Provide their schedule of competition to the professor, with dates of missed classes highlighted, during the first week of class (preferably on the first day of class).
- Discuss the schedule with the instructor during the first week to arrange and plan for ways to make up missed work.
- Remind their instructor in writing a week before each scheduled absence.
- Inform their instructor as early as possible about any post-season participation (which cannot be predicted at the beginning of the semester).

Instructor responsibilities:

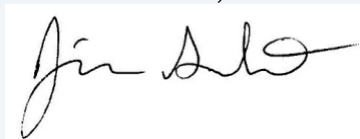
- Work with the student to arrange and plan ways to make up for missed work.
- Respond to reasonable requests for progress reports from coaches.
- If athletics absences are deemed excessive for a given course, the student should be informed in time for them to find another course (before the Add/Drop Deadline).

Athletics Department staff can proctor exams "on the road," often at close to the same time as the exam is given in class. The Testing Center no longer proctors make-up exams. Contact me if you have difficulty scheduling a make-up exam, and I will do what I can to help.

My role is to help facilitate conversation between faculty and the Athletics Department. Don't hesitate to contact me if I can answer any questions or be of any assistance.

Thanks for all you do in supporting Regis University student-athletes!

Good Luck,

A handwritten signature in black ink, appearing to read "Jim Seibert", is centered on a white rectangular background.

Jim Seibert  
Professor of Mathematics Faculty  
Athletics Representative Office: 303-  
458-4102  
email: [jseibert@regis.edu](mailto:jseibert@regis.edu)