

2-25-1993

SR-92-93-(81)227 (AC)

Marshall University

Follow this and additional works at: http://mds.marshall.edu/fs_recommendations

Recommended Citation

Marshall University, "SR-92-93-(81)227 (AC)" (1993). *Recommendations*. 1207.
http://mds.marshall.edu/fs_recommendations/1207

This Article is brought to you for free and open access by the Faculty Senate at Marshall Digital Scholar. It has been accepted for inclusion in Recommendations by an authorized administrator of Marshall Digital Scholar. For more information, please contact zhangj@marshall.edu, martj@marshall.edu.

**ATHLETIC COMMITTEE
RECOMMENDATION**

SR-92-93-(81)227 (AC)

The Athletic Committee recommends approval of the Marshall University Policy for Intercollegiate Athletics provided that faculty representation on the Athletic Advisory Board be increased from two to three. The three faculty members shall be the Chair of the Athletic Committee plus two members chosen by the Faculty Senate.

RATIONALE: Concern over the need for the President to have an Athletic Advisory Board that can advise him, while at the same time a communication channel and advisory group is needed on athletic matters for the Senate and for the faculty at large.

FACULTY SENATE PRESIDENT:

APPROVED BY SENATE: Robert D. Sawrey DATE: 2-25-93

DISAPPROVED BY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: [Signature] DATE: 3/2/93

DISAPPROVED: _____ DATE: _____

COMMENTS:

Amended from the Senate floor.

EXECUTIVE BULLETIN # 2

Marshall University
Policy for
Intercollegiate Athletics

October 1, 1992

I. INSTITUTIONAL PURPOSE AND ATHLETICS PHILOSOPHY

A. Athletics Philosophy of Marshall University

At Marshall University, student-athletes will be provided with the opportunity and encouraged to progress toward a degree of their choice, in an environment consistent with high standards of academic scholarship, sportsmanship, leadership, and institutional loyalty. Participants in intercollegiate athletics at Marshall University must be enrolled in at least a minimum full time program of studies, be in good academic standing and maintain satisfactory progress toward a baccalaureate degree.

It is recognized that the Marshall University intercollegiate program:

1. is an important part of a well-rounded university dedicated to the service of a broad range of students, faculty, and public interests;
2. is important in community support for the institution at the legislative, state, and local levels;
3. fosters pride in the university among faculty, students, and citizens of West Virginia;
4. can and should develop character, maturity, and a sense of fair play in its student-athletes.

B. Athletics Objectives

1. To have the university represented by men and women whose conduct reflects credit upon the institution and who are making normal progress in degree programs with appropriate academic counseling, advisement and support;
2. To field disciplined, healthy, and competitive amateur student-athletes and teams recruited, coached, and supported by skilled people who are dedicated to the spirit and intent of all conference and NCAA rules and regulations;
3. To strive for improvements in the system of intercollegiate athletics by cooperating with institutions to reduce pressures toward improprieties;
4. To provide quality medical support for all student-athletes.

II. THE AUTHORITY OF THE CHIEF EXECUTIVE OFFICER IN PERSONNEL AND FINANCIAL AFFAIRS

A. Authority of the President

1. The Board of Trustees of the Universities of West Virginia has assigned to the president authority to appoint university personnel, including, but not limited to the director of athletics and all head coaches, and to establish standards of conduct for them.
2. Annually, the president will reaffirm his commitment to the NCAA's principles of fair play and amateur athletics competition and MU's statement of athletics program philosophy by signing the NCAA Certification of Compliance or other pertinent documents.
3. The director of athletics and the faculty athletics representative will meet with the president prior to the NCAA and SC conventions, and the president will

advise the athletics director and the faculty athletics representative of university positions and how the university will vote on major issues.

B. The Vice President in Charge of Athletics

1. The vice president for administration shall have responsibility for overseeing the intercollegiate athletics program, in particular those matters relating to the administration and budget of the program, and meets regularly with the president to apprise him of issues and ongoing operations.
2. All reports to the NCAA regarding possible rule violations, all audit reports regarding the athletics program, and the performance reviews of the head coaches must be submitted to the vice president for administration for appropriate disposition.
3. The vice president for administration in charge of athletics shall prepare the annual performance review of the director of athletics.

C. The Director of Athletics

1. The director of athletics is appointed by the president of Marshall University. When the position becomes vacant, the president will normally appoint a search committee to recommend candidates. The search process will be conducted in conformity with the university's procedures.
2. The director of athletics reports to the vice president for administration who is in charge of athletics for all matters relating to administration and budget.

D. Appointment of Head Coaches

Head coaches are appointed by the president upon recommendation of the director of athletics. After consultation with the vice president for administration, the search process shall follow the university's policies and procedures.

E. Athletics Department Annual Operating Budget

The annual operating budget for the Athletics Department, prepared by the athletic director, will be reviewed and approved by the Athletic Advisory Board, vice president for administration and the president.

F. Policies Regarding Standards of Conduct

The president has overall authority to establish policies and standards of conduct for all representatives of the university's athletics program. In addition to other established policies, it is the policy of Marshall University that all University representatives including the Department of Athletics, whether they be students, coaches or others shall establish and maintain the highest degree of credibility and decorum possible; and make every attempt to conduct themselves in a manner so as not to embarrass the institution by their actions.

Behavior by institutional representatives that does not meet this standard and which has the potential of harming the reputation of the institution or any of its units is prohibited.

Where such conduct involves coaches, staff or other non-faculty employees of the institution, the system of progressive discipline will be utilized to deal with the situation

as outlined in the Marshall University Classified Staff Handbook.

1. **Oral Warning.** The president, in consultation with the athletic director, shall review the incident and counsel the individual concerning his or her actions and future behavior. A private written reprimand will be issued.
2. **Written Warning.** Recurrence of behavior previously identified or in situations where conduct is of a highly offensive nature, the individual will after investigation by appropriate parties be publicly reprimanded. Appropriate written documentation will be placed in the individual's personnel file or such other disciplinary action as may be deemed fit and proper.
3. **Suspension/Termination.** In cases where conduct is of an inflammatory or violent nature or in cases of conduct previously documented and for which the employee has been warned or counseled, the individual will be subject to disciplinary action up to and including suspension or termination.

G. Monitoring of Compliance with NCAA/Southern Conference Regulations

1. The Athletic Advisory Board should be familiar with and receive regular briefings concerning institutional compliance with NCAA and Southern Conference regulations. The chairperson of the Athletics Advisory Board along with the director of athletics and the faculty athletics representative shall provide these findings related to noncompliance to the president.
2. The registrar shall monitor and ensure compliance with regulations regarding admissions and eligibility of student-athletes and report irregularities to appropriate university offices.
3. The director of financial aid shall monitor and ensure compliance with regulations regarding financial aid of student-athletes and report irregularities to appropriate university offices.
4. The director of athletics shall monitor and ensure compliance with NCAA and SC rules and regulations by all Athletic Department personnel. Irregularities and rules violations, either deliberate or accidental, will be self-reported to the appropriate organization.

III. ATHLETICS PROGRAM ORGANIZATION AND ADMINISTRATION

A. The Director of Athletics

1. All staff members of the athletics program, including all head coaches, report to the director of athletics.
2. At least once a year, the director of athletics or his/her representative will meet personally with each individual team who is actively participating in intercollegiate athletics for the purpose of sharing the philosophy of athletics at Marshall University, review both NCAA and SC rules and to answer any questions student athletes might have concerning expectations. At least once a year each coach or his/her representative will meet personally with each student-athlete on his/her squad for the purpose of sharing the philosophy of athletics at Marshall University, review rules, and to answer any questions student athletes might have concerning expectations.
3. The director of athletics will conduct a required NCAA exit interview with each student-athlete who has completed his/her eligibility. The faculty athletics

representative shall be notified of each exit interview and invited to participate in the exit interview if he/she so desire.

B. Responsibilities of the Director of Athletics

At least once a year, the Director of Athletics will inform all Athletics Department personnel, representatives of athletics interests, members of booster groups, enrolled student-athletes, and other relevant parties of MU's commitment to the principles of fair play and amateur athletics competition, as defined by NCAA rules.

C. The Athletic Advisory Board

The Athletic Advisory Board provides general review of the policies and operation of the university's athletics program. The composition of the board shall be as follows:

- 2 representatives from the faculty
- 1 representative from the student body
- 1 representative from the alumni
- 1 representative from the classified staff
- faculty athletics representative
- vice president for administration
- athletic director (ex officio)

D. Responsibility of the Athletics Advisory Board

At least once every two years, the vice president for administration will submit the university's statement of athletic program philosophy to the Athletics Advisory Board for review and approval to ensure that it is in harmony with the published statement of philosophy of the applicable NCAA rules and regulations.

E. Faculty Athletics Representative

The president will designate a member of the faculty as institutional athletics representative. The Athletics Department will provide the faculty athletics representative with the administrative and secretarial support necessary to carry out his/her responsibilities. The faculty athletics representative shall:

1. Assure that the institutions' academic integrity is being maintained in athletics
2. Have full access to academic records of student-athletes
3. Assure that student-athletes are afforded opportunities to successfully complete their degree program
4. Oversee NCAA and conference compliance efforts
5. Report relevant matters involving intercollegiate athletics with the faculty senate
6. Shall provide periodic reporting of relevant issues concerning athletics to the Faculty Senate

F. Notification and Continuing Education of Compliance Personnel

1. Each year, the vice president for administration will assure that the appropriate university personnel are notified of their formal compliance responsibilities.

Administrative supervisors will be responsible for monitoring their performance of these duties.

2. Each year, the director of athletics will be responsible for seeing that all university personnel with compliance responsibilities receive continuing education to reinforce their understanding of existing NCAA and conference rules and to introduce changes in those rules.
3. The director of athletics or his/her designee will conduct regular mandatory compliance seminars for all coaches and appropriate department personnel. Seminars shall be conducted a minimum of one every other month.
4. The director of athletics will coordinate two compliance seminars (Fall and Spring) per year with the Southern Conference office to be held on campus.

G. Point of Contact with NCAA and SC

All communications with the NCAA and the SC will be directed through the director of athletics or his/her designee.

IV. ATHLETICS PROGRAM FINANCES

A. Administration and Review of Athletics Expenditures

1. The Athletic Department's annual operating budget is funded by student fees, ticket revenue, donations from the Big Green Scholarship Foundation, Inc., and revenue from advertising, rentals, concessions and miscellaneous. These resources are used to fund athletics scholarships and other athletically related activities.
2. All income, with the exception of funds generated by the Big Green Scholarship Foundation, shall be processed by the university's office of financial affairs. Funds generated by the Big Green are managed through the Big Green Scholarship Foundation, and all transactions are reviewed and approved by the director of athletics and/or his designee.
3. All expenditures for, or on behalf of, the university's intercollegiate athletics program, including those by any outside organization, agency, or group of individuals (two or more), shall be subject to an annual financial audit (in addition to the regular financial audit policies and procedures of the university and the state) conducted for MU by a qualified auditor who is not a staff member of the university and who is selected either by the president or designee.

The audit report for one fiscal year shall be completed and presented to the president prior to the end of the next fiscal year.

Funds generated by the Big Green Scholarship Foundation are to be audited annually by an independent accounting firm. Said audit shall be made available to the vice president for administration and the president.

4. Athletics Department staff members are prohibited from maintaining funds or accounts that are not subject to university control and review.

B. Disbursement of Tickets for Athletics Events

A formal policy for the disbursement of tickets for athletics events will be established by the Athletic Department with review and approval by the Athletics Advisory Board and faculty athletic representative. The policy shall address all tickets for sale as well as complimentary tickets.

C. Coaches' Outside Income

All athletic department personnel at Marshall University must receive prior annual written approval from the president:

1. For all athletically related income and benefits from sources outside the institution. (Must be approved on an annual basis.)
2. To use directly or by implication, the institutions name or logo in the endorsement of commercial products or services for personal gain.
3. To accept outside compensation or gratuities from athletics shoe, apparel or equipment manufacturers in exchange for the use of such merchandise during practice or competition.

D. Grants-in-Aid to Student-Athletes

1. Financial aid for student athletics shall be governed by the NCAA Manual and the NCAA Guide to Financial Aid.
2. Federal student aid regulations require that all financial aid be coordinated by the financial aid office. Similarly, the NCAA requires that all financial aid administered to student-athletics by the institution go through its regular financial aid authority.
3. The director of athletics shall designate one individual as the liaison with the financial aid office to ensure good communications and compliance.
4. The director of athletics shall develop and distribute to all staff and student athletes a policy statement concerning financial aid.
5. The financial aid director shall monitor individual eligibility whereas the director of athletics shall be responsible for complying with team limits.
6. The financial aid director shall approve grants-in-aid, set limits of countable aid and seek approval of the chairperson of the Financial Aid Advisory Council.
7. The chairperson of the Financial Aid Advisory Council shall verify and approve grant-in-aid awards.

V. EMPLOYMENT OF ATHLETICS PROGRAM PERSONNEL

A. Hiring Procedures

1. Candidates for all athletics program positions will be assessed with regard to their willingness and ability to abide by NCAA and SC rules.
2. In searches for candidates for head coaching positions, a university official will contact the NCAA compliance and enforcement departments to determine whether those under serious consideration have been involved in NCAA rules violations. Individuals who have been the subject on NCAA or Conference

sanctions for cases of willful rules violations will be disqualified and not considered for the appointment.

B. Athletics Department Personnel Responsibility to Adhere to NCAA Rules

1. All Athletics Department personnel are required to adhere to NCAA rules and regulations. Contractual agreements between a coach and the university shall include the stipulation that the coach may be suspended for a period of time, without pay, or that the coach's employment may be terminated if the coach is found to be involved in deliberate and serious violations of NCAA regulations.
2. Annually, each coach and staff member of the Athletic Department must sign the NCAA Certification of Compliance form attesting to his/her willingness to comply with NCAA rules and regulations.

C. Continuing Education Regarding NCAA and SC Rules

1. All coaches must participate annually in continuing education programs regarding NCAA rules.
2. Each year, the director of athletics will stress to all athletics program personnel the necessity to self-report possible NCAA and SC rules violations. Coaches must self-report possible violations to the director of athletics. This self report shall then be communicated to the faculty athletics representative and the vice president for administration by the athletic director.

D. Criteria for Evaluating the Director of Athletics

The director of athletics will be evaluated annually in accordance with the following criteria:

1. Commitment to the health and safety of student-athletes;
2. Commitment to the academic performance of student athletes;
3. Administration of the Athletics program;
4. Administration of the athletics budget;
5. Knowledge of and observance of NCAA, SC, and university policies and rules;
6. Commitment to integrity;
7. Representation of the university;
8. Ability to recruit coaches who can be competitively successful and fulfill the goals and objectives of the university.

E. Criteria for Evaluating Head Coaches

All head coaches will be evaluated annually in accordance with the following criteria:

1. Commitment to the health and safety of student-athletes
2. Commitment to the academic performance of the student-athlete
3. Knowledge and observation of NCAA, SC, and university rules and regulations
4. Administration of the budget
5. Performance as a practice coach
6. Performance as a game coach
7. Performance as a recruiter

8. Involvement with athletics fund-raising
9. Representation of the university and conduct, both on and off the field

VI. THE SPORTS PROGRAM

A. Support the Diverse Sports

Within the limits of resources, the university attempts to provide adequate institutional support for a wide range of sports. Each sport designated as part of the intercollegiate athletics program will have a designated head coach, a paid coaching staff, a budget for recruiting student-athletes, equipment, and a travel budget for scheduled intercollegiate competition. Periodically, the director of athletics and the Athletic Advisory Board will review the range of sports supported. The director of athletics will attend at least one annual event of the intercollegiate competition in each sport.

B. Assessment of the Athletics Program's Impact on Student Athletes

The office of the registrar in cooperation with the student athletic program and the faculty athletics representative will assist the Athletics Department in periodically assessing the academic progress and graduation rates of student athletes. Analyses of these measures of MU student-athletes will be made using comparative data from non-athlete MU students with similar entrance profiles.

The athletic director and the faculty athletics representative shall monitor the schedule of games and practices to guard against intrusion of athletic pursuits on the time required for satisfactory academic progress.

VII. RECRUITING, ADMISSIONS, AND ELIGIBILITY

A. Policies Regarding the Recruiting of Student-Athletes

1. The university adheres to the written policies of the NCAA governing the recruiting of student-athletes.
2. In accordance with NCAA rules and regulations, representatives of athletics interests (as defined in the NCAA Manual) are prohibited from any on-or-off campus recruiting contacts with prospective student-athletes, and their relatives or legal guardians, including correspondence and telephone calls.

To ensure compliance with NCAA rules and regulations, Marshall University Athletics Department administration will explain these recruiting prohibitions to the representatives of the university's athletics interests through:

- a. a booklet prepared as a handy reference to NCAA rules and regulations governing situations most likely encountered by alumni and friends of the university to be discussed at various times throughout the year with those individuals identified as football season ticket holders, basketball season ticket holders, Big Green contributors, and others known to support MU athletics programs. The booklet shall also be provided to each student-athlete at the beginning of each academic year.
3. Once an individual has been identified by a member of the MU coaching staff as a potential recruit and accepts an official invitation to campus, that

prospective student-athlete will be sent the "NCAA Guide for the College-Bound Student-Athlete." This booklet summarizes NCAA rules and regulations by which MU and the prospective student-athlete must abide in order to ensure that prospective student-athlete's eligibility for intercollegiate athletics.

4. During the academic year, all coaches are required to attend monthly NCAA rules discussions conducted by the Athletics Department administration. All coaches are also required to attend an annual NCAA rules seminar conducted by the Southern Conference Office.
5. All Athletics Department personnel are required to attend an annual NCAA rules discussion conducted by the Athletics Department administration.
6. Student-athletes receiving athletics scholarships will certify annually, on a form provided by the Athletics Department administration, the source of all financial commitments made to them for the current calendar year.
7. The Athletic Advisory Board will monitor and report on the Athletics Department staff's compliance with Marshall University and NCAA rules and regulations regarding recruiting of prospective student-athletes.
8. All expenses associated with the recruitment of student-athletes shall be approved and processed by the athletic business office with all records available for review by the Athletic Advisory Board upon request.
9. The travel itineraries of prospective student-athletes who visit campus must be approved by the director of athletics or his/her designee.

B. Admission and Financial Aid for Prospective Student-Athletes

1. All decisions regarding the admission of prospective student-athletes will be made by the director of admissions or a member of his/her staff.
2. All decisions regarding the packaging of need-based financial aid for student-athletes will be made by the director of financial aid or his/her staff.

C. Procedures for Verifying the Continued Eligibility of Student-Athletes

1. Marshall University follows all NCAA eligibility academic guidelines as found in Bylaw Article 14 of the NCAA Manual or other applicable NCAA regulations. In determining a student-athlete's eligibility, Marshall University uses the following procedures:
 - a. For freshman student-athletes, initial eligibility certification is completed by the director of admissions or a designee. All required documentation is gathered to ensure proper certification. NCAA rules govern this process.
 - b. For enrolled student-athletes, each student-athlete's academic standing is checked by the registrar after each fall, spring and summer period of enrollment. Satisfactory academic standing is defined by MU to be that required for eligibility by the NCAA Manual.
2. All determinations of eligibility are made by the registrar. The registrar and the faculty athletics representative certify each student-athlete's eligibility and Athletics Department personnel verify that eligibility. Written procedures for determining satisfactory progress are maintained in the Office of the Registrar.
3. The Athletic Department maintains a student-athlete data base to ensure that proper records are kept with regard to student-athletes' athletics participation history and that course "drops" do not adversely affect a student-athlete's eligibility.

VII. SERVICES FOR STUDENT-ATHLETES

A. Services Provided

1. The following services will be provided to student-athletes by the student-athlete program under the direction of Marshall University Student Services:
 - a. orientation to the campus and campus life
 - b. academic tutoring and counseling for academic and personal problems
 - c. sex education and interpersonal relations
 - d. counseling regarding gambling and related problems
 - e. counseling regarding summer job and postgraduate job opportunities
2. Annual drug and alcohol awareness education is required for all student-athletes and for all coaches and trainers.

B. Academic Support

1. Marshall University Student Affairs maintains academic tutoring and academic counseling programs that are available to all student athletes. Student athletes may be required to use these services as a condition of continuing in their sport.
2. The Athletic Advisory Board will review these academic tutoring and counseling programs annually.