



VIRGINIA
WESLEYAN
UNIVERSITY

Athletic Department Policy and Procedure Handbook

2021-2022

2021-22 ATHLETIC DIRECTORY

Executive Director of Intercollegiate Athletics

Andrea Hoover-Erbig

Associate Director of Intercollegiate Athletics

Jeff Bowers

Assistant Director of Intercollegiate Athletics for Advancement

Brandon Elliott

Senior Woman Administrator

Liz Hudy

Director of Athletic Communications

Alysse Scriptor

Administrative Assistant/Business Manager

Trish Doherty

NCAA Faculty Athletic Representatives

Dr. Larry Hultgren and Dr. Jill Sturts

Team	Coach	Phone (757)	E-mail
Men's Basketball			
Head Coach	Dave Macedo	455-3313	dmacedo@vwu.edu
Assistant Coach	Nick Doyle	455-3347	nbdoyle@vwu.edu
Women's Basketball			
Head Coach	Liz Hudy	455-2122	ehudy@vwu.edu
Assistant Coach	Chris Mabry	524-5549	cmabry@vwu.edu
Baseball			
Head Coach	Chris Francis	455-3348	cfrancis@vwu.edu
Assistant Coach	Jeff Butler	455-3379	jmbutler@vwu.edu
Cross Country/Track & Field			
Director	Jesse Weiner	233-8830	jweiner@vwu.edu

Assistant Director	Cameia Alexander	233-8704	calexander@vwu.edu
Field Hockey			
Head Coach	Christina Walker	455-3396	crestivo@vwu.edu
Assistant Coach	Jo Stewart	455-3291	jlstewart@vwu.edu

Golf (Men's & Women's)			
Head Coach	TBD	455-3387	
Assistant Coach	Pam Fisher		pfisher@vwu.edu

Men's Lacrosse			
Head Coach	J.P. Stewart	455-3135	jpstewart@vwu.edu
Assistant Coach	Chris Hawley	233-8763	chawley@vwu.edu

Women's Lacrosse			
Head Coach	Nicole DeSalvia	455-3137	ndesalvia@vwu.edu
Assistant Coach	Catherine Duffy		cfduffy@vwu.edu

Men's Soccer			
Head Coach	Chris Mills	455-3120	cmills@vwu.edu
Assistant Coach	Shane Kohler	961-5605	skohler@vwu.edu

Women's Soccer			
Head Coach	Jeff Bowers	455-3285	jbowers@vwu.edu
Assistant Coach	Alex Gallagher	233-8798	agallagher@vwu.edu

Softball			
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Head Coach	Brandon Elliott	455-3307	bellriott@vwu.edu
Assistant Coach	Liz Miller	455-5723	eamiller@vwu.edu
Swimming (Men's & Women's)			
Director	Mike Ginder	233-8745	mginder@vwu.edu
Assistant Coach	Sito Arroyo		laarroyo@vwu.edu
Tennis (Men's & Women's)			
Director	Martin Perry	233-8796	mperry1@vwu.edu
Assistant Coach	Abby Eberhard		aerberhard@vwu.edu
Women's Volleyball			
Head Coach	Karissa Cumberbatch	455-3136	kcumberbatch@vwu.edu
Assistant Coach	Stephanie Puett		
Athletic Training			
Office	233-3417	Fax	233-8753
Head Athletic Trainer	Carly Laidlaw	937-6802	claidlaw@vwu.edu
Assistant Trainer	Robyn Mitchell	402-3540	rmitchell@vwu.edu
Assistant Trainer	Yvette Moscoso	937-9512	
Assistant Trainer	TBD	233-3417	

MISSION AND PHILOSOPHY STATEMENTS

Virginia Wesleyan University Mission Statement

An inclusive community dedicated to scholarship and service grounded in the liberal arts and sciences, Virginia Wesleyan University inspires students to build meaningful lives through engagement in Coastal Virginia's dynamic metropolitan region, the nation, and the world.

Intercollegiate Athletics Mission

VWU intercollegiate athletics provides our diverse student-body a broad-based, highly competitive experience from our student centered and gender equitable athletics programs. Through life enriching and integrated experiences, student-athletes are provided an ethical and sportsmanship driven training ground for personal growth that supports the mission of the University.

DAILY OPERATIONS

NCAA Tournaments

All coaches/staff not engaged in other institutional commitments must be available to assist during NCAA and/or ODAC (Old Dominion Athletic Conference) tournaments. Coaches are expected to assist in the tournament in whatever means necessary.

Working Hours

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

Staff Meetings

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

Dress Attire

During the academic year (while classes are in session), dress code for the staff is athletic appropriate or business casual; during the summer months when classes are not in session, dress code can be more casual. Keep in mind that prospects and parents could be on campus on any given day. If attire includes athletic-related emblems, they must be VWU related with current logo and approved school colors. Also, for campus events where your presence is requested, more professional attire might be required.

Take-Away Meal Policy and Procedure

Take-Away Meal Request Forms must be completed in order to request take-away meals and can be found or requested at the front desk of the Athletic Suite. **Requests MUST be made at least one week in advance.** You may also submit forms for the whole season in advance, with option to cancel for weather or add post season play as needed.

Overnight Guest Registration Agreements Policy and Procedure

Overnight Guest Registration Agreements for Athletic Recruits Forms must be completed and can be found or requested at the front desk of the Athletic Suite or in the Residence Life office. University policy requires all

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

Computer Access

1. **ADP:** ADP is the location for tracking payroll, pay statements, and PAL hours. Individual information can be found at workforcenow.adp.com. The point of contact for ADP questions is the Director of Human Resources, 455-3316.
2. **MARSIS:** MARSIS is where you will find your team and individual player academic information and class schedules. The Director of Athletics will contact Computer Services to request your access to MARSIS. The contact number for MARSIS questions is 455-3111.
3. **WEB ADVISOR:** Web Advisor is where you will access your financial accounts. The Director of Athletics will request your access to Web Advisor.

Coaching Staff

1. Head coaches are responsible for managing their coaching staffs, including hiring of assistant coaches and volunteers. To add a new assistant coach or volunteer to the coaching staff, the head coach must do the following:
 - Discuss opening/staffing needs with Director of Athletics.
 - Review job description/advertisement and submit to Director of Athletics for approval.
 - Director of Athletics will solicit approval from President and Director of Human Resources to fill/announce position and begin advertising as agreed upon.
 - Head coach will review appropriate interview/hiring strategies with Director of Athletics and seek approval for on-campus interviews in advance.
 - ALL staff members (including volunteers) must complete the onboarding process with Human Resources prior to beginning work with Virginia Wesleyan University. A successful background check is required of all employees, including volunteers. A clean driving record is also required for staff that will be driving on University business, including recruiting.
 - Prior approval by the Director of Athletics is necessary before any outside employment can be accepted, to ensure NCAA compliance and review any conflicts of interest.
2. **Full-time Coaches/Staff:** Appointment letters are issued from Human Resources and must be signed and returned, annually. Full-time coaching appointments contain the following terminology concerning varying workload throughout the year. "It is understood that the demands of a coaching position require extreme variation in hours worked during different times of the year with lengthy workweeks during the season and a lighter workload in the summer months. Accordingly, a coach is expected to fully and professionally perform his/her duties and access time off as is consistent with those duties." All employees, are considered "at will."

3. **Part-time/Volunteer Coaches:** Appointment letters are issued from Human Resources and will outline stipend and payment schedules, if any, for the academic year.

FINANCIAL POLICIES AND PROCEDURES

Financial Resources

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

1. **Operating**

The operating budget is an allotted amount for each sport to cover day-to-day expenses for your program. Money from this budget will be used for officials' fees, meals, hotels, gear, equipment, transportation, and other miscellaneous expenses.

2. **Recruiting**

The recruiting budget is the allotted amount for each sport to cover all expenses related to recruiting. This may include hotels, food, recruiting software fees, tournament books/information, copies, mailings/postage and other miscellaneous expenses for recruiting.

3. **Restricted**

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

4. **Agency**

The agency account is managed through the Office of Administration and Finance. Any money earned through fundraising that is NOT strictly a gift (for example, goods were sold as a part of a fundraising effort) should be deposited into the agency account. Any funds from this account remaining at the end of the fiscal year will roll over to the next fiscal year.

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

Fundraising

1. Most coaches find that fundraising is an ABSOLUTE NECESSITY in order to provide a quality student athlete experience on a daily basis. Fundraising is needed/used to supplement each individual operating budget.
2. Athletic teams are permitted to fundraise for various types of projects such as special equipment, special trips, and/or team recognitions. Events to support these projects may include clinics/tournaments/lessons, apparel sales, concession sales, and/or letter writing campaigns. You are covered by the University's insurance for any camps, clinics or lessons where 100% of the proceeds support your program's operations.
3. When coaches receive donations, these gifts must be deposited with the Center for Advancement with specific instructions to deposit to your sport-specific restricted account.

4. Any money earned through fundraising activities (and not considered strictly a cash donation) should be deposited through the Office of Administration and Finance in your sport-specific agency account. **Credit Card**
1. The University credit card should be used for travel expenses ONLY (food, gas, hotels).
2. Contact the Director of Athletics for permission to charge any other expenses—for example, paying a membership or association fee for your respective sport.
3. Should you require an increase in your credit limit, please contact the Director of Athletics.
4. You are required to allocate your charges on a monthly basis. You will receive your statement from the Office of Administration and Finance. You will be required to allocate your account numbers accordingly and return this statement by email. You must also print a copy of this statement, with the correct account numbers, attached all your receipts in order, according to the statement, and submit for approval from the Director of Athletics.

Purchasing Procedures

1. A Purchasing Requisition (PO) is required for all purchases made, regardless of price. Purchases made without obtaining a purchase order will be the sole financial responsibility of the purchaser. You must order what you describe in the PO request.
2. Submit a quote to the Director of Athletics for approval prior to placing any order. A purchase order will then be requested from the Office of Administration and Finance and they will then sent to the vendor.
3. Price quotations are given to the University in confidence and shall not be revealed to any other vendor or unauthorized person.
4. The University is exempt from State and City Sales and Use Tax. Hotel rooms and meals are NOT TAX EXEMPT.
5. No personal or private camp purchases may be made under the VWU name.
6. The Athletic Department has an exclusive contract with BSN/Under Armour. Teams shall exclusively wear and use Under Armour products, including without limitation footwear, socks, uniforms and headwear. Specific details of agreement will be provided by Director of Athletics.

Payment Procedures

1. A Payment Requisition (check request) is used for payment for services, registrations, reimbursements.
2. All receipts, invoices, registration forms or other form of documentation should be attached to the check request.
3. Submit the completed check request and supporting documentation to the Director of Athletics for approval.
4. In most cases, approved check requests submitted to the Office of Administration and Finance by noon on Tuesday, will be processed by Friday.

Deposit Procedures

1. All revenue must be submitted to the Office of Administration and Finance immediately following the conclusion of any fundraiser or event. If the Office of Administration and Finance is closed, use the drop safe and process the next day. DO NOT take proceeds home with you or store them in your office.
2. All deposits must include a completed deposit form.

TRANSPORTATION

Recruiting

1. Rentals, mileage, and fuel expenses for recruiting trips should be charged to your recruiting account number.
2. Approximate rental cost per day is \$40.
3. All rental requests must be made to the Administrative Assistant to reserve vehicles.
4. If you choose to take your personal vehicle, University credit card may be used for gas purchases for that trip only. Refueling must be for business use only and not for personal use. When using your personal vehicle, your individual car insurance will be used first in the event of an accident.
5. Rental vehicles are often dropped off early, but you may not drive them until the rental date. Rental vehicles must be returned with a full tank of gas and keys returned to the gate guard. You must return the keys on the last date of rental (no matter how late at night), in order to avoid extra charges. Any extra charges for late return or low fuel will be charged to your account.

Team Transportation

1. All team transportation is arranged by Administrative Assistant. Any travel changes must be communicated immediately.
2. The following information is required when schedules are made and transportation is required:
 - Date and time of competition
 - Date and time of departure
 - Location of competition
 - Number in travel party
 - Date and time of return – day trip/overnight trip
 - Vans or a bus*

*Teams with a travel party under 30 will take vans for trips approximately 200 miles or less. All drivers (including students) must be authorized by the Office of Administration and Finance. Please allow 3-4 weeks for processing. Maximum van capacity is 9 passengers and 1 driver (10 total/van).

3. Transportation schedules are due to Administrative Assistant by the following dates:
Fall schedules – June 1
Winter schedules – August 1
Spring schedules – October 1
4. Coaches must provide an itinerary for all trips at least one week prior to departure. Contact information will be provided by Administrative Assistant.

5. Coaches have the discretion to tip bus drivers. You must obtain a driver's business card or provide name of driver to obtain a check request for reimbursement. A typical tip amount is \$20 per trip per day.

Team Travel

Each coach may make their own hotel and meal arrangements according to their budget and team needs. If you need hotel/food recommendations, check with other coaches on staff or Administrative Assistant.

1. **Scheduling** - When scheduling contests during the first week of classes, please do not schedule an away non-conference competition that would require your student-athletes to miss class.
Whenever possible throughout the school year, try to limit missed class time due to team travel.
2. **Credit Card** - Your credit card can be used for lodging, meals and gas during team travel.
3. **Trip Itinerary** – Itineraries are due at least one week in advance. It is recommended that the entire year is completed prior to the start of season.
4. **Hotels** - Each coach may make the hotel arrangements for his/her team. The Administrative Assistant is available to help if needed. If you are traveling by bus, you must also reserve a room for the bus driver. Hotels generally request a rooming list prior to arrival - this information will be included in your contract.
5. **Meals** - While on the road, you may use your discretion when it comes to team meals. Keep in mind your team budget and plan ahead whenever possible. For example, if you have a mid-week away contest that starts later, it may be beneficial to have food delivered directly to the bus. Please check with your bus driver and include them in your meal plans whenever possible. During vacation periods, requests for cash advances should be submitted at least 10 days in advance for approval by the Director of Athletics. Coaches are responsible for keeping receipts, collecting student-athlete signatures, and/or returning unused monies to the business office immediately following the trip/event.
6. **Boxed Lunches/Take-Away Meals** - This is a great way to save some budget money and to provide snacks/food/drinks during team travel. Take-Away Meal Request Forms must be completed in order to request take-away meals and can be found or requested at the front desk of the Athletic Suite. **Requests MUST be made at least one week in advance.** It is suggested that you submit forms for the whole season in advance, with option to cancel for weather or add post season play as needed.

ROSTER AND ELIGIBILITY (PER CURRENT NCAA MANUAL)

1. Rosters must be submitted as requested by the Administrative Assistant. The Sports Information Director (SID) and Head Athletic Trainer also have access to these rosters to meet their needs. The Administrative Assistant will maintain your roster in Marsis and the SID will maintain your website roster. Any and all changes must be communicated immediately.
2. Each eligible team member must complete all NCAA required forms and attend informational meetings as scheduled by the Director of Athletics. Coaches will be required to sign NCAA Affirmation of Eligibility form prior to competing. Affirmation of Eligibility forms will be used by the Administrative Assistant to lock each student-athlete's eligibility status in the Marsis system.
3. NCAA Bylaw **14.2.4, Criteria for Determining Season of Eligibility**, defines the minimum amount of participation that would constitute using a year of eligibility.

14.2.4.1 Minimum Amount of Participation. A season of intercollegiate participation shall be counted in the student-athlete's sport when a student-athlete participates (practices or competes) during or after the first contest in the traditional segment following the student athlete's initial participation of that academic year at that institution or when the student athlete engages in intercollegiate competition during the nontraditional segment in that sport. This provision is applicable to intercollegiate athletics participation (practice or competition) conducted by a Division III collegiate institution at the varsity, junior varsity or freshman team level. (See Bylaw 14.1.12, for student-athletes participating in a recognized foreign exchange/study abroad program). *(Revised: 1/11/94, 1/11/00 effective 8/1/00, 1/8/01, 1/12/04 effective 8/1/04 for any athletics participation occurring on or after 8/1/04, 9/21/05, 11/16/05, 1/8/07 effective 8/1/07 for participation occurring on or after 8/1/07, 10/15/08, 1/19/13)*

14.2.4.1.1 Exceptions. A season of participation shall not be counted:

(a) During the traditional segment when a student-athlete participates in a preseason scrimmage or preseason exhibition conducted before the first contest following the student athlete's initial participation of that academic year at that institution; *(Adopted: 1/12/04 effective 8/1/04 for athletics participation occurring on or after 8/1/04, Revised: 1/10/05, 1/8/07 effective 8/1/07 for participation occurring on or after 8/1/07)*

(b) During the traditional segment when a student-athlete participates in an alumni contest conducted before the first regular-season contest following the student athlete's initial participation of that academic year at that institution; and *(Revised: 12/20/12, Adopted: 1/16/13)*

(c) In baseball, field hockey, lacrosse, soccer, softball and volleyball, when a student athlete participates (practices or competes) during the nontraditional segment. *(Adopted: 1/17/09 effective 8/1/09, Revised: 1/16/10 effective for participation occurring on or after 8/1/05)*

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

20.11.3.8 Minimum Contests and Participants Requirements for Sports Sponsorship. In each sport, the institution's team shall engage in at least a minimum number of intercollegiate contests (against the varsity programs of four-year, degree-granting collegiate institutions) each year. In the individual sports, the institution's team shall include a minimum number of participants in each contest that is counted toward meeting the minimum-contests requirement. The following minimums are applicable: *(Revised: 1/12/99 effective 8/1/99, 1/8/05, 1/10/05, 4/8/05 effective 8/1/05, 10/27/05, 1/9/06 effective 8/1/07, 1/17/09 effective 8/1/09, 1/18/14 effective 8/1/14, 1/17/15, 8/1/15, 8/19/15, 1/16/16)*

Team Sports	Minimum Contests
Beach Volleyball	8
Baseball	25
Basketball	18

Field Hockey	12
Football	7
Ice Hockey	18
Lacrosse	10
Women's Rowing	8
Women's Rugby	8
Soccer	13
Softball	24
Volleyball	17
Water Polo	13

Individual Sports	Minimum Contests	Minimum Participants
Bowling	8	5
Cross Country	5	5
Fencing	8	5
Golf	6	4
Men's Gymnastics	6	6
Women's Gymnastics	6	5
Rifle	6	4
Skiing	5	5
Swimming and Diving	8	8
Tennis	10	6
Track and Field, Indoor	5	10
Track and Field, Outdoor	6	12
Women's Triathlon	4	3
Wrestling	7	6

(Note: The minimum-contest requirements set forth in Bylaw 20.11.3.8 apply only to the provisions of this section and do not apply to minimum-contest requirements in Bylaw 14 and Bylaw 17.)

4. Your roster will be locked in Marsis three times for team GPA calculations (Fall, Spring and the end of the academic year).
5. All coaches must complete the NCAA Rules Test by September 1 of each year.

6. Student-athletes at Virginia Wesleyan University must meet the following academic requirements in order to participate in **all intercollegiate athletic related activities**:

Number of semesters at VWU	VWU GPA required for full participation in athletics	Credit hours required for full participation in athletics **
After one semester	1.8	12
After two semesters	1.8	28
After three semesters	2.0	40
After four semesters	2.0	56
After five semesters	2.0	68
After six semesters	2.0	84
After seven semesters	2.0	96

Any student-athlete falling below the GPA or credit requirements will not be excused from any **academic responsibility*** for any intercollegiate athletic related activity*.

First semester ends with the conclusion of January Term.

Second semester ends with the conclusion of the Summer Sessions.

***Academic responsibilities include, but are not limited to:**

- Physically attending a class; submitting an academic assignment
- Taking an exam, an interactive tutorial or computer-assisted instruction
- Attending a study group that is assigned by the professor
- Participating in an online discussion about academic matters

***Intercollegiate athletically related activities include, but are not limited to:**

- Practice
- Competition
- Team meetings
- Film sessions
- On-court/field activities called and required by any member of the team and confined primarily to members of the team.

**** This includes all earned credit hours, whether or not they count towards graduation.**

7. Follow this checklist if you are considering any changes/cancellations of venue, time or opponent:

- Athletic Director – must approve changes and cancellations
- Opposing team
- Officials
- VWU Sports Information Director
- VWU Athletic Training
- Athletics Administrative Assistant
- VWU Student-Athletes

- Jane P. Batten Student Center Staff
- VWU Facilities Management
- VWU Security
- ODAC Office
- Office of the President
- Parents
- VWU Dining Services (if there is food involved)

BYLAW, ARTICLE 11 (Per current NCAA manual)

CONDUCT AND EMPLOYMENT OF ATHLETIC PERSONNEL

11.01 General Principle.

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

11.1 Conduct of Athletics Personnel.

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

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

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

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

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

11.1.4.1 Exception—Head Coach. An institution's head coach in a sport may contact agents, professional sports teams or professional sports organizations on behalf of a student-athlete, provided no compensation is received for such services. The head coach shall consult with and report his or her activities to the president or chancellor [or an individual or group (e.g., athletics advisory

board) designated by the president or chancellor]. The head coach may: *(Adopted: 1/11/94, Revised: 10/3/05)*

- (a) Communicate directly (e.g., in-person, by mail, email or telephone) with representatives of a professional athletics team to assist in securing a tryout with that team for a student-athlete; (b) Assist the student-athlete in the selection of an agent by participating with the student-athlete in interviews of agents, by reviewing written information player agents send to the student-athlete and by having direct communication with those individuals who can comment about the abilities of an agent (e.g., other agents, a professional league's players' association); and
- (c) Visit with player agents or representatives of professional athletics teams to assist the student athlete in determining his or her market value (e.g., potential salary, draft status).

11.1.5 Use of Tobacco Products. The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rulemaking responsibilities) shall be established for such use. *(Adopted: 1/11/94 effective 8/1/94, Revised: 1/10/95, 1/14/97 effective 8/1/97)*

11.1.6 Sports-Safety Training. Each head coach, and other coach who is employed full time at the institution and each certified strength and conditioning coach that conducts voluntary strength and conditioning activities outside the playing season in accordance with Bylaw 17.02.1.1.1.4 shall maintain current certification in first aid, cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) use. *(Adopted: 1/17/09 effective 8/1/09, Revised: 1/14/12 effective 8/1/12, 1/18/14 effective 8/1/14)*

11.2 Contractual Agreements.

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

11.3 Compensation and Remuneration.

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

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

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

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

11.3.3 Employment and Endorsement of a Recruiting or Scouting Service. An athletics department staff member may not directly promote or endorse a recruiting or scouting service or be employed (either on a salaried or volunteer basis) in any capacity by a recruiting or scouting service (see Bylaw 13.11.3.2).

(Adopted: 5/18/17)

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

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

(Revised: 5/27/08)

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

(Revised: 5/27/08)

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

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

11.6 Limitations on Scouting of Opponents. Member institutions shall not scout any opponents other than those participating in regular-season or postseason contests. *(Adopted: 1/10/92, Revised: 1/9/06 effective 8/1/06, 1/18/14 effective 8/1/14)*

11.8 Division III Rules Test—Annual Requirement. Institutions shall administer the NCAA Division III Rules Test to all head coaches and athletics administrators with compliance responsibilities on an annual basis. Failure to administer the NCAA Division III Rules Test on an annual basis shall be considered an institutional violation per Constitution 2.8.1. *(Adopted: 1/8/07 effective 8/1/07, Revised: 7/22/08)*

RECRUITING

Recruiting Process

Each coach must understand NCAA rules and regulations, including recruiting (see Bylaw, Article 13 in the NCAA Division III manual). Every coach must complete the NCAA Division III Rules Test by September 1 of each academic year.

Each coach/program may approach recruiting a little differently, but there are a few consistent themes present when it comes to successful recruiting.

- You must establish a relationship with the recruit - get to know him/her and help him/her get to know your program and Virginia Wesleyan University.
- You must stay in contact - sell yourself, your program, and the institution!

- You strive to have each prospective student visit campus.
- You must create and administer an evaluation process for each student. ☐ You must be organized!

Examples of Recruiting Sources:

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

Possible Recruiting Procedures:

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

Campus Visits

Day Visit

A student may choose to make a day visit to Virginia Wesleyan University. How the day visit is organized is ultimately up to each coach. Coaches should encourage their students to schedule a tour through the Kaufman Center for Enrollment and should include time with the coach, either before or after their tour.

A prospective student can register online for a campus tour through Kaufman Center for Enrollment or they may call 757-455-3208.

Overnight Visits

Making a visit to VWU's campus is an important part of the recruitment process. We want our guests to experience the many things that make VWU and our athletics experience so special. You play an important role in making sure that our recruits feel welcome and have a great experience while they are here.

We also want to ensure the safety and well-being, as well as protect the eligibility, of our student athletes and the recruits they are hosting. For this reason, Virginia Wesleyan University has established guidelines for both recruits visiting our campus and the student-athletes who will be hosting them.

For our student-athlete hosts, these rules outline the applicable NCAA rules and institutional policies of which student-athletes must abide while hosting a recruit.

These guidelines include the following:

A coach or staff member **may not** provide a student-athlete or prospect with the use of a vehicle.

VWU **may** provide only one student-athlete host per prospect with a meal, but only if they are accompanying the prospect on the meal.

VWU **may** provide a host with a maximum of \$40 for each day of the official visit to cover the actual costs of entertaining (including meals when campus dining is closed), the prospect (and the prospect's parents, legal guardian or spouse).

These or other funds **may not** be given to the prospect or be used for the purchase of souvenirs.

The student host **may** be provided a complimentary admission to accompany the prospect to an institution's home athletic contest.

The institution **may** provide reasonable entertainment within **30 miles** of the institution's campus to the prospect, their parents or legal guardians and spouse only. It is not permissible to entertain siblings, friends or other guests of the prospect.

Individuals involved in the recruiting visit (including the prospect) are expected to act in a responsible manner and to abide by the law. **The use of alcohol or drugs in recruiting is illegal thus strictly prohibited. This includes being under the influence of alcohol or drugs at any time while you are hosting a prospect during his/her recruiting visit.**

A prospect is **never** to be left alone or with a non-team member.

BYLAW, ARTICLE 13 (Per current NCAA manual)

13.02.9 Representative of Athletics Interests. A "representative of the institution's athletics interests" is an individual who is known (or who should have been known) by a member of the institution's executive or athletics administration to:

- (a) Have participated in or to be a member of an agency or organization promoting the institution's intercollegiate athletics program;
- (b) Have made financial contributions to the athletics department or to an athletics booster organization of that institution;
- (c) Be assisting or to have been requested (by the athletics department staff) to assist in the recruitment of prospective student-athletes;
- (d) Be assisting or to have assisted in providing benefits to enrolled student-athletes or their families; or (e) Have been involved otherwise in promoting the institution's athletics program.

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

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

13.02.11 Electronic Transmissions. Any electronically transmitted correspondence (e.g., electronic mail, Instant Messenger, private communication through social networking site, text messages or facsimiles) may be sent to a prospective student-athlete (or his or her parents or legal guardians) provided the communication is private between only the sender and recipient (e.g., no use of public chat rooms, message boards, public communication through a social networking site). An enrolled student-athlete may send private electronic correspondence (e.g., electronic mail, Instant Messenger, private communication through

social networking site, text messages or facsimiles) to a prospective student-athlete for recruitment purposes.

[D] *(Adopted:*

1/14/08 effective 8/1/08, Revised: 7/21/09, 4/11/11, 1/14/12, 1/19/13)

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

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

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

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

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

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

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

13.02.13 Visits by Prospective Student-Athletes.

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

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

13.1 Contacts and Evaluations.

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

13.1.1 Contactable Prospective Student-Athletes.

13.1.1.1 High School Prospective Student-Athletes. In-person, off-campus recruiting contacts shall not be made with a prospective student-athlete or the prospective student-athlete's relatives or guardian(s) until the prospective student-athlete has completed his or her sophomore year in high school. U.S. service academy exceptions to this provision are set forth in Bylaw 13.15.1. *(Revised: 1/10/91 effective 7/1/91, 1/11/94 effective 3/15/94, 1/10/95, 1/14/97, 8/3/06, 1/19/12, 1/17/15 for prospective student-athletes who complete their sophomore year in high school during the 2014-15 academic year or later)*

13.1.1.1.1 Contact by Coach Employed in Admissions Office. It is permissible for a coach who is employed in the admissions office of the institution to be involved in off-campus admissions programs directed at prospective students in general, provided contact made with a prospective student-athlete before the completion of his or her sophomore year in high school is not for the purpose of athletics recruitment (e.g., athletics recruiting presentation). *(Adopted: 7/22/08, Revised: 1/17/15 for prospective student-athletes who complete their sophomore year in high school during the 2014-15 academic year or later)*

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

- (a) The first institution's athletics director (or an athletics administrator designated by the athletics director);
or *(Adopted: 1/14/02 effective 8/1/04)*
- (b) The student-athlete, if the student-athlete attends a Division III institution (see Bylaw 13.1.1.2.1). *(Adopted: 1/14/02 effective 8/1/04)*

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

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

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

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

13.1.1.2.4 Transfer from Institution on Probation. It is not necessary for an institution to obtain permission in writing to recruit a student-athlete at an institution that has been placed on probation with sanctions that preclude it from competing in postseason competition during the remaining seasons of the student-athlete's eligibility. However, the student-athlete's institution must be notified of the recruitment and may establish reasonable restrictions related to the contact (e.g., no visits during class time), provided such restrictions do not preclude the opportunity for the student-athlete to discuss transfer possibilities with the other institution [see Bylaw 14.13.1.2-(c)]. *(Adopted: 1/10/92, Revised: 1/19/12)*

13.1.1.2.5 Transfer While Ineligible Due to Positive Drug Test. If a student-athlete who is declared ineligible due to a positive drug test administered by the NCAA transfers to another NCAA institution, the institution from which the student-athlete transferred must notify the new institution of the student-athlete's ineligibility (see Bylaw 18.4.1.5.4). *(Adopted: 1/14/97 effective 8/1/97)*

13.1.2 Permissible Recruiters.

13.1.2.1 Talent Scout. An institution may not pay any costs incurred by an athletics talent scout or a representative of its athletics interests in studying or recruiting prospective student-athletes. An institution may not provide any such person a fee or honorarium and thereby claim the person as a staff member entitled to expense money. **[D]** *(Revised: 12/5/14)*

13.1.2.1.1 Employment Prohibition. An institution may not employ an individual for the primary purpose of recruiting or evaluating prospective student-athletes and designate the individual as a coach if he or she does not reside in the institution's general locale. Such an individual would be considered an athletics talent scout rather than a regular institutional staff member. **[D]** *(Revised: 12/5/14)*

13.1.2.1.2 Expense Prohibition. An institution may not pay expenses (other than meals provided in the institution's home community) for representatives of its athletics interests to visit its campus for the purpose of becoming familiar with the institution's academics and athletics programs and campus facilities in order to represent the institution better when recruiting prospective student athletes. The provision of such expenses would be considered payment of costs incurred by athletics talent scouts. **[D]** *(Revised: 12/5/14)*

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

13.6.5.6.2 Meal Location. Meals provided for a prospective student-athlete and the individuals accompanying the prospective student-athlete on an official visit must occur on campus. It is permissible for the meals to be purchased from off-campus vendors (e.g., restaurants, caterers) as long as the meal is on a scale comparable to normal student life. If all on-campus dining facilities are closed, the institution may provide meals off-campus. If an institution normally participates in home competition at a site that is not located on the institution's campus, the meal may occur at that site. **[D]** *(Adopted: 1/10/92, Revised: 1/11/94 effective 8/1/94, 1/10/95 effective 8/1/95, 1/14/97, 1/9/06, 10/26/15)*

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

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

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

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

1/10/92, Revised: 1/8/01, 12/19/05)

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

13.7 Unofficial Visit.

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

13.7.2 Entertainment/Tickets.

13.7.2.1 General Regulations. During an unofficial visit, the institution may not pay any expenses or provide any entertainment, except complimentary admissions to the prospective student-athlete and the individuals accompanying the prospective student-athlete to a home athletics event at any facility in which the institution’s intercollegiate team practices or competes. Such complimentary admissions are for the exclusive use of the prospective student-athlete and those persons accompanying the prospective student-athlete on the visit and must be issued on an individual game basis. Seating shall be provided in the general seating area of the facility used for conducting the event. **[R]** *(Revised: 1/10/90 effective 8/1/90, 1/11/94, 1/12/04, 8/3/06, 7/26/11, 1/15/14, 3/27/14)*

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

CAMPS/CLINICS/PRIVATE LESSONS

1. Camps/Clinics at Virginia Wesleyan University are not run through the University, unless conducted as a team fundraising event; therefore, coaches are asked not to use Virginia Wesleyan University in the camp’s title. Coaches are able to market camps as “Marlin” athletic camps held on the campus of Virginia Wesleyan University.
2. Camps/Clinics are not covered under the University’s insurance policy, unless conducted for a team fundraising event; therefore, coaches are responsible for purchasing separate camp insurance for their LLC. Coaches must use their own insurance for LLC camps/clinics.
3. A certified athletic trainer must be on staff. Our athletic training department helps us obtain athletic trainers for our camps. However, if they do not find someone to cover our dates, it is your responsibility to find a certified athletic trainer to work the camp/clinic.
4. Coaches must reserve space and complete a contract through VWU Catering and Conference Services, 757-455-3281. There are facility fees for camps/clinics conducted through LLC(s).

5. All equipment, postage, supplies and other things needed for the camps/clinics will be the individual's responsibility. Coaches may not use Virginia Wesleyan resources for camps/clinics business.
6. The camp/clinic director will be responsible for the conduct of campers and is responsible for the immediate clean-up and care of the facilities. Failure to do so will result in additional charges.
7. All rental fees and charges must be paid at the completion of camps/clinics.
8. Please refer to the revised Camp/Clinic/Private Lessons policy, adopted in February 2020 for more detail.

DRUG AND ALCOHOL POLICIES

As a Virginia Wesleyan university student, you are required to comply with the drug and alcohol policy of the institution, regulations of the commonwealth of Virginia laws and federal laws regarding illegal drugs. Furthermore, as a student-athlete you are also required to comply with NCAA banned substance policies and the following alcohol and other drug policy for Virginia Wesleyan University.

Statement of purpose:

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

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

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

The coach may have the option of making any sanction more stringent, but **not any less stringent than Commonwealth of Virginia law regarding alcohol use:** persons under the age of 21 may not purchase, possess, or consume beer, wine, or distilled spirits

NCAA regulations regarding tobacco use: the use of tobacco products is prohibited in all sports during practice and competition.

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

The alcohol and drug policies of the athletic department are not in lieu of those policies set forth in the Virginia Wesleyan student handbook and planner, but are designed to support the Virginia Wesleyan

community standards and to raise the awareness and educate student-athletes regarding their responsibilities as it relates to these policies.

Alcohol Policy Statement

Virginia Wesleyan University athletic department does not condone the illegal or otherwise irresponsible use of alcohol. Alcohol dependence is a progressive disorder in which both psychological and physical dependency can develop. The negative physical and mental effects of the abuse of alcohol are well documented. Even low doses of alcohol impair brain function, judgment, alertness, coordination, and reflexes. Very high doses cause suppression of respiration and death. Chronic and abusive use of alcohol can produce alcohol dependency, dementia, sexual impotence, cirrhosis of the liver, and heart disease. There is a high correlation between alcohol abuse and academic failure. Sudden withdrawal can produce severe anxiety, tremors, hallucinations, and life-threatening convulsions. Therefore, it is the responsibility of every member of the university community to know the risks associated with alcohol use and abuse. **In addition to student-athletes being subject to state law and university policy, the consumption of alcohol by student-athletes is prohibited in connection with any official intercollegiate athletic activity.**

A student-athlete who consumes alcohol will be accountable for any alcohol related incident in which he or she is involved. In such cases, the student-athlete is subject to university, department of athletics and/or team disciplinary action.

The department of athletics prohibits the use of any funds to be used toward the purchase of alcoholic beverages for student-athlete consumption. This prohibition includes the purchase of alcohol for prospective student-athletes by current student-athlete hosts and the consumption of alcohol by prospective student-athletes while visiting the university. Regardless of whether a student-athlete host has reached the legal drinking age, purchasing alcohol for consumption by a person under the legal drinking age (i.e. a teammate or a prospective student-athlete) is a violation of state law.

The athletic department has approved the following policies and sanctions:

Violations of the college's alcohol policy will be dealt with based on the college's community standards: expectations and responsibilities. The sanctions that may be imposed will follow the university's community arbitration system and those sanctions are listed and defined in the Virginia Wesleyan student handbook and planner. The following outlines the athletic department's actions in conjunction with those sanctions.

Official Reprimand: the student-athlete will meet with the head coach and be disciplined at the coach's discretion.

Conduct Probation: the student-athlete will meet with the athletic director and the head coach to discuss the consequences of continued disrespect of the university's alcohol policy and consequences will be given on a case-by-case basis. These consequences **may** include game suspension.

Alcohol Probation: the student-athlete will meet with the athletic director and the head coach to discuss the consequences of continued disrespect of the university's alcohol policy and consequences will be given on a case-by-case basis. These consequences **may** include game suspension.

Drug Probation: While on drug probation, should a student be found using, possessing, or being in the presence of drug paraphernalia or illegal substances on the campus of Virginia Wesleyan, they may be subject to suspension or dismissal from the University.

Disciplinary Probation: the student-athlete will meet with the athletic director and the head coach. Consequences **will** include a one game suspension minimum and may include other penalties imposed by the head coach.

The alcohol and drug policies of the athletic department are not in lieu of those policies set forth in the Virginia Wesleyan student handbook and planner, but are designed to support the Virginia Wesleyan community standards and to raise the awareness and educate student-athletes regarding their responsibilities as it relates to these policies.

Drug Policy Statement

Every violation, whether a first offense or a second offense, carries the following sanctions:

- mandatory meeting with a member of campus life staff
- mandatory meeting with the athletic director and head coach

Any violation of the university's drug policy, which is found to be true, and adjudicated by arbitration or administrative action:

- 1. First violation- one game suspension minimum and other penalties may be imposed by head coach**
2. Second violation- suspended for remainder of season and may include other penalties imposed by head coach

Any policy violation involving the use of NCAA banned substances which is found to be true.

- 1. First offense: one game suspension minimum and other penalties may be imposed by head coach**
- 2. Second offense: suspended for remainder of season and may include other penalties imposed by head coach**
- 3. The head coach may have the option of making any sanction more stringent, but not any less stringent**

The following definitions apply to this document:

Intercollegiate athletic activity –activities including home and away competitions (including overnight trips), team practices, hosting recruits and other official team functions.

University community arbitration system- the organizational structure of this system is annually published in the Virginia Wesleyan student handbook and planner. The information includes a description of the following: the composition and duties of hearing bodies, due process and related proceedings, sanctions, and administrative action.

Mandatory meeting with Campus Life - the student-athlete will be required to meet with a campus life staff member, who will, in consultation with the university counselor, determine any appropriate referrals. The student-athlete is required to complete any additional referrals made by campus life staff.

Game(s) suspension—athletes will be permitted to attend and participate in practices conducted prior to or between the game(s) suspension. Athletes will be permitted to attend home game(s) in which they are suspended but will not dress for competition and will not travel to away contests.

The alcohol and drug policies of the athletic department are not in lieu of those policies set forth in the Virginia Wesleyan student handbook and planner, but are designed to support the Virginia Wesleyan community standards and to raise the awareness and educate student-athletes regarding their responsibilities as it relates to these policies.

ATHLETICS DEPARTMENT POLICY ON AMOROUS RELATIONSHIPS

PURPOSE: In addition to the Virginia Wesleyan University policies on Sexual Misconduct/Title IX and Non-Fraternization, this policy is: (1) to provide a safe and healthy environment for student-athletes so they may reach their full potential as students and as athletes; and (2) to ensure that all coaches and other athletics department staff adhere to ethical practices and do not develop inappropriate relationships with student-athletes, regardless of their age or consent.

Scope of the Policy and Its Requirements:

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

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

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

Enforcement:

REPORTING A VIOLATION: Any person may allege a violation of this policy by contacting the Director of Athletics and/or the Title IX Coordinator. Any coach or staff member with information suggesting a possible violation of athletics department policy must promptly report it to the Director of Athletics, and the failure to do so will be considered a violation of athletics department policy. (If the report or information implicates the Director of Athletics in a violation of the athletics department policy, it should be directed to the Title IX Coordinator.)

INVESTIGATION: Upon receiving such a report or information, the Director of Athletics shall immediately notify the Title IX Coordinator. Once on notice of a report or information of a possible violation of the policy, the Title IX Coordinator shall conduct a prompt and fair investigation into whether the policy was violated.

COORDINATION OF INFORMATION RELATING TO VIOLATIONS OF OTHER UNIVERSITY POLICY AND/OR CRIMINAL LAW: If the investigation leads to information suggesting that sexual harassment may have occurred, it shall be promptly forwarded to the Title IX Coordinator for enforcing the University's Sexual

Misconduct and Title IX policies. If the investigation leads to information suggesting potential criminal conduct, appropriate law enforcement will be notified as required by law.

DISCIPLINARY ACTION: If an investigation determines that a coach or staff member has violated the policy, that coach or staff member shall be subject to disciplinary action, up to and including termination. Any disciplinary action taken, will be in accordance with applicable University policy.

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

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

REQUIRED TITLE IX TRAINING: The NCAA and VWU requires annually that all student-athletes and athletic department personnel must complete Title IX training for the prevention of sexual violence.

REQUIRED REVIEW OF ALL POLICIES/PROCEDURES: It is expected and required that all staff, including volunteers, review understand and comply with all information and policies contained in the student-athlete handbook, including any and all sports medicine policies and procedures.