Policy 1:
Organization and Administration
Mission Statement
The mission of the Department of Intercollegiate Athletics is to produce successful student-athletes and competitive athletics teams through a progressive and positive student-athlete experience which is centered on academic excellence and the comprehensive development of each individual. The Department is committed to providing equal opportunities without regard for ethnicity or gender and to preparing student-athletes to be influential leaders and productive citizens. The department will promote a championship culture and inculcate a unified appreciation for the program’s responsibility to support the mission of the University, to represent the University with integrity and enthusiasm and to stimulate pride and interest in the University of New Orleans. Our student-athletes, coaches and staff will proudly represent the University and its alumni, as well as the people of New Orleans and the state of Louisiana.

1.1.1 Department of Intercollegiate Athletics Goals
1. The Department of Intercollegiate Athletics promotes high academic achievement by its student-athletes with graduation the ultimate goal for each.
2. The Department of Intercollegiate Athletics provides and maintains an exemplary student-athlete experience, high quality of student-athlete welfare, sportsmanship and equitable opportunities for all student-athletes.
3. The Department of Intercollegiate Athletics fosters a championship culture through which individuals and teams can realize success in competition on a consistent basis.
4. The Department of Intercollegiate Athletics manages its affairs in an efficient and financially responsible manner.
5. The Department of Intercollegiate Athletics follows the bylaws, rules and policies established by the University, the NCAA and the Southland Conference.
6. The Department of Intercollegiate Athletics monitors and enhances minority and gender recruitment of student-athletes and staff.

Organizational Structure
Under the overall direction of the Director of Athletics, who works at the discretion of the President of the University, the Department of Intercollegiate Athletics consists of five major divisions: Student-Athlete Enrichment and Student-Athlete Services; External Revenue Development and Promotions; Media, Campus and Community Relations; Fund Raising and Alumni Relations and Business Operations.

The Student-Athlete Enrichment/Student-Athlete Services unit is focused on the student-athlete experience and individual development through academic, athletic, social, personal, career and service programs. The priority areas for Student-Athlete Enrichment are academic support and monitoring, life skills programming and community outreach. Moreover, this unit is responsible for regulating and administering NCAA and Southland Conference bylaws and rules as well as student-athlete eligibility and financial aid. Furthermore, this unit creates and administers all rules education programs for coaches, staff and student-athletes.

The External Revenue Development and Promotions unit is charged with generating outside revenue through sponsorships, development of media properties, promotions and related activities.

The Media, Campus and Community Relations unit is responsible for dissemination of information about the positive aspects of university athletics in order to increase attendance at athletic events.

The Fund Raising and Alumni Relations unit is involved in developing the Privateer Athletic Foundation through which a structure for alumni giving is created and developed.
The Business Operations unit manages the financial and accounting operations of the department, maintains the overall departmental budget and serves as the department’s liaison with the University’s financial services division which includes purchasing, accounts payable, bursar, budget analysis and contracts.
Athletic Council
The University of New Orleans Athletic Council was established in accordance with the University of Louisiana System Bylaws and Regulations that requires all campuses of the UL System, having organized athletic programs and participation in intercollegiate competition, to establish such a body.

The Athletic Council seeks to ensure the maintenance of the highest ethical and academic standards in the institution’s intercollegiate athletic programs and competition and deals with all matters pertaining to athletics and the relationship between athletics and academics at the University of New Orleans. In addition, the Council reviews and supervises the relationships of the University with the appropriate athletic conference and with the NCAA. In the above areas, the Council recommends to and advises the Director of Athletics and/or the Chancellor. The Council is not in charge of the day-to-day administration of the Athletic Department.

The Athletic Council serves as a policy-formulating, reviewing, and regulatory body in all intercollegiate athletic matters. Its charge specifies, but is not limited to, the following areas:

1. Policy:
   a. Determining the scope of the athletic program;
   b. Assuring that student-athletes are provided adequate opportunity to successfully pursue their academic programs;
   c. Developing, using, and operating athletic facilities;
   d. Advising with the Chancellor on the selection and employment of the Director of Athletics, and with the Chancellor and Director of Athletics concerning the selection and employment of head coaches in the various sports.

2. Review and Recommendations of the Athletic Department:
   a. Approving schedules for intercollegiate competitions;
   b. Approving awards and letters for student-athletes;
   c. Awarding athletic scholarships.

3. Review and Supervision of Relationships with Appropriate Athletic Conferences, if any, and the NCAA:
   a. Reviewing eligibility of student-athletes;
   b. Guarding student-athletes from undesirable outside influences;
   c. Protecting student-athletes from exploitation.

The Athletic Council is made up of the Faculty Athletic Representative, five members of the faculty, two members of the student body (the President of the Student Government and another student chosen by Student Government), two members of the Alumni Association (chosen by the Alumni Association), and the chief academic officer. In addition, at the option of the Chancellor, one member of the nonacademic staff may be appointed to the Council. The Director of Athletics shall serve ex officio and non-voting as secretary of the Council.

Sportsmanship, Ethical Conduct and Professional Responsibility
University of New Orleans Athletic Department adheres to the sportsmanship and ethical conduct principle that the NCAA endorses stating that student-athletes, coaches, and all others associated with intercollegiate athletics adhere to such fundamental values as respect, fairness, civility, honesty, and accountability. Sportsmanship is defined as a “set of behaviors exhibited by student-athletes, coaches, staff, game officials and fans in intercollegiate competition. These include respect, fairness, honesty, and responsibility.” Ethical conduct is defined as “the guiding principle with which each person honors the letter of rules and the spirit of the rules.”
Coaches and staff have the responsibility to conduct themselves in a manner which reflects well on the University, athletic program, the NCAA and themselves. The university also considers a positive attitude a pillar of character we strive to perpetuate. Coaches have the responsibility to represent UNO athletics with the highest personal and ethical standards and to both practice and encourage the elements of good sportsmanship in all athletics participation and related functions.

Coaches will be committed to a professional code of ethics that promotes the well being of the student-athlete, exemplifies high ethical coaching standards and ensures a positive learning environment. Coaches are expected to conduct themselves with an exemplary standard of behavior, including the highest level of maturity and good judgment which appropriately reflects the values of the University.

Coaches respect the fundamental rights, dignity, and worth of all student-athletes. Coaches are aware of the individual, and role differences, including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, and socioeconomic status. They are sensitive to all those individual factors and do not knowingly participate or condone unfair discriminatory practices.

Coaches strive to foster a positive collegiate environment that promotes the student-athlete’s personal, social, and academic development. Coaches provide leadership, instruction, and guidance that encourage student-athletes to succeed in the academic and sport opportunities presented to them.

In the case that a coach exhibits unacceptable behavior or conduct, the Director of Athletics will initiate the following actions:

- **First Incident** - Coach meets with the Director of Athletics and Associate Athletic Director to review the conduct issue. The coach receives a written reprimand and may include suspension from one or more contests. The Director of Athletics may initiate any further action as deemed appropriate including the termination of employment.

- **Second Incident** - Coach meets with the Director of Athletics and Associate Athletic Director to review the conduct issue. Depending on the severity of the first incident, a second incident may result in an extended suspension or termination of employment.

**Fraternization**

The Department of Intercollegiate Athletics encourages a spirit of unity and togetherness between coaches and student-athletes. However, intimate personal relationships between coaches and student-athletes encroach upon that spirit and can be destructive to the individuals involved. Therefore, intimate relationships between coaches and student-athletes that involve sexual relations or other romantic manifestations are strictly prohibited.

A coach violating this policy will be considered in violation of the high standards of integrity promulgated by the departmental mission statement and will be subject to immediate dismissal and immediate forfeiture of salary or prospective benefits.

A student-athlete violating this policy will be considered in violation of the high standards of integrity promulgated by the departmental mission statement and will be subject to a revocation of all scholarship or other financial aid at the first available opportunity. *(effective 04/01/03)*
Peer-to-Peer File Sharing
Peer-to-Peer file sharing (P2P) is prohibited by any Department of Intercollegiate staff member or student-athlete. Any computer running P2P software such as MP3s, MPEGs, AVIs, etc. from known file-sharing programs such KAZAA, IMESH, etc., will be blocked from campus network access until the software has been removed from the computer. A Systems Administrator in the Information Technology division must verify removal of the P2P software before network access will be restored. (effective September 24, 2003)
Policy 2:
Personnel
Employment
All athletics personnel are classified as Classified or Non-Classified Employees in accordance with University policy. All personnel can refer to the University of New Orleans Staff Handbook in addition to the Department of Intercollegiate Athletics Policy and Procedures Manual regarding UNO policies on appointment, employment, duties, responsibilities, rights, benefits, evaluation, and services. The handbook is designed as a reference book for UNO policies, procedures, and services that may concern Classified and Non-Classified employees.

Classified Employees-Classified employees are all employees in positions covered by the provisions of the State Civil Service System. All actions affecting classified employees are made in accordance with Civil Service rules and regulations. Copies of the Civil Service rules are available in the University’s Office of Human Resource Management.

Non-Classified Employees-Non-Classified employees may be defined as contracted employees as defined in section 2.1.1 or at-will employees as defined by the University.

In personnel matters not addressed specifically in the Department of Intercollegiate Athletic Policy and Procedures Manual, the existing University’s Policy and Procedures will apply.

Contracts
It is the policy of the Department of Intercollegiate Athletics that only the Director of Athletics and head coaches are employed under employment contracts. All contracts are subject to the approval by the University of Louisiana system office.

Employment Forms
The Office of Human Resource Management handles employee benefits, including the Louisiana State Employees Retirement System. Available insurance plans include health, life, vision, dental, intensive care, cancer, disabilities and accident insurance. New employees should contact Human Resource Management within thirty (30) days of the employee’s start date to complete the forms associated with these benefits. Employee benefits packages and schedules of orientation are handled through the Office of Resource Management.

Moving Expenses
In accordance with a letter of offer for employment, newly appointed full-time personnel may receive an allowance for expenses associated with moving to the community. This approval may ONLY be granted by the Director of Athletics in advance.

Outside Employment
If you are a full-time University employee and are presently engaged in or plan to engage in outside employment or operate a business, you must report such activity in writing to your department head/supervisor for appropriate approval. Outside employment may not conflict or interfere with an employee’s University duties. With the appropriate permission, you may engage in outside employment during off-duty hours or while on annual leave or leave without pay.

You may be employed by another state agency on a part-time, intermittent basis provided you are either on leave without pay, render the service to the other agency after regular UNO working hours, or perform the service for the other agency while on authorized annual leave from UNO. If you are a classified employee, you should check with the Office of Human Resource Management prior to accepting any outside employment with another state agency to avoid problems with rules regarding dual employment in a state service. A proposal for a personal contract with another state agency must have written approval from the President of the University of Louisiana System (PM-11).

Leave from the University
All athletic employees are expected to follow the University’s policy under the Employee Benefits section of the UNO Staff Handbook. Each employee is required to fill out a leave form signed by the employee and initialed by their supervisor. It should then be turned into the Associate Athletic Director for approval who will then turn it into the Coordinator of Administrative Services or Office Coordinator to track the leave in the University system.
**Resignation**
Administrative/Professional personnel planning to resign should give advance written notice of resignation to the Director of Athletics. Resignee should contact Human Resource Management for information regarding retirement system refund or continuation/conversion of insurance coverage.

**Retirement**
University staff members contribute as a condition of employment to the Louisiana State Employees’ Retirement System, the Teachers’ Retirement System of Louisiana, the Optional Retirement Plan of the Teachers’ Retirement System, the Louisiana Public Employees Deferred Compensation Plan or Social Security (except those on F, J or M visas). The percentage of effort, type of position, and duration of employment determines whether employees contribute to Social Security or to a state retirement plan. All contributions to the state retirement systems are tax-sheltered. Specific information on each retirement system is available from Human Resource Management.

**Personnel Status Changes**
Personnel status changes should be made at the beginning of a pay period, regardless of whether the employee is Faculty/Staff or Student Assistant/Work Study/Hourly. Changes in status include, but are not limited to, pay adjustments and re-classifications.

**Office Hours**
The normal University business hours are 8:00 a.m.-4:30 p.m. The Athletic Department will follow the University with adjustments authorized by the Director of Athletics.

In all cases, the Coordinator of Administrative Services should know about each employee’s whereabouts if out of the office, city, state, or country for an extended period of time.

**Parking Permits**
All Department of Intercollegiate Athletics personnel must comply with University of New Orleans campus parking regulations. The University requires that all motor vehicles used on campus be registered with Campus Police.

Each staff member is responsible for paying and maintaining current parking permits. In August of each year, parking permits for all full-time University employees are renewed. A notice for renewal or application is distributed by campus mail.

Department of Intercollegiate Athletics employees are solely responsible when parking citations are issued for a violation of UNO parking regulations.

New employees may obtain a temporary parking permit while awaiting an employee number.

Volunteer employees may request a parking decal through the Director of Athletics.

Department of Intercollegiate Athletics staff parking at Lakefront Arena is located on the Franklin Avenue side of the building directly in front of the main entrances.

Selected staff members may receive complimentary VIP parking passes for attending athletic events. Requests and issuance of such permits are handled by the Athletics Business Office.

**Key Distribution**
Office keys are distributed by the Associate Athletic Director to departmental staff, as needed, with appropriate access keys assigned as approved by the Director of Athletics.

Requests for Department of Intercollegiate Athletics’ keys should be made, in writing, to the Associate Athletic Director. Requests for keys to access areas in Lakefront Arena are forwarded to the Arena Manager. All other requests will be forwarded to Physical Plant Services. Usually, keys will be issued a minimum of five (5) working days after the written request is received.
Several areas within Lakefront Arena have been designated as “limited access” areas (i.e., Equipment Room, Training Room, Weight Room, etc.). Keys to those areas are distributed only to those staff members who are directly involved in the activities limited to those areas. Master keys are distributed to staff members as designated by the Director of Athletics.

Each staff member is responsible for Department of Intercollegiate Athletics keys issued to him/her. Lost or stolen keys should be reported to the Associate Athletic Director. Replacement costs of new keys, or in the event new locks, will be charged to the responsible employee. Departmental personnel shall at no time make copies of keys for their own use or that of anyone else.

Upon termination with the University, all keys must be returned to the Associate Athletic Director. He/she will then be issued a receipt.

Under no circumstances are keys to be issued to student-athletes. Should a student-athlete be found in possession of departmental keys, the keys will be confiscated, and appropriate disciplinary actions will be taken against the student-athlete and the employee who is responsible for the confiscated keys.

**Telephones**
Each employee has access to a telephone within the Department of Intercollegiate Athletics. The telephone is charged against Athletics’ account for monthly use and long distance calls. Each employee is responsible to review each monthly printout of long distance calls to determine the accuracy of charges to each account. Any calls over nine (9) minutes in nature must be identified with a name and reason for calling. Once the record of calls is checked, it should be turned into the Assistant Athletic Director for Academic Services/SWA with a recruiting log. Long distance telephone calls of a personal nature are not allowed. If any personal charges are made, a check should be made out for the amount and given to the Assistant Athletic Director for Business Operations.

For general information on operation of the University telephone system, refer to the front of the UNO Campus Telephone Directory.

**Long Distance Calling Cards**
Calling cards can be requested through the Assistant Athletic Director for Business Operations. A card will be issued to the employee with a record of the card number and employee name registered with the Office of Telecommunications. Long Distance Calling Cards are for athletic related business ONLY and should not be shared with any other employee. The Assistant Athletic Director for Academic Services/SWA is responsible to review each monthly printout to determine the accuracy of charges to each account.

If a card is lost or stolen, report it immediately to the Office Coordinator. The card will be cancelled and replaced with another.

**Recruiting Calls**
Each coach is required to maintain an accurate recruiting phone call log. This log should include all calls made by office or cell phone. These records need to be kept as proof of contact to comply with NCAA recruiting regulations. Blank phone call log sheets may be obtained from the Assistant Athletic Director for Student-Athlete Eligibility and Development/SWA. This log should be turned in by the fifth of each month to the Assistant Athletic Director for Academic Services/SWA with the telephone charges information provided to each employee.

**Student-Athletes Calls**
Student-athletes are prohibited from making long distance telephone calls from department phones, regardless of the reason, in accordance with NCAA Bylaw 16.12.2.2.2. It is the responsibility of each coach to educate the student-athlete about this regulation.
Mail
The UNO Campus Mail Service handles all incoming and outgoing Athletic Department mail. Mail is distributed to the athletics mail room where it will be distributed to each employee’s box. Use of campus postage for personal use is prohibited.

For special and bulk mailings, see the Coordinator of Administrative Services or the Office Coordinator for details.

Mailings for Recruits
Any packages, including express mailings, being mailed to recruits must be approved by the Assistant Athletic Director for Student-Athlete Eligibility and Development/SWA.

The UNO Department of Intercollegiate Athletics mailing address is:
Department of Intercollegiate Athletics
University of New Orleans
New Orleans, LA 70148

For overnight mail (i.e. Fed EX, Airborne, etc.):
Department of Intercollegiate Athletics
6601 Franklin Ave.
New Orleans, LA 70122

Payday, Pay Periods, & Payroll Deadlines
The following are paydays and pay periods:
1. Faculty/Staff and one-time payments – On the fifteenth (15th) and last workday of each month in accordance with university policy, for work performed during that time.
2. Student Wages - Biweekly. If payday falls over a weekend, checks are available on the preceding workday.
3. Stipends – Stipends are available in the Office Coordinator’s office on the last workday of the month. All stipends must be picked up within three business days. After three days, all stipends will be returned to the Bursar and mailed to a home address.

Paycheck Distribution
UNO Department of Intercollegiate Athletics paychecks are distributed as follows:
1. Staff- checks will be available in the Athletics Business Office on the fifteenth (15th) and last working day of each month. If payday falls over a weekend, checks are available on the preceding workday.
2. Student Wages-checks will be available in the Athletics Business Office. No checks will be issued to students that have outstanding financial obligations.
3. Stipends - Stipends will be distributed from the Office Coordinator and student-athletes must **INDIVIDUALLY SIGN** for stipends.

Direct Deposit
Direct Deposit is mandated by the University and Athletic Department. Direct Deposit of net wages will be made directly to the employee's personal checking account. For more information on direct deposit, contact the Payroll Office at 280-6480 or see the Office Coordinator.

Performance Evaluations
All athletic staff will be subject to annual performance evaluations by their direct supervisor or the Director of Athletics. All evaluations will be reviewed by the Director of Athletics.
Policy 3:
Travel
Travel Authorization

The Associate Athletic Director for Business Operations is responsible for authorizing individual, team and guest travel. Therefore, travel expense will be the obligation of the individual unless the Assistant Athletic Director for Business Operations has reviewed and approved the anticipated travel expenses and the Athletics Business Office has determined that funds are available in the appropriate budget. **PRIOR APPROVAL MUST BE OBTAINED BEFORE ANY TRIP IS TAKEN OR THAT STAFF MEMBER WILL BE PERSONALLY RESPONSIBLE FOR EXPENSES INCURRED.**

All Department of Intercollegiate Athletics travel will follow all Louisiana State Travel regulations.

An individual planning a trip to a destination outside the metropolitan New Orleans area must submit to the Athletics Business Office a **Request for Authorization to Travel (Attachment 3A)** form a minimum of seven (7) days prior to the planned departure date. For team travel a Request for Authorization to Travel must also be submitted in the same manner at the start of the season. For guest travel, a Request for Authorization to Travel form must be submitted a minimum of seven (7) days prior to the planned departure date. A Request for Authorization to Travel is required for each separate trip. A trip begins when the staff member leaves his/her designated headquarters and ends when he/she returns to the New Orleans area. **A Request for Authorization to Travel will not be granted if the staff member has not cleared previous travel advances with the Athletics Business Office unless otherwise authorized by the Associate Athletic Director of Business Operations.**

Departmental travel procedures and NCAA rules apply to all personnel in the department when the travel expenses are to be paid or reimbursed by the department (i.e. part-time, graduate and student assistants, academic appointees, volunteer coaches, restricted-earnings coaches).

**A Request for Authorization to Travel** should provide sufficient information to indicate the travel plans of the staff member so as to achieve economy and efficiency while providing the optimum conditions to successfully conduct the department's business. The Request for Authorization to Travel should also include the hotel(s) and appropriate telephone numbers of the traveling staff member.

The Department of Intercollegiate Athletics must adhere to the Louisiana State Travel Regulations (Permanent Memoranda 13) and the University of New Orleans Administrative Procedures.

**Disbursements: Travel and Entertainment Expenses**

The Athletics Business Office handles disbursements for travel and entertainment expenses according to departmental and University policies and procedures, and within the prescribed budget for each operational area. The Assistant Athletic Director for Business Operations coordinates the disbursement of such funds and is available to answer any questions related to the processing of travel advances and reimbursement requests.

The Associate Athletic Director for Business Operations must approve local entertainment expenses. All travel and entertainment expenses incurred by staff members or teams on official Department of Intercollegiate Athletics business must be within the applicable budget allocation and approved by the Associate Athletic Director for Business Operations. **Expenses incurred without prior approval will become the obligation of the staff member creating the expense unless otherwise approved by the Associate Athletic Director of Business Operations.**

An employee is considered on "official travel status" when required to travel from his/her designated headquarters to another location for the purpose of conducting official business.

The "official travel status" of a guest of the Department of Intercollegiate Athletics (prospective students/parents or employees) begins at the time he/she leaves his/her residence or place of business.
Procedures and regulations vary according to the type of travel conducted. Listed below are departmental travel categories:

1. Individual Travel (related to employees only)
2. Team Travel (related to employees and students)
3. Guest Travel (related to prospective students/parents, prospective employees and consultants)

**Individual Travel**

A travel advance cannot be issued for individual travel, but business related travel can be approved by the Associate Athletic Director for Business Operations for reimbursement by filling out a Request for Authorization to Travel form. This form must be turned in seven (7) days prior to the departure date for proper approval.

The staff member is responsible for providing a claim for reimbursement of expenses that documents, in chronological order, the expenses of the trip. All claims for reimbursement required by the University must be made within fifteen (15) days after the staff member returns. The Athletic Department requires the claim within five (5) days of the trip to ensure the claim is processed within the University timeline.

**Meal Allowance**

Meal per diem is allowed according to the State of Louisiana's allotted amounts. See current Louisiana State Travel Guide for amounts.

**Lodging**

Lodging expenses are reimbursed for actual cost up to the maximum level allowed by the State of Louisiana. See current Louisiana State Travel Guide for amounts. The total cost of “room and tax” per day should be itemized on the receipt and reported daily on the traveler’s claim for reimbursement.

Customary charges to the traveler’s room for local and long distance phone charges and garage parking are permissible reimbursable expenses.

If two staff members share a room, it is recommended that one person pay the lodging bill in full and apply for reimbursement. The traveler paying the bill must submit the receipt with his/her Travel Expense Voucher and add the explanation that the room was shared. The name of the additional party must be included in the explanation. In addition, the second party must explain on his/her Travel Expense Voucher that the room was shared and that the expenses were paid and reported by the first party. Both staff members should submit their travel claims to the Athletics Business Office at the same time.

Expenses incurred by an unauthorized person traveling with a staff member are considered the responsibility of the staff member.

When lodging expenses are paid by credit card, an itemized hotel bill must be presented to the Associate Athletic Director for Business Operations. When a hotel requires an advanced deposit to reserve a room, the staff member should elect one of the following procedures:

1. Charge deposit to a personal credit card; or
2. Request on purchase requisition that a deposit is required.

When a staff member "guarantees" a reservation and his/her travel plans change, it is the staff member's responsibility to cancel the reservation. If the reservation is not cancelled, any room charges incurred are considered a personal expense of the employee.

Exceptions for the twenty-five percent (25%) over allowance will only be granted through prior written approval from the Director of Athletics. Approval will not be granted without proper documentation.
Transportation
Transportation expenses are paid or reimbursed by the Department of Intercollegiate Athletics on the following:

Automobile Expenses
1. Departmental vehicles
   a. Actual cost of gasoline
2. Courtesy Cars/Stipend
   a. $0.16 per mile traveled
3. Personally-owned vehicles
   a. Mileage will be reimbursed at the prevailing state reimbursement consistent with State Law and AP 10.03.
4. Rental Vehicles (compact or sub-compact rates)
   a. Actual cost basis with itemized receipt. If the need for a rental upgrade arises, prior approval must be obtained from the Director of Athletics and the cost will be deducted from the sport’s PAF booster club account, if the funds are available.
5. Taxi Service
   a. Payment made in cash and receipts submitted

Air Travel
The cost of commercial air travel is reimbursed or paid directly by the Department of Intercollegiate Athletics when the airfare is approved, booked and justified as the lowest available fare.

All airline bookings **MUST** be placed through the designated travel agency of the State of Louisiana, Shorts Travel. It is recommended to make reservations as far in advance as possible.

Should it be necessary to cancel airfare reservations due to travel changes, it is the responsibility of the staff member to notify the Athletics Business Office of travel changes. If an itinerary is changed which causes the fee to change, an explanation must accompany the voucher.

Any confirmed travel agenda change not approved by the Athletic Business Office could become the personal responsibility of the traveler.

Registration Fees
When a staff member has received authorization to attend a business meeting, conference or seminar, the registration fees charged maybe reimbursed. However, the employee must provide all receipts for reimbursement on a copy of a paid receipt with his/her Travel Expense Voucher. If meals, lodging, or entertainment are included in the registration fee the traveler shall so indicate on the Travel Expense Voucher.

The Athletics Business Office may pay registration fees directly to the sponsoring agency when the request is received three (3) weeks prior to the registration deadline. The staff member must provide a registration application and sufficient information for the Athletics Business Office to process payment. Registration fees are not paid until the traveler has received authorization to attend the meeting from his/her supervisor.

**Note: Organizational memberships may not be reimbursed unless approved by the Provost.**

Miscellaneous Expenses
Other expenses of a business nature incurred by a staff member while on "official travel status" may be reimbursed when documented by a receipt. Some examples are: parking charges, tolls, cab fares, registration fees, etc.
**Travel Advances**

**Travel advances are for Team Travel Only.** Coaches will be reimbursed for all approved expenses incurred on a recruiting trip per normal University procedures. Hotels and rental cars may be arranged in advance through the current designated travel agency of the State of Louisiana. All other expenses will be reimbursed within 21 days of submission of a completed and correct expense travel voucher. Limited travel advances will still be issued for team meals and official visits. *(effective June 24, 2003)*

**Team Travel**

Coaches are to provide the Athletic Business Office with preliminary travel itineraries.

Itineraries should include as much detail as possible (specifically dates, approximate times, if transportation is needed and the number of hotel rooms needed) for each trip *(Attachment 3B)*. All coaches should be considerate of missed class time for student-athletes when planning travel. Any trip which requires students to miss more than three (3) days of classes must be approved by the Director of Athletics. Excessive student absences for athletic competition are detrimental to the department’s mission and, when necessary, such occasions should be approved by the Chancellor or the Athletic Council.

When requesting team travel, a list of names of all members of the "Official Traveling Party," shall be submitted with the Request for Authorization to Travel form to the Athletic Business Office. This list must include each person whose expenses are to be paid by the Department of Intercollegiate Athletics. It is important that this list correctly indicate the names and type of traveler (student-athlete, coach, administrative staff member, bus driver) of all persons traveling with the team, as this list provides "evidence of insurability" should any injuries be sustained in a travel accident. For staff members, this "evidence of insurability" is important not only for the Department of Intercollegiate Athletics travel insurance, but also for qualifying for workman's compensation.

Travel allowances for transportation, meals, lodging, and related expenses are permitted based on actual cost of reasonable, necessary and receipted expenses subject to the limitations specified in this manual. The Head Coach, or his/her designee, is responsible for providing a claim for reimbursement of expenses that documents, in chronological order, the expenses associated with that team's trip within five (5) days after returning to campus. This information should be given to the Associate Athletic Director of the Business Office. *(effective June 6, 2003)*

**Team Meal Allowance**

Meals may be provided to members of the official traveling party by arranging group meal functions or by providing individual cash per diem. If full continental meals, banquets or food is provided by the host institution or UNO team hotel (i.e. prearranged meals, UNO alumni chapter events, etc.), no meal money will be provided for these meals.

Group meal functions are to be pre-arranged with the hotel or restaurant with the prices and menus negotiated in advance. The cost of the group meal function must be itemized indicating the number of people served and documented by receipt. The head coach, or his/her designee, should advise the hotel prior to arranging for a group meal that proper documentation is required before charges can be approved for payment. Cost of meals is limited to the chart below.

Cash per diem may be provided to all members of the official traveling party for all meals or selected meals. If per diem is distributed, it must be distributed in the full amount as listed below. Each member of the official party must sign a receipt at the time the per diem are issued. The Team’s Travel Coordinator will prepare forms. Per diem is:
ATHLETIC INTERNAL RATE

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<tr>
<th>In State</th>
<th>Out of State</th>
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<tbody>
<tr>
<td>Breakfast</td>
<td>$7.00</td>
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<tr>
<td>Lunch</td>
<td>$10.00</td>
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<tr>
<td>Dinner</td>
<td>$14.00</td>
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<td>$31.00</td>
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</tbody>
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Receipts from eating establishments are not required to be submitted in order for members of the traveling party to receive the above per diem allowances.

When group meals are provided, the corresponding meal allowance (tip included) will be deducted from the individual’s total day per diem. An itemized receipt must be provided for all group meals including the name of the restaurant, number of people in the party, date and total tip added to receipt.

Partial per diem are allowed on travel days (both coming and going). For example, if a team departs at 3:00 p.m., then the individuals would qualify for dinner per diem ONLY and not a FULL DAY per diem.

Per Diem Time Limits

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<thead>
<tr>
<th></th>
<th>Travel departure before 6 a.m. and extends beyond 9 a.m.</th>
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<tbody>
<tr>
<td>Breakfast</td>
<td>Travel departure before 10 a.m. and extends beyond 2 p.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>Travel departure before 4 p.m. and extends beyond 8 p.m.</td>
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</tbody>
</table>

Group Lodging

All group lodging arrangements will be made and finalized by the Director of Athletic Operations in conjunction with the Purchasing Department. When negotiating lodging arrangements, the Director of Athletic Operations will notify the hotel that a Team Master Bill, with documentation for all acceptable charges, is required. Specifically, copies of the charges for each room must be provided which indicates the names of the guest(s) in each room and any charges to the room. Master bills can only be room and tax. Long distance phone charges and any other in-room charges will not be paid by the University. Any such charges should be paid by each person at check-out time. The head coach, or his/her designee will be responsible to pick up the Team Master Bill at check-out and include it with the Travel Expense Voucher (Attachment 3D) to the Athletics Business Office.

In order to assist the hotel with lodging arrangements and required itemized billing, a rooming list should be given to the Team’s Travel Coordinator 2-3 weeks prior to the scheduled trip and sent as soon as possible to the hotel representative handling the university account. The rooming list should also be submitted with the Travel Expense Voucher.

Exceptions for the twenty-five percent (25%) over allowance will only be granted through prior written approval of the Director of Athletics. Approval will not be granted without proper documentation.

Group Transportation

- **Charter Bus** - A copy of the itineraries provided to the Team’s Travel Coordinator of will be provided to the Assistant Athletic Director for Business Operations who will then coordinate all group bus charters. Charter bus transportation is arranged by competitive bid on a yearly basis. When a carrier's services have been chosen a requisition/purchase order is processed to confirm the time of service and price. The carrier receives payment after the services have been rendered when an invoice is presented to the Athletics Business Office. Any changes in team travel must be reported to the Travel Coordinator who will in turn notify the Assistant Athletic Director for Business Operations.
• Commercial Airfare - Group airfares are arranged by the Team’s Travel Coordinator in conjunction with the designated travel agency of the State of Louisiana, Shorts Travel. When the trip has been approved by the Associate Athletic Director for Business Operations and the cost of the airfare confirmed, the travel agent may proceed with confirmation of the reservations. The travel agency charges all airfare to the American Express Business Travel Account (BTA) and submits invoices to the Associate Athletic Director for Business Operations.

• Rental Cars - All rental car bookings will be done through the Team’s Travel Coordinator in conjunction with the designated travel agency of the State of Louisiana, Enterprise. The expense of renting a vehicle(s) may be paid with a departmental credit card. In all cases, an itemized receipt is required to process payment or reimbursement. Approval for type of vehicle (e.g., van, economy, luxury) must be obtained in advance from the Associate Athletic Director for Business Operations. Only authorized drivers approved by the Campus Office of Risk Management are able to drive rental cars. The traveling party is discouraged from leasing rental cars on trips where a bus or van has been taken. However, if the need for a rental car arises, prior written approval must be obtained from the Director of Athletics and the cost will be deducted from the sport’s PAF booster club account, if the funds are available.

Courteous and Personally-Owned Cars - Courtesy and Personally-Owned Cars – when group transportation is provided, mileage claimed for a courtesy and/or personal owned car will only be allowed with prior approval of the Athletic Director.

• Taxi Service - Authorization for a taxi is needed in advance by the Associate Athletic Director of Business Operations. Payment for these services is made in cash and receipts are then submitted for reimbursement.

Miscellaneous Expenses
Any miscellaneous expenses incurred on a team trip must be substantiated with a valid receipt and reported on the team’s Travel Expense Voucher.

1. Tips
   a. Meals - Must be inclusive of the athletic allowance.
   b. Bus Driver – This must be funded externally and will not be reimbursed by the University.
   c. Porters – It is expected that all staff and student-athletes will carry their own bags. Tips for porters will only be granted for excessive baggage (more than two large bags) with approval from the Director of Athletics.

2. Entertainment – Movies will not be paid by the university. Funds for this type of entertainment must be approved ahead of time by the Associate Athletic Director for Business Operations and paid for by external funds, if the funds are available.

3. Airport Car Storage/Hotel Parking – Payment for this type of expense is limited to the state rate at the New Orleans International airport with receipt. Park N Fly requires either a state coupon or a valid form of state ID. An employee may show a business card, corporate card or itinerary to ensure the receiving of state rates.

4. Gas Receipts – All receipts for gasoline must include the date, time and location of the station. Additionally, receipt must be for actual gasoline purchased. NO PRE-PAID receipts will be reimbursed.

5. Other – All expenses that are not travel related (i.e. stringing tennis racquets, medical supplies) will not be paid for by the university via a travel voucher. See the Associate Athletic Director for Business Operations for reimbursement.
Travel of Non-University Employees
It is not permissible for unauthorized individuals (e.g., friends or family members) to ride in a state vehicle with athletic teams to away games. A vehicle owned or leased by the Department for away trips is considered a "state vehicle." This does not pertain to trips on commercial airlines where the individuals may purchase their own passage.

Supervision of Bus Travel
A full-time coach of the respective sport traveling by bus MUST be on board to supervise student-athlete activities. This applies to all bus trips, locally or during away practices and competitions, (i.e. including trips to and from the airport; trips to and from practices/competitions; and trips to and from the site of any meals.)

Unauthorized Team Travel Changes
ALL team travel changes must be approved by the Associate Athletic Director of Business Operations. Any changes made by staff members without authorization will be their personal responsibility and may result in a garnishment of wages.

Guest Travel (student recruit or employee candidate)
All guest travel must be approved prior to a trip.

A travel advance can be requested by a coach for official on-campus recruiting visits ONLY. All requests for official recruiting visit advances should be made at least ten (10) days prior to the visit.

Travel allowances for transportation, meals, lodging and related expenses are permitted based on the actual cost of reasonable, necessary and receipted expenses subject to the limitations specified herein. The staff member responsible for documenting guest expenses should complete a Travel Expense Voucher that documents, in chronological order, the expenses of the trip.

NOTE: It is not permissible under NCAA regulations to provide a meal allowance in the form of cash to a prospect or his parents. The costs of meals taken by a prospective employee are reimbursed when documented by a receipt.

Lodging
Lodging arrangements for a guest are arranged on a direct billing basis. The guest is responsible for any incidental costs which are not permitted by University, NCAA guidelines. It is recommended that the staff member review the room bill at check out. Any charges the department is not permitted to pay should be resolved at this time. A copy of the room bill is obtained by the staff member at check out and submitted to the Athletics Business Office with the Travel Expense Voucher.

The Department of Intercollegiate Athletics is NOT responsible for long distance telephone charges, pay-movie charges and/or room service.

Transportation
Transportation expenses are paid or reimbursed by the Department of Intercollegiate Athletics on the actual cost incurred when the travel is by commercial transportation.

A guest traveling in a personally owned vehicle is reimbursed at the state rate of reimbursement per mile (internal rate), on the basis of the shortest practical round trip route from his/her residence or place of business. Except for the cost of parking, no additional expense incidental to the operation of a personally-owned vehicle is allowed.

Miscellaneous Expenses
Other expenses for prospective student-athletes and their student hosts are limited by NCAA rules to $30.00 per day for entertainment, for a maximum of two (2) days. A Student Host Receipt Form (Attachment 9D) must be completed and signed by each student host. An IRS W9 form is needed to process this reimbursement claim.
Miscellaneous expenses incurred by a prospective employee are reimbursed based on charges documented by receipts.

**Travel Advances for Team and Guest Travel**
In general, a Department of Intercollegiate Athletics credit card should be used in the place of travel advances. However, there will be times when a travel advance is necessary to conduct official athletics business.

Following the approval of the **Request for Authorization to Travel**, a check is generated by the University Accounting Office. Once approved by the Associate Athletic Director for Business Operations, the amount approved cannot be changed without submitting a new **Request for Authorization to Travel** form.

Travel advances can only be issued to a staff member of the Department of Intercollegiate Athletics and only to the individual named on the Request for Authorization to Travel.

It is highly recommended that the cash advance request be submitted to the Athletics Business Office a minimum of ten (14) days in advance. Departure from this suggested schedule could result in the travel advance check being delayed beyond departure date or not produced at all.

A copy of the Request for Authorization to Travel is kept by the department and the original is sent to University Accounting Office.

**Clearing of Advances**
Within five (5) working days after the traveler has returned to campus, a Travel Expense Voucher and cash settlement must be submitted to the Athletics Business Office. Any returned funds can be in the form of a check or cash.

The fact that a cash advance was not requested for a previous trip does not relieve the staff member of the responsibility of submitting his/her Request for Authorization to Travel within five (5) working days after return.
Policy 4:
Business Office Operations
Business Contracts
The University of New Orleans requires the Department of Intercollegiate Athletics to enter into written business contracts for the following:

- Athletics events
- Facilities use
- Radio and television broadcast rights
- Corporate sponsorships
- Advertising and promotions
- Gift-in-kind and barter agreements
- Purchases (purchase order)
- Special events (i.e., NCAA Championships, Conference Tournaments, etc.)
- Professional Services

The Associate Athletic Director for Business Operations must be contacted before any contractual agreement is signed to determine whether the proposed agreement meets all departmental rules, regulations and budget resources. Contractual authority does not rest with departmental personnel. Only the Director of Athletics, Associate Athletic Director for Business Operations or Assistant Athletic Director for Business Development and Promotions can enter into a contract agreement.

Athletics Events
A contractual document is required for all intercollegiate sports competitions, regardless of whether a financial guarantee is involved. For any athletics event involving the payment of a guarantee, a contract must be signed by the participating parties.

Postseason games or tournament contracts are reviewed by the Associate Athletic Director for Business Operations and approved and signed by the Director of Athletics. Copies of all game contracts are to be on file with the Coordinator of Administrative Services.

Additionally, copies of all event contracts are distributed as follows:

- Director of Athletics
- Associate Athletic Director
- Associate Athletic Director for Business Operations
- Head Coach of the designated sport
- Ticket Office

In the event it is necessary to change the contents of a fully executed contract, an addendum is prepared. All changes must be reviewed and approved, as specified above.

Facilities Use
All facilities use must be requested through the Director of Facilities who is the liaison between Lakefront Arena and Department of Intercollegiate Athletics. The following criteria will apply:

1. Use of Lakefront Arena must be cleared with the Arena Manager and subject to associated charges and availability.
2. Use of Privateer Park is contingent on scheduling conflicts and normal rental charges.
3. All health, fire and other regulations applicable to departmental facilities must be observed.
4. Billings and payments for facility use are processed by the Associate Athletic Director for Business Operations. If any event is cancelled, the sponsoring group may be responsible for set-up charges incurred by the Department of Intercollegiate Athletics prior to cancellation.
5. A certificate of insurance (minimum $1 million liability) must be presented before an event is to take place naming the Board of Supervisors of University of Louisiana System, hereinafter called "University of New Orleans" as an additional insured. Failure to produce a certificate of insurance will result in cancellation of the event.
6. A lease agreement must be signed by both parties.
Athletic facilities may be used by organizations outside the Department of Intercollegiate Athletics. The same criteria will apply to outside groups.

**Television and Radio Broadcast Rights**
Contracts for television and radio coverage of athletic events are negotiated by the Assistant Athletic Director for Business Development and Promotions, subject to the approval of the Director of Athletics. The Assistant Athletic Director for Business Development and Promotions also shall negotiate contracts for any UNO coaches’ television or radio shows, unless otherwise specified in the coach’s contract. A signed contract must be obtained before the Department of Intercollegiate Athletics will execute University obligations.

**Corporate Sponsorships**
The Department of Intercollegiate Athletics seeks to develop integrated sponsorship packages as a way to increase revenue and enhance visibility in the local community. All corporate sponsorship packages are generated at the direction of the Assistant Athletic Director for Business Development and Promotions and will include such sponsorship elements as game and event sponsorship, group ticket sales, advertising, Internet, signage, media and promotions. All sponsorship packages will be outlined in a contract, subject to the approval of the Director of Athletics. All approved contracts will be forwarded to the Associate Athletic Director for Business Operations, who is responsible for billing. A signed contract must be obtained before the Department of Intercollegiate Athletics will execute University obligations.

**Gift-In-Kind and Barter Agreements**
The Department of Intercollegiate Athletics will accept items donated by individuals or businesses. All gift-in-kind donations are directed to the Privateer Athletic Foundation so that individuals or businesses may receive the proper tax credit. The Privateer Athletic Foundation will then donate the appropriate gift-in-kind items directly to the Department of Intercollegiate Athletics. Copies of the gift-in-kind contracts, if available, will be forwarded by the Privateer Athletic Foundation to the Director of Athletics, the Assistant Athletic Director for Business Development and Promotions, and the Associate Athletic Director for Business Operations. A signed contract must be obtained before the Department of Intercollegiate Athletics will execute University obligations.

**Purchases**
It is the practice of the Athletics Business Office to only execute documents within University guidelines when dealing with purchase orders. A properly executed purchase order constitutes a contract, which is binding on both the University and the vendor.

The administration of all purchase orders is the responsibility of the Athletics Business Office. The Director of Facilities and Purchasing institutes most departmental purchase orders; however, the UNO Purchasing Department will conduct a bidding and selection process for items or services costing large dollar amounts.

For more detailed information on the Department of Intercollegiate Athletics payment procedures (See Disbursements: Goods and Services in this section).

**Special Events**
The Department of Intercollegiate Athletics has a proud history of hosting NCAA, conference, and other outside sporting events. It is the responsibility of the Director of Athletics to initiate correspondence pursuant to hosting any NCAA championship, regional or sub-regional. The Director of Athletics, upon consultation with the respective coach, will direct the proper correspondence to the Conference Office in requesting the opportunity to host a conference event. Requests for use of athletic facilities by outside organizations should be directed to the Director of Facilities, who in conjunction with the Director of Athletics and Lakefront Arena Manager, determines the rental rate and terms of the contract. All health, fire and other regulations applicable to UNO facilities must be observed by any outside organization.
**Purchasing Procedures**
The Department of Intercollegiate Athletics follows the purchasing guidelines established by the University and the State of Louisiana. The Associate Athletic Director for Business Operations oversees departmental purchasing activities and is responsible for compliance with University and state regulations.

The following guidelines cover basic purchasing procedures. For additional information contact the Athletics Business Office.

**Requisitions and Purchasing Orders**
When goods or services are needed, employees are to contact the Associate Athletic Director for Business Operations to supply him/her with the necessary information needed to complete a purchase requisition. The information requested on the purchase requisition must be provided accurately, completely and in a timely fashion. Failure to do so will result in a delay of the purchase requisition. The completed purchase requisition is relayed by the Director of Facilities and Purchasing to the Purchasing Department where an official Purchase Order is issued to the vendor.

**University Quotes and Bids**
- See the Purchasing Guidelines on our website (http://financialservices.uno.edu/purchasing/index.cfm) for the most current and accurate information.
- **For purchases $0 - $999:** Pre-authorization is required, but these purchases are exempt from competitive bidding. The Associate Athletic Director for Business Operations or the Assistant Business Manager contacts the Purchasing Office for a D.O. (Direct Order) number and issues the number to the vendor.
- **For purchases $999.00 - $4,999:** At least three telephone bids/quotes are required. All purchases of $999.00 or more require a PURCHASE REQUISITION submitted to the Purchasing Office with a description of the items required, quantities, amount (or estimated amount) and departmental chart fields or speed type. This document will be converted into a PURCHASE ORDER and forwarded to the vendor.
- **For purchases over $5,000:** The PURCHASE REQUISITION submitted should list specifications for the goods or services requested. The Purchasing Office will issue an Invitation to Bid for these purchases to at least five potential vendors, two of which must be from the list of certified small and emerging businesses. The vendors must respond with written bids.
- **Changes to a Purchase Order:** If for any reason a change to a PURCHASE ORDER is needed, do not communicate directly with the vendor. A memo (not a Purchase Requisition) must be forwarded to the Purchasing Office so that a formal CHANGE ORDER document can be issued to change the University's commitment to the vendor and, if applicable, change the amount encumbered against the account number. Items should not be returned or exchanged until the CHANGE ORDER is completed and authorization is received from the vendor.

**Budget Considerations**
When a requisition is prepared, the staff member should consult with the Athletics Business Office regarding the availability of funds to make the purchase. If funds are available in the appropriate budget the Athletics Business Office will forward the necessary requisitions to the Purchasing Department. If funds are not available, the Athletics Business Office will consult the Director of Athletics and staff member regarding possible budget adjustments that can be considered before proceeding. Under no circumstances will a requisition be prepared without the necessary funding.

**Vendor Selection**
The University and the Department of Intercollegiate Athletics are committed to selecting vendors on an equitable basis. The criteria considered include; the vendor's past performance record, their ability to meet the University's needs, and a competitive price quote. Preferred vendors may be noted on the Purchase Requisition. The Athletics Business Office works closely with the Purchasing Department in determining vendor selection. The
Purchasing Department is also required to get at least one quote from a vendor on a list of certified small and emerging businesses published by the Louisiana Department of Economic Development.

**Uniforms**
The official colors for the University of New Orleans are Blue and Silver and White. A contrasting third color of Red or black may be used for trim, but not as a primary color. All uniforms of the Department of Intercollegiate Athletics must conform to the above color schemes.

Home uniforms must say “Privateers”, while away uniforms must say “New Orleans”.

The Director of Athletics must approve all uniforms before they are ordered.

**Licensing & Logos**
The objective of the UNO Licensing and Retail Promotion Program is to protect and control the use of the University of New Orleans trademarks, service marks, trade names, designs, logos, seals, symbols, mascots and slogans associated with the University. Collectively these names, marks, symbols, and so forth, will be known as UNO "indicia." Net revenues to the University from the Licensing and Retail Promotions Program shall be distributed as follows:

- Academic Scholarships 50%
- Athletics Scholarships 25%
- Services 25%

UNO's merchandising and licensing agent is Collegiate Concepts, Inc./International Collegiate Enterprises (CCI/ICE). Vendors and suppliers interested in arranging licensing agreements of UNO indicia are encouraged to contact CCI/ICE directly or the licensing representative in the Athletics Business Office.

Licensed manufacturers are encouraged, within the guidelines, to be creative in applications of UNO indicia. All new designs and product applications are subject to review and approval in advance. The review process is intended to support innovation while avoiding misinterpretation of the guidelines.

All requests to use UNO indicia within the Department of Intercollegiate Athletics must first be submitted to the Athletics Business Office for review. The Athletics Business Office will, in turn, contact the University's licensing coordinator for final approval. Failure to submit items for pre-approval may result in the denial of a University purchase order.

The following names have been registered and controlled under the University Licensing Program:

- University of New Orleans
- UNO
- Privateers
- UNO Privateers
- Lafitte the Instigator

**Printing**
Requests for all printing services should be coordinated through the Athletics Business Office. Normal procedures involving the bid process should be followed (See Purchasing Procedures). Since the quality of printed materials distributed by the Department of Intercollegiate Athletics affects its public image, every effort must be made to ensure the highest quality of printing is obtained within established guidelines and budgetary constraints.

Each printing request should contain exact printing specifications and deadline dates. The staff member who submits the printing request must ensure compliance with all applicable NCAA rules and regulations. In addition, each printing request should be reviewed and approved by the appropriate Department of Intercollegiate Athletics administrator before being submitted to the Athletics Business Office. All printing charges will be reflected in the budget area of the staff member requesting printed materials.
Accounts Receivables: Invoicing and Accounting
As a self-supporting entity (Auxiliary Enterprise), the Department of Intercollegiate Athletics must annually generate the revenues necessary to fund its activities. Actual monies due to the department, which are directly invoiced and accounted for by the Athletics Business Office, are from the following sources:

- Game guarantees
- Ticket sales
- Advertising
- Sponsorships
- Radio/TV fees
- NCAA and Conference participation distribution
- Travel advances/reimbursement
- Employment receivables
- Student-athlete receivables
- Inter-departmental invoicing
- Miscellaneous contributions

Invoicing Procedures
The Athletics Business Office has established an invoicing procedure for monies due to the Department of Intercollegiate Athletics, where applicable, from those sources listed above. All accounts receivables must be initiated and recorded by the Associate Athletic Director for Business Operations in accordance with standard University procedures. All delinquent accounts will be notified by the Athletics Business Office in a timely fashion.

Inventories
The Department of Intercollegiate Athletics conducts an annual physical inventory of all items for resale (accountable) property, which is conducted by the Athletic Business Office. The physical property (capital equipment) inventory is conducted by the Athletic Equipment Manager.

Capital Equipment
The University defines capital equipment as those non-consumable items having a value of more than $1000. When capital equipment is purchased, the University tags the merchandise with an identification plate.

A list, prepared by the University Property Control Office, is forwarded to the Department of Intercollegiate Athletics each year. The Athletic Equipment Manager will physically inspect each Department of Intercollegiate Athletics office to ensure possession of property on the equipment list. All staff members are expected to cooperate in this inventory process. Athletics equipment MUST be stored on University property.

Any athletic equipment that is not fit for use must be presented to the Athletic Equipment Manager for him/her to evaluate and fill out the appropriate forms. Employees can not discard any item outside of the procedure.

Disbursements: Goods and Services
Disbursements for goods and services provided to the Department of Intercollegiate Athletics are made by request through the Purchasing Office of the University.

When goods are received directly by the Department of Intercollegiate Athletics, the procedures below are followed:

1. Goods received by Department of Intercollegiate Athletics
2. Invoice received by Department of Intercollegiate Athletics
3. Invoice approved for payment by Director of Facilities and Purchasing
4. Associate Athletic Director for Business Operations forwards necessary paperwork to Accounts Payable Office
5. Accounts Payable Office prepares and distributes payment to vendor

In order for the Director of Facilities and Purchasing to request payment for goods and services, the following
documentation needs to be in the Athletics Business Office to support the transaction. Supporting documentation includes, but is not limited to:
1. Copy of the previously approved purchase requisition
2. Copy of the official purchase order form
3. Itemized invoice from the vendor (preferably a pre-printed, numbered invoice)
4. Certification that the goods have been received
5. A copy of the shipping documents (if items were shipped by common carrier)

Purchases made by the Department of Intercollegiate Athletics are tax-exempt; therefore a vendor's invoice should exclude sales tax. The Athletics Business Office should provide a tax-exempt number at the vendor's request. If sales tax has been included on the invoice, the Athletics Business Office will delete such sales tax before submitting a request for payment.

**Interdepartmental Transfer of Goods**
For goods or services that may be obtained from other departments within the University, the following procedure is followed for initiating requests and authorizations for allocation of funds for interdepartmental transfer:
1. Request or submit an Interdepartmental form to Athletics Business Office
2. Director of Facilities and Purchasing verifies availability of funds in unit budget for approval;
3. Request is forwarded to Accounting Services;
4. University department initiates an Interdepartmental Transfer (IDT) and Accounting Services processes the charges.

**Bank of America Corporate Liability Card (Visa) Cards**
VISA Travel Cards are available to all full-time staff members who routinely travel on university business and qualify by the standards of the University and are given approval by the Director of Athletics. Applications can be picked up from the Coordinator of Administrative Services and returned to the Athletics Business Office. 100% of the of charges on the Bank of America cards are expensed to the University. Personal use or disallowed charges are forbidden and will be owed back to the University. Failure to comply with card program regulations could result in disciplinary actions as detailed in the policy.

**Competition Scheduling**
The University of New Orleans, through its Faculty Senate and Athletics Council, has adopted the policy of not allowing its athletic teams to schedule athletic competitions during the week of final examinations without the expressed consent of the President or his designated authority. However, the exception occasionally presents itself. Being a member of the Conference, there are rare occasions when a team must compete in a contest or tournament conducted by the Conference, or the NCAA itself, during the period of final exams. These are not subject to University control. With the exception of Conference contests, the dates for which are mandated by the conference office, coaches are encouraged to use weekend dates for contests requiring over night travel, and weekdays for those which allow a return home the same night.

**Conference Scheduling:** Scheduling for men’s basketball, women’s basketball, baseball and volleyball is scheduled at the Conference level. Other sports will have conference championships which are determined at the Conference level.

**Non-Conference Scheduling:** In developing non-conference scheduling, coaches must consider the following:
1. Non-conference games during final exams week is prohibited
2. Number of class absences required for each contest - home and away
3. Availability of facilities
4. Compliance with NCAA regulations regarding the number of allowable contests

All competition schedules must be submitted to the Associate Athletic Director to verify compliance with athletic scheduling policies and availability of home facilities. Schedules are then approved by the Director of Athletics and Athletic Council before release to the public.
Schedule Changes
Schedule changes must be directed to the Associate Athletic Director and approved by the Director of Athletics and, if necessary, Athletic Council.

Practice Schedules
The procedures by which team practices are determined are as follows:

- Proposed practice schedules are submitted by individual head coaches to the Athletics Director, who reviews the requests and evaluates conflicts within the building.
- All proposed practice schedules are reviewed for compliance with all relevant NCAA bylaws governing the length and types of practice allowed.
- Practice schedules are approved and facilities are scheduled accordingly. The team that is in season has priority times. Men’s and women’s basketball will alternate years of having priority. Coaches schedule team practices to allow students to have reasonable class schedules and to provide adequate and appropriate times for study.
- Compliance with approved practice schedules and NCAA by-laws governing practice is monitored by the Director of Compliance to whom each head coach submits a weekly, signed practice log.

Practices are generally held late in the afternoon, evenings, and early mornings. The Academic services staff supplies each head coach copies of student-athlete’s class schedules in order for the coach to schedule practice times. In all cases, head coaches communicate to student-athletes that no class may be missed for practice per NCAA by-law, 17.1.5.5.

Deadlines for Submitting Practice Schedules

<table>
<thead>
<tr>
<th>All Sports</th>
<th>April 1</th>
<th>(Fall semester)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>November 1</td>
<td>(Spring semester)</td>
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Equipment Policy
Stay within pre-determined budget.
Athletes are responsible for returning all equipment to the Equipment Manager at the end of their season.

Student-Athlete Apparel

Uniforms
Student-athletes are required to compete in the uniform purchased for them by the University of New Orleans Athletic Department.

Coaches Apparel

2 pairs of shoes
3 collared shirts
3 shorts or slacks
Equipment Purchases

Equipment purchases must follow the guidelines below:

- All equipment purchases must be submitted to the sport supervisor by July 30th for the upcoming academic year.
- All equipment purchases must have the written approval of the sport supervisor prior to ordering.
- All equipment purchased for student-athletes (i.e., Athletic Department sport budget and/or individual coaches contract) must fall within the parameters set forth by the above equipment policy. Duplications of equipment will not be permitted.
- All equipment purchases for student-athletes must follow NCAA and University rules and regulations.
- All equipment (Athletic Department purchased and/or coaches contract purchased) must go through the Athletic Department’s Equipment Room for inventory and be distributed by the Equipment Manager through the approval of the Assistant Athletic Director of Student-Athlete Eligibility and Development to assure compliance with NCAA and University rules and regulations.
- Any equipment distribution request by coaches to non student-athletes must be submitted in writing to the Assistant Athletic Director for Student-Athlete Eligibility and Development and include the person’s name, relationship to coach, and equipment item being requested.

Any deviation of the equipment policy must be submitted, in writing, to the Athletic Director from the Head Coach prior to the July 30th equipment purchase deadline.
Policy 5:
Vans & Buses
Athletic Department Vehicle Policies

Coordinator of Administrative Services is in charge of scheduling the 15/33 Passenger Van

Rules

- Any driver for Athletics, must be certified through the University of New Orleans Driver Safety Course, possess a valid driver’s license, and must adhere to all applicable local, state, and federal laws.
  - Certification must be renewed every three years
  - Driver History forms must be renewed annually
- Drivers must obtain their own pin number for gas cards.
  - Complete Fleet Commander Online Enrollment Form to obtain a gas card
- Vehicles must always contain the Athletic Vehicle Binder with the following information: Daily Vehicle Log, Preventive Maintenance Record, Safety Inspection Checklist, Service Report, Insurance Letter, Registration, and Accident Report Form.
  - Obtain Athletic Vehicle Binder from the Coordinator of Administrative Services
- Any Request for Vehicles must be done by completing the Athletic Vehicle Reservation Form and submitting it to the Coordinator of Administrative Services at least 10 Business days prior to expected travel date.
- Prior to any trip, the Athletic Vehicle Binder must be obtain with all proper documentation needed for travel from the Coordinator of Administrative Services.
- Only coaches, student-athletes, and authorized personnel are allowed on the vehicle during travel.
- Drivers must wear seatbelts at all times.
- Drivers are not allowed to use electronic devices (i.e. laptops, tablets, cellphones, etc.) while operating the vehicle.
- Alcohol (usage and transporting in the vehicle) is prohibited.
- Vehicles must be locked at all times.
- Report ALL accidents that occur off-campus/out-of-town to the appropriate law enforcement in which county you are located at the present time, even if something happens to the vehicle while you are not actually in it. Contact the Associate Athletic Director of Business Operations immediately and return the police report along the Accident Report Form completed to UNO Athletic Department.
- Drivers are responsible for all traffic and parking fines.
- Drivers are responsible for proper care of vehicle and all individuals being transported.
- The driver is responsible for making sure the vehicle is clean prior to departure and the travel team is responsible for making sure the vehicle is clean after use.
- Drivers are responsible for refueling the vehicle after use.
- Drivers’ responsibility to sign in/sign out vehicle keys and gas cards, before and after trips and submit Athletic Vehicle Binder to the Coordinator of Administrative Services
Checking Vehicle Out

- You must complete Athletic Vehicle Reservation Form and submit to Coordinator of Administrative Services at least 10 days prior to travel date.
- Obtain Athletic Vehicle Binder with all proper documentation needed for the trip from the Coordinator of Administrative Services.
- Drivers need to complete Vehicle Inspection Checklist prior to departure.
- Driver is to sign out keys and gas card from the Coordinator of Administrative Services.

Returning Vehicle

- Vehicle must be returned with a full tank of gas, or at least at the same level as when signet out.
- Park Vehicles in the side parking lot of the TAC.
- Return Athletic Vehicle Binder to Coordinator of Administrative Services.
- Give the Coordinator of Administrative Services any gas purchase receipts.
- Driver must fill out the Daily Vehicle Log (DVL) sheet with the beginning and ending mileage, trip destination and drivers initials. Record each day of use with one destination per line. Submit paperwork to Coordinator of Administrative Services.

Enterprise Rent-A-Car

- UNO has a corporate account that can be used when renting a vehicle for team travel, recruiting, or any athletic use by any Athletic Staff. This account is accessible at any location nation-wide. The corporate account number is NA1403
- Charges for rental vans/cars are on a 24-hour basis. There is a 3 hour window at the 24-hour mark where Enterprise will charge an hourly rate upon return, but only during those 3 additional hours. You will be charges for another day, anytime past those 3 hours.
- Store hours are usually (but are subject to change) from 7:30-6:00 pm Monday through Friday, 9:00-1:00 pm Saturdays, and closed on Sundays. If vehicle cannot be turned in on time Saturday, and you do not need it for Sunday, let Enterprise know so they will not charge you for Sunday. Always let Enterprise know your return time to assist with any unnecessary charge that could possible occur due to lack of information provided.
- Refuel and clean up the rental vehicles before returning to avoid extra charges.

Accidents

- In case of an accident on/near UNO campus, in between the hours of 8:00 am and 5:00 pm, contact the Associate Athletic Director of Business Operations first, then the facility services second to report the damage (only if they damage poses a safety issue with operating the vehicle). Then you can contact UNOPD and obtain an accident report. Last, but not least, complete the Accident Report that can be located on the vehicle.
  - Contact NOPD of an accident with a non-UNO employee
- In case of an accident off UNO campus or out-of-town, contact the NOPD/local area police department to obtain a police report. If the vehicle is able to be operated safely after the accident, then you may contact Fueltrac’s 24hr Roadside Service. Then complete the Accident Report Form located inside the vehicle.
Policy 6:
Ticket Office
**OPERATIONS**

Event tickets for all athletics functions at the University of New Orleans are handled and distributed by the Kiefer UNO Lakefront Arena Box Office. Event tickets are a major source of revenue for the Department of Intercollegiate Athletics, and for this reason, policies and procedures prescribed for the printing, handling, sale and distribution of tickets are to be strictly followed. Misuse or mishandling ticket distribution could result in possible NCAA sanctions.

**Objectives**

1. To properly account for the distribution of tickets and admissions to University of New Orleans Department of Intercollegiate Athletics Events,
2. To properly receive, process, record, and deposit income obtained from all ticket sales,
3. To maintain at all times a public relations image that positively reflects the University of New Orleans and its Department of Intercollegiate Athletics.

The University of New Orleans Ticket Office policies and procedures are recommended by the Athletics Ticket Manager and Assistant Athletic Director for Business Operations, and approved by the Director of Athletics. All University of New Orleans Ticket Office employees are expected to maintain current knowledge of University and NCAA regulations which apply to ticket office operations.

**Hours of Operation**

**STAFF** - Full-time staff must follow the normal athletics work schedule as provided by University regulations. It is understood, however, that evening and weekend work is necessary and that adjustments to regular staff hours may be made with prior approval from the Assistant Athletic Director for Business Operations. Part-time workers follow a schedule approved by the Assistant Athletic Director for Business Operations.

**HOURS OPEN TO PUBLIC** - The University of New Orleans Department of Intercollegiate Athletics Ticket Office is open from 9:00 am to 4:00 pm, Monday through Friday. The ticket office will have extended and weekend hours as necessary to accommodate Department of Intercollegiate Athletics ticket sales.

**TELEPHONE OPERATIONS** - The telephone number for the University of New Orleans Ticket Office is (504) 280-GAME (4236). The Athletics Ticket Manager, or his/her representative, will be available to assist callers from 9:00 am to 4:00 pm.

**TICKET SALES PROCEDURES**

The Athletics Ticket Manager coordinates all sales of tickets for athletic events and reports to the Assistant Athletic Director for Business Operations. All persons employed by University of New Orleans to handle ticket operations are expected to be courteous when communicating with customers. In the event that a difficult situation does arise, it is the responsibility of the ticket office employee to consult the Ticket Manager to resolve the problem with the customer.

**Ticket Pricing**

Price structures for all athletic events are determined by the Director of Athletics in conjunction with the Associate Athletic Director for Business Operations and the Athletics Ticket Manager. Any changes in pricing must have the approval of the Director of Athletics.

**Season Tickets**

The majority of season tickets for athletic events are sold through the use of a mail order system. Tickets may also be ordered over the phone by calling the UNO Ticket Office at 504-280-GAME (4236). Season ticket applications are automatically mailed each year to present and former season ticket holders and upon telephone request. Telephone solicitation, through an outside agency, may also be used occasionally to sell season tickets.
The following procedures are performed to ensure internal control for the processing of season tickets and applications are as follows:

- The Athletics Ticket Manager prepares the daily ticket revenue transmittal for all season ticket revenues collected that day. **(Attachment 5A)**
- The completed transmittal (along with the ticket contract and payment method) is then submitted to the Assistant Athletic Director for Business Operations.
- The Assistant Athletic Director for Business Operations reviews the transmittal report for accuracy.
- The Assistant Athletic Director for Business Operations deposits the revenue with the assistance of UNO police escort.

**Single Game Tickets**
- Kiefer Lakefront Arena
  - Men and Women’s Basketball and Women’s Volleyball
- Maestri Field Box Office
  - Men’s Baseball
  - UNO Athletic Department Ticket Office
  - Men and Women’s Basketball and Women’s Volleyball

Single games are treated as individual events. A Ticketmaster report is generated per game and the Athletics Ticket Manager uses this report to reconcile his/her hard ticket reconciliation form.

**Will Call Tickets**
Will Call tickets can be picked up at the sport-specific venue ticket office, starting 1 ½ hours prior to the scheduled game time.

For Volleyball, Women’s Basketball, and Men’s Basketball, Will Call tickets can be picked up at the UNO Lakefront Arena Ticket Office (located on the west side of the facility, on Franklin Avenue, two blocks off Leon C. Simon). Proof of identification will be requested for pick up of tickets.

For Baseball, Will Call tickets can be picked up at the Privateer Park Box office (located at Maestri Field). Proof of identification will be requested for pick up of tickets.

A picture identification is necessary to claim any “will call” ticket.

**Purchasing Game Day Advance Tickets**
To purchase tickets in advance for athletic events, visit [Ticketmaster.com](http://Ticketmaster.com) or contact the UNO Athletic Ticket Office at (504) 280 – GAME (4263).

**Methods of Payment**
All tickets, whether they are season or single game event tickets, may be paid for by cash, money order, MasterCard, American Express or Visa. Checks are **ONLY** accepted for payment of season ticket orders. Under no circumstances are checks accepted for single event ticket purchases.

**Corporate Sponsor Admissions**
Admissions for corporate sponsorships are arranged through the Director of Athletics and it is his/her responsibility to fulfill all conditions of the sponsorship package.

**Game/Event Settlement**
It is the responsibility of the Assistant Athletic Director for Business Operations to prepare a reconciliation of each athletics event in a timely manner to account for all ticket revenue, concessions, novelties, and program sales.
Filing
All applications, correspondence and reports regarding ticket office operations are to be filed accordingly and updated when necessary. All materials related to ticketing are stored for at least five (5) years to allow for problem research. Files may only be destroyed with the approval of the Assistant Athletic Director for Business Operations and/or Director of Athletics.

COMPLIMENTARY TICKETS
The Department of Intercollegiate Athletics allocates and distributes complimentary admissions to athletics events to promote the objectives of the Department of Intercollegiate Athletics. All policies have been developed in the best interests of the Department of Intercollegiate Athletics and are in compliance with University and NCAA policies and procedures.

Potential Corporate Sponsor Admissions
Complimentary admissions for corporate sponsorships are arranged through the Director of Athletics. Ticket requests should be forwarded to the Athletics Ticket Manager for processing.

Athletic Department Staff Tickets
Complimentary admissions are provided to all Department of Intercollegiate Athletics staff for personal admittance ONLY. Employee's UNO ID is necessary to gain entry and is to be used solely by the employee for his/her personal attendance at sporting events. Such tickets are distributed as a 'working condition fringe benefit.'

Student Tickets
All UNO full-time enrolled students will be admitted without charge to all home athletic events by presenting a valid UNO student I.D. at gate entrance to Official UNO Athletic personnel. Guest tickets are NOT available.

Complimentary Admissions
Complimentary admissions are generally provided for select events to the following: UNO non-profit/charitable organizations and high school/prep school coaches. All requests for complimentary tickets from outside the Department of Intercollegiate Athletics must be written and placed at least three (1) week in advance and approved by the Director of Athletics and/or the Athletics Ticket Manager. **There is no guarantee that tickets will be available for complimentary admission if we receive less than a weeks’ notice.** The Associate Athletic Director can approve complimentary ticket requests up to 100 per request. Any single request over 100 requires the approval of the Athletic Director.

Student-Athlete Pass List Admissions
Per NCAA Bylaw 16.2.1.2., "complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete". Hard tickets are not issued for student-athlete complimentary admissions unless a reserved seat is necessary. **STUDENT-ATHLETES MAY NOT RECEIVE PAYMENT FOR COMPLIMENTARY ADMISSIONS, NOR EXCHANGE THEM FOR ANY ITEM OF VALUE.** No changes can be made without approval of the game management official and must be received 90 minutes prior to game start.

The Ticket Manager is responsible for the proper administration of the complimentary admissions program.

To obtain complimentary admission (for a prospective student-athlete) the coach (recruiter) must complete an Official Visit Request Form or Unofficial Visitation Form and a UNO Athletic Complimentary Ticket Request Form, available from the Assistant Athletic Director Academic Services/SWA. The request for complimentary admissions must be filled out completely and forwarded to the Athletics Ticket Manager no later than 90 minutes prior to the scheduled contest. Requests that have incomplete information will be rejected and
tickets will not be provided until the request has been completed properly. Each student-athlete will receive complimentary tickets (number to be determined by the Director of Athletics) for their own athletic events.

Each coach will submit a list of student-athletes with the names of complimentary ticket recipients. A printed copy is preferred (a template can be provided upon request of the Athletic Ticket Office). A photo I.D. will be requested as proof for identification and a signature will be needed per recipient for compliance with NCAA rules and regulations.

Recruits’ Admission
Recruits and their guardian who accompanies them can receive Comp tickets.

Visiting Teams Admission
A comp list will be accepted from the visiting team with each student-athlete receiving up to 2 complimentary tickets unless otherwise stipulated in the game contract.

High School Coaches Admission
Any high school coach who presents a valid coach’s I.D. can receive up to 2 complimentary tickets.

Post-Season Events
Complimentary tickets will not be issued for post season events.

Reduced Price Admission Tickets
Reduced admission tickets are available for University of New Orleans athletics events. The Director of Athletics and Associate Athletic Director for External Operations determine reduced ticket prices. The price set each year for reduced admission tickets is not negotiable.

Group Rates
The UNO Athletic Ticket Office offers discounted rates on general admission tickets for Women’s Basketball, Men’s Basketball, and Baseball for groups of 10 or more. (Exceptions are made at the discretion of the Director of Athletics.) Group ticket requests must be made no later than three (3) days in advance of game day. Please contact the UNO Athletic Ticket Office at (504) 280 –4236 to reserve group tickets.
Policy 7: Sports Information
OVERVIEW
The Sports Information Office is a vital tool for promoting the University of New Orleans Athletics Department to media and university supporters. The office will act as a liaison between the athletics department (its coaches, administrators and student-athletes) and local, regional, national and international media. The office will do this by coordinating all interviews with Athletics Department personnel, disseminating press releases that will include game recaps, features and all promotional/marketing activities, producing media guides and recording all historical data on the University Athletics Department.

The office will work closely with the Director of Athletics, senior staff administrators, head coaches and student-athletes to promote a positive message about the University of New Orleans.

Staff Responsibilities
The Assistant Athletics Director for Media Relations is responsible for the operation of the Sports Information Office and serves as the Department of Intercollegiate Athletics’ primary media contact. The Assistant Athletics Director for Media Relations supervises a full-time staff including an Assistant Sports Information Director, statistics/game-day staff members and student workers.

The Office responds to requests from media representatives, NCAA, University community and Privateer fans for information on all aspects of the Department of Intercollegiate Athletics. It is the policy of the Department of Intercollegiate Athletics to publicize all athletics teams in the most professional manner possible, creating interest and enthusiasm as well as a reputation of credibility and honesty. To do this, the Sports Information Office must rely on close communication with the coaches, student-athletes and administrators.

Responsibilities of the Office
The responsibilities of the Sports Information Office include, but are not limited to the following:

1. Overall Communication
   a. Serving as a direct communications link between the Department of Intercollegiate Athletics, the University community, and all media members (local, regional, national and international);
   b. Assisting in the overall marketing and promotion of the UNO Privateers’ Department of Intercollegiate Athletics and the University community as a whole to alumni, fans, media and potential sponsors;
   c. Work closely with the Athletics and University Marketing and Communication Department, Admissions Department and Alumni Department;
   d. Build relationships with media members (local, regional, national, international) to enhance and improve their coverage of the Privateers and the University; and
   e. Arrange interviews with administrators, coaches and student-athletes to promote the entire Department of Intercollegiate Athletics, events or accomplishments in a positive manner.

2. To write, edit, publish and produce all athletically related news releases which may include:
   a. weekly updates on team and department-wide activities, events and accomplishments;
   b. annual team brochures (media guides) for media and recruiting purposes;
   c. updated individual and team statistics;
   d. maintain accurate current and historical files for all sports, individual student-athletes, coaches and administrators; and
   e. disseminate releases, story ideas through e-mail, facsimile and regular mail.

3. To direct media activities at all athletics events, including:
   a. serving as host to radio, television and print representatives;
   b. supervising required statisticians at home contests;
   c. sponsoring publicity events; and
   d. responding to requests for information from opponents’ Sports Information Offices for both home and away contests;
4. Athletics website maintenance:
   a. responsible for writing, editing and updating all releases regarding team and department;
   b. ensure the accuracy of all rosters, schedules and stories on the internet; and
   c. work in conjunction with all other Department of Intercollegiate Athletics supervisors to include
      information on marketing/promotions, compliance, sports medicine and the ticket office.

Interviews
1. Interview sessions are normally held prior to and after scheduled practices and after athletics events. Special arrangements for other interviews must be authorized by the Sports Information Office (through the primary sport contact) and with permission from the head coach. In all sports (win or lose), all coaches and student-athletes will be made available to the media following an athletics event. The NCAA-mandated “cooling-off” period will be recognized and afforded to all student-athletes and coaches after a contest. Individual coaches, in consultation with a sports information representative, will determine whether media will be allowed in the locker rooms.
2. All interview requests from media members with student-athletes will be set up through the sports information office. No interview with a student-athlete will be allowed without first contacting the Sports Information Office. The student-athlete will meet in person with the media member, with a sports information office member present. Phone interviews may be set up, however a student-athlete's phone number will never be made available to any member of the media. Interviews will be set up at a mutually-agreed time between the media member and the student-athlete. Student-athletes will not miss scheduled class or study hall time due to an interview.
3. The Sports Information Office and head coaches are responsible for providing student-athletes with specific guidelines for speaking to media representatives. Student-athletes should be instructed on responding to both typical and high-stress situations which may occur during or after a game.

News Releases
News releases should always be professionally presented and newsworthy. The following policies and procedures have been developed:
1. All news releases are to be issued through the Sports Information Office.
2. News releases are sent by email or facsimile on a regular basis to a standard local, regional and national media list. The media list for each sport may differ and include selection committee members, professional teams, newsletters, etc;
3. All releases are to be written in AP news style, providing accurate statistical data, notes, quotes and other facts on the University teams and their opponents;
4. File copies of all press releases are maintained in the Sports Information Office.

Public Statements
Only the Director of Athletics or his/her designee should issue all public statements concerning athletics budget, policies, procedures, and employment. Senior staff members, coaches or student-athletes who receive requests for interviews directly by the media should notify the Sports Information Office.

MEDIA COVERAGE: PUBLICITY MATERIALS
When economically feasible, it is the policy of the Sports Information Office to publish an annual media guide for each sport, as deemed appropriate by the Director of Athletics. Cost for the media guides will be reflected in each sport’s annual budget. Several policies and procedures are applicable in the production and distribution of media guides:
1. The Sports Information Office is totally responsible for the production of the guides and their distribution to the media,
2. Coaches are responsible for distribution of the guides to recruits (within NCAA regulations),
3. Individuals involved in fundraising and development are responsible for distribution to boosters,
4. The Business Development and Promotions Department is responsible for distribution to advertisers;
5. The general public may purchase media guides directly from the Sports Information Office,
6. The Assistant Athletics Director for Media Relations should establish an approximate deadline for each media guide. The deadlines should take into consideration the priority level of the sport, competition dates, and production times.
MEDIA COVERAGE: EVENTS
1. The Sports Information Office is responsible for staffing all home events. Staffing responsibilities include reporting and recording results of events, providing all media and photo credentials, and statistics. In addition, the Sports Information Office will attend all road games (men’s and women’s basketball/baseball) when economically feasible, and staff Conference Championships.
2. When the Sports Information Office is unable to cover a road event, it remains the responsibility of the Sports Information Office to obtain final results. The Sports Information Office may, at times, enlist the assistance of the head coach to procure final results and communicate these results back to the office. The results should be called in as soon as possible after an event, regardless of whether it was won or lost.
3. It is the policy of the Sports Information Office to cooperate fully with visiting coaches and Sports Information staffs. Requests for fax transmittals, phone lines or in/post-game statistics by the visiting Sports Information Director should be directed to the Sports Information Office.

POSTGAME COVERAGE
Designated Sports Information staff members will be available following all home events to coordinate and supervise postgame coverage. The Sports Information Office will provide official statistics, arrange interviews with student-athletes and coaches, and provide general assistance to the media and visiting Sports Information Director.

WEBSITE
The Department of Intercollegiate Athletics website is a main source of information for media members and fans. The Department of Intercollegiate Athletics website is maintained through the Sports Information Office to ensure accuracy in all available schedules, rosters and information in the public’s view. The website needs to be a main vehicle in the marketing/promotion of the Department of Intercollegiate Athletics and the University. Links are available to the University main website and NCAA. The site follows all NCAA regulations in regards to recruiting and compliance.

1. The Sports Information Office is responsible for the overall maintenance and design of the athletics website (www.unoprivateers.com).
2. All content that is seen on the sight is written, edited and updated through the Sports Information Office (except any merchandise sales).

Working Media Credentials
The University of New Orleans has adopted the recommendations of the NCAA Public Relations Rules Committee and the National Press Photographers’ Association in establishing its policies for press box and field credentials. The Sports Information Director is responsible for issuing media credentials for all University of New Orleans Athletics sponsored events.

All media representatives are required to produce proper credentials when seeking access to media areas. The Sports Information Office will instruct security personnel to remove any individual without proper credentials or for abusing privileges.

Working media credentials for coverage of athletics events are issued according to the following priorities:

1. Local daily newspapers and wire services that cover University of New Orleans on a regular basis;
2. Live radio and television;
3. Media outlets which regularly cover University of New Orleans opponents;
4. Student newspapers (if non-daily) for the University of New Orleans or its opponent.
5. Other requests from media outlets on a space-available basis with preference given to those who regularly cover University of New Orleans athletics events.
PHOTO CREDENTIALS
All photo credentials must be displayed at all times, and photographers will remain in marked, restricted areas. In Lakefront Arena or the HP Center, no one is permitted in front of the scorer’s table or the players’ bench at any time after competition begins, including timeouts.

Photographers may not place tripods on or beside the playing court, nor may they attach strobes or other equipment to a backboard or goal standard. In the designated photo areas in Lakefront Arena or the HP Center, photographers will have priority over cheerleader placement.

1. Commercial Photographers need to adhere to a game-by-game policy. Commercial photographers must submit a credential request prior to each contest and make all photos available to the Sports Information Office. The Sports Information Office should receive one (1) copy; 4 x 6 in size prior to receiving credentials to the next contest. All pictures taken of University of New Orleans student-athletes, coaches or administrators at the University of New Orleans hosted contests are the property of the Department of Intercollegiate Athletics. Credentials will not be issued to person(s) who do not adhere to and/or take advantage of this policy.

SCOUTING PASSES
Requests for scouting passes should be directed to the Sports Information Office. Generally, scouts will be seated in the press box area on a space availability basis.

MARKETING MATERIALS (Schedule Cards, Posters, Game-Day Programs)
The Business Development and Promotions Department is responsible for the production of Schedule Cards, Posters and Game-Day Programs with the assistance of the Sports Information Office. The Sports Information Office will, with proper notice, assist in the layout and design of any marketing materials. All charges for these materials must be paid for by any outside sponsor or charged to the individual sport’s budget. All information must be checked for accuracy by the Sports Information and Media Relations Director prior to printing and approved for compliance by the Assistant Athletic Director for Academic Services/SWA.

1. Any photographs used in marketing materials should be obtained through the Sports Information Office.
2. The Sports Information Office will produce updated opponent rosters and stats for any program inserts.

Public Address Announcement Policy
Public address announcements at all University of New Orleans events must be submitted in writing to the Sports Information and Media Relations Director for approval.

1. No announcement should be made without the authorization the Department of Intercollegiate Athletics designated officer in charge of game management or the primary sport contact.
2. The public address announcer shall make only those announcements pertinent to the playing of the game; to promote other athletics and University events; and give approved scores of other contests. These announcements should be done at the appropriate time and at no time while the ball is in play.

The public address announcer is a vital part of the Department of Intercollegiate Athletics’ image, and should at all times maintain appropriate professionalism. The announcer should be supportive, enthusiastic, but impartial at all times.
Policy 8:
Athletic Training Room
University of New Orleans – Department of Sports Medicine  
Medical Care, Insurance, and Payment Policies and Procedures

The University of New Orleans Department of Sports Medicine seeks to provide comprehensive athletic training services for its student-athletes, including preventive services, first aid, evaluation, treatment, and rehabilitation of all injuries and illnesses to the student-athlete involved in the intercollegiate athletic program. The Department of Sports Medicine reports directly to the Director of Athletics and the team physicians.

The following information pertains to all University of New Orleans student-athletes and their parent(s)/guardian(s). Please read this document carefully.

If you have any questions, please do not hesitate to contact a member of the University of New Orleans Department of Sports Medicine.

There are no exceptions to these policies and procedures.

University of New Orleans Department of Sports Medicine
The University of New Orleans  Jordan Blough, ATC, LAT – Head Athletic Trainer
Department of Sports Medicine  Shaneka Hampton, MS, ATC, LAT – Assistant Athletic Trainer
Lakefront Arena  Erica L. Taylor, MS, ATC, LAT – Assistant Athletic Trainer
6801 Franklin Avenue  Allan Chase, MS, ATC, LAT – Assistant Athletic Trainer
New Orleans, LA 70122  Misty Suri, MD – Team Physician
504-280-7028  Matthew McQueen – Team Physician

Eligibility of Services
Student-athletes are permitted all available services provided by the Department of Sports Medicine as long as the student-athlete adheres to the athletic injury and medical policy and remains a member in good standing with a University of New Orleans intercollegiate athletic team.

Medical Certification for Individual Student-Athlete Participation
The University of New Orleans Department of Sports Medicine requires all student-athletes to complete a yearly medical packet and physical examination prior to the student-athlete being permitted to participate in any sanctioned intercollegiate athletic activity. You are expected to disclose any injuries, illnesses, and/or surgeries that could affect your participation in athletics at the University of New Orleans. Failure to do so may negatively affect your eligibility for competition, athletically related financial aid, and/or your ability to file a claim under the UNO Department of Athletics secondary insurance policy.

The pre-participation physical examination will be administered by a University of New Orleans team physician or his/her designee and must be completed yearly.

Pre-Participation Participation Physical Exam
The pre-participation physical examination MUST be administered by a University of New Orleans team physician or his/her designee and completed on an annual basis. The physical examination must be completed before the student-athlete is permitted to participate in any sanctioned intercollegiate athletics at the University of New Orleans.

If a student-athlete is absent for the scheduled physical examination, he/she will have one opportunity to “make-up” the physical examination at a time agreeable with the University of New Orleans Department of Sports Medicine and the University of New Orleans team physician or his/her designee. If the student-athlete is absent for the “make-up physical examination”, he/she will be responsible for scheduling an appointment, with a University of New Orleans team physician or designee to complete the required physical examination. The subsequent physical examination will be at the student-athlete’s own expense.
“Late-adds” or “walk-ons” who report after the scheduled exam dates will be responsible for scheduling their physical with the Sports Medicine staff.

Selected individuals may be required to complete additional tests and/or examinations as deemed necessary by the team physician and/or his/her designee. Upon successful completion of the aforementioned pre-participation physical examination process, the student-athlete will receive approval/certification from the University of New Orleans Department Sports Medicine to be issued equipment, and to participate in any sanctioned intercollegiate athletic events.

If, for any reason, the student-athlete is not approved/certified for intercollegiate athletics participation, he/she will be notified by the University of New Orleans team physician and/or a member of the University of New Orleans Department of Sports Medicine at the end of the pre-participation physical examination.

**Scholarship student-athletes:**
- Costs associated with any additional tests, consultations, and/or medical procedures needed to gain approval/certification for participation will be sent to the student-athlete’s primary health insurance for payment first
- Costs not paid by the student-athlete’s primary health insurance will be paid by the University of New Orleans Athletic Department

**Non-scholarship student-athletes:**
- All costs associated with any additional tests, consultations, and/or medical procedures needed to gain approval/certification for participation in intercollegiate athletics at the University of New Orleans will be the responsibility of the student-athlete and/or his/her primary health insurance

No member of the University of New Orleans Department of Athletics or Sports Medicine will permit a student-athlete to participate who has not completed the pre-participation physical examination procedure.

**Insurance Coverage of Student-Athletes**
In order to remain in line with the standard and customary practices of similar NCAA Division I institutions, all University of New Orleans student-athletes are *required* to be covered by an individual health insurance plan before they are allowed to participate in any sanctioned intercollegiate athletics activities.

The student-athlete’s insurance **must cover intercollegiate athletics related injuries and/or illnesses, and shall be considered the primary insurance coverage for all sanctioned intercollegiate athletics related injuries/illnesses.** The deductible on the primary insurance plan must not exceed $1,500.00 and co-insurance must be 70% or higher. Per the annual medical packet, each student-athlete is required to complete the ‘Insurance Information Form’ and supply a photocopy (front and back) of their health insurance card.

If a student-athlete does not have primary insurance he or she will be required to obtain a policy prior to enrollment at the university or subscribe to a plan recommended by the University of New Orleans Department of Athletics. Examples of recommended insurance policies can be found in the document titled “University of New Orleans Department of Athletics Primary Insurance Options” at the end of this document. For clarification of the terms or eligibility criteria for this option contact the Department of Sports Medicine at (504) 280-7028.

The University of New Orleans Department of Athletics carries a medical insurance policy for its student-athletes. This policy however is *secondary* to, or in excess of, the primary insurance coverage, and covers only injuries/illnesses resulting from direct participation in sanctioned intercollegiate athletics events as approved by the Director of Athletics according to the NCAA regulations.

The University of New Orleans medical insurance policy will pay for the excess of the “necessary” medical treatment up to the “usual” and “customary” charges for such expenses incurred within 104 weeks (2 years) from the initial date of injury. The first expense must be incurred within sixty (60) calendar days of the injury date. The per injury maximum amount payable is limited to $90,000. Any and all injuries must be reported to a member of the Department of Sports
Medicine immediately. It is the responsibility of the University of New Orleans athletic trainer supervising the sport to keep track of the 104 week time period and notify the head athletic trainer and/or his designee of any cases approaching the 104 week limitation.

**Compliance with Insurance Company Requests**
Due to the Health Insurance Portability and Accountability Act (HIPAA), insurance companies will not give any insurance information to the University of New Orleans Department of Sports Medicine staff. It is the student-athlete’s and his/her parents(s)/guardian(s) responsibility to understand the conditions that apply to their insurance policy and comply with any requests for information, etc. from the primary insurance company. Any delinquent bills resulting in bad credit due to non-compliance with insurance company requests may be the responsibility of the student-athlete and/or his/her parent(s)/guardian(s).

In the event a student-athlete and/or his/her parent(s)/guardian(s) receives payment or reimbursement directly from their insurance company for intercollegiate athletic related injury claims the full account balance becomes the responsibility of the student-athlete and/or his/her parent(s)/guardian(s), until payment is turned over to the provider.

**HMO (Health Maintenance Organization Policies)**
If a student-athlete’s primary insurance coverage is through an HMO, the University of New Orleans Department of Sports Medicine *strongly encourages* the student-athlete and/or his parent(s)/guardian(s) to change the primary care physician (PCP) to a University of New Orleans team physician (Matthew McQueen) or a local physician. Some HMO policies have “away from home care” when the student-athlete is living out-of-network. This will allow the student-athlete to have a network of physicians in the greater New Orleans area, as well as easier and better access to medical care. A member of the University of New Orleans Department of Sports Medicine can assist in this process, upon request.

**Insurance Policy Changes**
The University of New Orleans Department of Sports Medicine staff must be notified of any changes to a health insurance policy as soon as they occur (within 10 days). If proper notification is not received, the University of New Orleans Department of Athletics will not be responsible for any delays in payment, collection notices, credit reports, etc. that occur.

If a change or cancellation of a policy occurs without proper notification occurs, all bills incurred during that period will be the responsibility of the student-athlete and/or his/her parent(s)/guardian(s).

**Insurance Claim Form Procedures for Injuries Sustained during NCAA Sanctioned Activity**
A secondary insurance claim form will be completed by UNO Sports Medicine staff when a student-athlete suffers any sport-related injury / illness that:
- Is seen by a physician (in the physician’s office or in the athletic training room)
- Is referred for x-rays and/or other diagnostic testing;
- Necessitates the consignment of a brace, splint, etc. from Donjoy, Breg, Inc., etc.
- Is a mild traumatic brain injury / concussion, or dislocation, regardless of whether or not the student-athlete is seen by a physician or undergoes diagnostic tests;
- Requires the student-athlete to miss one (1) game or three (3) consecutive practices
- Athletic trainer is suspicious that the student-athlete will need further treatment in the future

Insurance claim forms must be signed by the student-athlete and a representative of the University of New Orleans Department of Sports Medicine. Completed forms will then be submitted to the secondary insurance company.
Exclusions and Limitations
The University of New Orleans Department of Athletics secondary medical insurance policy will not apply to the situations indicated below. This list is not all inclusive.

- Injuries/illnesses that are not the direct result of sanctioned intercollegiate athletics participation during the dates of the primary competitive season and designated off-seasons as approved by the Director of Athletics according to NCAA regulations
- Pre-existing conditions of the heart and circulatory system. This statement applies to conditions found during PPE’s and said conditions of heart attack, stroke, brain, circulatory malfunctions and heat exhaustion
- Experimental procedures
- Cosmetic surgery or procedures unless directly related to an athletics related injury.
- Hospital room and board charges in excess of the semi-private room rate unless hospitalized in an intensive care unit
- Injuries/illnesses that are a result of intramural, club sports, and recreational activities (non-intercollegiate activities), as well as training / conditioning activities that occur outside of the primary competitive season and designated off-season periods
- Injuries/illnesses that are recurrences of old injuries/illnesses which were sustained before participation in the intercollegiate sports program
- Expenses for athletic injuries incurred after completion of the student-athlete’s intercollegiate athletic eligibility
- Medical expenses beyond the limitations and exclusions of, or not covered by the University of New Orleans Department of Athletics insurance policy

Medical bills resulting from the aforementioned activities will be submitted to the student-athlete’s primary medical insurance. Any unpaid balances are the responsibility of the student-athlete and/or the student-athlete’s parent(s)/guardian(s).

The master policy on file at the University contains all of the provisions, limitations, exclusions, and qualifications of the University of New Orleans Department Of Athletics’ secondary insurance policy, some of which may not be included in this document. If any discrepancy exists between this document and the policy, the master policy will govern and control the payment of benefits. If you should have any questions or concerns, contact the UNO Department of Sports Medicine.

Medical Bills
In the event a student-athlete receives a bill/statement/invoice for an injury/illness that occurred as a direct result of participation in NCAA sanctioned intercollegiate athletic activities at the University of New Orleans, the student-athlete must submit the bill/statement to his/her licensed/certified athletic trainer within 30 business days of receipt. Bills received after 30 days will be the responsibility of the student-athlete and/or his/her parent(s)/guardian(s). The University of New Orleans Department of Athletics and/or the Department of Sports Medicine WILL NOT be responsible for any delays in payment, collections notices, credit reports, etc. that occurred due to bills not being submitted in a timely manner.

Mail or scan/email all bills to:
The University of New Orleans
Attn: Department of Sports Medicine
6801 Franklin Avenue
New Orleans, LA 70122
Office: (504) 280-7028 Fax: (504) 280-3306
Email: JBlough@ochsner.org

Injury/Illness Reporting
Any certified intercollegiate athletics participant who is injured / becomes ill must immediately report the injury/illness to a member of the University of New Orleans Department of Sports Medicine. Costs pertaining to an injury and/or illness not reported in a timely manner may be the responsibility of the student-athlete and/or his/her parent(s)/guardian(s).
Non-Intercollegiate Athletic Related Injury
A student-athlete’s and/or his/her parent(s)/guardian(s) primary insurance policy will be responsible for bills/charges associated with injuries that occur outside of an NCAA sanctioned intercollegiate activity. Any remaining charges must be paid by the student-athlete and/or his/her parent(s)/guardian(s).

Examples of injuries that may occur outside of NCAA sanctioned intercollegiate activity include but not limited to:
- Injuries sustained while in your dorm room or other UNO building
- Injuries sustained in a motor vehicle accident
- Injuries that occur while playing pick-up basketball at the UNO Rec. Center

The University of New Orleans Department of Sports Medicine will not assume financial responsibility for any injury of a student-athlete that occurs outside of an NCAA sanctioned intercollegiate activity.

Illness
A student-athlete’s and/or his/her parent(s)/guardian(s) primary insurance policy will be responsible for bills/charges associated with illness (cold, cough, flu, etc). Any remaining charges must be paid by the student-athlete and/or his/her parent(s)/guardian(s).

The University of New Orleans Department of Sports Medicine will not assume financial responsibility for any student-athlete’s illness.

Post-Injury Return-to-Play Clearance
A student-athlete who sustains an injury which may include, but is not limited to, sprain, strain, fracture, laceration, or mild traumatic brain injury (concussion) is required to be evaluated and medically cleared by a member of the University of New Orleans Sports Medicine team. Members of The University of New Orleans Sports Medicine team include, but are not limited to: team physicians, athletic trainers and physical therapists. Only after a member of The University of New Orleans Sports Medicine team deems it appropriate and safe for the student-athlete to return-to-play will he/she be given full medical clearance to do so. Without exception, The University of New Orleans Sports Medicine team has the final say in the medical clearance of a University of New Orleans intercollegiate athletics student-athlete.

Physician Referrals/Consultations
The University of New Orleans Department of Athletics and Department of Sports Medicine has fostered positive relationships with many medical providers in the greater New Orleans area who have consistently provided high quality service to University of New Orleans student-athletes. Members of the University of New Orleans Department of Sports Medicine will refer student-athletes to these providers, unless extenuating circumstances necessitate a different provider. Student-athletes with a primary insurance that is an HMO policy are strongly encouraged to have a local primary care physician (PCP), so that timely care can be given.

All student-athletes must be seen and evaluated by a member of the University of New Orleans Department of Sports Medicine before a referral to a physician will be made. A member of the University of New Orleans Department of Sports Medicine must authorize and properly refer all student-athletes to see a physician or medical consultant for diagnostic tests. If a student-athlete decides to see a physician/medical consultant, and/or undergo a diagnostic test without prior authorization/referral from a member of the University of New Orleans Department of Sports Medicine, the student-athlete and/or the student athlete’s parent(s)/guardian(s) will be financially responsible for any and all medical bills incurred.

Orthopedic and/or Medical Second Opinions
If a student-athlete and/or his/her parent(s)/guardian(s) desire another physician’s opinion on an orthopedic and/or medical injury/illness, the UNO Department of Sports Medicine will make arrangements for the second opinion with a qualified local physician. If a student-athlete decides to see an orthopedic and/or medical physician without the authorization of a member of the University of New Orleans Department of Sports Medicine, the student-athlete and/or the student athlete’s parent(s)/guardian(s) will be financially responsible for any and all medical bills incurred.
Dental Care
The University of New Orleans Department of Athletics secondary medical insurance program will assume financial responsibility for dental care resulting from the direct participation in sanctioned intercollegiate athletics events as approved by the Director of Athletics according to NCAA regulations. As with other injuries, this insurance is SECONDARY to, or in excess of, personal family medical insurance coverage.

Custom molded mouthpieces can be fitted for student-athletes who express a desire for them. Costs associated with the mouthpieces will be the sole responsibility of the student-athlete or and/or his/her parent(s)/guardian(s).

If the student-athlete elects to get purchase and wear a custom molded mouthpiece, the University of New Orleans Department of Athletics and its secondary medical insurance program will not assume financial responsibility for dental injuries, head and facial injuries, if the student-athlete is not properly wearing his/her mouthpiece at the time of injury. Medical bills associated with such injuries will be the sole responsibility of the student-athlete and/or his/her parent(s) / guardian(s).

Eye Care
The University of New Orleans Department of Athletics secondary medical insurance program will assume financial responsibility for eye care resulting from the direct participation in sanctioned intercollegiate athletics events as approved by the Director of Athletics according to NCAA regulations. As with other injuries, this insurance is SECONDARY to, or in excess of, personal family medical insurance coverage.

Student-athletes in need of an eye exam and/or contact lenses during their time at the University of New Orleans will be referred to an optometrist by a member of the University of New Orleans Department of Sports Medicine staff. The UNO Department of Sports Medicine will not assume financial responsibility for eye care and/or contact lenses. Medical bills associated with an eye exam and/or contact lenses will be the sole responsibility of the student-athlete and/or his/her parent(s)/guardian(s). If a student-athlete wears contact lenses, the student-athlete must provide one (1) pair of lenses to the student-athlete’s licensed/certified athletic trainer to be kept in case of emergency.

Nutrition Counseling
University of New Orleans Sports Medicine as well as Strength and Conditioning staffs are available to student-athletes for nutrition counseling upon request. Periodic group presentations and individual consultations can be set up with a nutritionist when needed. Individual referrals to the nutritionist, based on a documented medical problem are covered as per the policy on illnesses. Student-athletes who wish to consult with a nutritionist regarding performance enhancement or other topics not related to a specific documents medical problem must do so at their own expense.

Pregnancy
The Departments of Athletics and Sports Medicine have developed a Student-Athlete Pregnancy Policy to ensure appropriate care, protection and referral for student-athletes. The procedures outlined in this policy will allow the student-athlete to make the best decisions concerning her pregnancy and her future as a student-athlete at the University of New Orleans. A copy of the Student-Athlete Pregnancy Policy can be made available upon request.

“Out-of-town” Physical Therapy/Rehabilitation
At times, it may be necessary for a student-athlete to utilize an “out-of-town” physical therapy facility. Permission must be granted by the UNO Department of Sports Medicine. If a student-athlete decides to utilize physical therapy/rehabilitation services without the authorization of a member of the University of New Orleans Department of Sports Medicine, the student-athlete and/or the student athlete’s parent(s)/guardian(s) will be financially responsible for any and all medical bills incurred.

Exit Interview
Every student-athlete will complete an Exit Interview following his/her season. This will include a review of all injuries and/or illnesses that occurred during participation throughout the student-athlete’s season and referral for follow-up care if applicable. Failure to complete interview within two weeks of the end of season will release the University of New Orleans from all financial responsibility for medical bills resulting from said injury or condition.
**International Student-Athletes**

In order to be enrolled in classes at any United States college or university, international students must prove that they have insurance that complies with standards set by the federal government. Insurance requirements will vary depending on if the student qualifies for F-1 status or J-1 status and are outlined below. The Office of Student Services can assist the student-athlete with all insurance inquiries.

**F-1 Students**-

All F-1 students must carry health insurance that meets specifications outlined by the United States Department of State (DOS). Failure of an F-1 student to carry health insurance will result in termination of the student’s program and a report of the program termination to the United States Department of State. F-1 students must carry health insurance that provides for emergency medical evacuation and repatriation.

**J-1 Students**-

All J-1 students must carry health insurance for themselves and all J-2 dependents that meet specifications outlined by the United States Department of State (DOS). Failure of a J-1 student to carry health insurance will result in termination of the student’s program and a report of the program termination to the United States Department of State.

<table>
<thead>
<tr>
<th>Visa Status</th>
<th>Medical/Accident Coverage*</th>
<th>Repatriation Coverage</th>
<th>Medical Evacuation Coverage</th>
<th>Maximum Deductible</th>
<th>U.S. Based Claims Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>F-1/F-2</td>
<td>$50,000 per accident/illness OR $100,000 minimum aggregate</td>
<td>$7,500</td>
<td>$10,000</td>
<td>$500</td>
<td>Required</td>
</tr>
<tr>
<td>J-1/J-2</td>
<td>$50,000 per accident/illness</td>
<td>$7,500</td>
<td>$10,000</td>
<td>$500</td>
<td>Required</td>
</tr>
</tbody>
</table>

Medical/Accident Coverage must include the following:

- Emergency and non-emergency care (no emergency only policies will be accepted)
- Maternity benefits coverage (regardless of gender) of 36 weeks gestation, labor and delivery. Please refer to the following website for sections 1681 and 1687 of Title IX of 1972 regarding equal treatment of male and female students [http://www.dol.gov/oasam/regs/statutes/titleix.htm](http://www.dol.gov/oasam/regs/statutes/titleix.htm).

If an international student-athlete is already covered by insurance that meets the requirements outlined above, he/she must provide written proof of coverage to the University of New Orleans Department of Sports Medicine. The information should be in English and should clearly specify the amount, period, and type of coverage, the deductible, the company rating, any co-payments, exclusions, explanation of benefits and the policy concerning pre-existing conditions.

Anyone with questions regarding insurance requirements for international students should contact the University of New Orleans Office of International Students and Scholars by phone at (504) 280-6021 or on their website at [www.oiss.uno.edu](http://www.oiss.uno.edu) and follow instructions under the link “insurance requirements”.

The aforementioned guidelines may not be exact in every situation and for every student-athlete. International insurance regulations are continually amended and changed by the U.S. government. The University of New Orleans Department of Sports Medicine will not be held responsible for changes that the University or government may make, and/or the student-athlete’s failure to check the specific guidelines for their country or insurance company. It is the student-athlete’s responsibility to make sure that they are in compliance with Federal, the University of New Orleans and the University of New Orleans Department of Intercollegiate Athletics regulations at all times.
University of New Orleans Department of Athletics
Primary Insurance Recommendation

In order to remain in line with the standard and customary practices of similar NCAA Division I institutions, all University of New Orleans student-athletes are required to be covered by an individual health insurance plan before they are allowed to participate in any sanctioned intercollegiate athletics activities.

Below you will find information regarding a 10-month (August-May) student health insurance policy through Consolidated Health Plans. This plan meets all the necessary requirements to be in compliance with the University of New Orleans (international student-athletes included) and the University of New Orleans Department of Athletics.

The University of New Orleans Department of Sports Medicine highly recommends this plan for any student-athlete, domestic or international, looking to purchase a health insurance policy.

Please note, the United HealthCare plan offered by the University of New Orleans Student Health does NOT meet the requirements of the University of New Orleans Department of Athletics. The United HealthCare plan does NOT cover athletic related injuries.

**CHP Insurance Plan: Short Term Medical Plan for Student Athletes**

- $100,000 medical maximum
- $15,000 for accidental intercollegiate athletic injuries
- Deductible options of $250 or $500
- 80%/20% Coinsurance in-network and 60% out of network
- $25,000 for medical evacuation
- $10,000 for repartition
- Prescription benefit discount plan- $10 generic copay, $15 brand-name copay, $250 maximum

To view additional plan information and benefits please visit: [https://consolidatedhealthplan.com/group/277/home](https://consolidatedhealthplan.com/group/277/home)

For more information regarding the above insurance plans please contact the UNO Department of Sports Medicine.
Policy 9: Financial Aid
Financial Aid at the University of New Orleans is based on the following policies:

**Regular Term**
Student-athletes can accept institutional financial aid that covers the cost of tuition and fees, room and board, and required course-related books. NCAA regulations specify that student-athletes cannot accept aid beyond those costs, except as permitted by NCAA legislation. Pell Grants are an exception. If student-athletes receive more aid than the amount allowed by NCAA regulations, the institution is required to reduce the aid it administers. All student-athletes that are given a scholarship that includes room in any amount, is required to stay in Pontchartrain Hall.

**Scholarship Limitations**
Limitations on scholarships are governed by NCAA bylaws. Scholarship limitations are as follows:

**Head Count Sports**
- Men’s Basketball: 13 Scholarships
- Women’s Basketball: 15 Scholarships
- Women’s Tennis: 8 Scholarships
- Women’s Volleyball: 12 Scholarships

**Equivalency Sports**
- Men’s Cross Country/Track & Field: 12.6 Scholarships
- Men’s Golf: 4.5 Scholarships
- Men’s Tennis: 4.5 Scholarships
- Women’s Cross Country/Track & Field: 18 Scholarships
- Women’s Golf: 6 Scholarships

**Period of Awards, Cancellations & Renewals**
The University of New Orleans will only provide scholarships on a year-to-year basis. Multiple year scholarships will not be awarded by athletics. However, athletic scholarships may be renewed for a period of up to five (5) years.

The renewal of institutional financial aid will be made on or before July 1 prior to the academic year in which it is to be effective. UNO will notify, in writing, each student-athlete who received a scholarship the previous academic year as to whether or not his/her grant has been renewed.

The decision to renew or withhold financial aid is at the discretion of the head coach of each sport, and is subject to final approval by the Director of Athletics.

A. An increase in a student-athlete’s financial aid is permitted for any reason, at any time.

B. Athletically related financial aid may be reduced or canceled during the award period if the recipient:
   a. Renders himself or herself ineligible for intercollegiate competition;
   b. Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement;
   c. Engages in serious misconduct warranting substantial disciplinary penalty; or
   d. Voluntarily withdraws from a sport at any time for personal reasons;
C. Athletically related financial aid may not be reduced or canceled during the award period:
   a. On the basis of a student-athlete’s athletics ability, performance or contribution to a team’s success;
   b. Because the SA failed to report in sufficient physical condition;
   c. Because of an injury, illness, or physical or mental medical condition; or
   d. For any other athletically related reason.

Non-renewals of financial aid
The University of New Orleans Department of Athletics shall notify each student-athlete that their financial aid is being decreased, or non-renewed by July 1 before the ensuing academic year. It is the responsibility of the head coach to inform the student-athlete of their intention to decrease or non-renew the SA’s financial aid for the upcoming year. This intention should be communicated promptly after the conclusion of the season and adequately documented for appeal purposes. The Assistant Athletic Director for Compliance should be notified so written documentation can be provided to the student-athlete.

Appeals
The student-athlete will have fourteen (14) days after the date on the non-renewal letter to file their appeal with the Office of Enrollment Services (OEC). The OEC will appoint a panel to hear the student-athlete’s appeal, without athletics representatives, and hold the hearing at a time and place they determine. The OEC panel will issue a ruling to the student-athlete, as well as the department of athletics, that will be the final university determination.

Summer Term
The summer term includes the first and second summer mini session, as well as full summer term.

Incoming Freshman & Transfer Students
The NCAA allows incoming freshmen student-athletes to be awarded financial aid the summer before their initial full-time enrollment at the University of New Orleans. An incoming freshmen or transfer student-athlete may be awarded financial aid to attend UNO in the summer before their initial, full-time enrollment provided:
   A. Accepted for admissions
   B. Signed an athletics grant-in-aid
   C. Summer School requested by the head coach prior to May 1st
   D. Amount of athletics related aid shall be the same proportion as that which will be provided in the fall semester
   E. Summer coursework may not be used for the purpose of completing initial-eligibility requirements.
   F. Enroll in a minimum of six (6) or more hours for the full summer term
   G. Attend study hall and tutoring sessions as assigned
   H. The Athletic Director may grant exceptions at his discretion
**Continuing Students**

Continuing student-athletes who would like to be considered for Summer School must turn in an application to the Assistant Athletic Director for Student-Enrichment one calendar week after the first day grades are available on WebStar. Students with the following criteria will be considered for summer aid first.

- A. Student-athlete is in good academic standing (overall GPA is > than a 2.0) after the spring semester with a proven history of satisfactory progress.

- B. Student-athlete’s attendance in summer school will expedite graduation and prevent or reduce the need for 5th year aid.

- C. Student-athlete’s attendance in summer school is needed in order to regain eligibility.

**A student-athlete who is awarded summer school must adhere to the following guidelines:**

- A. Request for summer aid is limited to regular summer terms only (intersession excluded).

- B. Student-athletes who receive aid for room and board must stay on campus.

- C. Total summer aid may not exceed the proportion of aid received during the previous academic year.

Any special requests regarding summer school approval and funding of a student-athlete must be submitted, in writing, to the Athletic Director by the student-athlete and a recommendation from his or her head coach by one calendar week after the first day grades are available on WebStar.

**Continuing Students at Risk of Losing Eligibility**

Continuing student-athletes at risk of losing their eligibility may be awarded financial aid to attend UNO in the summer provided:

- A. Must need summer school to be eligible for competition in the fall.

- B. Maintain a minimum of six (6) hours.

- C. Attend study hall and tutoring sessions as assigned.

- D. Outside employment is prohibited.

- E. Amount of athletics aid cannot exceed tuition, out of state waiver and books.

- F. Requests for summer aid are limited to regular summer terms only (Inter-session excluded).

- G. The Director of Athletics may grant exceptions at his discretion.
Fifth Year Scholarship Policy
Continuing student-athletes who have exhausted their eligibility may be awarded financial aid to attend UNO up to one (1) additional academic year provided:

A. Request for fifth year financial aid must be submitted, in writing, no later than April 1st.
B. Application must be accompanied by a letter of recommendation from the head coach.
C. Present an overall GPA of 2.0.
D. Must be within 35 hours of degree completion.
E. Received athletic aid the previous semester.
F. Award is issued on a one semester basis and is subject to academic review.
G. Maintain a minimum of twelve (12) hours and present a GPA of 2.0 for the fall semester to qualify for 2nd semester aid.
H. Fifth year aid will be given in the form of tuition and books. Any greater scholarship must be approved by the Director of Athletics.
I. The Director of Athletics may grant exceptions at his discretion.

Fifth Year Work-Study Program
Any student-athlete applying for fifth year financial aid will be subject to completing a work-study program within the Department of Athletics. Student-athletes will be required to work twenty (20) hours per week while they receive a fifth year scholarship.

- The Assistant Athletic Director for Compliance will make all decisions regarding placement of student-athletes into work-study programs.
- SAs will be assigned to an immediate supervisor within the athletics department.
- Timesheets will be submitted weekly by the immediate supervisor of the student-athlete.
  - Head Coach or Department of Athletics Staff Member

Financial Aid Incidental to Participation
Student-athletes can also receive the following benefits that are considered incidental to athletic participation:

- **Complimentary Admission:** Student-athletes may receive complimentary admission to any home athletic contest in which they are not competing and four complimentary admissions to any home or away contest in which they are competing.

- **Preseason Practice Expenses:** UNO may provide the cost of room and board to student-athletes who report for preseason practice prior to the start of the academic year, as long as the student has
been accepted for admission. UNO may also provide meals during a preseason practice season prior to the start of the academic year.

- **Training Table Meals:** UNO may provide only one training table meal per day to a student-athlete during the academic year on the days when regular institutional dining facilities are open. A student-athlete that does not receive aid covering the full cost of board may purchase training table meals at the same rate as a regular meal.

**Student-Athlete Employment**
Per NCAA Bylaw 15.2.7, earning from a student-athletes on- or off-campus employment that occurs at any time is exempt and is not counted in determining a student-athlete’s cost of attendance or in the institution’s financial aid limitations, provided:

A. The student-athlete’s compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame, or personal following that he or she has obtained because of athletics ability;

B. The student-athlete is compensated only for work actually performed; and

C. The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services.

In compliance with this bylaw, a student-athlete seeking employment must complete the following forms:

A. Southland Student-Athlete Employment Certification Form

Failure to complete the proper paperwork could result in loss of eligibility.
Out-of-state tuition award procedures for student-athletes (8/15/13)

Purpose of the Policy

Per Louisiana Revised Statutes 17:1791, "no student in any state college, university, or institution of higher learning who is granted an athletic scholarship at such institution and who is not a resident of this state shall be charged or required to pay any tuition or fees in an amount in excess of that which is charged students who are residents of this state.” The below policy is to govern the process by which the University of New Orleans shall award student-athletes the Privateer First Year and Privateer Transfer Scholarship. All out-of-state student-athletes not eligible for the Privateer First Year or Privateer Transfer Scholarship shall receive an athletic out-of-state waiver.

Procedure Details

1. The student-athlete (student) shall follow the regular application process. Once the application has been submitted, the Office of Enrollment Services (OES) will determine the student’s admissibility. OES shall award any academic scholarships that the student has earned based on academic merit and unrelated to athletic talent or athletics accomplishments. OES will apply those awards through the Webstar System.

2. The Department of Athletics shall provide OES with a complete list of the student-athletes receiving athletic aid for the upcoming academic year. OES shall generate a report from this list, indicating which student-athletes have received the Privateer First Year or Privateer Transfer Scholarship. This report will then be sent to the Department of Athletics.

3. A designee from the Department of Athletics shall send a report to the Registrar’s Office indicating which student-athletes on athletic aid are not receiving the Privateer First Year or Privateer Transfer Scholarship. A designee from the Registrar’s Office shall input the list into the Webstar System, indicating the student-athletes receiving athletic aid that did not receive the Privateer First Year or Privateer Transfer Scholarship.

4. Those student-athletes on athletic aid that do not qualify for the Privateer First Year or Privateer Transfer Scholarships through OES shall be awarded a non-resident tuition fee waiver by the Registrar’s Office by checking the "non-resident fee waiver" box, in compliance with Louisiana R.S. 17:1791, cited above. By checking this box, the student-athlete’s out-of-state tuition will be waived.

5. If the student-athlete receives the Privateer First Year Scholarship or Privateer Transfer Scholarship through OES, no changes will be made to the respective account. Student-athletes will be allowed to utilize an academic scholarship to pay for their out-of-state tuition.
Policy 10: Recruiting
CONFERENCE & NCAA REGULATIONS

The University Of New Orleans Department Of Athletics is committed to following all University, Southland Conference, and NCAA rules and regulations related to the recruitment of prospective student-athletes. Successful recruiting is one of the single, most critical areas related to the future of the University’s athletics program. Therefore, recruitment must be approached with commitment, confidence, aggressiveness and expertise.

The Head Coach, or the designated recruiting coach of each sport, coordinates the evaluation, selection and recruitment of prospective student-athletes. The Head Coach monitors recruiting activities to ensure compliance with University and NCAA rules and regulations.

A statement of the University of New Orleans’ recruiting philosophy

The mission statement for the University of New Orleans athletics program stresses commitment to student-athletes in all facets of their life while at UNO - personal, academic, and athletic. It is thus appropriate that as UNO welcomes potential student-athletes (PSAs) to campus for official visits, that that same commitment be evident during the recruiting process.

At the University of New Orleans, the recruiting process offers prospective student-athletes an avenue to extend athletic participation at the University. However, this process also offers an opportunity for coaches and prospective student-athletes to understand and focus on the importance of the academic mission of the institution. Prospects can then make an informed decision on how an education at the University will prepare them for their vocations and future contributions to society.

The University is committed to conducting prospects’ campus visits without recruiting abuses and to avoiding even the perception of impropriety. The University shall use best efforts to comprehensively educate all groups involved in the conduct of recruiting visits and shall investigate all allegations of recruiting-related misconduct. A set of internal controls sufficient to monitor compliance and ensure public confidence has been established and will be periodically reviewed for effectiveness. If applicable NCAA, Conference, University or criminal policies are violated, immediate disciplinary action shall be taken. Such action could include termination of University employment and permanent loss of eligibility for prospects or student-athletes.

Distribution of Information

Member institutions may provide recruiting material to prospects, to prospects’ parents, to prospects’ guidance offices, to prospects’ high-school and two-year colleges during the NCAA approved time period.

The NCAA allows the University to send the following materials to prospective student-athletes:

1. General Correspondence;
2. Business Cards;
3. Camp or Clinic Brochure;
4. Questionnaires;
5. Non-athletics institutional publications;
6. NCAA educational material published by the NCAA;

7. Game programs;

8. Pre-enrollment information;

9. Institutional note cards; and


An Institution is not permitted to use express mail service to send recruiting material to prospective student-athletes residing within the 50 United States, other than the National Letter of Intent and/or financial aid commitment to attend the institution.

**Electronic Transmission**

Coaches may send electronically transmitted correspondence to a prospective student-athlete as long as it is limited to electronic mail and facsimilies. Instant messages and text messages are prohibited. Color attachments that are created solely for the purpose of recruiting are also prohibited from being sent along with any electronic mail.

Basketball may send use text messages and instant messages in the recruiting process.

**Creation of Timetables and Schedules**

The Head Coach or his designee for a particular sport, ensures that his/her staff members involved in recruiting are aware of the recruiting calendar for the current year. Each Head Coach may create a timetable or schedule for his/her designated sport to assist coaches in the recruiting process. Such materials may include data for the following:

- Non-contact, contact and evaluation periods; Mass mailings;

- Off-campus recruiting;

- On-campus recruiting weekends; National Letters of Intent signing days;

- Admission and financial aid application deadlines; and

- University admissions examinations.

**Evaluation of Academic Records**

At the time of initial contact with a prospective student-athlete, the recruiting coach should request a copy of all transcripts which reflect the academic performance of the student for classes through the junior year, as well as a listing of subjects in which the student is currently enrolled or will complete prior to enrollment at the University.

Such transcripts from all secondary and post-secondary institutions, as well as test scores for ACT and SAT tests, must be provided to the Assistant AD for Compliance in order to evaluate whether the prospective stu-
dent-athlete is likely to be a NCAA qualifier, and meet the University’s admission requirements. Transcripts and scores must be obtained to properly evaluate a prospective student-athlete’s status.

Coaches should consider the evaluation of a prospect’s academic record in determining further recruiting efforts. Moreover, the receipt of such records and an academic evaluation must be made before an invitation is extended to a recruit for the official campus visit. Official visits may be denied based on the student-athlete’s academic status.

**Off-Campus Evaluations**

**Evaluation** - any off-campus activity designed to assess the academic qualifications or athletics ability of a prospective student-athlete, including any visit to a prospective student-athlete’s educational institution (during which no contact occurs) or the observation of a prospective student-athlete participating in any practice or competition at any site.

If no contact is made, this counts only against the limitation on evaluations. However, if the prospect is also contacted at this site, it is counted as a contact. Seven (7) contact and evaluations are available per year, with a minimum of four (4) of them being evaluations.

**Off-Campus Recruiting Contacts**

**Contact** - A contact is any face-to-face encounter between a prospective student-athlete or the prospective student-athlete’s parents, relatives or legal guardians and an institutional staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting. Any such face-to-face encounter that is prearranged (e.g., staff member positions himself or herself in a location where contact is possible) or that takes place on the grounds of the prospective student-athlete’s educational institution or at the site of organized competition or practice involving the prospective student-athlete or the prospective student-athlete's high school, preparatory school, two-year college or all-star team shall be considered a contact, regardless of whether any conversation occurs.

**Prospective Student-Athlete** - any individual who has started classes for the ninth grade.

In person, off-campus contacts and telephone calls with prospective student-athletes, their relatives or legal guardians may not be made before July 1 immediately preceding the prospective student-athlete’s senior year in high school. Exceptions for this rule are made for Men’s and Women’s Basketball.

Contact by a “representative of the University’s athletics interests (i.e., alumni or booster club members) is expressly prohibited by University and NCAA rules and regulations. Off-campus recruiting contacts can only be made by University of New Orleans Department of Athletics coaches who have passed the current NCAA certification test.

Full-time Head or Assistant Coaches shown on a list of permissible recruiters and filed with the Director of Athletics may only make off-campus-recruiting contacts. A list of permissible recruiters must be filed with the Director of Athletics prior to the recruiting period and may not be altered. The NCAA requires that coaches recruiting off-campus must be certified, annually, and pass a standardized test on recruiting regulations before engaging in any off-campus recruiting. The certification is to be administered under the auspices of the Faculty Athletic Representative and the Assistant AD for Compliance.
The Contact and Evaluation Log Form should log the daily number of recruiting contacts. Copies of these records are kept in the appropriate sport’s office and the Office of the Assistant AD for Compliance.

For all sports, institutional staff members may only make three (3) contacts with a prospect, either at the prospect’s educational institution or at any other sites per year. The Head Coach or his designate coordinates recruiting contacts.

Before contact is made with a student in another four-year institution, permission must be obtained from the original institution’s Director of Athletics. A letter of release must be on file in the Department of Athletics with the Assistant AD for Compliance.

**Telephone Calls**
Telephone calls to prospective student-athletes may not be made prior to July 1 immediately preceding the prospective student-athlete’s senior year in high school. Men’s Basketball may contact PSAs after June 15th following their sophomore year in high school. Women’s Basketball may make unlimited telephone calls to PSAs after September 1 at the beginning of the individual’s junior year in high school.

Coaches or recognized staff members may make no more than one call to a prospect, his parents or legal guardians per week. In Baseball, Basketball, Cross Country/Track & Field, Volleyball calls are limited to once a week outside of contact periods, and unlimited during contact periods. Prospective student-athletes may initiate phone calls to staff members at their own expense at any time, including before July 1 following the PSA’s junior year in high school.

Enrolled students or student-athletes are not permitted to make telephone calls to prospects at the direction of a staff member or athletics representative.

**Unofficial Campus Visits**
Prospective student-athletes are welcome to visit the University of New Orleans at their own expense. A PSA may visit the University of New Orleans an unlimited amount of times at his/her own expense. On such unofficial visits to the University of New Orleans campus, prospective student-athletes are provided with complimentary admissions to department of athletic events as allowed by the NCAA. During an unofficial visit, the University of New Orleans may not pay for lodging, parking, transportation, meals, and the PSA may not participate in workout activities. An Unofficial Visitation Form should be completed each time a prospect visit the campus.

**Official Visits**
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.

Each PSA is limited to one (1) official visit to the University of New Orleans. Maximum official visit limitations apply to basketball, twelve (12), and baseball, twenty-five (25). Official visits shall not last more than 48 hours from the time the PSA arrives on the University of New Orleans’ campus, until the PSA departs campus.

The NCAA requires the prospective student-athlete to present the institution with an official transcript and a score from a SAT, a or an ACT test taken on a national testing date under national testing conditions before the start of the official visit.

Departmental staff and host student-athletes involved in the planning and implementation of recruiting activities must strive to represent the University in a manner which reflects the mission and the goals of the University and Athletics Department. Official visits should be interesting and informative in manner while remaining in accordance with NCAA and University recruiting guidelines.

In sports other than basketball, a PSA may not be provided an official visit before the opening day of classes of the PSA’s senior year in high school. In Men’s Basketball, a PSA may not be provided an official visit earlier than January 1 of his junior year in high school. In women’s basketball, a PSA may not be provided an official visit earlier than the Thursday following the NCAA Division I Women’s Basketball Championship game of the prospective student-athlete’s junior year in high school.

Official visits are monitored by the Assistant AD for Compliance and the Associate Athletics Director for Business Operations to ensure that all aspects of the University, including programs, staff and students, are presented in a positive manner and that the visit follows recruiting guidelines. Accurate records of all recruiting activities are kept by the Head Coaches, the Assistant AD for Compliance and/or the Associate Athletics Director for Business Operations, as appropriate, and they are made available, upon request, to the Director of Athletics for review. However, ultimately, each coach is responsible for his/her sport’s on-campus recruiting program.

The Official Visit Form should be filled out in full and submitted to the Assistant AD for Compliance no less than one week prior to the official visit. The Official Visit Form should be accompanied by the PSA’s most recent transcripts and test scores. The Associate AD for Business Operations will not approve any travel until the proper paperwork has been submitted.

Planning Activities for the Official Visit
There are particular objectives to be met when planning activities for an official visit. After visiting the campus, a prospect should be able to adequately assess whether University of New Orleans campus environments, as well as academic and athletic programs are best suited to his/her needs, and provide the best opportunity for academic and athletic success. The prospect should also be aware of all procedures associated with admission to the University of New Orleans, and his/her obligations to the University and the Department of Intercollegiate Athletics.

All aspects of the prospect’s official visit should be logged on the Entertainment Voucher Form, including travel, admissions to athletics events and meals. A prospective student-athlete may attend athletics events while on his/her one official visit.
The Head Coach, or a designated coach, makes arrangements for complimentary admissions with the Athletics Ticket Office, ensuring compliance with NCAA rules and regulations.

All recruiting visit activities will be in full compliance with NCAA, Southland Conference and institutional legislation and with all laws and ordinances of the institution’s locale. Such prohibitions include but are not limited to the underage use of alcohol by hosts and recruits and the use of illegal drugs. In addition, sex shall not be used as a recruiting device and sexual harassment shall not be tolerated. Finally, gambling and gaming activities and the use of strippers, gentlemen’s clubs or an equivalent entity are strictly banned from recruiting visit activities. Violations of these provisions will result in immediate and appropriate disciplinary action, which could include permanent loss of eligibility.

When making arrangements for an official visits the following guidelines must be met:

**Air Transportation**
The University of New Orleans will provide commercial air transportation to a prospective student-athlete on an official visit. Air transportation must be arranged through the state travel agency, must be coach-class airfare with no upgrades.

**Campus Transportation**
The University of New Orleans will provide transportation to a prospective student-athlete around campus through an institutional vehicle, personal vehicle of a coaching staff member or the personal vehicle of a student host. The University of New Orleans shall not provide use of an automobile by the PSA of the student host.

**Meals and Lodging**
The University of New Orleans will provide a standard hotel room for the official visit that does not include special accessories (e.g., Jacuzzis, suites) that are not available generally to all guest residing at the hotel. Furthermore, the University will provide standard meals comparable to meals provided to student-athletes during the academic year. A reasonable snack may be provided in addition to the three daily meals.

**Personalized Recruiting Aids**
The University of New Orleans is prohibited from providing any type of personalized recruiting aids (e.g., personalized jerseys, personalized audio/video scoreboard presentations, banner, poster) to the prospective student-athletes during an official or unofficial visit.

**Student Hosts**
The Head Coach, or a designated coach, assigns each prospect a host for the official campus visit. In selecting a host, every effort is made to match the prospect with an individual whom he/she shares something in common (e.g., geographic area, high school, academic major, playing position, personality, etc.).

The host is expected to provide general information about the campus, University, and the Department of Intercollegiate Athletics and to show the prospect around the University of New Orleans and the surrounding area. Most importantly, a student host is to make the prospect feel welcome to the Department of Intercollegiate Athletics program. Students who host prospects must be either current student-athletes or students designated in a manner consistent with the institution’s policy for providing campus visits or tours to prospective students generally.
The University Of New Orleans Athletics Department may provide a student hosts entertaining a PSA:

- $40 each day of the visit to cover actual costs of entertaining the PSA, this money excludes the cost of meals and admission to campus athletic events;
  - This money may not go towards souvenirs or other institutional mementos;
  - $20 may be provided in addition to the $40 for each additional PSA the host entertains;
- Complimentary meals, provided the student host is accompanying the PSA during the PSA’s official visit; and
- Complimentary admission to campus athletics events, provided the student host is accompanying the PSA during the PSA’s official visit.

Furthermore, student-athletes who serve as host must understand that they are considered an official representative of the University of New Orleans and the Department of Athletics. Therefore, student host are expected to conduct themselves in an appropriate manner, which reflects the mission and goals of the University and Athletics Department.

The NCAA rules allow the University to give student host $30 per day which is to be used to pay for entertainment and snacks while the prospect is on campus for the official visit.

**Entertainment Guidelines**

The following entertainment guidelines have been established to ensure that each prospective student-athlete’s visit to our campus is a quality one. The Head Coach or designated coach for the official visit must be fully aware of the entertainment that will take place while the prospective student-athletes is on campus for an official visit.

Coaching staffs, student host, and University Department Staff during an Official Visit must adhere to the following entertainment guidelines:

- Underage use of alcohol is not permissible. In the State of Louisiana you must be 21 years of age to drink.
- Drug use and sexual acts will not be tolerated as a recruiting inducement by anyone associated with our athletic teams.
- Gambling/gambling activities are not permissible during an official visit.
- Strippers or gentleman’s clubs are not permissible venues during an official visit.
- Contact with representatives of University’s athletics interests (boosters) is not permissible by the prospective student-athlete.
- All entertainment of prospective student-athletes must be contained within 30 miles from the UNO Campus.
• Prospective student-athletes will have a curfew of 1:00 a.m. unless they are participating in activities supervised or arranged by the UNO coaching staff.

• Any activities that violate criminal law.

**Administration of National Letter of Intent**

All requests for issuing a **National Letter of Intent** must be submitted to the Assistant AD for Compliance as early as possible prior to the official signing date. As an award of financial aid always accompanies the National Letter of Intent, the request should be made on the **Grant-in-Aid Request Form** and include the data necessary to validate the proposed financial aid award.

The National Letter of Intent Program must be signed by the Director of Athletics prior to being mailed to the PSA. None of the forms may be signed prior to the initial signing date in that sport for the National Letter of Intent program. Once the National Letter of Intent and grant-in-aid agreement have been returned, signed, by the PSA, both will be submitted to the Southland Conference Compliance Officer.

Upon receiving notification that a prospective student-athlete has signed a National Letter of Intent with an institution other than University of New Orleans, no further recruiting efforts are to be made.

**Transferring from University of New Orleans**

When currently enrolled student-athlete decides to transfer from UNO to another institution, the Assistant AD for Compliance will confirm with the head coach from the respective sport if a release will be granted. If the coach approves the release, the Assistant AD for Compliance will send a release to the schools selected.

If the coach denies the release, the Assistant AD for Compliance will discuss the matter with the Director of Athletics. The Athletics Director can either uphold the coaches’ decision or override it and release the student-athlete.

If the student-athlete is denied a release by UNO, the athlete will be notified of the opportunity of an appeal.

The procedures for the hearing are listed below:

1. The Director of Athletics will inform the student-athlete in writing that their transfer request has been denied, and of the right to a hearing on the decision as provided in Section 13.1.1.3.1 of the NCAA Manual.

2. If the student-athlete wishes to request a hearing, he/she shall notify the Assistant AD for Compliance in writing.

3. The Assistant AD for Compliance will notify the Faculty Athletic Representative of the student-athlete’s request for a hearing. The Faculty Athletics Representative will form a hearing committee consisting of individuals outside of the Department of Athletics as per NCAA bylaw 13.1.1.3.1 and schedule the hearing at a mutually convenient time within fifteen (15) days after the student-athlete has requested a hearing.
4. The hearing shall be conducted informally and in private. Neither staff members from the Department of Athletics nor the student-athlete shall be represented by counsel. The student-athlete may be accompanied by another member of the University community or family member to assist the student in the presentation of his/her case. The student-athlete shall be provided the opportunity to actively participate (e.g., in person, via telephone) in the hearing.

5. The Hearing Committee will announce its decision in writing to the student-athlete and the Director of Intercollegiate Athletics within fifteen (15) working days after the hearing.

**Transfer Release**

A student athlete who, during the period of award, expresses a desire to obtain a transfer release at the end of the academic year shall be granted such release under the following conditions:

- The student-athlete’s head coach must grant the transfer release;
- The student-athlete shall retain their scholarship through the end of the current academic year;
- The student-athlete shall be removed from the squad list of their sport immediately;
- The student-athlete shall continue to follow the policies of Student-Athlete Support Services (attend class, attend mandatory study hall and maintain not less than 12 academic hours);
- The student-athlete shall be assigned to other duties within the Athletic Department at the discretion of the Director of Athletics, not to exceed 10 hours per week, and shall comply with such assignment.

**Transfers to UNO**

Any coach wishing to make contact with student-athlete at another school must first obtain **Permission to Contact**. This must be done through the Assistant AD for Compliance. The coach must simply inform the Assistant AD for Compliance of his/her desire to contact the student-athlete. The Assistant AD for Compliance will supply the coach with the Permission to Contact form.

**Official Visit Request Instructions**

It is the coach’s responsibility to fill out and submit the **Official Visit Request Form** to the Assistant AD for Compliance.

**Seven (7) business days prior to the official visit:**

1. Complete **Official Visit Request Form** and sign the bottom.
2. Submit Official Visit Request Form to the Assistant AD for Compliance with the following attachments:
   a. Copy of test scores
   b. Copy of transcript
3. The Assistant AD for Compliance will review the copy of test scores and transcript and will send a copy to the Office of Enrollment Services and the Director of Athletics.
4. The Assistant AD for Compliance will mail Official Visit Notification Letter and then forward information to Associate Athletic Director for Business Operations with approval.

5. Once the visit has been approved by the Assistant AD for Compliance;

6. Director of Athletic Operations or assigned coach shall arrange travel accommodations with UNO State Travel Agency (travel agency will send a copy of travel itinerary to the

7. Associate Athletics Director for Business Operations who will approve them once all the paperwork listed below has been completed).

8. Submit a cash advance for entertainment/meals to Associate Athletics Director for Business Operations.

9. The Director of Athletic Operations or assigned coach will secure hotel accommodations for official visits.

10. The Associate Athletic Director for Business Operations approves travel itinerary and lodging accommodations.

Within three (3) days of the completion of the official visit:
1. Complete the Entertainment Voucher Form and have the prospect sign and date.

2. Have student host complete, sign and date the bottom of the Entertainment Voucher Form.

3. Submit originals to the Associate Athletic Director for Business Operations to be reimbursed for expenses incurred.
Institutional Control
UNO strongly supports the “Principles of Institutional Control” as prepared by the NCAA Committee on Infractions. The Committee’s definition of Institutional control is as follows:

Institutional Control – The control and responsibility for the conduct of intercollegiate athletics shall be exercised by the institution itself and by the conference(s), if any, of which it is a member. Administrative control or faculty control, or a combination of the two, shall constitute institutional control.

“In determining whether there has been a lack of institutional control when a violation of NCAA rules has been found, it is necessary to ascertain what formal institutional policies and procedures were in place at the time the violation of NCAA rules occurred and whether those policies and procedures, if adequate, were being monitored and enforced. It is important that policies and procedures be established so as to deter violations rather than merely to discover their existence after they have taken place. In a case where proper procedures exist and are appropriately enforced, especially when they result in the prompt detection, investigation and reporting of the violations in question, there may be no lack of institutional control; although the individual or individuals directly involved may be held responsible.

“In a situation in which adequate institutional procedures exist, at least on paper, a practical, common-sense approach is appropriate in determining whether they are adequately monitored and enforced by a person in “control.” Obviously, general institutional control is exercised by the chief executive officer of a member institution. However, it is rare that the chief executive officer will make decisions specifically affecting the operations of the institution’s athletics program. Instead, the day-to-day duties of operation, including compliance with NCAA rules, will have been delegated to subordinates either by specific action or by the creation of appropriate job descriptions. Moreover, it is usually left to senior subordinates, such as the Director of Athletics, to further delegate various duties regarding compliance with NCAA rules.

“In most institutions, especially those with large and varied athletics programs, such delegations are made to a number of individuals who are expected to exercise control over compliance with regard to specific aspects of the program. The specific obligations of such individuals should be in writing and not merely an understanding among the senior officials of the University and the Department of Intercollegiate Athletics. Not only the Director of Athletics, but other officials in the Department of Intercollegiate Athletics, the faculty athletics representative, the Head Coaches and the other institutional administrators outside the Department of Intercollegiate Athletics responsible for such matters as the certification of athletes for financial aid, practice and competition, is expected to assume a primary role in ensuring compliance. Even though specific action has been taken to place responsibility elsewhere, these individuals will be assumed to be operating on behalf of the institution with respect to those responsibilities that are logically within the scope of their positions. Their failure to control those matters so as to prevent violations of NCAA rules will be considered the result of a lack of institutional control.”

Procedures for Processing Alleged or Self-Discovered Violations
All alleged or self-discovered violations are reported to the Assistant Athletics Director for Compliance. A preliminary review of the situation is conducted by that office. The process is:

1. In the case of any violations, the Assistant Athletics Director of Compliance gathers pertinent information, arranges appropriate interviews, and keeps the Faculty Athletics Representative, Director of Athletics, and other involved staff apprised of the results of the review. The Assistant Athletics Director for Compliance informs other appropriate individuals, such as the President that a secondary violation has occurred.
2. The Assistant Athletics Director for Compliance prepares the self-report to be submitted to the NCAA and recommends appropriate self-imposed sanctions and/or corrective action based on prior precedence to the Director of Athletics. The self-report is filed and copies are sent to the President, Faculty Athletics Representative, Director of Athletics, Southland Conference Compliance Administrator, and involved staff members. In the case of a Level IV violation, the report will not be submitted to the NCAA, only the Southland Conference Compliance Administrator.

3. Alleged or self-discovered violations which are potentially major violations are immediately reported to the Director of Athletics who discusses them with the President. A small committee comprised of the Director of Athletics, Associate Athletic Director, Assistant Athletics Director for Compliance and Faculty Athletics Representative is charged with the responsibility of conducting a thorough review of the possible violation. The committee works with all appropriate agencies, including the NCAA Enforcement staff, to determine what, if any, violations have occurred and what penalties and corrective actions are appropriate. NCAA enforcement policies and procedures are followed to the utmost.

4. Any critical correspondence from the NCAA inquiring about possible rules violations will be internally routed to the President of the University, Chair of Athletic Council, and Faculty Athletics Representative. Responses to such inquiries will also be distributed to this group. It will be the responsibility of the Director of Athletics to see that this occurs.

**National Collegiate Athletic Association (NCAA)**
Each year, the NCAA publishes a manual combining all rules and policies that govern member institutions. Each sport and administrator, who requests one, receives a copy. All coaches designated to recruit off-campus are required to pass the NCAA Coaches Certification Test prior to July 31.

Staff members and coaches must read the NCAA Manual and have a working knowledge of its content. NCAA legislation states that each member institution shall identify an institutional staff member who will be responsible for coordinating the application of NCAA rules and regulations for the institution’s athletics program. Contact with the NCAA Office or staff regarding application of NCAA rules and regulations will be made through the Assistant Athletics Director for Compliance as the designee of the Director of Athletics.

The Department of Intercollegiate Athletics is committed to the spirit and the letter of the rules and regulations of the NCAA. It is the responsibility of each employee and student-athlete to be aware of and follow these regulations and to report any possible NCAA infractions. Any questions should be brought to the attention of the Assistant Athletics Director for Compliance or the Director of Athletics immediately.

**Responsibilities of Individuals Involved in Rules Compliance**

**Faculty Athletics Representative**
A member institution shall designate an individual to serve as Faculty Athletics Representative (FAR). An individual so designated after January 12, 1989, shall be a member of the institution’s faculty or an administrator who holds faculty rank and shall not hold an administrative or coaching position in the Department of Intercollegiate Athletics. Duties of the FAR shall be determined by the Chancellor. Duties of the FAR will vary from institution to institution. A copy of the NCAA Faculty Athletics Representative Handbook, listing duties, is available in the Office of the Director of Athletics and online at www.NCAA.org.
Role of the Faculty Athletics Representative
The Faculty Athletics Representative is appointed by the President and reports directly to the President. The responsibilities include:

1. Serve as advisor to the President and the Director of Athletics on all matters related to Intercollegiate Athletics.
2. Serve as the institutional representative to the NCAA.
3. Provide liaison between the University faculty, administration, and the Department of Athletics.
4. Serve as a Chair of the Athletic Council.
5. Participate in the review of compliance procedures.
6. Present reports to the University Senate.
7. Serve as the University’s Faculty Representative to the NCAA.
8. Attend Faculty Athletic Representative Association (FARA) meetings, Conference meetings, and NCAA meetings, as often as possible.
9. Play a role in any NCAA athletics certification program reviews.
10. Be directly involved in matters that potentially involve major violations of NCAA rules.
11. Meet at least twice a semester with Assistant Athletics Director for Compliance and Registrar’s representative in charge of eligibility to review student-athlete eligibility.
12. Meet at least once a semester with the Assistant Athletics Director Student-Athlete Enrichment to review general academic and welfare issues.

Role of the Director of Athletics
The Director of Athletics reports to the President. The compliance responsibilities include:

1. Implement the Department’s commitment to institutional control.
2. Oversee, emphasize, implement, and support a strong, vigilant compliance program.
3. Evaluate the effectiveness of the compliance program.

Role of the Assistant Athletics Director for Compliance
The Assistant Athletics Director for Compliance reports to the President and has direct access to the Director of Athletics as needed. The responsibilities include:

1. Guide and monitor the administration and compliance of all NCAA and UNO athletics-related rules and regulations, including the completion and distribution of forms and reports.
2. Coordinate all rules education efforts and provides rules interpretations.
3. Report secondary violations and inform the Faculty Athletics Representative and the Director of Athletics of secondary violations and potential major violations.
4. Acts as the liaison between the coaches and the offices of Admissions, Registrar, and Financial Aid.
5. Prepares UNO, Conference, and NCAA eligibility lists for the appropriate signatures.

Role of the Head Coaches
All Head Coaches report to the Director of Athletics. The compliance responsibilities include:

1. Maintain a records system as required through the Office of the Director of Athletics.
2. Monitor the activities of assistant coaches and players for rules compliance.
3. Report possible secondary or major violations to the Assistant Athletics Director for Compliance.
4. Keep his/her staff informed of the rules and regulations of the NCAA and the Department of Athletics.
5. Keep his/her staff advised of the policies and procedures of the Department of Athletics and University.
**Role of Coordinator for Student-Athlete Development**
The Coordinator for Student-Athlete Eligibility and Development reports to the Assistant Athletic Director for Student-Athlete Eligibility and Development/SWA. The compliance responsibilities include:

1. Responsible for monitoring and tracking continuing eligibility: satisfactory progress, percentage of degree requirements, progress towards degree completion, full-time registration and enrollment, declaration of major, documentation of change of major, summer school course approvals, administrative and self-initiated drops, UNO academic requirements and procedures.
2. Prepare year-end academic honors for Conference (e.g., All Academic Honor Roll, Commissioner’s List)

**Role of the Associate Registrar**
The Registrar reports to the Assistant Provost & Registrar. The Compliance responsibilities include:

1. Monitors the academic eligibility of all student-athletes as defined by the University and the NCAA rules and regulations.
2. Insures with the assistance of the college counselors and Academic Services that courses taken by student-athletes satisfy progress for their particular academic programs.
3. Works with the Assistant Athletics Director for Compliance and the Admissions Office in the recruitment of athletes to ensure that the academic requirement of each athlete meets UNO admission criteria and NCAA standards for eligibility.
4. Ensures that the “ATHL” service indicator code is added to the prospective student-athlete’s account, once a prospective student-athlete has registered for their initial semester at UNO.
5. Monitors mid-term reports for first-time freshmen athletes.
6. Reviews and reports the data necessary for completion of the APR Reports.
7. Prepares the Supplemental NCAA graduation rates report annually.
8. Prepares any other reports required by the NCAA, Conference or the University as needed.

**Role of the Scholarships Coordinator**
The Scholarships Coordinator reports to the Executive Director of Enrollment Services. The Scholarships Coordinator works with the Assistant Athletics Director for Compliance to ensure compliance. The following compliance responsibilities include:

1. Serve as the liaison to the Department of Athletics to facilitate compliance with NCAA financial aid regulations.
2. Process and monitor all athletic aid for student-athletes.
3. Oversee the federal and the NCAA compliance procedures as it relates to the consideration and awarding of the athletic scholarships and Title IV aid.
4. Establishes ongoing audit-readiness procedures; reviews all audit issues, and determines corrective actions in response to any audit findings.
5. Chair the Financial Aid Appeals Committee which hears the appeal of student-athletes whose athletics grant is canceled, reduced or non-renewed.

**Role of the Executive Director of Enrollment Services**
The Executive Director of Enrollment Services reports to the Vice President for Student Affairs and Enrollment Management. The compliance responsibilities include:

1. Responsible for interpreting and implementing admission policy in accordance with NCAA athletics compliance and the stated mission of the university.
Role of the Athletic Council
The Athletic Council represents each of the academic colleges and the administration. The Council reports to the President and to the University Senate. The compliance responsibilities include:

1. Advise the President, Faculty Athletics Representative and the Director of Athletics regarding issues affecting the Department of Athletics.
2. Provide oversight and recommendations regarding the policies and procedures of the Department of Athletics.

NCAA RULES REGULATIONS

REVIEW
As mandated by the NCAA, the President of the University of New Orleans ensures that an annual review of applicable NCAA regulations is conducted for coaches, athletics staff members and student-athletes.

Rationale
NCAA regulations, impact the operations of athletics programs in three main areas, all which actively involve the coaching staff. Simply stated, they include the playing of athletics contests, most matters which affect student-athletes, and the administrative and financial operations of the Department of Athletics. The University of New Orleans is committed to conducting all of its intercollegiate contests according to the official rules of the NCAA and coaches must be thoroughly familiar with all playing rules which affect their particular sport. They must also be familiar with all playing rules which affect recruiting, eligibility, academics, grants-in-aid, post-season participation, practices, and all other areas involving student-athletes. This is essential not only to prevent coaches from committing violations themselves, but to enable them to instruct and monitor student-athletes in any matter under the jurisdiction of the NCAA. Finally, as Department staff members, coaches must abide by a diverse set of regulations which affect personnel and squad limitations, publicity, facilities use, expense reimbursement, outside activities, etc.

Administrative staff members, depending on their respective functions, are also affected by NCAA regulations. Although in some instances there may be only a few regulations which apply to a particular staff member's duties or areas of responsibility, knowledge of them by all those affected helps create a system of checks and balances and avoids unintentional violations. For example, knowledge by the Athletics Business Office staff of rules pertaining to allowable recruiting expenses would prevent illegal advances from being made.

Review by Coaches and Staff
On an annual basis, Assistant Athletics Director for Compliance conducts a rules education section in August with special emphasis on new rules/or changes in interpretation of old rules. All coaches and selected staff members are required to attend. This annual review is supplemented by semesterly educational sessions throughout the academic year with coaches of all sports conducted by the Assistant Athletics Director for Compliance.

Review by Student-Athletes and Prospective Student-Athletes
The Assistant Athletics Director for Compliance conducts an annual review of applicable NCAA and Southland Conference rules and regulations for all student-athletes at the student-athlete orientation the Saturday before the first day of classes for the fall semester. In addition, representatives from the Admissions Office, Registrar’s Office and Financial Aid Office are invited to address both the coaching staff and student-athletes. During the meeting, each student-athlete must sign the NCAA Student-Athlete Statement certifying that he/she has met the NCAA regulations regarding eligibility, recruitment, financial aid, amateur status and organized gambling. In addition, each student-athlete must sign the NCAA Drug Consent Form, and a myriad of other forms.
Failure to attend the orientation or sign the statement renders the student-athlete ineligible for athletics participation. An orientation must be completed for each academic year before the first practice or any form of participation in intercollegiate athletics.

At least annually, the Assistant Athletics Director for Compliance shall meet with student-athletes and discuss the eligibility issues surrounding involvement with professional sports agents. A file shall be maintained by the Department of Athletics which shall include all available information on agents registered in the State of Louisiana.

**Enforcement**
Any willful violation of a NCAA or University policy regarding intercollegiate athletics subjects a coach, Department of Athletics staff member or other University official to immediate disciplinary action. Such action is taken in accordance with appropriate University policies and procedures.

Likewise, student-athletes found to have violated any of the above policies are also subject to due process under University policies and procedures. In addition, it is the policy of the University to cooperate fully with NCAA investigations.

**CERTIFICATION OF COMPLIANCE**
In order to be eligible for participation in NCAA sponsored meets or tournaments, the President of the University, as the certifying chief executive officer, is required to submit a **Certification of Compliance for Institutions** form, certifying institutional compliance with all applicable NCAA rules and regulations. These forms must have a signed date prior to an established deadline (i.e., September 15) in order to be eligible for participation in NCAA-sponsored meets and tournaments.

All continuing Departmental staff members, except clerical personnel, are required to sign the **Certification of Compliance for Staff Members of Athletic Department form**, which affirms that the staff member has reported to the Chancellor of the University any knowledge of violations of NCAA legislation. The Director of Athletics may require other personnel to sign the form for internal use. The Assistant Athletics Director for Compliance coordinates the completion of the form, to include ensuring its timely execution, according to the following procedures:

1. The form is prepared, for all Department of Athletics staff members who are salaried on a regular basis (or who are performing a regular staff function, even though they may not be classified as full-time staff), administrative and supervisory personnel, and returning coaches for all sports, regardless of the season of the sport.
2. Staff members are notified of the need for their signature, the deadline for signing and the designated person (and location) who has the certification form.
3. The Director of Athletics, or his designee, meets with each staff member, reviews the purpose of the form, and has the staff member acknowledge that any known violation(s) have been reported, thus allowing the staff member to sign the form.
4. Each staff member identified on the form executes the form with full signature (initials are not allowed) and date of execution, including the month, day and year. The signature must be executed by the staff member, not by someone else and then initialed.
5. Upon completion of signature by all required staff members the Director of Athletics, or his designee, reviews the form to verify accuracy and ensure completeness. The form remains in the Department of Athletics file.

Other Compliance Forms
In order to ensure compliance with NCAA Bylaws, certain forms are required to be submitted to the Assistant Athletics Director for Compliance on a reoccurring basis.

10.5.1.1 Countable Athletically Related Activities (CARA) Forms
CARA forms are due each Monday for the athletically related activities that occurred the week before. Every sport must complete the forms during the academic year, whether in season or out of season. During the summer, Men’s and Women’s basketball must submit their forms during the eight weeks they may practice while in summer school. Baseball must also turn in CARA forms during the summer if they are still practicing.

10.5.1.2 Telephone Logs
Sports that do not have unlimited calls, or that have a multiple types of contact periods during the previous month, must turn in their telephone logs to the Assistant Athletics Director for Compliance on the first of the month. These logs will encompass all calls made to prospective student-athletes in the previous month.

10.5.1.3 Participation Reports
Participation Reports will be prepared by the Assistant Athletics Director for Compliance on Monday for the upcoming week. They will be distributed to their respective sports. A designated coach will then complete the participation report after the game by placing a check mark next to any student-athlete that participated in the contest. Participation reports will be expected to be turned into the Assistant Athletics Director for Compliance by the Monday following the week’s competitions.

10.5.1.4 All Other Forms
All other forms related to athletic compliance will be completed on an as needed basis and submitted to the Assistant Athletics Director for Compliance immediately.
Policy 12:
Sports Camps & Clinics
The following document provides a summary of NCAA legislation applicable to sports camps and clinics. This document should be used as a source for coaches and staff members to review NCAA regulations and interpretations applicable to sports camps and clinics. The athletics department staff members and coaches are also encouraged to review the Bylaws specific to camps and clinics for further information. Any specific questions related to camps and clinics should be addressed to Jacob Ludwikowski in the Compliance Office.

Institutional Camp Overview ................................................................. 29
Advertisements, Brochures & Awards..................................................... 29
Employment at Institutional Camps/Clinics ............................................ 31
Attendance & Fee Restrictions................................................................. 32
Transportation for Campers ................................................................. 33
Non-Institutional Camp/Clinic Overview ................................................. 33
Educational Session – Basketball Camps/Clinics .................................... 34
Institutional Coaches Clinic .................................................................... 34
Institutional Camp Overview

What is an institutional camp?
An institution’s sports camp or clinic is owned or operated by a member institution or an employee of the member institution’s athletics department, either on or off its campus in which prospective student-athletes participate.

- In order to be considered an owner of an institution’s sports camp or instructional clinic, the individual must be at least a majority owner (i.e. 51 percent of the camp or clinic).
- In order to be considered an operator of an institution’s sports camp or instructional clinic, an individual must be personally and directly responsible for the management and operation of the camp or clinic. [NCAA Official Interp 2/1/90]

What are the purposes of institutional camps and clinics?
- Places special emphasis on a particular sport or sports and provides specialized instruction or practice and may include competition;
- Involves activities designed to improve overall skills and general knowledge in the sport; or
- Offers a diversified experience without emphasis on instruction, practice or competition in any particular sport. [NCAA 13.12.1.1.2]

When and where may institutional camps and clinics be conducted?
- **Basketball**: Camps and clinics may only be conducted during June, July, and August or any calendar week (Sunday through Saturday) that includes these months (e.g. May 38–June 3).
  - Shall be conducted on the institution’s campus or within 100-mile radius of the institution’s campus. [NCAA 13.12.1.2]
- **Sports other than football and basketball**: Camps and clinics can be conducted anytime during the academic year or summer, except during a dead period.

Advertisements, Brochures & Awards

Advertisements

- Camp or clinic advertisements may appear in UNO athletics publications such as UNO game programs. Size and content restrictions do not apply to advertisements made in these publications.
- Camp/clinic advertisements may not appear in high-school or two-year college game programs.
- Camp/clinic advertisements may appear in recruiting publications, but only if the publication includes a camp directory and only if the advertisement meets the following requirements:
  1. The size and format of all the camp/clinic advertisements must be identical and the size may not to exceed one-half page;
  2. The camp directory must include multiple listings of summer camps on each page (i.e., at least two summer-camp advertisements of the same size must appear on each page).
- An institution may advertise or promote an institutional camp or clinic toward a particular audience (e.g. elite camp), provided the advertisement or promotion indicates that the camp or clinic is open to any and all entrants (limited only by number, age, grade level and/or gender). [NCAA 13.4.3.1.2.1]
- **UNO Approval Procedures**: Coaches and/or camp directors may not place any advertisements in recruiting publications until the Compliance Office reviews and approves the layout plan prior to publication, airing or posting, to ensure that the advertisement meets the NCAA specifications.
Brochures

- Size Restrictions: Camp brochures are restricted to a single 2-sided sheet, not to exceed 17”x 22” when opened in full. [NCAA 13.4.1.1(c)] It is not permissible to create a brochure that folds out into a poster. Brochures must indicate that the camp or clinic is open to any and all entrants.

- Restrictions on Use of a Student-Athlete’s Name or Picture: It is permissible to use a current student-athlete’s name, picture and institutional affiliation only in a Camp Counselor Section of a brochure to identify the student-athlete as a staff member. A student-athlete’s name or picture may not be used in any other way to directly advertise or promote the camp. [NCAA 12.5.1.6] The picture can be an action shot, provided that other student-athletes with eligibility remaining are out of the frame.

- Schedule: It is permissible to list the institution’s upcoming season’s schedule in a camp brochure.

- Sending Brochures to Prospects: Camp brochures may be mailed to a prospective student-athlete prior to September 1 of the prospect’s junior year in high school.

Advertisement and Brochure Approval

All camp advertisements and brochures must be approved by the Administration BEFORE they go to press or are aired, to ensure the following are met:

- NCAA RULES
- UNO Logo and Trademark rules

Coaches must submit examples/proofs of brochures and advertisements to Compliance and Athletic Business Office prior to going to print. Do not take your brochure or ad to print without prior approval!

Awards

Prospective student-athletes may receive awards from a member institution’s sports camp or clinic with the understanding that the cost of such awards is included in the admissions fees charged for participants in the camp or clinic. [NCAA 13.12.1.7.4]

Frequently Asked Questions

When may camp brochures be sent to prospects?

Summer camp brochures may be provided to prospects at any time. [NCAA 13.4.1.1-(c)]

May a coach invite particular prospects to a camp?

Yes, provided the institution legitimately advertises the camp, making it open to all entrants limited only by number and age. [NCAA Staff Interp 8/19/1988]

May one of the institution’s coaching staff members employed at the camp work exclusively with certain prospects (e.g., prospects invited to camp, high profile prospects participating in camp)?

No, it is not permissible for an institution’s coach to work exclusively with certain prospective student-athletes, inasmuch as such selective tutelage would constitute a special arrangement for the prospective student-athletes. [NCAA Staff Interp 8/19/1988]

What kind of information may I put in my camp brochure?

Per NCAA Bylaw 13.4.1.1-(c), camp brochures are not restricted by content or design, but must adhere to size restrictions, as well as the restrictions on the use of student-athlete pictures and names. All content and design must be reviewed and approved by the Compliance Office and Athletic Business Office before the brochure is printed.
May I include pictures of former student-athletes, who will be working the camp, in areas on the brochure other than the counselor section?

It is permissible to use pictures of former student-athletes in sections other than the camp counselor section provided they are no longer eligible for intercollegiate competition. The rules regarding photographs and names of counselors are restricted to current student-athletes with remaining eligibility. [NCAA Bylaw 12.5.1.6]

Where may I advertise my camp?

You may advertise your camp in a UNO Athletics publication such as UNO game programs. You may also advertise your camp online. However, all advertisements must be approved by the Compliance Office prior to being published or posted online!!

May AWARDS be provided to prospects during institutional sports camps and clinics?

Prospective student-athletes may receive awards from an institution’s sports camp or clinic, with the understanding that the cost of such awards is included in the admissions fees charged for participants in the camp or clinic.

May the media interview prospects who are attending our summer camps (which are open to the general public)?

An institution shall not publicize (or arrange for publicity of) a prospect's visit to the institution's campus; therefore, it is not permissible for you to arrange interviews between the prospects attending the camps and any member of the media. [NCAA 13.10.2.1]

May we invite members of the media to attend a sports camp or clinic held on the UNO campus?

Institutions shall not publicize, or arrange for publicity of, a prospective student-athlete’s visit to the institution's campus. This prohibition includes publicizing, or arranging for publicity of, a prospective student-athlete's attendance at any camp or clinic held on the institution's campus. Therefore, it is not permissible for an institution to invite members of the media to attend a sports camp or clinic held on the institution’s campus. It also is not permissible for an institution to provide members of the media special access (e.g., access to areas of the camp not accessible to the general public) to view or meet with the prospective student-athletes in attendance at a camp or clinic. [NCAA 13.10.2.4]

Employment at Institutional Camps/Clinics

Student-Athlete Employment

A student-athlete may be employed by an institutional sports camp or clinic. A student-athlete who is employed in any sports camp or clinic must meet the following requirements:

1. The student-athlete must only be paid for work actually done. Student-athletes are not allowed to be paid for not actually done.
2. Compensation provided to the student athlete shall be commensurate with the going rate for camp or clinic counselors of the like teaching ability and camp or clinic experience and may not be paid on the basis of the value that the student-athlete may have for the employer because of the athletics reputation or fame the student-athlete has achieved. It is not permissible to establish varying levels of compensation for a student-athlete employed in a sports camp or clinic based on the level of athletics skills of the student-athlete.
3. Payment for travel expenses may be provided to student-athletes only if payment of such expenses is provided to all camp employees.
4. Compensation paid to a student-athlete must come from the camp’s general account and not from a coach’s personal account.
5. It is not permissible to assemble members of an institution’s athletics team with remaining eligibility for demonstration purposes only in conjunction with a sports camp or clinic that occurs outside the playing season in the student-athletes’ sports.
6. A student-athlete who only lectures or demonstrates at a camp/clinic may not receive compensation for his/her appearance at the camp/clinic.

Procedures for Student-Athlete Employment

Each year coaches wishing to employ current student-athletes at their camps or clinics must:

- Complete Student-Athlete Employment Agreements
- Include student-athletes employed at camp on the Camp Employment List (including rate of pay; duties; etc)
High School, Prep School or Two-Year College Coaches - Employment

UNO may employ a high school, preparatory school or two-year college coach or any other individual responsible for teaching or directing an activity in which a prospective student-athlete is involved at its camp or clinic, provided:

- The individual receives compensation that is commensurate with the going rate for camp counselors of like teaching ability and camp experience; and
- The individual is not paid on the basis of the value he or she may have for the employer because of his or her reputation or contact with prospective student-athletes. [NCAA 13.12.2.2]

Basketball may not employ a speaker in an institutional camp or clinic who is involved in coaching prospective student-athletes or is associated with a prospective student-athlete as a result of the prospective student-athlete’s participation in basketball.

In Men’s Basketball, an institution or staff member shall not employ, or allow to volunteer, an individual associated with a recruited prospective student-athlete at the institution’s camp or clinic. [NCAA 13.12.2.2.3]

Prospects

Prospects may not be employed at an institutional camp or clinic! Prospects include high school, prep school, and two-year college athletics award winners. High school includes 9th grade regardless of whether the 9th grade is part of a junior high school system. And prospects may not serve as Volunteers at the camp or operate a concession to sell items related to the camp/clinic.

UNO Athletics Department Staff

Athletics Department staff members may be involved (as employees or guest speakers) in institutional sports camps or clinics provided the camp or clinic operates in accordance with restrictions applicable to institutional camps.

Attendance & Fee Restrictions

Attendance and Fee Restrictions

1. Camp must be open to any and all entrants, limited only by camp capacity and age. [NCAA 13.12.1.3]
2. No free or reduced admissions are allowed for prospects who are high school, prep school, or two-year college athletics award winners or who are being recruited by UNO. For purposes of this rule, a high school includes the ninth grade level, regardless of whether the ninth grade is part of a junior high school system.
3. A booster may not pay a prospect’s expenses to attend the camp.
4. It is permissible for an outside organization that is not associated with UNO to provide a free or reduced admission to underprivileged children to attend a UNO camp, provided the organization is associated with an outside amateur sports organization (e.g., Boys Club, YMCA). [NCAA Staff Interp 3/16/90]
5. It is permissible for a corporate sponsor of a camp to provide free admission to the camp to individuals who are not high school or junior college athletics awards winners nor have been recruited by the institution, provided such an opportunity is available to any individual on a need basis. [NCAA Staff Interp 6/7/89]
6. Institutional camps may provide GROUP DISCOUNTS to coaches and athletes provided those discounts are available on an equal basis with documented standards to all who wish to take advantage of them. [NCAA Staff Interp 6/2/89]
7. Institutions may provide free admission to the children of athletics department staff members, if there is an established policy to do so.

May free admission be offered for staff members’ children?

Yes, It is permissible for an institution to have an institutional policy or athletics department policy that permits the children of institutional staff members or athletics department staff members to be employed or receive free or reduced admission to the institution’s camps or clinics regardless of whether the staff member’s child is a high-school, preparatory-school or two-year college athletics award winner. [NCAA Official Interp 10/29/03]
Transportation for Campers

Transportation to/from an institutional camp for the campers
It is permissible to provide transportation to campers only if transportation is made available to all participants on an equal basis. For example, it would be permissible to include transportation from the airport to campus under the camp fee, as long as all campers were given the option to accept such transportation. It would not be permissible to offer transportation exclusively to select campers.

Transportation to/from an institutional camp for the campers provided (paid for) by an AAU coach
It is not permissible for the prospect's AAU coach to provide transportation to attend summer camp; the prospect's amateur status would be jeopardized. It would be permissible for the AAU coach to provide transportation to the AAU team, if the camp were a team camp and the AAU team would be competing. [NCAA Staff Interp 7/22/87]

Non-Institutional Camp/Clinic Overview

Non-institutional (privately owned) camp or clinic:
• A non-institutional privately owned sports camp or clinic is owned or operated by an individual or organization not affiliated with the member institution’s athletics department.

Employment at Non-institutional Camps and Clinics

Basketball
• It is not permissible for a men’s or women’s basketball coach or non-coaching staff member with responsibilities only in basketball to be employed at other institutional camps/clinics OR at non-institutional privately owned camps or clinics involving prospective student-athletes. [NCAA 13.12.2.3.2] It is permissible for managers who are full-time students and have responsibilities specific to basketball to be employed at institutional or non-institutional camps or clinics other than their own institution’s camps or clinics. [NCAA Official Interp 7/13/05]

Volleyball
• It is permissible for an UNO coach or non-coaching staff member may serve in any capacity (e.g. counselor, guest lecturer, or consultant) in a non-institutional, privately owned camp or clinic, provided the camp or clinic is operated in accordance with restrictions applicable to an institutional camp or clinic. However, it is not permissible for a women’s volleyball coach or non-coaching staff member to be employed in an institutional camp or clinic or a non-institutional, privately owned camp or clinic that is conducted off the institution’s campus during a quiet period. [NCAA 13.12.2.3.5]

Sports Other than BB and VB
• For sports other than BB, coaches may serve in any capacity in a non-institutional, privately own camp/clinic, provided the camp/clinic is operated in accordance with restrictions applicable to institutional camps (e.g., open to any and all entrants, no free or reduced admissions to or employment of prospects). [NCAA 13.12.2.3.6]

EXCEPTION – Non-Coaching Athletics Staff Members w/ Department Wide Responsibilities
• A non-coaching athletics staff member with department-wide responsibilities (A.D., Compliance, etc) may present an educational session at a non-institutional, privately owned camp/clinic that is NOT operated under the restrictions applicable to institutional camps/clinics, provided the staff member does not make a recruiting presentation.

Non-institutional Fundamental Skills Camp/Clinic

Athletic department personnel may be employed in ANY capacity (e.g., counselor, guest lecturer, consultant) in a non-institutional, privately owned camp or clinic conducted under the following conditions:
1. The camp or clinic is designed to develop fundamental skills in a sport (rather than refine the abilities of skilled participants in the sport);
2. The camp or clinic is open to the general public (except for restrictions in age or number of participants);
3. The camp or clinic is conducted primarily for educational purposes and does not include material benefits for the participants (e.g., awards, prizes, merchandise, gifts);
4. Participants do not receive a recruiting presentation; and
5. All participants reside in the state in which the camp/clinic is located or within 100 miles of the camp/clinic. [NCAA Bylaw 13.12.2.3.8].

**Involvement with camps that offer Recruiting Services**

- It is not permissible for a athletics department staff member to be employed (either on a salaried or a volunteer basis) in any capacity by a camp or clinic established, sponsored or conducted by an individual or organization that provides recruiting or scouting services concerning prospects. This provision does not prohibit an athletics department staff member from participating in an officiating camp where participants officiate for, but are not otherwise involved in, a scouting services camp. [NCAA Bylaw 13.12.2.3.1]

**Educational Session – Basketball Camps/Clinics**

An institution's basketball sports camp or clinic must include an educational session presented in-person or in a video format detailing NCAA initial-eligibility standards and regulations related to gambling, agents and drug use to all camp and/or clinic participants. [NCAA Bylaw 13.12.1.8].

Contact the Compliance Office for resources and ideas for the basketball camp educational sessions.

**Institutional Coaches Clinic**

**What are the NCAA rules specific to Institutional Coaches Clinics?**

1. It is not permissible to provide, give away or sell any gifts or memorabilia (e.g. coaches’ clinic mugs, Nicholls hats, T-shirts, golf balls, etc) to coaches’ clinic attendees. [NCAA 13.8.2.1];

2. Materials related to the clinic (e.g. clipboards, file folders) may be provided to each person attending the clinic, provided the items are included in the registration fee [NCAA 13.8.2.1];

3. It is not permissible to conduct any raffles/auctions during an institutional coaches’ clinic for items provided by outside vendors/apparel manufacturers (e.g. Nike) or for items provided by UNO, even if the cost of the raffle/auction prizes is included in the clinic admission fees [NCAA 13.8.2.1 and Staff Interp 2/9/94];

4. It is not permissible to offer merchandise discounts (e.g. discounts on Nike apparel) to the coaches’ clinic attendees [NCAA 13.8.2];

5. It is not permissible for a prospect's coach to receive any gifts or prizes in conjunction with institutional coaching clinics, including gifts or prizes from outside entities (e.g., apparel or equipment manufacturers) who set up displays or booths at the clinics. [NCAA Staff Interp 2/9/94]

6. It is not permissible for a prospective student-athlete (i.e. individual who has started the 9th grade) to serve as a demonstrator at an institutional coaches clinic. (Note: If a coach attends an outside, non-institutional coaches’ clinic that uses prospective student-athletes as demonstrators, the coach must count it as an evaluation.) [NCAA Staff Interp 10/24/01];
Policy 13: 
Drug Testing
The University of New Orleans Department of Athletics
Drug Screening Program Policy

Purpose
The University of New Orleans demonstrates its strong commitment to our student-athletes in providing and maintaining a wholesome atmosphere for them not only to progress, but to excel in their academic and athletic endeavors. The university believes that a comprehensive drug-screening program is an essential step in fulfilling that commitment. As a result, the following drug-screening policies and procedures have been established.

Procedure
A. All student-athletes associated with the University of New Orleans Athletic Program have the possibility to be tested by a UNO assigned drug-testing agency throughout the academic year. This includes both scholarship and walk-on student-athletes.

B. The athlete should be contacted no more than 16 hours before the test. Student-athletes shall sign a “Drug-Testing Program Student-Athlete Notification Form.” (Appendix A) This form will indicate when the student-athlete was notified of the drug test, the location of the test for the following day and time the student-athlete is expected to arrive. Notification will be given by the head of the drug testing program or the head coach of the sport. The “Drug-Testing Program Student-Athlete Notification Form” will also include specific instructions necessary to ensure that an adequate sample is provided.

C. The standard method for testing for drug use shall be through independent laboratory analysis of urine samples provided by student-athletes. Urine specimens shall be collected in the presence of a same sex, trained observer assigned for that purpose. At the date and time specified, the student-athlete shall show up at the assigned location. The student-athlete will present the head of the drug testing program or designee with a photo identification. The student-athlete will then provide a urine sample, which is validated by a member of the same sex, either training staff or an individual from the UNO assigned drug-testing agency.

D. The urine samples will finally be collected by the UNO assigned drug-testing agency. That agency will determine whether the urine sample is adequate. If the student-athlete’s specimen is determined to be inadequate, the student-athlete will need to provide another sample.

E. Failure to attend the drug test, failure to provide a urine sample, or the manipulation of a urine sample will be considered as a positive test.

F. Please see Appendix B for protocol for the UNO assigned drug-testing agency protocol.

Substances
All substances listed on the back of the NCAA Drug Testing and Consent Form may be tested for by the drug test. (Appendix C)
Confidentiality
A. The collection and coding of specimen samples are executed in a manner ensuring total confidentiality.

B. The analysis results are provided to the head of the drug-testing program who will inform the athletic director or designee of any positive tests.

C. The results are known only to the student-athlete, athletic director, assistant athletic director for compliance, assistant athletic director for student enrichment, SWA, head coach, and the head of the drug testing program.

Frequency
A. Each student-athlete may be randomly tested throughout the year and may include testing prior to post-season play. Student-athletes may be tested at the department of athletics’ discretion. This may occur on multiple occasions throughout the year.

B. Failure to attend the drug test or the manipulation of a urine sample will be considered as a positive test.

C. The athlete should be contacted no more than 16 hours before the test. Student-athletes shall sign a “Drug-Testing Program Student-Athlete Notification Form.”(Appendix A) This form will indicate when the student-athlete was notified of the drug test, the location of the test for the following day and time the student-athlete is expected to arrive. Notification will be given by the head of the drug testing program or the head coach of the sport. The “Drug-Testing Program Student-Athlete Notification Form” will also include specific instructions necessary to ensure that an adequate sample is provided.

Safe Harbor Program
A student-athlete may voluntarily self-refer for evaluation/counseling. Self-referral may be made to a member of the Athletics Administration or to the Athletics Training Staff. Entry into this program is not available to any student-athlete who has already been notified of an impending drug test or after testing positive for a drug or banned substance. In addition, a student-athlete will not be permitted to enter the Safe Harbor Program thirty (30) or fewer days prior to the conclusion of a season, or before an NCAA Championship event.

The Division of Intercollegiate Athletics will assist the student-athlete in seeking counseling through the appropriate agencies. This plan may include regular drug testing upon entrance to the Safe Harbor Program. If the student-athlete tests positive for a drug or banned substance upon entering the program, that positive test will not result in any sanctions. The team physician or a member of the training staff may suspend the student-athlete from practice or play if medically indicated. If subsequent testing does not reveal a result consistent with no ongoing substance abuse, or, if the student-athlete fails to comply with the guidelines of the Safe Harbor Program, the student-athlete will be removed from the Safe Harbor Program and will be subject to appropriate sanctions.

- A student-athlete will be permitted to remain in the Safe Harbor Program for a period not to exceed thirty (30) days.
- While in the Safe Harbor Program, student-athletes will be exempt from the institutional drug testing program, but will remain eligible to participate in the NCAA’s Year Round Testing Program.
Positive Tests

First Positive Drug Test
Upon testing positive for the first time the student-athlete will be suspended for up to 10 percent of the total number of pre-conference and conference scheduled competitions. If a student-athlete tests positive prior to post-season play, including Southland Conference championships, national championships, and post-season play-offs and play-in games, each of these games may be included in the total number of competitions for which the student is suspended. If the positive test occurs at the end of a competitive season, or if less than 10 percent of regularly scheduled competitions remain, the suspension may carry over to the next season of competition. During the suspension the student-athlete may be randomly retested, and must pass a reinstatement drug test that will be given at the designated time and date by the head of the drug testing program. If the student-athlete fails the reinstatement drug test, it will count as a second positive test with all of the penalties that accompany it (student-athletes will not be re-assessed by an MHP). All student-athletes that test positive will be required to participate in an assessment session with a licensed mental health professional (MHP) of their choosing and comply with all treatment recommendations and/or referrals made by that individual. Student-athletes testing positive will be required to sign a “Referral Form” (Appendix D) indicating the reason for the referral for assessment which the student-athlete will present to the MHP conducting the assessment. Additionally, if asked to do so by the MHP, the student-athlete must consent to signing any Release of Information Form required by the MHP allowing the MHP to provide proof of participation in the assessment session and treatment recommendations pertaining to substance use to the UNO Athletics Department. [It should be noted that, with rare exceptions as defined by state and federal law, MHP’s can neither confirm nor deny that someone is or ever has been a client, including if they have or have not made an appointment without such consent.] Upon notification of a positive test, the student-athlete will need to sign a “Conditions of a First Positive Drug Test” form. (Appendix E)

If the student-athlete is a two-sport athlete, he/she will be suspended for the appropriate number of contests during the season in which the student-athlete would currently be competing. Also, if a student-athlete is injured or is taking a "red-shirt" year at the time of a positive drug test, he/she shall be suspended for the appropriate number of games at their first opportunity to compete. The student-athlete can still practice, condition and receive athletically related financial aid during the period of the suspension.

Second Positive Drug Test
Upon failing a second drug test, the student-athlete will be suspended for up to 30% of the total number of pre-conference and conference scheduled competitions, which again, will include Southland Conference championships, national championships, and post-season playoffs and play-in games (see above). If the number of competitions stipulated is not met by the end of a competitive season the suspension will carry over to the beginning of the next competitive season. During the suspension the student-athlete may be randomly retested, and must pass a reinstatement drug test that will be given at the designated time and date by the head of the drug testing program (student-athletes will not be re-assessed by a MHP). If the student-athlete fails the reinstatement drug test, it will count as a third positive test with all of the penalties that accompany it. All student-athletes that test positive will be required to participate in an assessment session with a licensed mental health professional (MHP) of their choosing and comply with all treatment recommendations and/or referrals made by that individual. Student-athletes testing positive will be required to sign a “Referral Form” (Appendix D) indicating the reason for the referral for assessment which the student-athlete will present to the MHP conducting the assessment. Additionally, if asked to do so by the MHP, the student-athlete must consent to signing any Release
of Information Form required by the MHP allowing the MHP to provide proof of participation in the assessment session and treatment recommendations pertaining to substance use to the UNO Athletics Department. [It should be noted that, with rare exceptions as defined by state and federal law, MHP’s can neither confirm nor deny that someone is or ever has been a client, including if they have or have not made an appointment without such consent.] Upon notification of a positive test, the student-athlete will need to sign a “Conditions of a Second Positive Drug Test” form. (Appendix F)

Third Positive Drug Test
Upon failing a third drug test, the student-athlete will be suspended for up to 50% of the total number of pre-conference and conference scheduled competitions, which again, will include Southland Conference championships, national championships, and post-season playoffs and play-in games (see above). If the number of competitions stipulated is not met by the end of a competitive season the suspension will carry over to the beginning of the next competitive season. During the suspension the student-athlete may be randomly retested, and must pass a reinstatement drug test that will be given at the designated time and date by the head of the drug testing program. If the student-athlete fails the reinstatement drug test, it will count as a fourth positive test with all of the penalties that accompany it. All student-athletes that test positive will be required to participate in an assessment session with a licensed mental health professional (MHP) of their choosing and comply with all treatment recommendations and/or referrals made by that individual. Student-athletes testing positive will be required to sign a “Referral Form” (Appendix D) indicating the reason for the referral for assessment which the student-athlete will present to the MHP conducting the assessment. Additionally, if asked to do so by the MHP, the student-athlete must consent to signing any Release of Information Form required by the MHP allowing the MHP to provide proof of participation in the assessment session and treatment recommendations pertaining to substance use to the UNO Athletics Department. [It should be noted that, with rare exceptions as defined by state and federal law, MHP’s can neither confirm nor deny that someone is or ever has been a client, including if they have or have not made an appointment without such consent.] Upon notification of a positive test, the student-athlete will need to sign a “Conditions of a Third Positive Drug Test” form. (Appendix G)

Fourth Positive Drug Test
Upon failing a fourth drug test, the student-athlete may be dismissed from all University of New Orleans athletic teams, and any athletically related financial aid may be canceled.

Appeal Process
The student-athlete has the right to appeal a positive drug test within twenty-four (24) hours after the test results are made available. Upon this appeal, the student-athlete is required to fill out a written “Appeal” form. (Appendix H) The student-athlete will then be required to submit a urine sample within twenty-four (24) hours of the positive test, Sample B. Upon choosing to appeal a positive test, the student-athlete has twenty-four (24) hours to provide a money order, check, or cash, in the amount sufficient to cover a retest to the head of the drug testing program. This money is required to cover the cost of additional testing and will be refunded if the laboratory test is negative.

Important Information
The NCAA has separate policies and procedures that will take precedence in all circumstances over the University of New Orleans Drug Testing Policy.

Note: Head coaches have the ability to apply more stringent penalties for all positive drug tests.
# Appendix A

## The University of New Orleans Drug-Testing Program Student-Athlete Notification Form

<table>
<thead>
<tr>
<th>Student-Athlete:</th>
<th>Sport:</th>
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<table>
<thead>
<tr>
<th>Date of Notification:</th>
<th>Time of Notification:</th>
<th>AM or PM</th>
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</table>

I, the undersigned:

Acknowledge being notified to appear for the University of New Orleans drug testing and have been notified to report to the drug testing station at:

(Location) on (Date) on or before (Time) AM or PM

- I will be prepared to provide an adequate specimen and will not over hydrate. I understand that providing numerous diluted specimens may be cause for follow-up drug testing.
- I will not void (go to the restroom) when I first wake up.
- I understand that I must bring a form of picture identification with me.

By signing, I have been notified of my participation in the University of New Orleans drug testing and am aware of what is expected of me in preparation for this drug-testing event.

Student-Athlete’s Signature: 

I can be reached at the following telephone number on the day of the test: 

Please list all medications (prescribed or over-the-counter) that you are taking:

---

## University of New Orleans Drug Testing Program

<table>
<thead>
<tr>
<th>Student-Athlete:</th>
<th>Location of test:</th>
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<table>
<thead>
<tr>
<th>Date of test:</th>
<th>Time to Report:</th>
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</table>

Drug testing will include substances selected from the NCAA list of banned substances. This may include any or all of these substances

Report to the test site with picture identification

**Do not drink too many fluids**

**Do not void when you first awake**
TBA
Appendix C

2013-14 NCAA Banned Drugs

It is your responsibility to check with the appropriate or designated athletics staff before using any substance

The NCAA bans the following classes of drugs:

a. Stimulants  
b. Anabolic Agents  
c. Alcohol and Beta Blockers (banned for rifle only)  
d. Diuretics and Other Masking Agents  
e. Street Drugs  
f. Peptide Hormones and Analogues  
g. Anti-estrogens  
h. Beta-2 Agonists

Note: Any substance chemically related to these classes is also banned.  
The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

Drugs and Procedures Subject to Restrictions:

b. Local Anesthetics (under some conditions).  
c. Manipulation of Urine Samples.  
d. Beta-2 Agonists permitted only by prescription and inhalation.  
e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

NCAA Nutritional/Dietary Supplements Warning:

Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff!  
• Dietary supplements are not well regulated and may cause a positive drug test result.  
• Student-athletes have tested positive and lost their eligibility using dietary supplements.  
• Many dietary supplements are contaminated with banned drugs not listed on the label.  
• Any product containing a dietary supplement ingredient is taken at your own risk.

Note to Student-Athletes: There is no complete list of banned substances.  
Do not rely on this list to rule out any supplement ingredient.
Check with your athletics department staff prior to using a supplement.

Some Examples of NCAA Banned Substances in Each Drug Class

Stimulants:
- amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); syneprine (bitter orange); methylhexaneamine, “bath salts” (mephedrone) etc.
  *exceptions*: phenylephrine and pseudoephedrine are not banned.

Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione):
- Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; stanozolol; stenbolone; testosterone; trenbolone; etc.

Alcohol and Beta Blockers (banned for rifle only):
- alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

Diuretics (water pills) and Other Masking Agents:
- bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

Street Drugs:
- heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073)

Peptide Hormones and Analogues:
- growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

Anti-Estrogens:
- anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene(ATD), etc.

Beta-2 Agonists:
- bambuterol; formoterol; salbutamol; salmeterol; etc.

**Additional examples of banned drugs can be found at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).**

Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center, REC, 877-202-0769 or [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec) password ncaa1, ncaa2 or ncaa3.

It is your responsibility to check with the appropriate or designated athletics staff before using any substance.
Appendix D

University of New Orleans Department of Athletics
Referral Form

I, ______________________________, (print name and ID #) understand that, as part of athletics sanctioning, I am being referred by the University Of New Orleans Department Of Athletics for assessment and/or personal counseling as a result of a positive drug test. My signature on this form indicates that I consent to this office sharing pertinent information about these allegations/findings, including reports from third parties (if applicable); to assist the agency/individual providing these services with assessment and appropriate treatment recommendations.

Violations of the Department of Athletics Drug Testing Program:

First Violation □ Drug(s): ______________________________
Second Violation □ Drug(s): ______________________________
Third Violation □ Drug(s): ______________________________

Signature: ___________________________________________ Date: __________________

Please confirm appointment with Jacob Ludwikowski – Assistant Athletic Director for Compliance – j ludwiko@uno.edu or (504) 280-6392

FOR OFFICE USE ONLY

□ General Referral □ Mandated Assessment

NOTE: If you choose to seek services at UNO Counseling Services, you must present this form when making your first appointment. Please note that initial assessment at UNO Counseling Services does not guarantee that you will receive ongoing treatment at UNO Counseling Services and that you may be provided with referrals for treatment elsewhere. Additionally, you may be asked to sign a Release of Information form allowing UNO Counseling Services to provide proof of participation in an assessment session, information about treatment recommendations and, if applicable, participation in counseling and termination of treatment. Per state and federal law, no information can or will be released without a signed Release of Information.
Appendix E

Conditions of a First Positive Drug Test

I understand the following conditions:

1. I have been informed that I have had a First positive drug test.

2. This is my First offense and I am suspended from the team for up to 10% of the schedule pre-conference and conference games.

3. I must schedule an appointment for assessment with a licensed mental health professional (MHP) within 3 business days of my notification. I may choose to schedule this assessment session at UNO Counseling Services (504) 280-6683 or another MHP of my choice.

   Note: the average wait time in Counseling Services between scheduling the appointment and the actual appointment is ~6 days, but this is dependent upon counselor and student availability. Wait times may be longer due to the limited number of professional staff. Also, our earliest assessment appointments are at 8:45 and the latest are at 2:45. Assessment (including completion of intake forms) takes about 1 hour and 15 minutes.

4. In order to be reinstated to the team, I must have an assessment scheduled or the suspension will continue until I do so.

   Note: There is a difference between mandated assessment and mandated counseling. There may be cases in which the counselor determines that not treatment is necessary or the student does not perceive a need for counseling and/or declines to receive services.

5. If the MHP who conducts my assessment determined that additional assessment and/or other services related to substance use are warranted and provides referrals for such assessments/services, I must comply with these recommendations. In order to be eligible for reinstatement and remain eligible at the end of my suspension, I must comply with the recommendations of the MHP.

6. If I fail to comply with the MHP’s recommendations I could be subject to further suspension.

7. I understand that full reinstatement is determined by my Head Coach, and the Director of Athletics/or designee.

8. I understand that I must successfully pass a re-entry drug test in order to be reinstated to the team(s). Failure to pass re-entry drug test will be considered a second positive result, which will result in up to an additional 30% suspension of the scheduled pre-conference and conference games.

9. I understand that to determine completion of this, ‘Conditions of a first positive drug test,” I must sign a waiver to release information from the MHP to allow the MHP to communicate my compliance with the conditions stated above and to provide a recommendation whether to reinstate my participation on my athletic team.

10. I understand that I may be subject to follow-up drug testing at any scheduled drug test this academic year and during the remainder of my athletic career at the University of New Orleans.

__________________________________________________________________________
Student-Athlete Signature

__________________________________________________________________________
Date
Appendix F

Conditions of a Second Positive Drug Test

I understand the following conditions:

1. I have been informed that I have had a second positive drug test.

2. This is my second offense and I am suspended from the team for up to 30% of the schedule pre-conference and conference games.

3. I must schedule an appointment for assessment with a licensed mental health professional (MHP) within 3 business days of my notification. I may choose to schedule this assessment session at UNO Counseling Services (504) 280-6683 or another MHP of my choice.

   Note: the average wait time in Counseling Services between scheduling the appointment and the actual appointment is ~6 days, but this is dependent upon counselor and student availability. Wait times may be longer due to the limited number of professional staff. Also, our earliest assessment appointments are at 8:45 and the latest are at 2:45. Assessment (including completion of intake forms) takes about 1 hour and 15 minutes.

4. In order to be reinstated to the team, I must have an assessment scheduled or the suspension will continue until I do so.

   Note: There is a difference between mandated assessment and mandated counseling. There may be cases in which the counselor determines that not treatment is necessary or the student does not perceive a need for counseling and/or declines to receive services.

5. If the MHP who conducts my assessment determined that additional assessment and/or other services related to substance use are warranted and provides referrals for such assessments/services, I must comply with these recommendations. In order to be eligible for reinstatement and remain eligible at the end of my suspension, I must comply with the recommendations of the MHP.

6. If I fail to comply with the MHP’s recommendations I could be subject to further suspension.

7. I understand that full reinstatement is determined by my Head Coach, and the Director of Athletics/or designee.

8. I understand that I must successfully pass a re-entry drug test in order to be reinstated to the team(s). Failure to pass re-entry drug test will be considered a third positive result, which will result in up to an additional 50% suspension of the scheduled pre-conference and conference games.

9. I understand that to determine completion of this, ‘Conditions of a second positive drug test,’” I must sign a waiver to release information from the MHP to allow the MHP to communicate my compliance with the conditions stated above and to provide a recommendation whether to reinstate my participation on my athletic team.

10. I understand that I may be subject to follow-up drug testing at any scheduled drug test this academic year and during the remainder of my athletic career at the University of New Orleans.

__________________________________________  ______________
Student-Athlete Signature                        Date
Appendix G

Conditions of a Third Positive Drug Test

I understand the following conditions:

1. I have been informed that I have had a third positive drug test.

2. This is my third offense and I am suspended from the team for up to 50% of the schedule pre-conference and conference games.

3. I must schedule an appointment for assessment with a licensed mental health professional (MHP) within 3 business days of my notification. I may choose to schedule this assessment session at UNO Counseling Services (504) 280-6683 or another MHP of my choice.

   Note: the average wait time in Counseling Services between scheduling the appointment and the actual appointment is ~6 days, but this is dependent upon counselor and student availability. Wait times may be longer due to the limited number of professional staff. Also, our earliest assessment appointments are at 8:45 and the latest are at 2:45. Assessment (including completion of intake forms) takes about 1 hour and 15 minutes.

4. In order to be reinstated to the team, I must have an assessment scheduled or the suspension will continue until I do so.

   Note: There is a difference between mandated assessment and mandated counseling. There may be cases in which the counselor determines that not treatment is necessary or the student does not perceive a need for counseling and/or declines to receive services.

5. If the MHP who conducts my assessment determined that additional assessment and/or other services related to substance use are warranted and provides referrals for such assessments/services, I must comply with these recommendations. In order to be eligible for reinstatement and remain eligible at the end of my suspension, I must comply with the recommendations of the MHP.

6. If I fail to comply with the MHP’s recommendations I could be subject to further suspension.

7. I understand that full reinstatement is determined by my Head Coach, and the Director of Athletics/or designee.

8. I understand that I must successfully pass a re-entry drug test in order to be reinstated to the team(s). Failure to pass re-entry drug test will be considered a fourth positive result, which may result in the dismissal from my athletics team and the cancelation of all athletics related financial aid.

9. I understand that to determine completion of this, “Conditions of a third positive drug test,” I must sign a waiver to release information from the MHP to allow the MHP to communicate my compliance with the conditions stated above and to provide a recommendation whether to reinstate my participation on my athletic team.

10. I understand that I may be subject to follow-up drug testing at any scheduled drug test this academic year and during the remainder of my athletic career at the University of New Orleans.

_________________________________________  __________________________
Student-Athlete Signature                                                  Date
Appeal

I, ____________________________, want to appeal my positive drug test and have Sample B tested. I understand that this test will be conducted at the same laboratory as Sample A. I understand that I must provide the appropriate amount of money to pay for a retest along with this form to Shaneka Hampton no later than twenty-four (24) hours after I am notified of my positive test.

_________________________  __________________________  __________
Student-Athlete Signature  Date  Time
Policy 14:
Student-Athlete Enrichment
Policies & Procedures
**Mission Statement and Goals**

The student-athlete enrichment program is designed to provide a holistic experience while assisting University of New Orleans (UNO) student-athletes with reaching their fullest academic and personal development. The University, Department of Athletics and Student-Athlete Enrichment staff are committed to empowering UNO student-athletes through academic, social and athletic programming, while upholding the academic integrity of the institution.

The Student-Athlete Enrichment staff will work closely with coaches, university administration and faculty to provide student-athletes with the support and resources to:

- Establish meaningful academic and social goals
- Create and implement strategies to achieve academic and social goals
- Balance the demands of their academic, social and athletic responsibilities
- Help build capacity within communities throughout New Orleans

**Student-Athlete Enrichment Service Profile**

The student-athlete enrichment program is administratively housed in the Department of Athletics. The Assistant Athletic Director for Student-Athlete Enrichment reports to the Director of Athletics. The primary function of the student-athlete enrichment unit is to develop and implement academic and life skills development services and resources to the student-athlete population at the University of New Orleans. This program is available to all student-athletes throughout the entire calendar year. It provides direct support services and also refers student athletes to services available through other University offices, such as the First Year Experience (FYE) Office, Learning Resource Center, the University Counseling Center, and the University Health Center.

**Site Locations:**

Academic Center
The Athletic Center (TAC)
6601 Franklin Avenue
New Orleans, LA 70122
Phone: 504-280-1188

**Hours of Operation:** M-F 8:30 a.m. – 7:30 p.m.
Table of Contents
Mission Statement and Goals ................................................................. 51
Student-Athlete Enrichment Service Profile ........................................... 51
Table of Contents ................................................................................... 52
Collaboration with the Division of Student Affairs, Enrollment Management and the
Department of Athletics .......................................................................... 52
Student-Athlete Enrichment Programs and Services ................................. 55
I. Career and Vocational Development ...................................................... 67
II. Community Outreach ........................................................................ 68
III. Character and Leadership Development ............................................. 68
Collaboration with the Division of Student Affairs, Enrollment Management and the Department of Athletics

The University of New Orleans is committed to the holistic development of all of its students. The university is dedicated to creating a nurturing environment that promotes development through scholarly efforts and meaningful out-of-class experience for our students. Students who have outstanding athletic ability contribute significantly to the diverse campus environment. Their participation in intercollegiate athletics enriches the campus and helps to provide an engaging experience for all students. Excellence in a range of areas is embraced and welcomed by the university. As result, the University of New Orleans is devoted to providing the support and resources needed to help our student-athletes succeed academically, athletically and socially.

While we are cognizant of the unique needs and characteristics of this student group, we are also committed to creating an environment where the student-athletes benefit from the general experience shared by all University of New Orleans students. As a result, particular efforts are made by the athletic department and student affairs to offer coordinated services. Collaboration efforts focus on providing for the unique needs for various student populations, while empowering students through a common experience. The following is a description of the Department of Athletics and the Division of Student Affairs and Enrollment Management collaboration efforts.

The Office of the First Year Experience (FYE) Programming

The Office of the First Year Experience (FYE) is committed to assisting University of New Orleans students to transition into college life socially, succeed academically and persists until graduation. The mission of the Office of the FYE at the University of New Orleans is:

- To provide a broad network of support services and programs that address the academic, personal and social need of first year students and promote student success.
- To provide outreach and necessary interventions to students who are experiencing academic and social difficulties.
- To actively encourage students to engage in the university community
- To promote critical thinking and life-long learning
- To work collaboratively with faculty and staff across the campus to provide additional resources for first year students

Since the Assistant Athletic Director for Student-Athlete Enrichment position was filled in February 2013, he has been an active member of the FYE team. This person is an active participant in the weekly planning
meetings and helps to coordinate programming. The Assistant Athletic Director for Student-Athlete Enrichment serving as a member of the FYE team helps to avoid fragmented services and promotes coordination of programming between Student Affairs and the Department of Athletics to support UNO student-athletes.

In addition to the course monitoring and academic participation monitoring facilitated by the Student-Athlete Enrichment staff, the FYE team and student success counselors offer an early alert system to help identify students who are at-risk academically. Student success counselors receive emails from professors indicating that a student may be struggling in a class. If an alert pertains to a student-athlete, this information is relayed to the Assistant Athletic Director for Student-Athlete Enrichment. Furthermore, students are contacted by student success counselors when they receive a failing grade after midterm grades are posted. The email encourages the students to meet with a success counselor to discuss strategies for improving their performance in the course. Other collaboration efforts will include new student orientations and WebStar trainings for class registration.

**University Learning Resource Center and Tutor Services**

The University of New Orleans offers tutoring services through the Learning Resource Center. Specifically, UNO students have access to content tutors in a range of areas including math, sciences, history, sociology and other liberal arts subject areas. The Learning Resource Center will collaborate with the Department of Athletics by coordinating tutor services in the athletic center during evening times. Due to practice and competition commitments, there are times when the student-athletes cannot attend tutoring on main campus. As a result, tutoring will also be offered in the athletic center during evening hours. The Student-Athlete Enrichment staff will also coordinate with Learning Resource Center to track the academic participation of the student-athletes in utilizing their services on main campus. This will allow for accurate information to be sent weekly to the various coaching staffs related to tutor appointment participation and required study hours.

**Centralized Advising and Support Services**

The University of New Orleans will implement a new strategy for advising first year students beginning in the fall 2013. We will transition from college dominated advising to having a centralized advising and services model. The Privateer Enrollment Center (PEC) will offer a range of services to new students in a centralized location. As a result, students will be able to access academic advisors, success counselors, and admissions/financial aid advisors in one convenient location. All first year UNO students will be able to have continual access to their support staff on a regular basis. There will be a team dedicated to meeting their academic, financial and social needs. UNO student-athletes will have access to these services. The Privateer Enrollment Center staff will be trained on NCAA requirements and considerations, so they can competently work with UNO student-athletes.
Student-Athlete Enrichment Programs and Services

Academic Counseling

The advising efforts of the student-athlete enrichment program serve to complement the regular advising experience in which the student is required to participate. The primary emphasis of this service is to advise and monitor the students’ progress toward their selected degree program within the University and NCAA guidelines. The Academic advisor serves as a liaison for their specific varsity sport and each student’s primary academic program advisor. Responsibilities include notifying professors of any student athletes’ emergency (illness, family, injury), serving as a contact if the student is struggling in a course, and notifying the coaches if the student is failing to meet their academic commitment.

Counseling activities of the student-athlete enrichment program follow a holistic approach. The staff of the student-athlete enrichment program provides support for a variety of areas that impact the total academic, personal, and career development of student-athletes. While many activities center on issues related to the successful academic adjustment to the student-athlete experience, our staff is also involved in the social, cultural, and personal adjustments of student-athletes throughout their tenure at the University. Counseling is also provided to student-athletes who must redefine themselves as they adjust to their “life after sports.” All counseling is provided on a confidential basis. Student-athletes who experience more serious problems that require professional attention are referred to the University Counseling Center or appropriate unit.

<table>
<thead>
<tr>
<th>Academic Programs</th>
<th>Academic Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Programs</td>
<td>Structured Study Plans</td>
</tr>
<tr>
<td>Learning Skills Development</td>
<td>Academic Monitoring &amp; Tracking</td>
</tr>
<tr>
<td>Advising</td>
<td>Eligibility Reviews</td>
</tr>
<tr>
<td>Counseling</td>
<td>Recruiting</td>
</tr>
<tr>
<td>Tutorial Services</td>
<td>Program Participation Reports</td>
</tr>
<tr>
<td>Academic Skills Development</td>
<td>Computing Services</td>
</tr>
<tr>
<td>Career Development</td>
<td>Academic Center and Study Area</td>
</tr>
<tr>
<td>Academic Awards</td>
<td>Mentoring</td>
</tr>
</tbody>
</table>

Each academic counselor in the student-athlete enrichment unit holds the title of “Academic Counselor” to emphasize their role in the effective delivery of the previously listed programs. Their expertise is utilized in providing services to student-athletes, coaches, and athletic administration. The Assistant Athletic Director for Student-Athlete Enrichment assigns responsibilities, supervises, and evaluates the performance of Academic Counselors in meeting program goals. Additional support staff will include an administrative assistant Graduate Student Assistant/Interns, and student employees, all of whom provide critical support to the mission of the office.

In addition to the management and administration of aforementioned programs and services the student-athlete enrichment staff interacts with the following offices in the Department of Athletics: Media Relations, Marketing and Compliance. The staff of the student-athlete enrichment program is required to meet the standards, policies, mission statements and goals of the NCAA, the Southland conference, the National Association for Athletic Advisors (N4A) as well as those governing the University of New Orleans.

The academic counselor submits specific department reports, such as monitoring and participation,
providing assessment and interpretation of the results. The counselor is responsible for implementing required study hours on either a team or individual academic plan. Academic counselors may also recommend tutoring, study plans, and counseling to aid the students.

“At-Risk” Programs are designed for student-athletes who have not achieved above a prescribed grade point average (2.25 GPA). Additionally, all freshmen and transfer students are considered “at-risk” during their first academic year at UNO. These programs may consist of class attendance monitoring, periodic grade checks, workshops or seminars on study skills and time management, content tutoring in small groups or individual, and weekly conferences with counselors.

**Academic Advising policies/procedures:**

- Counselors are responsible for maintaining structured study plans (Blue/Silver schedules) See Appendix B.
- Counselors are required to maintain “reasonable” oversight of their students when those students are working in the academic center.
- Counselors should seek approval from the Assist AD for SA Enrichment for any “off-site” study halls, coach mandated study sessions or any study/tutoring occurring off site.
- Team travel requires specific “academic advising” built into the itinerary prior to any SA Enrichment staff member leaving on trip.
- The counselor should proctor exams at all possible times. Under no circumstances should a coach or other staff person proctor an exam without the instructor being fully aware of the procedures in place. Counselor is responsible for mediating any proctoring for their team. In the event the counselor is not available, the Asst. AD for SA Enrichment will coordinate with the instructor, student and coach.
- Counselors should refrain from contacting instructors within the final 2 weeks of the semester. Coaches should be advised by counselors are not to contact instructors under any situation per Department of Athletics policy.
- Counselors are required to check tutoring session update sheets, in a timely manner, for their students or areas in which they have particular responsibilities. Initialing forms and routing slips is an appropriate check off procedure.
- Counselors are also required to provide support to their coaches on a weekly basis. Participation reports, monitoring reports and academic issues are to be communicated to the coaches in a timely manner. A proactive approach to student issues is required of all counselors on the SA Enrichment staff.

**Structured Academic Study Plans**

Structured Academic Study Plans (Blue Silver sheets) are key components in the regular advising process for the unit. This is a valuable tool in assisting students who need additional aid in managing their time during critical points in the semester. It allows the staff to schedule students for daily study and tutoring time, as well as assisting coaches and other personnel as to the scheduled times students will utilize SA Enrichment services.

A Structured Academic Study Plan will be set up for each student-athlete for every term that student falls into one of the Academic Support Service for Student-Athletes “at-risk” categories:

a. The student’s overall QPA falls below a 2.20 overall.
b. The student is on probation for the current term.
c. The student placed into an intensive composition course.
d. The student has a documented learning disability.
e. The student is on probation for not completing one of their skills requirements.
f. The student is a new transfer student (1st year at UNO).
g. The student is a freshman. (Excluding those who meet regular admission guidelines)
h. The student was an advisory admission committee admit.

- The information will be available in the “at-risk” list that is updated and distributed to the staff each semester. SA Enrichment staff are expected to update their sport “at-risk” list each semester.

- The student should be scheduled to attend a minimum of 6 hours per week. Students whose QPA is below a 2.0 should be required to spend 8 hours per week. Adjustments may be made at the discretion of the counselor on a weekly basis if necessary due to travel or other issues.

- Students are expected to adhere to the plan set with the SA Enrichment staff. Failure to do so should result in a meeting with the head coach, student and SA Enrichment liaison, and corrective action should be taken.

- Any student who declines to utilize the SA Enrichment services should be referred to the appropriate skills center on campus, i.e., the Academic Resource Center, the Disability Resources office, etc. The Asst. AD for SA Enrichment and the head coach should be notified of the referral and subsequent follow up plan.

**New Student Programs**

New Student Programs provides a mean for easing the transition for incoming student athletes and creates the opportunity to meet an individual team advisor. This program benefits all incoming and transfer student athletes by acquainting them with specific services. The students are introduced to the advising, testing, and registration system, as well as the academic support services for student athletes department. Informational sessions are also provided to these students on learning styles, study skills, and time management. Some other services offered by this program include identifying “at risk” students and coordinating individual meetings with a team academic counselor.

Students access these services based on their individual course and practice schedules. Students meet with their academic counselor as needed to discuss concerns as they arise. If a student is identified as “at-risk,” the counselor and learning specialist takes a specific plan of action to offer extended support services. If a student decides to no longer attend the University of New Orleans, they do not qualify for the new student programs. The only exception to this is students who graduate from the university.

**New Student Program policies/procedures:**

- A letter is sent to student-athletes in the spring to set up an individual time to meet with his or her team academic advisor during their orientation session with the University.
• The student-athlete will meet with their team counselor when on campus for advising, testing, and registration.
• Upon arrival in the fall, student-athletes must attend mandatory New Student Transitions meetings, typically scheduled for the Sunday prior to the fall term or in the summer if arriving for the second summer school session prior to the fall term.

**Operation Freshman**

This program’s purpose is to assist students with the transition from high school to college by the support and structure necessary to help them succeed during their freshman year. Students are required to spend 6-8 hours (or an agreed upon number by staff) a week working with tutors, receiving learning/study skills support and or in structured study sessions. The Sport counselor will work with each student to help him or her decide how to best use the tutors and other available support. Between 40 and 65 students per year represent an entering class. All freshmen are considered “at-risk.” Freshmen students are also assigned a student success counselor through the First Year Experience (FYE) Office within Student Affairs.

**Operation Freshman policies/procedures:**

• Students are required to fill out a Structured Study Plan with the Sport counselor.
• Sport counselor then disseminates information to coach of their respective sport.
• Coordinator and sport liaison should schedule periodic meetings during the term to discuss updates with freshman students, particularly addressing those on probation or completing basic skills requirements in Writing/Algebra courses

**Study Halls**

Study halls are not a mandatory component of the academic support plan for every student-athlete. However, mandatory study halls may be instituted at the request of a head coach and/or academic counselor. When study hall is required, the academic counselor provides the student-athlete with location/time of the study session. Study halls become a part of the structured academic study plan for the student. Tutorial assistance is also built into the structured study plan along with other services and recommended programs sponsored by SA Enrichment program or supported through the University’s general student services unit.

**Student Services**

**Academic and Performance Monitoring/Tracking**

Academic tracking and monitoring of student-athletes provides up to date information on the student’s standing and class attendance. The monitoring program is designed to track the academic performance of the student-athletes two to three times per term. The SA Enrichment office generates correspondence to faculty via campus mail requesting information on class attendance, assignments completed, grades to date, and any
comments the instructor would like to share.

Full time staff members are permitted contact with instructors to request information on student-athlete performance in a course. Staff should not contact instructors within two (2) weeks of the final examination period without consulting the Asst. AD for Student-Athlete Enrichment. Under no circumstances may any SA Enrichment staff contact instructors for the purposes of mediating, promoting or condoning any measures for a student-athlete which are not clearly indicated by a course syllabus or have been initiated by an instructor as normal procedures for all students for his/her course.

**Monitoring policies/procedures:**

- Reports are discussed with students and any relevant feedback shared strictly between student and appropriate university personnel.
- The information that is received is processed by SA Enrichment staff and sent out in a report to coaches.
- Strict confidence of academic information to all parties is expected to adhere to all Buckley amendment and FERPA policies.

*Degree Completion Program*

This program exists to assist student athletes who have exhausted eligibility toward graduation. As per NCAA guidelines, all athletics financial aid awards are one-year contracts, which are renewable/non-renewable, cancelled or graduated, based on NCAA regulations and the policies on the University of New Orleans Terms and Conditions Statement. If a student athlete has used four season of competition within the first four years of collegiate enrollment, eligibility for that student athlete to receive “exempt fifth year athletics financial aid” is based on the following requirements:

1. Student athletes must meet the same eligibility guidelines that they would if they were going to compete that fifth season (credits, QPA, 75% degree completed).

2. Student athletes have a minimum 2.0 QPA overall.

3. Student athletes must complete a minimum of 18 credits in the Fall and Spring terms of their fourth season.

4. Student athletes must finish the fourth season as members in good standing on their teams. This will require the coach’s endorsement.
5. Student athletes must submit graduation plans endorsed by their advisors in Academic Support Services.

6. If the Athletic Director approves exempt 5th year athlete’s aid, the Athletic Director reserves the right to add requirements for that student athlete to receive a second semester of fifth year aid.

**In addition, regulation for some special circumstances are listed below:**

1. If a student athlete graduates mid-year and his/her athletics eligibility is expired during the Fall Term, then athletics aid is discontinued for the Spring Term.

2. If a Fall sport student athlete graduates in August prior to his/her final year of eligibility, he/she competes in the Fall by declaring the second major, and his/her eligibility is expired at the end of Fall Term, that student athlete will not be funded for the Spring Term.

3. If a student athlete is in graduate school for the Fall, and his/her eligibility expires in the Fall, he/she will receive athletics financial aid for the Spring Term, providing he/she passes all courses with a “C” or better. In those cases, athletics financial aid will be granted for Spring Term, but not for Summer Term, unless approved by the Department of Athletics.

4. Student athletes are expected to pursue graduation within four years, or as soon as possible after that. Student athletes found to purposely delay graduation (for example, by not signing up for a course needed to complete a degree even though it is offered) will not receive further fifth year aid to complete the degree.

5. The Athletic Director can approve exceptions to all of these procedures on a case-by-case basis. Student athletes wishing to submit appeals should coordinate with the Associate Director for Student Life and Compliance.

In order to be eligible for exempt fifth year athletics aid, students must:

1. Pick up a Request for Fifth Year Exempt Athletics Aid Form from the Compliance Office or from their advisor in SA Enrichment services.

2. Complete part I, and obtain signatures and requested information from Head Coach for Part II, Counselor for Part III, and Donna Sanft for Part IV.

3. The form will then be forwarded with an academic record to the Athletic Director.

4. The Athletic Director will make a decision, sign the form, and notify the student athlete, coach, Assistant Athletic Director for Student-Athlete Student Enrichment. A copy will also be made for the student’s file.

5. Student athletes should see the Athletic Director to receive specific information on the scholarship amount.

**Computer Lab**

A computer lab is provided to the student-athletes at the Athletic Center on East Campus. Student-athletes are
required to log in using their University provided username and password and all usage fall under the
University guidelines to academic computing.

Computer Lab policies/procedures:

- No food or drink should be permitted in the computer lab at any time. This includes students and staff.
  Failure to adhere to this policy can result in removal from the lab.
- Under no circumstances are staff (full-time, part-time, work study, tutors) permitted to type papers for
  students anywhere in the center. In the event of injury to a student, the director must approve in advance
  any requests for support.
- Students are permitted to use the computer lab for e-mail and/or internet usage, however, if the lab is
  full, students will be asked to log off their computer if another student needs to complete an academic
  endeavor. The logoff request will be made first to that student who has been in the lab the longest.
- Any student caught using another student’s computer disk, paper or inappropriate materials in the
  computer lab will have the material confiscated and be asked to leave the lab immediately.
- Any student using the internet for downloading materials deemed offensive to University standards will
  be asked to logoff and leave the lab.
- Only the administrator of the computer lab has permission to download software onto the computer.
  Any staff requests for programs should be made to the lab administrator or director of the unit. Under
  no circumstances will students or tutors be permitted to download materials to the computers.
- The lab administrator will be responsible for maintaining the hard drives in the computer labs.
- All computer lab materials are to be kept in the appropriate areas away from student contact. Staff
  (Work study, full time, part-time) is responsible for supplying paper and other relevant items in the lab.
  Under no circumstances are students to have access to supplies.
- All staff (work study, full time, part time, tutors) are required to maintain proper cleanliness in the lab.
  Cleaning services will be maintained in the center; however, basic cleaning may be requested of work
  study/staff in the lab.
- Any student caught defacing materials (computers/tables/walls, etc.) in the lab will be asked to leave the
  lab at that time and may be responsible for any financial loss that occurs.

Book scholarship

All student-athletes who are on a full scholarship at the University will also receive textbooks for their
courses at the beginning of each semester. Students who are on partial scholarship may also be eligible for
textbooks, based on the scholarship award given by their respective coach. Any questions related to book
scholarship recipients should be forwarded to the Associate Athletic Director for Business Operations in the
Department of Athletics.

Book scholarship policies/procedures:

- Students can pick up textbooks at the University bookstore 1 or 2 days prior to the beginning of classes.
- Students who need a replacement textbook during the semester can file a request at the office of Student
  Life and Compliance in the Department of Athletics.
• Any student who changes their schedule by an ADD/DROP procedure is responsible for returning the textbooks from the dropped course to the bookstore. Failure to do so will result in a financial hold on the student-athlete’s account for the value of the text which will be lifted upon return of the book.
• Student-athletes must return all books to the Department of Athletics by the designated date determined by the Associate Athletic Director for Business Operations
• Student-athletes who fail to return their books may be subject to repayment of the cost of the lost books. Enforcement of this penalty is based on the discretion of the Athletic Director

**Learning Skills Support**

**Study Skills Workshops**

Study skills Workshops/Seminars will be provided to students periodically throughout the year in two formats:

- **Voluntary**—Workshops or Seminars will be posted in the center at least two weeks in advance and calls should be made to coaches by the sport liaison. These will either be specific to a team (if requested by a coach or staff member), a particular class (Fr/So/Jr/Sr) or available to the entire student-athlete population on a voluntary basis. Coordination of materials/presentation should be through the appropriate staff learning skills specialist.
- **Mandatory**—Workshops/Seminars will either be designated by the Assistant AD for SA Enrichment. Coaches may also request a workshop/seminar through the director. Date and time should be coordinated through the availability of the center as well as with the coach. In the event of a conflict with the center, alternative sites should be considered within the building first, then throughout the University. Coordination of materials/presentation should be through the appropriate staff learning skills specialist.

**Math and Science Lab**

The math and science program will exist to serve the needs of the student-athlete that requires a basic skill level program or the student-athlete who has upper-level needs in the math/sciences area. This program is designed to serve the entire student-athlete population to provide them with a support to supplement their lecture and recitation experience. This program also fosters independence in the student-athletes to succeed in courses in which the work is analytical in nature.

Students may request tutoring or be required to attend sessions by staff.

Students who are on probation for the Math requirement through their school will be required to receive math tutoring though the SA Enrichment program. Only those students on probation receiving tutoring through another sanctioned University program will be exempt.

Responsibility of this program is through the Learning Skills specialist on staff and through the tutorial coordinator.

The specific services that are provided are to the student-athlete are math & science labs will be provided in one
of three ways:

- **Individual tutoring:** The individual tutoring is provided for student-athletes who have the necessary background, but require or request more individual attention for a course. The freshman or SA Enrichment staff will request individual tutoring on the request form or in person to the appropriate tutorial coordinator of the program. All information will be disseminated to the tutorial coordinator.

- **Group Tutoring:** In certain instances, group tutoring will be provided to those students who are able to work in a group setting. Ideally, groups of 2-3 students per session will be assigned for students in the same section of a course. In the event a student is originally designated for group tutoring and either a counselor or student requests individual tutoring, the Math/Science coordinator will fill the request. The tutorial coordinator will be notified.

- **Math/Science Lab:** The math & science lab is designed to help student-athletes who are able to work independently on material. Sessions will be a “walk-in” feature.

Participation in labs voluntary, offered to those student-athletes who are not “at risk” for the semester. Those students who are “at risk” will be required to attend the labs or receive a tutor. The counselor, student-athlete, and tutorial coordinator will determine the amount of time required for these students. Student-athletes can access these services by filling out a tutor request form and turning it in to the tutor coordinator. The coordinator then assigns the student a tutor and sets up an initial appointment.

After each tutorial session, the tutor will fill out an evaluation form on the student-athlete. These forms will be checked weekly by a counselor to assess the student-athlete’s progress in the course. The tutor will also record the length of each session daily. These times will be generated weekly in reports given to coaches and counselors. Login sheets will be provided at the labs so that the coaches and counselors will know the course and time spent on any session attended. This information will once again be generated weekly and given to coaches and ASSSA counselors.

A student will have these services revoked from them if they are disruptive or continually miss tutorial sessions. They will then be referred to their counselor and coach who will determine the student-athlete’s future participation in the labs or tutorial sessions.

**Writing Lab**

The Writing program will exist to serve the needs of the student-athlete that requires a basic skill level program or the student-athlete who has upper-level needs in a writing area. This program is designed to serve the entire student-athlete population to provide them with proper university writing instruction. This program also fosters independence in the student-athletes to succeed in courses in which there exists writing content.

Students may request tutoring or be required to attend sessions by staff.

Students who are on probation for the Writing requirement through their school are required to receive writing tutoring through the SA Enrichment program. Only those students on probation receiving tutoring through another sanctioned University program are exempt.
Responsibility of this program is through the Learning Skills specialist on staff and through the tutorial coordinator.
The Assistant Athletic Director for SA Enrichment is responsible for the following as it relates to the writing lab:

1. Interviews, approves hiring, trains, supervises and evaluates writing tutors.
2. Sets hours for writing lab and determines schedules for writing tutors.
3. Makes sure writing tutors have necessary syllabi, assignments and texts to tutor.
4. Serves as a liaison with instructors who have concerns about writing of student-athletes.

Writing Lab policies/procedures:

- The student will fill out a tutoring request which will be forwarded from the tutorial coordinator to the coordinator of the writing lab.
- The appointment will be filled by the coordinator of the writing lab and the sport link will be notified of the appointment time.
- Walk in students will be met with on a first come-first serve basis. Consideration will be given to those students who have regularly scheduled tutoring appointments in the lab.
- No student may email a paper for a writing tutor to proof read under any circumstances. Students must be present when a paper is proof read in the lab.
- Any student-athlete using another student’s computer disk in the writing lab will have the disk confiscated and held by the coordinator of the writing lab.
- No tutoring will be given during the last two weeks of the semester to a student who has not regularly met with the writing tutors during the course of the semester. Only the Assistant Athletic Director for Student-Athlete Enrichment has the discretion to allow an exception to this rule.

Learning Disabilities

Students entering the University with a documented learning disability will be referred to the office of Student Disability Resources for appropriate counseling and services. Appropriate services will also be administered through the SA Enrichment unit. Identifying and testing students who may be suspected of having a learning disability will be referred and tested through Disability Resources in the following manner:

Learning Disability policies/procedures:

- SA Enrichment staff/tutor will refer student to Disability Resources liaison.
- Liaison will meet with student and set up appointment at Disability Resources office.
- Disability Resources staff will meet with student and schedule testing, if necessary. More than one appointment may be necessary before testing is scheduled.
- Coordination of Disability Resources through SA Enrichment liaison will allow athletics to handle billing.
- Disability Resources will disseminate information to student in a follow up meeting.
- ASSSA liaison will receive results, copy to student file
IV. Tutorial Services

The tutorial program exists to assist student athletes in the development of their academic careers. It is a service available to the entire student athlete population. The objectives are to provide instruction, skills, and strategies essential to learning course content. Further, the program strives to help students prepare for examinations and complete assignments. Ultimately, the program aspires to help students increase their knowledge base in specific subject areas.

The Assistant AD for SA Enrichment is responsible for the recruitment, hiring, training and evaluation of the tutorial staff. Further, he/she will develop the policies and procedures that govern the implementation and utilization of this valuable resource to student-athletes. He/she also ensures that resources needed to support the initiatives of the tutorial program are managed according to the policies established by the unit.

A two session training program is provided to each of the tutors hired by the SA Enrichment unit and repeated every semester a tutor works at SA Enrichment services. The first session covers the tutoring policies and procedures manual, NCAA and University compliance and each tutor signing off on an Athletic Department Integrity statement. These statements are kept in the permanent tutor files at the SA Enrichment office.

Student-athletes should be encouraged to request academic assistance for those courses for which they are having difficulty or those students who fall into the “at-risk” category. However, tutoring is not to be used as a substitute for regular class attendance and participation. At all times, the student-athlete must retain responsibility for his/her own academic work. In addition, if a student-athlete cannot pass the course without extensive tutoring, the support staff must evaluate the student-athlete’s courses and assess if he/she is registered for courses at the appropriate level, prior to providing additional tutorial assistance.

The SA Enrichment tutorial component addresses basic subject tutoring as well as more specific needs in Math Skills and Writing Skills. Students are responsible for initiating the tutorial process by filling out a “Request for Tutoring” form. The staff is expected to fill requests daily and should always within a week. Specific office protocol is followed to secure a tutor. The tutorial request must be made in writing to the Assistant AD for SA Enrichment. He/she assigns the student a tutor, who has a compatible schedule, and sets up the initial appointment. He/she may also forward a request, to the specific Learning Skills Specialist in the Math/Science or Writing subject areas.

Students are discouraged from missing tutoring appointments; in the event that three appointments are missed, tutoring privileges can be suspended. Student-athletes are required to give the same level of respect to tutors as they would any other faculty or staff. Tutoring must take place within the confines of the Learning Resource Center destinations on main campus or in the Athletic Center during office hours. Only under special permission of the Assistant AD for SA Enrichment is tutoring allowed off site off hours. All tutorial work with the student-athlete is to be confidential. However, tutors are required to provide report on each session’s activities to the SA Enrichment staff.

The Assistant AD for SA Enrichment, Math and Science Specialist, and Writing Specialist meet at the end of the year to evaluate, discuss, and collaborate on what was effective and ineffective about the program in the preceding year.
Individual

Individual tutoring is the default assignment for all students when a tutor request is submitted. Individual tutoring is also scheduled if the student has a diagnosed learning disability. All individual tutoring takes place at the approved locations of the Learning Resource Center on main campus and in the Athletic Center under the supervision of a full time counselor of the unit.

Group

Small group tutoring will take place when circumstances dictate, such as availability of the tutor, time constraints due to practice or ability of the students to receive tutoring in a small group. Group tutoring should be limited to 2-4 students, however, larger groups will be permitted under the discretion of the Assistant Athletic Director for Student-Athlete Enrichment.

Review Sessions

Review sessions will be available during the semester for student-athletes to utilize as a means of reviewing prior to an exam. These reviews are not intended to be a substitute for regular review sessions held by a teaching assistant or professor prior to an exam and should not be viewed as such. Review sessions will also be held during finals week and will be posted within the Athletic Center.

Tutoring Policies/Procedures

1. A student fills out a “Request for Tutoring” form for the Tutorial Coordinator to schedule the appointment. The request can be voluntary or mandatory based on the need of the student.
2. An email is generated to the student and the tutor on the best available appointment time, matching both the tutor and student availability. Confirmation by the “link” to the student and tutor is recommended, but not always necessary.
3. Tutoring will continue at the same time every week with that tutor, unless student has designated the request as a “one-time” meeting or the student/tutor cancels the appointment.
4. If a student misses an appointment, the sport counselor is to notify the coach, who is responsible for any disciplinary measures. The second miss is to be followed up with a meeting with the coach. After the third missed appointment, the tutoring appointment is cancelled and can only be rescheduled after approval of the Assistant AD for SA Enrichment.

No new tutoring appointments will be scheduled during finals week for a student who has not met with a tutor for the entire semester. A student may be permitted to sit in on a review session or an existing appointment upon the discretion of the sport counselor and the Assistant Athletic Director for Student-Athlete Enrichment.

Life Skills Programming

The Student-Athlete Enrichment unit is committed to the holistic development of UNO student-athletes by creating comprehensive programming for all student-athletes by utilizing educational, athletic, and community resources and preparing them for their lives and careers after college. This program is designed to benefit the
total student-athlete population by expanding opportunities in the areas of character and leadership, community service, health and wellness, and career development.

All of the programs are on a volunteer basis only due to the student-athletes intense time schedules. Some of these services are career planning and developmental programs such as a career fair and a resume workshop are also offered. Character and leadership programs are designed to help develop skills related to self-awareness, being an effective vocal leader and leading by example. Other programs are designed around health and wellness including eating disorders, stress management, tobacco usage, etc. Community service programs are focused on utilizing service learning. Student-athletes will have designated learning objectives associated with their service experience.

The life skills programming is evaluated every year by having every student-athlete and coach complete a survey based on the program. The Student-Athlete Enrichment team will then use the results of these surveys to coordinate the plan to fit both the needs of the students and the coaches.

Life skills policies/procedures:

- A liaison to the Student-Athlete Enrichment unit in athletics will coordinate activities between the programs and update the University Student Affairs and Enrollment Management staff on events.
- The Assistant Athletic Director for Student-Athlete Enrichment is a member of the First Year Experience (FYE) team in Enrollment Management.
- The Assistant Athletic Director for Student-Athlete Enrichment will enlist FYE staff with particular skills or responsibilities to help provide programming during the year.

I. Career and Vocational Development

The SA Enrichment staff provides guidance, direction, and possible opportunities for student-athletes in their desired career choice. This program has many different objectives that benefit the whole student-athlete population. The Career Development program assists students in career exploration and helps them to develop the tools they need to begin a career. This program also helps student-athletes define who they are, what careers they would like to pursue, and helps student-athletes identify possible job opportunities based on their career choice. This program will work closely with University Career Services unit to coordinate programs offered to student-athletes during the year.

Some of the services provided by this program include workshops and seminars on self-exploration, choosing a major, resume building, steps to finding a job, and interviewing skills. This program also provides counseling about career opportunities to the student-athletes. This program also sponsors a career networking event and guest speakers from specific career fields.

Career Development policies/procedures:

- SA Enrichment staff will notify FYE staff and athletic department personnel with proper advance to allow time for calendar notice to take place.
- SA Enrichment staff will coordinate with FYE and Athletics for career related NCAA Life Skills program.
• SA Enrichment staff should meet with coaches and FYE staff periodically to ensure that career needs of the students are being met.

II. Community Outreach

The Student-Athlete Enrichment unit is committed to utilizing community outreach as a strategy to promote development. Specifically, we are focused on coordinating service experiences that apply a service learning approach. We look to coordinate outreach experiences that have applicable learning objectives, while promoting community capacity building. Each team will participate in a community service initiative during each semester. The team service projects can be coordinated by the SA Enrichment staff, student affairs staff, student-athletes or coaches. Additionally, student-athletes will have the opportunity to participate in service opportunities that involve student-athletes from various sports.

Community Outreach policies/procedures:
• SA Enrichment staff will create a community outreach guide for student-athletes and coaches to be distributed in the fall
• The guide should include NCAA policies related to promotional activities, community services policies and procedures and service opportunities
• When creating team service opportunities the SA Enrichment staff will provide volunteer guides to help orient the student-athletes and coaches
• Service opportunities involving student-athletes should be cleared by the athletics department compliance staff
• Community service initiatives are cleared by the outside agency or organization completing a promotional activities form and submitting to athletic department compliance staff
• Once student-athletes have participated in a community service initiative, the SA Enrichment staff will document and track service hours and submit a list of participants to the athletic department compliance staff

III. Character and Leadership Development

The Student-Athlete Enrichment unit is committed to assisting student-athletes in developing the necessary leadership skills to be responsible citizens. Workshops and a leadership academy will be utilized to help develop character and leadership skills. These tactics will entail promoting skills related to leading by example and becoming vocal leaders. Additionally, student-athletes will be challenged to reflect on personal values and developing a personal brand. The Student-Athlete Advisory Committee (SAAC) will also be developed. SAAC will involve a group of student-athletes who serve as liaisons between coaches, athletic administration and student-athletes.

Character and Leadership Development Procedures:
• Student-athletes will be nominated by their coaches to serve on SAAC
• SAAC officers will be selected annually
• An administrator from the SA Enrichment unit will serve as the SAAC advisor
- Minutes will be taken at each SAAC meeting
- UNO SAAC members will be encouraged to participate in Southland Conference and NCAA national SAAC initiatives
- Participation in leadership training workshops and academies will be voluntary
- The SA Enrichment staff will seek opportunities to collaborate with the Division of Student Affairs on leadership programming

**Student-Athlete Fund**

The Student-Athlete Opportunity Fund (SAF) is a program designed to meet the needs of all student-athletes at the University of New Orleans. Using funds administered by the NCAA, the Student Athlete Opportunity Fund will fund the cost associated with emergencies that affect UNO student-athletes. Additionally, the funds can be used to offset costs associated graduate school exams. Student-athletes will have the opportunity to receive funds to help pay for ___ of the following exams and ___ graduate school application fee per student:

- DAT (Dental Admissions Test)
- GMAT (General Management Admissions Test)
- GRE (Graduate Record Exam)
- LSAT (Law School Admissions Test)
- MCAT (Medical College Admissions Test)
- PCAT (Pharmacy College Admissions Test)
- Praxis Series (Teacher Certification)

In addition, the SAOF can be used for other educational opportunities which benefit student-athletes directly. The Assistant Athletic Director for SA Enrichment will use his/her discretion on how to allocate the funds yearly.

**Student Conduct**

**General**

All student-athletes must follow the guidelines spelled out in the University’s “Student Code of Conduct and Judicial Procedures.” These rules cover alcohol use, residence hall rules and illegal behavior. The University, through the University Judicial System, provides for a hearing for offenses allegedly committed by students. As University employees, SA Enrichment staff must cooperate in seeing that these rules and NCAA rules are adhered to at all times.

**Academic Integrity**

Student-athletes are responsible for adhering to the “Guidelines on Academic Integrity” while attending the University of New Orleans. These guidelines obligate the student “to exhibit honesty and respect ethical standards” in all aspects of academic life. Students must not represent others work as there own. Failure to adhere to these basic principles can lead to penalties and sanctions. There are three possible sanctions:

1. Failing grade on the assignment or paper.
2. Failing grade for the course.
3. Judicial board review and possible dismissal.

The University provides for an “academic integrity hearing” for students suspected and accused of such violations. In addition, the NCAA has ruled that student-athletes who violate academic ethical standards may also face additional penalties, which could affect their athletic eligibility and that of the team.

SA Enrichment staff also has obligations in the area of student-athlete academic conduct. Staff members must work to ensure that athletes are aware of and work within the University Academic Integrity guidelines and may not in any way aid in the violation of these guidelines. According to NCAA Bylaw 10.1(b) “an institution is required to report a violation…any time an institutional staff member…knowingly is involved in arranging fraudulent academic credit or false transcripts…” Staff members include all affiliated SA Enrichment staff personnel, including full time staff, part-time staff, tutors and work study students.

**Independent Study courses**

Any student taking an independent study course is requested to submit a copy of the independent study contract to the SA Enrichment unit. A copy of the contract will be kept on file at the SA Enrichment office. The Faculty Athletic Representative (FAR) has the discretion to follow up with the instructor on a student-athlete’s progress in the course or request a copy of the contract from the SA Enrichment staff for review.

**Athletic department staff courses**

Courses are offered at the University for the entire student population that are taught by staff employed by the athletic department. While all students may enroll for such courses, the student-athlete population should meet certain criteria before enrolling for such a course. These standards include:

1. The student-athlete is enrolled in the major and must take the course.
2. The student-athlete is completing a minor or related area in the course.
3. The student-athlete is interested in pursuing the major/content and is permitted to take the course under the discretion of the Assistant Athletic Director SA Enrichment.

Under no circumstances should a student who is pursuing credits toward NCAA eligibility be enrolled in a course taught by a Department of Athletics employee without permission of the Assistant Athletic Director for SA Enrichment. If such a situation exists, the student should be notified by SA Enrichment staff to drop the course and add an alternate course. If a situation arises whereby the student can’t add/drop, the FAR should be contacted to address the situation with the instructor.

**Student-Athlete Make-Up/Proctored Exam Policy**

There are times when student-athlete’s University competition dates and times conflict with their ability to meet certain academic requirements in a course. This poses a particular problem when there is a conflict with a scheduled examination. It is at the discretion of the course instructor and his/her policy on examinations to allow a student to take a proctored examination off-campus. Student-Athletes have no inalienable “right” to this opportunity. They should review the exam policy as provided in the course syllabus. If such a conflict arises, the following is the policy that will be followed by the concerned parties:
1. The student should meet with the instructor of the course immediately upon receiving the competition schedule and determining that a conflict exists. At that meeting the student should explore the potential options. The following list gives examples of possible resolutions that an instructor could (but is in no way obligated to) offer:
   a. Take a make-up exam immediately upon return to campus.
   b. Take an examination immediately prior to departure.
   c. Remain on campus to take the examination and join the team at first opportunity.
   d. Forfeit the opportunity to take the examination with the option to count another exam at twice the value.
   e. Many instructors allow a student to drop one exam score. This option could be exercised upon notifying the instructor of intent to do so.
   f. Complete a make-up assignment if this is an option described in the course syllabus or in meeting with the instructor.
   g. Have the exam “proctored” on the road under conditions specified by the instructor.

2. In the event the instructor provides the “proctored” exam as an option, the student must immediately notify his/her academic counselor in the SA Enrichment office, who will then contact the instructor to coordinate the arrangements and conditions for administering the examination. Under no circumstances is the coach or team representative to contact the instructor to make such arrangements.

   Arrangements typically recommended can include:
   a. The Academic Counselor can travel with the team and administer the exam under conditions prescribed by the instructor.
   b. The Academic Counselor can arrange to have the examination forwarded to the host school’s academic support program and have it proctored under conditions prescribed by the instructor. Options for forwarding the exam might include a form of electronic transfer, overnight messenger service, or by an approved athletic department administrator—all subject to the approval of the instructor and the Compliance office.

IF THE INSTRUCTOR OF THE COURSE WILL NOT ALLOW A MAKE-UP OR PROCTORED EXAMINATION, THE STUDENT-ATHLETE IS OBLIGED TO MEET THE REQUIREMENTS FOR THE COURSE AND TAKE THE EXAM AS SCHEDULED.

Student-Athlete Enrichment Unit Administrative

Hours of Operation/Staff Hours

The SA Enrichment unit is open M-F from 8:30 a.m. to 7:30 p.m. during the Fall and Spring terms. The ASSSA office will open on Sundays for individual team study halls if requested and will be open on the Sunday prior to finals week at staff discretion.

Each full-time employee will be required to log a minimum of 37.5 hours per week. Exempt employees may be required to log more hours—depending on assignments, special programs or activities which require your presence. Any changes to the regular work schedule will be done by written request to the Assistant Athletic Director for Student-Athlete Enrichment. At all times, the academic computer lab will have oversight by at least one full-time staff person. Work study clerical students should never be placed in the position of opening
or closing the computer lab--this is the responsibility of full-time staff.

**Vacation**

Every attempt should be made to plan a vacation or break around times when students are least likely to be left without support services from SA Enrichment. The expectation is that staff will arrange for students to meet with someone else on the staff in their absence. Vacations should be planned well in advance. The following policies should help in making plans for the academic year:

**Vacation policies/procedures:**

- Individuals planning vacations of 4 working days or longer should submit a written request at least 30 days prior to the first day of the planned vacation. Included in this request should be the specific arrangements you have made to your sports, students and other office responsibilities.
- Individuals planning vacations of 3 working days or longer should submit a written request at least 15 days prior to the first day of the planned vacation. Included in this request should be the specific arrangements you have made to your sports, students and other office responsibilities.
- Individuals planning vacations of 1-2 working days or longer should submit a written request at least a week prior to the first day of the planned vacation. Included in this request should be the specific arrangements you have made to your sports, students and other office responsibilities.
- Your request for vacation days cannot exceed the amount you have accumulated for the fiscal year. In the event that you do not have the accumulated balance, you cannot exceed the number of days you will have accumulated by the end of the fiscal year-no borrowing days from the next year.

**Sick Leave**

Sick leave should be used according to the University policy. **It is not to be used in the place of vacation.**

**Staff Meetings**

Staff meetings are mandatory. No exceptions for sports or student related activities. Staff meetings will be held weekly (as necessary) and staff are expected to contribute updates on their specific areas of responsibilities to the unit.

**Inclement Weather**

The SA Enrichment unit will follow the University’s Policy on Extreme Weather Conditions (07-04-02). This policy and be accessed at the website, [www.uno.edu](http://www.uno.edu). The SA Enrichment policy is as follows:

- The University will remain open in all but the most extreme circumstances. However, University employees are urged to use their own discretion in deciding whether they can safely commute to work. If, because of the weather, a staff person is unable to commute to work when the University is open, the Assistant Athletic for SA Enrichment should be contacted within the first hour of the workday. Such an absence will be charged against the employee’s accrued vacation or personal days. If care for a dependent family member is necessitated by the closure or a delayed start of a care facility or school because of severe weather, sick time may be taken.
• Cancellation of classes does not imply that the University is closed. The SA Enrichment office is always open when the University is open. Staff should report for work at their normal time. Allow for slow traffic by leaving early.
• In the event of bad weather prior to closing at normal hours of operation, the senior staff member on duty at that time will make the decision to shut down operations at any given point during the evening.

**Team Travel**

Throughout the academic year, coaches request SA Enrichment personnel to travel with teams to conduct study halls, tutorials, and/or provide support. While these are important functions, these activities will never supercede responsibilities to the SA Enrichment program. These activities are considered ancillary to the primary mission of the program. All team travel must be approved in advance by the Athletic Director in advance of the season opening of the specified sport. The following procedures are provided for planning purposes:

• WEEK DAY TRAVEL: Any sport requesting an SA Enrichment staff member to travel with the team, must submit, in writing, an itinerary that includes the date(s), departure and arrival times. A specified block of time for study hall(s) must be listed on the itinerary.
• WEEKEND TRAVEL: Staff members traveling with teams on weekends (Friday, Saturday and Sunday) may be compensated by the Department of Athletics for the travel (Meals, hotels, flight).
• ONLY ONE TRIP PER WEEK should be considered.
• The Department of Athletics will reimburse staff members for airport parking and round trip travel to the airport when staff cannot be accommodated by team arrangements.

**Computer Lab**

Student athletes primarily use the computers to type papers, do computer programming and research. The SA Enrichment unit maintains learning and study skills software that is available to student athletes with specific needs for enhancement in these areas.

**Library Procedures**

This program exists for the benefit of tutors, who are working with student-athletes on specific course material, and student-athletes, who use the material for reference. The sole purpose of the book library is to provide the necessary tools to the staff and students for success in a particular course.

• The material/text is acquired on a need basis and according to the number of students enrolled in a specific course. The assessment of the need for material is the decision of the staff member and is requested on the “Request for Tutoring” form.
• At least twenty-four hour notice is required to obtain class materials/texts. A list of available books is retained in the main office; the list is updated periodically.
• Students may borrow the material/text for personal use in the Athletic Center only. As a safeguard to insure the return of material/texts, the student’s identification card is kept until the material/texts are returned. Failure to return/leaving the center with material/texts is an NCAA violation will cause students to lose future privileges and may result in a financial hold being placed on the student’s account.
• The inventory of material/text is spot checked throughout the semester. At the conclusion of the semester an inventory of the texts is taken.
Professional Development

Each staff member is encouraged to take advantage of opportunities to enhance their skills and professional profile by attending or participating in relevant training or conferences. The following is a list of approved activities. Every attempt will be made to support your development, however, some limits must be imposed to insure that the resources, time, and support provided to each staff is equitable.

National Organizations
Regional Organizations
Career/Skill Enhancement
University Committee Membership
University Sponsored Courses
Continuing Education
Community Service
NCAA Committees/Appointments

Event Participation

All staff is encouraged to support SA Enrichment sponsored functions. If there is a SA Enrichment workshop, seminar, or training session, you should make every attempt to be there to assist. SA Enrichment staff should make every attempt to communicate with students and coaches to solicit attendance at these programs.

Staff is encouraged to attend athletic department functions. Athletic department banquets, recruiting dinners, sporting events are all a large part of the experience of working with the population of student-athletes. All staff are expected to attend several events each year and should be planned accordingly.

Work Study

The SA Enrichment unit will seek to employ work study students each semester in various clerical capacities for the unit.

Work Study policies/procedures:

Job Description: Student-Athlete Enrichment office support for the unit. The responsibilities include (but not limited to):
   Clerical Support
   Compile data and data entry
   Make copies for staff/tutors
   Filing and shredding
   Campus errands
   Answering phones and/or serve as reception and office support.
   Maintain computer lab and tutorial room support.
Supervisor: Academic Counselor

Dress Code: Casual office attire is expected. No cut-offs, halter tops, dirty or stained clothing. No midriffs for men or women. No offensive t-shirts, either political or social. If you think it might be unacceptable, then it probably is and should not be worn.

Code of Conduct: We expect our staff to maintain a professional appearance and decorum. It is inappropriate for work studies to date student-athletes. As an employee of the SA Enrichment unit you are representing both our office, the athletic department and the Provost’s office; it is therefore important that you behave professionally in all situations in which you would be recognized as an employee.

You may work on your own coursework only when all assigned responsibilities have been taken care of. This includes regularly scheduled daily tasks as well as any assigned tasks in the work study bin. You must check this bin each time you come in to work to see if any new jobs need to be completed.

Call Offs: You are expected to adhere to your regularly scheduled hours at all times. If you need to reschedule for any reason, you are expected to call and have one of the other work studies fill in for you. Under no circumstances are you to check in with counselors or other work studies for a call off. Only the academic counselor assigned as your supervisor, Assistant Athletic Director for SA Enrichment or Administrative Assistant can grant permission for a call off.

Grounds for termination/non-renewal:
- Falsification of time records
- Any academic integrity issues with student-athletes
- 2 unexcused no-shows
- Constant tardiness

Work Study Compliance statement: Each work study student is considered to be an institutional staff member and will be required to sign a compliant statement that will be kept on file at the athletic center.

Student-athlete course conflicts:

Student-athletes may encounter academic issues which affect their ability to attend practice or participate in intercollegiate competition. While every attempt should be made to mediate issues that may arise concerning practice, if a student has to take a course that interferes with practice, under no circumstances should a student miss class to attend practice. If there is an overlap with practice or competition, the student should attend the course and join the team after the course has ended.

Course conflict policies/procedures:
- Coaches will select, as soon as possible, optimum hours for practices based on facility availability and report those to the SA Enrichment unit. SA Enrichment unit will distribute to all advising centers within the University upon receiving the schedules and prior to scheduling.
- If a course is taken as an elective, the student-athlete should look for alternatives that do not interfere with practice or competition. If none can be found, the student should take the course as planned and notify the coach immediately.
• If a course is in a student’s major, alternatives should be investigated with the SA Enrollment advisor. If no alternatives can be found, the student should notify the coach immediately.
• If the course is required for a major the student is currently enrolled in (either in a sequence or to graduate), the student should take the course and notify the coach immediately and make practice or competition arrangements.
• Under no circumstances should a player be penalized participation in competition because of academic class conflicts. If such a situation arises, the coach, Assistant Athletic Director for SA Enrichment and the Director of Athletics should meet and discuss the situation.

Ethics and NCAA compliance:

All institutional staff members employed by SA Enrichment unit (full or part-time, tutors, work study, GSA, interns) are responsible for adhering to University, NCAA and Big East policies on academic integrity. Any failure to comply with these policies will result in disciplinary action, including possible termination. Any instances that would require an investigation into possible academic integrity issues will be documented and kept in the permanent file of the institutional staff member.

A yearly meeting with the Director of Athletics, FAR, Assistant AD for Compliance prior to the beginning of each academic year will be conducted. All full time staff are expected to attend.

Tutor problems/issues:

Any issues related to the tutoring program should immediately be brought to the attention of the Assistant Athletic Director for SA Enrichment. Please refer to the tutorial handbook for proper policies/procedures as it applies to tutor conduct.

Student Confidentiality

The SA Enrichment unit adheres to the strictest guidelines in accordance with student confidentiality. Both FERPA regulations and the Buckley amendment protecting confidential student issues, grades and course feedback will be followed daily. Any confidential student information will be filed in the student’s permanent folder or shredded and disposed of in a proper manner.

Staff are expected to protect/safeguard student information at all times. Any information with grades, social security numbers or student information protected under the Buckley amendment should be filed in binders or in file cabinets. This information should not be left out on desks for staff, students or tutors to read under ANY circumstances.

Student-Athlete Course Withdrawal Requests:

At the beginning of the fall term and spring term, student-athletes will have an advising hold on their account. They may request to have the hold lifted by meeting with their academic counselor in the athletic department and their academic advisor in their respective college. If both administrators deem the withdrawing from the course is appropriate, the Assistant Athletic Director for SA Enrichment will send an email to the registrar’s office to request the class to be dropped.
Student-Athlete Registration:

UNO student-athletes are provided priority registration dates by the University. Student-athletes will need to submit a SA registration form to their advisor in their respective college. The form lists the suggested classes discussed in the advising meeting. If a college prefers to use their own form, the student-athlete may use that format. The student-athlete must submit a suggested course form and graduation plan to the Assistant Athletic Director for SA Enrichment during each semester.
Policy 15:
Student-Athlete Handbook
# Student-Athlete Handbook
## Table of Contents

- Athletic Department Mission Statement ................................................................. 80
- UNO Athletic Department Code of Conduct ............................................................ 81
- UNO Athletic Department Overview ......................................................................... 82
- UNO Academics Overview ....................................................................................... 84
- Student-Athlete Enrichment Service Profile ............................................................ 85
- NCAA Academic Requirements .................................................................................. 89
- NCAA Satisfactory Progress Breakdown ..................................................................... 90
- 4-Year Degree Program: NCAA Bylaw 14.4.3.2/14.4.3.3.1 ..................................... 90
- Athletic Scholarship Policy ......................................................................................... 92
- Common Questions about Athletic Scholarships ....................................................... 94
- Summer Aid ............................................................................................................... 95
- Fifth Year Aid Policy .................................................................................................. 95
- International Student-Athletes ................................................................................... 96
- Recruiting Visit Policies ........................................................................................... 96
- NCAA Compliance Policies ....................................................................................... 98
- Amateurism ............................................................................................................... 101
- NCAA Transfer Regulations ..................................................................................... 101
- Drug Screening Program Policy ................................................................................ 102
- Student-Athlete Health Insurance .......................................................................... 106
- Guidelines for Social Media ...................................................................................... 106
- Student-Athletes and the Media ............................................................................... 107
- Guidelines for Interacting with Media ...................................................................... 107
- Textbook Policy ......................................................................................................... 108
- Signature Sheet .......................................................................................................... 109
University of New Orleans

Athletic Department Mission Statement

The University of New Orleans is committed to providing a multi-sport intercollegiate athletic experience for male and female students. Additionally, UNO is committed to assuring that student-athlete achieve the highest levels in their academic lives. As UNO strives for excellence academically, it will also reach for excellence in the Southland Conference and at the national level through NCAA Division I Championships.

The success of the athletic program is not only measured by competitive standings, but also by the academic achievement of the student-athletes. All student-athletes are expected to meet entrance and academic standards set by the NCAA and the University of New Orleans. The ultimate goal of the program is to provide an opportunity for student-athletes to earn a degree, enter their chosen career field and have a positive impact on the lives of those they associate with on a personal and professional level.

The student-athletes that represent the UNO athletic department must demonstrate a high level of sportsmanship towards opponents, fans, and officials. They must maintain a positive attitude that remains at the forefront of their words and actions regardless of the outcome of the contest. In addition, those representing UNO athletics must exhibit knowledge of, respect for, and adherence to the ethical principles, which are outlined by Bylaw 10 of the NCAA Manual. Generating a positive public image for the university should be achieved without compromising these ethical principles, including adherence to policies related to illegal gambling, recruiting, and the use of illegal drugs.

The Department of Athletics is one component of a complete university. As a part of the university, the Department of Athletics will make a contribution to the attainment of institutional goals of academic success, the physical and emotional well-being and social development of student-athletes.
UNO Athletic Department Code of Conduct

Statement: The University of New Orleans and its student-athletes recognize and acknowledge that participation in intercollegiate athletics is a privilege, not a right that is guaranteed by law. There may be times when a student-athlete’s privileges to practice and/or compete are restricted or suspended for what the department of athletics defines as inappropriate behavior on the part of a student-athlete. In addition, student-athletes are subject to prosecution and disciplinary action from applicable legal authorities for any violation of state, local and federal law, as well as punishment by the university, for violation of university policy.

Enforcement: Head coaches are encouraged to have team rules and regulations. These team rules and regulations will be followed so long as they are not less strenuous than the department of athletics code of conduct. Head coaches will be expected to administer discipline for violations of their respective team rules that are not applicable to the university code or the department of athletics code of conduct. If a student-athlete is arrested, the athletic director and appropriate university administrators will make the decision on what disciplinary action is appropriate. While the university’s code of conduct may be applied differently depending on whether a student’s improper behavior took place on or off campus, the department of athletics code of conduct for student-athletes will not differentiate in this manner.

Responsibility for Reporting: All employees of the UNO Department of Athletics are responsible for reporting any information that they may be aware of that involves a student-athlete being investigated, arrested or convicted of a crime in a timely manner.

Method of Reporting: The employee should notify the athletic director immediately. If the athletic director is not accessible, the associate athletic director should be notified. Protocol should be followed until the head coach, athletic director, the Vice President of External Affairs and the University President are informed. The athletic director will inform the sports information director when it is deemed appropriate.

When a Student-Athlete is being Investigated, or is Charged with a Crime: The athletic director may – based on the information immediately available – suspend the student-athlete from practice and/or competition indefinitely, pending further review of the incident. Once all available information is considered, the athletic director – in collaboration with the head coach and appropriate university administrators – will determine what additional action, if any, will be taken prior to the student-athlete’s case running its legal course.

Disciplinary Action when a Student-Athlete is Convicted of a Crime: The student-athlete will be suspended indefinitely from participation in athletics at UNO. The length of the suspension will be determined by factors, such as the severity of the crime, the student-athlete’s past history, presence of remorse and other pertinent factors as determined by the university. In the case of a student-athlete being convicted of a felony, the suspension will be for a minimum of one year.

Scholarship: Cancellation of scholarship may also be utilized as a method of discipline when the athletic director deems it warranted. In such a case, NCAA Bylaw 15.3.5 will be followed.
UNO Athletic Department Overview

All student-athletes are expected to abide by the policies of the UNO Department of Athletics.

1. **Abide** by the team rules set forth by your head coach.

2. **Attend class.** Failure due to excessive unexcused absences or for missing assignments or exams will bring disciplinary action by the head coach.

3. **Attend** study hall as required by the Assistant Athletic Director for Student-Athlete Enrichment.

4. **Advise** with and obtain approval from the Assistant AD for Student Enrichment before dropping a class.

5. **Advise** with and obtain approval from the Assistant AD for Student Enrichment before changing or declaring a major.

Students who participate in intercollegiate athletics are required to comply with all institutional policies, which apply to all students through admissions, curriculum, degree requirements, class attendance, personal conduct, and other matters. In addition, student-athletes must comply with rules defined by the National Collegiate Athletic Association (NCAA) and the Southland Conference (SLC).

Student-athletes must remain enrolled in 12 hours at all times to be eligible for practice and competition. Before dropping a class, ask the Assistant AD for Student Enrichment to ensure that you will not drop below 12 credits.

**Announcements, Notices, Miscellaneous Information**

Communication with student-athletes is conducted via the head coach, athletic director, student enrichment office, and compliance office. All student-athletes are expected to respond to all communication promptly as directed.

Announcements will be posted in meeting rooms, weight rooms, and various other locations throughout Lakefront Arena, Maestri Field, the UNO Tennis Complex and the Human Performance Center. Please read all announcements and notices carefully.

Student-athletes should check their UNO student email accounts on a daily basis to ensure that they are aware of important information and upcoming events that will be relayed via email messages.

**Automobiles**

Each student-athlete who drives his/her own car on campus must have the car properly registered with the appropriate entity.

The student-athlete who receives tickets or parking fines must pay for them. The department of athletics will not pay for them.

All campus, city and state laws must be followed when operating an automobile.
Dismissal from the Team

You will automatically become ineligible for participation in athletics and/or lose your scholarship under the following conditions:

1. You fail to meet the University of New Orleans or NCAA requirements for admission.
2. You fail to remain enrolled in at least 12 or more hours during any regular semester.
3. You are suspended from school and not readmitted on appeal.
4. You fail to meet satisfactory progress requirements at any time.

At the discretion of the head coach, you may be dismissed from the team and/or lose your scholarship under the following conditions:

1. You are placed on academic probation by the University of New Orleans.
2. You fail to make satisfactory progress toward the 24-hour eligibility rule or the 18 hour rule.
3. Excessive Class Absenteeism. Class attendance is mandatory. Habitual absenteeism may result in dismissal from the team.
4. Violations of training, team, or other departmental rules.
5. Possession, sale, or use of illegal drugs.

Employment

Effective August 2003, student-athletes including freshmen are permitted to work as well as receive an athletic scholarship. It is highly recommended that any student-athlete who plans to work at any on- or off-campus job during any part of the academic year speak to the Compliance Office prior to beginning this employment to ensure that NCAA guidelines are followed. Employment that is not compliant with NCAA guidelines could lead to severe consequences including loss of eligibility, dismissal from the team and loss of scholarship.

According to NCAA Bylaw 12.4 &12.4.1.1, the following rules do apply to obtaining employment. Earnings from a student-athletes on- or off-campus employment that occur at any time is exempt and is not counted in determining a student-athlete’s full grant-in-aid or in the institution’s financial aid limitations, provided:

A. The student-athlete’s compensation does not include re-numeration for value or utility that the student-athlete may have for the employer because of publicity, reputation, fame or personal following that he or she has obtained because of their athletics ability;

B. The student-athlete is compensated only for work actually performed; and

C. The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services.

Equipment

All department of athletics equipment issued to the student-athlete is owned by the State of Louisiana and cannot be worn outside of practice or competition. Athletic equipment cannot be worn outside of season.
Quitting the Team
When a student-athlete quits an athletic team, all equipment and books furnished through an athletic scholarship must be returned to the athletic department immediately. Any athletic scholarship will be canceled immediately and an amount prorated for the remainder of the semester will be charged back to the student. Only the Athletic Director may approve continuing an athletic scholarship once a student-athlete quits his/her team.

Fraternities/School Activities
An athlete may participate in fraternity or sorority life and other school organizations and activities, with the permission of the head coach, as long as participation does not interfere with academic and athletic squad activities. The student-athlete must pay any fees required for organizational membership.

Student Responsibility
Students are personally responsible for completing all requirements established for their degree by the university. It is the student’s responsibility to be informed of these requirements. A student’s advisor may not assume these responsibilities and may not substitute, waive, or exempt the student from any established requirement or academic standard.

If you have questions, please contact the Compliance Office immediately. **YOU ARE RESPONSIBLE FOR KNOWING AND COMPLYING WITH THE NCAA RULES AND REGULATION AS WELL AS THE ACADEMIC POLICIES SET FORTH BY THE UNIVERSITY OF NEW ORLEANS.**

UNO Academics Overview
The Student-Athlete Enrichment program is designed to provide a holistic experience while assisting University of New Orleans (UNO) student-athletes with reaching their fullest academic and personal development. The University, Department of Athletics and Student-Athlete Enrichment staff is committed to empowering UNO student-athletes through academic, social and athletic programming, while upholding the academic integrity of the institution.

The Student-Athlete Enrichment staff will work closely with coaches, university administration and faculty to provide student-athletes with the support and resources to:
- Establish meaningful academic and social goals
- Create and implement strategies to achieve academic and social goals
- Balance the demands of their academic, social and athletic responsibilities
- Help build capacity within communities throughout New Orleans
Student-Athlete Enrichment Service Profile

The student-athlete enrichment program is administratively housed in the Department of Athletics. The primary function of the student-athlete enrichment unit is to develop and implement academic and life skills development services and resources to the student-athlete population at the University of New Orleans. This program is available to all student-athletes throughout the entire calendar year. It provides direct support services and also refers student athletes to services available through other University offices, such as the First Year Experience (FYE) Office, Learning Resource Center, the University Counseling Center, and the University Health Center.

Site Location: Academic Center
The Athletic Center (TAC)
6601 Franklin Avenue
New Orleans, LA 70122
Phone: 504-280-1188

Hours of Operation: Monday-Thursday 8:30 a.m. – 7:30 p.m.
Friday 8:30 a.m. – 5:00 p.m

Academic Counseling

The advising efforts of the student-athlete enrichment program serve to compliment the regular advising experience in which the student is required to participate. The primary emphasis of this service is to advise and monitor the students’ progress toward their selected degree program within the University and NCAA guidelines. The Academic advisor serves as a liaison for their specific varsity sport and as each student’s primary academic program advisor. Responsibilities include: notifying professors of any student athletes’ emergencies (illness, family, injury), serving as a contact if the student is struggling in a course, and notifying the coaches if the student is failing to meet their academic commitment.

Counseling activities of the student-athlete enrichment program follow a holistic approach. The staff of the student-athlete enrichment program provides support for a variety of areas that impact the total academic, personal, and career development of student-athletes. While many activities center on issues related to the successful academic adjustment to the student-athlete experience, our staff is also involved in the social, cultural, and personal adjustments of student-athletes throughout their tenure at the University. Counseling is also provided to student-athletes who must redefine themselves as they adjust to their “life after sports.” All counseling is provided on a confidential basis. Student-athletes who experience more serious problems that require professional attention are referred to the University Counseling Center or appropriate unit.

<table>
<thead>
<tr>
<th>Academic Programs</th>
<th>Academic Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Programs</td>
<td>Structured Study Plans</td>
</tr>
<tr>
<td>Learning Skills Development</td>
<td>Academic Monitoring &amp; Tracking</td>
</tr>
<tr>
<td>Advising</td>
<td>Eligibility Reviews</td>
</tr>
<tr>
<td>Referral to Counseling</td>
<td>Recruiting</td>
</tr>
<tr>
<td>Tutorial Services</td>
<td>Program Participation Reports</td>
</tr>
<tr>
<td>Academic Skills Development</td>
<td>Computing Services</td>
</tr>
</tbody>
</table>
Required Study Hours

Student-athletes are required to clock weekly study hours monitored by the Department of Athletics. The following scale is used to determine the amount of required study hours per week for an individual:

- 8 required hours – Student-athletes on academic probation
- 6 required hours – Cumulative GPA of 2.0 – 2.39
- 4 required hours – Cumulative GPA of 2.4 – 2.79
- 2 required hours – Cumulative GPA of 2.8 – 2.99
- No required hours – Cumulative GPA of 3.0 or higher

Student-athletes can receive credit for required study hours in

- The Athletic Center (TAC)
- Learning Resource Center (LRC) located in Liberal Arts Building room 334
- The Privateer Enrollment Center (PEC), or in other departmental organized tutor sessions.

If a student-athlete is interested in receiving credit for study hours on main campus they are required to submit Student-Athlete Tutor Monitoring Form by noon on Friday.
Structured Academic Study Plans and Weekly Progress Reports

Structured Academic Study Plans (Blue Silver sheets) and Weekly Progress Reports are key components in the regular advising process for the unit. These are valuable tools in assisting students who need additional aid in managing their time during critical points in the semester. It allows the staff to schedule students for daily study and tutoring time, as well as assisting coaches and other personnel as to the scheduled times students will utilize SA Enrichment services.

A Structured Academic Study Plan will be set up for each student-athlete for every term that student falls into one of the following categories:

i. The student’s overall GPA falls below a 2.39 overall.
j. The student is on probation for the current term.
k. The student is placed into an intensive composition course.
l. The student has a documented learning disability.
m. The student is on probation for not completing one of their skills requirements.
n. The student is a new transfer student (1st year at UNO).
o. The student is a freshman.

Additionally, student-athletes who fall into one of the forementioned categories are also required to submit a weekly progress report to the SA Enrichment staff on Fridays before noon.

Academic Integrity

Student-athletes are responsible for adhering to the “Guidelines on Academic Integrity” while attending the University of New Orleans. These guidelines obligate the student to “exhibit honesty and respect ethical standards” in all aspects of academic life. Students must not represent others work as their own. Failure to adhere to these basic principles can lead to penalties and sanctions. There are three possible sanctions:

4. Failing grade on the assignment or paper.
5. Failing grade for the course.
6. Judicial board review and possible dismissal.

The University provides for an “academic integrity hearing” for students suspected and accused of such violations. In addition, the NCAA has ruled that student-athletes who violate academic ethical standards may face penalties, which could affect their athletic eligibility and that of the team.
Life Skills Programming

The Student-Athlete Enrichment unit is committed to the holistic development of UNO student-athletes by creating comprehensive programming for all student-athletes by utilizing educational, athletic, and community resources and preparing them for their lives and careers after college. This program is designed to benefit the total student-athlete population by expanding opportunities in the areas of character and leadership, community service, health and wellness, and career development.

The majority of the programs are on a volunteer basis only due to the student-athletes intense time schedules. Some of these services are career planning and developmental programs, such as the career fair and the resume workshop. Character and leadership programs are designed to help develop skills related to self-awareness, being an effective vocal leader and leading by example. Other programs are designed around health and wellness including eating disorders, stress management, tobacco usage, etc. Community service programs are focused on utilizing service learning. Student-athletes will have designated learning objectives associated with their service experience.
NCAA Academic Requirements

Below is a general overview of information on NCAA Academic Requirements for eligibility. The following page covers the specific NCAA academic requirements as they relate to Satisfactory Progress.

1. You must be enrolled full time each semester to be eligible for practice and competition. You will be declared ineligible for competition if you drop below full time (12 hours at UNO). After the add/drop period has concluded, you are not allowed to withdraw from a class without permission from the Department of Athletics.

*NOTE: If you fall below 12 hours and continue to participate in athletics you are also putting your team at jeopardy with the possibility of forfeiting wins.

If you are in your final semester before graduation, you are allowed to be registered for less than full time hours. This is the only exception.

2. All student-athletes must pass 24 hours of credit toward the declared degree in the first year (Fall, Spring, and Summer), and 18 hours of degree credit during the academic year (Fall and Spring) thereafter.

3. All student-athletes must pass at least 6 hours of degree credit each semester to be eligible for the subsequent semester.

4. You must declare a major by the beginning of your fifth (5th) semester of collegiate enrollment. The major must be a four-year program that leads to a bachelor’s degree. If your specific degree requires a minor, you must also declare your minor by the beginning of your fifth semester.

5. You could be declared ineligible if you miss class to attend a practice session. The only exception is for pregame warm-ups on the day of competition.

6. A student-athlete must be in good academic standing according to the policies of the institution to be eligible for participation.

7. Any student-athlete planning to attend summer school at another institution to satisfy satisfactory progress requirements must have prior approval from the University of New Orleans Department of Athletics.
NCAA Satisfactory Progress Breakdown

4-Year Degree Program: NCAA Bylaw 14.4.3.2/14.4.3.3.1

There are many NCAA Rules/Regulations which Division I student-athletes must meet in order to maintain their athletic eligibility. These benchmarks/rules are referred to as “Satisfactory Progress.” Some of the standards progress on a year-to-year basis (# of hours toward degree and GPA), while others are constant and remain the same for every semester (6 hour and 18 hour rule). All student-athletes must be enrolled in at least 12 hours during the Fall and Spring semesters in addition to maintaining the following academic standards to maintain athletic eligibility.

Going into 2nd Year - 3rd Semester:
- 6 hours – Must pass at least 6 hours toward degree during the Fall and Spring Semesters
- 18 hours – Must pass a total of 18 hours between the Fall and Spring Semester combined
- 20% (24 hours/120) – Must pass a minimum of 24 hours toward any degree on campus by end of summer of first year of enrollment
- 1.8 CUM GPA – Must achieve a CUM GPA of at least 1.8 by end of summer of first year of enrollment

Going into 3rd Year - 5th Semester:
- 6 hours – Must pass at least 6 hours toward degree during the Fall and Spring Semesters
- 18 hours – Must pass a total of 18 hours between the Fall and Spring Semester combined
- 40% (48 hours/120) – Must pass a minimum of 40% or 48 hours toward the declared degree by end of summer of second year of enrollment
- 1.9 CUM GPA – Must achieve a CUM GPA of at least 1.9 by end of summer of second year of enrollment

Going into 4th Year - 7th Semester:
- 6 hours – Must pass at least 6 hours toward degree during the Fall and Spring Semesters
- 18 hours – Must pass a total of 18 hours between the Fall and Spring Semester combined
- 60% (72 hours/120) – Must pass a minimum of 60% or 72 hours toward the declared degree by end of summer of third year of enrollment
- 2.0 CUM GPA – Must achieve a CUM GPA of at least 2.0 by end of summer of third year of enrollment

Going into 5th Year - 9th Semester:
- 6 hours – Must pass at least 6 hours toward degree during the Fall and Spring Semesters
- 18 hours – Must pass a total of 18 hours between the Fall and Spring Semester combined
- 80% (96 hours/120) – Must pass a minimum of 80% or 96 hours toward the declared degree by end of summer of fourth year of enrollment
- 2.0 CUM GPA – Must achieve a CUM GPA of at least 2.0 by end of summer of fourth year of enrollment
Athletic Scholarship Policy

1. A student-athlete may receive scholarships or academic grants-in-aid administered by the university that do not conflict with NCAA legislation. Any student-athlete who receives financial aid other than that permitted by the NCAA shall not be eligible for intercollegiate athletics competitions, unless it is specifically approved by NCAA legislation, or the aid is:
   A. Received from one upon whom the student-athlete is naturally or legally dependent;
   B. Awarded solely on basis having no relationship to athletics ability;
   C. Awarded through an established and continuing program to aid students, of which athletics participation shall not be the major criterion or;
   D. Awarded through an established and continuing program for recognition of outstanding high school graduates, of which athletics participation may be major criterion (i.e. honorary high school award). (NCAA Bylaw 15.01)

2. A student-athlete who fails to meet academic eligibility requirements and all other normal satisfactory progress requirements relative to the athlete’s sport season by the first competition or the first day of classes, whichever comes first, may lose any athletic aid for the duration of that semester. The University is under no obligation to renew an athlete’s aid for subsequent semesters.

3. Student-athletes who are recruited, non-qualifiers from high school may receive institutional aid based on need during their first year and will be charged with the loss of one year of eligibility. Such student-athletes may receive and use practice clothing provided by the university, but cannot participate with the team (practice, compete or travel). They are not allowed complimentary admission to home competitions for anyone other than themselves. Non-qualifiers may not receive athletically related financial aid during their first year.

If a student-athlete is injured during practice, competition or University sponsored travel to or from competition under intercollegiate athletics auspices, that student-athlete’s grant-in-aid will be continued for that year. If the student-athlete cannot compete in athletics, yet is capable to serve the program in some capacity and agrees to do so, his/her grant may be continued. If the student-athlete’s injury prevents him/her from performing any type of service for the program, his/her grant may continue through his/her fourth year of enrollment.

The University’s obligation to provide medical care and financial aid under this policy will terminate immediately if appropriate University medical staff certify that an injured athlete has recovered sufficiently to permit competition or serve the program in some capacity (i.e., student manager), and the student voluntarily chooses not to do so.

4. An athletic grant may be withdrawn if the student-athlete:
   A. Fails to meet academic eligibility and normal satisfactory progress requirements as defined by the athlete’s sport season;
   B. Loses amateur status in the athlete’s sport;
   C. Has a confirmed fourth positive drug test;
   D. Intentionally provides false information in the letter of intent or aid application;
   E. Engages in serious misconduct warranting substantial disciplinary penalty.
5. If a student-athlete quits the team, the athletic grant will be canceled immediately. Only the Athletic Director may approve continuing the grant for a student-athlete that has quit.

6. The 1986 Tax Reform Act may affect the amount of the gross income that should be reported to the IRS. Please consult King Chan, Tax Compliance Officer for the University of New Orleans with any questions, (504)280-3207, kchan@uno.edu.

7. The Internal Revenue Service requires that international student-athletes pay income taxes on the portion of their scholarship that exceeds the cost of tuition, fees, supplies and books. This tax is the responsibility of the student-athlete. Please consult King Chan, Tax Compliance Officer for the University of New Orleans with any questions, (504)280-3207, kchan@uno.edu.

8. An athletic scholarship applies to the traditional academic year (fall and spring semesters only). A student-athlete may receive additional scholarship funding to cover summer classes, but this is not guaranteed and must be approved through a request for summer financial aid.

9. Any student-athlete who recognizes an error or discrepancy in the scholarship posted to his/her university account must report this error immediately to the Compliance Office to correct any problems.

10. Athletic Scholarships are valid for one academic year. At the end of each academic year and at the discretion of the student-athletes’ head coach, the scholarship can be renewed, increased, reduced or cancelled. The head coach will meet with each student-athlete and discuss the status of his/her scholarship for the upcoming year. Each student-athlete will then receive written notification from the UNO Financial Aid Office of the status of his/her scholarship for the upcoming year. If a student-athletes’ scholarship is cancelled or reduced for the upcoming year, then he/she will have 14 days upon receipt of notification from the UNO Financial Aid Office to appeal this decision. Renewals, non-renewals or scholarship reductions will occur on or before July 1st of that year.
Common Questions about Athletic Scholarships

What is an athletic grant?
A financial award that is given to a student-athlete based upon athletic ability or sports performance is considered an athletic grant.

Who may receive an athletic grant or financial award?
A qualifying student-athlete may receive an athletic grant upon recommendation of the coach with approval from the athletic director. An offer of a financial award is contingent upon admittance to the University of New Orleans and the student-athlete’s academic standing.

What educational expenses will an athletic grant cover?
Presently, the cost of tuition and mandatory fees, room and board, and required course related books is the maximum amount awarded under an athletic grant. Grants for lesser amounts are also given. Your individual grant-in-aid will describe the specifics of what is covered by your scholarship.

For what period of time is an athletic grant awarded?
An athletic grant is issued for one academic year unless you meet one of the exceptions. Check with the compliance coordinator if you have specific questions.

May an athletic grant be renewed? Cancelled?
Yes, at the end of each academic year your head coach will recommend that your athletic grant be renewed, increased, reduced, or cancelled. The student-athlete is responsible for meeting with the coach to learn the status of his/her scholarship for the next academic year. Official notice will be sent to the student-athlete from the Financial Aid Office prior to July 1.
**Summer Aid**

Summer aid is not a guaranteed part of your grant-in-aid agreement. The following provisions relate to the administration of summer aid.

1. Application for summer aid must be submitted before May 1st.
2. The amount of athletically related aid shall not exceed the proportion that the SA was provided during the previous academic year.
3. Summer coursework may not be used for the purpose of completing initial-eligibility requirements.
4. Must be enrolled in a minimum of six (6) hours for the summer term.
5. Must attend study hall and tutoring sessions as assigned.

**Fifth Year Aid Policy**

These policies apply to each athlete who has exhausted all four years of athletics eligibility and requires fifth year financially related aid to complete their degree.

1. May only receive one (1) additional academic year of aid
2. Must be submitted no later than April 1st.
3. Must have a letter of recommendation from their head coach.
4. Must be within 35 hours of degree completion.
5. Must present an overall GPA of 2.0.
6. The scholarship is awarded on a semester-by-semester basis. To qualify for the spring semester, the student must have a 2.0 and passed a minimum of twelve (12) credits.
7. The scholarship will only cover degree required hours.
8. The amount of the scholarship will cover:
   A. In-state & Out-of-state tuition;
   B. Books necessary for coursework.
9. In order to receive the scholarship, the student must contribute twenty (20) hours of work per week to a designated position within the athletic department.
International Student-Athletes

Every international student-athlete must check in upon arrival on campus with the Office of International Student Services (OISS). They must have their passports, visas, etc. More information can be found at http://oiss.uno.edu.

Also, all international student-athletes must bring a waiver from the athletic trainer to OISS in order to waive UNO’s international insurance. This insurance does not cover athletics related injuries. This needs to be done in the first week of each semester. Please ask your athletic training staff to provide you with this waiver.

Before departing from campus for home, all international student-athletes must have their student visa signed by Alice Popescu, apopesc2@uno.edu, in the OISS office. This signature is good for one (1) year and allows an international student-athlete entrance back into the United States.

NRA Tax will appear on all international student-athlete’s account who receives an athletic scholarship. Please contact King Chan at (504)280-3207, or kchan@uno.edu with any questions that you might have.

The University of New Orleans

Recruiting Visit Policies

Statement of the responsibilities of hosts

Recruiting visit legislation, policies and any applicable laws will be thoroughly reviewed with student-athletes and other individuals prior to service as a host on recruiting visits. A copy of the University of New Orleans’ Student-Athlete Host Policy will be provided to all individuals serving as a host on official/unofficial visits. There will be an opportunity to ask questions regarding these policies. All hosts will then sign “Student-Athlete Host Policy” sheet indicating full understanding. This sheet will be kept on file in the UNO Compliance Office. All hosts will then be held responsible for full compliance with the policies, for representing the institution in accordance with its stated mission for recruiting visits and for avoiding even the perception of impropriety during recruiting visit activities.
Recruiting visit activities

All recruiting visit activities will be in full compliance with NCAA, Conference and institutional legislation and within all laws and ordinances of the institution’s locale. Such prohibitions include but are not limited to: the underage use of alcohol by hosts and recruits and the use of illegal drugs. In addition, sex shall not be used as a recruiting device and sexual harassment shall not be tolerated. Gambling and gaming activities and the use of strippers, gentlemen’s clubs or an equivalent entity are strictly banned from recruiting visit activities. Violations of these provisions will result in immediate and appropriate disciplinary action, which could include permanent loss of eligibility.

Curfew, if any, and unstructured time

Imposing a curfew is not a requirement by NCAA legislation. Although each individual sport can have its own policy regarding curfew, it is the University of New Orleans’ Athletic Department policy not to have an imposed curfew. The UNO Athletic Department believes in the concept of educating the student hosts on recruiting visit legislation. Once the student hosts have been educated, and they understand the importance and consequences surrounding illicit behavior during an official visit, the athletic department have confidence that its student-athletes will fulfill expectations established through this policy.

Applicable sanctions

For violations committed by student-athletes, sanctions could include, but are not limited to:
   a. Suspension from practice activities/competition
   b. Loss of scholarship
   c. Permanent loss of eligibility for significant or repetitive violations

Applicable NCAA Bylaws

Bylaw 13.6.7 – Student Hosts. Students who engage in any host activities for prospects on either official or unofficial visits must be either current student-athletes or students designated in a manner consistent with the institution's policy for providing campus visits or tours to prospective students generally.
NCAA Compliance Policies

Playing and Practice Limitations

General Playing -Season Regulations

1. **Daily and Weekly Hour Limitations:** A student-athlete’s participation in countable athletically related activities shall be limited to a maximum of four hours per day and 20 hours per week. (NCAA Bylaw 17.1.6.1)

2. **Vacation Periods and Between Terms:** Daily and weekly hour limitations do not apply to countable athletically related activities occurring during the institution’s term-time official vacation period as listed in the institution’s official calendar, and during the academic year between terms when classes are not in session. (NCAA Bylaw 17.1.6.3.6)

3. **Competition Day:** All competition and any associated athletically related activities on the day of competition shall count as three hours regardless of the actual duration of these activities. (NCAA Bylaw 17.1.6.3.2)

4. **Practice Prohibited after Competition:** Practice may not be conducted at any time (including vacation periods) following competition, except between contests, rounds or events during a multi-day or multi-event competition (e.g. double-headers in softball or baseball, tournaments). (NCAA Bylaw 17.1.6.3.2.1)

5. **Required Day Off – Playing Season:** During the playing season, all countable athletically related activities shall be prohibited during one calendar day per week. (NCAA Bylaw 17.1.6.4)

6. **Travel Day:** A travel day related to athletics participation may be considered as a day off, provided no countable athletically related activities occur during that day (NCAA Bylaw 17.1.6.4.1)
7. **No Class Time Missed for Practice Activities**: No class time shall be missed for practice activities (e.g., regular academic term, mini-term, summer term) except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest. (NCAA Bylaw 17.1.6.6.1)

**Weekly Hour Limitations –Outside the Playing Season**

1. **All Sports**: Outside of the playing season, from the institution's first day of classes of the academic year or September 15, whichever occurs earlier, to one week prior to the beginning of the institution's final examination period at the conclusion of the academic year, only a student-athlete's participation in required weight-training, conditioning and individual skill instruction shall be permitted. A student-athlete's participation in such activities shall be limited to a maximum of eight hours per week with not more than two hours per week spent on individual skill workouts. More than four student-athletes from the team may be involved in skill-related instruction with their coaches from September 15 through April 15. Prior to September 15 and after April 15, no more than four student-athletes from the same team may be involved in skill-related instruction with a coach at any one time in any facility. Athletically related activities outside the playing season are prohibited one week prior to the beginning of the final examination period through the conclusion of each student-athlete's final exams. (NCAA Bylaw 17.1.6.2(a))

2. **Required Days Off –Outside of the Playing Season**: Outside the playing season during the academic year, all countable athletically related activities are prohibited during two calendar days per week. (NCAA Bylaw 17.1.6.5)

**Sports Wagering (NCAA Bylaw 10.3)**
The following individuals shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition:

A. Staff members of an institution's athletics department;

B. Non-athletics department staff members who have responsibilities within or over the athletics department (e.g., chancellor or president, faculty athletics representative, individuals to whom athletics reports);

C. Staff members of a conference office; and

D. Student-athletes.

The following sanctions for violations of NCAA Bylaw 10.3 shall apply:

A. A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to effect win-loss margins (“point shaving”) or who participates in any sports wagering activity involving the student-athlete’s institution shall permanently lose all remaining regular-season and post-season eligibility in all sports.

B. A student-athlete who participates in any sports wagering activity through the Internet, a bookmaker or parlay card shall be ineligible for all regular-season and post-season competition for a minimum of a period of one year from the date of the institution’s determination that a violation occurred and shall be charged with the loss of a minimum of one season of eligibility. If a student-athlete is
determined to have been involved in a later violation of any portion of NCAA Bylaw 10.3, the student-athlete shall permanently lose all remaining regular-season and postseason eligibility in all sports.

Impermissible Extra Benefits
An extra benefit is any special arrangement by an institutional employee or a representative of the institution’s athletics interests to provide a student-athlete or the student-athlete’s relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution’s students or their relatives or friends or to a particular segment of the student body (e.g. international students, minority students) determined on a basis unrelated to athletics ability.

Extra Benefit Rule (NCAA Bylaw 13.2.2 and Bylaw 16)
Athletic Representatives of the University of New Orleans cannot provide an extra benefit or special arrangement to a prospect, enrolled student-athlete, or relatives of prospects of enrolled student-athletes. Activities that are prohibited include, but are not limited to, the following:

- Arranging employment for a prospect’s relatives
- Providing gifts or equipment
- Providing a loan, or arranging or co-signing for a loan
- Providing case or like items
- Providing any tangible items, including merchandise
- Providing tickets to an athletic, institutional, or community event
- Providing free or reduced-cost services, rentals, housing or purchases of any kind
- Providing use of an institution’s athletic equipment (e.g. for a high school all-star game)
- Sponsoring of or arranging for an awards banquet for high school, preparatory school, or two-year college athletes by an institution or a representative of athletics interest.

Complimentary Admissions

1. **Events in the Student-Athlete’s Sport:** The University of New Orleans can provide four (4) complimentary admissions for each home or away contest to a student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest (NCAA Bylaw 16.2.1.1).

2. **Exception – Conference Championships and NCAA Championships:** The University of New Orleans may provide each student-athlete who participates in or is a member of a team participating in a conference or NCAA championship with six (6) complimentary admissions to all intercollegiate events at the site at which the student or team participates (NCAA Bylaw 16.2.1.1.1).

3. **Issuance Procedures:** Complimentary admissions to home and away contests in the student-athlete’s sport shall be provided through a pass list only for individuals designated by the student-athlete. An individual’s name cannot be designated more than once on the pass list. “Hard tickets” shall not be issued (NCAA Bylaw 16.2.1.2). The individuals receiving the complimentary admission(s) must present identification to the person supervising the use of the pass list (NCAA Bylaw 16.2.1.2.1).
4. Admission to Home Events In Other Sports: All students at the University of New Orleans are allowed one complimentary admission to any home contest, provided he/she presents an official university student identification card at the admission gate.

**Amateurism**

Only an amateur student-athlete is eligible for intercollegiate athletics participation in a particular sport (Bylaw 12.01.1). To maintain amateur status in a particular sport, the student-athlete may not receive payment in any form, either directly or indirectly, for participation in that sport.

The NCAA defines pay as: the receipt of funds, awards, or benefits not permitted by the governing legislation of the Association for participation in athletics.

A student-athlete will lose his/her amateur status in a particular sport if the student-athlete:

1. Receives pay in any form for that particular sport;
2. Accepts a promise of pay, even if payment is held until the student-athlete exhausts eligibility in that sport;
3. Signs a contract or commitment to play professional athletics;
4. Receives, directly or indirectly, salary, reimbursement of expenses, or any other form of pay from professional sports organizations;
5. Competes on any professional athletics team, even if no payment has been received by student-athlete; or
6. Enters into a professional draft or an agreement with an agent or other entity to negotiate a professional contract.

**NOTE:** Any competition in which a student-athlete is not representing the University of New Orleans athletics must be approved by the Compliance Office PRIOR to the competition to ensure compliance with NCAA amateurism rules.

**NCAA Transfer Regulations**

**General Regulations:** A student-athlete who transfers to the University of New Orleans from any collegiate institution is required to complete one full academic year of residence before he/she is eligible to compete or to receive expenses from UNO, unless the student-athlete receives an exception or waiver to the one-year residency requirement (i.e. one-time transfer exception, graduation from two-year college, non-recruited/non-participant, discontinued/non-sponsored sport, etc.) as set forth in NCAA regulations (NCAA Bylaw 14.5.1). Please contact the Compliance Office for specific exceptions or waivers.
Permission to Contact/Release From Four-Year Institution: Prior to contacting a student-athlete at any four-year institution about possibly transferring and participating in athletics, the University of New Orleans must give the contacting institution permission to contact the student-athlete (NCAA Bylaw 13.1.1.3). In order to gain the permission to contact, the student-athlete must meet with the coaching staff of their sport and the Assistant AD for Compliance. No permission to contact will be issued before these steps are taken.

Permission to Contact Denied by the University of New Orleans: Student-athletes at the University of New Orleans who would like to transfer to another four-year institution must be officially released by UNO. Any other institutions must have permission from UNO to contact the student-athlete prior to any contact regarding transfer. If permission to contact is denied, the student-athlete will be notified in writing by the Compliance Office that he/she shall be provided, upon request, a hearing conducted by a committee outside of the athletics department (NCAA Bylaw 13.1.1.3.1). The request must be received within 10 days after receipt of the written notice. All decisions reached by the committee will be final. If permission to contact is not received by another institution, the student-athlete cannot receive athletically-related financial aid in the first year of residence at the institution to which he/she is transferring (i.e. the certifying institution).

One-Time Transfer Exception Denied by the University of New Orleans: In some instances, a student-athlete transferring to another four-year institution can be eligible to compete in his/her first year in residency if he/she is granted a one-time transfer exception by the previous four-year institution he/she last attended. If the University of New Orleans denies a transferring student-athlete’s request for a one-time transfer exception, the student-athlete will be notified in writing by the Compliance Office that he/she shall be provided, upon request, a hearing conducted by a committee outside of the athletics department (NCAA Bylaw 14.5.5.2.10). The request must be received within 10 days after receipt of the written notice. All decisions reached by the committee will be final. If a one-time transfer exception is not granted by UNO, the student-athlete cannot compete in the first year of residency at the institution to which he/she is transferring (i.e. the certifying institution).

Please contact the Compliance Coordinator and/or the director of student enrichment with other issues concerning transfer regulations.

Drug Screening Program Policy

Purpose
The University of New Orleans has a strong commitment to our student-athletes in providing and maintaining a wholesome atmosphere for them not only to progress, but to excel in their academic and athletic endeavors. The university also believes that a comprehensive drug-screening program is an essential step in fulfilling that commitment. As a result, the following drug-screening program and policies have been established.

Who Will Be Drug Tested and the Procedure Used?

G. All student-athletes associated with the University of New Orleans Athletic Program may be tested by UNO officials randomly throughout the academic year.
H. A witnessed urine sample will be collected from the student-athlete and analyzed. If the test results are positive, the student-athlete has the right to immediately appeal the results. See appeal process for additional information. This same urine sample will be sealed and signed by the student-athlete and sent to a laboratory for further testing.

Substances Included in the Testing
All substances listed on the back of the NCAA Drug Testing and Consent Form may be tested for by the drug test.

Confidentiality
D. The collection and coding of specimen samples are executed in a manner insuring total confidentiality and identification.

How Often Will Tests Occur and How Will Testing Be Announced?

D. Each student-athlete may be randomly tested throughout the year and may include testing prior to postseason play.

E. Failure to attend the drug test, failure to provide a urine sample, or the manipulation of a urine sample will be considered as a positive test.

Safe Harbor Program
A student-athlete may voluntarily self-refer for evaluation/counseling. Self-referral may be made to a member of the Athletics Administration or to the Athletics Training Staff. Entry into this program is not available to any student-athlete who has already been notified of an impending drug test or after testing positive for a drug or banned substance. In addition, a student-athlete will not be permitted to enter the Safe Harbor Program thirty (30) or fewer days prior to the conclusion of a season, or before an NCAA Championship event.

The Division of Intercollegiate Athletics will assist the student-athlete in seeking counseling through the appropriate agencies. This plan may include regular drug testing upon entrance to the Safe Harbor Program. If the student-athlete tests positive for a drug or banned substance upon entering the program, that positive test will not result in any sanctions. The team physician or a member of the training staff may suspend the student-athlete from practice or play if medically indicated. If subsequent testing does not reveal a result consistent with no ongoing substance abuse, or, if the student-athlete fails to comply with the guidelines of the Safe Harbor Program, the student-athlete will be removed from the Safe Harbor Program and will be subject to appropriate sanctions.

• A student-athlete will be permitted to remain in the Safe Harbor Program for a period not to exceed thirty (30) days.

• While in the Safe Harbor Program, student-athletes will be exempt from the institutional drug testing program, but will remain eligible to participate in the NCAA’s Year Round Testing Program
Actions to Be Taken for Those Tested Positive

**First Positive Drug Test**
Upon testing positive for the first time the student-athlete will be suspended for up to 10 percent of the total number of pre-conference and conference scheduled competitions. If a student-athlete tests positive prior to post-season play, including Southland Conference championships, national championships, and post-season play-offs and play-in games, each of these games may be included in the total number of competitions for which the student is suspended. If the positive test occurs at the end of a competitive season, or if less than 10 percent of regularly scheduled competitions remain, the suspension may carry over to the next season of competition. During the suspension the student-athlete may be randomly retested, and must pass a reinstatement drug test that will be given at the designated time and date by the head of the drug testing program. If the student-athlete fails the reinstatement drug test, it will count as a second positive test with all of the penalties that accompany it (student-athletes will not be re-assessed by an MHP). All student-athletes that test positive will be required to participate in an assessment session with a licensed mental health professional (MHP) of their choosing and comply with all treatment recommendations and/or referrals made by that individual.

Student-athletes testing positive will be required to sign a “Referral Form” indicating the reason for the referral for assessment which the student-athlete will present to the MHP conducting the assessment. Additionally, if asked to do so by the MHP, the student-athlete must consent to signing any Release of Information Form required by the MHP allowing the MHP to provide proof of participation in the assessment session and treatment recommendations pertaining to substance use to the UNO Athletics Department. [It should be noted that, with rare exceptions as defined by state and federal law, MHP’s can neither confirm nor deny that someone is or ever has been a client, including if they have or have not made an appointment without such consent.]

Upon notification of a positive test, the student-athlete will need to sign a “Conditions of a First Positive Drug Test” form.

If the student-athlete is a two-sport athlete, he/she will be suspended for the appropriate number of contests during the season in which the student-athlete would currently be competing. Also, if a student-athlete is injured or is taking a "red-shirt" year at the time of a positive drug test, he/she shall be suspended for the appropriate number of games at their first opportunity to compete. The student-athlete can still practice, condition and receive athletically related financial aid during the period of the suspension.

**Second Positive Drug Test**
Upon failing a second drug test, the student-athlete will be suspended for up to 30% of the total number of pre-conference and conference scheduled competitions, which again, will include Southland Conference championships, national championships, and post-season playoffs and play-in games (see above). If the number of competitions stipulated is not met by the end of a competitive season the suspension will carry over to the beginning of the next competitive season. During the suspension the student-athlete may be randomly retested, and must pass a reinstatement drug test that will be given at the designated time and date by the head of the drug testing program (student-athletes will not be re-assessed by a MHP). If the student-athlete fails the reinstatement drug test, it will count as a third positive test with all of the penalties that accompany it. All student-athletes that test positive will be required to participate in an assessment session with a licensed mental health professional (MHP) of their choosing and comply with all treatment recommendations and/or referrals made by that individual. Student-athletes testing positive will be required to sign a “Referral Form” indicating the reason for the referral for assessment which the student-athlete will present to the MHP conducting the assessment. Additionally, if asked to do so by the MHP, the student-athlete must consent to signing any Release of Information Form required by the MHP allowing the MHP to provide proof of participation in the assessment.
session and treatment recommendations pertaining to substance use to the UNO Athletics Department. [It should be noted that, with rare exceptions as defined by state and federal law, MHP’s can neither confirm nor deny that someone is or ever has been a client, including if they have or have not made an appointment without such consent.] Upon notification of a positive test, the student-athlete will need to sign a “Conditions of a Second Positive Drug Test” form.

**Third Positive Drug Test**
Upon failing a third drug test, the student-athlete will be suspended for up to 50% of the total number of preconference and conference scheduled competitions, which again, will include Southland Conference championships, national championships, and post-season playoffs and play-in games (see above). If the number of competitions stipulated is not met by the end of a competitive season the suspension will carry over to the beginning of the next competitive season. During the suspension the student-athlete may be randomly retested, and must pass a reinstatement drug test that will be given at the designated time and date by the head of the drug testing program. If the student-athlete fails the reinstatement drug test, it will count as a fourth positive test with all of the penalties that accompany it. All student-athletes that test positive will be required to participate in an assessment session with a licensed mental health professional (MHP) of their choosing and comply with all treatment recommendations and/or referrals made by that individual. Student-athletes testing positive will be required to sign a “Referral Form” indicating the reason for the referral for assessment which the student-athlete will present to the MHP conducting the assessment. Additionally, if asked to do so by the MHP, the student-athlete must consent to signing any Release of Information Form required by the MHP allowing the MHP to provide proof of participation in the assessment session and treatment recommendations pertaining to substance use to the UNO Athletics Department. [It should be noted that, with rare exceptions as defined by state and federal law, MHP’s can neither confirm nor deny that someone is or ever has been a client, including if they have or have not made an appointment without such consent.] Upon notification of a positive test, the student-athlete will need to sign a “Conditions of a Third Positive Drug Test” form.

**Fourth Positive Drug Test**
Upon failing a fourth drug test, the student-athlete may be dismissed from all University of New Orleans athletic teams, and any athletically related financial aid may be canceled.

**Appeal Process**
The student-athlete has the right to appeal a positive drug test immediately after the test results are made available. Upon this appeal, the student-athlete is required to fill out an information sheet provided by the testing program, and sign and seal their urine sample. This sample is then taken to a drug-testing laboratory for further testing. Upon choosing to appeal a positive test, the student-athlete has 24 hours to provide a money order, or cash, in the amount of the cost of another test to the Head Athletic Trainer. This money is required to cover the cost of additional testing and will be refunded if the laboratory test is negative.

**Important Information**
These policies apply only to the University of New Orleans drug testing. The NCAA drug test takes precedence in all circumstances.

**Note:** A head coach may have more strict guidelines in which case the individual team handbook should be utilized.
**Student-Athlete Health Insurance**

All student-athletes are required to have primary insurance in order to participate in intercollegiate athletics. For student-athletes on full scholarship without primary insurance, insurance will be provided in addition to your athletic scholarship.

For student-athletes not on full athletic scholarship, proof of primary insurance will be a necessity. The University of New Orleans offers an athletics health insurance plan. For more information regarding this policy and how to purchase it, contact Jordan Blough, (504)280-7028 or jblough@ochsner.org.

**Guidelines for Social Media**

Student-Athletes at UNO are held in the highest regard and are seen as role models in their community. As leaders, they have the responsibility to portray their team, their university, and themselves in a positive manner at all times. Sometimes this means doing things that are inconvenient to you, but benefit the whole team.

Facebook, Twitter, Instagram, and other social media sites have increased in popularity globally, and are used by the majority of student-athletes at UNO in one form or another.

Student-athletes should be aware that third parties – including the media, faculty, future employers, and NCAA officials – could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student-athlete, the athletic department and the University of New Orleans.

Examples of inappropriate behavior and offensive behavior include but are not limited to depictions or presentations of the following:

- Photos, videos, comments or posters showing the personal use of alcohol, drugs or tobacco.
- Photos, videos, comments or posters that are of a sexual nature.
- Photos, videos, comments or posters that condone drug related activity. This includes, but is not limited to, images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning, or threatening towards any other individual or entity. No posts should depict or encourage unacceptable, violent or illegal activities (e.g. hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use).
- Content online that would constitute a violation of NCAA rules include; commenting publicly about a prospective student-athlete, providing information related to sports wagering activities, soliciting impermissible extra benefits).
- Information that is sensitive or personal in nature or is proprietary to the UNO department of athletics, which is not public information (e.g. tentative or future team schedules, student-athlete injuries and eligibility status, travel plans/itineraries or information).

If a student-athlete’s profile and its contents are found to be inappropriate by the Director of Athletics, he/she will be subject to the following penalties:
1. Written Warning
2. A meeting with the Director of Athletics and the Head Coach
3. Penalties as determined by the athletic department, including but not limited to, suspension for his/her athletic team.

For your own safety, UNO requests you to keep in mind the following recommendation when participating in social media:

- Set your security setting so that only your friends can view your profile.
- You should not post your email, home address, local address, telephone numbers, or other personal information, as it could lead to unwanted attention, stalking, identity theft, etc.
- Be aware of who you add as a friend to your site – many people are looking to take advantage of student-athletes or to seek connection with student-athletes.
- Consider how the above behaviors can be reflected in all social media applications.

If you are ever in doubt of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as the UNO Department of Athletics and the University of New Orleans as a whole. Remember, always present a positive image and do not do anything to embarrass yourself, your team, your family, or the University of New Orleans.

**Student-Athletes and the Media**

Members of the media are important to student-athletes and to the University of New Orleans. The University of New Orleans values the furthering of student-athletes’ education in their ability to properly communicate with the media. Student-athletes must learn to interact and communicate with the media, and must learn to interact with people they don’t know and learn how to speak and act in public. These are two things that student-athletes will probably be doing throughout their lives, particularly once they leave school and start to earn a living. Learning how to do these things and do them well will be of benefit to student-athletes, to their teams, and to the University of New Orleans.

**Guidelines for Interacting with Media**

- Request for interviews with student-athletes MUST come through and be approved by the Media Relations Office. **NO EXCEPTIONS.**
- If a student-athlete receives a call from the media requesting an interview, and the athlete has not been previously informed of a scheduled interview by the Media Relations Office, the student-athlete should NOT proceed with the interview. The student-athlete should very politely tell the interviewer to please call the University of New Orleans Media Relations Office at (504) 280-6284 or (504) 280-1351 to schedule an interview. This policy applies for any scenario when a student-athlete is approached for an interview without the knowledge of the Media Relations Office, including, but not limited to: face-to-face requests, email requests and requests through social media outlets.
- The University of New Orleans Athletics Media Relations Office will not distribute a student-athlete’s personal contact information to media members. In order to maintain their privacy, student-athletes should consider doing the same.
• Student-athletes should never make an appointment with the media they do not intend to keep. If a conflict arises after the appointment has been scheduled, the student-athlete should let the Media Relations Director know as far ahead of the scheduled interview as possible.

• Student-athletes should never schedule an interview that conflicts with class, practice or team meetings. Obligation to school work and team functions must come first.

• Student-athletes should always dress appropriately for face-to-face interviews, making sure that their clothes are clean, neat and in good taste.

• Be available to answer questions, but remember you do not have to answer every question that is asked of you.

• Always respect your teammates, coaches, fans and opponents. Even though you may be tempted, DO NOT say anything negative about these individuals. If you cannot say anything positive about someone, it is best not to say anything at all. “No comment” is an acceptable answer to a question that you do not feel comfortable answering.

• Remember that nothing is “off the record.”

• Make eye contact and exhibit good posture during interviews. Don’t slouch, look down or mumble.

• Dress appropriately and remove sunglasses.

Textbook Policy

All textbooks that are purchased under book scholarships are the property of the University Of New Orleans Department Of Athletics. Student-athletes are not allowed to sell back books to the bookstore, or on the internet for a net gain. All textbooks should be purchased at the UNO Bookstore unless unavailable. The University of New Orleans Athletics Department has set forth the following guidelines to aid student-athletes in the book buying process.

• Only required textbooks for classes in which YOU are registered are authorized to be charged on your book scholarship.

• You are responsible for and required to return your books to the bookstore at the end of the semester.

• All student-athletes are required to show their Privateer ID Card upon receiving books.

• Exchanges or returns must be approved by the Department of Athletics during the add/drop period at the start of the term. Returns or exchanges will be credited to your athletic department account.

• Exchanges or drops must be approved by Dr. Charles Small by the student-athlete textbook requisition form. If you do not have this form approved, the bookstore will not allow you to exchange your books.
  o Textbook requisition form should be submitted to the UNO Bookstore as soon as possible upon approval by the Department of Athletics.

• At the beginning of the semester, $400 is placed on your bookstore account for books, any cost over this amount must be approved by Ola Adegboye.

• You must return all books for any dropped class to the bookstore.

• At the end of the semester, you must return all books that you signed for to the bookstore; missing books will be charged to your University of New Orleans Account.
Signature Sheet

I, ______________________________ agree to abide by the rules and guidelines set forth in this manual. I understand that ignorance of the rules is not an excuse for non-compliance. If I have any questions about any of the rules and guidelines set forth in this manual I will contact Jacob Ludwikowski at (504) 280-6392, or jludwiko@uno.edu.

_________________________________________  __________________________
Student-Athlete Signature                        Date
Policy 16:
UNO Tutor Handbook
# TABLE OF CONTENTS

**Part I: Welcome**
- Welcome ......................................................................................................................... 3
- Enrichment Staff ............................................................................................................. 4
- Objective ............................................................................................................................ 5

**Part II: Tutor Policies and Procedures**
- Role of the Tutor .............................................................................................................. 7
- Tutor Workload ................................................................................................................ 8
- Tutor Appointments ........................................................................................................ 9
- Tutor Sessions .................................................................................................................. 11
- Tutor Conduct .................................................................................................................. 12
- Tutor Retention and Dismissal ......................................................................................... 14
- Tutor Forms ...................................................................................................................... 15
- Tutor Employment ........................................................................................................... 17
- Tax Form Information ..................................................................................................... 18

**Part III: Student-Athlete Policies and Procedures**
- Conduct and Ethics ......................................................................................................... 21
- Personal Conduct ............................................................................................................. 21
- Tutorial Services ............................................................................................................. 21

**Part IV: Appendix**
- Tutoring Tips .................................................................................................................. 24
- Tutoring Strategies .......................................................................................................... 25

Tutor Forms:
- Student Athlete Enrichment Tutoring Session Monitoring Report .................................. 26
- Tutoring Time Sheets ...................................................................................................... 27
- Tutor Check-Off Sheet .................................................................................................... 28
- Tutor Compliance Statement .......................................................................................... 29
This Tutoring Handbook has been developed by Student-Athlete Enrichment Program to acquaint you with the athletic tutoring program at the University of New Orleans. The information in the Handbook will review the procedures that you will need to fulfill your responsibilities as a part of the Academic Service Support Team.

As a tutor, you will be an academic role model and a resource person for the students you will be assisting. Your expertise in your subject, skills as a teacher and the ethical base from which you work will greatly benefit the student-athletes who will be coming to you for assistance. We will be working together to develop an atmosphere that is conducive to learning and personal growth for all the students involved in the program. Your input and feedback are a crucial part of this process.

Our staff recognizes the central role of tutoring to the success of our student population. If there is anything we can do to help you, or if you have questions or problems about any aspect of this role, please don’t hesitate to discuss this with us.
Student Athlete Enrichment Program

OBJECTIVE

Our goal is to provide assistance to the student-athlete in specific academic course content as well as to foster the development of successful, independent, academic behavior. To ensure that this goal is met, the tutoring component of the Student Athlete Enrichment Program:

♦ Provides instruction in skill and strategies essential to learning course content, preparing for examinations and completing assignments. Academic skill instruction is provided by full-time learning specialists and may be scheduled after assessment of the student’s academic needs.

♦ Provides tutorial assistance for content courses. The Student Athlete Enrichment Program staff and tutors provide this assistance. In some instances specific course content requests may not be addressed within the SAEP; however, reference to other University Support Units will be used where applicable (e.g. teaching assistants, writing workshops, honors program, Learning Skills Center).

MISSION STATEMENT

The Student Athlete Enrichment Program is designed to assist student-athletes with reaching their fullest academic and personal development while at the University of New Orleans. The University, Department of Athletics and the Student Athlete Enrichment Program are committed to promoting both academic and athletic achievement of its student-athletes, while upholding the academic integrity of the institution. The staff of the Student Athlete Enrichment Program will work closely with coaches and faculty to help student-athletes balance the demands of their academic responsibilities and participation in intercollegiate athletics.
Tutor Policies and Procedures
Your role as a tutor is critical to the overall success of our department. You are a part of our staff and must adhere to all the rules and regulations of the University of New Orleans, National Collegiate Athletic Association, Southland Conference and the Student Athlete Enrichment Program.

- **You will meet with student-athletes requesting assistance in your area of expertise.**
- You will facilitate learning and review course content.
- You are required to go through an orientation session on tutoring student-athletes.
- You must sign a “Compliance Statement” which indicates you will adhere to University of New Orleans rules on Academic Integrity and all NCAA rules.
- You will evaluate student-athletes progress after each session.
- You should communicate regularly with the Tutor Coordinator about all issues pertaining to student athletes.
TUTOR WORKLOAD

♦ Undergraduate and Graduate level tutors can work a maximum of 20 hours per week. Any time accrued over this amount must be approved in advance by the Tutor Coordinator. Graduate Student Assistant (GSA) or Teacher’s Assistant (TA) tutors must obtain permission from their department to work for the Student Athlete Enrichment Program for a specified number of hours weekly or monthly; some academic departments place restrictions on their students holding University jobs.

♦ Tutoring is done on both an individual and group basis.

♦ Tutors will spend no more than ten (10) hours per week tutoring any one student-athlete unless approved by the Tutor Coordinator.

♦ Undergraduate tutors will primarily work with student-athletes “one-on-one.” However, the Tutor Coordinator may initiate adjustments based upon student-athletes needs and tutor capabilities. Undergraduate tutors will be compensated at their same rate of pay for group tutorial sessions as “one-on-one” tutorial sessions unless otherwise adjusted by the Tutor Coordinator. If groups are assigned, in most cases, undergraduate tutors will not work with more than three (3) students in any group session.

♦ Graduate level tutors will also primarily work with student-athletes on a “one-on-one” basis. If needed, graduate level tutors may be assigned small group tutorial sessions. The Tutor Coordinator will make student assignments based upon the schedules of students and tutors and will attempt to limit group tutorial. Graduate level tutors will be compensated at their same rate of pay for group tutorial sessions as “one-on-one” tutorial sessions unless otherwise adjusted by the Tutor Coordinator.

♦ The pay rate is as follows:

   Undergraduate, Masters Graduate and PhD Graduate: $8.00/hr.

♦ In some instances you may be eligible for compensation for preparation time. In all cases, requests for such compensation must be approved in advance with the Director or Tutoring Coordinator. Examples of compensatory preparation might include time spent on preparing hand-outs, study guides, or outlines.

♦ Since tutoring demands vary with each semester, the number of tutoring hours will fluctuate due to the unpredictability of scheduling.
TUTOR APPOINTMENTS

♦ All tutoring will take place in the Student Athlete Enrichment office located on the lawn level of The Athletic Center (TAC). The initial appointment between a student-athlete and tutor will be scheduled by a Support Service staff member. After the initial meeting, the tutor and/or the student-athlete can make adjustments to the appointment as long as the Tutor Coordinator is notified of the change.

♦ The scheduling of tutor appointments is handled by the office database program. This program requires we have an up-to-date schedule for you, as well as a complete listing of subjects and specific courses you are qualified to handle.

♦ Communications regarding appointments between tutors and students will be done through e-mail. A message will be generated to you and your student when the appointment is initially set up. One of our eleven (10) tutoring rooms will be assigned to you. We encourage you to check your messages frequently to verify the status of your appointments; you are welcome to use one of the computers in the lab across the hall from the tutoring rooms. Tutors who are unable to meet their scheduled appointments with student-athletes should promptly contact their appointee through e-mail as well as notify the Tutor Coordinator or the Administrative Assistant. If you fail to do so, it will be considered a no-show. If you accumulate more than three no-shows, your tutoring status will be reviewed and may be grounds for dismissal. The Student Athlete Enrichment Program will acknowledge any emergencies or illness relative to the rescheduling of appointments or no-shows, but the Tutor Coordinator must be notified as soon as possible.

♦ If the student-athlete does not show up for a scheduled appointment, you will be paid for 30 minutes. Please wait at least 15 minutes before leaving. Report student no-shows on the appropriate form, which is kept in the office reception area, as well as to the Tutor Coordinator.

♦ Here is an example of how appointments are scheduled:

Step 1: Student-athletes request tutor.

Step 2: Request form goes directly to Tutor Coordinator or Learning Specialist.

Step 3: Tutor Coordinator/Learning Specialist compare availability of tutor(s) with availability of the student-athlete.

Step 4: Tutor will be notified of appointment through e-mail.

♦ At the initial meetings we would like you to review with your student the information on the “Tutor Check-Off Sheet.” (See Appendix for example.) This sheet covers basic study skills and class organization. While your main role is as a content tutor, we also would like to utilize the ideas and methods that have made you a successful student, and this sheet is a good beginning for that process.
At the end of each meeting, please complete a brief summary on the “Student Tutoring Session Monitoring Report.” This information is important to us and will be reviewed weekly by the staff. In addition to your written evaluation, please let us know any problems you may encounter, or ways we may be able to assist you in your meetings.

There is a folder set up for your use in the tutoring file cabinet located in the reception area. Use this for the completed forms. Occasionally we will use this folder to notify you about office matters, so please routinely check for this.
Tutor Sessions

- Tutors are expected to follow the University policies on academic integrity. Under these guidelines, students are not to represent the work of others as their own. Your role is to help the student understand the course material. It is important that in your sessions you do not put yourself in a position where you are doing the work for your students. **No assistance for take-home exams and quizzes are permitted.** You must not do homework assignments for your students. There is a writing lab located within the office; please refer any written work to this staff.

- All tutoring must be done in The Athletic Center (TAC). If you have to meet a student outside of the office, you must get permission in advance. Reviewing assignments or papers by e-mail is **not** permitted and is subject to disciplinary action.

- Tutors are expected to maintain professional decorum. Arrive on time, prepared to work. You may use the computers located in the lab, but refrain from abusing this privilege; game playing, downloading music, excessive e-mailing and “instant messaging” are not appropriate professional behavior. Food and beverages are not permitted in the lab.

- In your role as a tutor, you will meet students with varying abilities and interests. Please be aware that not all students respond to the academic setting in the same way. Office policies, ideas and strategies for dealing with your appointees are provided in the Tutor handbook. In addition, we will run periodic sessions where we will review learning strategies and offer various approaches to meeting the needs of your students. We also value your ideas, suggestions and observations.

- Policies on Academic Integrity include:
  - Helping students understand the course material
  - Do not put yourself in a position where you are doing the student-athletes’ work
  - Do not assist with any take-home exams
  - Do not review any work via email
  - Refer all written work to the writing lab
**TUTOR CONDUCT**

The ability to demonstrate and maintain a professional working relationship with student-athletes is expected. Based on past tutor/tutee evaluations, the following personal attributes and characteristics are important qualities necessary in the tutor/tutee relationship:

- Personable
- Adequate knowledge base
- Patience
- Flexibility in adjusting to individual needs
- Ability to establish rapport
- Listening skills
- Experience with different educational methods

**ETHICAL ACADEMIC BEHAVIOR**

- Tutors will abide by and uphold the university wide, NCAA and the Southland Conference rules and regulations of academic behavior
- Tutors are not allowed to type papers or other written assignments for student athletes
- Tutors are prohibited from assisting student athletes with take-home midterms and finals
- Tutors are prohibited from accepting and reviewing documents pertaining to coursework via email unless prior permission has been obtained from the Tutor Coordinator/Learning Specialist
- Tutors must report any occurrences of plagiarism or any academic integrity violation to the Tutor Coordinator
- Tutors are not permitted to lend any equipment for the individual athlete to take away from the work area
- Tutors are not permitted to tutor outside of The Athletic Center (TAC) facility

**ETHICAL BEHAVIOR AND PROFESSIONALISM**

- Tutors must be punctual
- Tutors will abide by the university guidelines related to human rights, sexual harassment/consensual relationship issues
- Tutors are discouraged from fraternizing with student athletes
- Tutors are discouraged from becoming romantically involved with student athletes
- Tutors must not discriminate against any student athlete based on race, creed, color, age, sex, national origin or sexual orientation
- Tutors must always be prepared and eager to assist student athletes
- Tutors must never use the tutoring session for their own studying time
CONFIDENTIALITY

♦ Tutors must maintain confidentiality at all times
♦ All student-athlete related information will be handled in accordance with the Buckley Amendment and university policies and procedures

The “Buckley Amendment” law regulates educational records in colleges and universities. The Primary emphasis of the act is on the right of students to inspect their records, challenge those records, and request formal hearings to resolve disputes. The student except under specific circumstances prohibits disclosure of information from records without approval. Parents may not have access to educational records unless the student is a dependent according to tax law.

Taken from “Student Services: A Handbook for the Profession” by Delworth, Hanson and Associates. (1989)
Student Athlete Enrichment has a very high retention rate of tutors. Many students have remained with the Student Athlete Enrichment Program for the length of their stay at the University. The SAEP staff works very hard to make sure that tutors feel like they are part of the staff, and that we provide you with the necessary tools to do a great job. Once hired, your employment is retained with us as long as you like, unless there are grounds for dismissal.

**Retention and dismissal of tutors will depend upon:**

- Compliance with program procedures
- Professional behavior that reflects favorably upon yourself as a representative of the SAEP.
- Maintenance of confidentiality.
- Evaluation and recommendations from SAEP staff and student-athletes.

The tutor will be given an opportunity to discuss his/her case to the Tutor Coordinator. A careful review of the reasons for dismissal will be conducted and a final decision will be made by the Tutor Coordinator whether to dismiss or retain the tutor.
Copies of the following forms are available for you in the tutoring file cabinet located in the reception area. When completed, place them in your individual folder.

**SAEP Student Tutoring Session Monitoring Report**

SAEP Student Tutoring Session Monitoring Report should be completed at the end of EACH tutoring session. The Tutor Coordinator or team specific liaison will review these reports weekly.

**Instructions:**

1. Print the student-athlete’s name, sport, your name, and the subject you are tutoring on the top portion of the form.

2. For each tutoring session, print the date, time in, time out, and next scheduled appointment. In the “Comments” section, use the questions on the top part of the form as a guideline.

3. If the student-athlete does not come, put “NO-SHOW” in the comments section. If the student-athlete is late, put “LATE” and by how much time in the comments section. If the student-athlete calls and cancels or reschedules an appointment, put “CALL OFF” in the comments section.

**Tutoring Time Sheets**

This is the form that generates your pay. It is also used to generate weekly reports for Student-Athlete attendance. To insure timely payment, your time sheet must be housed in your folder at all times.

**Instructions:**

1. Print your name and social security number at the top of the form in the spaces provided.

2. Print date, name and sport of student-athlete, and the course title of the class in which the student-athlete is being tutored. Mark your pay sheet as follows: .25=15 minutes; .50=30 minutes; .75= 45 minutes; 1.00= 1 hour, etc.
3. If student doesn’t show after 15 minutes, then print student’s name and “NO-SHOW.” You will be paid for 30 minutes.

4. Session should be limited to one hour for individual appointments and 1½ hours for group. If, based on the needs of the student, he/she needs to meet for more than an hour, the time must be cleared through the Tutor Coordinator.

5. Please sign your time sheet. Your signature is mandatory.

6. Please contact Charles Small (clsmall@uno.edu/504.280.1188) with any questions.

**Tutor Check-Off Sheet**

The tutor check-off sheet should be completed very early in the tutoring process. This form is used to denote a student-athlete’s preparation for a course, their learning style and their study skills. Tutors are encouraged to refer back to this sheet throughout the semester.

**Instructions:**

1. Print name and subject being tutored.

2. Print student-athlete’s name and sport.

3. Place a check mark by each item covered and completed and put the date by the item when it is completed.

**Tutor Compliance Statement**

All tutors must sign a copy of this form which indicates an understanding of the importance of adhering to the rules of academic integrity and the NCAA, as well maintaining confidentiality.
TUTOR EMPLOYMENT

EMPLOYEES PRESENTLY WORKING FOR THE UNIVERSITY

♦ If you are presently working for the University of New Orleans, the wages you receive from the Student Athlete Enrichment Program will be combined with your regular salary in your monthly departmental check. Please note that if you are presently working in another department, you may be subject to an increase in withholding tax on your wages. Effective January 1, 1994, “Employees will pay a 28% withholding tax on supplemental wages beyond their regular salaries.”

EMPLOYEES NEW TO THE UNIVERSITY

♦ An Appointment Form is required for anyone who does not already have a record on the Payroll System. If you have not been previously employed through the University, please make an appointment with the Student Athlete Enrichment Program Tutorial Administrator so that the required information can be completed. **You will not be allowed to begin working unless all paperwork is completed.**

♦ In addition to the Appointment Form, and Employment Eligibility Verification (I-9) must be completed prior to or within the first three days of work. The I-9 form is a result of the Immigration Reform Act of 1986. The law seeks to preserve jobs for those who are legally entitled to them. All American citizens and aliens who are authorized to work in our country are required to complete this form. This policy is a federal law. Original documents must be provided at the time of hire because photocopies of proper identification must accompany the I-9 form. One form of ID must be an original Social Security Card and the other must be a photo ID. The Payroll Office of the University of New Orleans will not accept the I-9 form if the proper identification is not received.

♦ If you are an alien permitted to work in the United States, in addition to the I-9 form, you must also obtain a letter from the Office of International Affairs stating that you are able to work for ASSSA and the date your authorization for employment expires. When nearing the expiration date of your employment, it is important that you obtain the proper documentation to extend your employment if you choose. Failure to produce appropriate documentation will result in immediate termination.

♦ If you desire, you may have your paycheck automatically deposited at the end of the month. Please see the payroll department to complete the Direct Deposit Form.
TAX FORM INFORMATION

GENERAL INFORMATION

The mandated deductions for taxes are established automatically by the Payroll Department in accordance with federal, state, and local government regulations and court orders. **Tax forms are available in the payroll department. The payroll office is located at:**

**Administration Building, Room 216**  
**Main Number:  504-280-6480**

**Fax Number:  504-280-1026**

All resident aliens with an F, J, M, H or L visa will have federal income tax withheld based on single status with one exemption. Additionally, non-resident alien employees having an H or L visa will have FICA withheld from his/her wages.

W-4

♦ The withholding of federal income tax from taxable earnings is based upon tax tables published under the Internal Revenue Services (IRS) regulations in conjunction with the number of allowances listed on the Employee’s Withholding Allowance Certificate (Form W-4) by the individual employee. The W-4 form must be completed and signed by every employee to assure the proper withholding of or exemption from taxes and filed with the Payroll Department.

♦ If a W-4 form is not filed in the Payroll Department in accordance with the established cut-off schedules for processing payroll action forms, federal income tax will be withheld at the maximum rate on a non-exemption basis regardless of the number of allowances an employee actually has.

♦ Unless an employee’s tax status changes, the employee moves, or the IRS modifies the W-4 form, no other W-4 form will need to be filed subsequently. If, however, an employee claims total exemption from federal income tax, the exemption must be renewed in January of each year by submitting another W-4 form with the appropriate exemption year noted.

♦ The Payroll Department is responsible for notifying the IRS if an employee claims ten or more allowances on his/her W-4 or if an employee claims complete exemption from income taxes for the current year. The IRS will review the W-4
form and inform the Payroll Department if the claim is valid or not and what the appropriate number of allowances are to be used for the employee’s tax base.

- Publication 505, Tax Withholding and Estimated Tax, and Publication 919, “Is My Withholding Correct?” contain more specific information about federal taxes. The documents are available through the IRS offices. Information about qualifications for allowances, deductions, and tax credits can be found in the Form 1040 instructions.
Student-Athlete Policies and Procedures
STUDENT-ATHLETE POLICIES AND PROCEDURES

CONDUCT AND ETHICS

The University of New Orleans has established a tradition of ethical conduct at all levels of University life. As a student-athlete involved in the intercollegiate athletics program, you are expected to represent the University in an honorable manner at all times. You are expected to uphold the standards of ethical conduct established by the National Collegiate Athletic Association (NCAA), the Southland Conference, the Department of Athletics and the University.

PERSONAL CONDUCT

For you, the student-athlete, participation as a member of an athletics team carries with it definite academic and athletic responsibilities. They are as follows:

Academic

1. Attend classes regularly, complete all academic assignments, and adhere to the University’s Academic Integrity Guidelines;
2. Consult with academic advisors and attend tutoring sessions, as directed;
3. Maintain an academic load of at least twelve (12) hours per semester and make satisfactory progress toward a degree; and
4. Accept responsibility for maintaining academic eligibility.

TUTORIAL SERVICES

♦ Each student-athlete who is recognized as a formal member of a sports roster is provided with access to these services free of charge. They can include individual and small group tutorials as well as review sessions for common courses. Tutors with a variety of backgrounds are made available to all student-athletes at the University to assist them with their academic work. They are assigned to student-athletes upon request of the student-athlete or as recommended by SAEP or any member of the coaching staff. The use of tutors is also suggested to student-athletes when monitoring reports of basic skills indicate that they may be experiencing difficulty with a course.

♦ Tutoring is a privilege. Student-athletes are to be responsible in their use of tutors by:
   1. Reading assignments before meeting with tutors.
   2. Attempting homework assignments before tutor meeting.
   3. Having appropriate questions ready to ask.

♦ Student-athletes are expected to meet weekly with their assigned tutor(s). They are expected to bring their class notes and textbooks to every meeting.
Student-athletes are to be prompt for their appointments. They are to report a tutor no-show after 15 minutes.

If the student-athlete cannot make an appointment, they are to notify their tutor and their academic coordinator at least 24 hours in advance. If they fail to do so, it will be considered a no-show. More than three (3) no-shows and the student-athlete will lose their tutoring privileges and their coach will be notified.

Assumed course responsibility implies that the student will attend and participate as expected in all classes, utilizing appropriate preparation and follow-up activities. The student is expected to take the initiative in communication with professors and tutors. Each student is responsible for scheduling regular, adequate study time to meet all class deadlines and prepare for exams.
APPENDIX
TUTORING TIPS

Create a supportive, safe situation for tutoring.
“Safe” means “not judgmental” and “not punishing.” The student should learn quickly that making mistakes is all right, that no grades are given, and that you are there to help.

Be clear about your role.
Tell students exactly what you can and cannot do for him or her.

Ask, “What do you want me to do?”
If you ask, the student will tell.

Be relaxed and don’t worry about making mistakes.
All tutors occasionally will do something wrong. And when you don’t know the answer to a question, say so.

Non-hostile statements are the best.
“I’m sorry that you feel that way.”

Remember that it’s not your fault.
You are not the one who waited until the day before your paper was due to make an appointment.

Help learners to think independently.
Give them strategies for figuring things out on their own. Encourage self-help.

Give a lot of positive feedback.
No one likes criticism. Positive feedback will keep the students interested in what you are saying. Just put yourself in the position of the tutee.

Clarify the problem. Ask the student, “How can I help you?”
If you let students know you are there to help, most time the student will start to open up and pay closer attention to you and your ideas.
TUTORING STRATEGIES

Make sure students are prepared for tutoring. Students must bring the following to tutor sessions:

- Class syllabus
- Up-to-date lecture notes. If a student’s lecture notes are poorly done, give them tips on note taking.

Explain strategies for reading the textbook:

- Underlining
- Making marginal notes
- Making study cards or notes

Share what you know about study strategies for a particular discipline.

- Relate lecture to text
- Study more efficiently
- How and what to review
- How to approach exams

Share tips about how to best interact with a particular instructor or department:

- Consult with professor in class (privately if preferred), if you have a question.
- Notify professor prior, if you will be absent for class.

Allow the student time to process new information, to think and figure out an answer to a problem.

- Lead student to task or concept
- You do half and let the student finish problem or thought

If a student says that they have no new work:

- Push them to review
- Quiz them
- Ask them to explain concepts, etc.

Review concepts in which you know give students difficulty.

- Make flash cards
- Make it relate to something current.

In group sessions, have students compare lecture notes and discuss what they have read.

Establish a good professional working relationship with your student.

- Show interest in student’s academic progress.
- Try to stay on task and avoid lengthy side conversations.

End each session with a brief summary.

- Plan out what the student should do before the next session
- Emphasize regular class attendance
Student-Athlete Tutoring Session Monitoring Report

Student: ___________________________ Sport: _______________________

Tutor Name: ___________________________ Subject: _______________________

Date of Session: ____________ Time Start: ____________ Time Finish: ____________

Goals for Session
1. ______________________________________________________________________
2. ______________________________________________________________________
3. ______________________________________________________________________

Any available scores (exams, quizzes, papers, etc.):
__________________________________________________________________________

Student Preparation (check all that apply)

_____ Good grasp of concept  _____ Brought materials  _____ Forgot materials

_____ Doing well in class  _____ Accurate notes  _____ Poor notes

_____ Suggest additional help/study time  _____ Assignments started

_____ Nothing started

_____ Struggling in class  _____ Prepared questions

_____ Late to session

_____ Please talk with this person  _____ On task  _____ Didn’t participate

Comments & Goals for next session (please be accurate and complete):
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

135
### TUTOR TIME SHEET

**TUTOR NAME:** ____________________________

**TUTOR S.S.#:** ________________  **SIGNATURE:** ________________________________

<table>
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<tr>
<th>Date</th>
<th>Course Title</th>
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<th>Student Name</th>
<th>Time Spent w/ Student</th>
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“I am aware of the requirements in the tutor handbook and understand that if they are not followed, it could result in the loss of pay.”

Tutors are paid 30 minutes for NO SHOWS

TOTAL HOURS ____________________________

.25 = 15 MINUTES  
.50 = 30 MINUTES  
.75 = 45 MINUTES  
Please roundup to the
TUTOR CHECK OFF SHEET

Please use this student check-off sheet as a guide for the sessions with your student. As you discuss the following categories of information with your student, please put the date by the topic. Keep the check-off sheet in your folder.

Tutor: ___________________________________________ Subject: ___________________________________________
Student: ___________________________________________ Sport: ___________________________________________

Review the course syllabus

- Make copy of the syllabus for yourself.
- Discuss course requirements.
- Note dates of assignments, papers and exams on calendar.
- Provide a framework for understanding the course content based on the nature of the assignments and papers.

Review the text or texts

- Ask the student if they have the textbook and ask to see a copy of it.
- Check to see if the SAEP has a tutor copy.
- Ask the student to bring the text to all tutoring sessions.
- Go over the organization of the text, pointing out the table of contents, the index, the glossary, the chapter titles, bold face titles within chapters, end of chapter summaries, graphic aids, and any other aspects that you think are important.
- Ask the student to tell you what he/she imagines the course will cover based on the overview of the text and amplify or correct the student’s response as needed.

Review note taking

- Ask the student if they have a separate notebook or separate section of a notebook for the course.
- Suggest an appropriate style of note-taking for your discipline, for example, wide margins for additional notes during review or a blank 1/3 of a page for graphs, etc.
- Explain to the student why it is important to keep the notes in chronological order in the reserved section of the notebook.
- Explain the importance of the student dating the notes.
- Explain the need for the student to review the class notes weekly (or more frequently, if necessary).

Review study strategies

- Work with the student to set up a weekly schedule for the student to follow in studying for the course you’re tutoring.
- Suggest study strategies for the particular discipline.
- Decide with the student how it is best to use the text: Will the student learn more if he/she reads the text before or after attending the lecture? What is the relationship between the text and lecture?
- Review strategies for textbook highlighting and/or note taking.

Goal Setting

- Ask the student to discuss his/her goals for the course.
- Have the student write the goals in his/her notebook.
TUTOR COMPLIANCE STATEMENT

As it states throughout the tutor handbook it is very important that you rigorously uphold the University of New Orleans’ rules and regulations pertaining to student conduct and ethical academic behavior (including specific suggestions related to plagiarism). Because you are now viewed as an institutional staff member of the University of New Orleans Athletic Department, you are also required to abide by and uphold the NCAA, the Southland Conference and the Student Athlete Enrichment Program rules and regulations. Please review the following summarizations as points of emphasis. Your signature on this form represents your understanding of the policies outlined in the tutor handbook.

- Tutoring must take place within The Athletic Center (TAC) facility unless otherwise authorized by the Director of Student Athlete Enrichment and/or Tutor Coordinator.

- Tutorial staff may not type papers or other written assignments for student-athletes under any circumstances.

- There should be no e-mailing of papers, homework, or assignments between tutors and students.

- Tutors are prohibited from working on take-home exams, quizzes or other graded exam materials, unless allowances are specified by instructor. In such cases, tutors should discuss tutorial support with professional SAEP staff before proceeding with instruction.

- Tutors are not permitted to lend student-athletes any equipment (such as calculators, personal computers, textbooks) for individual athlete(s) to take away from the work area.

- Tutors are expected to maintain professional decorum and confidentiality in all contact with student athletes while under the employment of the SAEP.

- Tutors should immediately report any instance or first hand knowledge of improprieties that might represent suspected or actual academic integrity violations to the Director of Student Athlete Enrichment, Tutor Coordinator, or a professional staff member of the SAEP.

_______________________________________
Signature.................................................................................................................................................. Date

_______________________________________
(Print Name)..................................................................................................................................................

_______________________________________
Tutor Coordinator........................................................................................................................................ Date