

## Coaching Responsibilities

### Terms of Employment

All coaches are employed on either a part-time or 12 month fiscal year basis. The appointment is either a permanent Board appointment (head coaches), which must be approved by the Board of Regents, or a Letter of Appointment (all assistant coaches).

Administrative and coaching staff members are in the exempt-professional, non-faculty category. They do not have faculty rank.

Almost without exception, coaches are employed on a yearly basis. Each year coaches receive a professional employment contract. It is generally assumed the employment is continuous, unless unsatisfactory performance requires termination action.

Assistant coaches' continual employment is subject to that of the head coach with approval of the Athletic Director.

During times of financial emergency, exempt staff can be terminated with a minimum 30 days notice.

### Performance Review

There will be a yearly performance review by the direct supervisor of all personnel under contract.

All evaluations are reviewed by the Athletic Director. Copies will go to the employee's department file, University file, and the coach will receive a copy. Violations of NCAA regulations will call for disciplinary action and may eventuate in termination of employment. Violations of State of Montana law or Big Sky Conference regulations may also result in disciplinary action.

### Gambling

NCAA Bylaw 10.3 prohibits athletic staff members and student-athletes from participating in gambling activities, including soliciting or accepting a bet on any intercollegiate competition for *any* item (e.g., cash, shirt, dinner) of tangible value. The NCAA regulations regarding gambling are intended to focus on the act of gambling, not necessarily the value of the bet. Therefore, as an example, even a friendly bet between friends for a dinner is a violation of NCAA rules. This prohibition applies to all intercollegiate contests, not just ones in which UM participates.

### Principles of Ethical Conduct

It shall be a member institution's responsibility to apply and enforce the following principles:

- A. Individuals employed by or associated with a member institution for the administration, the conduct or the coaching of intercollegiate athletics, shall deport themselves with honesty and sportsmanship at all times, as individuals, and shall stand for the honor and dignity of fair play and generally recognized high standards associated with wholesome competitive sports.
- B. Since the control of intercollegiate athletics rests with member institutions, it shall

- be the responsibility of the Commissioner and/or the Violations Committee to report any incident that violates the principles of ethical conduct. It shall be the duty and responsibility of each member institution involved to take such action as is necessary and report the action to the Conference office. If such action is not initiated, it is the responsibility of the Commissioner to take action.
- C. Should any student-athlete commit a flagrant disqualifying foul on the field of play or at the game site, or commit any other unsportsmanlike act, the Athletic Director of the offending member institution shall notify the Conference office immediately. Any student-athlete suspended from athletic activities for flagrant violations on field or court shall be penalized as follows:
1. First Offense - Minimum of official reprimand.
  2. Second Offense by Same Individual - Minimum of a suspension for at least the next regularly scheduled game.
  3. Third Offense by Same Individual - Suspension for the remainder of the season.

The Commissioner will have authority to suspend subsequent reprimands if films show sufficient needling prior to infraction.

If necessary, the Commissioner shall conduct an investigation including a study of the game films, report of game officials, and any other available information. If, after reviewing the information available, the Commissioner determines the incident extremely flagrant; he/she may rule the player permanently ineligible, ineligible for a fixed period, or may privately warn the student-athlete, the coach, and the institution, that if such conduct is repeated, the student-athlete will be ruled permanently ineligible and impose the penalty publicly.

### **Head Coach Responsibilities**

The Head Coach is responsible to:

1. Promote an atmosphere for compliance within the program supervised by the coach and to monitor the activities regarding compliance of all assistant coaches and other administrators involved with the program who report directly or indirectly to the coach (NCAA Bylaw 11.1.2.1).
2. Formulate the team's competitive schedule in cooperation with the Associate Athletic Director or Director.
3. Plan and implement a sound pre-season training program in coordination with the strength and conditioning staff.
4. Plan for all team practices to maximize time, effort, safety and skill.
5. Make necessary arrangements for all home contests.
6. Keep accurate records and statistics as appropriate.
7. Supervise the team on all trips.
8. Take care of all travel arrangements including:
  - a. Travel advance requests
  - b. Paying of travel expenses
  - c. Accounting for expenses
  - d. Motel and vehicle reservations
9. Make sure teams are on time for scheduled events, dressed appropriately for the occasion.

10. Monitor and encourage the academic progress of student-athletes, culminating in their graduation.
11. Respond appropriately to all emergencies as they occur.
12. Provide for the safety and welfare of team members at all times.
13. Work with the athletic trainers to assure all team members have had physical exams and their athletic training needs have been met.
14. Work cooperatively with the Sports Information Director to facilitate media coverage of events. This requires immediate communication of event results and other arrangements as specified.
15. Answer and initiate correspondence as appropriate.
16. Prepare yearly team budget and equipment requests in conjunction with appropriate staff.
17. Initiate the request for verification of athlete's eligibility.
18. Formulate and communicate appropriate team rules for drugs and alcohol, dress, behavior, class attendance, etc.
19. Recruit and retain outstanding athletes to UM program who can be academically successful.
20. Comply with all University, NCAA, and Conference rules and regulations.

Additionally, the Head Coach shall:

1. Serve as a willing participant in Athletic Department projects and functions.
2. Accept additional committee assignments as requested.
3. Maintain a personal and professional balance in the demands of athletics and academics on student-athletes.
4. Participate where possible in local, regional, and national coaching and athletic governing bodies.
5. Keep abreast of current trends and methods in sport area.
6. Coach knowledgeably and work effectively with all student-athletes.
7. Promote the team, program, and University in a professional manner at all times, while promoting positive and productive working relationships with other staff members.
8. Foster loyalty, good sportsmanship, and dedication to any endeavor.
9. Motivate self and athletes to achieve their fullest potential.
10. Do an appropriate amount of public relations, recruiting, and development work.
11. Set an appropriate professional example for athletes to emulate.
12. Deal effectively with the various public and booster groups to promote the respective sports program.

### **General Preseason Responsibilities of Head Coaches**

(These are delegated to assistants as appropriate)

1. Conduct NCAA and Conference rules team meeting with Compliance Coordinator.
2. Initiate NCAA Squad List for all squad members.
3. Request freshman eligibility verification from NCAA Eligibility Center through Compliance Coordinator.
4. Initiate a team roster on approved departmental form.
5. Initiate eligibility verification process with NCAA Faculty Representative.
6. Schedule practice facility with facility manager as appropriate.
7. Plan and conduct practices with assistant coaches.
8. Arrange weight room use with strength and conditioning staff.

9. Plan team travel arrangements: motel reservations, transportation, and practice times.
10. Arrange for physical exams with trainer prior to practices.
11. Inventory and assign uniforms with Equipment Manager.
12. Confirm arrangements with SID for media guide, programs, posters, schedule cards, as appropriate.
13. Reconfirm all schedule commitments. Check with AD and/or AAD for contracts. Inform SID and AAD of changes.
14. Schedule visiting team practices with facility manger as appropriate.
15. Formulate and communicate team rules to players, including academic expectations, dress, and behavior.
16. Arrange for playing facilities, officials, and event management with facility manager.
17. Arrange for additional academic help as necessary (tutors and counseling) with Coordinator of Athletic Academic Services.
18. Follow walk-on procedures as outlined by Compliance Coordinator.
19. Observe and evaluate prospects as appropriate. No personal off-campus contact unless during allowable period.
20. Conduct scheduling and recruiting arrangements.
21. Attend Grizzly Scholarship Association and public relations functions.

### **General Mid-season Responsibilities of Head Coaches**

(These are delegated to assistants as appropriate)

1. Plan and conduct practices in assigned facilities.
2. Arrange and supervise team travel.
  - a. Initiate travel requisitions well in advance (30-60 days).
3. Provide accounting of travel expenses immediately upon return.
4. Provide travel itinerary to players, secretary, Business Office, and AAD.
5. Work closely with the trainers on the injury status and the rehabilitation of players.
6. Frequently monitor budget status to remain within budget.
7. Schedule and conduct campus recruiting visits as appropriate. Keep recruiting visit log on departmental form.
8. Once an athlete signs, initiate formal freshman eligibility verification process with Compliance Coordinator.
9. Prepare budget request on forms provided.
10. Prepare equipment order with equipment manager.
11. Arrange for summer camp as appropriate.
  - a. housing and food service
  - b. facility reservation
  - c. brochure
  - d. insurance
  - e. advertisement to schools, past attendees, etc.
  - f. camp help
12. Assess team budget status.
13. Attend conference coaches' meeting and conference calls.
14. Prepare summer workout schedule for players.
15. Complete all recruiting and scheduling.
16. Monitor off season training as appropriate and within NCAA rules.

17. Continue to monitor academic progress of players with coordinator of Athletic Academic Services.
18. Ensure that summer school course approval forms have been completed properly.
19. Coaching responsibilities must be conducted within institutional, conference, and NCAA rules.

**General Summer Responsibilities for Head Coach**

(These may be delegated to assistants as appropriate)

1. Conduct summer camp as appropriate.
2. Summer scouting and talent assessment.
3. Arrange for brochure, media guide, programs and poster with SID or Marketing Director as appropriate.
4. Correspond with players to prepare for next year.
5. Support summer workout schedule designed by strength and conditioning staff.
6. Provide new recruits with necessary information.
  - a. UM admission with deposit
  - b. Housing reservation
  - c. Know about declaring a major or being undeclared in a college of their interest.
  - d. Know how aid will be administered.
  - e. Know academic requirements of the University as well as NCAA and continuing eligibility requirements.
7. Monitor summer school progress of student-athletes with Coordinator of Athletic Academic Services.
8. Attend GSA and public relations functions.

## Recruiting

All coaches are required to know and follow NCAA and Big Sky recruiting rules. The information in this section highlights some basic issues concerning recruiting.

A prospect is considered to have been recruited when an athletics institutional staff member solicits the prospect's enrollment and ultimate participation in the institution's intercollegiate athletics program.

In order to maintain an accurate accounting of when a prospect becomes recruited, coaches need to:

1. **Understand what does and does not constitute recruiting.**
2. **Keep up-to-date recruit logs.**
  - a. Record all face-to-face contacts and evaluations including official and unofficial visits (dates, times, and persons present).
  - b. Log all outgoing phone calls to prospects. (Exception: No phone call logging requirement for calls placed during an NCAA unregulated period such as football contact periods and after a prospect has signed an NLI.)
  - c. Note with whom you spoke, left message, etc.
  - d. Record accurate information on weekly contact & evaluation summary forms.
  - e. **Turn in all recruiting logs (telephone and contact sheets) to the Compliance Office the 1<sup>st</sup> of every month.**
  - f. If a coaching staff member fails to turn in his/her recruiting records to the Compliance Office on the first day of each month, the coach shall be notified in writing by the Compliance Office that his/her recruiting records are delinquent. The coach will then have until the fifth day of the month to turn in his/her recruiting records to the Compliance Office.
  - g. If a coaching staff member fails to turn in his/her recruiting records to the Compliance Office by the fifth day of the month, the Compliance Office shall notify the Athletic Director of the coach's failure to comply with this policy. The Athletic Director will ask the coach for an explanation for the failure to perform and reserves the right to consider disciplinary action for such failure.
  - h. If a coaching staff member fails on two occasions to turn in his/her recruiting records to the Compliance Office by the dates specified above, the Athletic Director may suspend the coach's ability to conduct off-campus recruiting activities (i.e., off-campus contacts and evaluations) until such time as the coaching staff member turns in his/her recruiting records to the Compliance Office. The Athletic Director also may take additional punitive action at his/her discretion.
  - i. All punitive action taken against a coaching staff member for failure to comply with this policy shall be communicated in writing from the Athletic Director to the coaching staff member.
3. **Keep copies of all correspondence (or record of form letters) sent to prospects.**

4. Establish a system of oversight to review recruiting records and designate an individual to make the determination of recruitment based upon this information.
5. Develop a questionnaire for all student-athletes that seeks to determine whether they were recruited (e.g., what communication they received from the institution). If discrepancies are found, review the coach's log.

Recruitment is considered to have occurred if an athletics staff member or representative:

- a. Provides the prospect with an official visit;
- b. Arranges an in-person, off-campus encounter with the prospect or the prospect's parent(s) or legal guardian(s) or
- c. Initiates or arranges a telephone contact with the prospect or guardian on more than one occasion for the purpose of recruitment.
- d. Issues a National Letter of Intent or an offer of athletically-related financial aid to the prospect.

Recruitment is not considered to have occurred if:

- a. The staff member or representative comes in normal contact (without prearrangement) with the prospect or members of the prospect's family (or guardian) and exhibits normal civility, excluding any attempts to recruit the prospect;
- b. The staff member requests via mail a prospect or family member (or guardian) to return a questionnaire relative to the prospect's high school, preparatory school or two-year college record;
- c. The institution provides a complimentary admission to the prospect (when the prospect visits the institution as a member of an athletics or non-athletics group tour unrelated to athletics recruitment) to attend an on-campus intercollegiate athletics event in which the institution's team competes;
- d. The institution pays a fee required by the appropriate testing agency to obtain a prospect's official ACT or SAT score(s) [the institution may provide a check payable to the testing agency for this purpose];
- e. A prospective student-athlete initiates a telephone conversation with a coaching staff member for the purpose of trying out for (e.g. "walking on" to) the institution's team, with the understanding that the coach provides the prospect information regarding practice or meeting schedules (e.g. time, place, date) and does not utilize the conversation to solicit the prospect's enrollment; or
- f. Forwarding of generic letters, which may be personalized only in the address and salutation.

## Student-Athlete Recruiting at The University of Montana (Revised: 12/14/07)

The recruiting philosophy of the UM Department of Intercollegiate Athletics is to recruit student-athletes of the highest possible academic competency, moral character and athletic ability to represent the University. The role of the coach is to assess the character traits and qualities of a recruit in relation to his/her “fit” with the team, campus community and greater Missoula community. This is achieved through multiple means including home visits; interviews with coaches, teachers, and school administrators; official/unofficial visits to the campus; evaluation in person and via film of the prospect’s athletic ability; evaluation of the prospect’s academic transcript and academic goals; and ongoing communication with the prospect and family about those goals. Recruitment is always conducted strictly according to NCAA Bylaws.

### Recruiting Core Values

While the definition of a “good fit” can vary from team to team, several core values are critical and therefore common to all recruiting at The University of Montana. These Recruiting Core Values are set out below to guide the recruiting process of every sport within the UM Athletic Department.

Core Value	Objective
Maintain existing checks and balances between Admissions and Athletics.	<ul style="list-style-type: none"> <li>• Admit prospective student-athletes to the University based on their merits as a student, without regard to their athletic status</li> </ul>
Assign each participant in the recruiting process clearly defined responsibilities, for which they are held strictly accountable.	<ul style="list-style-type: none"> <li>• Achieve consistency in the recruiting process across sports</li> <li>• Insure commitment to the values of the program</li> </ul>
View prospects as young adults who require a many-faceted and, possibly, individualized culture to succeed as a person, student and athlete.	<ul style="list-style-type: none"> <li>• Treat prospect as a person, not simply a commodity</li> <li>• Ease the prospect’s transition to the campus and community</li> <li>• Fulfill first priority of the program: Provide every opportunity for student-athletes to develop physically, mentally, ethically and socially</li> <li>• Achieve student-athlete loyalty to the program and its objectives</li> </ul>
Integrate academic values in the recruiting process through the involvement of faculty.	<ul style="list-style-type: none"> <li>• Emphasize the campus setting in the recruiting process</li> <li>• Expose prospects to academic values and expectations of the institution</li> <li>• Utilize faculty expertise regarding the academic preparedness of the prospect</li> </ul>



Core Value	Objective
Open the recruiting process for review by the faculty, student and staff constituencies of the campus.	<ul style="list-style-type: none"> <li>• Enhance the transparency of the department regarding its recruiting practices</li> <li>• Inform the campus of the exacting review involved in athletic recruiting</li> <li>• Ensure the integrity of the recruiting process</li> </ul>
Insure the recruiting process is sincerely and effectively committed to cultural diversity.	<ul style="list-style-type: none"> <li>• Enrich in meaningful ways the educational, social and athletic experiences of student-athletes</li> <li>• Enrich the cultural diversity of the entire UM campus and Missoula community</li> </ul>
Acknowledge not only academic values and expectations but also athletic pressures and realities	<ul style="list-style-type: none"> <li>• Assure student athletes that the University wants them to grow academically, socially and athletically</li> <li>• Assure coaches that their personal and professional welfare is understood and acknowledged</li> </ul>
Evaluate every prospect for suitability to participate in UM Athletics in terms of his/her character, background, academic potential and athletic potential and in terms of the defining characteristics of the UM campus and Missoula community.	<ul style="list-style-type: none"> <li>• Determine deliberately and carefully whether there is a “fit” for both the institution and the prospect</li> <li>• Minimize some of the risks involved in the recruiting process for both the institution and the prospect</li> <li>• Highlight challenges early and develop plans to address those challenges</li> </ul>

**Action Plan**

Pursuant to the above Recruiting Core Values, the UM Department of Athletics adopts and pledges to implement the following procedures:

1. Establish a Recruiting Advisory Board (description provided in next section) comprised of the Associate Athletic Director/SWA (AAD/SWA), Faculty Athletic Representative (FAR) and a faculty member, preferably but not necessarily from the University Athletic Committee (UAC), selected by the AAD/SWA and FAR.
2. Continue to require the AD, AAD/SWA and FAR to report in person to the Faculty Senate each fall, and the UAC Chair to report to the Faculty Senate, Staff Senate and ASUM each spring, and begin to require that these reports include recruiting issues.
3. Broaden the membership of the UAC to include representatives from the Registrar’s Office, Admissions, Financial Aid and Student Affairs.
4. Continue to require that each prospect brought to campus on a recruiting visit meet both with the Coordinator of Athletic Academic Affairs or Associate AD for Student Services/Compliance and a member of the faculty.

5. Require the UAC to evaluate each year the success of the campus Minority Mentoring Program, the role of academics in recruiting visits and the recruiting process in general.
6. Publish in pertinent Athletic Department documents and communications the key values that inform the recruiting process.
7. Make every effort to provide an official visit to prospects in order for them to be exposed to the team, athletic department, campus academic and social life and Missoula community. Further, require the coaching staff, teammates, athletic administrators and faculty to evaluate the prospect's fit for UM academics and athletics.

### **Recruiting Advisory Board**

The Recruiting Advisory Board (RAB) will serve several ends: minimize the inherent risk involved in recruiting young student-athletes; broaden the involvement of the campus academic community in the athletics recruiting process; and ensure that academic values play a prominent role in the recruiting process.

The RAB will not have the role of approving or disapproving recruits. Instead, the RAB will consider all the information produced by the recruiting process and advise the Director of Athletics and the head coach about any concerns the board has about the recruit's academic potential and character. The RAB may also suggest the implementation of behavior or academic plans to help a prospect's transition to college academics and athletics.

**The RAB's advisory role is based on the understanding that accountability for the actions of each student-athlete lies first with the individual, and secondly with the coach. The board serves in an advisory capacity only, with the important secondary function of serving as an institutional check. The RAB's role is not to recruit; that responsibility lies with the coaching staff.**

### Procedures

- The RAB will review all transfer prospects in all sports.
- The RAB will review marginal, at-risk freshman prospects identified by the AAD/SWA.
- The RAB will use in its review all applicable information available on the prospect, which includes, but is not limited to:
  - Academic transcripts
  - Background check results
  - Personal background information such as family structure, home life, high school characteristics, extracurricular interests, work experience
  - Disciplinary record and issues
  - Mitigating circumstances for any problematic aspect in the prospect's background
  - Evaluations of the prospect by the coach-host, student-host, faculty and others who have met with the prospect during an official visit, if any
- The RAB may acquire additional background information by interviewing the head coach.

## Official Prospect Visit Record

An official campus visit by a prospective student athlete is initiated by a coach of any of the 14 intercollegiate sports. The *Official Prospect Visit Record* form is used to document dates, transportation, accommodations, and student host. This form consists of two (2) copies.

1. Sport coach completes the form (filling in ALL appropriate information) and submits to Compliance Officer for approval.
2. The Athletic Business Office records the upcoming campus visit on :
  - a. NCAA Compliance Assistant Software
  - b. Outlook recruiting calendar
  - c. The log for each sport in a designated notebook.  
Banner coding is put on form.
3. Banner coding is verified on the form.
4. An advance is prepared for the host money and transportation reimbursement (if necessary). This is disbursed from Athletics special cash fund. A record of advances is kept in the recruiting notebook and business office special cash fund logs.
5. The **student host** picks up and signs for the cash from the Athletic Business Office prior to the campus visit date. The Host reads the NCAA rules on back of form.
6. The student host is to sign off on the back of the original form and verify the activities participated in during the official campus visit.
7. Original white copy of Prospect Visit form is given to Compliance Office.
8. The cash replenishment form is completed and sent to Treasury with yellow copy of recruit form for Banner validation.

## Official Visits State Recruiting Funds

The purpose of the official visit is to expose the prospect to the campus, the community, and the team in order for the prospect to make an informed decision about where to enroll in school. While NCAA rules allow reasonable entertainment, such as meals at restaurants, during the official visit, it is not intended as an avenue for a sports program to entertain family members and friends at these meals. As such, the following policy regarding family members/guests during official visits and the use of state recruiting funds applies:

For meals at restaurants on the official visit, state recruiting funds can only be used for payment of coaches, the official student-host, the recruit, and the parents/legal guardians of the recruit. Family members of coaches may attend the meal; however, either foundation or personal funds must be used for payment of their meals. This policy extends to the use of restaurant facilities for catering or take-out for a meal held at the home of a coach.

## **Institutional Policy for Recruiting Prospective Student-Athletes**

### **I. Purpose of Policy**

- A. To insure that a prospect's visit complies with NCAA and UM regulations, including the Student Conduct Code.
- B. To recruit prospects committed to academic and athletic success.
- C. To apprise prospect, parents, UM personnel, and UM student-athletes with UM's expectations for recruiting visits.
- D. To provide sanctions on hosts and prospects for noncompliance with this policy, which could include a letter of reprimand, suspension from host duties in the future, and non-admission to UM.

### **II. Time Constraints on Recruiting Visit**

- A. Official visits are prohibited during recruiting dead periods (see NCAA Bylaw 30.11).
- B. Official visits shall not exceed 48 hours (NCAA Bylaw 13.7.2).
- C. The curfew for the prospect each night shall be 1:00 a.m.

### **III. Services and Accommodations for Visiting Prospect**

- A. When using air transportation, UM must use commercial, coach-class airfare (NCAA Bylaw 13.6.2.3, as revised 8/5/04).
- B. Standard UM and host vehicles must be used when transporting a prospect while visiting the campus (NCAA Bylaw 13.5.2, as revised 8/5/04).
- C. When using hotel accommodations, standard rooms must be used for the prospect (NCAA Bylaw 13.7.4, as revised 8/5/04).
- D. Meals on an official visit must be comparable to those provided to student-athletes during the academic year (NCAA Bylaw 13.7.5.7, as revised 8/5/04).
- E. The coach and student-athlete hosts shall be held accountable for all visit-related expenditures.

### **IV. Hosts for Visiting Prospect**

- A. There shall be a coach designated as the coach-host for each visit.
- B. A student-athlete may be designated as the student-host.
- C. The student-host shall be informed of the name of the coach-host, and shall contact him/her in case of problems during the visit.
- D. The student-host shall provide his/her feedback to the coach-host as to the fit of the prospect for the program.
- E. The student-host shall use host money to cover actual and appropriate costs of entertaining the prospect, excluding the cost of meals and admission to campus athletics events. The funds may not be used for the purchase of UM souvenirs such as T-shirts or other institutional mementos (NCAA Bylaw 13.7.5.5).
- F. The use of gender-specific groups as official student-hosts is prohibited.

### **V. Required and Prohibited Activities**

- A. The prospect shall meet with academic and athletic staff about programs, services, and expectations.
- B. The prospect shall tour the campus and Missoula community.
- C. The prospect shall spend time with the student-host and teammates.
- D. The following activities by the prospect and hosts are absolutely prohibited during a recruiting visit:
  - o Use of sex as recruiting inducement
  - o Use of alcohol

- Use of drugs
- Gambling
- Visiting strip bars
- Inappropriate parties
- Inappropriate sexual activity
- Violation of curfew
- Use of personalized recruiting aids (e.g., personalized jerseys, personalized audio/video scoreboard presentations) (NCAA Bylaw 13.7.5.9, adopted 8/5/04)
- Providing game-day simulations (e.g., running onto the field with the team during pre-game introductions) (NCAA Bylaw 13.7.5.9, adopted 8/5/04)

## Camps and Clinics

### UM SPORTS CAMPS/CLINICS PHILOSOPHY

The UM Athletics Department encourages its staff to participate in sports-related activities that may benefit not only the individual staff member but also the Department and the University. Although such activities outside the Department can be compatible with the University's and Department's mission, they also may conflict with departmental responsibilities or with the University's goals. Non-departmental activities may divert essential staff energy away from UM and may appear to compromise the integrity of the Department and UM. Therefore, the Department reaffirms its unqualified commitment to the principles set forth immediately below.

1. The overriding professional obligation of all full-time members of the Intercollegiate Athletics Department is to UM and the Department, as expressed in their respective mission statements.
2. No outside activity or financial interest of any member of the Department will be permitted to compromise the integrity of our program, to detract from the fulfillment of that member's fundamental obligations to UM, or to compromise student athlete welfare.
3. All Athletics Department members shall at all times fully comply with all applicable federal and state laws, Montana University System policies, NCAA and Big Sky Conference regulations.

### CAMPS REQUIREMENTS

1. Athletic summer camps are to be operated and directed by UM athletic coaches while they are on leave or otherwise not on contract as UM employees. Coaches will be allowed to use UM facilities and services for camps by paying UM an arm's length, fair market value cost for these facilities. Coaches, as camp directors, bear full personal responsibility for all camp activities and administrative oversight. Additionally, coaches bear full responsibility for all camp participants and are legally liable for any breach of contract or negligent and harmful behavior.
2. Willful noncompliance with the requirements set forth in this Memorandum shall result in immediate forfeiture of the privilege to have camps on the UM campus and use the UM or "Grizzlies" names for camp purposes. In addition, noncompliance may result in disciplinary action up to and including termination of UM employment for cause.
3. Each head coach wishing to direct an athletic camp at UM may, at the coach's own cost, form an appropriate for-profit or non-profit entity or structure wholly owned by the coach and provide evidence of such entity annually to the UM Director of Athletics. Camps conducted on the UM campus shall at all times remain under the exclusive direction of the coach. The coach shall maintain in good standing any structure created for the purpose of operating a camp at UM for as long as the coach operates a camp at UM.

4. Any coach wishing to conduct his/her sports camps off-campus must receive prior written approval from the UM President in order to comply with NCAA Bylaw 11.2.2 and MUS HRS Personnel Policy #410: Conflict of Interest and Financial Disclosure.
5. Each coach is responsible for abiding by all applicable federal and state laws and NCAA and Big Sky Conference regulations. The UM Director of Intercollegiate Athletics (or Director's designee) shall ensure compliance with applicable NCAA and Big Sky Conference rules and also ensure that State of Montana and University policies related to outside employment of staff are properly and fully followed. Each coach employed by UM who is involved in a camp shall take annual leave for all camp activities. UM shall report to appropriate officials any apparent violation of federal or state law, or NCAA or Big Sky Conference rule, in connection with any camp following an investigation of any alleged violation.
6. A coach who directs a camp at UM shall schedule and pay for camp space in UM athletic facilities at an arm's length market rate established by the Adams Center and the UM Intercollegiate Athletics Department in accordance with normal policy for rental agreements.
7. A coach who directs a camp at UM shall have a limited right to use UM logos and marks solely and exclusively in connection with the promotion of a UM-authorized camp. All camp promotional materials shall be approved by the UM Athletics Director (or Director's designee) in writing prior to publication or distribution; and such materials shall clearly indicate that the camp is hosted at UM but not by UM. For example: "Joe Smith's Wrestling Camp at The University of Montana" is a permissible use of the University's name.
8. A coach who directs a camp at UM shall hold harmless UM and all UM agents, employees, and representatives from any liability or action arising from personal injury or property damage caused by the negligent or other tortious act or omission of the coach or of any other camp employee, agent, or representative. The coach who directs a camp at UM shall acquire and maintain single limit public liability insurance in which the coach and the entity responsible for the camp are named as "the insured" and in which UM and the Montana University System are named as "Additional Insureds" in the amount of \$1 million covering bodily injury including death and property damage; and shall provide a copy of the certificate of insurance as proof of insurance to the UM Director of Athletics no later than ten (10) days before the camp commences.
9. Each camp participant shall provide proof of medical insurance.
10. Each camp shall employ at least one person trained in basic First Aid and CPR (e.g., UM athletic training students) during all hours the camp is in session.
11. The coach who directs a camp at UM shall be responsible for paying all camp staff and for withholding and remitting payroll taxes.
12. The hiring of any student-athlete to work in a camp at UM shall be in accordance with all applicable NCAA Bylaws.

13. To ensure the safety of camp participants, all camp employees who are not UM employees shall submit to a criminal background check. An individual's employment by the camp shall be contingent on a completed and absolving background check. If an individual has proof of a completed background check done within the last three years, written proof of such can be provided in place of a new check.
14. UM retains the sole right to provide food service or exercise its First Right of Refusal regarding all camp activities at UM. Athletic camps held on the UM campus shall utilize Dining Services for food service if food is purchased by the camp.
15. Other concessions (e.g., the sale of souvenir programs, books, shirts, or other commonly sold items) are permitted, but UM reserves the right to reasonably limit time and place of concession sales to assure consistency with UM interests and policies. Each concession sale shall be recorded and listed as revenue on the designated UM Athletics Department form.
16. Cash transactions in connection with any camp activity or camp sponsorship at UM, except for concession sales, are prohibited. All transactions shall be paid for with a personal or a business check, certified check, money order or personal credit card. Such transactions include camp fees, payment of camp vendor bills, purchase of camp supplies, any entertainment costs, and camp sponsor donations.
17. All camp records shall be open to UM and the UM Athletics Department administration, including the Department's compliance officer, as well as to the Montana Legislative Auditor. These include, but are not limited to, all financial records, donations, camper registrations, insurance documents, UM Residence Hall records, UM Dining Services records, camp store transactions, personnel and pay records, vendor payments, and camp-related entertainment.
18. Private monetary support of camps shall be deposited with the UM Foundation or Grizzly Scholarship Association (GSA) in the respective sport opportunity camp account. Normal Foundation check procedures shall apply for use of those funds. Donation of goods and services shall be accounted for and recorded by the coach who directs a camp at UM.
19. Camps shall not be allowed to use the Campus Mail Services non-profit bulk mailing permit to mail camp brochures.
20. Camps shall not use UM office equipment or supplies, including, but not limited to, telephones, computers, copy machines, fax machines, postage meters and office supplies, for any purpose related to camp activities, to the extent such use results in costs incurred by UM unless such costs are fully and promptly reimbursed to UM.
21. Although UM policy allows for a coach who directs a camp at UM to receive income from an outside source, such income in each instance shall be approved by the UM President to avoid conflicts of interest (*HRS Personnel Policy #410*:



- Conflict of Interest and Financial Disclosure*). Such income shall be fully recorded and disclosed by the coach who directs a camp at UM and approved by the UM President.
22. NCAA Bylaw 11.2.2, requiring each Athletics Department employee to provide a written detailed account annually to the President for all athletically related income and benefits from non-UM sources, shall fully apply to all camp activities at UM and to any camp employee.
  23. All camp expenses and revenues shall be reported on a form designated by the Athletic Director.
  24. Compliance with Laws. A camp shall, at its own cost and expense, observe and comply with all applicable legal requirements, including without exception but not limited to, all local, state and federal laws, regulations, orders, and permits pertaining to health, safety, and environmental standards, affirmative action, nondiscrimination, and equal opportunity.
  25. Status and Authority. Camps have the status of UM-approved independent entities but are not considered official UM activities. Camps shall have no authority to act on behalf of UM or in UM's name, or to bind UM, either directly or indirectly, in any matter. Neither UM nor any UM employees, officers, agents or representatives, shall bear liability to anyone for any camp cost or any other camp obligation.

## Championship Award Policies

If a sports program provides championship awards (i.e., rings), the following guidelines apply.

- The department will purchase awards (at the minimum level price) for the individuals below. The sports program can use foundation funds to purchase awards for others not on this list, and to pay the difference for a higher level price (purchasing 14K gold rather than luster). Further, the opportunity to purchase awards can be extended to other departmental personnel. No one outside the department, besides the President, should receive an award. The Athletic Director can approve exceptions to these guidelines.

### Team

Coaching Staff  
Eligible players  
Equipment managers  
Team manager(s)  
Administrative Assistant  
Athletic trainer(s)

### Other

Official travel party  
Athletic Director  
Executive Staff, as deemed appropriate  
University President

- The value of the award must meet the NCAA rules and limitations.
- The decision of when to purchase awards is at the discretion of the head coach, in consultation with the Athletic Director (for example, if a team ties for the conference championship).

## Competition Scheduling

It is the mission of the UM Athletic Department to provide opportunities for student-athletes to fully develop their academic potential. Further, it is the responsibility of the Department to support the academic endeavors of its student-athletes and remove any barriers to their academic success.

Therefore, the Athletic Department will not schedule away-from-home non-conference competition during the five days of finals week each semester.

## NCAA Team Championship Travel Policies

Effective: July 1, 2008

The following policy represents the individuals who are allowed to travel with the team. It is not required that every position listed must travel if it is determined that its presence on the trip is not needed. Substitutions may not be made in that case.

- Coaching Staff and Spouses
  - Eligible Players
  - 1 Athletic Trainer
  - 1 ATC student
  - 1 Sports Information
  - 1 Team Manager
  - Team Administrator (Assoc AD/SWA, or Assoc AD/Internal)
  - 1 Development
  - 1 TV or filmer
  - 1 Radio
  - 1 Will Call ticket coordinator\*
  - 1 Player Pass ticket coordinator\*
  - President or Appointee/Spouse
  - Athletic Director
  - Band/Director (see specific NCAA sport championship travel policies)
  - Spirit Squad/Coach (see specific NCAA sport championship travel policies)
  - 1 Mascot
  - 4 Learfield representatives (Learfield purchase)
- \* = May be same person if NCAA travel policy allows.

### Additional Staff for Football Only:

- 3 Equipment Room
- 1 Additional Athletic Trainer
- 2 Additional ATC students
- 3 Additional Team Managers
- 1 Team Physician
- Booster Coordinator (if boosters travel)

- These individuals represent those who may be listed as part of the “official travel party” as determined by NCAA travel reimbursement policy for that specific sport.
- For individuals outside of the above list, Foundation or private funding sources must be identified for payment of all expenses related to the travel. (Based on seat/hotel availability.)
- All NCAA travel guidelines must be followed.