

**UNIVERSITY OF NEBRASKA OMAHA**  
**ATHLETIC DEPARTMENT**



**POLICY AND PROCEDURE MANUAL**

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### **Purpose**

- Policy formation is essential in order to assure that the University of Nebraska Omaha's Department of Athletics receives the direction necessary to function in a progressive and successful manner. Policies affecting the operation and administration of the intercollegiate athletics program at UNO are developed by the Director of Athletics, with the input of the athletic department staff, and approved by the chancellor.
- This is an evolving document, as is the world of intercollegiate athletics. As the practices and regulations of the athletic department governing bodies evolve, so will this manual and the department of athletics. The information found in this manual are consistent with the rules and regulations found in the following publications:
  - NCAA Manual
  - Western Collegiate Hockey Association Rules Manual
  - Summit League Policies and Procedures Manual
  - UNO Student and Faculty Handbook



## **Vision Statement**

The University of Nebraska Omaha's Athletic Department will work to create a culture of excellence. Our culture will be one that embraces the expectations of our community and provides the necessary resources to our students, coaches, staff and administrators to achieve and develop our brand commensurate with our market expectations. UNO will be known as a forward-thinking, financially independent athletic department, that competes at the Division I level. We aim to compete and win nationally in our core competencies in facilities that attract top students. Students will continue to be our focus, we will work to leverage corporate Omaha to acquire, nurture and retain top students, by creating a Leadership Academy that exposes our students to the remarkable philanthropic culture of Omaha. Integration of our programs for the benefit of campus and community will be a focus of our department.

## **MISSION STATEMENT**

The mission of the University of Nebraska Omaha Athletic Department is to provide our student-athletes with a positive and competitive academic and athletic experience which will prepare them for lifelong achievement and success.

## ***GUIDING PRINCIPLES***

**Excellence:** Upholding superior standards for academic and athletic performance.

**Passion:** Dedication to putting the student-athlete in a position to achieve at the highest level and committing the resources necessary for success.

**Teamwork:** A network of student-athletes, athletics department professionals, and fans committed to the goals and objectives of UNO athletics.

**Integrity:** All athletics department decisions and actions are made honestly.

**Community:** UNO athletics will be engaged in the community and support partnerships that promote service, learning and outreach.

## **SECTION I: GENERAL ADMINISTRATIVE POLICIES**

### **General Office Information**

- Office Hours
  - Departmental hours are 8:00 a.m. to 5:00 p.m. with an hour for lunch during the academic year.
  - Realizing that job performance necessitates evenings and weekend work, office hours may be adjusted to accommodate personal and professional commitments.

### **Facilities**

- Maintenance of Facilities Request
  - All maintenance work must be initiated with a work order through the Director of Facilities.
  - When possible, the request should be sent via email and include the following: room number/location, scope of work, justification, requested completion date, and any other relevant information.
  - Depending on the nature of the work, it will be paid for from the individual sport budget, Facilities budget, or private funds.
  - The Director of Facilities is responsible for prioritizing all work orders from the department.
- Athletic Department Facilities and Scheduling
  - The following level of importance should be followed when scheduling of an athletic facility takes place:
    - Academic Programs (Physical Education Classes)
    - Intercollegiate Athletics (Contests and Practices)
    - Opposing Team Practices
    - Intramurals
    - Athletic Department Tournaments/Camps
    - University Related Activities Sponsored by a UNO Department
    - Non-University Public Events, Activities, or Programs
    - \*The first five levels can be scheduled through athletic facility scheduling while the last two levels must first have the campus facility coordinator's approval followed by athletic facility coordinator.
  - Academic Program Scheduling:

- A memo at the start of each semester will be sent to athletic facility scheduling from the academic scheduling office containing dates, times, courses and instructors for the semester. All academic program scheduling must take place between 8:00 a.m. and noon, Monday through Friday when school is in session. Academic programs will have first priority during these hours.
- Intercollegiate Athletic Scheduling:
  - The head coach of each respective sport is required to schedule practices and games with athletic facility scheduling. It is also their responsibility to notify athletic facility scheduling when changing practice times or contests. When scheduling of the fieldhouse, in-season sports have priority when scheduling the main court. Schedules for volleyball, men's and women's basketball should be turned in to athletic facility scheduling no later than March 31<sup>st</sup>. Second semester practice schedules for baseball, softball, men's and women's basketball should be turned in no later than September 15<sup>th</sup>.
  - Athletic facility scheduling will work with the maintenance/custodial and security departments to make sure the facility is ready for each home contest. A memo will be sent to each department detailing the duties that are needed for each home contest.
- Opposing Team Practice Scheduling:
  - Head coaches should coordinate with athletic facilities scheduling for opponents pre-game practice times. Locker room scheduling should be done through the equipment manager.
- Intramural Scheduling:
  - The director of the intramural department is required to send a memo to athletic facility scheduling requesting the facilities. Athletic facility scheduling will schedule the intramural department around the intercollegiate athletic contests and games.
- Athletic Department Related Tournaments/Camps Scheduling:
  - Each athletic sport department is required to schedule all tournaments, fundraisers, camps, etc. through athletic facility scheduling.
  - Each head coach will be required to request space for dates for special events, fundraisers, camps and out-of-season practices through athletic facility scheduling.

### **Building Key Policy**

- All staff will be issued keys to the outside door, their office, locker room, and other necessary areas related to work.
- When ordering keys for the department, the department head must submit his/her request to the Athletic Director or Associate Athletic Director (via email) for approval. Once approval has been given, the request is then forwarded to the Business Office order keys from Campus Security.

- Typically it will take 5-7 working days for the keys to be made. You can contact Campus Security at 554-2648 to see if your keys are ready. When they arrive, you will be required to pay a \$5 deposit for each key in order to pick them up at Campus Security (EAB 100.)
- Staff is reminded that university keys are not to be duplicated.
- When returning keys or leaving the University, you must return all keys to Campus Security before your last day. Once you return a key, you will receive your \$5 deposit per key back directly from Campus Security.

### **Printing and Publications**

- All printed materials must be approved by the Media Relations department to ensure style, consistency, appropriate use of department logos and miscellaneous accuracy. This includes, but is not limited to, all newsletters produced by individual sport programs, camp brochures, flyers, advertisements, etc.
  - All printing requests must be made in conjunction with an expenditure request with the business office. No printing jobs will be processed without prior expenditure approval.
  - Media Guides
    - Media Relations will develop a timeline for the production of all media guides in conjunction with a printing company.
    - Media Relations will consult with the individual coaches to determine the specifications for each guide and bid out the job as he/she deems necessary in accordance with the printing budget and the technical needs.
    - Head coaches will assign a contact for each sport who will be responsible for providing needed information to Media Relations.
    - Media Relations and the coaches for the involved sports will consult on all decisions regarding guide covers based on the best photography available.
    - Media Relations will maintain the continuity of the media guide designs for the entire academic/athletic year. All photography will be action.
    - Media Relations and the designated coach for the involved sport will decide on all content material and photography with each guide.
  - Posters/Programs
    - Schedule posters will be printed for select sports determined by need.
    - Any sport producing its own poster can do so, but should consult Athletic Media Relations to ensure consistency with other publications and the Athletic Compliance Office to ensure it is in accordance with necessary NCAA and Conference rules.
  - Newsletters, Camp Brochures, Miscellaneous
    - Any newsletters, camp brochures, etc., should follow guidelines established by Athletic Media Relations with respect to content and layout.

- If consulted, Athletic Media Relations will make grammatical, style, and consistency corrections which must be recognized by the sport producing the printed materials.
- Business Cards, Letterhead, Envelopes
  - All business cards, letterhead and envelope orders must be processed through the Administrative Support Staff.
  - All department stationary will adhere to the standard design.
- Electronic Productions
  - Media Relations will oversee the development, design, and maintenance of the Official UNO Department of Athletics website.
  - Media Relations will oversee that statistical information updates are completed in a timely fashion.
- Photography
  - Athletic Media Relations will secure photographers to develop a yearly library of action photos for each sport.
  - Athletic Media Relations will maintain the action photography library – including all prints and negatives.
  - Head coaches are responsible for scheduling photo shoots for team photos, individual headshots, staged photos, etc.
  - Athletic Media Relations will be responsible for maintaining the filing system for all individual student-athletes, coaches, and administrators headshots and team photos.

### **Mailings**

- All mailings will be charged to the specific administrative or sport account.
- Bulk mailings must go through the mail room before they are processed.

### **Staff Parking**

- All university employees can purchase a “Staff Pass” through Campus Security.
- Parking lots are assigned and a rear view mirror hang tag is issued by Campus Security.
- Parking in the designated lots is on a space available basis.

### **Personal Use of University Materials and Funds/Conflict of Interest**

- Refer to page 6 of the University of Nebraska Omaha Employee Handbook regarding university policy on issues of conflict of interest.

### **Use of Tobacco**

- Use of tobacco, smokeless or otherwise, is prohibited in any and all Athletic Departments.
- The University of Nebraska Omaha also adheres to the NCAA policy regarding the use of tobacco at all athletic events relative to players and all support staff.

### **Cell Phones**

- Staff members of the Athletic Department are issued cell phones from Verizon Wireless.
- For new employees, contact the business office to discuss the current plan, and phone options.
- The cell phone plans are currently covered by the Athletic Department budget.
- Any overages above and beyond what the existing plan covers are the responsibility of the individual, and those overages will be figured on a monthly basis.

## **SECTION II: GENERAL ATHLETIC INFORMATION**

### **Athletic Events**

- Principles of Scheduling
  - The Summit League schedules conference contests for baseball, men's and women's basketball, golf, men's and women's tennis, men's and women's soccer, softball, cross country, track and field, and volleyball.
  - The Western Collegiate Hockey Association (WCHA) schedules conference contests for hockey.
  - Non-conference opponents are at the discretion of the head coach with the approval of the administrator who oversees each sport.
  - When scheduling non-conference competition, consideration must be given to the following:
    - Travel – Departure times, return times, length of trip, mode of transportation (bus, airplane (commercial or charter), missed class time, budgetary constraints).
    - Quality of Competition – The University of Nebraska Omaha is a Division I institution and the focus of scheduling competition should remain at a high standard.
    - Competitive Comparability – While it is our philosophy to compete at the highest level, clear consideration must be given to the competitive quality of each competition scheduled. Certainly, the focus of scheduling should be to engage in competition which provides an opportunity for victory. At the same time, priority must be given to the philosophy of providing our student-athletes with the best possible competitive experience.
    - In the scheduling process and with the above in mind, coaches and administrators must be conscious of maintaining a balance in home games and away games.
    - Consideration must be given to scheduling competitions that are not in direct conflict with university exam periods.
  - Game contracts
    - Home game contracts are initiated by each head coach (as appropriate), and processed by their sports' administrative assistant, and signed by the administrator who oversees the sport.
    - Away contracts shall be approved by the Athletic Director, Associate Athletic Director or Senior Women's Administrator, and signed by the administrator who oversees the sport.
    - A copy of each home and away contract will be maintained by:
      - The administrator overseeing the particular sport, and
      - The head coach for the involved sport.
  - Post-Season Athletic Competition
    - The University of Nebraska Omaha, as a member of the Western Collegiate Hockey Association, the Summit League and the National Collegiate Athletic

Association, may appear in post-season tournaments or post-season playoffs when sanctioned by the aforementioned organizations.

- With the exception of the Summit League and WCHA Championships, this action must be approved by the Athletic Director and the University President.
- Each sport, whether team or individual, can represent the conferences in NCAA tournaments/contests, provided funds are available, with approval from the university and the conferences.
- Postponement/Cancellation of Athletic Events
  - It is the philosophy of the University of Nebraska Omaha Athletic Department that one or a combination of factors may cause postponement or cancellation of intercollegiate athletic contests.
  - Among those factors are: heavy rain, snow, temperature/wind chill, safety and well-being of the student-athletes, travel considerations, condition of playing surface(s), and overtime maintenance costs.
  - Prior to postponement or cancellation, all necessary parties involved (head coach, athletic administration, athletic trainers, visiting team head coach, and officials) should consider current weather conditions, weather forecasts, current field conditions, along with team and officials' expenses.
  - A reasonable attempt should be made to complete the game/match/event at its regularly scheduled time and date.
  - Unless extenuating circumstances exist, the official notification to postpone or cancel a home intercollegiate game/match before it starts should come from a University of Nebraska Omaha administrator after consulting with the head coach, the visiting head coach, and other necessary parties.
  - The initial point of contact will be the Director of Facilities. If unavailable, the second point of contact will be the Administrator overseeing the involved sport.
  - Once an intercollegiate contest begins, NCAA, WCHA, and Summit League rules/policies will take precedence as to when to postpone and/or cancel a game and who has the authority to make such a decision.
  - If the contest is a non-conference game, the NCAA rules/policies will take precedence as to when to postpone or cancel a game and who has the authority to make such a decision.
  - If there are no governing rules/policies to postpone or cancel a game, the decision will be mutually agreed upon by head coaches, the head official, and the Director of Facilities when determining what action to take.
  - When an intercollegiate contest has been postponed or cancelled, the following individuals need to be notified immediately:
    - The Director of Athletics
    - The Administrator overseeing the involved sport
    - The Director of Facilities
    - The Director of Media Relations
    - The Covering Athletic Trainer
    - The Covering Equipment Manager
    - The University of Nebraska Omaha Campus Security



### **Athletic Awards**

- Conference Championship Awards
  - Awards will be given to all players on the squad list, including medical and redshirts, who are in good standing at the time of the championship.
  - Awards will also be given to the head coach, assistant coach(es), graduate assistant(s), volunteer and undergraduate coach(es), managers, athletic trainers, team physicians, media relations liaison, administrative support staff, and others that are justified in writing to the supervising athletic administrator.
- National Championship Awards
  - Those individuals and teams which earn the distinction of National Champion(s), shall be recognized with a ring indicative of their accomplishment.
  - Those individuals who distinguish themselves as All-Americans shall be recognized by having their NCAA All-American certificate framed and presented at an appropriate athletic event.

### **Team Banners**

- Banners indicating Summit League, WCHA, and NCAA, shall be displayed at all UNO Athletic Department venues.

### **Student-Athlete Exit Interviews**

- At the beginning of April, the Director of Compliance will put together a list of all student-athletes who have completed their athletic eligibility or will do so by the end of that spring semester.
- Fifty percent of the student-athletes on each team will be randomly selected to take the written portion of the interview.
- Student-athletes may request an oral interview instead of or in addition to the written interview.
- When a team only has a couple student-athletes exhausting their eligibility, then each one of those student-athletes will be selected.
- Student-athletes are required to participate.
- Evaluated coaches will be made aware of the results during their annual evaluation.

### **SECTION III: GENERAL PERSONNEL INFORMATION**

#### **Appointment of Volunteer Coaches**

- The volunteer coach:
  - Cannot contact or evaluate prospects off-campus, and cannot scout opponents off-campus.
  - May not receive compensation from sports camps or clinics that are conducted, owned or operated by the institution or the athletic department.
  - Cannot recruit (includes receiving a complimentary meal) on-campus.
  - May receive a maximum of two (2) complimentary tickets to home contests in their sport.
  - May receive compensation from departments outside athletics provided:
    - Compensation and time devoted are commensurate with others that perform the same duties, and
    - The individual is qualified for and performs duties for which compensation is received.

#### **Appointment of Graduate Assistants/Restricted Earnings Coaches and Fee Waivers**

- University and departmental guidelines must be followed as with all hiring.
- The Business Office is responsible for administering all fee waivers and stipends.

#### **Hiring Procedures**

- Hiring permanent full-time personnel requires prior approval from the Cabinet. Therefore, a job description and justification form must be prepared well in advance of the desired hire date for the individual.
- For part-time personnel, approval must first be obtained from the Athletic Director.

#### **Professional Development Opportunities for Staff**

- All staff members are encouraged to avail themselves of opportunities for professional development both off and on campus.
- Funding for such opportunities must be approved by the Director of Athletics prior to any commitments unless the involved staff member is willing to pay for such opportunities themselves.
- Leave for such an opportunity, regardless of who is paying for the opportunity, must be approved by the Director of Athletics.

### **Job Performance Evaluations**

- Job performance evaluations for administration, head coaches and full-time assistant coaches shall be conducted annually by the Director of Athletics or sport oversight personnel.
- Evaluations shall be in writing and signed by both the Director of Athletics, Sport Oversight personnel and the employee.
- The evaluation shall use the job description as a basis along with other relevant criteria indicated on the form.
- The form shall be used as relevant for the individual being evaluated. Not all items will be administered upon the employee, for different employee roles required different responsibilities.
- Items to be evaluated include, but are not limited to:
  - Abiding by NCAA, Summit League, WCHA, and the University of Nebraska Omaha policies and procedures as well as those of the athletic department.
  - General administrative responsibilities.
  - General attitude and demeanor: facilitation of good interpersonal working relationship, punctuality in attending departmental functions and meetings, willingness to perform duties, desire to achieve, cooperation with fellow staff members, adaptability to assist in change, willingness to accept responsibility for actions, and personal attitude.
  - Public relations/fundraising: involvement in overall efforts in fundraising and related events, rapport with the community and alumni, support to civic organizations, media and professional organizations.
  - Team success: level of success in terms of effective coaching, wins and losses, graduation rates, and the degree to which team members represent themselves, their teammates, the athletic department, and the university.

### **Vacation and Sick Leave**

- Vacation and sick leave are awarded based on your contract by university policy.
- Vacation and sick leave used should be reported to your supervisor on a monthly basis for distributed by the Director of Business.
- In addition to university policy, the following guidelines shall be used:
  - Camps you conduct on campus – no vacation taken
  - Camps you conduct off campus – up to two (2) weeks without counting vacation
  - Camps you attend off campus – vacation days must be taken

- Outside events: Olympics, World University Games, Regional or National Events
  - If you apply – you must take vacation; if you are selected – you need not take vacation

## **SECTION IV: INTERNAL AFFAIRS**

### **Academic and Development Services**

- Advising and Registration
  - As a NCAA CHAMPS/Life Skills member, our program subscribes to the following goals:
    - Support efforts of every athlete toward intellectual development and graduation.
    - Assist athletes in utilizing athletics to attain life goals and in meeting the changing needs of young adult development.
    - Promote respect and foster an appreciation for a diverse and multicultural society.
    - Enhance interpersonal relationships and strong self-worth among athletes.
    - Enable student-athletes to make meaningful contributions to their communities.
    - Promote ownership by student-athletes of their academic, athletic, personal and social responsibilities.
  - Advising
    - All student-athletes at the University of Nebraska Omaha are assigned an academic advisor in their area of major study.
    - To help student-athletes with their Progress Toward Degree requirements, monitoring forms are to be filled out and signed by both the student-athlete and their coach.
    - For student-athletes in their fifth (5<sup>th</sup>) semester and beyond, an advisor is also required to sign the monitoring form, indicating that the classes selected by the student-athlete are concurrent with that individual's graduation requirements.
  - Registration
    - All student-athletes will register in accordance with the university registration requirements.
  - Schedule Changes
    - To maintain eligibility, each student-athlete must be at full-time status which is twelve (12) hours.
      - Exceptions – The athlete is a senior and needs less than 12 hours to graduate.
      - The athlete is not competing that semester and must go part-time to maintain academic eligibility.
      - After the first week of class, if a student-athlete tries to drop a course he/she is registered for, his/her request will pend until the Director of Compliance, the Director of Academic Success, and the Athletic Certification Specialist have either approved or denied the request.

- At Risk Student-Athletes

- Each coach will identify their student-athletes who academically may be at risk in their course work.
  - These names will be given to the Director of Academic Services, who in turn will send a “UNO Student-Athlete Academic Status Report” to the respective professors requesting up-to-date information on the individuals named in their class.
  - This procedure will be done twice per semester.
  - Head coaches will receive a copy of the results.

- Hamilton Academic Excellence Room

- During the academic year, the Hamilton Academic Excellence Room hours are:
  - Monday to Thursday – 8:00 a.m. to 9:00 p.m.
  - Friday – 8:00 a.m. to 12 p.m. (noon)
- There will always be a designated proctor facilitating the academic excellence room.
- Student-athletes are responsible for signing in and signing out of the Hamilton Academic Excellence Room.
- Each freshman is required to study in the academic excellence room for at least four (4) hours per week.
- At the end of the week, the Director of Academic Success will record all of the hours each team and individual spent in the academic excellence room and deliver a copy of their results to the respective coach.
- It is at the discretion of each coach, in conjunction with the Director of Academic Success, as to what punishment shall be given to those individuals who did not satisfy the required hours for that particular week.
- The resource room is furnished with several study tables, conducive for small group projects.
- There are also numerous computers accessible for the student-athletes, which are connected to a printer for use by the student-athletes.
- Besides the computer resources located in the academic excellence room, student-athletes are permitted to borrow a laptop courtesy of the athletic department when traveling or for long-term projects. The athletic department does not allow student-athletes to borrow laptops for an entire academic semester.
- All computers are connected to the campus network that allows access to Internet and personal email accounts.

- Tutors

- The main objective of the tutorial program is to provide a resource that aids students in comprehending and applying course material while fostering the student-athlete towards independent learning.

- Tutors are undergraduate and graduate students who have demonstrated a proficiency in their subject by achieving a minimum grade of a B.
    - Transcripts must be submitted or with the potential tutor's permission, the records are accessed on the Student-Information System.
  - Individual/Group Tutors
    - Tutors meet with student-athletes who are assigned by the Director of Academic Success in order to fulfill the needs of the student.
    - When the Director of Academic Success receives a request from a student-athlete seeking a tutor, he/she is assigned to a tutor in the appropriate subject area.
    - Group tutoring will be handled on a case-by-case basis.
  - Drop-in Tutors
    - Tutors are available throughout the campus buildings which are recognized to host the degree curriculum.
- Notification of Class Absence
  - If a student-athlete is to miss a class due to travel or competition, the following procedures should be adhered to:
    - The student-athlete must present each professor with a copy of their travel schedule prior to any traveling taking place.
    - The university policy, as indicated in the Undergraduate Catalog and Faculty Handbook, is that student-athletes shall not be penalized for participating in event representing University of Nebraska Omaha when faculty members have been presented with an excuse from the proper office.
    - Instructors are required to provide reasonable accommodation for students participating in officially sanctioned events.
    - Any student-athlete who encounters difficulty with a professor should consult the Faculty Athletics Representative for advice.
  - Classes missed for illness or injury
    - Student-athletes should notify the athletic training room.
    - It is the responsibility of the training staff to have the student-athlete fill out the necessary form when a reasonable excuse as to the illness or injury can be generated and sent to the appropriate faculty member from the head athletic trainer.
  - Classes missed for personal emergency
    - If a student-athlete has an emergency in the family, such as death or illness of a relative, the following procedures must be adhered to:
      - It is the responsibility of the student-athlete to notify their coach or the Director of Academic Success.
      - It is advised that the student-athlete bring documentation after any absence, such as an obituary or note from clergy.

- Campus Academic Support Units
  - Office of Disability Services
    - Student-athletes with documented learning disabilities are referred to the University of Nebraska Omaha Office of Institutional Equity.
    - This program offers services for students with disabilities including communicating with faculty to secure academic or testing accommodations.
  - University Counseling and Psychological Services
    - Any student-athlete exhibiting indications of a possible disability are referred to the University of Nebraska Omaha Counseling and Psychological Services (CPS) program.
    - Testing is provided to identify specific challenges for the student.
    - CPS also offers a variety of counseling services and workshops designed to help students deal with the demands of college.

## **Compliance**

- Academic Policies
  - Admissions Procedures
    - Undergraduate, transfer, international, and graduate admissions applications are obtained from the Office of Admissions.
    - These applications are coded to identify prospects that have applied for admission to the university.
    - The Director of Compliance serves as the liaison to the Office of Admissions.
  - Admissions Standards
    - To be considered for admission to the University of Nebraska Omaha, a prospect must successfully meet the admission requirements set forth by the University of Nebraska Board of Regents.
    - If a prospect meets these mandatory requirements, he/she is assured admission into the University of Nebraska Omaha.
    - If a prospect fails to meet these requirements, the prospect can still seek Admission on the Basis of Special Merit.
    - The Director of Compliance will periodically provide a prospect status update report to coaches.
  - Eligibility Standards once a Student-Athlete
    - In order to compete in intercollegiate athletics, the NCAA requires that a student-athlete be enrolled in at least a minimum full-time program of studies which is twelve (12) semester hours, be in good academic standing and maintain satisfactory progress toward a baccalaureate degree (NCAA Bylaw 14.01.2).
    - The exception to maintaining full-time status in the student's program of studies is if the student-athlete is graduating in that semester and only needs a certain number of hours to graduate, the equivalent resulting in less than twelve (12) hours.



- Each student-athlete, with the exception of a graduating student-athlete who is full-time, must fill out and return a Monitor Form to the Athletic Certification Specialist by the second Friday of every semester.
  - Without the completion of this form by 5:00 p.m. on the second Friday, the student-athlete is rendered ineligible for practice/competition until such form is complete.
- For all sports, the NCAA Manual creates the mandatory requirements of how many hours must be completed by each semester to remain eligible.
- For all sports, the NCAA Manual creates the mandatory requirements of how many hours must be completed each academic year in order to remain eligible.
- Grades First Reports
  - Grades First Reports are issued the first Monday of every month to all professors with student-athletes.
  - Grades First Reports ask for professors' feedback as to the performance of the student-athlete(s) in his/her class, and an estimate of what the student-athlete's grade would be if the course were complete as of that date.
  - Upon completion by the professor, the Grade First Reports are received by the Director of Academic Success. In the case where a professor's feedback and estimated grade put the student-athlete "At Risk", the Athlete Certification Specialist and the student-athlete's respective head coach also receives the Grade First Report.

### **Athletic Scholarships**

- Scholarship Policy
  - In a continuing effort to attract and retain outstanding student-athletes to the University of Nebraska Omaha, athletic grants are offered through the Office of Financial Aid.
    - The maximum number of grants available per sport is governed by NCAA regulations.
    - The Director of Athletics has the authority to reduce the number of grants allowed for any sport.
    - As a member of the NCAA, WCHA and the Summit League, University of Nebraska Omaha is governed by the principles and regulations applying to financial aid as set forth in their rules and regulations.
  - Awarding of Scholarships
    - Scholarships shall be awarded on a year-by-year basis.
    - All initial scholarships that are awarded shall be offered through the National Letter of Intent (NLI) program and a Conference Financial Aid letter of agreement must be used to indicate the amount of aid.
  - Administering the Athletic Scholarship
    - Financial awards will be credited to the student's university account.

- Student-athletes living on campus and receiving room and/or board are still required to make the deposits required by the university.
- Student-athletes living off campus must notify the administrative assistant assigned to his/her particular sport in order for the checks to be processed prior to the beginning of classes.
- Checks can be picked up from the administrative assistant working with the individual sport.
- Renewal awards are based on the recommendation of the head coach.
- Increases and decreases of aid for the following year should be discussed with the student-athlete by the head coach.
- Student-athletes living on campus with room and board awards are not required to put down a deposit the second year.
- Policy and Procedure for the Cancellation or Reduction of Aid
  - All procedures for the cancellation or reduction of aid during the award period or at the beginning of the academic year must follow NCAA guidelines as discussed in Bylaw 15.3.4.
  - Reduction or cancellation of aid during the term of the award may be done only under specific circumstances and the student-athlete must be notified that he/she is losing the financial aid by the Director of Compliance and by Financial Aid.
  - The student-athlete losing the financial aid must be granted a two (2) week notice of what the procedure is for them to appeal the decision.
  - Non-renewal or reduction of aid for the upcoming year requires notification to the student-athlete by July 1<sup>st</sup> and must notify them they have a right to appeal.
  - The University of Nebraska Omaha policy is in accordance with financial aid and that decision is final.
- Summer School Aid
  - Summer school aid is provided at the discretion of the coaches. If a coach would like to provide summer school aid, that needs to be paid or through that sports team's booster club or scholarship established by the NU Foundation.
  - Requests for UNO Advantage for summer school need to go through the Director of Compliance.
    - Summer school is non-countable aid and will not be counted against a sports team's equivalencies.
  - Ten (10) Semester Eligibility Exhausted
    - Any coach wishing to award financial aid to a student-athlete who has exhausted his/her eligibility can do so with funding from their booster club.
    - Any coach wanting to obtain funding from the Nebraska Spirit Plate fund must have their student-athlete fill out the FAFSA. This fund is based on need and can only be awarded to athletes who have exhausted their eligibility or who can no longer compete due to injury.

## **Recruiting**

- “Prospective Student-Athlete”
  - A prospective student-athlete is a student who has started classes for the ninth (9<sup>th</sup>) grade. The only exception, for Men’s basketball a prospective student-athlete is a student who has started classes for the seventh (7<sup>th</sup>) grade.
  - A student who has not started classes for the ninth (9<sup>th</sup>) grade becomes a prospect if the student has been provided with any financial assistance or other benefits that the institution does not provide to prospective students in general.
- “Contact”
  - A face-to-face encounter between a prospect (or prospect’s parent/guardian) and an institutional staff member or athletics representative where any dialogue in excess of a greeting occurs.
  - If a face-to-face meeting is prearranged or takes place on the grounds of the institution, site of competition or practice, it is a contact.
- “Contact Period”
  - The period of time when it is permissible for authorized athletics department staff members to make in-person, off-campus recruiting contacts and evaluations.
  - (See the current Recruiting Calendar for specific dates).
- “Evaluation”
  - An off-campus activity designed to assess the academic qualifications or athletics ability of a prospect.
- “Evaluation Period”
  - The period of time when it is permissible for authorized athletics department staff members to be involved in off-campus activities designed to assess the academic qualifications and playing ability of prospective student-athletes.
  - No in-person, off-campus recruiting contacts shall be made with the prospective student-athlete during an evaluation period.
  - (See the current Recruiting Calendar for specific dates).
- “Quiet Period”
  - The period of time when it is permissible to make in-person recruiting contacts only on the University of Nebraska Omaha’s campus.

- No in-person, off-campus recruiting contacts or evaluations may be made during the quiet period.
- Phone calls and writings are permitted during this time.
- (See the current Recruiting Calendar for specific dates).
- “Dead Period”
  - The period of time when it is not permissible to make in-person recruiting contacts or evaluations on or off the member institution’s campus.
  - During a dead period, no official or unofficial visits are permitted.
  - The provision of complimentary admissions to a prospective student-athlete during a dead period is prohibited.
  - During a dead period, a coaching staff member may not serve as a speaker at or attend a meeting or banquet at which prospective student-athletes are in attendance.
  - During a dead period, a coaching staff member may not visit the prospective student-athletes’ educational institution.
  - It remains possible, however, for an institutional staff member to write or telephone prospective student-athletes during such a dead period.
  - (See Bylaw 13.02.4.4 for exceptions to the rules above).
  - (See the current Recruiting Calendar for specific dates).
- Who May Recruit and When?
  - Only those head and assistant coaches that successfully pass the NCAA Coaches’ Certification Test are permitted to recruit off-campus.
  - Restricted Earnings, Volunteer, and Graduate and Undergraduate coaches are not permitted to recruit off-campus.
- Who May Be Recruited and When?
  - Coaches may send recruiting materials, including general correspondence about athletics, on or after September 1<sup>st</sup> or the prospect’s junior year (11<sup>th</sup> grade) in high school.
  - For high school prospective student-athletes, telephone calls or in-person, off-campus recruiting contacts shall not be made before June 15<sup>th</sup> immediately preceding the prospective student-athlete’s senior year (12<sup>th</sup> grade) in high school.
  - A two or four year transfer prospect must be released by his/her current institution in order to be recruited.
    - The Director of Compliance will send a “Permission to Speak” request to the prospect’s current institution.
    - Once the release is returned to the Director of Compliance, the head coach will be given a copy indicating whether or not permission is granted to recruit the transfer prospect.
    - (See the Director of Compliance for further inquiries and exceptions specifically related to the type of prospect being recruited.)

- Recruiting Funds

- In order to have an official visit approved for a prospect, the Director of Compliance must be supplied the following:
  - A copy of the prospect's high school or college transcript
  - An ACT, SAT, PLAN or PSAT test score
  - An Official Visit Request form
  - Date(s) and an itinerary for the official visit
  - The student-athlete must also be registered with the NCAA Eligibility Center and placed on the institution IRL.
- A student host entertaining a prospective student-athlete (and the prospective student-athlete's relatives or legal guardians), may receive a maximum of \$40 for each day of the visit to cover all actual costs of entertaining, excluding the cost of meals and admission to campus athletic events.
  - These funds may not be used for the purchase of souvenirs such as t-shirts or other institutional mementos.
  - For each additional prospective student-athlete the host entertains, he/she may be provided with an additional \$20 per day.
  - A non-qualifier may not serve as a student host during their first year.

- Campus Visits

- Official Visits
  - May be partially or fully financed by University of Nebraska Omaha.
  - The following procedures must be adhered to:
    - The visit must be completed within forty-eight (48) hours.
    - Transportation and lodging may be provided.
    - Meals can be provided to the prospect and his/her parents/guardians.
    - The prospect must have sent an official/unofficial transcript to University of Nebraska Omaha prior to their visit.
    - The prospect must have sent their ACT, SAT, PLAN, or PSAT test score University of Nebraska Omaha prior to their visit.
    - The prospect must have registered with the Eligibility Clearinghouse prior to their visit.
    - The prospect must be on University of Nebraska Omaha's Institutional Request List prior to their visit.
    - Visits can only be provided to high school seniors and graduates, and any two or four year transfer prospect who has completed one academic year and has been granted permission from their current institution to be recruited by other institutions.
- Unofficial Visits
  - Solely financed by the prospect.
  - The following procedures apply to unofficial visits:

- Prospects can be invited to make an unofficial visit, and must be informed that they are responsible for all expenses incurred during the visits.
    - Transportation may only be provided for a prospect to view an off-campus competition site.
  - Entertainment
    - Entertainment may be provided for the prospect and his/her parents/guardian during an official visit only, and the entertainment must be comparable to that of normal student life and not excessive in nature.
    - Entertainment for an official visit is confined to campus.
    - During an official visit, a maximum of three (3) complimentary admissions to a campus athletics event in which University of Nebraska Omaha's intercollegiate team practices or competes may be provided to a prospective student-athlete.
  - Inducements Not Permitted
    - Coaches, staff members, and boosters are not permitted to make arrangements to give any financial aid or other benefits to prospects, their parents or friends.
  - Tryout Requirements
    - University of Nebraska Omaha may conduct a tryout of a prospective student-athlete only on its campus or at a site which it normally conducts practice or competition and only under the following conditions (See Bylaw 13.11.2 for Permissible Activities).
- Signing of the National Letter of Intent (NLI) and Summit League, WCHA Athletic Financial Aid (AFA) Agreements
  - The Athletic Financial Aid agreements are issued to prospects to establish his/her commitment to attend the University of Nebraska Omaha.
  - The Summit League or WCHA establishes the athletics grant-in-aid that the prospect will receive upon signing the AFA.
  - In order to validate the NLI and AFA, the following procedures must be adhered to:
    - The Compliance Department will produce the NLIs for the NCAA and AFAs for the Summit League and WCHA.
    - Each letter must be signed by the Director of Athletics and the Director of Financial Aid.
      - In the Director of Athletics' absence, an Associate Athletic Director will sign the letters.
    - The letters cannot be signed by the prospect on campus during a dead period.
    - A letter of explanation for the signing and return deadlines should accompany the NLI and Summit League and WCHA AFA agreements.
    - Should a prospect fail to sign and/or return the NLI and AFA within the allotted time, the letter becomes null and void.
    - It is the coach's responsibility to inform the prospect of the mistake so the letter can be reissued.

- Once returned by the prospects, the NLI and Summit League and WCHA AFA agreements should be forwarded to the Director of Compliance.
- One copy will be retained on file and the other copy will be sent to the appropriate Conference office.
- Post-signing rules of NLI
  - Once a prospect has signed the NLI, there shall be no limit on the number of contacts by University of Nebraska Omaha with which the prospective student-athlete has signed.
  - Conditions that continue to apply after the signing date:
    - No in-person, off-campus contact may be made by a representative of University of Nebraska Omaha's athletics interests, except those involving permissible pre-enrollment activities.
    - Contact at the site of a prospective student-athlete's competition shall continue to be governed by the provisions in Bylaw 13.1.7.2, except that contact with the prospective student-athlete's relatives or legal guardians at the site of the prospective student-athlete's competition shall be permitted.
  - Once a prospect has signed the NLI, University of Nebraska Omaha may release the announcement of his/her signing.

### **Sports Camps and Clinics**

- Please refer to the NCAA Manual because of the many variations between the various sports.
- General information regarding sports camps and clinics:
  - All University of Nebraska Omaha camps and clinics must be approved by the athletic Compliance Department.
  - Institutional sports camps or instructional clinics are considered to be any camp or clinic owned or operated by the University of Nebraska Omaha or an employee of University of Nebraska Omaha's Athletic Department, either on or off its campus, and in which prospective student-athletes participate.
  - An institutional sports camp or clinic shall be an activity that falls under any one of the following:
    - Places an emphasis on a particular sport(s) and provides specialized instruction or practice and may include competition.
    - Involves activities designed to improve overall skills and general knowledge in the sport.
    - Offers a diversified experience without emphasis on instruction, practice or competition in any particular sport.

## Athletic Training/Sports Medicine

- Facilities
  - There are two athletic training rooms available for the student-athletes at University of Nebraska Omaha. The primary athletic training facility, the *Orthowest Athletic Training Room* is located in the Sapp Fieldhouse on the University of Nebraska Omaha campus. The *CenturyLink Athletic Training Room* provides service for the student-athletes on the University of Nebraska Omaha hockey team.
  - Other medical facilities available to the University of Nebraska Omaha student-athlete:
    - University of Nebraska Omaha Student Health Center.
    - Orthowest (available on a referral basis from the University of Nebraska Omaha Athletic Training Staff).
    - The Nebraska Medical Center (available on a referral basis from the University of Nebraska Omaha Athletic Training Staff).
    - Shirley Clinic (available on a referral basis from the University of Nebraska Omaha Athletic Training Staff).
    - Clarkson Health West Family Medicine (available on a referral basis from the University of Nebraska Omaha Athletic Training Staff).
    - In addition to the above facilities, there are a number of specialists available on a referral basis from the University of Nebraska Omaha Medicine Staff (Team Physicians and Staff Athletic Trainers).
- Staff
  - All Athletic Training Services rendered in the training rooms shall be performed by employees of the University of Nebraska Omaha Athletic Training Department in accordance with the Nebraska Department of Health and Human Services law governing the licensing and practice of Athletic Training and upon approval and/or under the direction of the Head Athletic Trainer.
    - The only exception to this policy shall be and/or include:
      - Services provided by athletic training students enrolled in the University of Nebraska Omaha Athletic Training Education Program who are participating in clinical activities under the direct supervision of an Approved Clinical Instructor.
      - Athletic Trainers or Athletic Training Students who are official members of teams visiting to engage in competition against University of Nebraska athletic teams or as part of athletic events that are hosted by and contracted through University of Nebraska Omaha facilities.
      - Graduate Assistant Athletic Trainers who are employed by the University of Nebraska Omaha Athletic Training Department, but who are not certified may not perform athletic training services pursuant to the Nebraska Department of Health and Human Services Regulation.



They may, however, provide First Aid and perform administrative duties assigned and approved by the Head Athletic Trainer;

- First Aid provided by Athletic Training Students as a service to the sports camps hosted by University of Nebraska Omaha.
  - The Head Athletic Trainer reserves the right to enforce and amend this policy when appropriate. At no time shall such enforcement or amendment place an individual or the department in violation of University Policy or the Nebraska Department of Health and Human Services laws governing the licensing and practice of Athletic Training.
- Operational Hours
    - Hours of operation for athletic training services are as follows:
      - University of Nebraska Omaha's Orthowest Athletic Training Room:
        - Summer Hours:
          - 8:00 a.m. – 12: 00 p.m. (noon)      Treatments and Rehabilitation
          - 5:00 p.m. – 7:30 p.m.                      Conditioning Coverage
        - School-year Hours:
          - 9:00 a.m. – 1:00 p.m.                      Treatments and Rehabilitation
          - 1:00 p.m. – Close                      Taping and Pre-practice  
Preparation for scheduled in-season sports/events
        - All other treatment/rehabilitation times are scheduled by appointment with a staff member.
        - Note: All student-athletes should have their rehabilitation and treatment completed during the treatment/rehabilitation time. If they have a conflict and cannot make it during this time, they must make the necessary arrangements with a member of the Athletic Training Staff.
      - CenturyLink Athletic Training Room:
        - Hours for the athletic training room will vary and are determined by the Certified Athletic Trainer working at that venue.
- Student Health Services
    - The Student Health Center is available for University of Nebraska Omaha student-athletes for evaluation, and limited laboratory services.
- Medical Coverage
    - It is the goal of the athletes at University of Nebraska Omaha. When staffing allows, a Certified Athletic Trainer will be available at all practices and games (home and away) for those sports that are in a traditional season. Non-traditional athletic seasons, and those sports out of season will be covered on the basis of available certified athletic training staff members.

- It is the responsibility of the coaching staff to inform the athletic training staff of practice and game schedules and any changes that may affect these schedules. Failure to notify the athletic training staff of changes that may compromise the ability of the athletic training department to provide adequate athletic training coverage of such events.
  - Conditioning sessions occurring during normal hours of operation will have access to the athletic training room. The Athletic Training Department will not be responsible for providing staff members to cover conditioning sessions.
  - Those conditioning sessions occurring outside the normal hours of operation will not have access to the athletic training room and Athletic Training Staff members will not be responsible for covering those conditioning sessions.
  - Summer conditioning sessions occurring during the normal hours of operation for the summer months will have coverage and access to the athletic training room. Provisions for coverage of those sessions occurring outside the normal summer hours of operation will have coverage in accordance with Bylaw 17.6.1 of the NCAA Division I Manual.
- Records Management
    - All eligible student-athletes have a medical record file that is updated as needed and contains the following:
      - Demographics.
      - Insurance information.
      - A complete pre-participation physical examination.
      - Follow-up health history questionnaire (compliant with NCAA Bylaw 17.5.1).
      - Medical release forms.
      - Shared responsibility forms.
      - Injury reports.
      - X-rays and other radiographic evaluations.
      - Laboratory reports.
      - Special test reports.
    - The Athletic Training Department will maintain medical records for a period of fifteen (15) years; the recommendation by the University of Nebraska system is ten (10) years plus the five (5) years of eligibility.
- Medical Procedures
    - Non-Prescription Medications
      - The Athletic Training Department provides its student-athletes and staff with a small assortment of non-prescription medications. Non-prescription medications are kept secured in the physician's office with the keys being kept by Athletic Training Staff members.
      - It will be encouraged that only starter doses of these medications be handed out. Starter doses are to be documented with the date, name of the student-athlete, medication, and indication for the medication being recorded. It will be the

student-athlete's responsibility to purchase these medications if they will require a maintenance dose.

- Prescription Medications
  - The Athletic Training Department will not cover the cost of prescriptions for student-athletes. Therefore, student-athletes will be responsible to pay for all prescription medications.
  - Sample medications will be used when available. All sample meds will be controlled by University of Nebraska Omaha Student Health Services, and their policies and procedures will apply when obtaining medications from them.
- Travel Procedures
  - A certified staff member will travel with athletic teams when possible. Travel with athletic teams will be established according to the University of Nebraska Omaha Athletic Department Guidelines and those established by the Summit League or the WCHA. Should conflicts arise and/or staffing shortages occur, staff travel will be based on the following:
    - Potential risk of injury.
    - Traditional or non-traditional seasons.
    - Competition or practice.
  - In case of an emergency while on a trip, the staff Athletic Trainer or their designee shall remain with the student-athlete. The Head Athletic Trainer must be notified immediately. Should hospitalization require an overnight stay, the staff Athletic Trainer or their designee shall remain with the student-athlete.
  - All Athletic Training Staff members are expected to maintain current, up-to-date demographic and emergency information on the athletes they are traveling with.
  - Any staff member or athletic training student traveling with a team shall adhere to the team dress code as stipulated by the head coach. If no rules have been established, a professional appearance will be expected.
- Game Procedures
  - All University of Nebraska Omaha athletic events that are considered "home" events occurring during a traditional athletic season will be staffed by a certified member of the Athletic Training Department. Physician and Emergency Medical Staff (EMS) coverage will be in accordance with guidelines established by the NCAA, Summit League, and/or the WCHA.
  - Home athletic events that occur during non-traditional season (i.e. fall softball, fall baseball, fall tennis, spring volleyball) will be staffed by a certified member of the Athletic Training Department whenever possible. Should staffing shortages arise due to inadequate staff numbers of event conflicts, staffing with a certified member of the University of Nebraska Omaha Athletic Training Staff will be based on the following:

- Potential risk of injury.
  - Traditional or non-traditional seasons.
  - Competition or practice.
  - Physician and EMS coverage will be “on-call” for all home events occurring during a “non-traditional” season.
- In all instances, a member of the Athletic Training Department will contact the visiting institution and provide them with the following information:
  - Operational hours of the athletic training room.
  - Availability of Athletic Training Staff.
  - Availability of Medical Staff (physician, EMS).
  - A list of supplies which will at least generally include: water, cups, ice, emergency equipment, and access to the athletic training facility for modalities and assistance as needed.
  - Visiting teams will be responsible for providing their own “typical” athletic training supplies (i.e. tape, pre-wrap, etc.).
- Emergency Procedures
  - Unfortunately, emergency situations arise during competitions and practice. The Athletic Training Department has developed comprehensive Emergency Action Plans (EAP) for each athletic venue utilized by the University of Nebraska Omaha athletic teams. These EAPs are to be followed in the event of an emergency.
  - EAPs will be reviewed by all Athletic Training Staff and updated annually.
- Inclement Weather Policy
  - During any University of Nebraska intercollegiate athletic activities, practices, or competitions it is the responsibility of the Athletic Training Department staff member to monitor the environmental conditions that may be present. This includes, but is not limited to heat, cold, and stormy conditions (thunderstorms, tornadoes, snow storms). The NCAA has developed guidelines for inclement weather conditions, and the athletic training staff is expected to be aware of these guidelines, and implement them as needed. Should unsafe conditions arise, it is the responsibility of the Athletic Training Staff member, team physician, game official, game administrators, and coaching staff to confer regarding protocol.
  - In the event that there is a school closure due to inclement weather, the Head Athletic Trainer will make every effort to ensure that there is a certified member of the Athletic Training Staff present for practices, and will ensure that there is a certified staff member present for all previously scheduled intercollegiate competitions.
  - Lightning Protocol
    - During practices and games, bad weather may occur. When this does occur, the Athletic Training Department is on the lookout for severe weather that includes lightning.

- University of Nebraska Omaha Sports Medicine has adopted the following NCAA recommendation:
    - By the time the Flash-to-Bang ratio reaches thirty (30) seconds, all individuals should have left the practice/game site for a safe structure/location.
    - NCAA Sports Medicine Handbook, Guide Line 1d, Lightning Safety, 12-14; 2006-2007.
  - In addition to the NCAA recommendation, the University of Nebraska Omaha has secured the services of Meteorlogix to monitor current weather conditions at all University of Nebraska Omaha Athletic Venues.
    - Warning and advisory ranges have been established as thirty (30) miles and eight (8) miles. If a lightning strike occurs within a range of eight miles, all activities must be suspended until the Athletic Training Staff has been alerted by Meteorlogix that no strikes have occurred in the past thirty (30) minutes. If a lightning strike is detected outside the eight mile radius, all event staff will be placed on notice. The Certified Athletic Trainer on site has the final say on suspension of play for weather related incidents.
  - The Certified Athletic Trainer in charge will use the appropriate technology (NOAA website, NOAA Meteorologists (phone: 359-5166), local weather reports, Meteorlogix, Sky Scan, etc.) and flash-to-bang ratio to make the recommendation whether or not to cancel the session.
- Heat Illness
  - During the periods of the school year, heat and/or humidity can be a problem. The Athletic Training Department has developed the following guidelines to determine what to do with practice when the heat and humidity become a health risk. These guidelines have been based off the NCAA Sports Medicine Handbook and the NATA's position statement on Exertional Heat Illness.
    - Appropriate medical coverage will be available when student-athletes are participating in risky environments.
    - All student-athletes will be screened at a pre-participation physical for their risk/history of heat illness.
    - Equipment will be modified according to the environmental conditions as needed.
    - Temperature and humidity data will be taken on a daily basis (digital/analog).
    - The temperature and humidity will be compared to a chart to determine the heat index (See heat index chart below).
    - The Certified Athletic Trainer will also monitor the WBGT on a daily basis.
    - The Certified Athletic Trainer in charge of the practice site will give a recommendation, based on the WBGT and heat index to the coach/supervisor. The WBGT index is listed in the following table:

<b>WBGT</b>	<b>Level of Risk</b>	<b>Comments</b>
< 65 deg F	Low	Risk low but still exists on the basis of risk factors.
65 – 73 deg F	Moderate	Risk level increases as event progresses through the day.
73 – 82 deg F	High	Everyone should be aware of injury potential; individuals at risk should not compete.
> 82 deg F	Extreme	Consider rescheduling or delaying event until safer conditions prevail; if the event must take place, be on high alert.

Sources: NCAA Sports Medicine Handbook, Guide Line 2C,  
Prevention of Heat Illness, 28-30; 2006-2007 *NATA*  
Position Statement: Exertional Heat Illnesses, Journal of  
Athletic Training, 37(3), 329-343, 2002.

- Non-Department and/or Non-Intercollegiate Activities
  - University of Nebraska Omaha Sponsored Sport Camps
    - Each summer, a majority of the teams within the Athletic Department sponsor sports camps to the youth within the greater-Omaha area.
    - It has been the policy of the University of Nebraska Omaha that all sports camps that are sponsored by the institution must have at least “First Aid” level medical care.
    - This care has been historically provided by the staff and students of the University of Nebraska Omaha Athletic Training Department.
    - Athletic Training Staff and Students working these events are required to obtain individual liability policies and are to work these events as “first-aiders” only to avoid violating the Nebraska State Practice Act regarding Athletic Training.
  - Intercollegiate Activities hosted by University of Nebraska Omaha
    - Intercollegiate Activities hosted by the institution, but not involving University of Nebraska Omaha athletics teams will be staff by a certified member of the Athletic Training Department whenever possible.
    - If a certified member of the Athletic Training Department is unavailable due to inadequate staff numbers or other intercollegiate activities involving University of Nebraska Omaha athletic teams, then a certified staff member will be available in an “on-call” capacity.
    - Teams participating in these events will be afforded the same hospitality as other visiting teams, including access to the athletic training facilities and supplies. However, these teams will be responsible for providing their own typical and customary athletic training supplies utilized by their student-athletes (tape, first aid supplies, etc.)

- Post-season intercollegiate activities hosted by University of Nebraska Omaha will be staffed in accordance with the contractual and operational guidelines established between the institution and the hosting organization – NCAA, Summit League, and WCHA.
- Other Non-Department or Non-Intercollegiate Activities
  - Events hosted by the University of Nebraska Omaha that do not involve intercollegiate student-athletes will not be staffed by the Athletic Training Department personnel. Should such an event request coverage, that coverage may be provided in a manner consistent with the coverage provided to summer sports camps.
    - However, the University of Nebraska Omaha Athletic Training Department will assume no obligation, liability or responsibility for providing such coverage.
  - All supplies utilized by these events will be the responsibility of the event coordinators or sponsors. Should the event coordinators wish to utilize supplies provided by the Athletic Training Department, they will be billed for these supplies at full retail value.
  - These events will not be afforded the opportunity or ability to utilize the Athletic Training Department facilities (athletic training room, taping room, etc.)
- Medical Services
  - Physical Exams
    - Pursuant to NCAA Bylaw 17.1.5, all student-athletes must receive a pre-participation physical examination by members of the University of Nebraska Omaha Sports Medicine Team (i.e. Team Physician) and be cleared medically before participating in games/practices.
    - Two physical examinations sessions will be set-up. Typically the initial session is in early August and the second session is on the first day of the fall semester. The Head Athletic Trainer will assign all sports to one of the two regularly scheduled physical examination sessions. Head coaches will be notified of these dates before June 1<sup>st</sup>.
    - It is the responsibility of the coaching staff to provide the Athletic Training Department with an accurate roster and up-to-date roster, and to inform their team members of the physical dates and paperwork that must be submitted to the Athletic Training Department prior to their physical.
    - Student-athletes who fail to report to their assigned physical dates may be required to obtain the physical at the office of a Team Physician. There may be a charge associated with this physical.
    - Before any student-athlete can begin their physical, they must submit the following information at least two (2) weeks prior to their assigned physical examination session:
      - Demographic/Insurance Form
      - Copy of Insurance Card (both front and back)

- Health History Form
    - Each physical examination will include: medical history, height, weight, pulse, blood pressure, general medical evaluation, orthopedic evaluation, vision screen, cardiovascular screen, and screening questions for the sickle cell trait.
    - Any student-athlete who knowingly provides false information during any portion of their physical examination may face consequences that may include, but not be limited to: assumption of financial responsibility and/or loss of medical clearance to participate.
    - A student-athlete's physical examination is good for one (1) year. In compliance with NCAA Bylaw 17.1.5, all returning student-athletes must complete a follow-up physical examination form which is designed to update the history of the student-athlete's medical condition and determine if additional examination(s) are required.
- Injury Care Procedures
  - All athletic injuries will be cared for by a member of the University of Nebraska Omaha Sports Medicine Staff (Team Physician, Certified Athletic Trainer, Athletic Training Student, or other Allied Health Care Professional approved by the Team Physician.) Injuries sustained in activities outside of intercollegiate athletic activities must be reported to the designated Certified Athletic Trainer. Such injuries may be treated by a member of the Athletic Training Department, but will require a written prescription for Athletic Training Services prior to receiving care.
  - Coaches are asked to refrain from making referrals outside of the University of Nebraska Omaha Sports Medicine Staff without the knowledge of the athletic training staff.
  - All student-athletes must be seen and evaluated by a certified member of the Athletic Training Staff before a referral to a physician will be made. A member of the Athletic Training Department must authorize and properly refer all student-athletes to see a physician or medical consultant, and/or for diagnostic tests. **If a student-athlete chooses to see a physician/medical consultant, and/or undergo a diagnostic test without prior authorization/referral for a member of the University of Nebraska Omaha Athletic Training Department, the student-athletes and/or the student-athlete's parent(s)/guardian(s) will be financially responsible for any and all medical bills incurred.**
  - Coaches will be notified daily regarding a student-athlete's condition, treatment(s), and participation status.
  - If a student-athlete and/or their parent/guardian desire another physician's opinion on an orthopedic and/or medical injury/illness, those requests must be made to the Head Athletic Trainer. If a student-athlete chooses to see an orthopedic and/or medical physician without the authorization of a member of the Athletic Training Department, the student-athlete and/or the student-athlete's parent/guardian will be financially responsible for any and all medical bills incurred.



- Should unauthorized care be provided by a medical physician, the return to play guidelines that they establish will be adhered to. The individual must be cleared by a University of Nebraska Omaha Team Physician prior to returning to participation in any athletics teams practice, competition, or conditioning session. The student-athlete and/or the student-athlete's parent/guardian may also be responsible for identifying a qualified individual to perform rehabilitation of the injury. Any and all costs incurred during this rehabilitation will be the responsibility of the student-athlete and/or their parent/guardian.
  - If a student-athlete chooses to utilize physical therapy/rehabilitation services without the authorization of the a certified member of the Athletic Training Department, the student-athlete and/or the student-athlete's parent/guardian will be financially responsible for any and all bills incurred during the course of this treatment. Additionally, the student-athlete must gain clearance from a University of Nebraska Omaha Team Physician prior to returning to participation in any athletics team practice, competition, or conditioning session.
- Financial Responsibility
  - The University of Nebraska Omaha Athletics Department provides a medical insurance program for its student-athletes. This policy, however, is considered secondary to or in excess or, personal family medical insurance coverage, and covers only injuries/illnesses/accidents resulting from the direct participation in the intercollegiate athletics program during the dates of the primary competitive season and designated off-seasons as approved by the Director of Athletics according to NCAA regulations.
  - **In accordance with NCAA and Athletic Department policies, all injuries/illnesses/accidents that are not athletic related will be the responsibility of the student-athlete.**
  - All intercollegiate student-athletes at the University of Nebraska Omaha are covered by a University policy administered by Health Special Risks. This policy is considered a secondary insurance policy. All student-athletes must be covered by a major medical health and accident insurance policy prior to participation in any practices, games/competitions, and/or strength and conditioning activities. The student-athlete's insurance must cover athletics injuries and/or illnesses, and shall be considered the primary insurance coverage for all athletics related injuries. Costs that are associated with an injury incurred during participation in the intercollegiate athletics program at University of Nebraska Omaha will initially be billed to the athlete's primary insurance policy. Any unpaid balance that remains after the primary insurance has paid its portion will then become the responsibility of the University's secondary policy.
  - The University of Nebraska Omaha's medical insurance policy will pay for necessary medical treatment and the resulting expenses incurred within fifty-two (52) weeks or one (1) year of the initial date of the injury/illness/accident.
  - The Athletic Training Department must receive notice of any changes to a health insurance policy as soon as they occur. Failure to provide proper notification will result in the loss of clearance to participate in University of Nebraska Omaha athletics activities

and will result in the student-athlete and/or their parent/guardian assuming financial responsibility for any and all athletic related medical costs incurred while the athlete is uninsured, if applicable.

- The Department of Intercollegiate Athletics has secured an insurance policy through the NCAA that covers the athlete in the event of a catastrophic athletic accident.

- Insurance Instructions

- In the event of a medical referral resulting from the participation in the intercollegiate athletics program during the dates of the primary competitive season and designated off-seasons as approved by the Director of Athletics according to NCAA regulations, all bills pertaining to this incident will be filed with the student-athlete's primary insurance by the care provider.
- After the primary insurance company has processed the claim, the student-athlete and/or their parent/guardian will receive an explanation of benefits (EOB) from their primary insurance company.
- Once this document is received, it is the responsibility of the student-athlete and/or their parent/guardian to forward to the University of Nebraska Omaha Athletic Training Department copies of:
  - An itemized statement for all costs associated with treatment(s) and services.
  - The explanation of benefits (EOB).
- Once these documents have been obtained, a member of the Athletic Training Department will forward this to our secondary insurance provider for payment on the remaining balance. Neither the University of Nebraska Omaha Athletic Department nor the University of Nebraska Omaha Department of Athletic Training will be responsible for any delays in payment, collection notices, credit reports, etc. that may occur if the student-athlete and/or their parent/guardian fails to comply with this process.
- In the event that a student-athlete and/or their parent/guardian receives a bill/statement for an injury/illness that occurred as a direct result of participation in intercollegiate athletics at the University of Nebraska Omaha, the student-athlete and/or their parent/guardian must submit the bill/statement to a member of the University of Nebraska Athletic Training Staff in a timely manner.

- Injury Notification

- The Athletic Training Department is committed to safeguarding the confidentiality of protected health information and other information which is or may be contained in the student-athletes' confidential medical file. All University of Nebraska Athletic Training Department members (staff, graduate assistants, and students) are expected to hold confidential information used or obtained in the course of their duties in confidence. All protected health information and other confidential information may only be used and disclosed in accordance with the University's policies and procedures and applicable state and federal laws, including but not limited to the Health Information Portability and Accountability Act (HIPAA).

- Prior to the release of any protected health information, a student-athlete must provide a written release for that information. Once this release of information has been obtained, the protected information will be released to the following individuals, or individuals identified on the release of information form signed by the student-athlete: immediate family, identified medical consultants, Sports Information Department, Professional Sports Teams or their representatives.
  - In the event that a student-athlete suffers a serious injury requiring hospitalization or special medical assistance, the Athletic Training Department will notify parent(s)/guardian(s) identified on the student-athlete's emergency contact form as soon as possible.
  - Protected information released to the Sports Information Department will be done only with the intention of accuracy. Any medical information provided should not be released to the general public or media outlets.
  - Any protected information released to Health Special Risks will be done to provide the necessary information needed to allow this company to process the claim for medical services rendered. Protected information requested by outside insurance companies will require a release of information signed by the student-athlete permitting the University of Nebraska Omaha Athletic Training Department to release the requested information.
  - The coaching staff of the student-athlete's respective sport(s) will be provided with a written daily injury report while the sport is in season.
- Billing for Services by the Athletic Training Department
    - Beginning in 2007, the Athletic Training Department began billing for specific billable incidents. In accordance with the University of Nebraska Omaha Department of Athletic Training Services Business Plan, a billable incident is defined as "any incident that causes a loss of three (3) or more days of practice or competition and requires a physician visit."
    - The financial responsibility and insurance procedures for these athletic training services will remain consistent with the procedures previously identified for injuries incurred during the course of participation in a University of Nebraska Omaha Athletic Department Sponsored Activity.
- Drug Screening Program/NCAA Drug Testing
    - NCAA Drug Testing
      - All student-athletes at the University of Nebraska Omaha are subject to year round and summer drug testing by the NCAA. Each fall, all student-athletes are required to sign a consent form acknowledging that they have been notified of the NCAA Drug Testing Program and that they understand they are subject to this testing. Student-athletes with questions regarding the drug testing program should consult with the University of Nebraska Omaha Athletic Director or the Head Athletic Trainer.

- For a complete list of banned substances, student-athletes can consult with the Head Athletic Trainer or go to [www.drugfreesport.com](http://www.drugfreesport.com).
- University of Nebraska Omaha Institutional Drug Testing
  - *A full complete copy of this program is available in the offices of the Head Athletic Trainer and the Director of Compliance.*
  - The primary goal of the Student-Athlete Substance Abuse Program (the program) at University of Nebraska Omaha is to protect the well-being of the student-athlete. The intention of this program is not to punish but to identify, educate and treat individuals with substance abused problems, and thereby reduce health threats to them and promote and ensure the fairness of competition in compliance with NCAA policies regarding drug, alcohol and tobacco use/abuse.
    - The five goals of the program are to:
      - Educate student-athletes concerning the health risks associated with the use of drugs, alcohol or tobacco.
      - Identify and treat student-athletes who have or are suspected of having drug, alcohol or tobacco use/abuse problems.
      - Afford student-athletes a reasonable means to avoid drugs, alcohol or tobacco.
      - Ensure overall compliance with the University of Nebraska Omaha, Summit League, WCHA, and NCAA policies on illegal or harmful drugs, alcohol and tobacco.
      - Deter student-athletes from using/abusing drugs, alcohol and tobacco.
    - University of Nebraska Omaha shall provide student-athletes with educational workshops, classes and materials or otherwise alert them to the health risks and dangers associated with the use/abuse of drugs, alcohol and tobacco. Student-athletes are required to participate in one drug/alcohol/tobacco awareness class and/or activity per academic year; this class or activity will be tracked as part of the Maverick Life Skills Program.
- Bloodborne Pathogen Policy
  - As part of their routine responsibilities, the Athletic Training Staff and Athletic Training Students within the University of Nebraska Omaha Athletic Training Department are often exposed to open wounds, blood, and other bodily fluids. To ensure student-athletes and Certified Athletic Trainers are kept safe from blood borne diseases, the Certified Athletic Trainer and Athletic Training Student will abide by the policies and procedures set by the University of Nebraska Omaha, National Collegiate Athletic Association (NCAA), National Athletic Trainers' Association (NATA), American Red Cross (ARC), and the Occupational Safety and Health Association (OSHA) when handling open wounds and other bodily fluids.
  - Per the University of Nebraska Omaha and the Occupational Safety and Health Association, all members of the Athletic Training Department must be offered a Hepatitis

B vaccine at the university's expense. If an employee has already received the shot, they must provide proof to University of Nebraska Omaha Student Health Services to have on file. If an employee does not want the vaccination, they must sign a declination form for University of Nebraska Omaha Student Health. Those students within the Athletic Training Education Program must have proof of a Hepatitis B vaccination before they are allowed to enter the program.

- Policy Regarding Dietary Supplements
  - **It is the policy of the Athletic Training Department not to endorse the use of any supplement(s).** The supplement industry is not under the direction or supervision of the United States Food and Drug Administration and therefore is loosely regulated regarding the purity and contents of the supplements that are produced and sold to the public. With any trace of a banned substance being considered a “positive test,” the issue of purity and content is paramount.
  - The Athletic Training Staff will be available to answer questions and provide resources regarding supplements and banned substances. Ultimately, however, student-athletes choosing to consume dietary supplements are doing so at their own discretion and own risk. The Athletic Training Department will not be held responsible for a student-athlete who chooses to utilize a dietary supplement and who subsequently may test positive for a banned substance that may be in that supplement.
  - A complete list of banned substances is available in the University of Nebraska Omaha Athletic Training Room or can be found at [www.drugfreesport.com](http://www.drugfreesport.com).
- Topics for Future Athletic Training/Sports Medicine Policies
  - The field of athletic training and sports medicine is an ever-changing field in athletics. That being said, it is important to note that the policies and procedures outlined in this manual by the Athletic Training Staff will be updated as these changes occur. This document will be reviewed at least once per calendar year and modified/updated to reflect the changing needs of the department, student-athletes, and the requirements of the NCAA, the NATA or other corresponding agency. As of January 1, 2013, the following updates are being taken under advisement and will be instituted as they become available (a complete list is available in the complete version of the University of Nebraska Omaha Athletic Training Department Policies and Procedures Manual, which can be found in the office of the Head Athletic Trainer);
    - Pregnant Athlete
    - ADHD

### **Equipment and Athletic Apparel**

- Hours
  - School Year: Monday – Friday 8:00 a.m. – 6:00 p.m.

- Summer:            Monday – Friday            9:00 a.m. – 12:00 p.m. & 1:00 p.m. – 3:00 p.m.
- Laundry Procedures for Athletic Apparel
  - Following a game, all uniforms need to be turned in at one time. It is not cost effective to only wash a few uniforms. A check for repairs will be made when all the uniforms are turned in. Overall, the changes for lost or damaged uniforms diminish when uniforms are all turned in following games.
  - Procedure for on campus sports home games.
  - Procedures for on and off campus sports away games.
  - Procedures for off campus sports home games.
- Checkout Procedure
  - Prior to checking out equipment, student-athletes must receive clearance from both compliance and athletic training. The equipment staff will be notified by those two departments when final clearance has been issued.
  - Prior to checking out , the equipment room would like to get from each team a list of sizes for players new to the program, i.e. shoe size, t-shirt, and short size.
  - All head coaches must schedule a time for an equipment check out one week prior to their first practice or workout.
  - At this time the entire team will report to the scheduled check out. If there is conflict, it is the student-athletes' responsibility to make arrangements with the equipment room to receive their gear.
  - Each student-athlete will sign an equipment checkout card verifying the issuance of their gear, and outlining the responsibilities of failing to return issued gear.
- Check-in Procedure
  - All equipment checkout items are to be returned in good condition with one school week of the conclusion of the season. Not doing so will result in a late fee of \$50, plus the cost of the item or items not turned in. The late fee will not be waived.
- Ordering Procedures
  - Coaching staff can place a team order through the equipment room, either in person or via email.
  - If ordering via email please include: style numbers, prices, sizes, and quantities.
  - The equipment room has all the proper catalogs for your sport when it is time to place an order.
  - Adidas Contract Information and Obligations
    - The University of Nebraska Omaha is under contract to use Adidas apparel, footwear and accessories as outlined in the school's Adidas agreement.

## **Business Department**

- Travel and Transportation

- A travel authorization request should be submitted to the Business Office at least two (2) weeks prior to the proposed date of departure. This should easily be accomplished for coaches and staff non-team travel to conferences and other purposes. Exceptions may be made for recruiting and scouting. Complete the top portion of the form with your name, budget number, date, purpose of travel, destination, dates and time of departure and return. **Note: The Business Office will not process any TA's or obtain TA numbers without the approval of the head coach or department head.**
- Complete the portion of the TA for transportation by recording the method (air travel, leased car, personal vehicle, etc.) and cost. Arrangements for air travel should be made by the individual traveler, by using the Travel & Transport website at [www.tandt.com/ts/uno](http://www.tandt.com/ts/uno), or by calling Travel and Transport at (402) 399-2795 or (800) 228-4395. When booking airfare with Travel and Transport, please inform them of the proper cost center for the purchase:

**Recruiting Travel:** 4377xxxx20

**Team Travel:** 4377xxxx30

**Coaches' administrative travel:** 4377xxxx00

- When air travel has been booked, call the Business Office to obtain a TA number. We will need the following information: traveler(s), destination and date of travel.
- Complete the other information on the form regarding lodging, meals and miscellaneous expenses. You should be able to estimate lodging when you make your reservations and meals by the number of days you will be traveling. This information is required for authorization purposes and for obtaining a travel advance from the business office. You will be reimbursed for actual expenses upon your return.
- Should you need a cash advance, please indicate so on the TA request form. Note, your request for a cash advance should be made well in advance of your trip, to ensure we are able to write a check before you depart.
- Be sure to keep an accurate record of expenses incurred during your trip. It may be helpful to take a copy of the University of Nebraska Omaha Travel Expense Worksheet with you so you can jot down your expenses each day and keep the receipts with it as you receive them.
- In the event you wish to have a family member or non-athletic department employee accompany you on your trip, particularly for trips by air, you may make the arrangements at the same time you book your flight, but you should tell the agent you need to pay for the other person's travel with a personal credit card. It is never appropriate to book travel for non-employees on University cost centers.
- Reimbursement Rules
  - This guideline is intended to supplement the University guidelines with the University of Nebraska Omaha Travel Expense Worksheet.
  - MEALS

- Athletic Department guidelines require a receipt for all meals for which you request reimbursement.
- State of Nebraska policy does not allow the reimbursement of lunch on a one (1) day trip.
- If you are reimbursed for a breakfast or dinner on a one (1) day trip, these costs are accumulated, and if the total is \$100 or more in a year, the IRS requires us to include the total reimbursements as taxable income. The tax year for one-day trip meals is from December 1 through November 30.
- If the meal receipt is for more than yourself, an itemized receipt must be obtained and the names of the individuals in attendance, the relationship to University of Nebraska Omaha and the University of Nebraska Omaha Athletic business purpose for the meal must be included with the receipt.
- Snacks and beverages outside of the normal three (3) meals a day are not reimbursable. Drinks without food from the coffee house, water and candy bar from the gas station, etc., are not reimbursable.
- **LODGING**
  - You can only be reimbursed the single daily rate plus applicable taxes. If more than one (1) individual is using the motel room, please list either the single daily rate or provide a list of the other University employees staying in the room.
  - If you are paying for the room directly, you must pay all applicable taxes even when not doing business in Nebraska.
  - The University will not reimburse you for miscellaneous expenses such as movies, laundry, valet service, mini bar purchases, etc.
- **GAS RECEIPTS FOR COURTESY CARS**
  - Athletic Department policy allows you to be reimbursed for the actual cost of gasoline when traveling on University business. Before traveling you will need to fill your tank at your own expense. **Keep, and turn in all receipts (including the fill up before leaving) for gasoline purchases while traveling and fill up in Omaha upon return.** Only the receipts while traveling and upon return can be reimbursed for your business travel.
  - You must provide mileage and locations associate with the gas receipts.
- **MISCELLANEOUS**
  - The use of an affidavit for missing receipts should only be used in extenuating circumstances and cannot be used on a routine basis.
  - Routine use of an affidavit may result in your expenses being disallowed.
- Procedures upon return:
  - Immediately upon return from a trip, individuals should complete a University of Nebraska Omaha Travel Expense Worksheet. Use a separate worksheet for each trip. Also each individual requesting reimbursement should use a separate worksheet.



- In most cases, TA information should have been turned in prior to the trip. The only exceptions should be for some in-state recruiting trips, and very rarely, for other trips. Every effort should be made to follow procedures by obtaining TA's prior to travel.
- Complete the general information regarding the trip, including traveler, purpose, social security number, travel advance amounts, method of travel and itinerary. It is important to include all information and an accurate itinerary so that your claim can be processed quickly. Note also that we must have mileage and license plate number for **all** trips taken by car.
- Complete the detail expenses by day and type of expenses incurred. It is important to include all receipts possible, so that an accurate report may be filed. Note that motel expenses must be filled in for each day, not in total, and should only include lodging expenses. Phone and other incidentals should be itemized under miscellaneous expenses.
- Mileage must be claimed for all trips taken in a personal vehicle. Actual gas receipts will be reimbursed for trips taken in department-provided vehicles, in lieu of mileage. A starting gas receipt must be filed as proof that the gas tank was full at the beginning of the trip. The receipts from gas fills during the trip and immediately upon return must be included, and will be reimbursed. Miles or gas purchased deemed excessive will not be reimbursed.
- Itemized receipts for all meals **MUST** be submitted for reimbursement. Please request an itemized request from your server if one is not automatically presented. Per state policy, noon meals on one (1) day trips will not be reimbursed. Other meals are reimbursed according to departure and arrival times as per state policies with the University of Nebraska Omaha Travel Expense Worksheet. There will be no reimbursement for alcoholic beverages, auto maintenance, personal laundry expenses, car washes, fitness clubs, movies, telephone calls, non-university business and various other expenses the State specifies are non-reimbursable items.
- Add totals per day and totals per category to calculate the total amount to be reimbursed for each trip. Remember that some expenses may be denied either by the Athletic Department or by the state. To avoid this, be familiar with University of Department guidelines prior to departure.
- Expense Reimbursement Requests must have the approval of the head coach or department head. Expense reports will not be processed by the Business Office without such approval.
- It takes two to three (2-3) business days for the Business Office to process Expense Reimbursement Requests. Reimbursements are made by direct deposit by the State approximately one to two (1-2) weeks after the request is received by University Accounting Services. Incomplete paperwork, affidavits and signature requirements may delay payment. Travel advances must be repaid on the due date regardless of when reimbursement is received by the traveler. Therefore, it is in your best interest to file expense reports as soon as possible upon your

return. Cashiering no longer automatically issues reimbursement checks. If there is a Travel Advance for the trip, they will first deduct the amount of the advance and return to the traveler only expenses in excess of the advance amount. In the event expenses are less than the advance amount, that difference must be paid to Cashiering by the traveler.

- Team Travel

- Team travel is that which is required for out-of-town contests during the season and post-season competition. All team travel arrangements must be approved by the head coach.
  - Head coaches or a designee should make all travel arrangement and prepare the information for a TA request. Team travel authorization requests must be submitted to the Business Office according to the following schedule:
    - **August 1**
      - Golf
      - Hockey
      - Volleyball
      - Cross Country
      - Soccer
    - **October 1**
      - Men's and Women's Basketball
      - Swimming
    - **November 1**
      - Indoor Track
    - **February 1**
      - Baseball
      - Softball
      - Tennis
    - **March 1**
      - Outdoor Track
- In the event there are changes to Team Travel Arrangements, the Business Office should be notified as soon as possible, and no later than one (1) week in advance of the trip. Anything less does not allow sufficient time for processing and requires the coach to "walk" the paperwork through the system.
- Team travel expenses should be submitted to the Business Office within three (3) days after returning from a trip. All expenses submitted must have itemized receipts. Expenses paid directly to the vendor, such as lodging or bus charges, should not be included on the expense report. Affidavits must be complete for all expenses, for which there are no receipts – this should only be in extreme cases and risk being non-reimbursable. In addition to receipts, all team expense reports must include a **list of names of all persons**, for which expenses are claimed. The list should include the team roster, all coaches and support staff, such as trainers, equipment, SID, etc. Failure to include this list will result in a delay for reimbursement.

- Travel advances for team travel must be obtained from University Cashiering. Cashiering must have at least two (2) weeks' notice of travel advance needs to process requests. If you have any special requests, such as particular denominations of money, you must include this with the information provided to Cashiering. **The balance of cash advances not spent must be returned to Cashiering within twenty-four (24) hours of completion of a trip.** Failure to do so may result in denial of cash advance funds for subsequent trips. Cashiering will not release funds for another trip until funds from the previous trip has been repaid.
- Team Travel Card Usage
  - The University's Team Travel Card is intended to help coaches who are traveling with teams pay for trip expenses in an efficient and easy manner.
  - A Team Travel Card may be issued to a coach/staff member who is responsible for paying for expenses on team trips. This card will allow normal travel charges such as lodging, meals, transportation, and a small cash ATM withdrawal (to cover expenses which must be paid in cash such as driver tips, baggage handling, uniform laundry, etc.). If a coach is giving student-athletes a per diem, then a cash advance may be obtained from Cashiering to pay for their meals on a per diem basis. A roster signed by the players acknowledging this payment must accompany the reimbursement. **Coaches are not allowed a per diem payment and must turn in actual costs and receipts.**
  - Itemized receipts **must** be obtained for all charges including expenses paid from cash ATM withdrawals. Coaches will complete the normal University of Nebraska Omaha Travel Expense Worksheet including a travel party roster. This worksheet, roster, and all receipts must be forwarded to the Athletic Business Office within five (5) business days after returning from the trip.
  - Please remember the following guidelines:
    - You must receive receipts for all items that you purchase. Affidavits are only to be used in extenuating circumstances. This cannot be a common occurrence.
    - Itemized receipts must be obtained for lodging and meal expenses.
    - Try to have lodging establishments move all charges to one folio, so there is only one posting to your VISA card.
    - Cash withdrawals must be supported by specific receipts. Any unused cash must be returned to the Athletic Business Office within twenty-four (24) hours after returning from the trip.
    - **The card is only to be used for team trips out-of-town. The card is not to be used for pre or post game in-city meals. It is not to be used for coach's only meals before or after a game.**
    - **The card must not be used for recruiting, conference meetings, or other athletic business trips.**

- Purchasing Procedures

- The Business Office is the liaison between each Athletic Department and University Purchasing. Therefore, it is necessary for all athletic staff to inform the Business Office when making purchases of any kind. The Business Office will assist staff in interpreting the purchasing policies and procedures established and approved by University of Nebraska Omaha, the Board of Regents and State of Nebraska. **All purchases must be approved by the Head Coach or Head of Department, as indicated by their initials on all purchase requests.** Also see the Equipment Room procedures for purchases through the equipment room.

- Purchase Card

- The purchase card may be used for purchase of supplies, equipment, conference registrations, subscriptions, etc., in amounts under \$5,000. The card may not be used for any travel or food purchases.
- To obtain a card, use the form available in the O-Drive, Athletics/Shared/Forms folder. The completed form must be taken to the Assistant Athletic Director for Business for approval and forwarding to University Purchasing.
- Receipts must be obtained and given to the Business Office for every purchase made with the card as soon as possible. The Business Office must reconcile the credit cards each week and cannot do so without the receipts. Failure to provide receipts can result in the requirement to reimburse the University for the purchase, and in the loss of your purchasing card.

- Requisitions/Purchase Orders

- Requisitions should be used for all items purchased for the department for which the purchase card may not be used. The Purchase Requisition Form is on the O-Drive, Athletics/Shared/Forms folder.
  - Items costing \$5,000 to \$74,999 require a purchase order number prior to ordering and must contain quotes from more than one buyer to illustrate items being ordered are at the lowest price. If the preferred items are not the lowest price, a letter of request justification must be attached to the purchase request.
    - Prior to making purchases costing between \$5,000 and \$74,999, obtain written price quotes from at least three (3) vendors.
    - While best price is one factor, consideration should be the best interests of the University, quality and performance of items to be purchased, conformity to specifications, delivery time and the purpose for which the purchase is being made.

- Purchase requests from a sole source, without accompanying written quotes, may be made only with a written justification for making the purchase. The justification should include factors listed in the first bullet above.
  - Complete a Purchase Request form, listing all items to be purchased. Attach written price quotes or justification letter to the form and forward to the Business Office for processing. Within two to three (2-3) days the Purchasing Department will send a written PO to the vendor, thereby placing the order.
  - Items costing \$75,000 or more require bids. Consult with the Assistant Athletic Director for Business to plan and initiate the process. This process usually takes over a month to complete, so plan accordingly.
  - Items costing \$250,000 or more require approval of the Vice Chancellor for Administration and subsequent reporting to the Board of Regents. Items costing \$4000 or more require Board of Regents approval when the bidding process is complete.
- Direct Purchase by Employee
  - Employees should purchase as little as possibly directly for reimbursement. Purchases made this way do not qualify for the sales tax exemption and therefore cost the department more. If such a purchase is made, the University of Nebraska Omaha Travel Expense Worksheet is used to request reimbursement.
- Miscellaneous
  - Athletic Department policy regarding stolen items is as follows:
    - The University of Nebraska Omaha is self-insured for losses due to theft or embezzlement, with a deductible of \$2,000 per occurrence. Only University property is covered under the plan; therefore, there is no provision for reimbursement of personal property lost by employees.
    - The Athletic Department policy on reimbursement for items lost or stolen will mirror that of the University. Only University property will be covered, **no personal losses will be reimbursed by the Athletic Department.**
    - Each Athletic Department employee should take adequate precautions to protect personal property. Further, coaches should inform all student-athletes on the policy and advise them on how to safeguard their property as well.
- Summer Camps and Clinics
  - The sports clinics are operated as University activities and subject to University compensation guidelines. If summer sports clinics are part of the coaches assigned duties, vacation leave is not required and overload compensation is not to exceed 20% for twelve (12)-month employees or 33% for nine (9)-month employees.

- **Gross Revenue** – Revenue is generated from two (2) sources: participant fees and outside sponsors. All revenue is to be deposited with the University cashier in accordance with established procedures for the deposit of funds.
  - **Direct Expenses** – Direct expenses consist of operating expenses, supplies and administrative overhead.
  - **Personal Services** – All camp personnel will be paid through the University payroll system. All necessary paperwork to be an employee must be turned in to the Business Office before the start of each camp. Inasmuch as these individuals will be employees, meals and lodging for those who do not live in Omaha (as well as those who do live in Omaha) cannot be reimbursed. Compensation will be determined on a per situation basis.
  - **Non-Personal Services** – All allowable expenses are to be charged directly to the appropriate company/center. Participant accident insurance is procured by the Business Office and is charged on a per capita/per day basis. Food expenses allowable under DAS guidelines shall be included in direct expenses.
  - **Administrative Overhead** – Administrative overhead shall be calculated at 7.5% gross revenue, excluding outside sponsorships. The Business Office will be paid 1% of gross revenue, including outside sponsorships. Personnel processing payroll shall be compensated according to agreements established between such personnel and the coach responsible for the camp.
  - **Net Revenue** – Net revenue is gross receipts, less direct expenses. All expenses associated with a camp needs to be turned in within thirty (30) days of the end of the camp. Otherwise, payment to the appropriate coach cannot be calculated.
    - It represents the maximum amount available to compensate regular University employees, subject to established compensation guidelines, as described above. PAF'S to compensate these employees are to be processed in accordance with University Personnel procedures. Social security and retirement benefits are charged to the camp budgets for all applicable employees. Health and life insurance benefits are not charged to the camps as the amount of those benefits does not change according to compensation levels. The balance of net revenue shall carry forward to the benefit of the individual sport.
- Budget Policies and Procedures
    - The University runs on a fiscal year for business purposes beginning July 1 on each year and ending June 30. The department as a whole is allocated funds from the University to be used for payroll, tuition remissions and other operating costs. A large portion of the department's operating funds come from generated revenues such as gate receipts, sponsorship and donations.
    - Each year around April 1, head coaches and department heads are asked to prepare a budget "wish list" for the upcoming fiscal year. The budget should be based upon the prior year's budget and the team's travel schedule for the next year, with increases being justified by special circumstances or approved budget increases. All individual

department budgets are forwarded to the Athletics Business Manager who compiles a first draft of the Athletic Department budget for expenditures.

- Meanwhile, generated revenue activity for the current year is analyzed and projections are made for the upcoming fiscal year. Total revenues and University support are compared to the total expenditures as requested by the department heads and coaches to determine whether there are sufficient revenues to pay for the requests.
  - The Athletic Director will then determine the level of funding the department will provide for each department to cover requested expenditures. Most sports must also engage in additional fundraising activities to cover the costs of operations for the year. These funds are committed to the sport as part of the funding for the year. **The funds are deposited into discretionary spending accounts at the Alumni Association and are used first to cover operating commitments and remaining funds are available for coaches to buy items which are not able to be purchased through State accounts.**
  - The Associate Athletic Director for Internal Operations will meet periodically during the year with coaches and budget heads to review the status of the budgets and to discuss possible situations having an impact on budgets. Coaches and department heads are expected to watch their budgets closely using SAP. Coaches and department heads are responsible for spending only as their budgets allow. Should unexpected events occur, which would prevent the department head from meeting their budget, a complete written description of the problem, with possible solutions, if any, should be presented to the Business Office and/or the appropriate supervisory Associate Athletic Director for discussion.
  - Sports are encouraged to form Booster Clubs to provide support for their operations and sporting contests. Booster club donations may enable teams to purchase equipment or take trips they would not otherwise be able to afford under current budget constraints. At the present time, most sports have a booster club, or are in the process of setting one up.
- **Booster Clubs and Discretionary Alumni Accounts**
    - In addition to the booster clubs specific to individual sports, the “Mav Club” and “Mav Women Club” have been set up as funding sources for general athletic department activity. These two (2) clubs provide funding for courtesy cars provided for coaches and some staff, as well as general support for operations. Revenues for the clubs come from activities such as the Women’s Walk, payroll deductions, Mav Classic Golf Outing, and the Hall of Fame Banquet.
    - All deposits and withdrawals from the booster clubs and discretionary spending accounts must be made through the Business Office. Accounting ledgers will be maintained on an ongoing basis and monthly reports will be made available for all income and expense activity.
    - **Please see Memorandum of Understanding for further detail of Booster, Alumni, and other University responsibilities.**

- Budgets

- Budgets must be submitted annually by March 15 for the period starting the immediately ensuing July 1 and running through June 30 of the following year. The budgets need to detail the revenue generating projects as well as how the money will be spent. Example: If a golf outing is being held to raise money, then expenses for that event need to be broken out in detail (green fees, food, and giveaways).
- The booster group must identify for the Athletic Department and the Alumni Association, on an annual basis, persons authorized to approve special purchases and who should receive the monthly accounting reports prepared by the Business Office.

- Deposits

- A deposit slip must accompany all monies to be deposited into the booster clubs, and should include all information pertinent to the deposit, such as full name of donor (or contact person if check is from a business), event for which payment is being made, total amount of deposit and signature of depositor.
- The deposit slip and money should be given to the appropriate administrative assistant, who will then forward it to the Business Office.
- Administrative assistants will count and verify the money received, and record information necessary for their records, record donor information in the donor database, send appropriate substantiation letters, copy the checks, and forward the deposit to the Business Office.
- Funds may not be withheld from deposits to pay for expenses associated with an event. All funds must be deposited intact, with separate checks being issued for payment of obligations.
- The Business Office will create the deposits for the Alumni Association and enter them into the Booster accounting system. The deposits will then be forwarded to the Alumni Association for actual deposit. Copies of all deposit slips are kept in the Business Office.

- Expenditures

- A request for withdrawal from any booster club account should be accompanied by a withdrawal form and an **original itemized receipt**. Original receipts will be submitted to the Alumni Association, with copies being kept in the Business Office. Checks are written once a week and delivered on Friday.
- Reimbursement Requests for Employees
  - The Request for Reimbursement (from Alumni Account) form and itemized receipts **MUST** accompany ALL requests for reimbursement to an employee. The form is available on the O-Drive in the Athletics/Shared/Forms folder.
  - The form should be carefully completed with the date, event, business purpose, names of attendees and their business relationship to University of Nebraska Omaha Athletics (if the relationship is not apparent, i.e. the purchase of flowers, the name of the sport and that relationship needs to be described) and the amount.



The form should be signed by the individual requesting reimbursement and then approved and signed by the individual's supervisor. For the Athletic Director, this approval and signature must be made by the Chancellor or his/her designee.

- Payment requests must be in the Business Office by 12 p.m. (noon) on Wednesday to receive a check on the following Friday. We cannot guarantee requests left in a mailbox will be received by the Business Office in time to meet the noon deadline.
  - The Business Office prepares the payment requests for approval and signature by the Associate Athletic Director for Business and the Athletic Director, or one of the Associate Athletic Directors.
  - The payment requests are then routed to the University of Nebraska Finance Office for review in regards to taxability and sales tax issues.
  - The Business Office then posts the payments within the QuickBooks system and prints checks.
  - The payment requests and all original documentation are forwarded to the Alumni Association for review and signing. Original documentation and one copy of the payment request form are kept by the Alumni for their records.
- Items that can be paid directly through University accounts should be processed as such to maintain eligibility for sales tax exemption, and to allow for ease expenditure reporting for Athletics. If departmental funds are insufficient, or if a donor wishes to cover a particular item, a transfer from the appropriate booster account, or payment from that donor will then be processed as a deposit of a donation to the University accounts to cover the item.
- Payments to students, or on behalf of the students, must be cleared through the Compliance Office and Financial Aid prior to payment.
- Payments work for performed by University employees must be processed through payroll. Reimbursement can then be made from the booster funds.
- If gifts to employees are provided, cash or gift certificates will be fully taxable to the employee. Other gift items will be taxable if the value is \$50 or greater.
- Payments in support of a local organization must be made directly to the organization. Individuals will not be reimbursed for payments personally made to an organization.
- Payments for club dues will be made only for the monthly dues. It is the responsibility of the individual to get the statement to the Business Office in a timely manner along with a personal check made out to the club for any personal expenses. If the employee is requesting payment of any additional payments for golfing or meal events on the club statement, the Request for Reimbursement should be completed with all details and appropriate signatures and submitted with the club statement. The payment will be made to the club; however, the form will be used for proper documentation of the appropriateness of the expenditure.
- Monthly reports of each booster group's revenue and expenses will be sent to those identified by the group to receive them.

- Auto Policy
  - The Athletic Department provides courtesy cars, or leased vehicles for designated staff.  
**All changes in cars must be reported to the Business Office.**
    - The personal use of company vehicles and reimbursement of any registration, insurance, or other maintenance-type auto expense is considered a taxable fringe benefit by the IRS. Each November, a representative of Finance will send a memo to each recipient of auto benefits, requesting annual reporting of mileage and percentage of personal use to the benefit received. Failure to comply with this request will result in the entire value of the taxable benefits being added to personal, taxable income, with the appropriate taxes withheld from the December paycheck.
    - All auto repair and maintenance bills (including oil changes) are the responsibility of the individual to whom the car was issued. No such expenses will be reimbursed by the Athletic Department. Individuals are expected to maintain the furnished auto in a responsible manner.
    - Auto registration, licensing and insurance are the responsibility of the individual to whom the car is issued. The one exception to this policy is the head hockey coach. Per his signed contract, the Blueline club will pay for registration, licensing and insurance on his vehicle.
  
- Individual Cash Advances
  - Cash advances may be obtained from the Business Office for any business related travel other than team travel. All team travel advances are obtained through University Cashiering.
    - The TA form and Cash Advance form must be completed prior to travel. Advances will not be given with travel approval from the head coach or department head.
    - Sometimes coaches travel together and share expenses. On such occasions, the person who took out the travel advance should submit the related expense form.
    - It is the individual's responsibility to turn in an expense report to obtain reimbursement so the travel advance can be repaid. The advance must be paid by the due date state on the cash advance form regardless of when you receive reimbursement. It is your responsibility to turn in expenses.
    - Advances not paid on time will result in denial of subsequent requests.
    - Advances may be given for host money when there are large numbers of recruits expected at one time.
    - Remember travel advances are loans made from the Business Office which must be repaid in a timely manner. You must still complete an expense report and must always repay the business office. There are no exceptions.

- Advances are made only if funds are available. Therefore, it is important to request only amounts needed for cash expenses (meals, parking, admissions, etc.). Requests deemed excessive may be reduced at the discretion of the Athletics Business Manager.
- Revenues
  - The Ticketing Office has the main responsibility for the Ticketing (main) vault. However, this cash vault is also used for checking out cash banks for other events on a temporary basis, such as for the raffle at Women's Walk. The Concessions vault is used to check out banks for the concessions stands at various events.
  - Cash Banks and Vaults:
    - Cash banks may be checked out for seed money/making changes for events for ticket booths, raffles, t-shirt or other merchandise sales, etc. Concessions have their own vault for check out of concessions funds.
    - The sign out sheet kept with each cash vault will be used to maintain the record of what cash banks are outstanding, who checked them out, and the return date and amount of funds.
    - Both the Ticketing vault and the Concessions vault will be balanced at least monthly during slow seasons, and weekly during busy seasons such as fall and winter sports times.
    - Change orders for replenishment of cash denominations will be made from the main University of Nebraska Omaha Vault Custodian in Cashiering as needed.
- Deposits
  - The Ticketing Office is responsible for all deposits of ticketing revenue.
    - Cash/check deposits for all games are made the next working day after each game. All funds are held in the vault until deposit.
    - Daily ticket sales by cash or check will be deposited at least weekly, but more often as sales amounts warrant that handling according to State policy.
    - Credit card sales are batched out daily and deposited.
  - Concessions deposits are made by the Business Office.
    - Cash banks for each concession stand are made up from the Concessions vault.
    - Concessions staff count cash bank and sales and reconcile to their inventory.
    - Concessions staff bring the concessions sales revenue and beginning cash bank back to the Concessions vault immediately after they have finished the event and their cash count and reconciliation.
    - The next business day, the Business Office staff recounts the bank back into the Concessions vault and reconciles the amount to be deposited with the amount to which the concessions staff reported. And makes the deposit to Cashiering.

- Accounts Payable
  - All invoices, including travel reimbursements need to be turned in to the Business Office. The Business Office will only pay off detailed invoices, not statements. If an invoice cannot be provided, than a detailed statement needs to be turned in. With that detailed statement, there needs to be an explanation explaining why an invoice could not be produced.
  - The Business Office will code all invoices to the appropriate cost center and enter (park them) into SAP. Invoices and travel reimbursements are entered at least twice a week.
  - Copies of all invoices/travel reimbursements are kept in the Business Office, while originals are forwarded to the Accounts Payable Department at Epply.
  - Accounts Payable Department checks the original invoices and release the parked invoices for payment.
  - Payment for all invoices/travel reimbursements are mailed from Lincoln. Some vendors received ACH payments or direct deposit if a University employee is being reimbursed.

### **Athletic Media Relations**

- Overview
  - The Athletic Communications Department is responsible for all publicity as it related to news media for the Athletic Department.
  - The goal of this publicity is to create interest and support for all teams operating under the umbrella of the Athletic Department and for the University as a whole.
  - The Director of Communications is responsible for the operation of the media relations office and serves as the primary media contact for the Athletic Department. The Director of Communications oversees a staff including a full-time assistant, graduate assistant and various paid and unpaid student workers and interns.
- Publications
  - Media Relations will write, edit and publish all news releases and publications regarding University of Nebraska Omaha athletic teams and the department as a whole including:
    - Weekly releases regarding team schedules, results, and statistics
    - Game programs
    - Media/recruiting guides
    - Releases concerning overall athletic department news or business
    - Releases concerning sensitive or controversial subjects
  - Coordinated responsibilities within the realm of Media Relations include the following:
    - The coaching staffs of each team are responsible to provide the Media Relations office with accurate and current rosters, player bios (particular those of incoming players and signees) and schedules and to promptly notify Media Relations of

any changes to those elements as soon as possible so that the information may be correctly represented in all athletic department literature, signage and website.

- Coaches must respect all mutually agreed-upon deadlines so that all publications reflect the most current information and guides are to be delivered to all constituencies prior to the beginning of each respective sport season.
- Media Relations will work with coaching staffs to coordinate the photography of teams, individual members, and coaches.

- Production of Publications

- The production of media/recruiting guides is determined by the need of each individual sport.
- Guides will follow a general layout and design as mutually determined by Media Relations and all teams to ensure continuity throughout all athletic department publications.
  - Guides will be sized and formatted to reflect the individual needs and budget of each sport.
- Each sport will be responsible for the production costs of their respective guide. The number of guides printed will be mutually determined by the coaching staff and Media Relations to reflect the budget and level of interest in the program.
- Media/recruiting guides may be sold at team games/meets for a price mutually agreed upon by each sport and athletic department administration.
- Media Relations will produce game programs for University of Nebraska Omaha sports as necessary.
  - Media Relations will be responsible for all editorial content. Said content will include rosters of competing teams, photographs of student-athletes, current statistics and schedules.
  - All advertising content will be the responsibility of the University of Nebraska Omaha Athletic Marketing Department or mutually agreed to third-party vendor. All advertising must comply with University, conference, and NCAA guidelines.

- Statistics

- Media Relations will administer the statistical databases for all University of Nebraska Omaha athletic teams and will track school records, team and individual milestones, and league and national records and awards.
- It is the responsibility of the coaching staffs of each team to consistently monitor this information and notify the Media Relations office of any corrections, additions or omissions to ensure the accuracy and integrity of the athletic department's historical records.

- Game Hosting
  - The Media Relations Staff will direct all news media activities at home athletic events including:
    - Providing current game notes packets, as necessary, to visiting print and broadcast media.
    - Facilitating post-game interviews between players and coaches and the news media. Access to players in the locker room is determined by sport. No media access will be granted to any training room under any circumstance.
    - Supervising required game statisticians.
    - Writing and editing game programs or roster sheets.
    - Providing credentials to all working news media.
    - Providing accommodations for home and visiting print, radio and television media members including phone lines and high speed internet access.
    - Providing post-event statistical packets to members of the news media.
    - Providing necessary statistical information including box scores to visiting team's media as necessary.
  - Coordinated responsibilities within the realm of Media Relations include the following:
    - It is the responsibility of the coaching staffs to make it known to the Media Relations office of any special requests for credentials for events involving their respective teams.
    - All efforts will be made to accommodate reasonable requests for credentials for VIPs, alumni, donors, sponsors and professional scouts.
- Website
  - The Media Relations office will be responsible for design, layout, content and publishing of the Athletic Department's official website. In a digital age, the first encounter many prospective student-athletes, fans and donors have with the athletic department is its website. This makes the complete and timely presentation of department information critical to success.
  - Media Relations' responsibilities as it relates to the website include the following:
    - Establishing and administering unique sections for each University of Nebraska Omaha athletic team.
    - Updating weekly releases, rosters, game stories, results, statistics, photos and other team news.
    - Updating video and audio elements including streaming audio and video, podcasts and downloadable video as needed.
    - Operating Live Stats feature for selected teams.
    - Maintaining a comprehensive online statistical database.
    - Designing and creating all special event pages.
    - Providing pages and links as determined by the sales of corporate sponsorships.
  - Coordinated responsibilities within the realm of Media Relations include the following:

- It is the responsibility of the coaching staffs of each team to provide the Media Relations Staff with accurate and current rosters, player bios and schedules, and to promptly notify the Media Relations office of any changes to those elements as soon as possible so that the information may be correctly represented.
  - The Media Relations Staff will attempt to honor all reasonable requests for customizing each team's individual section of the athletic department's website insofar as those requests do not compromise the overall look and integrity of the website as a whole.
- News Conferences/Interviews
  - The Media Relations office will be responsible for making all accommodations for news conferences that take place outside the normal schedule of athletic events, including the following:
    - Arranging the setting for the news conference.
    - Notifying media of the time and place of the event.
    - Coordinating the message with coaches and players of the respective sport or with athletic department staff.
    - Coordinating the message with University Relations if the message is of a sensitive nature.
    - Limiting the release of personal information about student-athletes and prospective student-athletes so as to comply with all federal confidentiality laws. Such limited information includes:
      - Student's name and permanent address.
      - Date and birth place.
      - Residency status, college, major and academic level.
      - Most recently attended institution, dates of attendance at University of Nebraska Omaha, degree and award(s) received.
      - Weight and height.
      - History of participation in officially recognized sports and activities.
      - Citizenship.
      - All other personal information may be released only with the consent of the student-athlete in accordance with the 1974 Family Educational and Privacy Rights Act (Buckley Amendment).
  - Due to the high level of interest in University of Nebraska Omaha athletic teams, both from a fan and media perspective, all student-athletes, coaches and staff are encouraged to participate in interviews in order to generate positive publicity and present the best possible image of the University and its athletic department. However, student-athletes, coaches and staff should exercise care when making statements to members of the media. The Media Relations office will facilitate these exchanges by:
    - Providing advice and counsel to student-athletes regarding proper attire, decorum, body language and techniques for giving a successful interview.

- Working with media members to ensure that interviews with student-athletes do not conflict with practices, class time or other scheduled activities and that interviews are conducted in a timely manner.
  - Scheduling all interviews at the convenience of the coach, student-athlete or staff member.
  - Encouraging members of the media to schedule interviews ahead of time to facilitate the process.
- Coordinated responsibilities within the realm of Media Relations include the following:
  - It is the responsibility of the coaching staffs to make their student-athletes aware that great care should be taken when answering questions of a sensitive nature as they relate to fellow teammates, coaches, officials and the athletic department to avoid undue negative consequences.
  - Student-athletes should be informed that they do not have to answer any question they find inappropriate and can terminate an interview they feel is combative.
  - Coaching staffs are strongly encourage to make the Media Relations office aware of feature story ideas regarding their student-athletes so that these stories may be pitched to local, regional and national news media. These stories are an important mechanism for gaining support for individual sports and the athletic department as a whole.
- Award Nominations
  - The Media Relations Staff is responsible for nominating deserving student-athletes and coaches for “player of the week” league awards and post-season league and national awards. The Media Relations office will follow all established criteria during the nomination process and make news media and the public aware of award winners throughout all established channels.
  - Coordinated responsibilities within the realm of Media Relations include the following:
    - It is the responsibility of the coaching staffs to assist the Media Relations Staff in determining which student-athletes are most deserving for nomination and to facilitate collection of all nomination materials as necessary.
- Broadcast Contracts
  - Broadcast media, including radio, television and webcasting, are extremely important as a means for extending and enhancing the image and reputation of the University of Nebraska Omaha Athletic Department.
    - The Director of Athletics, in coordination with the Director of Athletic Media Relations, is responsible for negotiating all broadcasting/webcasting contracts and ensuring that said contracts comply with all league and NCAA rules and regulations.
    - All contracts must have the approval of the Division of Business and Finance and in some cases, the University’s Board of Regents.



## **Strength and Conditioning**

- Philosophy
  - The Athletic Department Strength and Conditioning Program are designed to focus on all phases of conditioning to include strength training, flexibility, plyometric training, and nutritional consultation, and rehabilitation.
  - All intercollegiate teams are provided with strength and conditioning training. Based on physiological evaluations, the Strength Coaches will work closely with each sport's head coach to design individual programs for every student-athlete. In general, each student-athlete is encouraged to complete a certain number of training programs during each twelve (12) month period.
  - Due to NCAA regulations and provisions for liability insurance, the use of Weight Room facilities is restricted to enrolled student-athletes and on a limited basis to Athletic Department staff.
    - The Weight Room is available for lifting sessions or recruiting tours when a weight room supervisor is present.
    - The Weight Room may not be used by high school students or other guests.
    - Former student-athletes may use the facility with pre-approval from the Weight Room Supervisor and must sign a release form.
    - Athletic Department staff can use the facilities for personal workouts, so long as they do not interfere with the needs of student-athletes.
  - Access to the Weight Room will be restricted to posted operation hours. Those individuals with keys to this area include Head Strength and Conditioning Coach, certain assistants, designated coaches, janitorial staff, and Athletic Administration.
  - The schedule for the Weight Room will be determined at the beginning of the fall semester by the Head Strength and Conditioning Coach.
- Strength and Conditioning Center Rules
  - Collars must be used on all sets, including warm-up sets.
  - All athletes must return weight cards to file folders after lifting.
  - Drinks are to be in shaker bottles or closed containers (water only).
  - Only authorized personnel are allowed.
  - Be respectful of the Weight Room and keep it clean.
  - Individuals must be properly dressed in order to lift. Shirts must be worn at all times (no cut-off t-shirts). Shoes must be free of dirt. No bags, books, or extra clothing.
  - All dumbbells must be replaced in order on the rack after each use.
  - Food, drinks, chewing tobacco, gum, candy, and toothpicks are prohibited.
  - Use of profanity results in loss of privilege to lift.
  - All lifters and Strength Staff must use spotters when performing potentially dangerous exercises.
  - The Strength Staff is not responsible for personal items.

- If a student-athlete is injured and unable to perform the designated program, he/she should see a member of the Athletic Training Staff prior to reporting to the Weight Room.
- Student-athletes must comply with directions given by any Strength Staff member.
- Wrestling, playing on equipment, or throwing objects is strictly prohibited.
- Student-athletes are responsible for replacing belts, swiss balls, straps, etc. that are being used in workouts.
- No practice gear, change of gear after practice.
- Permission must be obtained to use phone or other office electronics by Strength Staff member.
- Rule Violation Structure:
  - On the first instance of a rule violation, the student-athlete will be warned and the incident will be documented in the Weight Room.
  - On the second instance of a rule violation, the student-athlete will be warned, the incident will be documented in the Weight Room, and the student-athlete's coach will be notified.
  - On the third instance of a rule violation, the student-athlete will be asked to leave the Weight Room, the student-athlete's coach will be notified again, and the Strength Coach will hold a meeting with the student-athlete and his/her head coach.
- Procedures for Scheduling the Strength and Conditioning Room
  - Each sport coach will be contacted each semester for scheduling. The head coach will make his/her request and then the strength coach will try to work the request into the strength room schedule.
  - In-season sports have priority when scheduling the Weight Room.
  - Only strength coaches working in the Weight Room will be allowed to conduct workout sessions for athletes in the Weight Room.

### **Game Management and Facilities Operations**

- Game Administration
  - Who is responsible
    - The Operations Coordinator handles setup for home events including soccer, men's and women's basketball, and volleyball.
  - Visiting team hospitality
    - The Operations Coordinator organizes visiting team hospitality including locker room assignments and other hosting issues.
  - Officials hospitality
    - The Operations Coordinator coordinates locker room accommodations and other needs for officials upon their arrival at the athletic venue.
  - Pre-game and halftime activities

- The Operations Coordinator will also oversee the following groups:
  - Event Personnel
  - Security
  - Concessions
  - Event Parking
  - Visiting Team Parking
  - Locker Room Control
  - Facilities and Property
- The Director of Ticket Sales will oversee and coordinate game day event coverage for the following groups:
  - Ticket Takers
  - Ticket Sellers
  - Program Sellers
- Facilities
  - See facility scheduling procedures under the facilities section of this manual for information regarding scheduling.
- Program Sales
  - Program sales will be handled by the Ticket Office and Marketing Department.
- Scoreboards and Message Center
  - Public address announcements will be coordinated by Athletic Marketing and Athletic Media Relations.

### **Ticket Office**

- Sales
  - Season Processing
    - Basketball and Hockey Full Season Orders
      - Enter all transactions into the Ticketmaster host system (include emails).
      - Complete the appropriate deposit procedure as soon as possible upon receipt.
      - Payment details should be recorded in the appropriate payment spreadsheet.

- A hard copy of the payment (Check or Credit), or a dated notation of payment for any order paid in cash should be placed in the season ticket holder's personal file.
  - All new orders receive a "thank you," that describes their support of University of Nebraska Omaha.
- Hockey Partial Season Orders
  - Payments should be processed immediately upon receipt.
  - Orders should then be entered into the partial season spreadsheet.
  - A hard copy of the payment should be attached to the order form and filed in the appropriate partial season "Orders to be filled" form.
- Hockey Priority Order
  - All hockey orders will be filled in accordance with the Hockey Priority Plan
    - Season Ticket Renewals
    - 10-Game Renewing for the season
    - Season Ticket Upgrades
    - Season Ticket Additional
    - Season Ticket Relocations
    - New Season Tickets
    - 10-Game Renewals
    - 10-Game Additional
    - 10-Game Relocations
    - 10-Game Upgrades
    - New 10-Game Packs
    - 3-Game Renewals
    - 3-Game Additional
    - 3-Game Relocations
    - New 3-Game Packs
- Nonrenewals
  - The University of Nebraska Omaha Ticket Office will make a minimum of three (3) attempts, two in writing and one via telephone, to contact season ticket holders who have not renewed their seats by the appropriate deadline before removing season ticket holders from their seats.
- Ticket Prices
  - All ticket prices will be established by the Director of Athletics, Senior Associate Athletic Director, and the Director of Ticket Sales in consultation with the head coach of the respective sport.
    - Methods of Payment
    - Declined Transactions
    - Student Tickets
    - Group Sales
    - Corporate Group Sales
      - All group rate tickets purchased in transactions of less than twenty (20) tickets each may be made through promotions

offered online through ticketmaster.com or through the University of Nebraska Omaha Athletic Ticket Office, either via telephone or in person.

- Operations
  - Safe Audit
    - The first week of every month the Athletic Business Office safe and register must be audited to verify the current balance on the safe and that the register balances out, plus any outstanding sales at the cash register.
    - The Ticket Operations Manager is responsible for completing the audit as well as recording the results in the Athletic Business Office file on the University server.
  - Credit Card Deposits
    - The Ticket Operations Manager will deposit all outstanding credit card transactions via the CashNet system prior to 10:00 a.m. each business day.
  - Game Day Banks
    - Cash banks for all University of Nebraska Omaha athletic events at which tickets are sold will be assembled to include necessary cash for making change, a gate receipt that includes all pricing for the event, and necessary role tickets (if appropriate).
    - Cash banks should be assembled by the Ticket Operations Manager not less than twenty-four (24) hours prior to the actual event.
    - All cash leaving the safe should be recorded in the cash fund log, and signed by a witness.
  - Game Day Deposits
    - All game day revenue must be deposited on the first business day following the event.
    - Game day revenue will be verified with the Gate Receipt and deposited by the Ticket Operations Manager.
    - The starting bank must be returned to the safe with the signature of a witness.
  - Gate Receipts
    - All gate receipts must be signed by the individuals working the event, as well as by the person who deposits the funds the following day.
    - Gate Receipts must be complete in their entirety.
    - After deposit, the gate receipt must be filed in the appropriate gate receipt binder.
    - Any incomplete forms or substantial shortages must be reported to the Director of Ticket Sales as soon as possible upon discovery.
  - Season Ticket Sales Records
    - Season ticket payments must be entered into the Ticketmaster system, the payment tracker spreadsheet, and a copy of the payment must be placed in the account holder's permanent file. NOTE: Cash payments do not need to be copied but a page noting a cash payment, the amount of the payment, the date, account number, and the signature of the Ticket Office employee handling the transaction should be filed instead.

- The Ticket Operations Manager will be the primary processor of ticket account payments, however, all permanent Ticket Office employees will be capable of handling these transactions.
- Group Ticket Transactions
  - All group ticket transactions must be entered into the group ticket tracking spreadsheet stored on the University server.
  - A copy of all correspondence must be maintained within the group sales binder.
- Compliance
  - All “Player Pass Lists” must be filled in the appropriate team’s pass list binder once the event has been completed.
  - Any complimentary tickets provided to students of a recruitable age must be logged with the recipient’s name, and attached to the visited event’s pass listing.
- Donation Requests
  - Donation requests will be handled at the discretion of the Ticket Operations Manager within the guidelines established by the Director of Ticket Sales.
  - All donation requests must be recorded in the donation tracker spreadsheet in the Athletic Business Office file on the University server.
  - All donation requests should be received in writing.
  - When filling orders for donated season tickets, all buyers should be contacted and offered the opportunity to upgrade their seating for the difference in the value of their voucher and the value of the upgraded seats.
  - Any upgrade revenue must be recorded in the Upgraded Donations tracker in the appropriate sport’s file.
- Ticket Information Line
  - The Ticket Operations Manager will assume the lead role in ensuring that all calls to the Ticket Information Line are answered within three (3) rings, and that all messages are returned within the time prescribed by the Ticket Office policy.
  - While the Ticket Operations Manager will be the lead person receiving calls to the Ticket Information Line, answering all calls to 554-MAVS is a responsibility of paramount importance and is shared by all Ticket Office Staff.
  - All messages left on the ticket information line prior to 4:00 p.m. on a business day must be returned within ninety (90) minutes of the time the message was recorded.
  - Any message recorded after 4:00 p.m. on a business day must be returned prior to 11:00 a.m. the next business day.
  - The Director of Ticket Sales will be responsible for ensuring that all greetings on the ticket information line accurately reflect the current office hours of the Athletic Ticket Office, the weekend’s upcoming games, and the best way to get tickets to an immediately upcoming event.
- Game Day Management
  - The Director of Ticket Operations will handle all hiring and scheduling of all ticket takers and sellers for University of Nebraska Omaha athletic events.
  - Gate will open no less than sixty (60) minutes prior to any home University of Nebraska Omaha athletic event.

- All Ticket Staff are required to abide by the policies and procedures established in the Ticketing Assistant Handbook.
  - Admission will be charged at minimum until halftime of basketball games.
- Printing
  - Season tickets and thermal stock will be printed by an outside vendor with a proven track record in the admissions industry.
  - The vendor will be selected by the Director of Ticket Operations based on not less than three (3) separate bids.
- Marketing Materials
  - Brochures, print and online advertising will be produced under the Supervision of the Director of Ticket Sales.
- Inventory
  - The Director of Ticket Sales will be responsible for ordering, receiving, storing, and management of the ticket inventory.
  - All seat assignments and changes to the ticket inventory must be maintained in the Ticketmaster system.
  - All users of the Ticketmaster system are required to have a unique and personally identifiable username and password.
  - “RECLASS” should not be used to reopen seats for an event that have not yet occurred except in extreme circumstances. “REOPEN” is the command that should be used to reopen seats for any event that has not yet occurred.

## **SECTION IV: CURRENT STAFF POSITIONS**

### **Current Staff and Head Coach Positions**

- Athletic Administration
  - Director of Athletics – Trev Alberts
  - Associate Athletic Director, Leadership and Governance – Josh White
  - Associate Athletic Director, Advancement – Gary Freeman
  - Associate Athletic Director, CFO/Senior Woman Administrator – Ann Oatman
  - Associate Athletic Director, Events and Facilities – Mike Kemp
  - Athletic Director Emeritus – Don Leahy
  - Athletic Director Emeritus – Connie Clausen
- Business Office
  - Accounts Payable/Receivable – Wendy Cross
- Ticket Office
  - Director of Ticket Sales – Mike Amundson
- Community Relations
  - Director of Community Relations – Pam Schwarting
- Athletic Media Relations
  - Director of Communications – Dave Ahlers
  - Assistant Director of Communications/Publications Coordinator – Bonnie Ryan
  - Assistant Director of Communications – Nate Pohlen
- Compliance
  - Director of Compliance – Matt Jakobsze
- Academic Support
  - Director of Academic Success
  - Student-Athlete Development Coordinator – Danielle Brooke
- University Foundation
  - Director of Development – Terry Hanna



- Equipment Room
  - Head Equipment Manager – William Sanders
  - Assistant Equipment Manager – Joey Sparano
- Facilities/Operations
  - Operations Coordinator – Ethan Anderson
  - Assistant Operations Coordinator – Brandon Polk
- Athletic Training
  - Athletic Trainer – Mike Roberts
  - Athletic Trainer – Erin Hicks
  - Athletic Trainer – Masayasu Takaiwa
  - Athletic Trainer – Natalie Bumpas
- Administrative Assistants
  - Administrative Technician – Geri Beckora
  - Administrative Technician – Roxie Freeman
- Athletic Performance
  - Director of Athletic Performance – David Noonan
  - Assistant Athletic Director, Performance – Dr. Matt Beacom
  - Assistant Director, Athletic Performance – Ichiro Watanabe
- Baseball
  - Head Baseball Coach – Bob Herold
  - Assistant Baseball Coach – Chris Gadsden
  - Assistant Baseball Coach – Evan Porter
- Golf
  - Head Golf Coach – Tim Nelson
  - Assistant Golf Coach – Seth Porter
- Hockey
  - Head Hockey Coach – Dean Blais
  - Assistant Hockey Coach – Steve Johnson

- Assistant Hockey Coach – Troy Jutting
  - Director of Hockey Operations – Sam Spomer
- Men's Basketball
  - Head Basketball Coach – Derrin Hansen
  - Assistant Basketball Coach – Randall Herbst
  - Assistant Basketball Coach – Pat Eberhart
  - Assistant Basketball Coach – Tyler Erwin
- Women's Basketball
  - Head Basketball Coach – Chance Lindley
  - Assistant Basketball Coach – Rebecca Alvidrez
  - Assistant Basketball Coach – Brittany Lange
  - Assistant Basketball Coach – Jesyka Burks-Wiley
  - Director of Basketball Operations – Elisha Turek
- Men's Soccer
  - Head Soccer Coach – Jason Mims
  - Assistant Soccer Coach – Tim Walters
- Women's Soccer
  - Head Soccer Coach – Don Klosterman
  - Assistant Soccer Coach – Ted Anderson
- Softball
  - Head Softball Coach – Jeanne Scarpello
  - Assistant Softball Coach – Cory Petermann
- Swimming and Diving
  - Head Swimming and Diving Coach – Todd Samland
  - Assistant Swimming and Diving Coach – Jean Apker
- Tennis
  - Head Tennis Coach – Mike Saniuk

- Track
  - Head Track/Cross Country Coach – Steve Smith
  - Assistant Track Coach – Chris Richardson
  - Assistant Cross Country Coach – Marc Bierbaum
- Volleyball
  - Head Volleyball Coach – Rose Shires
  - Assistant Head Volleyball Coach – Karen Povondra
  - Assistant Volleyball Coach – Tanya Cate