Revised September 2016  **Changes from the 2014-15 handbook are highlighted in PINK.**
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I. PURPOSE

The purpose of this manual is to set forth the principles, policies, and procedures established by the New York University Department of Athletics, Intramurals and Recreation for the conduct of intercollegiate athletics. All departmental employees are responsible for being familiar with the contents and for ensuring complete compliance.

In addition to this manual, department personnel are responsible for compliance with the National Collegiate Athletic Association (NCAA) Division III rules put forth by that organization’s 2016-17 Manual. Printed copies will not be distributed, but an online pdf will be available to all Department Employees. If needed, printed copies are available from the Director and the department library.

If there are any questions about interpreting this department’s or the NCAA’s procedures or rules, they should be referred immediately to your supervisor and the appropriate department administrator.

In order to ensure that departmental employees are familiar with this manual and the NCAA manual, a series of mandatory meetings will be conducted for all concerned each year. At these meetings, the rules, policies, and procedures set forth in these manuals will be reviewed and discussed. These meetings are intended to provide employees with a continuing education component to the performance of their responsibilities.

II. GENERAL PRINCIPLES

New York University is a major research institution committed to the standards of academic excellence and to maintaining a diversity of academic and extracurricular programs for its students.

Athletics and Recreation are an important and integral part of the college experience. Athletics and Recreation contribute to the development of such intangible attributes as leadership, initiative, and willingness to work cooperatively toward a goal. A thriving sports
and recreation program generates a positive campus spirit and atmosphere, enhancing the quality of student life.

Intercollegiate varsity, club sports, intramurals and recreational programs complement rather than compete with each other since each meets the needs of different student groups and serves different purposes.

Three basic principles help govern intercollegiate athletics at New York University: first, student-athletes are to be regarded as students first; second, the physical and academic welfare of student-athletes shall be the paramount concern and responsibility of all coaches and department personnel; and third, the University is committed to equality of opportunity and equity in support of all men’s and women’s teams.

All of us here at NYU strive to create a campus environment in which students can flourish intellectually, athletically and personally. We provide programs and services to support, engage and challenge our students. NYU is committed to maintaining a learning and working environment for all that is fair, humane and responsible – an environment which supports, nurtures, and rewards career and educational advancement on the basis of ability and performance.

We expect our students, as members of the NYU community to be thoughtful, to take responsibility for their own actions, to practice responsible citizenship, and to respect the rights of others.

As employees of the Department of Athletics, Intramurals and Recreation, we are required: to value, practice and promote those principles; to model appropriate behavior for our students; and to behave as the professionals we are trained and employed to be, to allow our students to take full advantage of all that NYU has to offer.
DEPARTMENT OF ATHLETICS, INTRAMURALS AND RECREATION

FRATERNIZATION POLICY

All departmental employees are prohibited from consorting or fraternizing with NYU student athletes, NYU student employees of the department, and student patrons of the department’s services. Violators of this policy will be subject to disciplinary action.

III. INTERCOLLEGIATE ATHLETICS

NYU’s intercollegiate athletics program is intended to provide students with the opportunity to compete against and interact with peers of comparable athletic skills from other institutions of similar academic standing.

Based on its desire to engage in competition against teams from colleges and universities with comparable academic standards and financial aid formulas, New York University competes in Division III (non-athletic scholarships level) of the NCAA.

A. The University Athletic Association (UAA)

New York University is a founding member of the University Athletic Association. The UAA is composed of major private research universities of the highest academic quality. The other members are: Brandeis University, Carnegie Mellon University, Case Western Reserve University, The University of Chicago, Emory University, The University of Rochester, and Washington University in St. Louis.

1. The Major Principles of the UAA are:

   a. Athletics is integral to the overall educational process and should be conducted in a manner consistent with the institution’s central academic mission;

   b. Student-athletes should be measured against the same standards as other students in admission, financial aid policies, and academic programs;
c. Equal opportunities in athletics should be provided for men and women; and the Chief Executive Officer of each university is ultimately responsible for the control of athletics at each institution.

2. New York University will compete in UAA competition on a round robin basis in women’s volleyball, basketball, and soccer, and in an annual championship tournament format in the other sports in which it fields intercollegiate teams for which the UAA sponsors championships. It is University policy to promote participation in the UAA to the fullest, to develop friendly rivalries with other UAA institutions, and to provide opportunities for NYU student-athletes to interact with as well as compete against their peers from UAA institutions.

3. **NYU Representatives to the Major UAA Committees are:**

   Presidents’ Council: President Andrew Hamilton

   Delegates’ Committee: Associate Provost Barnett Hamberger

   1\textsuperscript{st} Alternate Delegate: Marc Wais

   2\textsuperscript{nd} Alternate Delegate: Christopher Bledsoe

   3\textsuperscript{rd} Alternate Delegate: Janice Quinn

   Athletic Administrators Committee: Christopher Bledsoe

   Janice Quinn

   Frank Sicignano

   Carl Villanueva

4. **UAA Statement on Sportsmanship**

   Each individual coach will be responsible for implementing the UAA’s Statement on Sportsmanship and being familiar with the overall UAA Site Policies and Procedures. In addition, the Association has developed Codes of Conduct for each sport. Copies of these Codes and the site policies and procedures are available to each coach at the UAA
website: www.uaa.rochester.edu. Coaches will be responsible for following the Codes
and for working with other coaches in improving the Codes at annual UAA meetings.

B. Associate League Memberships

It is New York University's desire to compete with like-minded academic institutions and
in so doing provide the opportunity for individual recognition for our student-athletes, a
conference championship, and the possibility of qualification to the NCAA Division III
Championships.

Since the University Athletic Association does not at this time provide for a championship,
regular season competition or a direct, automatic qualification route to NCAA championships
in a number of sports, NYU has aligned with other leagues comprised of institutions that like
NYU, seek excellence in athletics while holding our students and the academic mission as
the center of focus, as associate members in those individual sports. These individual sport
memberships in no way diminish University Athletic Association membership for NYU.

They are:

- The Liberty League, men’s and women’s golf
- The United Volleyball Conference, men’s volleyball

C. Intercollegiate Athletics Advisory Committee

As part of its commitment to the principle that the academic success of student-athletes is
primary, the University established the Intercollegiate Athletics Advisory Committee to
monitor the recruitment and academic progress of student-athletes. The Committee regularly
reviews the academic standing of student-athletes and the Academic Affairs Office (AAO)
grade reports. In addition, the Committee has established three awards to recognize
student-athletes who achieve academic distinction:

1. President’s Honor Roll, for those who earn a 3.5 or better grade point average in a
   semester in which they are engaged in intercollegiate competition;
2. Student Athlete Academic Achievement Award, for graduating seniors who have earned academic distinction and have been on an intercollegiate athletic team for at least the past two years; and

3. Men’s and Women’s Team Academic Achievement Award for the men’s and women’s teams with the highest in-season GPA.

The members of the Committee are:

- Ryan Poynter, Associate Vice Provost, Undergraduate Academic Affairs, Chair
- Mark Alter, Professor of Teaching and Learning, Steinhardt School of Culture, Education & Human Development
- Christopher Bledsoe, Assistant Vice President for Student Affairs / Director of Athletics
- Michael Campbell, Director of Academic Affairs, Tandon School of Engineering
- Patricia Carey, Associate Dean, Steinhardt School of Culture, Education & Human Development
- Rohit Deo, Associate Dean of Academic Affairs, Stern School of Business
- John Halpin, Clinical Professor of Chemistry, Faculty of Arts and Sciences
- William Long, Associate Dean, College of Arts and Science
- Wayne McDonnell, Clinical Associate Professor and Academic Chair, Tisch Institute of Sports Management, School of Professional Studies
- Jeffrey Sammons, Professor of History, Faculty of Arts and Science
- Marc Wais, Vice President for Global Student Affairs
- Jonathon White, Associate Dean of Students, Liberal Studies

C. The National Collegiate Athletic Association (NCAA)

As a member of the NCAA, New York University complies with all aspects of that organization’s constitution and by-laws. These are set forth in the NCAA Manual and cover the entire scope of intercollegiate competition including, but not limited to:
A. Principles for the conduct of intercollegiate athletics
B. Ethical conduct
C. Conduct and employment of athletics personnel
D. Amateurism
E. Recruiting guidelines and restrictions
F. Eligibility: Academic and general
G. Awards, benefits and expenses allowed for student-athletes
H. Playing and practice season allowances and restrictions

In addition to the manual, the NCAA publishes or adopts rulebooks for each sport it sponsors. Current rulebooks are provided each year for members of the coaching staff. It is the responsibility of all head coaches, assistant coaches, and department staff members to be thoroughly familiar with the NCAA by-laws and rules related to their sport or area of concern. Copies of the NCAA Manual will be distributed to head coaches and are available from the Director and the department library. Additional copies of rulebooks are maintained in the department library and on the ncaa.org website.

If there are any questions about rules, they should be referred immediately to your supervisor and the appropriate department administrator. **DO NOT GUESS OR SPECULATE AS TO THE PROPER WAY TO PROCEED.** Consult with a department administrator.

If you suspect or determine that you or another member of the department staff has violated an NCAA rule, it is your responsibility to immediately report that concern to your supervisor and to the Director.

IV. ELIGIBILITY FOR COMPETITION

A. The Compliance Office and Assistant Compliance Officer within the Academic Affairs Office (AAO) are responsible for determining the eligibility of all varsity student-athletes. As members of the Associate Provost’s staff, they are the only administrators authorized...
to act as a direct liaison between the department and the Offices of Admissions, Financial Aid, Registrar, and the deans’ offices in matters related to student-athlete eligibility. They are responsible for determining the eligibility of all student-athletes. They are the only administrators authorized to act as a direct liaison between the department and the Offices of Admissions, Financial Aid, Registrar, and the deans’ offices.

B. Determination of Eligibility

1. The Academic Affairs Office emails prospective varsity student-athletes links to the AAO Compliance and Eligibility Tutorial and the required NCAA and AAO paperwork which includes:
   - Varsity Student-Athlete Application
   - NCAA Student Athlete Statement
   - NCAA Drug Testing Consent Form
   - HIPPA Buckley (optional)

The AAO Eligibility and Compliance Tutorial (online at: bit.ly/NYU_AAO) reviews the NCAA Summary of Regulations document which is an overview of the eligibility rules which students are responsible for knowing and understanding. The AAO also provides students with a current list of NCAA banned substances for their records.

2. Upon reaching the determined deadline for eligibility requirement paperwork completion, prospective student-athletes will be notified by the AAO if they are complete or if any additional forms or information is required.

3. AAO will determine initial eligibility and clear students for athletics participation ONLY after each student has fully reviewed eligibility information/material, completed all required documents (as stated above) and has been determined "Medically Cleared" by NYU Sports Medicine.

C. Official Team Rosters
1. A team roster is not official until it has been locked as a pdf document and signed (or electronically approved) by the head coach and the Director.

2. The roster must be official prior to a prospective student-athlete’s participation in their first intercollegiate practice or tryout (regular season or non-traditional season).

3. No student-athlete may attend and/or participate in a practice, compete for NYU, or receive practice gear, equipment or a uniform unless they are listed on the official roster.

4. All roster changes (ex. removals, additions, or moves such as from active to manager) must have an approval (signature of hard copy or electronic approval) from the head coach and the Director in order to make the change official.

5. No student-athlete may participate in competition or practice unless they appear on the most recent official roster.

6. It is a coaches’ responsibility to notify the AAO if they have cut an athlete from their team or if an athlete has made the decision to leave the team. It is very important that all rosters stay current and reflect the squad actively participating on each team.

7. From time to time it will be necessary to remove a name from a roster for academic or other reasons. In this case the AAO will contact the coach in advance to explain the situation prior to proceeding with the roster removal.

8. Coaches MUST check their current roster prior to every team competition.

9. There are no official limits to the number of students a team may carry on its official roster. However, for practical purposes a coach may wish to limit the number of players on a team. This matter must be discussed with the Director.

10. All students on a roster may not be permitted to travel. Travel and competition squad sizes are as follows:

<table>
<thead>
<tr>
<th>SPORT</th>
<th>NYU</th>
<th>UAA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular “Away”</td>
<td></td>
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</tbody>
</table>
### Competition

<table>
<thead>
<tr>
<th>Sport</th>
<th>Men</th>
<th>Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>28</td>
<td>30</td>
</tr>
<tr>
<td>Basketball</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>Cross Country</td>
<td>12</td>
<td>10</td>
</tr>
<tr>
<td>Fencing</td>
<td>20</td>
<td>9 plus 3</td>
</tr>
<tr>
<td>Golf (Men)</td>
<td>11</td>
<td>5</td>
</tr>
<tr>
<td>Golf (Women)</td>
<td>11</td>
<td>--</td>
</tr>
<tr>
<td>Indoor Track and Field</td>
<td>22</td>
<td>25</td>
</tr>
<tr>
<td>Outdoor Track and Field</td>
<td>25</td>
<td>30</td>
</tr>
<tr>
<td>Soccer</td>
<td>22</td>
<td>20</td>
</tr>
<tr>
<td>Softball</td>
<td>--</td>
<td>20 by air. 22 when traveling by bus</td>
</tr>
<tr>
<td>Swimming &amp; Diving</td>
<td>26</td>
<td>22</td>
</tr>
<tr>
<td>Tennis</td>
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<td>12</td>
</tr>
<tr>
<td>Volleyball</td>
<td>14</td>
<td>14</td>
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<tr>
<td>Wrestling</td>
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<td>13</td>
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11. Coaches are responsible to see that their travel parties stay within these limits. Travel allowances and equipment will not be issued to more individuals than allowed.

### Managers

1. Coaches are encouraged to enlist the participation of team managers. Travel allowances, equipment, and awards are provided for team managers as they are for other team members.

2. Managers are not to be used as additional practice players.

3. Managers must complete all eligibility forms and must be listed on official team rosters before they may travel or work with a team at a home contest or practice.

4. There are limits to the number of managers a team may take to an away contest. Prior permission must be granted by the Director or Associate Director for a team to travel with more than one manager.
5. Coaches are encouraged to nominate their managers for the department’s Manager of the Year award described in Section IX below.

E. Student-Athlete Behavioral Expectations

We work to create an effective and model program in athletics, including recruitment and participation policies and practices. It is our goal to improve the athletics department, to strengthen and clarify the behavioral expectations for participating student-athletes, and to continue to emphasize our educational mission and the health and safety of the students we work with.

Coaches are expected to fold these policies into their team rules and to present both a written document and a verbal presentation of behavioral expectations for participating student-athletes.

Current Student Athletes:

1. Use of illegal drugs by team members is prohibited.
2. Underage drinking of alcohol by team members is against the law, is a violation of University and Department policies and is prohibited.
3. Drinking of alcohol to excess by a team member is prohibited.
4. Drinking of alcohol by a team member while traveling with a team to or from a practice or competition or while at the site of a practice or competition is prohibited.

Enforcement of these policies will be strict. Any violation of these policies by current student-athletes, coaches or staff will result in disciplinary action appropriate to the level of severity. Violations are to be reported to the Associate Director and the Athletic Director as soon as a coach or staff member becomes aware of or suspects a violation. Should the Athletic Director or the Associate Athletic Director receive notice first, they will immediately notify the coach.

V. RECRUITING

A. Recruiting Planning:
1. Recruiting of student-athletes should be the backbone of each coach’s strategy for team performance. Not only does successful recruiting translate into a better win-loss record, but it contributes to the greater University effort of assembling a strong academic and well-rounded undergraduate student body.

2. Coaches will maintain detailed records of their recruiting efforts. These records will be discussed on a periodic basis in meetings with the Director and Associate Director for Athletics throughout the academic year.

3. Each department administrator, the Academic Affairs Office staff and the Associate Provost are important resources who will be available to meet and interview recruits during campus visits.

4. Coaches will meet with the Associate Director for Athletics to determine the minimum roster sizes that they should attain for their teams.

B. Academic Affairs Recruiting Procedures:

As a highly competitive private institution, New York University has specific admission standards for all applicants to the seven undergraduate colleges. Coaches are advised to limit their recruiting efforts to those applicants who meet these standards. As an NCAA Division III institution, decisions for financial aid may not be based on athletic participation or ability. These decisions are made solely by the financial aid office in accordance with the policies used to make decisions for all applicants. Coaches and athletic department employees may not have contact with financial aid personnel on any matter regarding a student-athlete or a prospective student. Inquiries on the admissions and financial aid processes will be conducted through the Academic Affairs Office.

The recruiting process requires cooperation between the coaches and the Academic Affairs Office. However, specific responsibilities belong to each party. Coaches are responsible for submitting to the Academic Affairs Office, a recruit information form for each prospective recruit as early as possible in the recruiting process. The Academic
Affairs Office will forward the recruit’s information (based on the submitted recruit information form) the Admissions office. The Admissions office will flag the recruit as a potential student-athlete for tracking purposes. The Academic Affairs Office will be responsible for submitting and following up on all official paperwork with the appropriate offices within the University.

C. Definition of a "Recruited Student-Athlete"

Not all student-athlete prospects that a coach receives from various discovery processes are considered recruits. A recruit is defined by this department as having met the following criteria:

1. A conversation between the coach and the prospect, his/her coach, parent/guardian, or guidance counselor.

2. Demonstrated interest in New York University by the prospect. Demonstrated interest will be defined either by the personal contact described above or a returned questionnaire from the prospect.

3. A recruit information form has been initiated by the coach and submitted to Office of Academic Affairs.

D. Recruiting Process

1. Upon their initial contact with a potential recruit, coaches will gather as much information about the prospect as possible. This should include NYU ID number or social security number, high school and address, home address and phone number, athletic background information, and an estimate of the recruit’s GPA and SAT scores. It is required that this information be recorded on a recruiting questionnaire, available through the department.

2. Once a coach is satisfied that the prospect may be appropriately qualified, they should begin to gather the necessary application materials. These materials include:
   a. Transcripts
Official Transcript requests will be initiated by coaches.

b. Academic Affairs Office Recruit Information Checklist

Once a transcript is received and the coach is reasonably certain the "recruit" meets the definition described above, a copy may be presented to the Academic Affairs Office if an "early read" is necessary, but only after a recruit information form has been submitted to the AAO.

c. Application

i. The coach will be responsible for informing the recruit on how to access the application. The coach will also be responsible for sending out other appropriate “recruiting package” materials. This package may include a personalized letter from the coach, information on how to access the online application, one brochure specific to the sport and other materials that are available to all applicants through the Admissions Office. “Other materials” are available through the Academic Affairs Office.

ii. Coaches are advised to cover the following matters with recruits prior to the completion of the application:

1. All application and financial aid filing deadlines will be clearly presented and emphasized.

2. The area of academic interest should be discussed. Students should be advised as to the difference between schools and programs, as well as the opportunities for pursuing similar academic or career interests in different schools. Depending upon the student’s academic credentials, Admissions will advise the Academic Affairs Office about alternative programs.

3. Recruits should be told to file the FAFSA and the CSS Profile applications as early as possible and to list NYU as a recipient
The FAFSA should be completed online by February 15th. This application is available at high school advisement offices, NYU's Financial Aid Office, and on-line at www.fafsa.ed.gov.

4. In filing applications, coaches should remind their recruits that if they are unsure about requesting on-campus housing at the time they apply, they should check “yes” in the event that they later decide they want housing.

iii. It is advisable for coaches to have recruits email a pdf copy of their completed application to them after it has been submitted to Admissions. Having this copy ensures that the recruit officially applied to the University and confirms the school and program to which they applied.

iv. The application deadlines are on the admissions website. For Fall admissions, most freshmen have a January 1st deadline unless they are applying for early decision, in which case they must apply by November 1st. The deadline for fall transfer applications is April 1st. If you have a student applying for the Spring term, they must submit all credentials by November 1st. These deadlines are especially crucial for merit scholarship consideration and financial aid and housing availability.

v. Upon receipt of a completed application, admissions will send all applicants a confirmation e-mail and an NYU ID number to follow. Admissions will also follow up with all applicants if there are outstanding admissions requirements.

E. Admissions Referrals:

1. Applicants expressing athletic interest are encouraged to contact the coach directly.

2. The coach will then communicate with the prospect to determine if the student can be a potential recruit.
3. If the coach determines that he/she would like to recruit the prospect, then the coach must fill out a Recruit Information Form.

4. The prospect will then be entered onto the Recruit Database and flagged as an athletics recruit and will then go through the normal recruit tracking process.

5. Before contacting transfer students, the coach must obtain Permission to Contact from the student or the athletics department at the transfer’s current institution. If the transfer is currently enrolled at a Division III institution, they may complete and submit an NCAA Self-Release. If a transfer is currently enrolled at a Division I or Division II institution, permission must be granted from the Athletics department at their school regardless of whether or not they participated in varsity athletics at that institution. If the transfer is currently enrolled at a two year college or a four year college that does not have an athletics department, there is no need to obtain permission to contact. Once a permission/release has been received, if the coach deems the prospect to be a recruit, the coach should complete a Recruit Information Form and submit it to the Academic Affairs Office.

6. Coaches will keep a record of their contacts with referrals. These records will be discussed with the Director and Associate Director for Athletics during periodic meetings on recruiting.

F. Recruiting Questionnaires:

1. Each coach is advised to develop a recruiting questionnaire that can be mailed to prospects or be completed by coaches during phone contacts with recruits or admissions referrals.

2. Coaches needing clerical support for recruiting mailings (and other correspondence and typing) will consult with the Assistant to the Director on the procedures to be followed for getting a project completed. Clerical personnel for this work will be assigned by the Assistant to the Director.
3. All letters sent to recruits must be reviewed and approved by the Associate Director for Athletics or the Director.

G. Recruiting Visits:

Recruited student-athletes may on occasion be invited to spend time on campus at their expense or at the expense of NYU. We seek to strengthen and clarify behavioral expectations for participating student-athletes and recruits during visits to our campus. Coaches are expected to fold these policies into their team rules and to present both a written document and a verbal presentation of behavioral expectations for recruits who are invited to visit and for participating student-athletes who serve as hosts or are present during recruit visits.

1. Recruits, their hosts and team members who come in contact with a recruit(s) during a visit are not permitted to use alcohol or illegal drugs, attend private parties or locations where drugs or alcohol are consumed or available, enter bars or strip clubs, or engage in activities that violate team rules, campus policies or laws during the visit.

2. Their parents or a designated coach will supervise recruits during their visit.

3. Curfew for overnight stays will be 11:59pm. A coach will be designated to document adherence to curfew.

4. All activities attended by recruits will be planned, approved and supervised by a designated coach. Attendance at non-approved activities during a visit is prohibited.

5. If a recruit chooses to violate the standards, their visit will end.

Enforcement of these policies will be strict. Any violation of these policies by current student-athletes, coaches or staff will result in disciplinary action appropriate to the level of severity. Violations will be reported to the Associate Director and the Athletic Director as soon as the coach or staff member suspects or becomes aware of the violation.
Should the Athletic Director or the Associate Athletic Director receive notice first, they will immediately notify the coach.

H. **Housing:**

On-campus dormitory space at New York University is allocated as follows:

1. Many freshman and transfer applicants requesting housing on their applications who are admitted by May 1st are offered housing.
2. Usually, sufficient housing resources are available to accommodate virtually all student housing requests. The Academic Affairs Office staff is available to advise and assist students in the process of obtaining housing.
3. The housing situation changes each year and coaches need to confer with the Academic Affairs Office staff often, to ensure that the information they are passing along to recruits is accurate.

I. **Student Employment:**

1. Many students are offered College Work-Study as part of their financial aid package. On-campus student employment can only be arranged after registration with the Wasserman Center Office of Student Employment. Students must comply with all their procedures.
2. Student-athletes seeking employment at 404 or Palladium must apply through the Wasserman Center Office of Student Employment. If the student is eligible for on-campus employment, the Wasserman Center Office of Student Employment will provide a permission-to-work form and refer the student back to the 404 Assistant Operations Manager or Palladium HR Assistant.
3. Students with questions on this process should be referred to the 404 Assistant Operations Manager or Palladium HR Assistant.

VI. **ACADEMIC AFFAIRS - SUPPORT SERVICES**
A. The Academic Affairs Office (AAO) is part of the Office of Academic Program Review and reports to the Associate Provost, Barnett Hamberger. The AAO staff is committed to providing an opportunity for students to simultaneously excel academically and participate in intercollegiate varsity athletics. The Academic Affairs Office is responsible for:

1. Monitoring student athlete academic progress through a mid-semester and final grade reporting process.
2. Certifying and ensuring student athletes are in compliance with NCAA, UAA, conference and University regulations.
3. Educating student athletes on policies and procedures of the various academic and administrative departments within the University.
4. Providing academic advising information within the University.
5. Offering developmental workshops for student athletes throughout the year.
6. Supporting the Department of Athletics during the recruitment of prospective student athletes.

B. Academic Monitoring and Advisement

1. Coaches are advised to monitor their student athlete academic progress on a continual basis. Communication between coaches, student athletes and the Academic Affairs Office is crucial.

2. The Academic Affairs Office monitors each student athlete’s academic progress on a continual basis and will update coaches particularly if a student’s academic performance changes. When intervention is deemed necessary, coaches will be instructed to send these students to the Academic Affairs Office.

3. Students who express difficulties (ie. academic or personal) should be referred to the Academic Affairs Office for evaluation and determination of appropriate means of support and/or remedial instruction.
C. Tutoring Services

1. After consultation with the Academic Affairs Office a student may be referred to college/departmental tutoring. Student Athletes are eligible to receive one on one tutor arranged by the AAO through the University Learning Center (ULC), under the following circumstances:
   a. Student athlete followed general advice (below) and first sought assistance from their professor, TA and departmental tutoring services as outlined in the student athlete handbook.
   b. Student athlete is doing “C” level work or below and must have specific evidence of this fact, (i.e. returned test paper, homework, etc).

2. If a student is provided with a department-sponsored tutor, or referred to a tutoring service, under no circumstances will the student athlete miss or cancel a tutoring appointment in order to attend a team practice.

3. Tutoring will NOT be provided if the student athlete is receiving poor grades because an attitude or attendance problem exists, or if there is a lack of communication with the instructor. Failure to keep scheduled appointments with tutors will result in the loss of this service.

   (See the Varsity Student Athlete Handbook for tutoring program policies.)

D. “Violet Skills” Program

1. The Academic Affairs Office helps manage the NYU “Violet Skills” program, which offers developmental workshops and resources to support NYU student-athlete development in five areas: Academics, Athletic, Personal, Career and Service. These initiatives enhance the quality of the NYU student-athlete experience.

2. The regularly offered “Violet Skills” programming includes: time management, study skills, stress busters, relaxation 101, sports psychology topics, sports nutrition, career development topics & support, preparing and applying to graduate/professional
school and community engagement and service events via our student athlete advisory committee. (SAAC)

VII. ATHLETIC TRAINING POLICIES AND PROCEDURES

A. Pre-participation Physical Exams

1. First year student-athletes and transfer students:
   a) Every prospective varsity student-athlete is required to take and pass an athletic pre-participation physical examination (PPE). PPE’s will be scheduled by the Coordinator of Athletic Training and will occur prior to the first day of team tryouts/practice.
   b) Physical schedules will be distributed to coaches in advance so that varsity student-athletes can be notified of their physical date and location. Please advise the athletic training staff of any conflicts well in advance of the scheduled physical date so that changes can be made if necessary. Please note: varsity Student-athlete PPE’s are scheduled with the NYU Center for Musculoskeletal Care (NYU CMC). If you miss your team’s PPE date, an immediate make-up date is not guaranteed.
   c) Varsity student-athletes are required to submit their medical information and forms online through Athletic Trainer System (ATS). Student-athletes must complete all forms in order to be eligible for a physical.
   d) In order to comply with the NYU CMC policies regarding PPE’s, all medical paperwork must be submitted online to the athletic training staff not later than 72 hours prior to the scheduled physical date and time.
   e) Attendance at the PPE is mandatory. Student-athletes will not be permitted to participate in any team activities prior to completing and
passing the PPE. This includes voluntary lifting opportunities in the Varsity Performance Center.

f) During the PPE, it may be determined that the student-athlete must undergo additional tests and/or examinations in order to be medically cleared by the attending physician. The student-athlete will not be medically cleared until all additional tests deemed necessary by the ordering physician have been completed and passed. These tests may delay or prevent the student-athlete’s clearance for participation. Understand that although these tests may take some time to perform and complete, they are absolutely necessary in ensuring the safe participation by the student-athlete and are required by New York University and the NCAA.

g) Once a prospective student-athlete has successfully completed and passed the PPE, the student-athlete will be placed on the “medically cleared” list and will be medically eligible to be placed on the active roster by the Academic Affairs Office.

2. Returning Student-athletes:

a) All returning varsity student-athletes must complete an annual medical history update with the athletic training staff and will be required to undergo any tests and/or examinations deemed necessary by the NYU medical staff.

b) All returning varsity student-athletes must update their medical forms and pertinent health information online through ATS. Updated information must be submitted prior to the student-athlete’s medical history update.
c) If a returning student-athlete sustained an injury since the conclusion of their last season of participation, medical documentation from the attending physician or medical professional must be provided to the NYU medical staff for review before the student-athlete can be medically cleared to participate.
d) Once a returning student-athlete has successfully completed the medical history update, the student-athlete will be placed on the “medically cleared” list and will be medically eligible to be placed on the active roster by the Academic Affairs Office.

3. The Academic Affairs Office will not place a student-athlete’s name on an official roster until the medical history update is successfully completed or the pre-participation physical is completed and passed. The Academic Affairs Office will be notified by the athletic training staff when the appropriate medical clearance procedures have been completed.

4. Pre-participation physical examinations for varsity sport student-athletes must be administered by the physicians of New York University. No personal or family medical examinations may be substituted for the University pre-participation physical.

5. Club sport student-athletes can obtain physicals at the NYU Student Health Center free of charge. Additionally, club sport student-athletes can obtain a physical through their personal or family medicine physician, but the athlete will be responsible for the cost. Club sport student-athletes must provide proof.

B. **Insurance Coverage**

1. All coaches must be aware of the department’s insurance policy regarding athletically related injuries to student-athletes. The policy is as follows:
i. All student-athletes must provide proof of primary insurance coverage to the athletic training department. A copy of the student-athlete’s current insurance card must be provided on an annual basis and will be kept in the student-athlete’s medical file. If at anytime during the year the student-athlete has a change in their primary insurance carrier, it is the responsibility of the student-athlete to submit a copy of the new insurance card to the athletic training office.

ii. The athletic department insurance plan is **SECONDARY** to, or in excess of, personal or family medical insurance coverage, and covers only injuries/illness/accidents resulting from the direct participation in a practice or competition of their sport. All medical claims must first be submitted to the student-athlete’s primary insurance plan before bills can be submitted to the athletic department’s insurance carrier. Medical bills cannot and will not be paid by New York University until the student-athlete’s primary insurance has been utilized and an Explanation of Benefits (EOB) has been obtained.

iii. Any student-athlete who is injured as a result of participating in their sport must IMMEDIATELY report the injury to the athletic training department. Coaches should follow-up with the athletic training department to ensure all injuries have been reported. Costs pertaining to an injury not reported within 14 days of the injury date may be the responsibility of the student-athlete.

2. The proper procedure for submission of medical bills associated with an athletic injury is as follows:

i. When an injury occurs, it must be reported IMMEDIATELY to the athletic training department staff. If the incident occurs when an athletic trainer is
not present, an incident report must be filled out by the coach describing the incident and the emergency medical procedures that were followed.

ii. The student-athlete may be required to fill out an insurance claim form. This form is required for payment to be rendered by the athletic department’s insurance as the secondary insurance carrier. The student-athlete will be contacted by the athletic training department if an insurance claim form is needed.

iii. All medical bills must first be filed with the student-athlete’s primary insurance carrier. Bills cannot be paid by NYU until the student-athlete’s primary insurance has been utilized and an Explanation of Benefits (EOB) has been obtained. If the student-athlete has a change in primary medical insurance, he/she must notify the athletic training office as well as the physician providing the medical care.

iv. It is the responsibility of the student-athlete to promptly provide the athletic training office with outstanding medical bills and the corresponding Estimation of Benefits (EOB) from their primary insurance carrier. Itemized bills must be in HICFA, UB-92 or UB-04 format. If payment is denied by the student-athlete’s primary insurance, the denial letter and medical bills must be promptly submitted to the athletic training office. These forms will then be forwarded to the athletics department secondary insurance carrier so that the claim can be processed.

v. The student-athlete will receive notification from the athletic department’s secondary insurance carrier if any additional paperwork is needed in order to process their claim. The student-athlete must comply with these requests in order to have their medical bills paid by athletics. Non-compliance may result in Untimely Filing, which may result in the costs
being rejected by the athletic department’s secondary insurance carrier. A
duplicate copy of the request will also be sent to the athletics office for
their records.

vi. All physicians' visits/medical appointments must be completed within 104
weeks (2 years) of the initial date of injury. Medical bills outside of 104
weeks from the initial date of injury are not covered under the secondary
insurance policy, and remaining balances will be the responsibility of the
student-athlete.

vii. Non-compliance with the above procedures will result in Untimely Filing,
and the costs will be rejected by the secondary insurance carrier. In the
case of Untimely Filing, the student-athlete will be responsible for the
associated costs rejected by the secondary carrier.

C. Athletic Trainer Coverage of Practice and Contests

1. Home Contests and Practices

   i. The Coordinator of Athletic Training Services assigns athletic trainers to
      home games, team practices and away games. Assignments will be
      made in accordance with the general rule that contact sports take
      precedence over non-contact sports, intercollegiate contests take
      precedence over practices, and home events take precedence over
      away events.

   ii. A single athletic trainer may often cover multiple practices in the
      Palladium Athletic Facility. This athletic trainer will remain in the athletic
      training room and will be available for injuries occurring anywhere in the
      facility.

   iii. Please notify the athletic training department of any practice changes at
      least 24 hours in advance so that the proper adjustments can be made.
Failure to provide the proper notification may result in not having an athletic trainer available for your practice.

2. Away contests and off-campus practices
   
i. In the event that a team travels without an athletic trainer to an away contest, the athletic training staff will alert the host athletic training staff of the needs of our team. As a courtesy to the opposing athletic training staff, each team should travel with a medical kit containing all necessary taping and first aid supplies.
   
ii. The host athletic trainer will be available to administer all medical needs for the team, including pre-game preparation, first aid and emergency care.
   
iii. If no athletic trainer is present when an athlete requires emergency medical treatment, dial 911 (or the local emergency number), await an ambulance, and/or transport the athlete to the nearest hospital. The NYU Medical Center Emergency Room should be used whenever possible when the teams are practicing or competing in New York City. The NYU Emergency Room is located at 33rd Street and 1st Avenue (phone: 212-263-5550). If the injury is not an emergency, remove the athlete from competition and have him/her see the athletic trainer upon their return to campus.

3. ATS, the online medical record system utilized by the NYU athletic training staff contains vital pertinent medical information for each team and its numbers (such as required prescription medication, allergies, medical conditions, insurance information, etc.) This information is accessible by the athletic trainer (traveling with the team) so that it is readily available in case of an emergency. Coaches
will also have access to vital information in the event a team is traveling without an athletic trainer.

4. All Varsity Head Coaches, full-time athletic administrative and operations staff are required to be certified in Cardio-Pulmonary Resuscitation (CPR) as well as Automatic External Defibrillation (AED) use and the Care and Prevention of Sports Injuries (CPSI). All other athletic staff members are encouraged to participate and complete the certification and re-certification process for these programs. For those who are not certified, the athletic department will conduct annual training for certification and re-certification.

D. **Injury Management**

1. All illnesses, medical conditions, and injuries to student-athletes must be reported promptly by the coach to the athletic training office. This includes all conditions, whether or not they are a result of athletic practice or competition and even if the athlete is being treated by a physician. Failure to comply with these procedures not only jeopardizes the student-athlete’s welfare but also may affect eligibility for insurance benefits.

2. Normal operating hours for the athletic training room in Palladium are as follows:

   - Monday through Thursday- 11:00-7:30
   - Friday- 11:00-6:00
   - Weekends- Event coverage only

   These hours are subject to change. During normal operating hours, the coach can contact the athletic training staff at (212) 998-2073 to report injuries to student-athletes. Outside of normal operating hours, the coach should leave a voice mail message or contact their assigned staff athletic trainer on their cell phone. A follow-up phone call should be made to confirm the message was received.
3. An athletic training staff member will be assigned to each team to act as the medical liaison for coaches and student-athletes of that sport. The assigned athletic trainer will monitor progress of injured student-athletes, set limitations for participation, and will notify coaches of any status changes in medical eligibility. Coaches are encouraged to call their medical liaison often with any questions related to the progress or status of injured or ill student-athletes. Frequent communication between the coaching staff and the medical liaison will result in safer participation by the student-athlete without jeopardizing the health and welfare of the student-athlete.

4. Pending advice from a physician, the athletic trainer will make the authoritative decision as to whether a student-athlete will be permitted to continue participation. Coaches are required to comply with the athletic trainer’s decision in all such matters.

5. Injuries and illnesses will be referred to either the Student Health Services, or team physicians at the New York University Medical Center. The athletic training staff will closely monitor all medical referrals and keep appropriate records.

6. In the event that an injured or ill student-athlete sees a physician without a referral from the athletic training office, documentation from the treating physician will be needed in order for the student-athlete to continue participation. Medical costs associated with seeing a physician without a referral from the athletic training office may be the responsibility of the student-athlete.

7. Student-athletes participating in those sports deemed “high risk” will be required to complete concussion baseline testing prior to the start of their competitive season. In the event a student-athlete sustains a head injury, the athletic
training staff will follow the institutions “Concussion Management Plan” in order to safely return a student-athlete to their respective sport.

8. The athletic training staff is responsible for recommending all necessary rehabilitation to student-athletes. The athletic trainers will closely monitor the progress of injured student-athletes and report to coaches periodically to inform them of the student-athlete’s progress.

9. The athletic training office will issue all necessary medical equipment to student-athletes (i.e. crutches, ankle braces, aircasts, etc.) In addition, specific sports will be issued medical equipment that is required for participation in that sport. It is the responsibility of the student-athlete to return all issued medical equipment when the equipment is no longer necessary or when the playing season has ended. Lost, stolen, or damaged equipment will be the financial responsibility of the student-athlete so that replacement equipment can be ordered and issued.

10. If a student-athlete is being withheld from participation for medical reasons (“not medically cleared”), the Academic Affairs Office may be notified and the student-athlete will be placed on the “Taxi Squad” until medical clearance has been re-established.

E. Blood Related Injuries

1. All employees will be responsible for observing OSHA health code and sports-specific rules regarding handling injuries and other conditions in which team personnel can be exposed to blood and blood related conditions.

2. A blood related component will be included in the CPR/AED instruction each athletics staff member is required to attend.

F. Health Counseling

1. All students enrolled at NYU have access to the many services available through the University Health Services. These include:
a. Mental health counseling
b. Drug, alcohol and gambling counseling
c. Nutrition counseling
d. Primary care for common illnesses
e. Date rape and sexually transmitted disease education
f. The NYU Wellness Exchange: (212) 443-9999 www.nyu.edu/999

The Wellness Exchange is the constellation of the University's expanded and enhanced programs and services designed to address the overall health and mental health needs of its students. Students can access this service through a private hotline, available 24 hours a day, seven days a week, which will put them in touch with professionals who can help them address both day-to-day challenges as well as any other crises they may encounter, including depression, sexual assault, anxiety, alcohol and drug dependence, sexually transmitted infections, and eating disorders. The Wellness Exchange is also available for students who just need to talk or to call about a friend.

The Wellness Exchange, part of the Division of Student Affairs operates in partnership with ProtoCall Services.

2. At the beginning of each sports season, every student-athletes is required to sign a statement consenting “to be tested for the use of drugs prohibited by NCAA legislation.” The Director, head coach or their designee will speak with student-athletes regarding policies concerning drug and alcohol usage at their first team meeting.

3. The Department of Athletics in cooperation with Health Services and Counseling Services may from time to time hold in-service programs to
enlighten athletes about such topics as drug and alcohol usage, nutrition, sexually transmitted diseases, date rape, gambling, sexual harassment, abusive treatment of others, and other topics related to the student’s welfare. Sessions will be scheduled to accommodate all athletic teams. Veteran team members will be invited to attend in order to help the team leaders facilitate the participation of new team members in the discussions.

4. Coaches will ensure that all members of their teams are informed of the concern the University has for their welfare. Students are encouraged to talk to their coach, an athletic trainer, the Academic Affairs Office, or department administrators on any matter in which their physical, mental, or academic welfare is involved. Any department personnel approached on such a matter will take immediate steps to assist the student concerned. Team captains should be encouraged to have team members come to them with problems and be advised on how to help the team member get assistance in solving problems.

F. **Lightning Policy**

Lightning is one of the most common severe weather threats to athletes and spectators during outdoor athletic activities. It kills approximately 100 people each year and injures hundreds more. New York State has the nation’s 5th highest incidence of lightning injury and death. The following safety precautions and protocols should be followed during outdoor activities.

1. **Chain of Command**

   The person indicated below is responsible for making the decision to suspend the outdoor activity, removing the group of individuals from the playing field, and determining when or if it is safe to resume activity.

   a. Intercollegiate Athletics
i. Practices - Athletic trainer (if present) or coach (if athletic trainer is not present.)

ii. During competition - Officials, athletic trainer, coaches

iii. Pre- and Post-competition - Event manager

b. Club sports

i. Practices - Coaches

ii. During competition - Officials, coaches

c. Intramurals

i. Intramural supervisor

2. Detection of lightning threat

Prior to outdoor activities, the coach should be aware of the weather report for the day. If lightning or thunder is present during a practice or competition, determine how close lightning is occurring by using the “flash-to-bang method”:

i. Count the seconds from the time the lightning is sighted to when the clap of thunder is heard. For every 5 seconds you count, the lightning is 1 mile away from you.

ii. A count of 30 seconds (6 miles) or less requires activity to be suspended and everyone should seek shelter immediately.

iii. The coaches supervising the activity are responsible for removing the team or individuals from the athletic site. Whenever possible, the certified athletic trainer will advise the coach supervising the activity as to the danger and proximity of the lightning threat.

3. Safer Locations

No place is absolutely safe from lightning threat, but there are some places that are better than others.
i. A safer shelter is defined as the nearest enclosed grounded structure. This could be any building that is normally occupied or frequently used by people. A safer shelter is usually a building with plumbing or electrical wiring that acts to electrically ground the structure.

ii. Fully enclosed metal vehicles (car, van, bus, etc.) with the windows rolled up provide good protection. Avoid contact with metal or conducting surfaces inside and outside of the vehicle.

iii. If there is no safer shelter within a reasonable distance, crouch in a thick grove of small trees surrounded by taller trees or in a dry ditch. Crouching with only your feet touching the ground and keeping your feet close together, wrap your arms around your knees and lower your head to minimize your body’s surface area. Do not lie flat on the ground!

4. Criteria for Suspension and Resumption of Activities:

   To resume athletics activities, wait 30 minutes after both the last sound of thunder and the last flash of lightning.

5. Recommended Lightning Safety Strategies:

   i. Stay away from tall or individual trees, lone objects, metal objects, standing pools of water, and open fields.

   ii. If you feel your hair stand on end or your skin tingle or hear crackling noises, immediately crouch to minimize your body surface area.

   iii. Do not use a landline telephone unless there is an emergency. People have been struck by lightning and killed while using a landline telephone. Cellular phones are safe alternatives to a landline phone,
particularly if the person and the antenna are located within a safer structure or location.

iv. Do not take a shower or wash your hands during a lightning storm.

v. Do not contact metal objects or conductive materials with exposure to the outside. This includes window frames, cable or antennae wire, plumbing, electrical wiring.

vi. People who have been struck by lightning do not carry an electric charge. Therefore, CPR is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need prompt emergency help. Call 911, and promptly begin CPR if warranted. Automatic external defibrillators (AEDs) have become a common, safe and effective means of reviving persons in cardiac arrest.

VIII. EQUIPMENT

A. Practice Gear

1. Upon receipt of an official team roster from the Academic Affairs Office, the Equipment Manager will distribute practice equipment to squad members. Each listed player (including managers) will be issued two sets of equipment, one laundry bag, and one laundry pin. A player not listed on an official roster will not be issued equipment. A set of equipment will include the following items: 2 shirts, 2 shorts, 2 compression shorts, 2 sportsbras (women), 2 pairs of socks, 2 towels, 1 sweatshirt & 1 sweatpants. In addition, each team will receive a warm up suit and/or a travel suit. The student-athlete will sign for these items and a record of all issued items will be kept by the Equipment Manager.
2. The issued equipment should be laundered as follows: After use, athletes are required to place dirty practice gear into the laundry bag, pin the bag securely, and hand them in to the Equipment Room for washing at least 2 hours prior to closing, or as otherwise designated. Should the laundering process be delayed, an additional set of gear can be issued to the athlete in exchange for his/her ID card. This is the only time an athlete with a laundry bag may receive additional equipment on their ID cards. The laundry system is only to be used for Equipment Room issued clothing provided for practices and competition. Abuse of laundry privileges will not be tolerated; continued abuse will result in suspension of laundry privileges.

3. Once an official roster is produced, coaches will make arrangements with the Equipment Manager to schedule a date for the seasonal issue of practice and miscellaneous equipment. It is the Coach’s responsibility to ensure that team members attend the scheduled appointment.

B. **Game Uniforms**

1. Coaches will make two personal appointments with the Equipment Manager during the off-season. The first appointment, scheduled at least three months before the team’s practice season begins, should allow the coach to inspect all uniforms, practice gear, and miscellaneous equipment, and make recommendations for additions and/or replacements. The second appointment, scheduled at least one week before the first contest, will include a schedule of players coming in individually for fitting of home and away uniforms. The Equipment Manager will record numbers and sizes for home and away uniforms and accompanying game warm-ups.

2. Game uniforms will be issued individually to players by the Equipment Manager on game day for home games, beginning at least two hours prior to the team’s pre-game team meeting. They will be issued the day before for all away games. Individual distribution records will be kept by the Equipment Manager. All uniform pieces are to
be returned for laundering the same day of home contests or on the day of return. In the event a road trip returns after the Equipment Room closes, the uniforms must be returned to the Equipment Room on the following day. Coaches are responsible for coordinating specific appointment dates and times for uniform pick-up with Equipment Room Managers.

3. Game uniforms will not be issued in bulk to coaches, nor may they be collected and returned to the Equipment Room in bulk.

C. **Lockers**

1. All roster and taxi squad members will be issued a locker for the duration of their season.

2. Athletes must vacate their lockers at the end of their season. Lockers not vacated when scheduled will be cleared by the Equipment Manager. Items will be held by the Equipment Room for one semester only.

D. **Roster Changes**

1. Copies of updated rosters showing additions and deletions will be forwarded to the Equipment Manager by the Academic Affairs Office.

2. Coaches should inform the Equipment Manager when a definitive roster deletion is made so that they can collect all practice and/or uniform items or place that athlete in arrears.

3. Upon Receipt of all roster changes, the Equipment Manager will recall all equipment from deleted players and issue equipment to new players. Similarly, locker assignments will be withdrawn or granted. If a fitting appointment for game uniforms is needed for added team members, it should be scheduled immediately.

4. Under no circumstances will equipment be issued to any individual not on an official roster.

E. **Enforcement of Equipment Regulations**
1. Coaches are responsible to see that all equipment rules are followed by all players. During the season, lost equipment must be paid for immediately. Athletes are to return all issued equipment within one week following the end of their sport’s season. Coaches are responsible for coordinating the return of all equipment at season’s end.

2. During the weeks following each sport’s season, the Equipment Manager will provide coaches with documentation indicating which athletes owe equipment. It is the coach’s responsibility to contact these athletes and inform them of their responsibilities.

3. If an athlete remains delinquent in the return of equipment, a final notice will be sent to his/her address stating a deadline by which equipment must be returned. After that deadline, steps will be taken to place the athlete in arrears with the Bursar until the outstanding gear is paid for or returned.

F. Coaches’ Equipment and Lockers

1. Members of NYU’s coaching staff will be issued permanent lockers in the locker rooms in 404 Palladium.

2. Practice gear for coaches will be issued in single sets with a laundry bag as needed and returned for laundering after use. A record of issue/return will be maintained by the Equipment Manager. All reasonable requests by coaches for equipment will be honored unless prior equipment issues remain outstanding.

G. Other Equipment

1. All other routine equipment needs for practices or games should be made in advance, in writing, by the coach to the Equipment Manager.

2. Special equipment needs should be submitted to the Associate Director for Athletics. Approval will depend on practicality and availability of budget funding.
3. All equipment must be returned immediately after use. Any equipment that is found to be inoperable or damaged must be reported to the equipment manager at the time it is returned.

H. Equipment Purchase

1. Each coach will submit, in writing, a comprehensive list of team equipment needs for subsequent seasons to the Associate Director for Athletics within a week of his or her final contest. The Equipment Manager is available to make recommendations to coaches as this list is formulated.

2. The Associate Director for Athletics will review all such requests with the Director and if funding is available, the Equipment Manager will be authorized to prepare an order for approved items.

3. After orders are placed, the Equipment Manager will monitor delivery and immediately inform the Associate Director for Athletics and coaches of any problems being experienced with delivery dates.

I. Video Equipment

1. Requests to use a camera, DVD player, or monitor must be made in writing to the Equipment Manager at least two days in advance of the time the equipment is needed.

2. Priority for use of video equipment is as follows:
   a. Home and away contests for which UAA video taping requirements are involved
   b. Other home contests
   c. Away contests
   d. Practices

3. Only head coaches, assistants, or team managers may sign out video equipment. They are responsible to ensure that the equipment is not lost or damaged and that it is used by a competent operator.
4. Video equipment must be returned immediately after its use. If any video equipment is found to be inoperable or damaged, it must be reported to the Equipment Manager at the time it is returned.

5. Coaches are financially responsible for the repair or replacement of video equipment resulting from neglect or a lack of supervision. Video equipment must travel as carry-on luggage during bus and air travel.

IX. AWARDS

A. Varsity Letter Awards

1. All members of varsity teams, as well as managers, cheerleaders, mascots, and dance team members, who are designated eligible to compete by the Coordinator of Academic Services & Compliance Officer shall be considered for receipt of an appropriate varsity letter award for each year they are a team member. Criteria for awards are not based on performance, playing time, or athletic ability, but on a satisfactory level of participation in and/or attendance at practices and competitions.

2. The awards are:
   a. First Year Award - Varsity Bag
   b. Second Year Award - Varsity Sweatshirt
   c. Third Year Award - Varsity Black Zip-Up Fleece
   d. Fourth Year Award –NYU Varsity Watch

3. There will be no exceptions to the sequence in which awards are presented. An athlete must compete for four years to earn a watch.

B. Most Valuable Player Awards

1. One most valuable player award will be selected from each team every year. This award is intended to recognize not purely athletic achievements, but leadership and other contributions to the team as well.
2. The MVP award will consist of an appropriate trophy or presentation plaque as determined by the Director and will be presented at an appropriate time.

3. Other awards for teams, such as the best defensive player in basketball or soccer, may be made with prior approval of the Director.

C. "Named" Most Valuable Player Awards

1. A number of the team Most Valuable Player Awards have been named in honor of distinguished former NYU athletes. They are:
   a. The Esther Foley Award for the most valuable Women’s Swimmer or Diver
   b. The Howard Cann Award for the most valuable player in Men’s Basketball
   c. The Jim Lancaster Award for the best defensive player in Men’s Basketball
   d. The Erna McCready Award for the most valuable player in Women’s Basketball

2. Coaches whose teams do not have “named” Most Valuable Player awards are encouraged to consult with the Director on soliciting support for such awards.

D. Senior Awards

Seniors who are competing during their last year on a varsity team will receive a customized award. The award will be assembled by the Sports Information Office and presented at the team’s family and senior recognition day or other appropriate occasion.

E. Manager of the Year Award

1. Coaches are encouraged to nominate their team manager for consideration for the Manager of the Year Award. This award is intended to recognize the varsity team manager who has done the most for the athletic program through service to his or her sport. See G. 1, below, for nomination deadline.
2. The award will consist of an appropriate trophy or plaque as determined by the Director.

3. Normally, only one award will be made each year. In exceptional cases, more than one may be approved by the Director. Final selection of the award recipient will be made by a committee established by the Director.

F. Other University Awards for Athletes

1. A number of other awards are made annually to student-athletes. They include awards made by the President as outlined in Section II, C., above and those made through the department.

2. The other awards made through the department may include:
   a. Designation of the University’s NCAA Woman of the Year Award;
   b. The Varsity Club Freshman Athlete Award given to one male and to one female;
   c. The Varsity Club sponsored President’s Scholar Athlete Awards is given to the male and female student-athlete entering their senior year who exemplify the highest level of the scholar-athlete ideal;
   d. The Varsity Club sponsored Sid Tanenbaum Award is given to the graduated senior whose athletic achievements, and campus/academic activities set the highest standard for others to follow;
   e. The Student Athlete Academic Achievement Award is presented by the Intercollegiate Athletics Advisory Committee to graduating student athletes in their senior year who have earned a 3.5 cumulative GPA or higher and have competed on a varsity team for at least the two previous years. Student athletes who win this award represent the aspirations of the Athletics Department and the University: they have successfully combined academic excellence with athletic accomplishments;
f. The President’s Honor Roll Distinction is given by the Intercollegiate Athletics Advisory Committee to those student athletes who earn a 3.5 or better grade point average in a semester in which they are in intercollegiate competition;

g. The Team Academic Achievement Award is presented each semester to the men’s and women’s team that has achieved the highest overall semester grade point average while in season.

3. Deadlines for nominations for these awards will be announced as they are received.

G. **Processing of Award Recommendations**

1. Nominations for Varsity Letter Awards, Most Valuable Player Awards, and Manager of the Year Award must be submitted to the Assistant Business Manager and Associate Director for Athletics by coaches within 72 hours of the completion of the last scheduled regular season competition. For spring sports and spring sport Manager of the Year nominees, the recommendations will be due 14 days prior to the presentation.

2. Forms for these recommendations will be distributed to coaches with the travel advances they receive for their last competition.

3. The Assistant Business Manager will refer all recommendations to the Academic Affairs Office to verify individual eligibility for the awards.

4. Once eligibility is verified, the Assistant Business Manager will review the recommendations to determine which award is appropriate for each athlete. Upon completion of this process, an awards roster will be prepared and submitted to the Associate Director for Athletics and the Director for final approval.

5. The Equipment Manager will coordinate the actual issue of awards. No awards will be issued if equipment is outstanding. Coaches are responsible for ensuring that their team members turn their equipment in immediately after their season’s end and to notify them of the awards they will receive.
6. If all equipment has been turned in, the Equipment Manager may issue awards to coaches or the Associate Director for Athletics for presentation at team dinners. In these cases the person taking the awards from the Equipment Room will be required to sign for them, have recipients sign for them, and return unissued awards to the Equipment Room with signed receipts for issued awards.

H. **Team Photographs**

1. Each member of each varsity team will be awarded a team photograph.

2. Team photographs will be arranged by the Sports Information Director early in each team’s season so as to facilitate this requirement, the placement of photographs in yearbooks, and other publicity needs.

I. **University Non-Athlete Awards and Non-University Awards**

   All Department personnel, particularly coaches and the SID office, are responsible to see that NYU student-athletes are recommended for those awards sponsored by other departments and non-University organizations. These awards are important for our students and the reputation of the Department and the University. Failure to submit timely, complete, and well-prepared recommendations inevitably result in a loss of recognition for a student.

   1. The Assistant Director for Sports Information will maintain a file of these awards and related information such as deadlines and nomination procedures and oversee the process of award nominations.

   2. These awards include the NYU Presidential Service Awards administered by the Student Affairs Office, All-American and Academic All-American awards sponsored by Coaches Associations and CoSIDA, GTE Academic All-American awards, NCAA awards, and other sport-specific awards.

   3. The Assistant Director for Sports Information will assemble all materials necessary for nominations.
4. Requests for transcripts from the AAO and letters of recommendation from faculty members must be made with sufficient lead time to assure application materials can be submitted on time.

5. Nomination materials and information will be submitted to the Assistant Director for Sports Information at least 10 working days prior to final deadline. In cases where qualification for an award falls within this time period, an assumption that the student will qualify should be made so that materials will be ready on time.

J. **Team Dinners**

All teams may be provided per diem for informal team dinners. Those invited to attend each dinner will be all team members, managers, coaches, and appropriate departmental administrators.

X. **CODE OF DRESS AND CONDUCT**

A. All representatives of the Department of Athletics and student-athletes traveling to an intercollegiate event are required to conform with the following dress code:

1. **For Men:** Jacket, tie, turtleneck, or open collared shirt (no “T” Shirts), slacks, and shoes.

2. **For Women:** Shoes, skirt or slacks, and blouse.

3. On occasion, with permission of the Director, coaches may substitute the “NYU Travel Outfit” for the above listed dress code items.

4. Neither jeans nor sneakers are included in either of the above descriptions. Dress codes are to be enforced by all coaches.

B. Coaches are responsible to ensure that members of their teams conduct themselves in a manner that is becoming to the department and to New York University during all travel to and from and during athletic competitions.
C. If a coach experiences problems of discipline which affect the reputation of their team and New York University, they are to notify the Director immediately.

XI. SCHEDULING OF INTERCOLLEGIATE EVENTS

All scheduling of intercollegiate competitions and scrimmages must be coordinated by the Associate Director for Athletics. Only the Associate Director for Athletics may make a commitment for an event. Coaches may recommend events to the Associate Director for Athletics. All contracts must gain final approval from the Director.

A. Procedures for Scheduling

1. Additions or changes in scheduling patterns that have a significant impact on department budgets must be requested no later than December 15\textsuperscript{th} of the academic year preceding the year for which the change is requested.

2. Each coach will meet with the Associate Director for Athletics prior to December 15\textsuperscript{th} of each year to discuss and recommend the projected schedule for the following academic year.

3. The Associate Director for Athletics may authorize a coach to make a preliminary contact with coaches of other schools to work out details such as date and times for schedules. Once again, only the Associate Director for Athletics may make commitments. In principle, the University does not schedule contests in “open” tournament events where large numbers of non-students, high school students, and/or junior college students are likely to be competitors. Contests may not be scheduled against non-NCAA institutions without the approval of the Director.

4. Once a final draft schedule is completed, the Associate Director for Athletics will inform the coach to make sure there are no concerns that may require deletions after the schedule is published.
5. If an intercollegiate competition is canceled by an opponent or if an event is canceled because of weather, the competition will not be rescheduled unless deletion of the event causes the team or individuals on the team to be ineligible for post-season competition. The Associate Director for Athletics must make all arrangements for rescheduling contests.

B. **Post Season Competition**

1. All New York University teams and individuals who qualify for participation in NCAA post-season tournaments will routinely proceed to those events. Budget funding has been provided for these contingencies.

2. Other post-season play invitations that are not previously scheduled may be approved if funding is available. Coaches will consult with the Associate Director for Athletics or Director immediately upon qualification or the receipt of an invitation for such play.

3. The Director will make final approval for all post-season play.

C. **Scrimmages**

1. Like all other intercollegiate competitions, scrimmages are countable toward contest limitations and must be coordinated and approved by the Associate Director for Athletics.

2. With the Associate Director for Athletics’s prior approval, coaches may make preliminary arrangements with coaches of other schools.

3. Costs for scrimmages will be approved if budget funds are available.

4. Please note that scrimmages must be counted toward allowances for the number of contests established by the NCAA. Any involvement of a team’s members with team members of other schools, regardless of how informal, may count as a scrimmage. Accordingly, any involvement must be approved by the Associate Director for Athletics.
XII. TEAM EXPENSES AND TRAVEL ARRANGEMENTS

A. Expenses

Cash advances will be provided to coaches for all home and away contests. Authorizations for cash advances will consist of adequate moneys for team meals, hotels, transportation (i.e. gas and tolls), registration or entry fees, gratuities, and any other pre-identified expenses unless arrangements for payment have been made previously by the department’s business office.

B. Travel Arrangements

1. Each coach will meet with the Associate Director for Athletics at least two weeks before a team’s first contest to discuss and plan all home events and travel arrangements for the season. Coaches will be prepared at this time to identify any special needs, such as individual transportation fares, entry fees, or other expenses their teams may incur.

2. Special Arrangements for Overnight Trips:

   a. Arrangements for overnight trips are to be coordinated by the Associate Director for Athletics. Coaches should arrange a meeting with the Associate Director for Athletics three to four weeks prior to their scheduled event to discuss the team’s preliminary travel arrangements and team itinerary. Coaches should prepare a preliminary itinerary for discussion at this meeting, along with any other materials regarding the contest and practice needs.

   b. Coaches are expected to be aware of any special situations that affect their student athletes’ abilities to participate in travel (i.e., religious holidays, academic schedules and requirements). Coaches should announce travel plans to their teams as soon as possible so students have an opportunity to notify the coach of any problems they may have with a schedule. When such situations arise, the Associate Director for Athletics and Assistant AD must be notified immediately in
order to provide time to make special travel arrangements for students requiring them. It is expected that coaches will be able to accomplish this at least three weeks before travel is scheduled.

c. Coaches are encouraged to investigate room accommodations for their teams and to make recommendations to the Associate Director for Athletics. Coaches are not permitted to make hotel or travel arrangements without the consent of the Associate Director for Athletics. For each away contest, the coach must submit an itinerary to the Associate Director for Athletics for approval prior to the preparation of final travel authorization.

d. As soon as arrangements are finalized, the coach will prepare an approved comprehensive itinerary for the trip. The itinerary should be distributed to all team members and other travelers. Copies will also be submitted to the Assistant AD for distribution to the Director, the Associate Director for Athletics, the AAO, Trainers, Equipment Manager, and other support offices. For local one-day away competitions, the Assistant AD will notify the same offices of departure times. A copy of the itinerary must be submitted to the Assistant AD before travel funds will be issued. Team members should be reminded that itineraries include hotel phone numbers they may wish to provide to their parents.

e. One week prior to the scheduled trip, coaches are required to stop by the Business Office to review travel arrangements and airline itineraries and to confirm departure times for team transport to and from the airport.

f. Any changes in times, itineraries, and members of travel parties must be reported as soon as they are known to the Assistant AD in order to coordinate them with other aspects of the trip.

g. Departure times for travel to airports will be set by the Assistant AD. These times are determined in such a way as to ensure timely arrival for flights. Under no
circumstances are coaches to depart later than the time established by the Assistant AD for these parts of itineraries.

h. Government-issued photo-ID cards (federal, state, or local: a driver’s license with photo is acceptable) are required for all airline travel. It is the responsibility of each head coach to make sure that all members of his or her team have such identification. This should be done during the first week of practice so any student not having such ID has time to obtain one.

3. After the meeting, the Associate Director for Athletics will prepare a Team Travel Request Form for each scheduled home and away contest. The form will include an itemized listing of what the advance is for. A copy of the form will be given to the coach when the advance is picked up. Coaches will ensure that monies and American Express/NYU Travel cards are only used for items listed. If monies are used for purposes not previously approved, coaches may be held accountable for these expenses.

4. Completed forms will be sent to the Assistant AD who will direct the preparation of a travel advance for each contest. The Assistant AD will check to determine that funds requested conform to budget restraints and submit them to the Director or Associate Director for approval.

5. Approved advances will be issued from the Business Office to coaches approximately one week prior to each contest. It is the coach's responsibility to pick the advance up from the Palladium Membership Office a few days prior to the scheduled event. The Membership/Disbursement Office Hours are:

| Mon., Tues., Thur., and Fri.: | 9:30 a.m. to 4:30 p.m. |
| Wed.: | 11:00 a.m. to 7:00 p.m. |
| Sat. & Sun.: | CLOSED |

NYU ID CARDS MUST BE PRESENTED TO RECEIVE CASH!
CASH MUST BE COUNTED PRIOR TO LEAVING THE MEMBERSHIP OFFICE.

Coaches may designate another person (i.e., Assistant Coach or Manager) to pick up their team’s advance by contacting the Assistant AD and requesting that that person’s name be typed on the cash advance form. In all cases, the coach must sign the cash advance form to authorize the designated person to pick up the team’s monies. Designees must present an NYU ID card.

C. Use of Travel Funds

All employees who incur business expenses on behalf of the University have a responsibility to ensure that University funds are used appropriately and receipted with adequate documentation. Adherence to expense guidelines will facilitate quick return of reimbursements and insure that employees do not incur expenses for which they cannot be reimbursed. As stated above, travel funds will only be used for items listed on Team Travel Request Forms that have been approved prior to team travel. All monies spent by coaches and teams must be properly accounted for by original detailed receipts. This includes all meals taken by the team that the coach pays for, hotel expenses, gasoline, tolls, taxis, car rentals, registration or entry fees, and gratuities.

D. Receipt Documentation

All receipts must itemize the purchase made, the date and the amount.

1. Meal Allowance Rosters: All monies distributed as meal allowances to student athletes or other individuals must be receipted with the recipient’s printed name, original signature and amount received. Original signatures and amount received must be written by the recipient. Other teammates or coaches are not permitted to sign for others.

2. Original and Itemized Receipts: Restaurant and hotel receipts should show detailed list of food, beverages and room charges. Restaurant tabs and credit card slips by
themselves cannot validate the types of expenses incurred. Coaches must obtain hotel receipts charged on the department’s credit card.

3. Entry Fees: Receipts should include the name of the person receiving the cash and their affiliation with the event, date and cost. (Coaches are encouraged to process game fees through the business office.)

4. Personal Vehicles: Reimbursement for gasoline can be claimed from either a receipt or a per diem mileage allowance (based on calculated mileage) not both. Check in the business office for the current mileage rate. Reimbursements for gas, tolls, and car rentals will not be processed and you may not operate a vehicle (your own, a rental car, a leased vehicle, or a university owned vehicle) on university business unless you submit a Driver’s license background check and pass the on-line fleet safety test (see section XIV Fleet Safety Test pg. 61-62)

5. Individual Expenses: Receipts should be in the name of the requestor. If you claim expenses for someone else, you must provide proof that the expense was paid by the person claiming the reimbursement.

E. Reconciliation of Travel Advance Disbursements

1. Travel advance disbursements must be reconciled by the end of the next business day after travel is completed.

2. Reconciliation will consist of submission to the Business Office of:

   a) A properly completed Expense Reimbursement Form (form EXP2000) and Expense Breakdown Sheet (form EXP2000T).

   b) All original receipts, including those for which the American Express/ NYU Travel Card is used. American Express receipts for hotels must be in the form of the detailed hotel bill issued at checkout time. Coaches should insure that taxes have been deducted where appropriate. When original receipts are lost or not available
a Missing or Inadequate Documentation Form must be completed. An explanation of why original receipts are not available must be included.

c) A properly completed Meal Allowance Roster(s).

d) A **check** for the exact amount of funds that were disbursed but not spent.

3. Upon receipt of the Travel Expense Voucher, the Business Office will verify all receipts and calculations.

4. Failure to return Travel Expense Vouchers will result in suspension of the issuing of any funds for recruiting, meetings, and other individual travel. If a delay in returning a voucher is extensive, it may result in the deduction of the amount of the advance from the coach’s pay. (This is required of the University by Internal Revenue Service regulations.)

5. Coaches will return all car rental credit cards to the Business Office on the next working day after travel is completed.

6. Personal parking expenses at local garages will not be normally reimbursed by the department. If particular hardship situations result from team travel itineraries, they may be brought up on a case-by-case basis.

7. Student-athletes must pay for use of telephones, pay-TV, room service, and other services provided in hotels. The best way to manage this requirement is to instruct the hotel to block the services for rooms in which students stay. Students may then make their own arrangements with credit cards or cash to have these services reinstated in their names.

XIII. RECRUITING AND INDIVIDUAL TRAVEL

A. Coaches will be issued an American Express/ NYU Travel Card in their name to facilitate the financial aspects of all recruiting and travel expenses. Travel cards will be used to cover non-team expenses such as hotel accommodations, meals and car or van rentals.
Financial planning must include a confirmation with the hotel for which they plan to use the card and that the American Express card is accepted. Travel cards are not to be used for payments of airfares or buses that are arranged in the business office. No personal charges may be charged to your card; the travel card is intended exclusively for NYU business related expenses. The travel card may be used in emergency business or team travel.

B. All requests by coaches for recruiting and individual travel (i.e., conventions, clinics, scouting, etc.) will be submitted to the Associate Director for Athletics on a Recruiting/Scouting Request Form as soon as possible in advance of actual travel. If the request involves air travel, a fare quote must be included. Approval of these requests will be based on importance, length of travel, impact of the traveler’s absence from the department, cost, and the availability of funds. The Director will grant final approval for all recruiting and individual travel.

C. Arrangements for air travel can be made by the traveling coach/employee with the authorized NYU travel agent, after the travel request is approved. A list of approved travel is available through the Assistant AD.

D. If the travel is approved, the same basic procedures for handling travel advances, the American Express/NYU Travel Card, and their reconciliation as for team travel will apply.

Please note the following:

1. All monies spent for coaches’ recruiting and individual travel must be accounted for with detailed receipts. There are no per diem allowances authorized for meals. Meals must be receipted.

2. Where travel has been approved in advance, and when all expenses do not exceed a total of $150, coaches may recover their expenses through petty cash.
3. Receipts for recruiting and individual travel must be reconciled by the end of the next business day after travel is completed.

E. **Official Campus Visits by Recruits**

1. Funds are made available for campus visits by recruits in accordance with guidelines set forth in the NCAA Manual. Coaches must gain prior approval of the Associate Director for Athletics for all official visits and monies to be spent.

2. Airline tickets for recruit travel should be arranged through the department’s travel agent or with the Assistant AD. Airline tickets charged against the department’s business travel account are automatically covered by business travel insurance. Coaches are advised to refrain from using their personal NYU Travel Card to pay for the recruit’s air or rail transportation, the insurance coverage applies only to cardholders.

3. When possible, recruits visiting overnight should stay in the dormitories with team members. If this is not possible, the Associate Director for Athletics or Assistant AD must approve lodging arrangements. When available, Club Quarters must be used.

4. Meals taken when campus dining facilities (residence dining halls, The Violet, Founders Café, etc.) are open will usually be taken in those facilities. In all other cases meals must be taken in those restaurants on University property that appear on the department’s approved restaurant list. Copies of this list are available from the Associate Director for Athletics or Business Office.

5. Coaches may take advances for meal and entertainment expenses required of recruit visits when it is not practical to use the American Express/NYU Travel Card. These advances and detailed receipts are to be reconciled in the same manner as individual travel advances.

6. Cash expenditures of less than $150 may be recovered through petty cash. Please note that the American Express/NYU Travel Card is to be used whenever possible.
7. Recruits may be reimbursed for their out-of-pocket expenses for mileage, train tickets, 
and other allowable incidentals. Receipts are required for items other than mileage. 
Reimbursements will be made through a University check to be mailed to the recruit 
after travel is completed.

XIV. LOCAL TRANSPORTATION AND DEPARTMENTAL VANS

A. FLEET SAFETY

New York University has implemented a “Fleet Safety” program which requires all current 
and prospective operators of University vehicles, including rentals pass a driver’s license 
background check every two years as well as pass an on-line driver’s safety test. 
All current and prospective coaches must submit a completed HireRight Consent and 
Disclosure form along with a photocopy of their driver’s license. Completed forms should 
be submitted to the Associate Director or the Assistant AD for processing. Once the 
license background check has been completed, instructions will be provided on how to 
complete the on-line training portion. 
Prospective vehicle operators may not have more than TWO moving violations during the 
last THREE years and/or convicted of a DUI or DWI in the last TEN years. Prospective 
vehicle operators who exceed the limits listed in the previous sentence or those who do 
not complete the on-line driver safety portion will not be permitted to operate a university 
vehicle or submit for expense reimbursements that involve that individual operating a 
vehicle while on university business, i.e. mileage reimbursements, car rental expenses, 
tolls, etc.

Definitions:

1. University Vehicle – A University Vehicle is any vehicle that is owned, leased or 
rented by the University or University-affiliated group (or individual) and for which the
University or University-affiliated group pays and will be accountable, and which will be used for NYU business.

2. **University Driver** – A University Driver is anyone, such as an employee, student, or University-affiliate, who will drive a University Vehicle.

3. **Rental Vehicle** – A rental vehicle is considered a University Vehicle if a University Department or a University-affiliated group ultimately is expected to be financially responsible for the rental. Unless renting from the University approved Rental Agency, and under the University rental agreement number, maximum third party liability coverage shall be purchased from the rental agency unless otherwise instructed.

4. **Personal Vehicles** – Per NYU’s Controller Division, the “University assumes no responsibility for damage to an employee-owned automobile as a result of an accident or with respect to any loss as a result of wear, fire, the elements, or theft of automobile, its parts, accessories, or any personal property contained therein. Furthermore, liability insurance carried by the University may or may not apply, and if it does is excess over an employees own insurance for loss resulting from bodily injury or death of the driver or others or from damage to property.” Use of personal vehicles is therefore discouraged. Should a personal vehicle be used for University business, the driver “shall satisfy [themselves] as to the adequacy of [his/her] automobile liability insurance protection for conditions under which the vehicle is to be used.”

B. The Assistant AD, in consultation with the Associate Director for Athletics, will determine what mode of transportation teams will use for local competition and practice.

1. When necessary, buses will be provided for away competitions and or practices. The decision to lease a bus will be based upon the availability of the department’s vans, the number of persons traveling, the distance to the competition site, and the availability of budget resources.
2. When buses are used, departure times will be determined by the Associate Director, Associate Director for Athletics or the Assistant Director after recommendations are made by the coach. Once a time is set, it is not to be changed without approval of the appropriate director. The appropriate associate/assistant director will insure that the coach is fully aware of bus departure times.

3. Most local travel to competition sites will be conducted using the department’s vans. (Occasionally, alternate means of transportation, such as subway, car services, rental vehicles, or taxis will be used.)

4. Not more than (10) persons, including the driver may travel in a departmental van at any one time.

5. Coaches will establish van departure times and the number of vans needed with the approval of the Associate Director, the Associate Director for Athletics or the Assistant Director for Recreation. Once a decision to use vans is made, a Van Request Form should be completed (with departure and return times) and submitted to the Administrative Aid, not later than two weeks prior to the date needed, so that the information can be placed on a weekly van schedule. If a change in the schedule is required, particularly one, which increases or decreases the number of vans needed, the Associate Director/For Athletics/Assistant AD and the Administrative Aid must be notified immediately so that the vans can be reassigned.

6. After all needs are filled for team travel to competitions, vans will be made available for transportation to practice sites.

   a) To arrange for a van for practices, coaches must make a written request using the before mentioned “Van Request Form” to the Associate Director for Athletics or Assistant Director for Recreation and the
Administrative Aide not later than two weeks before travel is to be scheduled.

b) If vans scheduled for team use for practice purposes are found to be unnecessary, coaches must notify the Associate Director for Athletics or the Assistant AD and the Administrative Aide immediately so the vans can be made available for other purposes.

C. Procedures for Using Vans

1. Confirmations of van or bus requests will emailed to the coaches by the Administrative Aide by Friday of the week prior to travel. Coaches are responsible for reviewing the confirmations for accuracy.

2. Coaches must pick up assigned vans on 13th Street, 15 minutes prior to the scheduled departure time.

3. Passengers/teams are not to be sent to the garage to load vans nor are they to be dropped off at the garage. All loading and unloading is to be done on 13th Street at Palladium. During inclement weather or evening hours, coach’s may/should consider dropping team members off at dormitory locations. This suggestion becomes a requirement after midnight and when student welfare and safety is a consideration.

4. Vans are to be driven by coaches, trainers, or other University employees. Only in unusual situations may students be used as drivers. In such cases:
   a) Permission is to be obtained from the Associate Director for Athletics or the Assistant AD;
   b) The coach will ascertain that the student driver is at least (21) years of age, has a valid driver's license, and has not been charged with more than two moving violations during the previous two years;
c) Vans with student drivers will travel within the eyesight and supervision of the coach traveling with them;

d) Coaches are to return to Palladium with teams using vans. They are not to send the team and van back to Palladium with a student while they travel home or elsewhere by alternative means;

e) Coaches will not send a student driver in a van on errands such as returning to hotels for forgotten equipment, getting food, or visiting friends.

5. If a coach has more than two moving violations charged to their license during the two years prior to the commencement of travel, that coach will not be permitted to drive a department van unless an approved remedial driving course is taken. The Associate Director will make referrals to these courses. Completion of these courses, in most cases, will also provide for the removal of “points” from the participant’s driving record. Coaches will be required to complete a form at each year’s first coaches meeting verifying the status of their driving records. The department must also be notified in the event a coach exceeds the allowable number of traffic violations during the academic year.

6. Traffic accidents or damage to vans are to be reported to the Associate Director for Athletics or the Assistant AD as soon as possible. In addition, the driver must complete a Report of Motor Vehicle Accident form (MV-104). This form must be returned to the Associate Director of Athletics, Intramurals & Recreation as soon as possible. If the offices are closed, the MV104 form must be returned by 9: am the next business day. The MV 104 form is located outside in the hallway of the 404 Lafayette Administrative offices. (New York State law calls for the loss of a driver’s license if accidents are not properly reported.)
7. Any problems with vans, such as mechanical difficulty, flat tires and damage resulting from any cause should be reported to the Associate Director.

8. Coaches are responsible for the cleanliness of the vans they have used. Before releasing students, coaches must insure that they remove all food and debris from the van. If the students do not do this, coaches will be expected to do it themselves. If a coach picks up a van that has not been cleaned, it is advised that the Associate Director for Athletics or the Assistant Director for Recreation be notified so the matter can be followed up with the person responsible.

9. Coaches are responsible for the conduct of team members traveling in vans. Horseplay and other inappropriate behavior can be dangerous or result in an adverse reflection on the University and its athletic program.

10. Normally, only team members, University employees, and representatives of the student newspaper will be permitted to travel in vans. The Director, Associate Directors for Athletics, Assistant Director for Recreation, must approve travel in vans by any other persons.

D. Van Parking

1. When vans are parked anywhere other than at the garage during its operating hours, coaches and other employees are to exercise great care to ensure that the van they are using does not get a parking ticket.

   a) If a legal parking space absolutely cannot be found on 13th Street between 3rd Ave and 4th Ave, the van should be placed in a Washington Square Village Garage.

   b) Vans are not to be parked on the street anywhere other than in the locations indicated in the preceding paragraph.

   c) If a parking ticket is received, the employee responsible for it will be required to pay for it.
2. Parking in front of Palladium

   a) The New York City Department of Transportation (DOT) has posted signs on 13th Street, the length of PAF, prohibiting parking for all vehicles except vans with a permit issued to New York University. The exclusive purpose of this arrangement is to provide parking for NYU vans.

   b) Parking in front of the Palladium Athletic Facility on 14th street is prohibited. Vans may be loaded/unloaded on 13th street.

XV. ACCESS TO 404/ PALLADIUM

All departmental staff, coaches, and student-athletes must swipe their NYU issued photo-ID card to gain entry. Those coaches and student-athletes who do not have their NYU issued photo ID cards must speak with their respective head coach and the Operations Supervisor on duty for access.

When teams commence travel prior to the opening of Palladium or return from travel after the facilities close; the coach must notify the Assistant Director – Facilities via email 5 days in advance in order to ensure access to the facility. The notification must include an estimated time of arrival, usually within one hour.

XVI. PRACTICE SEASONS AND SCHEDULES

A. Each coach will meet with the Associate Director for Athletics prior to September 15th, or one week before their first practice, whichever is first, to discuss plans for their team’s practice season. Once the team’s needs are identified, the Associate Director for Athletics will issue a memorandum declaring the team’s official playing and practice season. Declarations will include both traditional and non-traditional segments and will be in compliance with NCAA rules. This document will be maintained in the Director’s permanent file and the declared dates may, under no
circumstances, be changed without the Director’s approval. Copies will be provided for the Associate Director, Assistant Athletic Director/Operations, and the AAO staff.

B. Missed Class Time

Per NCAA rules, coaches will not permit student-athletes to miss classes (or part of a class) in order to attend a home practice or any scrimmage. If a student-athlete attempts to attend a practice when he/she is scheduled to be in class, the coach will not allow the student-athlete to be in the practice area. Any student with scheduling conflicts should be referred to the Academic Affairs Office.

C. Once the team’s official season is declared, coaches will begin to submit their weekly requests for practice facilities to the Assistant Athletic Director/Operations. The following procedures will be followed in assigning facilities:

1. Accompanying each request will be a declaration by the coach of the day in the calendar week in which no athletic activities may be conducted. This requirement is mandated by NCAA rules.

2. Intercollegiate teams will normally practice on weekdays when school is in session between 4:00-6:30pm. Routine exceptions to these times can only be made when there are conflicts caused by class schedules, scheduled athletic contests, special events, or when the number of teams needing the same practice space causes conflicts.

3. Intercollegiate teams may practice on weekends and on weekdays when school is not in session at times when practice activities do not conflict with other scheduled events such as athletic contests or recreation classes.

4. Exceptions to the times and space guidelines listed above must be approved by the Director or Associate Director.

5. Request for Facility Use Forms will be made available to coaches. These forms must be completed by each coach and returned to Operations by noon on the
Wednesday 3 days prior to each practice week. Coaches turning forms in late may not get requested times if other events are scheduled in practice spaces as the result of an unsubmitted request. Please consult the chronological schedule in your computer folder for all home events before submitting requests. Coaches will be notified if their requests cannot be accommodated. The Operations Staff will distribute approved Facility Use Forms on Fridays at 2:00pm to the Trainer, Equipment Manager, and other necessary department personnel.

6. If a coach decides to cancel or shorten a scheduled practice, he or she must immediately notify Operations in writing so space may be made available to other users.

7. When practices are conducted on dates when dormitory dining facilities are closed (i.e., prior to the start of Fall classes, Winter and Thanksgiving recess, Spring recess, intercession, after final exams in the Spring) students will be entitled to a meal allowance. Except for practice scrimmages with other schools, coaches and trainers will not receive practice meal allowances. Coaches will meet with the Associate Director for Athletics concerning the times when facilities are closed, to arrange advances for practice meal allowances. Practice meal monies will be accounted for on forms issued by the Business Office and signed by the individual receiving funds in the same manner prescribed for travel meals (See Section XII, D, above).

8. When it is necessary for teams to practice during official University holiday periods when the Center operates on a reduced schedule (i.e., Winter and Thanksgiving recesses), coaches should indicate alternate practice times so that schedules can be made that reduce the impact on the department’s professional staff and overtime for the technical and student staffs.
XVII. SPORTS INFORMATION

A. The Sports Information Director (SID) is responsible for coordinating all publicity for the University’s intercollegiate program.

B. **Sports Information Questionnaire and Student-Athlete Database**
   1. The SID or assistant SID will meet with each team prior to the academic year. At the meeting the SID representative will discuss the role of the SID office, suggested guidelines concerning social media, and make sure that everyone has/will fill out the online Sports Information Questionnaire.
   2. The coaches will ensure that questionnaires for student-athletes who are added later to rosters are completed within 48 hours of the time a student-athlete’s name is added to the team roster. The coach must immediately alert the SID of roster changes.
   3. The SID will maintain a Student-Athlete Information Database. This will include creating new files for the first-time team members and updating files for continuing team members. This process will be completed within a timely manner shortly after receipt of completed questionnaires. It is the responsibility of the SID and the SID office to maintain an accurate and up-to-date database on all student-athletes (and teams) so that correct and complete information can be accessed quickly and efficiently.

C. **NYU Athletics Website**

   The Sports Information Office shall be responsible for updates on a timely basis.

D. **Sports Brochures**
   1. Prior to the beginning of each sport’s season, the SID will meet with each head coach to discuss interest in each sport’s producing of a recruiting brochure.
   2. Printed brochures will be delivered as near to the request of each team’s head coach as possible.
3. Basketball game programs will be prepared to assure delivery by the first home game of competition.

E. **Home Event Support**

The SID will have a representative at all home contests. The representative will be located at the scoring table and will be responsible for gathering information for releases, recording all pertinent statistics, reporting results, and seeing to the needs of media representatives covering the event.

F. **Coaches’ Reporting of Game Results**

1. Upon the completion of an away competition, coaches are responsible for making contact with the designated SID contact and for seeing that game results are reported. If an SID staff representative is not available via telephone, the information must be emailed/texted to the SID or his representative.

2. Coaches are responsible for making sure that a scorebook/results and/or statistics are kept for all away contests. This information must be reported to the SID contact as soon as possible following the event.

3. When reporting results to the SID, coaches should be certain to include information on the setting of team or individual records, personal best performances, and any other unusual aspects of the competition.

G. **Team and Individual Records**

1. The SID is the official custodian of all NYU athletic records. The SID will verify and record all new records as they are achieved. This information will be maintained by the SID office and available on the Department Website.

3. When a record is broken, the achievement will be reported to the SID by the coach. The record must be supported by authenticated result sheets (those signed by coaches and/or officials).
4. Once the SID verifies the new record, an updated version will be posted on the website.

H. **Sports Information Files**

1. In addition to team and individual records, the SID will maintain files related to all activities of the University’s athletic teams. These will include releases, game results sheets, game programs, team brochures, official statistics, photographs, news clippings, and all other appropriate items.

2. Files will be kept in an organized and secure manner so as to ensure their availability for future research.

I. **Photography**

The SID will be responsible for the coordination and management of all photography related to the intercollegiate athletic program. This includes identifying photography needs and planning to fulfill them, selecting the resources with which photographic needs are filled, acquiring photos, maintaining a filing system, and providing photographs in support of publications, new releases, displays, and other requests.

1. The SID will coordinate the taking and distribution of team pictures, the taking of individual headshots and the taking of action shots during in each team’s season. Headshots will usually be taken at the first team meeting, while team photos will be taken prior to a game/match during the season.

2. Planning

   a. The SID will plan for all of the anticipated photography needs the department will have to fill during the next academic year for that year and the following year. The plan will include, but not be limited to, arrangements for:

      i. Head shots of current team members;

      ii. Team photographs;
i. Action shots of all teams to include those needed for senior award preparation;

ii. Photographing award ceremonies related to tournaments; ceremonies for presentation of UAA, NCAA, All-American certificates, senior awards, and other awards; and other special presentations.

b. The Plan will include a chronological listing of each of these needs, a schedule of dates and times for which the photography is scheduled, an indication of whether the photographs will be taken by a professional photographer or a department/student photographer, and an estimate of the cost for each session.

c. The plan will serve as a guide through the year. As additional requirements or schedules changes are determined and approved by the Director, the SID will amend the plan and notify all who are affected by the change.

3. Photographic Resources

a. The SID will be responsible for managing and selecting resources used in fulfilling the department's photography needs. The following general principles apply in this process:

i. Professional photographers will be employed when professional quality photographs are needed to complete a project; i.e., head shots for media guides and other publications, selected events at which action shots will be taken for publications, etc.

ii. When professional photographers are used, the photographer will provide the department with the digital images.

iii. UAA Championships, selected UAA games, NCAA Championship events, other post-season championship events, and other special competitions will be given a priority when selecting events at which a professional photographer is used.
iv. When professional photographers are used to cover an event to take action shots, they will be instructed to attempt to photograph every participant on a team.

v. At all other events warranting photography, a department or student photographer will be utilized. This includes awards ceremonies, general action shots, and other occasions where photographs are needed to augment what has already been planned for the services of a professional photographer.

vi. The SID will attempt to hire a student to perform department photography. When practical, particularly skilled students may be used to take the photographs normally assigned to a professional photographer.

vii. The SID will establish a relationship with other University offices (i.e., NYU Today, Admissions, Washington Square News, etc.) to acquire photographs they have taken of intercollegiate activities.

4. Photography Files
   a. The SID will maintain a system of filing all photographic records.
   b. The SID will develop a procedure to list photographs of individuals that are available in the permanent file. This will be a valuable resource for locating photographs for alumni relations purposes in future years.

5. Photography Distribution
   a. The SID will coordinate distribution of all intercollegiate photographs whether requests are initiated by the department or originate at another University Office or an outside organization or individual.
   c. Photographs of student-athletes will not be released for commercial purposes while a student has remaining intercollegiate ability.
d. The SID will maintain a log with each team’s annual file of all photographs that have been distributed and to whom. If newspaper/magazine articles using our photographs are acquired, copies of the articles will be maintained in the permanent file.

6. Social Media/ Video

a. The Sports Information Office will oversee all social media aspects of the department’s varsity teams. The SID office will utilize Facebook, Twitter, Instagram, etc. to promote its student-athletes and coaches and will work with Head Coaches in developing their own teams’ social media plans.

b. The Sports Information Office will utilize social media tools to promote varsity teams and its coaches on the department website and throughout various media outlets.

c. The Sports Information Office will arrange for videographers to be hired to cover games/matches/events/etc. throughout the season in order to present highlights on the department website and for use by outside media outlets when necessary.

XVIII. ALUMNI, PARENT, AND COMMUNITY RELATIONS

The Violet Booster Club Coordinator is responsible for coordinating the activities of the Violet Booster Club (VBC) and the department in their efforts to involve alumni, parents, and the University Community in the support of the department’s activities. Coaches and other department personnel will be required to assist the Coordinator in these efforts.

A. Violet Booster Club

1. The primary role of the VBC is to solicit financial support for department programs from alumni, parents, University employees, and friends of NYU Athletics.
2. All contributions, except those with endowment purposes, should be made through the annual VBC drive.

3. The annual VBC brochure should be consulted for the specifics of membership and benefits.

4. All VBC activities will be administered by the department in accordance with applicable NCAA principles and rules.

5. VBC members outside of New York City will be notified ahead of time when the team they support is playing in their vicinity. They will receive information as to where and when, and encouraged to attend the away game or meet. Coaches should make an effort to meet alumni who attend away events.

6. VBC members will be invited to the Alumni/Family Day and alumni contest of the team they supported. All invitations will be mailed at least one month prior to the related event.

7. A reception for area VBC Members, Alumni (Athletics and University), Parents (Athletics and University) and prospective NYU Students will be held at away UAA basketball game sites. These events will be coordinated with the Alumni Office. VBC material should be at the reception and a follow-up VBC mailing sent to all those who attend. Torch wear mail order forms should also be available.

8. Invitations to alumni and family days will include VBC information, which will also be available at receptions and at all home basketball games. VBC information should be included in all Torch wear gifts mailed to purchasers.

9. VBC earnings are reflected on weekly acknowledgement reports. In January, a separate report will be given to the Director that includes data on new gifts, renewals and non-renewals.

10. VBC gifts will be mailed at least once a month, if not immediately upon receipt of the donation. A supply of gift items should be ordered and stocked in September.
B. **Alumni Games/Meets**

1. Whenever practical, some form of alumni competition will be organized annually for each varsity sport. The format for contests may involve competition against the varsity, alumni versus alumni competition, or competition against the alumni of another University.

2. Alumni contests involving a varsity team must appear on each team’s schedule and must be arranged by the Associate Director for Athletics in accordance with NCAA rules.

3. The VBC Coordinator will be responsible for organizing alumni meets in terms of invitations, publicity, post-event receptions, and transportation when necessary.

C. **Alumni/Family Days**

1. Each team will host an annual Alumni/Family Day at a designated home contest. The dates for these events will be established through consultation between coaches, the Associate Director for Athletics, and the VBC Coordinator.

2. Once dates are established, the VBC Coordinator will be responsible for invitations, publicity, and transportation when necessary. Invitations will be mailed to arrive at invitee addresses one month prior to the event.

3. The VBC Coordinator should encourage support from active alumni supporters of teams in soliciting attendance at these events through phone calls and other contacts.

4. Coaches will ensure that team members encourage their parents to attend. They will poll their team members approximately two weeks before the event to ensure that parents received invitations and inform the VBC Coordinator of the results of their inquiries.

D. **UAA Receptions**
1. The department may host a reception for all competitors in conjunction with each UAA contest or championship hosted by NYU. Parents of team members from NYU will also be invited to these receptions.

2. The VBC Coordinator will coordinate all arrangements for these receptions in consultation with the coach and the Associate Director for Athletics.

E. Clinics

As part of the University's continuing efforts to service the community in which it resides, the department will sponsor periodic clinics for neighborhood youth groups and NYU family children.

1. The process of coordinating clinics will be assigned to a clinic coordinator designated by the Director.

2. The Sports Information Director will perform the publicity-related aspects of clinics.

3. Coaches will be assigned responsibility for organizing formats and conducting the clinics related to their sports.

4. When appropriate, a Bobcat will participate in clinic activities.

XIX. STUDENT-ATHLETE ADVISORY COMMITTEE

New York University’s Student-Athlete Advisory Committee (SAAC) shall consist of at least two representatives from each varsity team and will meet at least once a month. The SAAC executive leadership board shall consist of a president and three vice presidents. Three sub-committees shall exist: Community Service, Special Events and Violet Cup and should each have a committee chair and be overseen by one of the vice presidents. Sub-committees shall meet at least once a month.

SAAC should produce and distribute minutes from each committee meeting to all SAAC representatives committee administrative advisors. SAAC advisors will then distribute to Athletics senior leadership as necessary. The purpose of these meetings will be to establish a
dialogue between student-athletes and department administrators regarding matters affecting student-athlete welfare, community engagement, community service and the value and quality of the Athletics program as it affects students.

Coaches are expected to encourage their SAAC representatives to provide important or timely updates to their teammates before or after practice when their team is in season. Coaches are also expected to encourage their team members to participate in community service opportunities and other various SAAC sponsored events.

The policies in this handbook do not form a contract of any kind. The department reserves the right to amend the handbook at its discretion without notice. All employees are expected to become familiar with the handbook and subsequent revisions.