

University Athletic Association

SITE POLICIES AND PROCEDURES

SECTION 1. Scheduling of Contests, Postponements, Delays, and Rescheduling

1.1 Decision on Travel — Dangerous Travel Conditions

In the event of dangerous travel conditions, the decision on game postponement shall be made by the primary athletic administrator or other appropriate athletic administrator of the visiting institution at the time of travel. The only consideration given in such a situation shall be the safety of the members of the travel party.

1.2 Completion or Rescheduling of Suspended or Postponed Contests

In the event a game is postponed or suspended, every effort shall be made to reschedule or complete the contest at an appropriate time.

If both teams are at the designated site of competition every effort shall be made for both teams to remain at the site of competition and play the contest to completion later that day or the following day as necessary.

If either team is not at the site of competition or cannot remain on site, an alternate date shall be selected by mutual consent of the primary athletic administrators of the competing institutions. In the event the rescheduling may involve substantial expenditures beyond budget, a decision on rescheduling may be delayed until an appropriate point in the season. Due consideration shall be given to the effect of not rescheduling on the potential selection of either team or any other Association teams to post-season play whether through automatic qualification or at-large selection.

1.3 Lightning and Health & Safety Emergency Policy

In conducting Association competition, the game management staff and game officials shall follow the NCAA Guideline on Lightning Safety as published in the NCAA Sports Medicine Handbook. All coaches, participants, and officials shall cooperate fully in this regard. Protocols and emergency plans shall be discussed with the coaches during the pre-competition meetings or conference calls as appropriate.

Game management staff and the head competition official shall monitor local weather conditions to the best of their ability. In the event of lightning, once a flash-to-bang count of 30 seconds (equivalent to six miles) is observed play shall be suspended and all personnel shall be directed to leave the field of play and take shelter in a safe structure. Play shall remain suspended until at least 30 minutes after the last flash of lightning or sound of thunder unless the head competition official can reasonably determine the threat of lightning has passed.

Each institution shall clearly designate the person or persons who shall have the ultimate authority and responsibility to stop or resume play in the event of lightning or other health and safety emergencies, and shall communicate this information to the competition officials and coaches prior to the contest. The game management responsibilities of the designated individual or individuals should be such that they are able to monitor such circumstances without distraction.

SECTION 1.4 Policy on Scheduling of UAA Events— Student Availability

Athletic scheduling shall be done in a manner that seeks to maximize the overall competitive experience for the greatest number of student-athletes across the greatest number of member institutions.

Scheduling of athletic competition shall be done in a manner that seeks to minimize conflicts with the academic responsibilities of student-athletes. That is, it should seek to minimize conflicts for the greatest number of student-athletes across the greatest number of member institutions while taking in account the need to provide a reasonable schedule of competition.

Whenever possible, reasonable consideration shall be given to the needs and constraints of member institutions and possible conflicting events on their respective campuses or metropolitan areas.

As a body comprising non-sectarian institutions, the University Athletic Association does not schedule athletic competition with regard to religious holy days. The Association recognizes that from time to time student-athletes may need to make choices regarding their participation in specific athletic events based upon personal religious beliefs and practices. The Association strongly encourages all member institutions to ensure that student-athletes are not unduly disadvantaged by making such personal choices.

Although the Association does not schedule athletic competition with regard to religious holy days, it may take into account the availability of significant numbers of student-athletes to compete on specific dates. When it becomes apparent that a significant number of student-athletes may, for personal reasons, not be available to compete such that the fairness or quality of competition or the overall athletic experience of the competition may be adversely affected, consideration may be given to adjusting the scheduling of athletic competition accordingly. In giving such consideration, due care shall be taken that the accommodation of some student-athletes does not simply displace a conflict to other student-athletes.

This policy recognizes that there will inevitably be circumstances in which student-athletes will need to make choices on whether to compete based on personal circumstances.

UAA Athletic schedules are approved by the Athletic Administrators Committee. As a matter practice, the Athletic Administrators Committee reviews and confirms dates of competition for all UAA championship and festival competition two years in advance of those events. As part of

that process, the Committee shall review all dates of competition with regard to potential conflicts with religious observances likely to affect UAA student-athletes. The range of religious observances shall reflect the range of religious affiliations represented by UAA student-athletes. Adjustments to these dates of competition may be made, consistent with the provisions of this policy, and with input from the relevant Sport Committee(s) regarding the numbers of student-athletes likely to be affected.

Inasmuch as athletic schedules for round robin sports are approved either four or eight years in advance and involve multiple dates of competition, member institutions will be given the flexibility to adjust specific dates of competition by mutual agreement should they determine that a conflict with a particular religious observance adversely affects the fairness or quality of competition or the overall athletic experience of the competition for the participating student-athletes per this policy.

SECTION 2. Forfeit & Game Delay Policies

Because of the substantial travel expenses of visiting teams and the uncertainty of travel delays, it shall be the policy of the UAA that no contest shall be declared forfeit or cancelled except by the mutual consent of the primary athletic administrators of the competing institutions. Game officials are to be instructed that there shall be no limit on the grace period extended to a visiting team delayed by travel nor shall there be a limit on the time given to the host institution to repair unacceptable field conditions caused by inclement weather or other circumstances. If required by the policy of the local officiating bureau, officials shall be compensated for excessive delays. The Commissioner shall inform regional officiating bureaus of this policy prior to the start of each season.

Section 3. Game Protests

No game protests shall be allowed. Game protests are distinguished from protests in individual sports (i.e., cross country, swimming and diving, track and field, etc.) regarding qualification or disqualification of specific participants or performances. They are also to be distinguished from protest procedures in team sports that are explicitly provided for in the rules of the respective sport (e.g., volleyball) and which can be immediately adjudicated by a Rules Interpretation Committee at the site of competition.

SECTION 4. Medical Support Services to Be Provided

4.1 Amenities

The host athletic training facility shall provide the following amenities: water jugs, cups, ice, and towels on the bench prior to the start of pre-game warm-ups and in the locker rooms when requested, to include ice and cups in sufficient numbers to accommodate the visitors. In addition, a taping table shall be provided on the sidelines for all football and soccer contests.

It is strongly recommended that visiting teams bring refillable water bottles or re-use water or electrolyte beverage bottles that are provided in the athletes' hospitality area rather than relying on the use of disposable cups.

These amenities shall also be made available for visiting team practice sessions upon timely, prior request by the visiting team.

4.2 Treatment

The visiting team shall contact the host sports medicine staff prior to arrival to notify the host if a certified athletic trainer will NOT accompany the team and to discuss any special needs that can be identified at that time. If a visiting student-athlete requires treatment beyond what would be considered normal for the situation, e.g. modalities, muscle contraction, etc., and if the visiting certified athletic trainer is not traveling with the team, then the visiting certified athletic trainer MUST send a written description of the treatment to be applied. The host sports medicine staff will not be allowed to administer any treatment of this nature except in an emergency situation.

Host and visiting team certified athletic trainers should exchange contact information (i.e., cell phone numbers) prior to travel to facilitate communication regarding treatment follow-up or emergency situations that may arise.

4.3 UAA Championships and Round-Robin Contests

A certified athletic trainer shall be available plus additional sports medicine staff as judged necessary by the host institution's certified athletic trainer.

Athletic training facilities shall be open and available to participants for an appropriate length of time prior to the start of competition at all championship events, as determined by the host institution's certified athletic trainer in consultation with the championship director.

Athletic training facilities shall also be open and available to visiting teams for an appropriate length of time prior to and during team practices when requested by the visiting team in a timely manner prior to arrival.

4.4 Emergency Equipment

The host athletic training facility shall make available emergency medical equipment as required by the visitors. This will eliminate the need to travel with such equipment, e.g., stretchers, AED's, crutches, immobilizers, etc. All equipment that is borrowed must be returned at the earliest convenience upon returning home from the trip.

4.5 Emergency Assistance

The host athletic training facility shall provide the visitors with a list of emergency phone numbers. These numbers should be those that the home team would use in a similar situation.

4.6 Team Physician

The host athletic training facility shall make available their team physician and/or associates as required by the visitors. The team physician or his/her designate shall be on site for all football games.

4.7 Facilities

The host will provide training and treatment facilities whenever and wherever possible upon request.

4.8 Supplies

All teams shall travel with an appropriately stocked first aid kit. The kit shall be checked prior to traveling.

4.9 Emergency Transportation

The host shall provide for emergency medical transportation. An ambulance shall be on site for all football contests.

4.10 Concussion Management Plan

In preparation for each season, coaches, administrators, and athletic training staff are reminded that NCAA regulations require each institution to have in place a concussion management plan for its student-athletes. The plan shall include, but is not limited to, the following:

- (a) An annual process that ensures student-athletes are educated about the signs and symptoms of concussions. Student-athletes must acknowledge that they have received information about the signs and symptoms of concussions and that they have a responsibility to report concussion related injuries and illnesses to a medical staff member;
- (b) A process that ensures a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions;
- (c) A policy that precludes a student-athlete diagnosed with a concussion from returning to athletic activity (e.g., competition, practice, conditioning sessions) for at least the remainder of that calendar day; and
- (d) A policy that requires medical clearance for a student-athlete diagnosed with a concussion to return to athletics activity (e.g., competition, practice, conditioning sessions) as determined by a physician (e.g., team physician).

Coaches are encouraged to make appropriate use of instructional videos to educate their staff members and student-athletes in the teaching and use of proper techniques and equipment that can help avoid injuries.

4.11 Campus Guides to Athletic Training and Emergency Care Procedures

The Association Office shall compile and maintain a guide of the athletic training and emergency procedures in place on each UAA campus. The guide shall be updated annually in consultation with the sports medicine staffs on each campus and made available to the sports medicine staffs and coaches on all UAA campuses.

Section 4.12 General Return to Play Decisions

When a team is traveling without its own certified athletic trainer or with only a student assistant trained in first aid, that team's coach and/or student assistant shall consult with the host

institution's certified athletic trainer regarding all return to play decisions for student-athletes injured during Association competition.

It is the policy of the member institutions of the University Athletic Association that once a visiting-team student-athlete has entered the care of the athletic training staff or medical staff of the host institution, all decisions regarding continued participation by that student-athlete in further athletic competition shall be at the sole discretion of the host institution athletic training or medical staff. It is expected that coaches and all other athletic staff will cooperate fully in the enforcement of this policy.

Where time and the situation permit, it is recommended that the host certified athletic trainer attempt to communicate with the visiting team certified athletic trainer to consult regarding the student-athlete's condition and status to resume participation.

Section 4.13 Recommended Best Practices Regarding Head Injury Assessment and Response

The member institutions of the University Athletic Association agree to adopt the following best practices in an effort to ensure the health and safety of all individuals who participate in UAA sponsored competition. To the extent that current research allows, these best practices are deemed to be evidence-based and consistent with published national and/or international consensus statements on best practice standards of care.

4.13.1 Pre-Participation Baseline Testing Prior to the Start of Official Practice, Competition, or Out-of-Season Conditioning Activities

Available consensus best practices do not specify how often to baseline test (annually or prior to the first season of participation). Published consensus best practices also do not specify what components should be included in a baseline exam. We recommend the following.

- a. A comprehensive baseline testing battery to be administered at the member institution to all new NCAA student-athletes (freshman and transfers) prior to participation in practice or competition conducted in their sport during the institution's defined playing and practice season for that sport. The baseline battery of tests to include components that address all items in the NCAA checklist related to Pre-Participation Assessment: history of concussion or brain injury, neurologic disorder, and mental health symptoms and disorders; symptom evaluation; cognitive assessment; balance evaluation; team physician determines clearance or the need for additional testing.
- b. In subsequent years of participation, at a minimum, and prior to participation in practice or competition conducted in their sport during the institution's defined playing and practice season for that sport, baseline testing to consist of obtaining an updated concussion history that includes any new concussion event details, whether related to past or new concussion events, current medications, and an update on underlying medical conditions that could contribute to prolonged recovery.
- c. For multi-sport athletes, baseline testing to occur prior to participation in practice or competition in the institution's defined playing and practice season for the first NCAA sport in which the student-athlete will participate that year, per the guidelines stated above. Such baseline testing shall be deemed sufficient for participation in all NCAA

sports for which the student-athlete is a team member (similar to requirements for a physical exam).

4.13.2 Return to Play Following Suspected or Diagnosed Concussions

The following best practices shall apply to situations in which a student-athlete is suspected of having or has been diagnosed as having a concussion.

Same Day Return-to-Sport

A student-athlete suspected or diagnosed with a concussion shall be removed immediately from all competition or practice and **shall not return to any athletic activity for the remainder of the day.**

Referral to Physician

Once removed from athletic participation, the student-athlete will be monitored by the sport medicine staff for the remainder of the event in which the student-athlete was participating. The sports medicine staff will continually monitor the student athlete for any deterioration in symptoms. If the student shows deterioration, further referral is needed.

Student-athletes with a suspected concussion will be evaluated by a team physician before returning to play.

Return to Play Guidelines Following Diagnosis of a Concussion

The supervising ATC will be in direct contact with the team physician or a physician trained in the diagnosis and management of concussions while progressing the student-athlete through the concussion management protocol.

Each student-athlete with concussion must undergo a supervised step-wise progression management plan by a health care provider with expertise in concussion that specifies:

- Symptom-limited activity
- Light aerobic exercise without resistance training
- Sport-specific exercise and activity without head impact
- Non-contact practice with progressive resistance training
- Unrestricted training
- Unrestricted return-to-sport (*Unrestricted return-to-sport should not occur prior to unrestricted return-to-learn for injuries occurring while the athlete is enrolled in classes.*)

Only the team physician or a physician trained in the diagnosis and management of concussions may give the student-athlete clearance to return to athletic participation.

If the student-athlete is referred to a neurosurgeon and/or outside physician, or if the student-athlete obtains care from a personal physician outside the Sports Medicine Team, the team physician will have final determination on return to play decision following a mild traumatic brain injury or concussion. Input from additional physicians will be taken into consideration on the return to play decision.

4.13.3 Medical Staff Coverage

The following best practices regarding the availability of medical staff to evaluate and respond to suspected concussive injuries set forth standards for what constitutes medical staff being “present” at UAA events and what constitutes being “available” at UAA events.

Coverage of Practice Sessions — All Sports

A member of the host or opposing team sports medicine staff, or a contracted individual with training in the diagnosis, treatment and initial management of acute concussion will be available at all UAA practice sessions in all sports.

To be available means that, at a minimum, medical personnel can be contacted at any time during the practice via telephone, messaging, email, beeper or other immediate communication means. Further, the case can be discussed through such communication, and immediate arrangements can be made for the athlete to be evaluated.

Coverage of Competition — Contact/Collision Sports

A member of the host or opposing team sports medicine staff, or a contracted individual with training in the diagnosis, treatment and initial management of acute concussion will be present at all UAA competitions involving the NCAA contact/collision sports of basketball, football, pole vault, soccer, and wrestling.

To be present means to be physically at the site at of competition.

Coverage of Competition — Non-Contact/Non-Collision Sports

A member of the host or opposing team sports medicine staff, or a contracted individual with training in the diagnosis, treatment and initial management of acute concussion will be available at all UAA competition for any UAA sport that is not designated an NCAA contact/collision sports as listed above.

To be available means that, at a minimum, medical personnel can be contacted at any time during the competition via telephone, messaging, email, beeper or other immediate communication means. Further, the case can be discussed through such communication, and immediate arrangements can be made for the athlete to be evaluated.

SECTION 5. Sports Information Services — Minimum Standards

5.1 Basketball

The SID or his/her representative shall be available prior to game and provide the following:

Services

- a) Working space arrangements for visiting SID/statistician.
- b) Access to the Internet, either through a strong wireless connection (i.e., not public) or through direct Ethernet connection.
- c) Availability of courtside passes or permission procedures. Parents and family members are not permitted on the game floor unless they have a game function with the team (e.g., trainer, assistant coach, official team photographer).

- d) Advance notice to visiting teams about access to the Internet from either the press box or the sports information office after the game. This information should be shared with any radio stations traveling with the visiting teams and include information about access standards or security constraints.

Numerical roster

- a) Updated and available prior to game and includes all players dressed for that game.
- b) Augmented with pronunciation guide or orally presented to public address announcer, radio broadcaster, etc.
- c) Augmented with position, height, weight, class, and hometown, all of which could be supplied on an additional alphabetical roster.

Prompt and accurate statistics

- a) A printed box score delivered to the coaching staffs on the floor or to the locker room as soon as possible.
- b) A complete printed box score, including at least one copy of the play by play, delivered to each coaching staff at the conclusion of the game.
- c) Updated cumulative season statistics available prior to game.

5.2 Baseball, Soccer, Softball, and Volleyball

The SID or his/her representative shall be available prior to game and provide the following:

Services

- a) Working space arrangements for visiting SID/statistician.
- b) Access to the Internet, either through a strong wireless connection (i.e., not public) or through direct Ethernet connection.
- c) Availability of sideline/field passes or permission procedures. Parents and family members are not permitted on the sideline or field unless they have a game function with the team (e.g., trainer, assistant coach, official team photographer).
- d) Advance notice to visiting teams about access to the Internet from either the press box or the sports information office after the game. This information should be shared with any radio stations traveling with the visiting teams and include information about access standards or security constraints.
- e) For volleyball, SID's of the visiting teams should be given an estimated time of when final packed stats files will arrive if not available immediately after the match.

Numerical roster

- a) Updated and available prior to game and includes all players dressed for that game.
- b) Augmented with pronunciation guide or orally presented to public address announcer, radio broadcaster, etc.
- c) Augmented with position, height, weight, class, and hometown, all of which could be supplied on an additional alphabetical roster.

Prompt and accurate statistics

- a) For soccer and baseball, a complete printed box score delivered to each coaching staff at the conclusion of the match or game.
- b) Updated cumulative season statistics available prior to game.
- c) For Soccer, when a visiting team is not travelling with a sports information representative, the host school should provide a highlight or two in a post-game email to the visiting team SID.

5.3 University Athletic Association Championships

The SID or his/her representative available prior to tournament to provide the following:

Services

- a) Working space for visiting SID/statistician/scorekeeper as well as his working staff and media members.
- b) Access to the Internet, either through a strong wireless connection (i.e., not public) or through direct Ethernet connection.
- c) Availability of sideline/field passes or permission procedures. Parents and family members are not permitted on the sideline or field unless they have a game function with the team (e.g., trainer, assistant coach, official team photographer).
- d) Advance notice to visiting teams about access to the internet from either the press box or the sports information office after the game. This information should be shared with any radio stations traveling with the visiting teams and include information about access standards or security constraints.
- e) For volleyball, SID's of the visiting teams should be given an estimated time of when final packed stats files will arrive if not available immediately after a match.
- f) Program available to all working staff and UAA participants.

Numerical roster (when applicable)

- a) Updated and available prior to game and includes all players dressed for that event.
- b) Augmented with pronunciation guide or orally presented to public address announcer, radio broadcaster, etc.
- c) Augmented with position, height, weight, class, and hometown all of which should be supplied on an additional alphabetical roster.

Prompt and accurate statistics

- a) When applicable, NCAA box form, or traditional result sheet
- b) Updated cumulative season statistics or results available prior to tournament.

Distribution of Final Results

- a) All championship results in cross country, swimming and diving, wrestling, indoor track and field, and outdoor track and field shall be forwarded to all SID's at competing institutions

and the UAA Office — including both the Assistant Director for Operations & Member Services and the Sports Information Director.

Championship/Round Robin Webpage

- a) Host institutions shall create a stand-alone webpage for all UAA championships as well as all three Round Robin Volleyball competitions.
- b) It is highly recommended the championship webpage include the following:
 - i. The championship/round robin schedule (and round robin volleyball standings for the second and third round robins),
 - ii. A link to the championship/round robin program,
 - iii. Links to live stats and live video are all required to be on the championship webpage.
 - iv. The UAA sport logo and the current institutional athletic logo of all competing teams, all sized exactly the same, as well as a link to the team page for each competing team. \
 - v. All logos for the UAA and institutional athletic logos are on the SID login page:
<https://www.uaasports.info/secure/index>
- c) Samples of Past Championship/Round Robin Webpages
 - i. Cross Country Championship:
https://uofrathletics.com/sports/2021/10/27/MXC_2021_UAAChamps.aspx
 - ii. Volleyball RR 1: <https://athletics.uchicago.edu/sports/wvball/2021-22/uaa-rr1>
 - iii. Volleyball RR 2: https://emory.prestosports.com/sports/wvball/2021-22/UAA_Round_Robin_III/UAARRIII
 - iv. Volleyball RR 3: <https://athletics.case.edu/sports/wvball/2019-20/2019UAARoundRobin3>
 - v. Volleyball Championship: <https://athletics.case.edu/sports/wvball/2021-22/2021UAAChampionships>
 - vi. Swimming and Diving Championship:
<https://emory.prestosports.com/General/2022UAASwim-Dive/sdindex>
 - vii. Wrestling Championship: <https://www.uaasports.info/sports/wrest/index>
 - viii. Indoor Track & Field Championship: <https://athletics.case.edu/sports/mtrack/2021-22/2022UAAIndoorChampionships>
 - ix. Golf: 2023 will mark first time there will be a championship webpage (Go NYU!)
 - x. Outdoor Track & Field Championship:
<https://emory.prestosports.com/sports/wtrack/2018-19/UAA/index>

Championship Programs

- a) The UAA Office shall provide the championship/round robin programs for each sport.
- b) The host institution has autonomy to determine how to make it available to fans, whether online (with QR code), printed, or a combination of both.

5.4 Miscellaneous Standards and Services

Results emailed to appropriate regional and national media outlets in men's and women's basketball.

All statistics and results shall be forwarded to the Association office by computer immediately following the contest or tournament. The Association office will then update the electronic files for access by the other SID's in the Association.

Include all UAA SID's on regular distribution lists for sports information,

Exchange StatCrew rosters with all UAA SID's and UAA Office in a timely manner.

Provide UAA SID's preseason and final season information whenever possible. Respond to requests of UAA SID's in a timely fashion.

Provide prompt game/match/meet results of all UAA events not mentioned above to all UAA members via the Internet as soon as possible after the completion of an event.

Adhere to the Sports Information Director Code of Ethics and all general principles of the College Sports Information Directors of America. CoSIDA membership is strongly encouraged.

Sports information directors should not be used as a scouting tool by coaching staffs (e.g., coaches should refrain from asking SID's to call colleagues to find out "whether so-and-so will play against us...")."

SECTION 6. Travel Support

To assist visiting teams in making travel arrangements, it is recommended that each institution make available on its athletic department web site information related to lodging, dining, ground transportation, parking, and other appropriate travel logistics per the following.

6.1 Lodging

The host institution shall assist all UAA member institutions by providing a listing of hotel accommodations in the area. It is recommended that one specific hotel be identified as a "UAA" hotel and that a special rate be established for all UAA members. This rate should be good across the board, i.e., the rate that applies for football should also apply to golf. It is recommended that the name and number of a specific contact be given to all UAA members. In addition, the hotel that is identified should be given the names and numbers of all the UAA Athletic Directors and/or travel coordinators.

6.2 Dining

Each member institution should send out a listing, including phone numbers, of all restaurants that are close to both the campus and/or the UAA hotel. In addition, the host school shall provide information on the possibilities for on-campus food service.

6.3 Ground Transportation

Each member should send out a listing of local transportation companies that can assist visitors with both bus and van rentals. As with the hotel, it is recommended that the host try to establish a "UAA Rate" for all member institutions. Again, an exchange of names and numbers is important.

6.4 Parking

The host institution should provide visiting teams with directions for parking vans and buses. This information should be made available prior to arrival and should include parking passes if needed.

SECTION 7. Towels and Lockers

7.1 Towels

The host institutions will provide towels for both the bench areas and for the players following both practices and games. Soap will also be included for the showers. Visiting teams will be responsible for picking up and returning all towels.

7.2 Locks

Visiting teams will provide their own locks for lockers.

7.3 Locker Rooms

The host institutions will provide a private locker room that can be locked wherever possible. In the event that a locker room cannot be locked, the host institution will provide a locker room proctor to monitor the area as required for both practices and games. In the event that the locker room cannot be locked, the host shall make arrangements so that it will remain private (used only by the visiting team and not shared with recreational users, etc.). In the event that the only locker room space available is not suitable for a team meeting, the host institution shall provide a classroom-style space.

7.4 Miscellaneous

The host shall provide a dry erase board, marker, and eraser in the visiting team locker room or classroom space.

SECTION 8. Laundry Service

In the event that a visiting team is staying overnight or for an extended period of time, the host institutions will provide laundry service for practice and game uniforms only. Arrangements for laundry service should be made well in advance to allow time to arrange for staff schedules as required. Visiting team managers will deliver and pick up laundry at the time designated by the host equipment manager.

SECTION 9. Ticket Policy

Member institutions may charge admission at UAA championships and round-robin events (e.g. football, soccer, basketball, baseball, and softball games).

A liberal ticket policy consistent with NCAA regulations (i.e. limit of four tickets per player) shall be in effect for all UAA games, matches, and tournaments. The host institution shall accommodate all reasonable requests for passes made by a visiting institution. All requests should be made at least 48 hours in advance of the scheduled contest. A list will be left at the ticket window. All requests shall be forwarded to the Director of Athletics of the home institution for administration.

Valid *Student Identification Cards* of UAA member institutions shall be honored for admission to all athletic contests hosted by UAA member institutions. One admission shall be provided per valid I.D. NCAA championship events shall be excluded, however, per policy of the NCAA.

SECTION 10. Practice Time and Facilities

Championship facilities and practice time should be available and ready for visiting teams the day and/or evening prior to all championships. Time of practice must be requested by the visiting team per the direction of the host institution as noted in the pre-meet information distributed to all coaches.

Visiting teams shall be given the opportunity to practice on the game surface the day before and the day of a scheduled contest. Time of practice must be requested by the visiting team at least one week in advance. In the event that the facility is not available, an alternate site should be secured by the host institution. Every effort must be made to accommodate these requests.

Where feasible host institutions should accommodate requests for meeting rooms and audiovisual equipment to view game DVD's at no cost to the visiting team. Such requests must be made at least one week in advance.

SECTION 11. Miscellaneous Amenities

11.1 Student-Athlete Social Gatherings

It is highly recommended that the host institution provide an opportunity for a modest social gathering for the students, coaches, and administrators following all UAA contests and championships. The time of this event should be announced well in advance so that all teams can plan ahead and make the appropriate arrangements. At Association championships, the host institution may pass on all or a portion of the cost of such gatherings to all participating institutions up to a limit of \$18.00 per person. This limit shall be reviewed, and adjusted as necessary, on a regular basis by the Athletic Administrators Committee.

11.2 Recognition of Seniors

If the host institution is recognizing its senior student-athletes as part of the pre-game program, arrangements should be made to also recognize the visiting team seniors as part of the same ceremony. Such recognition need not be exactly the same or necessarily on the same scale as that provided for the host institution's seniors.

11.3 Alumni Functions

Host institutions shall make every effort to accommodate requests for space for alumni functions. Requests for space should be made as far as possible in advance to assure the best possible location and service.

11.4 Phone Lines for Student Radio Broadcasts

Host institutions shall make available to student radio stations of visiting UAA institutions a courtesy phone line for use in the production of their broadcasts of UAA football and basketball games. Each UAA institution shall arrange and absorb the cost of the installation prior to the start of each season. A phone line shall be made available in the institution's basketball facility and football stadium, as applicable. It is the responsibility of visiting radio stations to provide

the sports information office of the host institution notification of their intent to broadcast sufficiently in advance of the contest.

SECTION 12. Competitive Travel Squad Sizes

12.1 General Travel Party Size

The size and makeup of the respective institutional travel party for any UAA competition shall be the sole prerogative of that institution. There shall be no UAA-imposed limits on institutional travel parties.

12.2 Competitive Travel Squad Sizes

The Athletic Administrators Committee may set limits on the competitive travel squad size (i.e., the number of student-athletes from the visiting or travelling team allowed to be in uniform and participate in the contest) for each sport in which the UAA sponsors competition, taking into account travel costs, the competitive needs of the sport, and equity considerations between competing teams. Such limits shall apply only to UAA competition. Decisions regarding competitive travel squad limits for non-UAA competition shall be the prerogative of each member institution.

The following are the current limits on Competitive Travel Squad sizes for UAA competition.

<u>Sport</u>	<u>UAA Limit</u>	<u>NCAA Limit</u>
Soccer	22	24
Volleyball*	17	17
Basketball	15	15
Baseball	30	25
Softball	22	20

* **NOTE:** For Volleyball, all players in the visiting teams' travel parties may participate in pre-match warm ups and remain in the bench area, in uniform, during matches.

12.3 Modifications

Sport Committees may make recommendations regarding changes in these limits. Such recommendations shall be reviewed and must be approved by the Athletic Administrators Committee for implementation. All changes must be approved by a majority of those member institutions competing in the respective sport.