

DIVISIONS OF ATHLETICS POLICY MANUAL



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Director of Athletics
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FLORIDA INTERNATIONAL UNIVERSITY
MIAMI, FLORIDA 33144

INTERCOLLEGIATE ATHLETIC DEPARTMENT
POLICY MANUAL

FORWARD

This manual includes policies and procedures for the intercollegiate athletic department at Florida International University. As changes are made to existing policies and new ones arise, every effort will be made to keep all personnel informed of any changes that may occur.

As a member of the N.C.A.A., we will strictly abide by the rules and regulations of these associations. Each head coach and staff will familiarize themselves with all the aspects of the N.C.A.A. constitution.

We are hopeful that this collection of guidelines will be helpful to all members of the department. Should you have questions or have need for clarification, please feel free to so inform us. We are most anxious to have an informal, cohesive, spirited staff, and wish for you the best and success.

ORGANIZATIONAL STRUCTURE

I. PERSPECTIVE:

- a. Intercollegiate athletics are designed to be a vital part of the total educational environment available to all students. Competition in intercollegiate athletics can be a constructive and significant part of the educational experience of the student so inclined.

Because an intercollegiate athletic program develops within the primary academic objectives of the University, the purposes of competition should serve the educational purposes. That such an athletic program may also serve as entertainment is to be expected, and may contribute to an identifiable image for student, staff, alumni, and community. Such identification could enhance the institution's ability in achieving its goals and purposes in all areas of educational pursuits. The athletic program has the ability to contribute to the development in the University of a sense of community among the groups involved.

II. CONTROLS:

- a. Florida International University is a member of the N.C.A.A., and will adhere to the spirit, as well as the mechanics, of all N.C.A.A. rules, regulations, constitution, and by-laws of these associations.
- b. Each coach and staff member is expected to familiarize themselves and become knowledgeable about the rules and regulations and how they affect his particular sport, department, and institution. You have been issued an N.C.A.A. manual for your convenience. This manual in effect is our Code Book.
- c. The University subscribes enthusiastically to the fundamental policy statement which appears in the N.C.A.A. Constitution.
 1. "The competitive athletic programs of colleges

and university's are designed to be a vital part of an educational system. A basic purpose of our University is to maintain intercollegiate athletics as an integral part of the educational program and the athlete as an integral part of the student body, and by so doing, retain a clear line of demarcation between college athletics and professional sports."

2. "Legislation governing the conduct of intercollegiate athletic programs of N.C.A.A. members shall apply to basic athletic department issues, such as admissions, financial aid, eligibility and recruiting." Since we are member institutions of the N.C.A.A. it is the obligation of the coaches and staff to apply and enforce this legislation and the enforcement programs of the N.C.A.A., and shall be applied to the institution and individual coach, if it fails to fulfill this obligation.
3. Florida International University will continue to exercise internal controls, through the Athletic Council, over matters affecting the academic integrity of the program, such as individual eligibility and class days missed.

Control of intercollegiate athletics is primarily vested in the F.I.U. Athletic Council. This Council, with recommendations from the Director of Athletics, develops all intercollegiate athletic policies, grant-in-aids, schedules, travel, institutional goals and values.

III. GUIDELINES:

- a. The organization and administration of the intercollegiate athletic program will be further guided by the following:
 1. The University, through its Chief Executive Officer, accepts the responsibility of administering the intercollegiate athletic program in

such a way as to safeguard the amateur aspects of the various sports and maintain a proper subordination of athletics to the primary academic objectives of the University.

2. Facilities for intercollegiate athletics should be adequate for the sport's participants and permit reasonable space for spectators.
3. Efforts will be made to schedule events with institutions located within reasonable distances of the University. Scheduling is to reflect the current quality of the athletic program.
4. The University will continue to offer a limited number of grant-in-aids as determined by the requirements of the University. The retention of the grant-in-aid program is essential if F.I.U. is to maintain an athletic program at a level consistent with the University's size, programs, aspirations, general level of achievement and N.C.A.A. affiliation.
5. The constituency of the Florida International University athletic program is first the students of the University. Scheduling and programs will be developed which permit maximum and equitable student participation as an athlete or observer.

Publicity for the intercollegiate program will reflect the fact that athletics exist primarily for the University's students. As a secondary priority, publicity may be undertaken to encourage spectator interest and price in the institution on building.

- b. Legislation governing the conduct of intercollegiate athletic programs of member institutions shall apply to basic athletic issues such as admissions, financial aid, eligibility and recruiting: member institutions shall be obligated to apply and enforce this legislation,

and the enforcement program of the Association shall be applied to an institution and individual Coach if it fails to fulfill this obligation.

DIRECTOR OF ATHLETICS

GENERAL RESPONSIBILITIES:

1. Organize, manage, and administer the intercollegiate athletic department consistent with the philosophy and purpose of the University.
2. Development of programs which will assure meaningful, enriching, and rewarding experience to all who participate and/or are involved in the program.
3. Present a complete and up-to-date picture of the intercollegiate athletic program at Florida International University in terms of its success and educational functions to the President, administration, faculty, students, alumni and community.
4. Develop effective internal communications, with all members of the department in order that a smooth running program will be maintained. Inform staff members of athletic decisions made at administrative levels. Organize the internal communications structure of the department.
5. Sell and promote the athletic program to the fullest extent possible, to generate fan interest and to gain private financial support.
6. Continually envision and plan for the future direction and needs of the department, making recommendations to administrative superiors and those directly concerned with University development.
7. Act as official spokesman of the department in matters of athletic policies and procedures.
8. Serve as a well informed and aggressive representative to the Council of Athletic Directors and N.C.A.A.
9. Maintain open communicative channels with the Universi-

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ty, athletic directors of other schools, students, news media and staff.

10. Devise, organize and promote an aggressive high calibre game scheduling procedure for all sports.
11. Make final decisions when necessary, regarding the total organization, policies and administration of the department of athletics with direct responsibility to the President of the University, and/or the designated University Official.

DIRECTOR OF ATHLETICS

SPECIFIC RESPONSIBILITIES:

1. The Athletic Director is to be directly responsible for functioning of the entire intercollegiate athletic program for men, the organization and administration of the program in a manner consistent with the aims and objectives of the University and within the policies and regulations of the University and the N.C.A.A.
2. The Athletic Director shall serve as the President's principal line officer in relation to the University on all matters involving policies, procedures, budgets, facilities, coordination of programs, and personnel relative to the department of athletics for men.
3. The Athletic Director shall be responsible for the selection, supervision, and guidance of the full-time coaches and to participate in the selection, supervision and guidance of those coaches.
4. The Athletic Director shall be responsible for the cooperation and coordination with the head coaches in the development of present and future athletic schedules.
5. The Athletic Director shall be responsible in keeping the athletic staff informed of schedules, important rulings, eligibility, institutional, and N.C.A.A.
6. The Athletic Director shall be responsible to coordinate with the coaching staff, the organization, supervision and participation in a recruitment program for athletics for men within the scope of the University, and the N.C.A.A.
7. The Athletic Director shall be responsible for the cooperation with the sports information director in interpreting the athletic program through an effective program of public relations.
8. The Athletic Director shall be responsible for the

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coordination and administration of the student-athlete scholarship and grant-in-aid program for men and women.

9. The Athletic Director shall be responsible for the coordination and administration with the business manager of athletics for the business and financial functions of the department of athletics in accordance with the University's established policies.
10. The Athletic Director shall be responsible for coordinating with the Business Manager of Athletics the formulating, preparing, and presenting of the total athletic department budget involving the athletic program. The Athletic Director shall coordinate salary recommendations for athletic department personnel with appropriate University authorities.
11. The Athletic Director shall be responsible for coordinating with the Business Manager of Athletics the purchasing, maintaining, inventorying, and repairing of all athletic equipment for the various sports.
12. The Athletic Director shall be responsible for working closely with the Athletic Council in the enforcement of policies, to recommend to the Athletic Council policies that are consistent with the University, and N.C.A.A. regulations.
13. The Athletic Director shall be responsible for coordinating with the Faculty Representative the checking and certification of the eligibility of student-athletes.
14. The Athletic Director shall be responsible to represent when asked to do so, the University and/or President at meetings pertaining to intercollegiate athletics for men.
15. The Athletic Director shall be responsible for repre-

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(Specific Responsibilities)

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senting the University at such organizational meetings, national and local as are applicable to intercollegiate athletics.

16. The Athletic Director shall be responsible with the approval of the Athletic Council, for arranging athletic schedules, negotiating contracts, and coordinating travel and accommodations for athletic teams and department personnel.
17. The Athletic Director shall be responsible for the coordination and approval as authorized by the proper authority for the use of athletic facilities by other campus and off-campus groups.
18. The Athletic Director shall be responsible for coordinating with the assigned personnel for the use of all facilities involved in athletic activities and other uses of athletic facilities.
19. The Athletic Director shall be responsible as the chief official for the athletic association clinics, special events and camps sponsored by the intercollegiate athletic department for men and women.
20. The Athletic Director shall be responsible to work cooperatively with the many campus offices necessary in conducting the program, such as admissions, housing, financial aids, academic counseling, alumni foundations, and physical plant.
21. The Athletic Director shall be responsible in coordinating with assigned personnel that all facilities are ready for use at the prescribed time of athletic contests.
22. The Athletic Director shall be responsible for coordinating with assigned personnel the sale of tickets, and the reporting of income in accordance with established University policies.

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23. The Athletic Director shall be responsible for coordinating with the assigned personnel in determining the responsibilities of contest management as follows:
 - a) Before game preparations
 - b) Actual game responsibilities
 - c) After game responsibilities
24. The Athletic Director shall be responsible for the coordination of arrangements for transportation, meals, and housing for athletic trips.
25. The Athletic Director shall be responsible for necessary security, concessions, ushers and gate help for all University athletic contests.
26. The Athletic Director shall be responsible for the maintenance, upkeep and repair of properties involving athletics.
27. The Athletic Director shall be responsible for coordinating arrangements concerning pre-game and half-time entertainment for home athletic contests.
28. The Athletic Director has the responsibility of coordinating the many aspects involved in the conduct of all University athletic events for men and women.
29. The Athletic Director shall be responsible in arranging for the purchase and supervision of athletic department insurance coverage for student-athletes and the supervision of injury claims.
30. The Athletic Director shall be responsible for coordinating the athletic department staff payroll.
31. The Athletic Director shall be responsible for assisting in the planning of new intercollegiate athletic facilities.

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32. The Athletic Director shall be responsible to conduct meetings of the coaching staff as required by the N.C.A.A. (regulations 4-6a). To further assure that the program is in full compliance with F.I.U. and N.C.A.A. rules and regulations.
33. The Athletic Director shall be responsible to organize and administer an evaluation system for persons with duties and assignments in intercollegiate athletic areas.
34. The Athletic Director in conjunction with the athletic coaching staff shall be responsible for establishing a code of conduct for participating student-athletes.
35. The Athletic Director shall be responsible to coordinate, supervise, direct, assign, meet, advise, interpret, and counsel all athletic department personnel.
36. The Athletic Director shall be responsible to organize, supervise, pursue, and participate in an effective public relations program relating to the department of intercollegiate athletics.
37. The Athletic Director shall be responsible to prepare written reports to the University Administration of specific policies, procedures, rules, and regulations involving the University and the N.C.A.A.
38. The Athletic Director shall be responsible to continually evaluate the intercollegiate athletic program.

BUSINESS MANAGER OF ATHLETICS

GENERAL RESPONSIBILITIES:

1. The Business Manager of Athletics shall be directly responsible to the Director of Intercollegiate Athletics for assigned responsibilities, activities, and functions related to the administration of the intercollegiate athletics department.
2. In the absence of the Director of Athletics the Assistant Director of Athletics shall act as the Athletic Director's representative in the areas related to the administration of the intercollegiate athletic department.
3. The Business Manager of Athletics, in conjunction with the Athletic Director, shall be responsible for budgets and financial planning, short and long range.
4. The Business Manager of Athletics shall be responsible in maintaining a liaison between the staff, the University Business and Financial Office, and Director of Athletics.

BUSINESS MANAGER OF ATHLETICS

SPECIFIC RESPONSIBILITIES:

1. The Business Manager of Athletics shall be responsible for the supervision and control of all athletic department budgets, expenditures and revenues.
2. The Business Manager of Athletics shall be responsible for the supervision and control of the assigned budgets for each sport and for the administration of the business and financial functions of the athletic department in accordance with established University policies and regulations.
3. The Business Manager of Athletics shall be responsible for providing the Athletic Director and each head coach current financial and budget statements as are necessary.
4. The Business Manager of Athletics with supervision of the Director of Athletics, shall be responsible for the administration of the student-athlete and grant-in-aid program for men and women.
5. The Business Manager of Athletics shall be responsible for coordinating with assigned personnel the purchasing, maintaining repair, and inventory of all athletic equipment for the various sports.
6. The Business Manager of Athletics shall be responsible for the supervision and control of athletic department requisitions, purchase orders, travel application, work orders, game day sales, tickets, income and expense accounting.
7. The Business Manager of Athletics shall be responsible for the coordination, supervision, and management of all intercollegiate athletic contests. Task performance includes security, gate help, ushers, first aid, medical, score board operators, and announcers.
8. The Business Manager of Athletics shall be responsible

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for establishing and coordinating travel arrangements for athletic teams and athletic department personnel.

9. The Business Manager of Athletics shall be responsible for coordinating for athletic department internal transportation needs through the University transportation department.
10. The Business Manager of Athletics shall be responsible for coordinating the responsibilities for the printing, selling, and accounting for all tickets for athletic events.
11. The Business Manager of Athletics shall be responsible for the coordination of the athletic ticket office, and advance sales, select seating, and complimentary tickets.
12. The Business Manager of Athletics in conjunction with the Director of Athletics shall be responsible for the functioning of the general office operations, secretaries, telephones and supplies.
13. The Business Manager of Athletics in conjunction with the Director of Athletics shall coordinate for the purchase and supervision of the intercollegiate athletic department student-athlete insurance program.
14. The Business Manager of Athletics in conjunction with the Director of Athletics shall be responsible for the coordination and function of the athletic department payroll and personnel records.
15. The Business Manager of Athletics in conjunction with the Supervisor of Athletic Facilities shall be responsible for the scheduling and use of outdoor and indoor facilities and for non-University activities.

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16. The Business Manager of Athletics in conjunction with the Supervisor of Athletic Facilities shall be responsible for the coordination of work schedules, for maintenance, grounds, and custodial personnel, including student work assignments.

FLORIDA INTERNATIONAL UNIVERSITY
MIAMI, FLORIDA 33144
DIVISION OF ATHLETICS

INTERCOLLEGIATE ATHLETIC DEPARTMENT COACHES

This has been prepared for your information as a guide-line of your individual responsibilities as a member of the athletic staff at Florida International University.

Florida International University is a member of the NCAA. It should suffice to say that as an institutional member of this association we will abide by the rules, regulations, constitution and by-laws of the NCAA.

Each coach and staff is expected to familiarize themselves and become knowledgeable about the rules and regulations and how they affect his particular sport, department and institution. You have been issued an NCAA manual for your convenience. This manual in effect is our Code Book.

THE CONDUCT OF INTERCOLLEGIATE ATHLETICS AT F.I.U.

THE FUNDAMENTAL POLICIES

- (a) The competitive athletic programs of colleges and university's are designed to be a vital part of an educational system. A basic purpose of our University is to maintain intercollegiate athletics as an integral part of the educational program and the athlete as an integral part of the student body, and by so doing, retain a clear line of demarcation between college athletics and professional sports.
- (b) Legislation governing the conduct of intercollegiate athletic programs of NCAA members, shall apply to basic athletic department issues, such as admissions, financial aid, eligibility and recruiting. Since we are member institutions of the NCAA it is the obligation of the coaches and staff to apply and enforce this legislation and the enforcement programs of the NCAA and shall be applied to the institution and individual COACH if it fails to fulfill this obligation.

MAJOR AREAS OF RESPONSIBILITY

ATHLETIC COACHES

1. Individuals employed by or associated with member institutions for the administration, the conduct or the coaching of intercollegiate athletics are, in the final analysis, teachers of young people. Coaches responsibilities are an affirmative one, so coaches should do more to avoid improper conduct and/or questionable behavior. Your own moral values must be so certain and positive that those younger and more pliable will be influenced by a fine example. Much more is expected of coaches than of the less critically placed citizen.
2. Members of the coaching staff are responsible for the control, conduct and behavior of all student-athletes under their supervision on AWAY as well as at HOME athletic contests.
3. Members of the coaching staff should be aware and observe at all times the NCAA "Coaches Ethical Conduct Code."
4. All coaches and staff shall respectfully engage in pre-game, intermission, or post-game ceremonies if such ceremonies are part of the scheduled program. These ceremonies are to be approved by the Head Coach and/or Athletic Director.
5. Game and event scheduling in conjunction with the Director of Athletics.
 - (a) All athletic schedules are tentative until confirmed by the Athletic Board and Director of Athletics.
 - (b) Individual coaches do not have the authority to confirm any part of an athletic schedule.
6. A coach MAY NOT withdraw a Grant-In-Aid nor graduate a Grant-In-Aid during the period of the award.

There is NO circumstance under which a coach can perform this action.

ATHLETIC COACHING STAFF

1. The athletic coaches shall be responsible for all assigned coaching responsibilities related to intercollegiate athletics.
2. The athletic coaches shall be responsible to be thoroughly familiar with the objectives, organization, policies and procedures of the University and department relative to the athletic program.
3. The athletic coaches shall be responsible for organizing and administrating a sound recruiting program in accordance with the policies, procedures, and requirements of the University and N.C.A.A.
4. The athletic coaches shall be responsible for conducting and maintaining a progressive public relations program.
5. The athletic coaches shall be responsible for teaching responsibilities if assigned.
6. The athletic coaches in conjunction with the director of athletics shall assist in the promotion of the athletic program through fund raising projects and to cooperate with organized Booster Clubs.
7. The athletic coaches shall be responsible to conduct training and game experiences in such a manner that the welfare of each participant is always of paramount consideration.
8. The athletic coaches shall be responsible to maintain technical competence by participating in clinics, lectures, and rule meetings.
9. The athletic coaches shall be responsible to directly supervise all matters relative to the sport.
 - a. Player Personnel
 - b. Practice Sessions
 - c. Care and Maintenance of Equipment
10. The athletic coaches shall be responsible for counseling the student-athletes.
11. The athletic coaches shall be responsible to review the student athlete's academic progress.
12. The athletic coaches shall be responsible for disciplining

the student-athletes.

13. The athletic coaches shall be responsible to assist in the inventory of their respective sport.
14. The athletic coaches shall be responsible to keep office hours.

HEAD COACHES

1. The head coach shall be responsible to instruct staff in a pre-planned, reasonable and purposeful manner.
2. The head coach shall be responsive to the instructions of the athletic director and other University officials.
3. The head coach shall be responsible to keep the athletic director advised of situations pertinent to the conduct of your sport.
4. The head coach shall be responsible to make decisions relative to the successful operation of the sport that are consistent with established athletic policies and procedures.
5. The head coach shall be responsible to act as a positive spokesman for athletic policies and procedures to player personnel.
6. The head coach shall be responsible to establish rules for player conduct as deemed necessary. Clearly define the expectations of team members.
7. The head coach shall be responsible to make recommendations to the athletic director concerning the purchase of new or replacement equipment.
8. The head coach shall be responsible to prepare the annual budget for your sport.
9. The head coach shall be responsible for the supervision of graduate assistants as assigned.

INTRAMURAL, RECREATION AND CLUB SPORTS DIRECTOR

1. The Intramural, Recreation, and Sports Club Director in conjunction with the Business Manager of Athletics shall be responsible for the organization, administration, supervision, management, and implementation of the intramural, recreation, and club sport program consistent with the philosophy and purpose of the University and Division of Athletics.
2. The Intramural, Recreation, and Sports Club Director shall be responsible for the development of programs which will assure meaningful and rewarding experience to all who participate and/or are involved in the program.
3. The Intramural, Recreation, and Sports Club Director shall be responsible for the selling and promotion of the program to the fullest extent possible to generate student, faculty, and staff interest and support.
4. The Intramural, Recreation, and Sports Club Director shall be responsible to continually envision and plan for future direction and needs for the intramural, recreation, and club sports programs for men and women at F.I.U.
5. The Intramural, Recreation, and Sports Club Director in coordination with the Business Manager of Athletics shall be responsible for the scheduling of sponsored activities and the reservation of indoor and outdoor facilities.

DIRECTOR OF SPORTS INFORMATION

1. The director of sports information shall be responsible for all publicity relating to the department of inter-collegiate.
2. The director of sports information shall be responsible for all news releases and statistics.
3. The director of sports information shall be responsible for coordinating press conferences at news media conferences involving intercollegiate athletics.
4. The director of sports information shall be responsible for establishing a relationship with all news media.
5. The director of sports information shall be responsible for all intercollegiate athletic records.
6. The director of sports information shall be responsible for all sponsored sports brochures, printing of schedules and posters.
7. The director of sports information shall be responsible for game programs, development, lay-out and advertising.
8. The director of sports information shall be responsible for the press-box operation.
9. The director of sports information shall be responsible for side-line operations.
10. The director of sports information shall be responsible for intra-departmental communications.
11. The director of sports information shall be responsible for radio, television selling, contracting and policy.
12. The director of sports information shall be responsible for the promotion of the intercollegiate athletic program, booster clubs, development funds, and allied areas.

ATHLETIC TRAINER

1. The athletic trainer shall be responsible for the personal and physical welfare of the student-athlete.
2. The athletic trainer shall be responsible for arranging and scheduling of physical examinations for the student-athletes participating in sponsored athletic department activities.
3. The athletic trainer shall be responsible for the preparation of the athletic trainers department annual budget.
4. The athletic trainer shall be responsible for the administration expenditures and control of the athletic trainers' assigned annual budget.
5. The athletic trainer shall be responsible for the maintenance, upkeep, and inventory of athletic training supplies and equipment.
6. The athletic trainer in conjunction with the athletic business manager shall be responsible to recommend the purchase of athletic training supplies and equipment.
7. The athletic trainer shall be responsible for developing the student trainer program.
8. The athletic trainer shall be responsible to supervise and assign regular full-time staff and/or graduate assistants.

SUPERVISOR OF INDOOR AND OUTDOOR ATHLETIC FACILITIES

1. The supervisor of athletic facilities shall be responsible for the maintenance, upkeep, repair and development of existing athletic facilities.
2. The supervisor of athletic facilities shall be responsible for the maintenance, upkeep and repair of assigned athletic department vehicles and equipment.
3. The supervisor of athletic facilities shall be responsible for the organization, administration and supervision of assigned regular, part-time, and student employees.
4. The supervisor of athletic facilities in conjunction with the athletic director and business manager of athletics coordinate the use of athletic facilities involving athletic department activities and use of athletic facilities by other campus and off-campus organizations.
5. The supervisor of athletic facilities in conjunction with the business manager of athletics and approval of the director of athletics, shall be responsible in coordinating the scheduling for the use of indoor and outdoor athletic facilities, involving the athletic departments' sponsored sports.
6. The supervisor of athletic facilities shall be responsible that all facilities are ready for use at the prescribed time for athletic contests.
7. The supervisor of athletic facilities in conjunction with the business manager of athletics shall be responsible for the administration of its assigned budget expenditures and controls.
8. The supervisor of athletic facilities shall be responsible for maintaining a liaison between the University's maintenance, custodial, grounds and physical plant personnel and the department of athletics.

ATHLETIC DEPARTMENT EQUIPMENT MANAGER

1. The athletic equipment manager shall be responsible for the maintenance, supervision, administration, and control of all athletic department equipment and supplies.
2. The athletic equipment manager shall be responsible for the upkeep, repair and inventory of all athletic equipment and supplies.
3. The athletic equipment manager in conjunction with the athletic business manager and coaches shall be responsible for the purchase of proper athletic equipment and supplies.
4. The athletic equipment manager in conjunction with the athletic business manager shall be responsible for the organization and administration of the student athletic equipment managers program.
5. The athletic equipment manager shall be responsible for the supervision and scheduling of full-time, part-time, and student employees assigned to the athletic equipment manager.

SECRETARY TO THE DIRECTOR OF ATHLETICS

GENERAL RESPONSIBILITIES

1. The secretary to the Director of Athletics shall be responsible to assume total responsibility, policies, procedure, operations, obligations, and administration of the Director of Athletics' office.

SPECIFIC DUTIES

1. General office operations and procedures.
2. Supervision of regular, part-time and/or student office personnel.
3. N.C.A.A. and University regulations, policies and recording.
4. Athletic schedules, games and officials' contracts.
5. Student-athlete intercollegiate athletic insurance.
6. Staff and personal services payroll.
7. Student-athlete scholarship and grant-in-aid program.
8. Athletic Council data and proceedings.

DIVISION OF ANALYTICAL CHEMISTRY

ANNUAL REPORT

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