SCHEDULING GUIDELINES
William and Mary Athletic Department

Competitive Schedule
♦ Balance of home and away contests.
♦ The schedule should reflect the projected competitive level and budget allocated for the sport.
♦ Emphasis toward conference, state and regional competition, as appropriate.
♦ Revenue considerations, where appropriate.
♦ Class absences should be kept to a minimum. The general guide is no more than three to four absences for any one class in a semester. General rule of thumb is 3 T-TH and 4 MWF. Keep in mind that the 3 and 4 dates of missed class equate to approximately 10% of the scheduled classroom experience if you consider that a T-TH class meets 28 times and M-W-F 42 times.
♦ Regular season competition during exams is prohibited. The Associate Athletic Director (AAD) may approve exceptions for teams in post season competition or preparing for post season competition.
♦ Regular season competition on the Thursday after Spring Break (Provost Awards night) and the Tuesday of the Last day of classes in April (Athletic Awards Reception) are prohibited. The Associate Athletic Director (AAD) may approve exceptions.
♦ Teams with post season competition during the exam period must follow procedures established by the College relative to the rescheduling or deferral of exams.
♦ Teams should make every effort to limit road travel to no more than two consecutive weekends. It is understood that tournament or conference schedules may at times make this difficult.
♦ Coordinate schedules internally where appropriate. When coordinating competition dates there must also be consideration given to set-up requirements and inclement weather relocations.
♦ Competitions scheduled on the day of a home football game should be scheduled no later than 11 a.m. or after 4 p.m.
♦ Evening competitions should be scheduled no later than 7:00 p.m. Exceptions must be approved by the AAD.
♦ Training/competition type trips during Christmas or spring vacation must be approved by the AAD and should be noted on the schedule. Strict adherence to all NCAA regulations concerning such travel is essential, refer to NCAA manual. Self-funding is an important element for the approval of such trips.

Practice
♦ During the competitive playing season, NCAA regulations dictate that individuals may practice no more than twenty hours per week and no more than four hours per day. At William and Mary practices exceeding 2 1/2 hours per day should be kept at a minimum. Plan and organize practices wisely. On average our teams practice 15 to 18 hours per week.
During the academic year, practices should be scheduled during the week between 2:30 and 7:00pm and on the weekends between 10am and 3:00pm. Exceptions to this regulation should be dictated by facility availability or staffing issues due to regularly scheduled home events or competitions. In all cases practices will be scheduled to begin no earlier than 7:00 a.m. and no later than 7:30 p.m. Exceptions to these times must be approved by the Associate A.D.

Teams competing in their traditional regular season will in most cases have priority on facilities.

Teams that share a facility must coordinate practice times assuring that there is equitable access relative to the duration and start times for practice. Proposed practice schedules should be forwarded to the office of the AAD no later than one-month prior to the start of practice.

Any changes to the playing and practice season declaration form must be made in writing prior to the start of the designated practice segment. All changes require signature approval by the AAD.