SECTION 7: SCHEDULING/PLAYING SEASON/CONTRACTS

SCHEDULING GUIDELINES
There are general guidelines which set the parameters for developing both an individual sport schedule and the overall athletic department schedule. Refer to Appendix 7-A for the departmental guidelines to consider when developing a competitive and practice schedule.

SCHEDULING PROCEDURES
1. The department has an established block schedule for both athletic and shared-use facilities. See Appendix 7-B to review the basic block plan by facility.
2. Sports which share a time block must work in cooperation to establish a practice and competitive plan for the semester. The goal is to have this general plan completed no later than one month prior to the semester.
3. It is assumed that all teams will be practicing in their assigned time block unless there has been prior notification and approval for a change.
4. Daily schedules for William & Mary Hall, Busch Field, Albert-Daly Field, Kaplan Arena and Dillard Field are entered into the Master Database and appear in the online schedule. For all other facilities the scheduler will refer to the block plan to confirm the facility schedule.
5. Once the basic plan is set, any changes to a practice or competition must be initiated in written form by using the Facility Request Form. The procedures for processing the form were outlined in detail in the Facilities section. The online form may be accessed at https://reservations.wm.edu/VirtualEMS/.

APPROVAL PROCESS/PLAYING SEASON/CONTRACTS
1. The Head Coach is responsible for developing a proposed competitive schedule. The schedule must fit within parameters set by the budget, NCAA playing season legislation and missed class guidelines set by the department. Approval of the schedule is based upon the review of the Playing Season Declaration Form (PSDF) and all required supporting documents.
   a. The coach must access the NCAA Compliance Assistance Software (CAi) program and complete the Playing Season -- Detail section for their sport. The information required includes start and end date and required days off. The link to the software is as follows, https://web1.ncaa.org/compliance/exec/login. To log into the system you must secure from the Director of Compliance both the institutional password and the individual password for your sport. Further instruction and links to tutorials are provided in Appendix 7-Ca.
   b. Individuals are also required to document the number of countable competitions in the proposed schedule. The only option is to use the CAi software and complete the Playing Season-Contest tab for your sport. This must be submitted and approved prior to the start of each declared season.
   c. The final step in the Playing Season Declaration process is to calculate proposed missed class time. For each scheduled competition you must note estimated departure and return dates and times. The total numbers of proposed
missed classes, MWF or TTH are necessary information needed to complete the PSDF. For specifics on how to count days, whether half or full, refer to Appendix 7-Ca. Once you have completed the process, submit the missed class schedule to the Associate Athletic Director-Internal Ops.

d. Keep in mind that administrators have access to all CAi individual sport information so there is no need to print and submit a hard copy of the CAi screen. Upon receipt of the missed class schedule it is assumed that the CAi information is complete and all reviews will be done online.

2. Completed forms are first reviewed by the Scheduling Coordinator for accuracy, compliance with the stated guidelines and to assure there are no facility conflicts between sports.

3. The Director of Educational Services will then review the packet for all issues noted in #1 with particular attention to missed class time, NCAA guidelines and the stated team competitive goals. The Assistant AD for Compliance will review the packet next, and it will then be submitted to the Associate AD for final approval.

4. Questions, concerns or conflicts will be forwarded to the head coach who will meet with the Scheduling Coordinator or AAD to resolve any issues.

5. For Olympic Sports, the Scheduling Coordinator will initiate and process game contracts for all home competitions. The Associate Athletic Director is the signature authority for all Olympic Sport game contracts both home and away. Coaches who receive a game contract directly must forward the contract to the Office of the AAD.

6. For Revenue Sports the Athletic Director is the signature authority for all game contracts. The Athletic Director is responsible for establishing and confirming the football schedule. The Head Coach in Men’s Basketball is responsible for developing a schedule in cooperation with the Athletic Director. An additional factor considered in the development of revenue sport schedules is revenue potential.

7. The Scheduling Coordinator (Administrative Assistant to the Athletic Director) will maintain a notebook file of all fully executed game contracts for all Olympic Sports both home and away, and will also maintain a file of Football and Men’s and Women’s Basketball contracts.

8. It is recommended that each sport review the notebook file periodically. It is also recommended that the Head Coach assure that a copy of the contract is maintained in a personal file for all away competitions in case there is a discrepancy relative to start time, etc.

**CONFERENCE (CAA) SCHEDULING REGULATIONS**

1. Scheduling Statement: The institutions of the Colonial Athletic Association (CAA) agree that regular season schedules will be set by the conference office and will be mandatory. Any changes to the conference schedule must be processed through the procedures noted below and are final only through approval by the conference office. Reasons which justify a requested change to the conference schedule are limited to a facility conflict, opportunity to play a nationally ranked opponent or television considerations.

2. Institutional Scheduler: It is the responsibility of the Institutional Scheduler to serve as the institutional voice specific to scheduling issues. The Athletic Director shall appoint one Scheduler for their respective campus. Each summer the Conference
Commissioner, through the Directors of Athletics, will send a memorandum to all head coaches noting the name, phone and email for the designated scheduler for each institution. The conference office will review proposed changes to the conference schedule only if submitted by the scheduler from the requesting institution.

3. The CAA Institutional Scheduler for the College of William and Mary is Associate Athletic Director, Steve Cole.

4. Procedure for Processing changes to a CAA scheduled contest:
   a. The Coach in cooperation with the Scheduler from their respective institution must review and confirm that the requested change is within conference scheduling guidelines.
   b. The scheduler of the requesting institution then contacts the scheduler of the opposing institution(s) to inform them of the conflict and the potential scheduling solution.
   c. If there is agreement relative to the change, the scheduler of the requesting institution must forward the change request to the CAA Director of Championships or the designated sport contact in the Conference Office.
   d. The CAA Office will review and evaluate the requested change(s) and approve or deny the request. The conference office will notify the scheduler of the involved institutions concerning approval or denial of the request.
   e. If a scheduling change is desired but not required and there is not agreement among all affected institutions, the schedule remains as distributed. [For example, opportunity to play ranked opponent]
   f. If a scheduling change is required and the institutions cannot agree on an appropriate adjustment, then the conference office will resolve the conflict. [For example, facility conflict]

SPORTS MEDICINE/OPERATIONS COVERAGE

1. Coverage will be provided according to seasonal priority, the nature of the event and the availability of staff and resources.
2. Any change in a practice time or facility should be forwarded to the sports medicine staff at least two days (48 hours) prior to the change.
3. Coverage requests for weekend practices should be forwarded to the sports medicine staff by 1:30pm the Monday prior to the weekend. The final weekend coverage plan is set by 1:30pm the Thursday prior to the weekend.

INCLEMENT WEATHER PRACTICE RELOCATION POLICIES

1. Busch Field: There is an established plan for relocation to Busch Field should the natural turf fields be deemed unplayable. All contracted competitive events for athletics or recreational sports take priority over any relocation. If a team needs to relocate to an off-campus facility, arrangements must be coordinated through the Assistant Athletic Director-Facilities and the rental fee for the facility would be charged against facilities, not the sport. During the academic year the decision to relocate afternoon practices will be made by the Assistant Athletic Director Facilities by 1:00 p.m. Keep in mind that a rain drop does not mean implementation of the relocation plan. The complete relocation plan for Busch Field is provided in Appendix 7-D.
2. William and Mary Hall: Regularly scheduled practices and competitions have priority at all times. Teams requesting relocation to W & M Hall must schedule around basketball, volleyball and track and requests must be approved by the AADF.
   a. Basketball and Volleyball practices are generally 2:30-9:00 p.m. Monday-Friday and 10:00 a.m.-4:00 p.m. on weekends.
   b. Track is scheduled in the arena open end 1:00–5:00 p.m. Monday-Friday January 15th - March 15th.
   c. Individuals or teams should not run or conduct activities on the side areas during approved practices or competitions on the main floor.
   d. The second and third level hallways are not for practice or to be used as a running area!

INCLEMENT WEATHER – COMPETITIONS
1. Prior to the start of a competition it is the responsibility of the Assistant Athletic Director Facilities and operations staff to determine whether a venue is acceptable for competitive play. Once competitive play begins, the game officials are responsible for determining whether play is discontinued due to field conditions. All reasonable attempts should be made to insure that CAA competitions are played at on the scheduled date.
2. In the sport of Baseball there is an established plan for administering a conference three game series should weather conditions force the cancellation of any game in the series. The department has determined that all three game baseball series, both conference and nonconference, will be governed by the stated conference policy. A complete copy of the rescheduling policy for baseball is provided in Appendix 7-E.

LIGHTNING POLICY
1. All outdoor activities practice and competitions are suspended should there be lighting in the area. A copy of the complete lighting policy is provided at http://www.wm.edu/sportsmedicine/coach or a hard copy is provided in Appendix 7-F. All coaching staff must review and assure a working knowledge of the Lightning policy.
   a. The athletic training staff is charged with monitoring and enforcing the lightning policy for all William and Mary venues. It is the responsibility of the Head Coach to assist in educating team members and when appropriate the visiting team relative to the policy. No team or individual members may return to the playing field until the athletic training contact clears the venue as safe for play.
   b. In the absence of an athletic training staff contact, the Head Coach assumes responsibility for enforcing the policy.

INCLEMENT WEATHER – CLASSES CANCELLED
1. Generally the College cancels classes only in situations where there is a risk to individuals attempting to access college facilities. The athletic department must follow this directive. Any exception to this policy must have prior approval from senior level college officials relative to continuation of athletic department activities to include practice or competitions. Individuals proceeding on their own to conduct
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required athletic activities put themselves and the department in a very precarious and perhaps negligent position, coaches are to strongly discourage this practice.

2. Within Athletics the decision concerning continuation of activities will be made by the Athletics Director in cooperation with the AADF and AAD, where appropriate.

3. Predicting weather is not an exact science. Every effort will be made to consider all information to make the most informed decision. Be aware however that beyond the personal safety concern there are other issues which may affect decisions, i.e.: other needs for W & M Hall or concern relative to use of the available power supply.

4. PRACTICE ACTIVITIES: The policies and procedures relative to the conduct of practice activities when the College is closed are as follows:
   a. The AADF in cooperation with the AAD will make the decision relative to teams approved for practice and the overall schedule of practice activities in W & M Hall.
   b. Decisions concerning the conduct and scheduling of practices will be made between 9-11am. Only in-season teams with scheduled competitions will be considered in establishing a practice schedule. Information will be forwarded to the Head Coach’s office voicemail.
   c. Once practice times and locations are set, there will be no changes.
   d. Keep in mind that practices, when approved, will be scheduled between 12:00 noon and 6:00 p.m.
   e. If there is no phone service, there will be no practice!

5. COMPETITIONS: The policies and procedures relative to the conduct of competitions when the College is closed are as follows:
   a. Generally, when the College is closed, home competitions are cancelled.
   b. In men’s and women’s basketball, Conference rules mandate that scheduled contests be played providing there is no safety risk associated with conducting the event. The Athletic Director and AADF in cooperation with the Vice President for Administration and Provost of the College will collectively make the decision relative to continuation of a scheduled basketball competition when the College is closed. For a 7:00 p.m. game, a decision will be made by 12 noon. For a 2:00 p.m. game, a decision will be made by 9:00 a.m.
   c. For away competitions, approval for travel must again be made by the appropriate authorities. Head Coaches should contact the Associate Athletic Director to make the decision concerning travel for all teams. Approval in most cases will be made contingent upon travel with a chartered bus service.

6. OTHER: If you are on the road and experience severe weather conditions, the decision relative to continuation should not be a budget decision. First and foremost should be the safety of the travelers. Make an informed decision to stay where you are or continue to travel if you feel you can proceed safely. Notify the Associate Athletic Director if travel itineraries must be altered and team travel plans change.

**PRACTICE REPORTS**

1. The NCAA mandates that each sport track actual practice times to assure compliance with all aspects of the Playing Season Declaration Bylaws. The Assistant Athletic Director for Health Services has responsibility for the oversight and monitoring of practice reports for all sports.
2. Each Head Coach must assure that the applicable Practice Report Form is submitted on a weekly basis to the Assistant Athletic Director for Health Services. At a minimum, Practice Report forms are to be up-to-date by 12noon on the Tuesday prior to the monthly Coaches Meeting. The Practice Report Forms by sport category are provided in Appendix 7-G.

3. Keep in mind that while prior approval is not required to change a day off during the season, coaches should go to the CAi to change the date in advance of the change to assure that the one day off per week requirement is met at all times.