SECTION 8: TEAM MANAGEMENT

ROSTER MANAGEMENT
1. The department has established roster targets for all programs. The men’s team targets are maximums and the women’s numbers are projected minimums. A listing of the target roster numbers for each sport is provided in Appendix 8-A.
2. It is essential that we have an accurate record of active participants at all times. The head coach is responsible for assuring timely processing of all paperwork to both add and drop individuals from the active team roster. All add and drop forms are processed in one administrative location, the Compliance Office. The Compliance Office will forward information to the office of the Associate Athletic Director, Sports Medicine, Sports Information and Academic Advising. Roster Add and Roster Drop forms are in Appendix 8-B(a) and 8-B(b), respectively.
3. Submitting an Add Form does not mean that a student is eligible for practice or competition. Submitting the form simply initiates the clearance process. Prior to practice or competition individuals must be cleared by the Compliance and Sports Medicine offices.
   a. Compliance requires at least 72 hours to process for practice certification. Additional time may be necessary for competition certification depending on the status of the student-athlete in the NCAA Eligibility Center.
   b. Sports Medicine requires every student-athlete, prior to any intercollegiate athletic practice or event, to complete the Athletic Participation Physical Form, Student Athlete Clearance Form, Health Insurance Form, Understanding Your Insurance While Away From Home Form and the Insurance Card Form. Forms are available for access via the internet, found at www.wm.edu/sportsmedicine. All forms needs to be completed and submitted to the Division of Sports Medicine.
4. A scholarship athlete who voluntarily quits the team and relinquishes his/her athletic scholarship must provide written verification of his/her decision to withdraw from the squad. Please use the form provided in Appendix 8-B(c). Please ensure the student-athlete receives a copy of the NCAA regulations governing cancellation and non-renewal of aid at the time he/she notifies the head coach of voluntary withdraw from the team on page 2 of Appendix 8-B(c).

TEAM RULES & ADDRESSING CONDUCT ISSUES
1. Student-Athlete Handbook
   a. Students who choose to participate in intercollegiate athletics must accept all the responsibilities inherent in that choice and abide by the departmental standards of conduct.
   b. Student-Athlete Responsibilities and Standards of Conduct are outlined in the Student-Athlete Handbook which is provided to each Head Coach and student-athlete on an annual basis and reviewed at the annual team compliance meeting each fall.
2. Team Rules
   a. It is the responsibility of each Head Coach to stipulate additional standards of conduct specific to their respective team. Each student-athlete must be provided a typed copy of team rules and the coach should have a team meeting to review and
respond to questions concerning the application of the rules.

b. The Head Coach should forward a copy of the current team rules for the academic year to the Associate Athletic Director no later than September 15. A file of all Team Rules is maintained in the office of the Administrative Assistant to the Associate Athletic Director.

3. Addressing Conduct Issues
   a. For secondary violations warranting a warning, the Head Coach must meet with the student-athlete to discuss concerns and clearly define expectations for the future.
   b. The coach should provide the student with a written summary of the points addressed in the meeting as well as the expectations. The Associate Athletic Director and direct administrative supervisor for the sport must be copied on all information forwarded to the student.
   c. If there are continued disciplinary or team conduct violations by the same student, the coach should initiate a meeting to include the coach, student-athlete and the Associate Athletic Director.
   d. Within one week following this meeting the Associate Athletic Director will review the case and make a recommendation concerning continuance on the team and/or renewal of the athletic scholarship.
   e. The Associate Athletic Director will provide the student and coach with a written summary of issues and a recommendation relative to proposed action.
   f. In all cases where the recommendation is to cancel existing athletic aid or to not renew athletic financial aid for the following academic year, it must be clearly stated that the student-athlete has the right to appeal the decision and a copy of the Appeals Procedures must be included in the administrator’s written summary and recommendation [Appendix 9-I(a)]

4. Appeals
   a. The NCAA Faculty Athletic Representative (FAR) serves as the ombudsman for student-athletes.
   b. Individuals who have concerns about athletic or non-athletic issues that cannot be resolved through interaction with coaches or the athletic department. Administration should contact the NCAA Faculty Athletic Representative.
   c. For issues related specifically to financial aid, the student-athlete should refer to the Hearing Policy and Procedures in Appendix 9-I(a). To initiate an appeal of cancelled or non-renewed athletic grant-in-aid, a student-athlete can submit an Appeal Hearing Request form to the FAR in Appendix 9-I(b).

SPORTSMANSHIP POLICY
1. All individuals associated with the William and Mary athletic program, from student-athletes to coaches, administrators, parents and fans are expected to act with a sense of fair play and sportsmanship at all times. The NCAA principle of sportsmanship and ethical conduct is as follows:
   “For intercollegiate athletics to promote the character development of participants, to enhance the integrity of higher education and to promote civility in society, student-athletes, coaches and all others associated with these athletic programs and events should adhere to such fundamental values as respect, fairness, civility, honesty and
responsibility. These values should be manifest not only in athletics participation but also in the broad spectrum of activities affecting the athletics program.”

2. To affirm its commitment to good sportsmanship, the membership of the Colonial Athletic Association has established an expanded sportsmanship policy which has a prescribed penalty structure for actions deemed in breach of good sportsmanship behavior. All coaches and student athletes within the program are bound by the guidelines established in the policy. A copy of the full policy is provided in Appendix 8-C(a). Coaches should review this policy with their team on an annual basis.

HAZING STATEMENT

1. The College of William & Mary and the Commonwealth of Virginia have established strict policies to deal with alleged incidents of hazing. The Code of Virginia § 18.2-56 specifically states the following: “‘hazing’ means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.”

2. The William & Mary Student Handbook further defines hazing as “any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.” The full policy can be found at http://www.wm.edu/sites/hazingprevention/hazingpolicy/index.php. Neither the Commonwealth nor the College distinguishes between hazing incidents involving willing participants and those involving unwilling participants. It is important to note that student-athletes who are subject to hazing, even if they do so voluntarily or willingly, are not subject to the discipline that faces the perpetrators and are therefore encouraged to report any hazing incidents immediately.

3. The Athletic Department does not condone hazing activities of any sort and staff or students found in violation of institutional policy may be subject to criminal prosecution and/or disciplinary action.

4. Members of the coaching staff, administrators and student-athletes are strongly encouraged to report hazing activities to the Athletics Director, as well as the Dean of Students Office located in Room 109 of the Campus Center.

TRANSFER REGULATIONS

1. Transfer to William & Mary
   a. NCAA Rules stipulate that a coach must have prior approval before contacting or talking with a student-athlete enrolled at another institution. The approval must be a written statement granting permission to talk to the student and must be signed by the Athletic Director or his designee.
   b. To request permission to speak to a student-athlete at another four year institution (NCAA Division I, II or III or NAIA) about potentially transferring to William &
Mary, e-mail the student-athlete’s name and current institution to the Assistant Director of Compliance.
c. Assistant Director of Compliance will request permission from the original institution’s compliance office and communicate the decision to the Head Coach.

2. William & Mary Student-Athletes Transferring Elsewhere
   a. Permission to Contact
      i. Student-athlete should first discuss his or her desire to possibly transfer with his or her Head Coach.
      ii. Student-athlete must then meet with the Associate Athletics Director for Internal Operations to discuss reasons for transferring and the institutions with which he or she would like permission to contact.
      iii. Student-athlete shall request, in writing, Permission to Contact letters to be sent to specific schools that the student-athlete is interested in; blanket releases will not be granted. The Associate Athletics Director for Internal Operations will consult with the Head Coach prior to granting any institution permission to speak to a current student-athlete.
      iv. William & Mary has seven (7) business days from receipt of written request for Permission to Contact to grant or deny such request (Adopted Proposal 2009-29, effective 8/1/10).
      v. If Permission to Contact is granted, the Assistant Director of Compliance will generate and e-mail letters to the specified institution(s) compliance office
      vi. If Permission to Contact is denied, William & Mary must provide a hearing opportunity conducted by an institutional entity or committee outside of the athletics department and provide written results within fifteen (15) business days of receipt of the student-athlete’s written request for such a hearing.
      vii. Student-athlete will have the right to appear in person or via telephone and actively participate in the hearing.
      viii. Request for a hearing is initiated with the Faculty Athletic Representative (FAR) and a student-athlete may use the form in Appendix 9-I(b) to start the process.
      ix. Hearing will be conducted according to the existing document entitled “Hearing Policies and Procedures for NCAA Transfer Regulations” found in Appendix 8-D.
      x. If W&M does not respond to request or fails to conduct hearing within allotted time, permission to contact will be granted by default and W&M must provide the written Permission to Contact to the student-athlete and the specified schools.
   b. Release from the Transfer-Residence Requirement (all sports except Baseball, Basketball and Football).
      i. The general NCAA rule requires a transfer student from a four-year institution to fulfill one full academic year in residence (two semesters or three quarters) at the new institution before being eligible for competition. Bylaw 14.5.5.2.10 allows a one-time transfer exception provided the original institution certifies in writing that it has no objection to the student’s being granted an exception to the transfer-residence requirement.
ii. Upon confirmation of transfer plans, a student-athlete must request, in writing to the Associate Athletics Director for Internal Operations, for release from the Transfer-Residence Requirement.

iii. The Associate Athletics Director, with input from the Head Coach and the compliance office when appropriate, will make a determination on whether or not to grant the exception to the residency requirement. Only the Director of Athletics or the Associate Athletics Director may approve requests to waive the Transfer-Residence Requirement. This is not the Head Coach’s decision.

iv. William & Mary has seven (7) business days from receipt of written request for a Release from the Transfer-Residence Requirement to grant or deny such request (Adopted Proposal 2009-29, effective 8/1/10).

v. If Release from the Transfer-Residence Requirement is denied, William & Mary must provide a hearing opportunity conducted by an institutional entity or committee outside of the athletics department and provide written results within fifteen (15) business days of receipt of the student-athlete’s written request for such a hearing.

vi. Student-athlete will have the right to appear in person or via telephone and actively participate in the hearing.

vii. Request for a hearing is initiated with the Faculty Athletic Representative (FAR) and a student-athlete may use the form in Appendix 9-I(b) to start the process.

viii. Hearing will be conducted according to the existing document entitled “Hearing Policies and Procedures for NCAA Transfer Regulations” found in Appendix 8-D.

ix. If W&M does not respond to request or fails to conduct hearing within allotted time, the Release from the Transfer-Residence Requirement will be granted by default.

3. It is the general policy of the William & Mary Athletics Department to NOT grant an exception to the transfer-residence requirement for recruited student-athletes; however, each request will be evaluated on a case by case basis. Previous decisions will not serve as a precedent for future decisions. The Athletic Department makes a commitment to a recruited student-athlete and expends resources towards the development of the student-athlete. Those resources may include, but are not limited to monies spent recruiting the student-athlete, admission, referral, financial aid, support staff services, coach’s expertise and time. By accepting the resources, the student-athlete makes a commitment to the Athletic Department and must realize that they take opportunities away from other potential student-athletes. There is an expectation that a coach is selective during the recruiting process to attract student-athletes that will be compatible, academically, socially and athletically, with the institution.

4. Intra-conference transfer - Colonial Athletic Association (CAA).
   a. Football-- Any student-athlete who transfers from one Conference institution to another is not eligible for athletic financial aid during the year of residency. An appeal of this rule to the Board of Directors for extenuating circumstances may be requested by the Director of Athletics of the institution to which the student-athlete intends to transfer.
b. All Other Sports-- A student-athlete in a conference sport that has ever been the recipient of athletically related financial aid at a CAA institution who decides to transfer within the conference must fulfill two academic years of residence (per NCAA Bylaw 14.5.1.1) prior to being certified eligible for competition. The Intraconference Transfer Rule also applies to an incoming student-athlete that has signed a valid National Letter of Intent with a CAA institution. Likewise, by general agreement, the original institution will have no objection to a waiver of the transfer residence requirement for the intraconference transfer of a student that has never received athletically related financial aid at the first CAA institution. [Adopted: March 6, 1989; Revised: July, 1999, June 3, 2004, June 8, 2005]

ADMINISTRATIVE CHECKLISTS--COACHES
1. To assure a smooth and organized administrative flow each sport program must be proactive and diligent in planning and organizing team related issues. It is also essential from a compliance viewpoint that all plans are reviewed and approved in advance. It is much easier to correct problems before they happen. To assist in the administration and planning process the department has developed a checklist system to serve as a reminder of things to do. Both Pre-Season and End of Year checklists are provided in Appendix 8-F(a) and 8-F(b).

TEAM BUILDING ACTIVITIES
1. The department does permit, with restrictions, organized team building activities. Of concern is to assure that the activities are organized to serve the purpose of team building and that all activities are within reason and prudent relative to student-athlete time demands and the financial constraints of the sport budget.
   a. Submit a plan for trip/activity with logistical as well as proposed purpose [Appendix 8-G] to Associate Athletic Director for Internal Operations.
   b. Must be approved PRIOR to finalizing arrangements.
2. Guidelines
   a. Team Building Activity must be held during the declared playing season
   b. The activity can be required.
   c. Activities must count in the 4 hours day/20 hours week limits.
   d. The institution can pay expenses for student-athletes.
   e. The activity must take place within 100 miles of campus or within the state per Bylaw 16.8.1.1.
   f. Student-athletes cannot miss classes.
   g. Private funding only, e.g. Tribe Club or Student-Athlete personal funding.
   h. Activity has no priority on van pool. Same policy applies relative to van or bus use.

COACHES MEETINGS
1. All coaches, in particular head coaches, are required to attend a monthly coaches meeting. The meeting schedule is set at the beginning of each academic year. Generally, meetings will be held the 2nd or 3rd Wednesday of each month at 10:30. Head Coaches who must miss the meeting due to a business conflict should contact the office of the Associate Athletic Director in advance of the meeting. Each coach should assure that their sport is represented at each meeting.
a. The agenda for the meeting will be distributed by email one week before the meeting. Anyone with agenda items must contact the office of the Associate Athletic Director prior to distribution of the agenda.

b. Meeting minutes will be distributed by email within two days following the meeting.

2. All Head Coaches must meet with their assigned sports medicine contact on a weekly basis. The agenda for the meeting is to review injury reports and to confirm schedule plans for the week. Only with good communication can we assure a safe and productive competitive environment for the student-athletes.

3. Once a week the office of the Associate Athletic Director will distribute a newsletter called the TRIBE LINK. The Tribe Link contains information deemed important for coaches. All staff members should read and are accountable for information distributed through the Tribe Link.

DEPARTMENTAL AWARDS PROGRAM

1. Varsity Letter: Within general departmental parameters, each sport has the capability to establish the lettering requirements for their sport. Refer to Appendix 8-I for information on lettering requirements.

   a. The following principles should be considered in determining the criteria:

      i. Individuals who have made a significant contribution to the athletic success of their team. Significant contribution is defined as active participation in a minimum of fifty percent of the competitions or to perform at a level comparable to the top fifty percent of the competitors in the sport. Although participation is not insignificant, it is not the mere act of participating which qualifies one as a varsity letter winner.

      ii. Commitment to a team over time is noteworthy and vital to individual sport programs. Generally, student-athletes who participate for a minimum of three years may be selected as varsity letter recipients in recognition of their dedication and significant role in the team experience.

      iii. All individuals considered for a varsity letter must be eligible members of the team through the conclusion of the traditional season for that academic year. It is understood that the head coach does have the opportunity to request exceptions to the policy due to extenuating circumstances and with approval by the Associate Athletic Director.

   b. Coaches designate the award winners. There are two options for departmental awards for lettering: an athlete may request a letter jacket (the coach will note jacket sizes as part of the year end compliance reporting process); or an athlete may request a framed letter, with their name and sport on a plaque below the letter. The Equipment Manager orders the jackets; the admin for the Assoc. AD orders the framed letters. Refer to Appendix 8-F(b) for the End of Year reporting requirements.

2. Provost Award: The Provost Award program is sponsored by the Student Athletic Advisory Council (SAAC). Student athletes must have a cumulative GPA of 3.5 or higher at the conclusion of the fall semester each year to qualify for the award. Provost Award Recipients and their faculty/staff guest are invited to an awards reception which is held in early March, on the Thursday after Spring Break. No athletic activities or events are to be
scheduled on this evening. Each award winner receives a certificate and both the student and guest are presented with a gift.

3. National College Athlete Honor Society: The NCAHS, also known as Chi Alpha Sigma, is the first national scholar-athlete society to honor those collegiate student-athletes who have excelled in both the classroom and in athletic competition. Chi Alpha Sigma recognizes college students who receive a varsity letter in their sport while maintaining a 3.5 or higher cumulative GPA throughout their junior and/or senior years.
   a. The award recipient is invited to the Athletic Department Awards Reception in April.
   b. All first-time inductees receive a certificate
   c. All senior honorees receive a pin.

4. Athletic Department Awards Reception: The Athletic Department Awards Reception is hosted the Tuesday evening of the last week of classes in the spring semester. No athletic events are to be scheduled on this evening. Special recognition and departmental awards are presented at the annual awards reception. A call for nominations for all departmental awards will be sent in March with a return date within the first week of April. A listing of the awards with a brief description of the criteria is provided in Appendix 8-H.

5. Senior Athlete Awards: The Tribe Club hosts a Senior Athlete Reception each year on the same evening as the Athletic Departmental Awards Reception. Each graduating senior is presented with a gift.