Purpose of Manual

The purpose of this manual is to outline a framework for Lawrence University’s Department of Athletics.

Contained within are the Department’s fundamental principles, structural overview, professional/coaching expectations, and daily operational items. The manual is meant to augment, not supersede, any personnel items contained within the Human Resource Manual.

This manual does not confer any contractual rights of employment either expressed or between the employee and the University.

The procedures, practices, and policies described here may be modified or discontinued from time to time.

The manual will be reviewed annually with an eye toward updating, amending, adding, or deleting items to fit the current university climate.
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I. PHILOSOPHICAL FOUNDATION

Lawrence University Mission Statement

Lawrence University of Wisconsin, through its undergraduate college and conservatory of music, educates men and women in the liberal arts and sciences. Committed to the development of intellect and talent, the acquisition of knowledge and understanding, and the cultivation of judgment and values, Lawrence prepares students for lives of service, achievement, leadership, and personal fulfillment.

Department of Athletics Vision

Intercollegiate athletics will be an integral, co-curricular component of the educational process at Lawrence University.

Department of Athletics Mission

Provide a source of pride and enthusiasm for Lawrence University and the Lawrence Community by helping student athletes strive for excellence in both athletics and academics while demonstrating good sportsmanship in competition at the highest level of the MWC, MCHA, and NCAA Division III.

Department of Athletics Objectives

1. Promote and support the student athlete’s commitment to academic success.

2. Strive for and maintain an overall student athlete retention rate that equals or exceeds that of the overall University.

3. Teach student athletes beneficial life skills and attributes such as teamwork, accountability, self-discipline, communication, leadership, and personal health and wellness through practice, competition, and professional development activities.

4. Demonstrate and expect the highest level of sportsmanship from athletes, coaches, parents, students, and spectators.

5. Work cooperatively with the Admissions Office to recruit well-qualified student athletes.

6. Promote and maintain Athletics staff unity and morale in a cooperative relationship with the entire University community.

7. Serve as positive role models while representing Lawrence University.

8. Advance the University by coordinating fundraising activities with the Development Office.

9. Strive for all teams to achieve winning records.
II. DEPARTMENT OVERVIEW

Organizational Structure

The Varsity Intercollegiate Athletics programs fall under the jurisdiction of the Department of Athletics. The Director of Athletics reports to the Provost and meets regularly with the Provost to discuss the current status of the department and any outstanding concerns relative to its operation.

All coaching staff, athletic trainer(s), Director of Athletic Media Relations, and the department administrative assistant report to the Director of Athletics. In the Director’s absence, the Associate Director will assume responsibility for all departmental decision making.

An Athletic Committee comprised of the Faculty Athletic Representative, two additional faculty members, the Director of Athletics, and two student athletes meet regularly to discuss athletic issues. This group is responsible for reporting pertinent information to the faculty.

Lawrence University, the NCAA, and Conference Affiliations

The Department of Athletics is committed to the principles and objectives of the Midwest Conference (MWC) and the Midwest Collegiate Hockey Association (MCHA) for hockey. All activities of the Department will be governed by and in compliance with the policies, rules and regulations established by the University, the NCAA, and the aforementioned conferences.

Athletic Teams

<table>
<thead>
<tr>
<th>Fall Sports</th>
<th>Cross Country (Men and Women)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Football</td>
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<tr>
<td></td>
<td>Soccer (Men and Women)</td>
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<tr>
<td></td>
<td>Tennis (Women)</td>
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<tr>
<td></td>
<td>Volleyball (Women)</td>
</tr>
<tr>
<td>Winter Sports</td>
<td>Basketball (Men and Women)</td>
</tr>
<tr>
<td></td>
<td>Fencing (Men and Women/Independent status)</td>
</tr>
<tr>
<td></td>
<td>Hockey (Men)</td>
</tr>
<tr>
<td></td>
<td>Indoor Track (Men and Women)</td>
</tr>
<tr>
<td></td>
<td>Swimming and Diving (Men and Women)</td>
</tr>
<tr>
<td>Spring Sports</td>
<td>Baseball</td>
</tr>
<tr>
<td></td>
<td>Golf (Men)</td>
</tr>
<tr>
<td></td>
<td>Outdoor Track (Men and Women)</td>
</tr>
<tr>
<td></td>
<td>Softball</td>
</tr>
<tr>
<td></td>
<td>Tennis (Men)</td>
</tr>
</tbody>
</table>
III. PROFESSIONAL EXPECTATIONS

Director of Athletics
• Management of athletic department personnel
• Assume final decision making responsibility for all department issues
• Assume responsibility for setting the department’s tone and direction
• Act as the department’s voice to the faculty, staff, and the community
• Collaborate with the Office of Development to create fund-raising initiatives

Senior Woman Administrator (Appendix)/Associate Director of Athletics (Budget Coordinator)
• Assist the Director in all duties listed above
• In the absence of the Director, assume direct responsibility for all duties listed above
• Conduct monthly meetings with in-season coaches to analyze current budget status and identify issues with spending trends
• Conduct meetings every other month with out-of-season coaches to analyze current budget status and identify issues with spending trends
• Advise the Director of concerns involving specific athletic team budgets
• Assist Director in addressing issues other than budgetary within each program

Assistant Director of Athletics (Director of Facilities/Game Management)
• Manage facilities (scheduling of gym, weight room, athletic fields, and Team Room)
• Collaborate with Weight Room Supervisor on weight room issues
• Determine all Game Management assignments for coaching staff
• Serve as the primary source of reference for coaching staff regarding all game management issues including locker room assignments and staffing for events
• Advise Director of facility maintenance issues and needs
• Assist the Director in all duties listed above
• In the absence of the Director and Senior Woman Administrator, assume direct responsibility for all duties listed above
Coaches work responsibilities

Each coach’s primary responsibility is to prepare and direct athletes in athletic contests. Coaches are expected to organize and lead in-season practice sessions, collaborate with the Director on the hiring of assistant coaches (Appendix), attend monthly staff meetings, and spearhead the recruitment of qualified student athletes.

When appropriate, coaches should expect to perform an administrative duty in addition to their coaching responsibilities. Coaches are expected to represent the Department of Athletics in a manner that promotes confidence in the program. Coaches have the responsibility to manage programs in accordance with NCAA and conference guidelines. Coaches are expected to develop effective internal communications with the administrative and support staff to ensure and promote harmony, administrative efficiency, and effective program operations.

Administrative Assistant work responsibilities

The Administrative Assistant is expected to perform those tasks outlined within the administrative assistant job description (Appendix). The Administrative Assistant will work closely with the Director of Athletics, the Associate Director of Athletics, and the Assistant Director of Athletics to prioritize the work flow of the department.

Coaching Contracts and Yearly Review Procedures Timeline

<table>
<thead>
<tr>
<th>Contract Cycle</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1</td>
<td>Distribute Yearly Performance Review (Appendix) to coaches</td>
</tr>
<tr>
<td>April 15</td>
<td>Collect completed Review Forms from coaches</td>
</tr>
<tr>
<td>May 1 (week of)</td>
<td>Coach/AD go through Review Forms together</td>
</tr>
<tr>
<td>May 15</td>
<td>Coaches receive notice of intent to appoint or terminate appointment for the next year</td>
</tr>
<tr>
<td>May 25</td>
<td>Employee accepts or rejects agreement offer</td>
</tr>
<tr>
<td>June 1</td>
<td>Contracts given to coaches designated for reappointment</td>
</tr>
</tbody>
</table>

Contract Length

- Coach Contract: 44 weeks of service/8 weeks allowable time off
- Administrative Contract: 46 weeks of service/6 weeks allowable time off

Vacation/Time Off

- Time out of the office must be approved by the Athletic Director prior to scheduling.

Recruiting

As noted in the Head Coach Job Description (Appendix), recruiting is a primary job responsibility. Coaches are expected to actively recruit qualified student athletes during the course of the year. Accurate files, that meet Admissions Department standards, are to be kept so ongoing recruiting efforts can be evaluated.
Deadlines

In accordance with the Head Coach Job Description, coaches are expected to meet all deadlines in the “prescribed timeframe” to ensure the smooth operation of the department. In the event that a deadline cannot be met, the coach will communicate with the Director about his/her need for an extension.

Professional Attire/Office Appearance

The appearance of department members projects an image to the campus community. Staff members are to be conscious of the message that their appearance sends and should be sensitive to the needs of others in the department who may be hosting parents, recruits, athletes, or others in our facilities. Staff should dress in an appropriate and professional style that reflects positively on the department. Business casual attire or Lawrence Athletics apparel is required on a daily basis.

Coaches are expected to maintain a neat and orderly office that is “tour ready,” visitor friendly, and speaks to the professionalism of the athletic department.

Children at Work

Although we support a work environment which allows for the flexibility to bring a child to work when emergency circumstances dictate (sickness, doctor’s appointment), coaches should be sensitive to the importance of maintaining a professional work environment. A flexible, family friendly work place will be maintained but staff should arrange for appropriate child care outside the workplace and not anticipate the use of University facilities to provide child care on a regular basis. Any exception to this policy will be negotiated with the Director of Athletics.

With regard to maternity leave, all arrangements should be made in advance with the Director of Athletics and the Human Resources Department, taking into consideration Federal Law, University policy, family, and department needs.

IV. COACHES OPERATIONAL RESPONSIBILITIES

A. Budgets

Budget Preparation

- The Director of Athletics will hand out a Sports Budget Preparation Form (Appendix) to each coach for completion. The coach will return the completed worksheet in the prescribed time frame with a detailed description for the requested budget changes. The Director and coach will meet to discuss and finalize the program budget proposal.
- The Director will submit the department budget (all inclusive) to the Administration for approval.
- The Director will send a copy of the finalized/approved program budget to each coach.
Budget Management

• University and Departmental policy **requires** that approved budgets not be exceeded.
• In-season coaches will be required to meet with the Director of Athletics or the Associate Director of Athletics on a monthly basis to review budget status. Coaches who are out-of-season will be required to meet every other month to review budget status.
• When requested, head coaches will be supplied with statements of budget balances. It is strongly recommended that coaches keep an accurate running account of expenses.
• Each expense should be evaluated carefully. Consideration should be given to each purchase and travel plan to evaluate whether it is necessary, what it will cost, and what the status of the account will be after the expenditure.
• Credit cards will be used for hotels and meals. When possible, they will also be used for other expenditures once the expenditures have been approved by the Director of Athletics.
• Purchase Authorization Forms (Appendix) will be used for all expenditures over $500. In some instances, the Director may authorize use of a credit card at the time of his approval of a specific Purchase Authorization.
• **When budgets are exhausted, Purchase Authorizations or other expenditures will not be approved.**
• Advances for travel expenses and purchases incurred without prior authorization by the Director will become the personal responsibility of the individual incurring the expense.

Credit Card Report Procedure

• Biweekly, the university will require each credit card holder to review all purchases made with the credit card that has been issued by the university via email. The following procedure is required from each card holder:
  a. Enter the Comdata website (https://w6.iconnectdata.com/login/Controller?XFunction=InitLogin&formBrand=ICD)
     and select “Tools/Transaction Management/Transaction Activity Maintenance” from the tool bar at the top of the web page.
  b. Select the correct dates as provided in the email from the university and select “Submit” at the bottom of the page.
  c. Once your transactions appear on the screen, review all transactions and make appropriate adjustments to “GL Codes.” Click the “Reviewed” button for each transaction and then “Submit” button once you have completed your check of the transactions.
  d. Print the page by clicking “File” and then “Print” from the toolbar at the very top of your browser.
  e. Label each transaction on the printed copy and give a brief explanation of each transaction.
  f. Attach all receipts. Receipts **MUST BE ITEMIZED**.
  g. Sign and Date the printed copy and submit to the Administrative Assistant.

*** An official copy from Comdata of this procedure will be kept in the Director of Athletics office for reference

B. Eligibility and Roster Preparation
Preparation of Rosters

It is the head coach’s responsibility to provide the team roster to the Administrative Assistant and the Director of Athletic Media Relations in the prescribed time frame. Any updates to the roster should be immediately provided to the Administrative Assistant and the Director of Athletic Media Relations for use in processing academic eligibility submissions and entry into the student records in the university’s database system as well as updating the university athletics website.

Monitoring of Eligibility Standards

Academic

NCAA eligibility requirements state that to be eligible to participate in organized practice sessions, a student-athlete must be enrolled, at a minimum, in a full-time program of study leading to a baccalaureate or equivalent degree as defined by the certifying institution. A student-athlete may practice during the official vacation period immediately before initial enrollment, provided the student has been accepted by the institution for enrollment in a regular, full-time program of study at the time of the individual’s initial participation; is no longer enrolled in the previous educational institution; and is eligible under all institutional and NCAA requirements.

Any student-athlete that has not pre-registered must sign a letter of intent to register for a full-time course load at the Registrar’s office before participating in practice. Lawrence students must have a course load of 15 units per Term to be considered full-time; student teachers require 21 units. A standard course is six units.

The Registrar conducts a course census approximately two weeks into the start of each Term. If any student athlete is among those not taking a full course load, the Department of Athletics will be notified and the student must meet with an advisor to discuss adding course(s) in order to continue participation in intercollegiate sports. This includes any practice, team meeting, and/or competition.

Academic Actions

For those Lawrence students being placed on strict probation, all extracurricular activities, except work study, are prohibited until the student is removed from strict probation. If placed on strict probation the student athlete is removed from the team roster and is not eligible to practice or participate in any team functions.

The Director of Athletics is regularly alerted on academic progress by the Academic Services office. If there are changes in status or concerns with a particular student athlete’s academic performance, the Director will inform the Head Coach. The Head Coach will advise the student athlete of the concern and assist/guide the student athlete in rectifying the situation.

Medical Insurance
All student-athletes must have medical insurance for accidental injury to participate in any intercollegiate activity. Each student-athlete must complete and have on file, a Student Waiver (Appendix), in the Athletic Trainer’s office by the first practice of the sports season. If a student-athlete is not covered on his or her parent’s policy, or their own policy, insurance will have to be purchased by the student-athlete. Information on temporary insurance plans is available from the administrative assistant.

Medical Hardships

Requests for medical hardship waivers shall be made by head coaches to the Director of Athletics, who will submit the request to the appropriate conference commissioner for a ruling.

NCAA Eligibility Forms (Appendix)

The forms must be signed in the presence of the Director of Athletics, the Senior Woman Administrator, an Assistant Director of Athletics, the Compliance Coordinator, or the Administrative Assistant before a student-athlete competes each year. If a student-athlete competes in more than one sport in a year, and has signed an earlier set of forms during the academic year, additional sets of signed forms are not necessary.

It is the responsibility of the Head Coach to schedule a time to have the student athletes within a particular program complete the NCAA Compliance forms. Such meetings may be conducted by the Compliance Coordinator, the Director of Athletics, the Administrative Assistant, or the Associate/Assistant Director of Athletics.

Conference Eligibility

It is the responsibility of each coach to provide the administrative assistant with a final pre-season roster 10 days before their first practice, as well as updates (additions or deletions) to the roster as the season progresses. No student-athlete may participate in competition until they become certified. The information coaches provide will be used to process student-athletes for eligibility. That information must coincide with the data entry of names in the university’s database so that the Registrar, Director of Athletics, and Faculty Representative has access to the student records for certification.

C. Travel

Team Travel Advances/Expenses and Guidelines

Coaches are strongly encouraged to use credit cards for all expenses incurred when traveling. Cash disbursement requests should be submitted ten days in advance for entry fee expenses. For advance requests amounting to more than $50, a Disbursement Request form (Appendix) must be submitted ten days in advance. Upon return, an Advance/Expense form must be completed. All receipts shall be submitted along with monies owed to the University. All forms and payments should be submitted no more than two weeks after the completion of the game/contest.
The expense report for the each advance must be completed and turned in to the administrative assistant for review and approval by the Director WITHIN TWO WEEKS AFTER EXPENSES ARE INCURRED. No alcoholic beverage purchases will be reimbursed.

It is important to keep all receipts for both cash and credit card expenses. An itemized meal receipt is necessary for all food purchases. For each athlete and coach, the department has budgeted $15.00 per day for meals. Each coach should use this daily allowance as he/she sees fit. Gratuity for team meals should not exceed 20%.

In situations where receipts are not available (i.e., laundering of uniforms while traveling), it will be necessary for coaches to create a receipt for the expense.

**Overnight Lodging**

Various hotel/motel operations offer discounts for team lodging. Midwest Conference members receive a special 15% discount at participating Choice Hotels nationwide. Coaches are advised to contact hotels offering the discounts first when making travel plans.

**Vehicle Use for Team Travel**

*For the latest policies and procedures for LU vehicle use, please visit the Lawrence website, under “Offices and Services” - “Facility Services” - “Other Services”.*

- The Lawrence University Facility Services operates a pool of owned and leased vans that may be reserved in advance for use in transporting athletes. **It is against Lawrence University policy to use 15 passenger vans when transporting students.** Vehicles may not carry more passengers than that for which they were designed - no more than 7 passengers, including the driver, are allowed to ride in mini vans.
- All drivers must be pre-qualified by the Facility Services – this can take up to one week for an out-of-state license. Authorized Driver Forms must be filled out and sent over to the Facility Services prior to your trip if a form is not on file for the selected driver(s).
- A photocopy of the student driver applicant driver's license will be required.
- A Vehicle Reservation Form needs to be completed and submitted to the Facility Services before a vehicle can be reserved:
  1. Reservations for weekday vehicle use should be made at least 3 business days in advance.
  2. No more than 3 seven-passenger vehicles from the Facility Services may be used for a single destination trip.
  3. Drivers must be 21 years of age and be pre-approved by Lawrence.
  4. One form for each vehicle must be completed.

- The program travel budget will be charged at a rate of 36 cents per mile for the use of a vehicle. Departments using a university vehicle may be responsible for any damage up to the $500 insurance deductible. Vehicles must be returned cleaned and free of debris. Failure to comply may result in a $25 fee.
• When traveling through states that require a toll, the IPass may be borrowed from the Administrative Assistant. It will be issued on a first come, first serve basis. Failure to stop and pay tolls will be the full responsibility of the coach. Coaches will be expected to reimburse the University if a fine notice is received.
• Vehicles are inspected by the Facility Services before they are released for use. Operators of university vehicles must monitor fluid levels and safety systems, and make note of mechanical systems in need of repair. Items needing attention should be reported to the Facility Services upon return.
• Coaches have the option of leasing mini-vans or charter buses, depending on the size of the team. Mini vans may be leased from the University or from Enterprise in Appleton. When leasing charter buses it is the head coach’s responsibility to obtain quotes from at least two companies and travel agreements from the chosen vendor.
• Air Travel – When traveling on winter or spring trips, coaches have the option of either traveling by coach bus or air (or a combination of the two). Air travel arrangements may be made through the university’s official travel agency – Travel Design – however; coaches may have access to less expensive airfares through other sources. All costs should be pre-approved by the Director of Athletics and Recreation.

**Team Travel Form**

After travel arrangements have been made and before travel takes place, a Team Travel Form (Appendix) must be submitted electronically to the administrative assistant three days prior to travel. Copies will be distributed to the Dean of Students and Campus Security for their use in case of an emergency.

**Accident Procedures (ALL Rental Vehicles)**

In the event of a vehicle accident, please observe the following procedures:
• Call police and have a police report made.
• Secure names, phone numbers of any witnesses.
• Secure name of other party’s insurance company and agent’s name.
• Do not admit liability or fault.
• Call the Facility Services immediately (832-6601). If a rental car, notify rental agency immediately.

***A copy of the University Vehicle Rental Insurance form can be found in the Appendix

**D. Scheduling**

Scheduling Practices and Competitions

1. It is the responsibility of the head coach to complete the scheduling of all practices and competitions in accordance with all NCAA and University policies and regulations. Schedules that include times and locations must be provided to the Assistant Director of Athletics – Facilities in the prescribed time frame. Schedules should include all practices, games, alumni events, etc. and should include (with as much detail as possible) not only times, but indicate field/area/room the team would like to use at that time.
Fields include: Banta Bowl, Soccer Game, Track/FB practice field, Baseball/Softball fields and outfields (fall), Alexander horseshoe
Rooms/other areas include: Weight Room, Team Room, Student Lounge (when available)

*** It is to be understood that all traditional in-season programs will have the priority for all facility scheduling. All non-traditional and out-of-season programs must oblige to the needs and/or wants of the in-season programs.

2. The Assistant Director of Athletics – Facilities will then compile master calendar files each term available for all coaches to access in the share drive. There will be four (4) separate calendars... 1) games/contests, 2) practice schedule, 3) team room schedule, and 4) weight room schedule. Changes will be made as they given to the AD-Facilities, and only the Director of Athletics and/or the Assistant Director of Athletics – Facilities will make revisions to the master calendars.

3. In addition to master calendars, coaches are asked to use dry erase sign-up boards for both the team room and weight room. Any times/reservations on the master schedules turned in will be posted on the appropriate sign-up boards by the Assistant Director of Athletics – Facilities. Coaches shall email proper personnel any changes/revisions to these times originally scheduled.

**Weight Room** – Teams are allowed to sign up for specific time slots. However, unless there is absolutely no room, the weight room will be available to other student-athletes to use, upon the coaches’ discretion. The auxiliary weight room, in former racquetball court, is also available if space becomes an issue. A sign-up board is now posted outside the east door of the weight room.

**Team Room** – It will be understood that any team with a home contest will have priority for the team room. There is a sign-up board just outside door. Any conflicts with multiple home contests will be handled before the seasons by head coaches and Director of Athletics and/or Assistant Director of Athletics – Facilities.

4. Any conflicts or issues not resolved ahead of time or between the corresponding head coaches will be decided by the Director of Athletics and/or Assistant Director of Athletics – Facilities.

Changes to practice/game schedules shall be reported to the Assistant Director of Athletics – Facilities, sports equipment personnel, athletic trainer, sports information director, campus security, and any other coaches and team members involved.

Contest limits for each Midwest Conference sport are listed in the MWC Code of Conduct.

Hockey and Fencing are permitted the maximum number of contests allowable by the NCAA.

**Cancellation Procedures**

In the event of a cancellation, it is the responsibility of the head coach to contact the following individuals:

- Visiting team head coach
- LU Director of Athletics
- LU athletics administrative assistant
• Sports information director
• Team transportation contact
• Team members
• Officials
• Part-time assistant coaches
• Athletic trainers
• Equipment personnel
• Campus security
• Game personnel: score table workers (clocks, PA, stats), student workers, ball shaggers, and event staff
• National Anthem performer
• Downer Commons
• Dean of Students
• Grounds Department
• Facility Services

Visiting Teams Procedures

• One week before the scheduled competition, the coach or team manager contacts the visiting team to inquire about needs they may have while here.
• Game management/event staff will meet the team upon arrival and escort them to the appropriate locker room.
• If possible, a room where the visitors can meet with their team before the game and at half time should be provided.

E. Awards and Photos

Team Photos

Each team will have individual and team photos taken at the onset of the playing season. Coaches are to arrange this with the Director of Athletic Media Relations.

Letter Awards

Each coach is responsible for establishing a lettering policy. This policy shall be made clear to all athletes in the program so that there are no misunderstandings at the completion of the season.

The awards that are provided by the Department of Athletics are as follows:

• 1st letter Letter Certificate
• 2nd letter LU Key Chain
• 3rd letter LU Mug
• 4th letter LU Athletics Plaque
• 8 Letters LU Blanket (present at Honors Day Banquet)
Team Awards

After the selection process is completed, it is the coach’s responsibility to:

- Obtain the plaques and/or trophies for each team member award for presentation at the sport’s banquet.
- Report team award recipients in the sport’s End of Season Summary (Appendix) to the administrative assistant at the season’s conclusion for data entering in the athlete’s Banner record. This report is to be submitted within two weeks following that season’s final contest.

Honors Day Awards

Each spring, coaches determine the Honors Day Award winners in the following manner:

- Coaches are presented with a nomination form to complete by the prescribed time frame.
- A comprehensive nomination form is prepared by the Administrative Assistant and provided to coaches for review prior to a voting meeting.
- Coaches will meet to discuss the nominations.
- A private vote is then conducted and tallied by the Director/Administrative Assistant.

A brief description of each award is listed below:

- **RUTH BATEMAN AWARD** – Awarded for excellence in scholarship, athletic ability, and leadership.
- **IDEN C. CHAMPION CUP** – Awarded for excellence in scholarship, athletics, college spirit, and loyalty.
- **OUTSTANDING FRESHMAN ATHLETIC AWARD FOR MEN** – Awarded to the freshman man who has made the most outstanding contribution to Lawrence athletics.
- **OUTSTANDING FRESHMAN ATHLETIC AWARD FOR WOMEN** – Awarded to the freshman woman who has made the most outstanding contribution to Lawrence athletics.
- **RALPH V. LANDIS AWARD** – Established in 1972 by the Letterman of Lawrence in honor of Dr. Landis, physician to Lawrence students from 1926-78, it is awarded for outstanding contributions to Lawrence athletics by a senior male athlete.
- **THE “L” CLUB AWARDS** – Letter Blanket awarded to those outstanding seniors who have earned 8 or more varsity letters.
- **CHARLES E. POND AWARD FOR MEN** – Awarded for all-round athletic ability in two or more sports where this ability is supplemented by sportsmanship, school spirit and scholarship, by a senior man.
- **THE POND WARD FOR WOMEN** – Awarded for all-round athletic ability in two or more sports where this ability is supplemented by sportsmanship, school spirit and scholarship, by a senior woman.
- **MARION READ AWARD** – Awarded for outstanding contributions to Lawrence athletics.
Conference Awards*

- Academic All-Conference – Any athlete who achieves a cumulative GPA of 3.30 over the course of that particular year (all three terms)
- All-Conference - Coaches nominate selected athletes for all conference designation in accordance with each sport’s by-laws.

** Identification for conference awards for the Midwest Collegiate Hockey Association will be based on conference criteria.

F. General Information

Emergency Procedures

In the event of an emergency, please observe the following procedures:
- Call 911 for assistance
- Call the Director of Athletics and Recreation, or in his absence, the Associate Director
- Call the Dean of Student Affairs

Medical Coverage of Varsity Athletic Practice and Home Events

Members of the athletic training staff will provide primary coverage at practices and home events for in-season varsity athletics. A certified athletic trainer will be at every home match at the designated site (except golf and tennis where student athletic trainers will be assigned and athletic training kits will be made available). In the case of a conflict between in-season practice and competition and pre-season practice, in-season activities will take priority.

Student athletic trainers will cover all Sunday practices. Certified athletic trainers will be on call in the event of an injury requiring Sunday treatment. Guaranteed coverage for practice changes cannot be made without 24 hours notice.

Equipment Room Procedures

- See Athletic Department Equipment Room Manager Job Description (Appendix)

Sports Banquets

Coaches arrange for an end-of-season banquet for their respective teams. Coaches and athletes are hosted by the Athletic Department. Any additional athletic department guests must be pre-approved by the Director of Athletics and Recreation. Coaches are expected to keep the cost of the banquet meal at or below $15/person (including gratuity).

Banquet expenses will be covered by program budgets when money is available. If the program budget has been spent, the expenses approved by the Director of Athletics will be covered with Viking Bench – General funds.
Event Management Responsibilities

- Prior to the event, the Event Manager must submit a detailed document describing the duties to be performed and the names of those who have been assigned the duties to the Director of Athletics.
- Administrator on site – direct contact and responsible for the operation of venue and event
- Present for the duration of the event … if not available to be personally on site, must arrange for another department member to assume your responsibilities. A student-athlete is not a sufficient replacement.
- Schedule meeting with Head Coach of specific sport to discuss game-time needs at least one week prior to first contest
- Assign student workers in applicable areas
- Communicate with SID and/or Head Coach prior to each contest
- Oversee set-up and take down of the venue
- Return all equipment to storage areas at the conclusion of the season
- When students are initially hired, apprise Administrative Assistant for student employment records
- Place signs on all locker rooms to identify visitor space
- Meet/Greet opponent … give them a locker room key when appropriate
- Meet/Greet officials … give them a locker room key when appropriate
- Collect locker room keys upon completion of contests

*Reminder … in the event that you are unable to attend an event personally, it is your responsibility to secure a departmental staff replacement and inform the Head Coach, Director of Athletics, and SID who will be replacing you for the event.

Conference Championship Gift Policy

In many cases, teams that earn the right to participate in Midwest Conference Championships have an opportunity to purchase tournament-specific apparel and/or gifts for the student-athletes. The following procedure will be used to purchase such items.

- When there is money left in the program’s supplies budget, it will be used toward the cost of the t-shirts and/or other gifts created specifically for the conference championships.
- All remaining charges will be paid for by the program’s Viking Bench account.
- If the program’s supplies budget and Viking Bench account do not cover the cost, then it will be the responsibility of the student-athlete to pay for the items. You may use the “Student Charge Back” form to complete the payment once you have informed your student-athletes of the process.

Program Specific Camp Brochure Policy

Those programs who wish to advertise for clinics or camps may do so. All expenses incurred from printing of brochures or flyers from outside the Department of Athletics must be covered by the camp registration fees. Any expenses not covered by the fees will be the responsibility of the Head Coach.
APPENDIX
Yearly Performance Review...Coach

Name: ___________________________ Title:___________________ Performance Period: __________________

(If needed, please feel free to attach additional sheets of paper)

<table>
<thead>
<tr>
<th>Questions</th>
<th>Employee Comments</th>
<th>AD Comments</th>
<th>Performance Discussion Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Departmental Contributions:</strong></td>
<td></td>
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<td></td>
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<tr>
<td>1. In what ways do you demonstrate respect for your colleagues?</td>
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<tr>
<td>2. In what ways do you model discipline and sportsmanship to the student athletes?</td>
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<td>3. Please describe how you contribute to a positive, team-oriented working environment.</td>
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<td><strong>Professionalism:</strong></td>
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<tr>
<td>1. Describe how you feel you have overall met the parameters of the head coach job description.</td>
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<tr>
<td>2. Describe your ability to manage your budget: Did you meet your budgeted levels? Did you hand-in your paperwork in the prescribed time frames?</td>
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<tr>
<td>3. Did you consistently hand-in all required schedules, rosters, and other requested information, in the prescribed time frames, to the department’s administrative assistant and head athletic trainer?</td>
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<td>4. Please describe your recruitment plan. Have you actively implemented your plan? Have you collaborated with your</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Questions</td>
<td>Employee Comments</td>
<td>AD Comments</td>
<td>Performance Discussion Summary</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
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<tr>
<td>colleagues on alternative methodologies when appropriate?</td>
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</tbody>
</table>
### Self-Assessment & Future Goals:

1. Please list three accomplishments that you are most proud of this past year?

2. Please describe three specific areas of performance that you feel need improvement and the steps you plan to take to progress effectively in those areas.

3. Please share at least two goals for the upcoming year and indicate how you plan to accomplish them.

---

**Please sign at the end of the performance discussion:**

<table>
<thead>
<tr>
<th>Employee:</th>
<th>Date:</th>
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<tr>
<th>Dept. Director:</th>
<th>Date:</th>
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</table>

**To employee:** Signing this form does not mean you agree or disagree. Your signature simply indicates that you and the Director of Athletics and Recreation discussed each highlighted area.
The following describes aspects that will be taken into consideration by the Director of Athletics when determining the merit increases for the employees of the Lawrence University Department of Athletics. These items also appear within the Head Coach Job Description within the Department Employee Manual which can be found on the Lawrence Athletics website. The Director of Athletics is responsible for determining increase in compensation for department personnel.

**Professionalism**
- Reliable and on time for events
- Performance of secondary duty
- Managed operational responsibilities well (ie: budget, required paperwork, calendar)
- Communicated well with others
- Consistent office attire (business casual or Lawrence Athletics apparel)
- Consistent office presentation (“tour-ready”)

**Department Enhancement**
- Reach out to others outside of the department – particularly faculty
- Reach out to others within the department
- Take initiative within the department
- Attend events outside the department
- Support for others

**Competitive**
- Did the program improve?
- Did the program meet or exceed potential?
- Was the program competitive with “like schools”?
- Are you recruiting/retaining quality student/athletes?
- Is the program operating effectively within the overall goals of a liberal education?
Senior Woman Administrator Job Description

The Senior Woman Administrator (SWA) reports to the Director of Athletics and Recreation and is responsible for adhering to all department and league policies and procedures. The SWA is expected to enthusiastically support the mission of the University and that of the Department of Athletics and Recreation. Further, the SWA is expected to contribute to the overall atmosphere of the Department of Athletics and Recreation by establishing and maintaining positive, team-oriented working relationships with all members of the department.

Lawrence University supports the following NCAA job definition for the SWA:

• An institutional senior woman administrator is the highest ranking female involved with the management of a member institution’s intercollegiate athletics program.

The SWA will collaborate with the Director of Athletics and Recreation on Title IX issues:

• Monitor and implement a gender equity plan for the department
• Advocate on behalf of male and female student athletes, coaches, and staff

The SWA will collaborate with the Director of Athletics and Recreation on the following:

• Administration, compliance and governance of the athletics program
• Recruitment, hiring, training and supervision of department personnel
• As an educator on issues concerning both men and women

The SWA, as a support to the athletic program and the Director of Athletics and Recreation, will be:

• Familiar with the Equity in Athletics Disclosure Act Report
• Maintain active membership in appropriate professional organizations (NACWAA, NCAA)
• Involved in Conference structure…policy making, committee work, decision making for the institution

*Other duties as assigned by the Director of Athletics and Recreation
Head coaches report to the Director of Athletics and Recreation and are responsible for adhering to all department and league policies and procedures. All coaches are expected to enthusiastically support the mission of the University and that of the Department of Athletics and Recreation. Further, all coaches are expected to contribute to the overall atmosphere of the Department of Athletics and Recreation by establishing and maintaining positive, team-oriented working relationships with all members of the department.

All coaches will model and teach the following core values:
- Integrity
- Respect
- Professionalism

All coaches will guide student athletes in their pursuit of:
- Academic, athletic and personal excellence
- Discipline, sportsmanship and personal fulfillment

Coaches will:
- Maintain appropriate, professional office hours during the year
- Identify and actively recruit prospective student athletes
- Maintain an office space suitable for hosting recruits
- Attend monthly staff meetings
- Prepare and implement daily practice schedules
- Train and lead assistant coaches on a daily basis
- Develop a competitive game schedule
- Complete required travel paperwork (one week after trip)
- Make team travel arrangements
- Prepare and submit all required pre-season and end of season forms to the administrative assistant and athletic trainer (calendar of due dates will be provided yearly)
- Collaborate with the Equipment Manager on the pre-season equipment needs and uniform assignments (one week before training camp), as well as end-of-season collection and storage of uniforms and equipment (one week after the final contest)
- Secure contest officials (not all sports). This is done in collaboration with Arbiter for most sports. The Administrative Assistant will prepare check requests.
- Plan and implement team banquets
- Attend the annual league meeting

All coaches will, in the prescribed time frames, collaborate with the athletic trainers on the following:
- Injury prevention, treatment and rehabilitation
- Practice and game day coverage
All coaches will, in the prescribed time frames, collaborate with our in-house NCAA Compliance Coordinator on the following:

- Review practice and game schedules prior to the start of each sport season
- Review medical records and submit hardship requests when appropriate

In conjunction with the Director of Athletics and Recreation all coaches will, in the prescribed time frames:

- Attend weekly in-season meetings
- Take responsibility for the preparation and management of their program budget
- Conduct both short and long range planning for all facets of their respective program
- Hire PT assistant coaches (salary TBD by Athletic Director)
  - Any new assistant and/or volunteer coach will be required to fill out a complete Lawrence Employment Application. These are currently not available online – but HR is working to make that happen. In the meantime, we will house these documents in the Athletic Office for your use.
  - Upon completion of the application, the new assistant and/or volunteer coach will need to meet with the Director or Assistant Director of Athletics to discuss expectations and experience.
  - After this meeting, HR will be informed of the appointment by the Director or Assistant Director pending a background check. HR will send the new volunteer coach an email from “Hire Right.” The new assistant and/or volunteer coach will need to respond to that email and a background check will take place. This can take up to 48 hours to complete. During this time, the Director or Assistant Director of Athletics will make calls to the new assistant’s references as well and document those conversations for HR.
    - Once the background/reference check is complete, the Director will be notified by HR. At that time, the Head Coach will be notified and the new volunteer coach can begin his or her duties with the team
- Ensure that all athletes are eligible for participation
- Organize and execute in-season recognition ceremonies

*Other duties as assigned by the Director of Athletics and Recreation
Assistant Coach Job Description

Assistant Coaches report to the Director of Athletics and Recreation and the Head Coach of that particular program. Assistant Coaches are responsible for adhering to all department and league policies and procedures. All coaches are expected to enthusiastically support the mission of the University and that of the Department of Athletics and Recreation. Further, all coaches are expected to contribute to the overall atmosphere of the Department of Athletics and Recreation by establishing and maintaining positive, team-oriented working relationships with all members of the department.

All coaches will model and teach the following core values:
- Integrity
- Respect
- Professionalism

All coaches will guide student athletes in their pursuit of:
- Academic, athletic and personal excellence
- Discipline, sportsmanship and personal fulfillment

Assistant Coaches will:
- Maintain appropriate, professional office hours during the year
- Coordinate, Identify, Evaluate, and actively recruit prospective student athletes including the scheduling of on-campus visits
- Maintain an office space suitable for hosting recruits
- Attend monthly staff meetings
- Assist in Preparation and implementation of daily practice schedules
- Complete required travel paperwork (one week after trip)
- Collaborate with the Equipment Manager on the pre-season equipment needs and uniform assignments (one week before training camp), as well as end-of-season collection and storage of uniforms and equipment (one week after the final contest)
- Assist in Planning and implementing team banquets

All coaches will, in the prescribed time frames, collaborate with the athletic trainers on the following:
- Injury prevention, treatment and rehabilitation

In conjunction with the Director of Athletics and Recreation all Assistant Coaches will, in the prescribed time frames:
- Attend monthly in-season meetings
- Assist in short and long range planning for all facets of their respective program
- Ensure that all athletes are eligible for participation
- Organize and execute in-season recognition ceremonies

*Other duties as assigned by the Director of Athletics and Recreation
Laundry Room Supervisor Duties/Responsibilities

The Athletic Department Laundry Room Supervisor reports to the Director of Athletics and Recreation and is responsible for adhering to all department and league policies and procedures. The Equipment Room Manager is responsible for communicating with Head Coaches, Team Managers, and the Administrative Assistant throughout the season to ensure efficient procedures take place.

Manage Student Workers:
- Develop a work schedule each month for student workers based on class schedules and availability … Display this schedule no later than one week prior to the beginning of the next month
- Establish a contact list (including phone and email address) for all student workers
- Create a class schedule chart for all student workers
- Schedule a training session for all student workers
  - Inform student workers of substitution processes
  - Review all day-to-day job expectations
  - Educate student workers on laundry procedures

Communicate with Team Managers:
- Schedule a time to meet with each Team Manager
- Discuss schedule needs of each Team Manager
- Educate Team Managers on processes of Laundry Room staff

Laundry Procedures:
- Towels will be washed and folded daily
- Laundry Loops will be washed and put into lockers daily
- Uniform Cleaning:
  - All uniforms will be washed separately
  - Uniforms will be air-dried ONLY
  - All uniforms will be stored once they are dried: Football uniforms will be stored in drying room downstairs, Hockey uniforms will be hung and taken by hockey team manager, and all other sports will have their uniforms hung in the cage or on drying racks within the equipment room.
  - All uniforms will be soaked in separate bins when needed – Dark and Light uniforms MAY NOT be soaked or washed together.

Season Set-Up Duties:
- Each student-athlete will be assigned a locker by Equipment Room staff … identification stickers will be placed inside and outside of the locker
- Each locker will be given a laundry loop
- Each locker will be assigned a lock with its combination. The combinations and lock identification numbers will be recorded on a spreadsheet developed by the Laundry Room Supervisor
Washer/Dryer Maintenance:
  - All issues related to the washer and dryer need to be reported to the Administrative Assistant
  - Ordering of soap/chemicals will be the responsibility of the Administrative Assistant

Golf Cart Maintenance:
  - Regularly inspect department golf carts
  - Service golf carts when necessary

The Laundry Room Supervisor is NOT responsible for the following items:
  - Sport-specific equipment issue for each team (This is the responsibility of Team Managers)
  - End of season sport-specific equipment collection (This is the responsibility of Team Managers)
  - Uniform distribution, collection, and storage (This is the responsibility of Team Managers)
  - Sport-specific equipment inventory (This is the responsibility of Team Managers)
The Team Manager reports to the Head Coach. The Team Manager is responsible for communicating with Head Coaches and the Equipment Room Manager in order to ensure all responsibilities are met.

Team Manager Duties/Responsibilities:

- Sport-specific equipment issue for each team
- Sport-specific duties during practice and competition as determined by the Head Coach
- End of season sport-specific equipment collection
- Uniform distribution, collection, and storage
- Sport-specific equipment inventory at the beginning of each season
- Sport-specific equipment inventory at the end of each season
- Establish and maintain a catalog of all sport-specific equipment
- Student-managers will be paid for the hours they spend working during practice and competition hours only. Their meals and lodging will be covered by the team during traveling situations.

** Other duties as assigned by Head Coach
The Athletic Department Recruiting Coordinator reports to the Director of Athletics and Recreation and is responsible for adhering to all department and league policies and procedures. The Athletic Department Recruiting Coordinator is a direct liaison between the Admissions Department and the Athletic Department. Further, the Athletic Department Recruiting Coordinator is expected to contribute to the overall atmosphere of the Department of Athletics and Recreation by establishing and maintaining positive, team-oriented working relationships with all members of the department.

**Athletic Department Recruiting Coordinator Duties/Responsibilities:**

- Responsible for training Athletic Department staff members on the use of Voyager and Brio software
- Attend monthly meetings held with the Admissions Department staff in order to communicate pertinent information to the Athletic Department staff as well as communicate concerns from the Athletic Department
- In coordination with coaches, develop mailings such as questionnaires, bulk mailings, and individual questionnaires
- Develop Brio lists for more efficient use (combine Document check and Athletic Recruiting list)
- Create an online “Visit Request Form” for individual sports
- Update Director of Athletics and Recreation on quantity of applications for each sport when appropriate
- Conduct yearly staff training sessions when appropriate

*Other duties as assigned by the Director of Athletics and Recreation*
# Sports Budget Preparation Form

<table>
<thead>
<tr>
<th>Sport:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Coach:</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Budget Line Item</th>
<th>2009-10 Budget</th>
<th>2010-11 Proposed Budget</th>
<th>Rationale for Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies</td>
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<tr>
<td>Officials</td>
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<td>In-Season Travel:</td>
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<td>• Transportation</td>
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<td>• Lodging</td>
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<td>• Meals</td>
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<td>Fall/Winter/Spring Trips:</td>
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<td>Entry Fees</td>
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<td>Prof. Development</td>
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<td>Memberships</td>
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<td>Totals</td>
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</tbody>
</table>
Purchase Authorization

DEPARTMENT OF ATHLETICS AND RECREATION
LAWRENCE UNIVERSITY
Appleton, Wisconsin

Telephone: (920) 832-6760
Fax: (920) 832-7459

Send all INVOICES AND CORRESPONDENCE to:

| Attention: | Lawrence University  
| Dept. of Athletics & Recreation  
| 715 E. Boldt Way  
| Appleton, WI 54911-5699 |

Important: SHIPPING Instructions:

| Attention: | Lawrence University  
| Dept. of Athletics & Recreation  
| Alexander Gym  
| 1100 East South River  
| Appleton, WI 54915 |

Vendor’s Name and Address:

| Contact: |  
| Telephone: |  
| Fax: |  

VENDOR CONDITIONS

1. Please confirm shipping date
2. Ship by least expensive method
3. Call 920-933-6020 24 hours in advance when shipping by freight or needing assistance unloading.
4. Invoices should be fully itemized and showing above Authorization No.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
</table>

☐ Coach will order upon receipt of P.A.
☐ Will use credit card to purchase
☐ Need payment in form of check from LU
☐ Please order
☐ Has been ordered

Order Total:  
Shipping Cost:  
Grand Total:  

Authorized by:  
Mike Szkodzinski, Director of Athletics  

Date:  

No. 100001-  
Sport  

---
STUDENT WAIVER
LAWRENCE UNIVERSITY CAMPUS PROGRAM
THIS IS A RELEASE – READ IT VERY CAREFULLY

The undersigned, being a student at Lawrence University of Wisconsin (hereinafter “Lawrence”), in consideration of Lawrence providing facilities, equipment and staff to enable the undersigned to participate in intercollegiate and club sports activities, both on and off the Lawrence campus, and for other good and valuable consideration, the receipt of which is hereby acknowledged, hereby releases Lawrence and any officer, employee, director or agent thereof of and from any and all liability for any act or omission of any kind or character whatsoever and releases them from any costs, damages and claims or assertions of any kind with respect to which I or my heirs, successors or assigns may claim against them and specifically, without limitation, agree as follows:

I hereby forever release Lawrence and any officer, employee, director or agent thereof, of and from any and all liability for any act or omission of any kind or character whatsoever and releases them from any costs, damages and claims or assertions of any kind with respect to which I or my heirs, successors or assigns, may claim against them and specifically without limitation agree as follows:

1. Lawrence, through its coaches and/or program directors or other officers, employees or agents, has the authority to establish rules necessary for the operation of the sports program and should be decided that a student must be separated from the program because of violation of such rules, for disruptive behavior, or for conduct which would bring the program into disrepute, that decision will be final.

2. I release Lawrence, any employee, servant, agent, officer or director thereof, from any liability for injury to myself or any damage to or loss of my possessions caused by acts or omissions of any hotels, carriers, fellow students, restaurants, educational organizations, person, groups or directors, agent or servants in connection with its sports program. I fully understand and appreciate, independently of any advice or representation of Lawrence, the risks involved in contact and other sports activities, traveling and residing off campus, whether or not Lawrence controls or attempts to control the same and, with this understanding, fully assume all risks of injury, death or loss of or damage to property which may occur while participating in such activities, traveling to, during, or from such activities, or any other activities associated therewith.

3. I understand and acknowledge that Lawrence has no insurance program that will pay or reimburse me for any expenses that may be incurred by me for treatment of sickness or injuries that I may incur while participating in this program. Responsibility for any and all such expenses is expressly assumed by me and
insured by _____________________________ insurance company, policy number ___________________________________ the coverages and limitations that are known by, and acceptable to me. It is further understood and agreed that in the event that I am unable to request or consent to medical treatment because of illness or injury, that representatives of Lawrence may, and they are hereby authorized to seek medical treatment on my behalf and provide the insurance information supplied by me without incurring any responsibility or obligation for the nature and extent of such medical treatment and/or the payment therefore, the responsibility for which is expressly included within the released and specified in paragraph 2 above.

4. I further understand and agree that the foregoing terms and statements within this “Student Waiver” shall control and take precedence over any other agreement representation, whether oral or in writing or other documentation I may have received with respect to this program or any other activity of Lawrence.

5. I represent that I am _____ years of age, having been born on __________________: that I have read and fully understand the provisions of this “Student Waiver” and have been provided with the opportunity of discussing it with my parents and/or anyone else of my choosing.

I have read the foregoing release and agreement and I accept the conditions stated therein.

__________________________________
Date

__________________________________
Student’s Name (please print clearly)

__________________________________
Signature of Student
LAWRENCE UNIVERSITY
ADVANCE REQUEST / EXPENSE REPORT

(Use this white copy for advances only—please follow instructions below.)

Pay to __________________________________________ Date ____________________________

Destination________________________________________ Date(s) of Travel ________________

Purpose___________________________________________________________________________

Expenses / Account Numbers Advance Column Definitions

Mileage_____miles @ _____ 70213 reimbursement per mile traveled for use of own vehicle (check with Business Office for current rate)
   _____ - _____-70213-____ 1 $

Airfare _____ - _____70215-____ 2 70215 ticket cost for air travel

Lodging _____ - _____70217-____ 3 70217 room charges for lodging excluding student lodging - see 70223)

Meals / Entertainment -_____ - _____70251-_____ 4 70251 cost of meals, tips, hospitality, or other entertainment (excluding student meals/entertainment - see 70223)

Vehicle Rental Expense gas for _____ - _____70219-____ 5 70219 all costs related to car rental, including rental vehicle

Other Travel (parking, toll _____ - _____70221-____ 6 70221 travel costs not included elsewhere charges, taxis, bus fare, gas for LU vehicle, etc.)

Student or Team Travel team or student _____ - _____70223-_____ 7 70223 all costs associated with athletic lodging, etc travel including meals, transportation,

Seminars/Conferences seminars and _____ - _____70211-_____ 8 70211 Use only for: registration fees for conferences (not for travel, meal, or lodging expense)

Other _____ - _____-_____ 9

_____ - _____-_____ 10

100001-11475
Advance Total 11 $

I will submit the attached expense report to account for this advance within 30 days after the date expenses are incurred.
I authorize Lawrence to charge my payroll/student account for any balances outstanding after 90 days from the date of this advance.

Signature Date Sign here at the time cash is received in the Business Office:
Signature of approving authority Date Signature Date

Instructions for advance with subsequent reimbursement
1. Complete 3-ply form through line 11, including account numbers to be charged (6-digit fund # and 4-digit organization # required). Break down advance by category if possible. Remove white sheet and then sign and submit it to supervisor for approval.
2. Within 30 days after expenses are incurred (and before another advance will be allowed), complete the green form, sign and submit to supervisor for approval (original signatures required), along with receipts and amount due university, if applicable.
3. Supervisor: review and sign expense report, submit green copy with receipts, and retain yellow copy for files.

**Instructions for expense reimbursement with no advance.** Remove top white sheet of 3-ply form and enter expenses on green copy, including account numbers to be charged. The lower portion of the form should be used to provide additional information on entertainment and travel when multiple items are being reimbursed. Proceed with #2 and #3 above.
LAWRENCE UNIVERSITY
DEPARTMENT OF ATHLETICS

Team Travel

Team: ___________________________ Dates of Travel: ___________________________

Head Coach: ________________________ Phone: ___________________________

Purpose of Trip: ________________________ Destination: ________________________

Type of Transportation and Provider: __________________________________________

Please provide a brief itinerary, including roundtrip departure and arrival times at destinations:

Athlete Report Time:

Leave Time:

Arrival:

Meet Start:

Return Home:

Hotel Name, Address & Phone:

Names of team members and other passengers (i.e., assistant coaches, trainers, managers, etc.):

Coach:

Student Manager:

Roster attached to email:
END OF SEASON REPORT

Year ______________________
Sport ______________________

Team Record:  Overall_____________
               Conference_____________
Conference Tournament Results___________________________
               ___________________________
NCAA Tournament Results ________________________________
               ___________________________
Captains:                                               ______________________
               ___________________________
Letter Winners:

               ___________________________
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Post Season Award
Winners:_____________________________________________________
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               ___________________________
               ___________________________
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               ___________________________
Guidelines for Inclusion

Athletes
For an athlete to be considered for inclusion, he/she must be at least 10 years past their graduation year.

An athlete’s nomination should include achievements, both individual and team, by that athlete. Examples of those achievements would include all-conference awards, all-region awards, All-America awards, serving as a team captain, statistical rankings, any academic awards (all-conference, all-region, All-America), etc.

It is strongly recommended that the athlete has earned a degree from Lawrence. The committee will consider athletes who have not received their degree from Lawrence and extenuating circumstances that would merit their induction.

Coaches
For a coach to be considered for inclusion, he or she must have made a significant impact on Lawrence athletics, and their nomination should be supported by achievements in the coach’s win-loss record, conference championships, coaching awards, etc., and/or the achievements of individuals on their teams. A coach is not eligible for induction until the total of years in service to Lawrence and the number of years since they have left the university reaches 20 (ie, 15 years of coaching and five years since leaving Lawrence).

Nominees
The list of nominees will be maintained and updated each year by the Lawrence University Sports Information Director.
Committee

The Hall of Fame Committee shall consist of the Lawrence University Sports Information Director, who also serves the committee chairperson, the Lawrence University Director of Athletics (ex officio), the Lawrence University Associate Director of Athletics, and not more than six others consisting of individuals from the Department of Athletics staff, university staff and alumni.

In an effort to diversify the committee, it is strongly recommended that the committee be made up of both male and female members from a wide range of class years.

Committee members are appointed by the chairperson and serve a term of no more than 10 years. Committee members may be appointed to consecutive terms by the chairperson.