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UALR ATHLETICS - STAFF DIRECTORY

ADMINISTRATION:

CHRIS PETERSON	DIRECTOR OF ATHLETICS	569-3167
GARY HOGAN	ASSOCIATE ATHLETIC DIRECTOR	569-3307
RICHARD TURNER	ASST. A.D. / COMPLIANCE COORD.	569-3322
GEORGE LEE	ASST. A.D./BUSINESS OPERATIONS	569-8264
ANDREA NUNEZ	DIRECTOR OF SALES / SWA	569-3393
CHASSE CONQUE	DIR. OF ATHLETIC DEVELOPMENT	569-3382
J.P. FLYNN	TICKETING & EVENT OPERATIONS	569-8957
JOHN EVANS	JACK STEPHENS CENTER MANAGER	569-3077
GEORGE REYNOLDS	ASST. JACK STEPHENS CENTER MANAGER	569-3451
JOE ANGOLIA	SPORTS INFORMATION DIRECTOR	569-3449
BRANDY SWEEDEN	ASST. SPORTS INFORMATION DIR.	569-3449
DR. JAN DANNAWAY	ACADEMIC SUPPORT SERVICES	569-3448
ASHLEY BOCCAROSSA	ACADEMIC ADVISING - GRAD. ASST.	569-3458
SANDY BURKS	PROGRAM COORDINATOR (FIELDHOUSE)	569-3306
TANGIE JONES	PROGRAM COORDINATOR (ADMINISTRATION)	569-3167
JENNIFER BAUER	PROGRAM COORDINATOR (M/W BASKETBALL)	569-3464
MICHAEL SWITLIK	HEAD ATHLETIC TRAINER	569-3445
COURTNEY HEYL	ASST. ATHLETICS TRAINER	569-3445
KARA ULRICH	ASST. ATHLETICS TRAINER	569-3340
JOHN BARRON	STRENGTH AND CONDITIONING	569-3396

BASEBALL:

SCOTT NORWOOD	HEAD COACH	663-8095
DIRK KINNEY	ASSISTANT COACH	664-5443
J.J. YANT	ASSISTANT COACH	280-0759
JEREMY HAWORTH	DIRECTOR OF OPERATIONS	280-0759

MEN'S BASKETBALL:

STEVE SHIELDS	HEAD COACH	569-3305
JOE KLEINE	ASSISTANT COACH	569-8925
CHARLES CUNNINGHAM	ASSISTANT COACH	569-3254
JOE GOLDING	ASSISTANT COACH	569-8923
MARLON TERRY	DIRECTOR OF OPERATIONS	569-8927

WOMEN'S BASKETBALL:

JOE FOLEY	HEAD COACH	569-3036
STEVE WIEDOWER	ASSISTANT COACH	569-8297
JOCELYN LOVE	ASSISTANT COACH	569-3019
ALICIA CASH	ASSISTANT COACH	569-3028
KIM DAVIS	DIRECTOR OF OPERATIONS	569-3398

CROSS COUNTRY / TRACK:

MILTON WILLIAMS	HEAD COACH	569-8921
MARK HARRISON	ASSISTANT COACH	569-8919
JAMES LUNDSBERG	GRADUATE ASSISTANT	569-8919
JESSE THILL	GRADUATE ASSISTANT	569-8919

GOLF:

WYN NORWOOD	ASSOC. A.D. / HEAD MEN'S COACH	683-7314
BRIDGETTE NORWOOD	HEAD WOMEN'S COACH	683-7313

SOCCER:

FREDDY DELGADO	HEAD COACH	569-3452
BRITTANY PEEBLES	ASSISTANT COACH	569-3452

SWIMMING:

AMY BURGESS	HEAD COACH	683-7312
MAT ADAMS	ASSISTANT COACH	683-7312

TENNIS:

ABBY WILSON	HEAD WOMEN'S COACH	569-3447
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VOLLEYBALL:

VAN COMPTON	HEAD COACH	569-3371
TODD BOURDO	ASSISTANT COACH	569-3341

ORGANIZATION AND ADMINISTRATION

UALR Mission:

The mission of the University of Arkansas at Little Rock is to develop the intellect of students; to discover and disseminate knowledge; to serve and strengthen society by enhancing awareness in scientific, technical, and cultural arenas; and to promote humane sensitivities and understanding of interdependence. Within this broad mission are the responsibilities to use quality instruction to instill in students a lifelong desire to learn; to use knowledge in ways that will contribute to society; and to apply the resources and research skills of the University community to the service of the city, the state, the nation, and the world in ways that will benefit humanity. (Adopted by the UALR Faculty Senate, 1988)

UALR Role and Scope:

The University of Arkansas at Little Rock (UALR) is a Carnegie Doctoral/Research University offering a comprehensive range of undergraduate, masters, and doctoral programs, and a first professional degree in law. Due to its location in the state's capital city and largest, most complex metropolitan area, the demand for UALR to offer graduate, professional, and doctoral education continues to increase, and, thus, post baccalaureate offerings will become a larger part of the institutions instructional program. Because of its metropolitan location, UALR assumes a special role in relation to the needs of urban areas in modern society in its instruction, research, and public service programs. UALR recognizes and accepts that in the 21st Century universities are critical to regional and state economic development.

UALR serves a diverse student body. While it serves traditional students as do most other universities, UALR also serves large numbers of nontraditional students who enroll part-time, commute to campus, have job and family responsibilities, and may be older. The university also enrolls international students from more than 50 countries. Honors courses and a nationally recognized undergraduate scholars program respond to the needs of superior students while students with developmental needs are afforded organized assistance in meeting their educational goals. UALR emphasizes excellence in teaching by all faculty. Developing technological competence in students receives particular attention.

UALR is strongly committed to research and public service. Faculty engage in applied and basic research appropriate to their academic disciplines and in response to economic development needs and other state and regional needs. The university is committed to supporting research and development, often in cooperative relationships, leading to intellectual property and commercialization. UALR's public service mission is reflected in numerous outreach activities by individual faculty members, academic units, and a number of specialized units established to provide assistance and expertise to organizations and groups in the community and across the state.

Partnerships are very important to UALR for they enable the university to extend its reach, increase its effectiveness, and leverage its resources. UALR works with other institutions of higher education particularly the University of Arkansas for Medical Sciences, the University of Arkansas Cooperative Extension Service, the University of Arkansas Clinton School of Public Service, and Pulaski Technical College to coordinate instructional programs. UALR partners with and complements the research activities of the University of Arkansas for Medical Sciences. UALR gives and receives benefit from partnerships with businesses, schools, governmental offices, neighborhood groups, cultural organizations, and nonprofit organizations. (Adopted by the University of Arkansas Board of Trustees, 1978; revised 1982, 1989, 1991, 2006)

UALR is a comprehensive university which offers a certificate program, a first professional degree program in law, two EdD programs, a PhD in applied science, and a wide range of associate, bachelor's, master's, and specialist degree programs. Because of its location in the state's capital city and largest metropolitan area, UALR assumes a special role in relation to the needs of urban areas in modern society in its instruction, research, and service programs. In addition, UALR serves as the host campus for a master's degree in engineering and master's degrees in vocational education and rehabilitation education offered by UAF.

UALR shares its resources in numerous public service activities on and off campus. These include non credit offerings which range from special programs for pre- collegiate students, particularly the gifted and talented, to personal enrichment and professional advancement courses for adults. Through its research and public service units and the Graduate Institute of Technology, UALR performs a state wide service role in economic and community development through assistance to business and industry, seminars for managers and workers, and support for entrepreneurial ventures. The institution provides similar research, advice, and assistance to governmental agencies, educational institutions, and other community organizations and groups. UALR also provides leadership in cultural enrichment and makes its own cultural resources available to the community. UALR cooperates with state agencies in advancing international education and economic development, and hosts the Arkansas Public Administration Consortium, which coordinates graduate internships in state government agencies and provides in service training programs for government employees.

While teaching is the primary focus for most faculty members at UALR, research is of growing importance. Much of the research is applied research related to the institution's professionally oriented graduate programs and extensive public service mission, although faculty members associated with the Graduate Institute of Technology also have special responsibility for basic research. In addition, cooperative research projects with UAMS, the Veterans Administration Medical Center, and the National Center for Toxicological Research play an important role in developing the central Arkansas scientific corridor.

(Adopted by the Arkansas State Board of Higher Education, 1989; amended 1992)

The University of Arkansas at Little Rock offers certificates and degree programs at the associate, baccalaureate, masters, specialist, and doctoral levels. Disciplines in which degrees are offered include applied science, the arts; business, health, and public administration; communication; education; engineering technology; the humanities; law; social, physical, and life sciences; and social work. The institution emphasizes the liberal education of undergraduate students and offers more focused professional study, particularly at graduate levels.

The University of Arkansas at Little Rock, taking advantage of its metropolitan location, offers programs and services that respond to the special needs and interests of individuals, organizations, institutions, businesses, and governmental units. Academic programs, student services, research activities, public service projects, and institutional policies reflect the University's commitment to a diverse student body composed of recent high school graduates, students returning to school after other experiences, retirees, international students, disabled students, and professionals seeking career change or enrichment. A significant percentage of these students attend school part-time and work full or part-time. As a result, many UALR students bring experience and a high level of motivation into the classroom.

The University of Arkansas at Little Rock strives to make higher education accessible to all those who can benefit. The institution's academic courses are offered in flexible and varied time periods and learning formats, at off-campus locations as well as in traditional classrooms, and by radio, telecommunication, and newspaper. In all of these forms the quality of instruction is of paramount importance. The University has a nationally recognized scholars program and curriculum, honors courses, and other programs for superior students. Specialized programs and assistance are offered to educationally disadvantaged students. The University is committed to international education, supporting programs and courses that attract international students and offer opportunities for all students to explore and experience other cultures.

The University of Arkansas at Little Rock recognizes its responsibility to contribute to bodies of knowledge through research as well as to disseminate ideas through instruction. The University fosters both basic and applied research appropriate to its programs and faculty. The University supports grant applications and other attempts to gain sponsorship for research. Many research activities address the problems of Arkansas as it interacts with an increasingly complex and interdependent world.

The University of Arkansas at Little Rock shares its resources with the larger community through public service. Activities include noncredit educational offerings ranging from college preparatory classes to courses for personal enrichment and awareness; special programs for pre-collegiate students; programs for professional advancement; and institutes and centers to focus research and study on such areas as teaching and learning, technology, government, management and urban affairs. The University serves the State of Arkansas in economic development through assistance from businesses, seminars for managers and workers, and support for entrepreneurial ventures. The University provides leadership in cultural enrichment and makes its resources available to the community. Relationships with local, state, and national governments and with business and industry strengthen the curriculum and provide students and faculty opportunities to apply theory and research.

The University anticipates continued growth in the number of students and in the number and size of academic programs. The primary aim of the University in all of its varied activities will continue to be maintaining and improving the quality of education for all its students. (Adopted by the UALR Faculty Senate, 1988)

History:

The University of Arkansas at Little Rock was founded in 1927 as Little Rock Junior College under the supervision of the city Board of Education. That first semester there were eight instructors and about 100 students. By 1929 the college was accredited by the North Central Association of Colleges and Schools, a status it has kept through changes in size and status.

Housed at first in public school buildings, the college moved in 1949 to its present location in southwest Little Rock on a beautifully wooded site donated by Raymond Rebsamen, a Little Rock businessman. The college was also by that time the sole beneficiary of a continuing trust established by former Governor George W. Donaghey.

In 1957 the institution began a four-year degree program, became independent and privately supported under a separate board of trustees, and took the name Little Rock University.

After several years of discussion and study, Little Rock University in September 1969 merged with the University of Arkansas to create the University of Arkansas at Little Rock. That was a major step in the creation of a multi-campus system that now includes eight campuses: University of Arkansas at Fayetteville; University of Arkansas for Medical Sciences; University of Arkansas at Little Rock; University of Arkansas at Pine Bluff; University of Arkansas at Monticello; Phillips Community College of the University of Arkansas; University of Arkansas Community College at Hope; and University of Arkansas Community College at Batesville. Within this structure, UALR is state supported, operationally separate, and specifically oriented toward serving the educational needs of Arkansas.

The University of Arkansas merger began a period of rapid growth, which saw UALR go from about 3,500 students and 75 full-time faculty members in 1969 to about 11,000 students and 500 full-time faculty members today. The University's expanded offerings now include more than 100 undergraduate majors, an extensive schedule of night, weekend, and off-campus classes, and a wide range of community educational services. UALR began offering graduate and professional work in 1975 and the UALR Graduate School was created in 1977. UALR is the only institution in the state to have earned the Carnegie ranking as "Research/Doctoral University - Intensive." Besides the juris doctor, UALR has three doctoral programs and 39 graduate and professional programs, as well as joint programs with other campuses of the University of Arkansas System. Presidents include R.C. Hall (1927-1930), John A. Larson (1930-1950), Granville Davis (1950-1954), E.Q. Brothers (acting president 1954-1956), and Carey V. Stabler (1956-1969).

Chancellors of the University of Arkansas at Little Rock include Carey V. Stabler (1969-1972), James H. Fribourgh (acting chancellor 1972-1973, 1982), G. Robert Ross (1973-1982), James H. Young (1982-1992), Joel E. Anderson (interim chancellor 1993), Charles E. Hathaway (1993-2002), and Joel E. Anderson (2003 -present).

Department of Athletics Philosophy, Purpose and Objectives:

The athletic program shall serve to inspire the pursuit of excellence through honest effort, principles of fair play and the personal integrity of all concerned. The provision of fine coaching, facilities, and equipment shall enable student-athletes to realize their potential. In this way, the athletic program can be a source of pride to all associated with the University, and positively fulfill its unique place in the public relations and education effort of the institution.

The University of Arkansas at Little Rock Department of Athletics adheres to the belief that intercollegiate athletics are an integral part of the educational framework of the University and that the program exists to compliment the mission and goals of the University. The athletic program for men and women shall serve as a means of education through which a significant contribution may be made to the total development of the student-athlete. The University of Arkansas at Little Rock is a Division I member of the NCAA and subscribes to the NCAA Division I philosophy noted below and all facets of the program will strictly adhere to all NCAA and Conference regulations.

Department of Athletics Purpose:

The primary purpose of the Athletic Program shall be to provide a quality competitive intercollegiate program for student-athletes which will enrich their lives, enhance the image of the institution, and be complimentary to the academic mission of the University.

Athletic Program Objectives:

1. To maximize opportunities for student-athletes to participate in a quality athletic program with special attention paid to the physical welfare of the participants.
2. To maximize opportunities for students to acquire positive values from their competitive sports experience, which will enhance their preparation for a productive life.
3. To provide equitable opportunities for male and female students.
4. To field teams capable of competing on an equal footing with rival institutions and which are competitive for conference championships and the national opportunities that conference championships may bring
5. To provide an atmosphere for participants to realize the importance of others and the value of teamwork and cooperation in attaining personal and team goals.
6. To encourage the motivation and commitment necessary for the academic success of student-athletes.
7. To foster high standards of ethical conduct and fair play.
8. To maximize positive involvement by the various publics with the institution through the athletic program.
9. To enhance the image of the University of Arkansas at Little Rock.
10. To maximize and stabilize the generation of revenue from all sources to fund the athletic program.

NCAA Division I Philosophy:

1. A member of Division I subscribes to high standards of academic quality, as well as breadth of academic opportunity
2. In its athletics program, a member of Division I strives for regional and national excellence and prominence. Accordingly, its recruitment of student-athletes and its emphasis on and support if their athletics programs are – in most cases – regional and national in scope.
3. A member of Division I recognizes the dual objective in its athletics program of serving both the university or college community (participants, student body, faculty staff, alumni) and the general public (community, area, state, nation)
4. A member of Division I believes in offering extensive opportunities for participation in varsity intercollegiate athletics for both men and women. A Division I member sponsors at the highest feasible level of intercollegiate competition one or both of the traditional spectator-oriented, income-producing sports of football and basketball
5. As a reflection of its goal of maintaining an appropriate competitive level in its sports program, a member of Division I believes in scheduling its athletic contests primarily with other members of Division I, especially in the emphasized, spectator-oriented sports.
6. A member of Division I strives to finance its athletics program in so far as possible from revenues generated by the program itself. All funds supporting athletics should be controlled by the institution.
7. Division I members understand, respect and support the programs and philosophies of other divisions. Occasionally institutions from other divisions or athletics associations will seek membership in Division I. In such cases, the applicants should be required to meet, over a period of time, prescribed criteria for Division I membership in order to assure that each institutions agree and comply with the principles and program objectives embodied in this statement.

Department of Athletics Diversity Statement:

The Department of Athletics is committed to the pursuit of excellence through diversity by including and integrating within our program students, staff, administrators, and coaches representing different groups as defined by race, ethnicity, gender, sexual orientation, socioeconomic background, age, disability, nationality, and religion. We are committed to attracting and retaining members of historically under-represented racial and ethnic groups and to developing initiatives and programs designed to capitalize on the benefits of diversity. The Department of Athletics is committed to creating a culture that recognizes and values diverse identities and encourages respect, understanding, and appreciation of individual and group differences.

NCAA – Principle of Sportsmanship and Ethical Behavior

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 athletics 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.

Code of Conduct and Professional Responsibility:

1. Ethical Conduct of Athletic Personnel:

Individuals employed by or associated with our institution to administer, conduct or coach intercollegiate athletes will deport themselves with honesty and sportsmanship at all times. Coaches should maintain an exemplary standard of conduct which reflects the highest level of maturity and good judgment.

2 Ethical Conduct of student-athletes:

Student-athletes shall deport themselves with honesty and good sportsmanship. Behavior at all times should reflect the high standards of honor and dignity that characterize participation in competitive sports in the collegiate setting

Players conduct and standards of dress, alcohol and drug policies applicable to team travel and home events shall be established by the coach and shall ensure that players conduct themselves in a manner positively reflecting upon the reputation of the University of Arkansas at Little Rock

Student-athletes shall refrain from partaking of alcoholic beverages while representing the University of Arkansas at Little Rock at competitive events or official social events related to such competition.

Partaking of drugs to enhance performance or modify mood or behavior at any time during a season unless prescribed by a physician for medical reasons is strictly forbidden.

3. Student Athlete Welfare:

Intercollegiate athletic programs shall be conducted in a manner designed to protect and enhance the physical and educational welfare of student-athletes.

4. Academic Standards:

Intercollegiate athletics programs shall be maintained as a vital component of the educational program and student-athletes shall be an integral part of the student body. The admission, academic standing and academic progress of student athletes shall be consistent with the policies and standards adopted by the institution.

5. Rules Compliance:

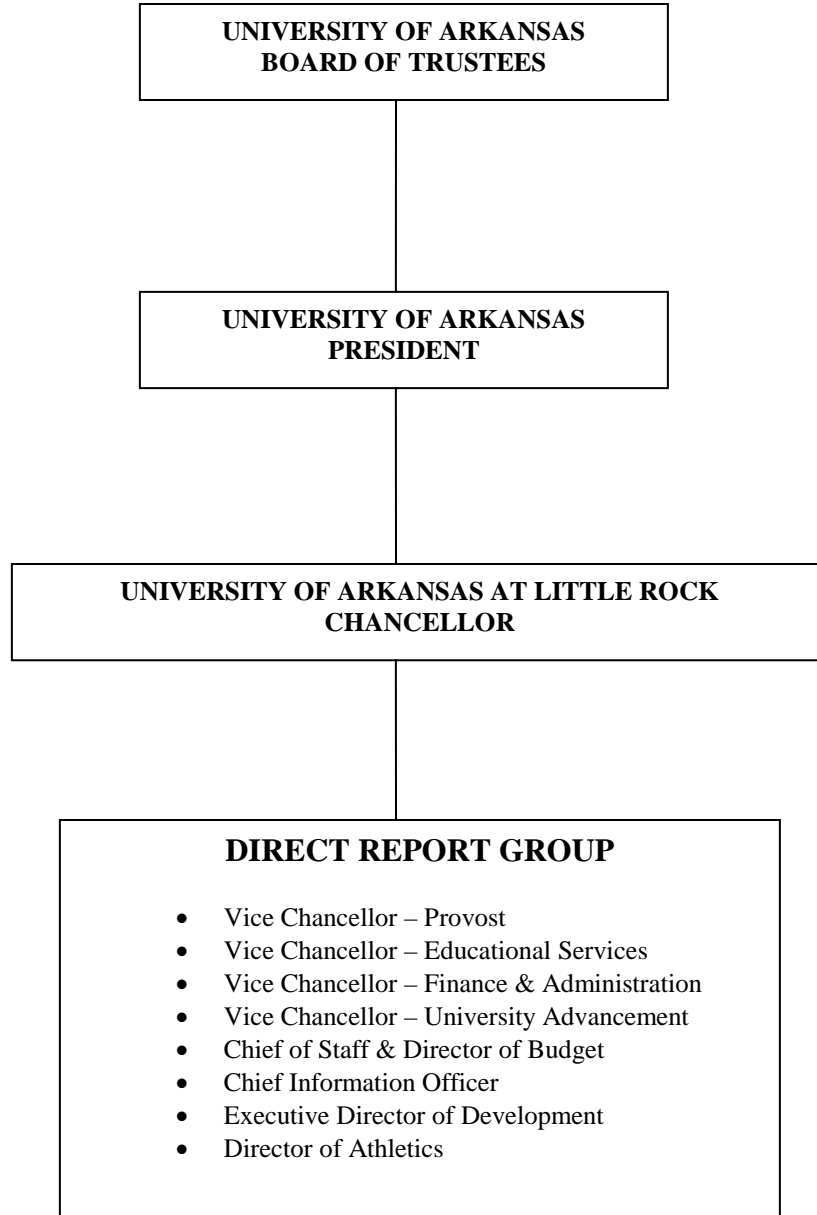
Our institution will comply with all applicable NCAA rules and regulations. We will monitor our programs to assure compliance and to identify and report to the Association instances in which compliance has not been achieved. In any such instance, our institution will cooperate fully with the Association and will take appropriate corrective actions. Members of our institution's staff, student-athletes and other individuals and groups representing our institution's athletics interests will comply with the Association rules.

Institutional staff members found in violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures, whether such violations occurred at this institution or during the individual's previous employment at another member institution.

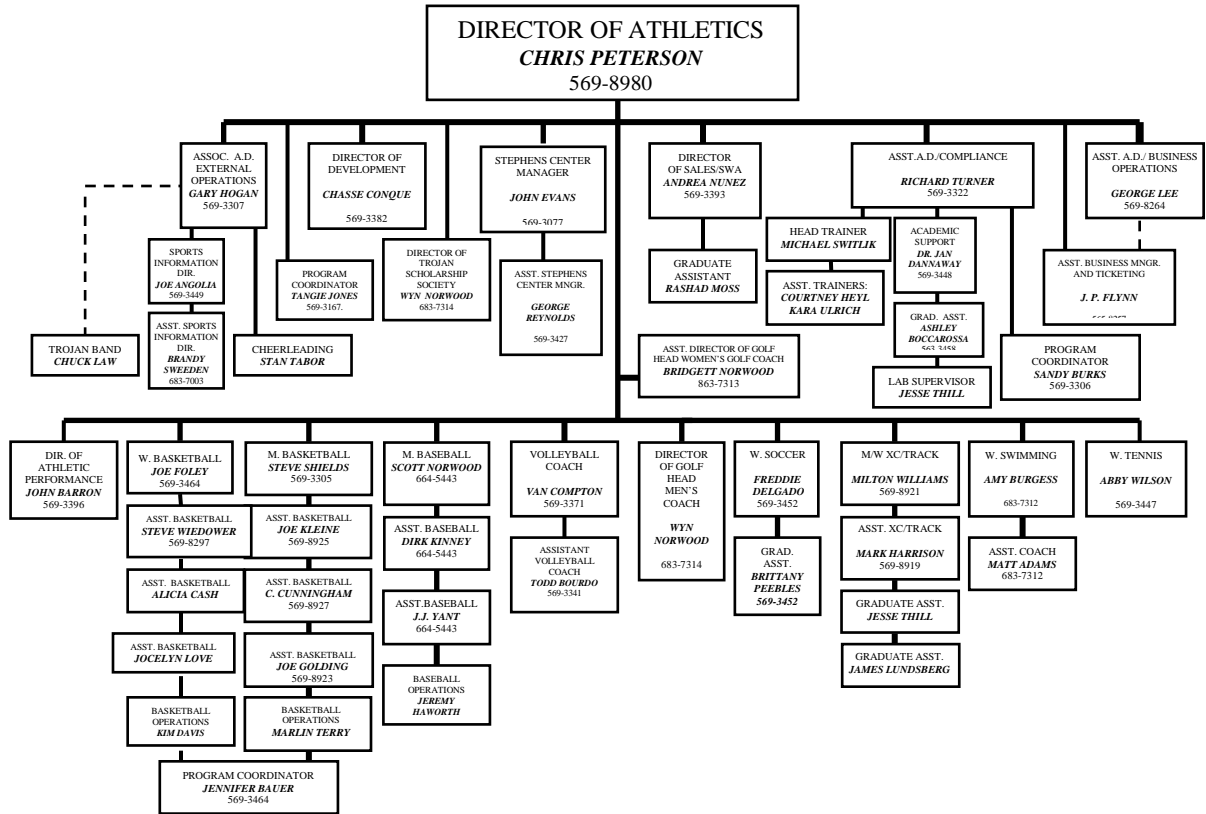
Code of Professional Responsibility:

1. Coaches shall deport themselves with honesty and sportsmanship at all times, so that they represent the honor and dignity of fair play and generally high standards associated with wholesome competitive sports.
2. Coaches shall manifest a firm commitment to the academic mission of their university and to the educational advancement of the student-athletes.
3. Coaches have the affirmative duty to stay apprised of all regulations that pertain to their recruitment and coaching activities.
4. Coaches have the affirmative duty to self-report violations to a supervising authority when the coach has actual knowledge of a violation.
5. Coaches shall cooperate with and furnish the NCAA, conference or institution truthful and complete information concerning the coaches involvement in or knowledge of a violation of an NCAA, conference or institutional regulation.
6. Coaches shall have no involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit, and shall have the affirmative obligation to report any knowledge of such wrongdoing.
7. Coaches shall have no involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete, and shall have the affirmative duty to report any knowledge of such wrongdoing.
8. Coaches shall represent only accurate and truthful information to prospective student-athletes about their institutions and any other institutions recruiting the prospective student-athlete.
9. Coaches shall respect a prospect's or parent's expressed wishes regarding the frequency or type of contact that is made with the prospect or the parents.
10. Coaches have the affirmative duty to advise the prospect and his or her parents of the academic and athletics requirements for admission and participation at the coaches' institution.
11. Coaches have the affirmative duty to truthfully detail to a prospect the ramifications of signing a National Letter of Intent.
12. Coaches have the affirmative duty to report to a supervising authority any actual knowledge of violations that have been committed by coaching peers employed by other institutions.

GOVERNANCE STRUCTURE

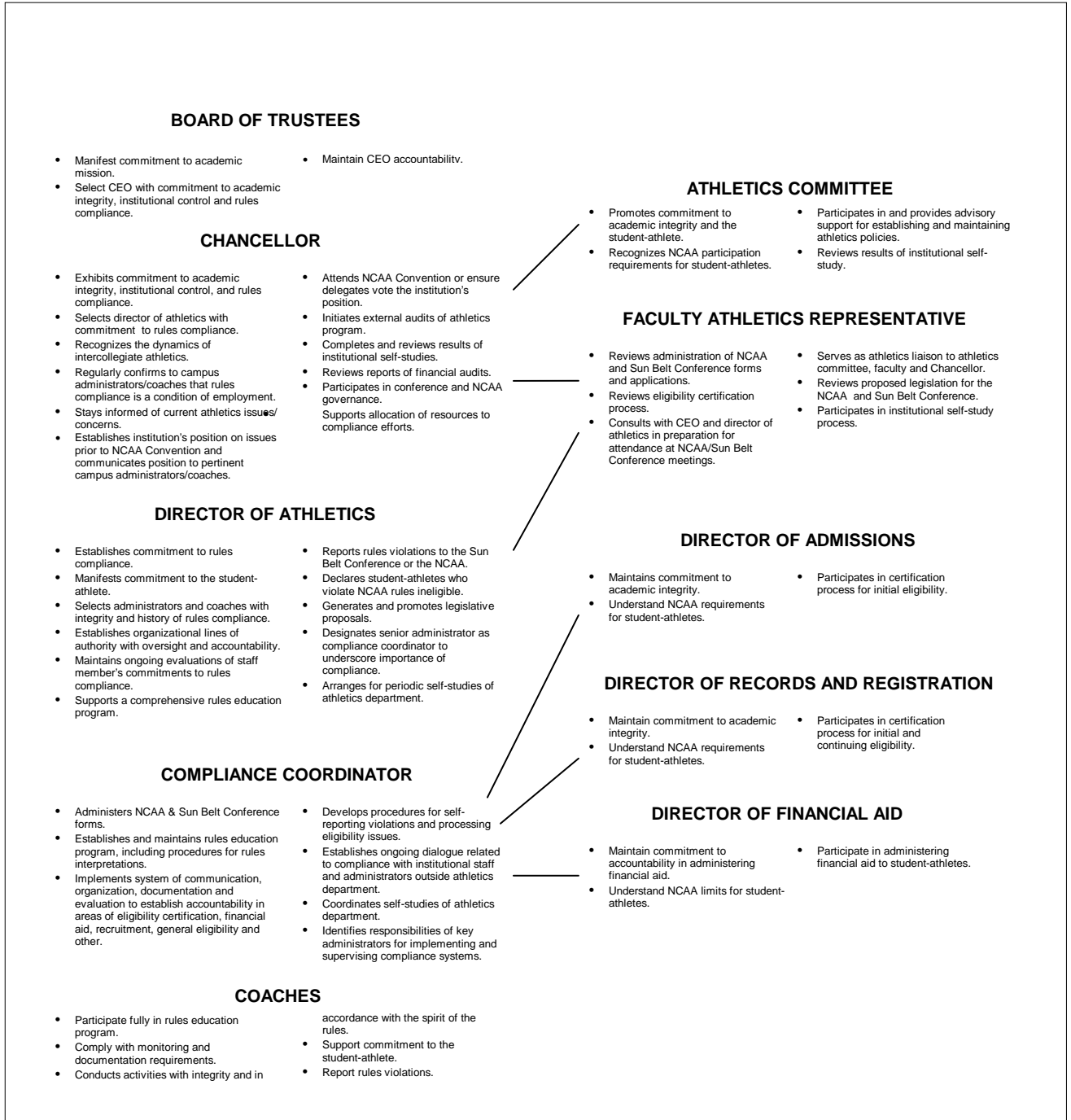


DEPARTMENT OF ATHLETICS ORGANIZATIONAL CHART



UPDATED 10/2/08

UALR INSTITUTIONAL COMPLIANCE MODEL



COMPLIANCE RESPONSIBILITIES – KEY PERSONNEL

DIRECTOR OF ATHLETICS

- Establishes commitment to rules compliance;
- Manifests commitment to the student-athlete;
- Selects administrators and coaches with integrity and history of rules compliance;
- Establishes organizational lines of authority with oversight and accountability;
- Maintains ongoing evaluations of staff member's commitments to rules compliance;
- Supports a comprehensive rules education program;
- Reports rules violations to the Sun Belt Conference or the NCAA;
- Declares student-athletes who violate NCAA rules ineligible;
- Generates and promotes legislative proposals;
- Designates senior administrator as compliance coordinator to underscore importance of compliance;
- Arranges for periodic self-studies of athletics department.

Transfer Eligibility:

- Contact previous institution for permission to contact transfer prospective student-athletes;
- Receives permission to recruit/contact transferring student-athletes.

FACULTY ATHLETICS REPRESENTATIVE

- Reviews administration of NCAA and Sun Belt Conference forms and applications;
- Reviews eligibility certification process;
- Final signature authority in the certification of eligibility for student-athletes;
- Consults with CEO and director of athletics in preparation for attendance at NCAA/Sun Belt Conference meetings;
- Serves as athletics liaison to athletics committee, faculty and Chancellor;
- Reviews proposed legislation for the NCAA and Sun Belt Conference;
- Participates in the investigation of rules violations;
- Participates in institutional self-study process.

ASSISTANT A.D./COMPLIANCE

- Administers NCAA & Sun Belt Conference forms;
- Establishes and maintains rules education program, including procedures for rules interpretations;
- Implements system of communication, organization, documentation and evaluation to establish accountability in areas of eligibility certification, financial aid, recruitment, general eligibility and other;
- Develops procedures for self-reporting violations and processing eligibility issues;
- Establishes ongoing dialogue related to compliance with institutional staff and administrators outside athletics department;
- Coordinates self-studies of athletics department;
- Identifies responsibilities of key administrators for implementing and supervising compliance systems;

Financial Aid:

- Review aid award recommendations;
- Generate exemption certificates;
- Monitor individual and team limits;
- Coordinate appeals of financial aid non-renewals;

Recruiting:

- Monitor recruiting records and expense statements;
- Provide legislative interpretations;
- Review recruiting practices and procedures;
- Coordinate entrance and exit interviews with student-athletes;

Eligibility:

- Develops, maintains and distributes team rosters and squad lists;
- Monitors NCAA Eligibility Center qualifier status of prospective student-athletes;
- Ensures permission to contact transfer prospects is granted before contact;
- Monitor waivers/exceptions to transfer residency requirement;
- Determine eligibility to receive athletics aid;
- Coordinates distribution of eligibility certification documents and submits to the Conference.

COACHES

- Participate fully in rules education program;
- Comply with monitoring and documentation requirements;
- Conducts activities with integrity and in accordance with the spirit of the rules;
- Support commitment to the student-athlete;
- Report rules violations;

Financial Aid:

- Makes financial aid recommendations;
- Provides NCAA squad lists material to Asst. A.D./Compliance;
- Provides team roster changes to Asst. A.D./Compliance;

Recruiting:

- Maintains and submits recruiting records (contacts, evaluations, expense statements) to Asst. A.D./Compliance;
- Initiates prospect's National letter of Intent and Athletics Grant-In-Aid Agreements;
- Coordinates PSA's submission of application and eligibility materials;
- Establishes recruiting standards for assistant coaching staff;
- Provides graduation reports to PSA's and parents;

Eligibility:

- Provide educational materials to PSA's and parents;
- Assists in the application process;
- Compiles and maintains participation records;
- Obtain and review athletics history of student-athletes;
- Notify the Director of permission to contact transfer PSA's;
- Educate PSA's (freshmen and transfer) regarding admissions and eligibility requirements.

COORDINATOR FOR ACADEMIC SUPPORT

- Coordinate, maintain and review PSA's academic records;
- Interview visiting PSA's;
- Participate in the certification of eligibility process;
- Coordinate documentation with Admissions, Financial Aid and Records and Registration;
- Initiate accommodations for PSA's with learning disabilities;
- Provide evaluations and assessments of transfer records;
- Apply appropriate academic eligibility standards in advising sessions and records evaluations;
- Coordinate degree declaration program;
- Coordinate communication w/faculty (class absences, degree declaration, class progress);
- Monitor full-time enrollment;
- Meet each semester with head coaches;
- Review and approve off-campus summer courses;
- Coordinate appropriate interventions for at-risk student-athletes;
- Coordinate annual Student-Athlete Orientation Program;
- Attend annual Sun Belt Conference Rules Education Seminar;
- Participate in departmental rules education program.

DIRECTOR OF FINANCIAL AID

- Maintain commitment to accountability in administering financial aid;
- Understand NCAA limits for student-athletes;
- Review athletically related financial aid recommendations;
- Signs all athletics Grant-In-Aid Agreements;
- Provide educational sessions to athletics personnel regarding financial aid regulations;
- Review and sign exemption forms;
- Determines certification of outside awards;
- Coordinates the process for renewal and non-renewal of athletics aid;
- Conducts financial aid appeals program;
- Signature authority in the certification of eligibility of student-athletes program;
- Attends annual Sun Belt Conference Rules Education Seminar;
- Participates in certification process for initial and continuing eligibility;
- Participates in departmental rules education program.

DIRECTOR OF ADMISSIONS

- Maintains commitment to academic integrity;
- Understand NCAA requirements for student-athletes;
- Participates in certification process for initial eligibility (freshmen and transfer students);
- Assists with the initial review of PSA's academic records;
- Processes applications for admissions for all student-athletes;
- Responsible for making all final admissions decisions;
- Monitors and confirms full-time status for all student-athletes;
- Signature authority in the certification of eligibility of student-athletes program;
- Provides educational sessions to athletics personnel regarding admissions regulations;
- Attends annual Sun Belt Conference Rules Education Seminar;
- Participates in departmental rules education program.

DIRECTOR OF RECORDS AND REGISTRATION

- Maintain commitment to academic integrity.
- Understand NCAA requirements for student-athletes.
- Participates in certification process for initial and continuing eligibility;
- Confirms satisfactory academic progress for all student-athletes;
- Assists in preparation of annual reports (graduation rates, APR reports, etc...);

- Assists in monitoring full-time status of all student-athletes;
- Signature authority in the certification of eligibility of student-athletes program;
- Conducts educational sessions to athletics personnel regarding institutional regulations;
- Attends annual Sun Belt Conference Rules Education Seminar;
- Participates in departmental rules education program.

FACULTY ATHLETICS COMMITTEE:

This committee shall consider matters pertaining to the intercollegiate athletics program and shall be advisory in nature with respect to the relationship of athletics to the academic purposes of the University. These matters may include the monitoring of academic progress and eligibility of student-athletes, scheduling of athletic events, allocation of scholarships, recruitment of student-athletes, the adding and dropping of sports, NCAA, and conference rules changes, and other matters related to intercollegiate athletics.

The committee shall be composed of six full time faculty members to be appointed by the Committee on Committees of the Assembly, with the provision that no more than one voting member shall be selected from any single academic college or school. The Committee on Committees shall also appoint two staff members to the committee. The Student Government Association shall appoint two students to the committee. The faculty and staff members shall serve two year, staggered terms and the student members shall serve one year terms. The director of athletics, registrar, and the advisor for student-athletes shall serve as ex officio members without vote. Appointment of the Faculty Athletics Representative (FAR) will be for a three year term and may be renewable. The FAR will be appointed by the Chancellor from a recommendation provided by the Athletics Committee. The FAR will serve on the Athletics Committee as an ex officio member with vote.

NCAA, SUN BELT CONFERENCE & SPORTS SPONSORSHIP:

Presently, the University of Arkansas at Little Rock offers fifteen sports, six men and nine women sports. UALR is a Division I-AAA member of the NCAA. In addition, UALR is affiliated with the Sun Belt Conference which provides regular and post season competition for both men's and women's sports programs.

The NCAA currently requires a Division I-AAA member to sponsor seven men's and seven women's sports or six men's and eight women's sports.

Sun Belt Conference Members:

1. University of Arkansas at Little Rock
2. Arkansas State University
3. University of Denver
4. Florida International University
5. Florida Atlantic University
6. Middle Tennessee State University
7. University of Louisiana - Monroe
8. University of Louisiana - Lafayette
9. University of New Orleans
10. University of North Texas
11. University of South Alabama
12. Troy University
13. Western Kentucky University

Sports Sponsored by UALR:

1. Men's Basketball
2. Women's Basketball
3. Men's Baseball
4. Men's Cross Country
5. Women's Cross Country
6. Men's Golf
7. Women's Golf
8. Men's Indoor Track and Field
9. Women's Indoor Track and Field
10. Men's Outdoor Track and Field
11. Women's Outdoor Track and Field
12. Women's Soccer
13. Women's Swimming and Diving
14. Women's Tennis
15. Women's Volleyball

Sun Belt Conference Sports:

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PERSONNEL

INTRODUCTION

Athletic personnel should refer to their respective university handbook for information and details regarding university policies on appointment, employment, duties, responsibilities, rights, benefits, evaluation, services, and recreation.

Only those personnel policies, university or athletic, which are most often of interest or used by athletic personnel will be included in this section of the handbook.

NON-DISCRIMINATION POLICY

UALR adheres to a policy that enables all individuals, regardless of race, color, gender, national origin, age, religion, sexual orientation, veteran's status, or disability to work and study in an environment unfettered by discriminatory behavior or acts. Harassment of an individual or group will not be condoned and any person (student, faculty, or staff member) who violates this policy will be subject to disciplinary action.

Harassment which is considered discriminatory includes actions or conduct (verbal, graphic, gestural, or written) directed against any person or group with the intent to demean or create a hostile or threatening environment.

It is not the intent of this policy to infringe upon or limit educational, scholarly, or artistic expression.

Any person who believes they have been discriminated against should contact the Human Relations Officer to obtain assistance and information concerning the filing of complaints.

At the same time the University prohibits discriminatory practices, it promotes equal opportunity through affirmative action. Non-discriminatory affirmative action equal opportunity policies apply to: recruitment, hiring, job classification and placement, work conditions, promotional opportunities, demotions/transfers, terminations, training, compensation, choice of contractors and suppliers of goods and services, educational opportunities, disciplinary action, recreational and social activities, use of facilities, housing, and University sponsored programs.

POLICY PROHIBITING SEXUAL HARRASSMENT

Statement of Policy

The University of Arkansas at Little Rock explicitly condemns sexual harassment as a violation of an individual's human rights and dignity and as a form of discrimination based upon sex.

Therefore, the policy of the University of Arkansas at Little Rock is that members of the University community neither commit nor condone sexual harassment in any form. This prohibition applies equally to male and female staff, faculty and students, to all other persons on premises subject to University control and to those engaged to further the interests of the University.

Employees and students who engage in sexual harassment will be subject to applicable disciplinary processes. Sexual harassment is unlawful and may also subject those who engage in it to civil and criminal penalties.

The University is committed to providing an environment free from sexual harassment. Therefore, the University administration strongly encourages all University of Arkansas at Little Rock community members to report incidents of sexual harassment. To that end, reporting and investigating procedures are supportive of and sensitive to the alleged victim. At the same time, they adequately safeguard the rights of the alleged offender.

Policy Rationale

Sexual harassment is reprehensible. It subverts the mission of the University by threatening the careers, educational experience and general well-being of every member of the University community. In both obvious and subtle ways, sexual harassment destroys an individual's ability to function at his or her highest level and has a harmful effect on one's ability to study, work, or engage in leisure activities within the University community. Although sexual harassment often takes place when the people involved have unequal power (as between a supervisor and employee or between a teacher and student), sexual harassment also occurs between people who have equal power and status in the University community (as between students or between co-workers). The purpose of the University of Arkansas at Little Rock's sexual harassment policy is to educate members of the University community about the harms caused by sexual harassment and about behaviors which constitute harassment based on an individual's sex or gender. Finally, and most importantly, the purpose of this policy is to eradicate sexual harassment within the University community.

Sexual Harassment Defined

Sexual harassment is defined as unwanted, unwelcome, inappropriate or irrelevant sexual or gender-based activities or comments when:

- A. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment with the University or a factor in the educational program or University-related activities of a student; or
- B. Submission to or rejection of such conduct by an individual is used as a basis for an employment or educational decision affecting such individual; or
- C. Such conduct has the purpose or effect of interfering with an individual's work or educational performance; or
- D. Such conduct creates an intimidating, hostile, offensive or demeaning environment.

Examples of Sexual Harassment

The University takes the broadest possible view consistent with law and reason regarding conduct encompassed by the phrase "sexual harassment." The inclusion of examples and descriptions in this policy statement is not intended to exclude other conduct from being deemed sexual harassment. They are provided to inform the University community of expected standards of professional and responsible conduct. A determination of the occurrence of sexual harassment is based upon the nature and context of the conduct.

All members of the University community have a responsibility to behave in such a manner that their words or actions cannot reasonably be perceived by the recipient of those words or actions as coercive, abusive, or exploitive. Regardless of the specific intent of the alleged harasser, conduct having the characteristics or effect of sexual harassment will be treated as sexual harassment. Where there is a rational connection with University functions, processes, and operations, off campus conduct is subject to this policy.

Sexual harassment creates a hostile, abusive, demeaning, offensive, or intimidating environment. It is manifested by verbal and/or physical actions, including gestures and other symbolic conduct which may be, but are not necessarily, aimed at a particular individual. Examples include verbal harassment and abuse of a sexual or gender-specific nature, such as sexually explicit statements, questions, jokes, or anecdotes; display of sexually demeaning objects or pictures; and remarks about sexual activity or speculations about previous or future sexual experience. Sexual harassment includes unnecessary or unwelcome touching, patting, hugging, or brushing against a person's body; staring at or ogling of a person's body; and inappropriate comments about one's body or clothing. It includes unwanted sexual activities, sexual advances or requests for sexual favors, and physical assault.

Sexual harassment also includes slurs about one's gender, contrived work or study assignments, and assigning more onerous or unpleasant tasks predominately to employees or students of one gender.

Consensual Relationships

Incidents of sexual harassment may involve persons having unequal power, authority, or influence. Threats of adverse consequences or promises of reward may be implied solely by circumstances of unequal power. Therefore, the University recognizes an inherent conflict of interest when an individual exercises supervisory, educational or other institutional authority over an individual and makes sexual overtures toward that individual.

For this reason, no faculty member shall begin an amorous relationship with a student who is enrolled in a course taught by the faculty member or whose academic work (including work as a teaching assistant) is supervised by the faculty member. Furthermore, a faculty member who has had or is currently involved in an amorous relationship with a student shall, to the extent possible, withdraw from participation in instructional activities, or decisions which may reward or penalize that student. Finally, the University strongly recommends that no faculty or staff member participate in an amorous relationship with a student or an employee of the University who is being supervised by that faculty or staff member.

Decisions affecting employees and students should be made solely on the basis of merit. This includes, but is not limited to, decisions affecting an employee's job responsibilities, promotion, pay, benefits, or other term or condition of employment; a student's grades, academic progress, benefits, or other term or condition of academic evaluation or student status; and recommendations, references, referrals, and opportunities for further study, employment or career advancement.

University grievance procedures are available to individuals who wish to pursue complaints of sexual harassment. In addition to or in lieu of reporting incidents of sexual harassment as outlined above, faculty, staff and students may report such acts directly to the UALR Human Relations Officer.

DRUG-FREE WORKPLACE POLICY

Drug abuse and use in the workplace are subjects of immediate concern in our society. The problems created by drug abuse are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of all employees, the public at large, and result in damage to state property. Therefore, it is the policy of the State of Arkansas that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in a state agency's workplace is prohibited. Any employees violating this policy will be subject to discipline up to and including termination.

The specifics of this policy are as follows:

- A. State agencies will not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers controlled substances to another person or sells or manufactures a controlled substance while on the job or on agency premises will be subject to discipline up to and including termination.
- B. The term "controlled substance" means any drug listed in 21 U.S.C. Section 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and "Crack". They also include "legal drugs" which are not prescribed by a licensed physician.
- C. Each employee is required by law to inform the University within five (5) days after he or she is convicted of violation of any federal or state criminal drug statute where such violation occurred on the agency's premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal court, state court or other court of competent jurisdiction.
- D. The University of Arkansas at Little Rock is required to notify the Federal Funding Agency of the conviction of any employee for drug use or abuse who is employed in a position utilizing federal funds or a federal grant within ten (10) days of receiving notice of the conviction from the employee or otherwise receiving actual notice.
- E. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to discipline up to and including termination. Alternatively, the University may require the employee to successfully finish a drug program sponsored by an approved private or governmental institution.
- F. Abiding by the Drug-Free Workplace Policy is considered a condition of employment for all state employees.
- G. This policy is intended to comply with the rules published by the Federal Office of Management and Budget on January 31, 1989, in the Federal Register, implementing the Drug-Free Workplace Act of 1988 and the Governor's Executive Order 89-2 dated March 30, 1989.

SMOKING POLICY

Smoking on UALR campuses is regulated under the authority of Act 462 of the 76th General Assembly of the State of Arkansas, 1987. In accordance with this statute and recognizing the ill effects of tobacco on both its smoking and nonsmoking faculty, staff, students and visitors, the University and its assembly declare that UALR buildings on all campuses shall be "smoke free." Smoke free means no use of smoking materials of any kind inside UALR buildings. Employees and students who choose to smoke must do so during their authorized breaks outside of UALR buildings.

Smoking outside of buildings shall be at designated areas equipped with receptacles for the appropriate disposal of the smoking materials.

All individuals are responsible for enforcement of this policy. If an individual cannot resolve a problem encountered while attempting to maintain the smoke free environment, the next in the chain of authority will be asked to help resolve the problem.

Standard disciplinary procedures shall be followed for students, staff, and faculty who fail to abide by this policy. (University Assembly, 4/9/91)

FRINGE BENEFITS

Medical/Dental Insurance

All UALR employees who work half-time or more on a regular appointed basis (not hourly) are eligible to participate in the Group Medical and Dental insurance programs. UALR pays 60% of the premium for medical and 50% for dental insurance for full-time employees and lower percentages for less than full-time. Eligible dependents of employees may also be covered.

The Medical and Dental Plan pays benefits for you and your covered dependents. The types of services and supplies covered by the plan include: doctor's charges, hospital room and board, prescriptions, x-rays and laboratory tests, and other medical services and supplies.

Like most medical/dental plans, there are deductibles, co-payment, co-insurance, maximum out-of-pocket amounts, and limitations on benefits for pre-existing conditions.

If you do not enroll in the medical/dental plan within 31 days after becoming eligible for coverage, you must provide evidence of good health.

After leaving employment with the University, you may keep your University medical/dental coverage for a maximum period of 18 months through the Consolidated Omnibus Budget Reconciliation Act (COBRA). Information concerning continuation coverage will be mailed to you when Human Resource Services is notified by your department of your ending employment.

This is a summary of the insurance plan and not an actual contract. For more information, contact Human Resource Services.

IRS Section 125 Cafeteria Plan

This plan allows you to pay your Group Medical and Dental Insurance premiums with pre-tax dollars. It will result in a tax savings for you and an increase in take home pay. Additionally, you have the option of contributing pre-tax dollars to a health care and dependent care flexible spending account . These are voluntary programs.

Life Insurance

Basic Life

If you are appointed half-time or more, you are eligible to participate in the group term life insurance. Basic life insurance is equivalent to your base annual salary (not to exceed \$50,000) and is provided at no cost to the employee. As your salary increases, your basic coverage is automatically increased. Benefits for the basic coverage are reduced for employees age 60 and older. If you choose, you may carry additional life insurance for yourself and/or dependent life insurance with the premiums paid by you.

If you do not enroll in the insurance plan within 31 days after becoming eligible for coverage, you and any dependents you wish to cover must provide evidence of good health.

Optional Life Insurance

You have the option to buy additional life insurance through the Optional Life Insurance plan. You may choose additional coverage of one times, two times, three times, or four times your annual salary. There is a maximum benefit of \$300,000. The employee pays the full cost of optional life insurance.

Dependent Life Insurance

You may buy life insurance for your spouse and eligible dependent children under this plan. If you enroll for this coverage, you have the option of choosing \$10,000, \$15,000, or \$20,000 coverage on your spouse. Each eligible dependent is covered for 50% of the amount selected for your spouse. Children older than 14 days but less than 6 months are covered for \$100. The employee pays the full cost of dependent life insurance.

Optional Accidental Death & Dismemberment Insurance

This coverage is available for you and your eligible dependents.

If you or a covered dependent dies as the result of an accident (on or off the job), the beneficiary will receive a benefit based on the amount of coverage you select. You may choose employee coverage up to \$300,000. Employees requesting coverage in excess of \$150,000 will be limited to coverage of 15 times their annual salary.

If you choose family coverage, your spouse's coverage is 60% of your coverage, and each eligible dependent is covered for 20% of your coverage.

The plan may also pay partial benefits if a covered person is seriously injured in an accident and suffers the loss of a limb or eyesight.

The employee pays the full cost of Accidental Death and Dismemberment.

Basic Long Term Disability

The University pays the entire cost of this coverage, for all eligible employees whose annual salary is \$20,000 or less.

If you are disabled, you may receive a Long Term Disability benefit of up to 60% of your base salary (up to a \$1,000 maximum monthly benefit) beginning with the seventh month of your disability. Benefits continue to be paid to you for as long as you are disabled, until you retire, or until you reach age 65. In some cases, benefits may continue beyond age 65, depending on the employee's age at the time of disability.

Long Term Disability is designed to coordinate with other forms of disability payments, such as Social Security and Workers' Compensation, so that you will receive a total income of 60% of salary (up to a maximum \$1,000 per month).

Optional Long Term Disability

The Basic Long Term Disability plan pays a benefit of 60% of salary, up to a maximum benefit of \$1,000 a month. If your annual salary is more than \$20,000, you may elect to purchase Optional Long Term Disability to provide additional coverage for your salary in excess of \$20,000 per year.

This coverage is designed to provide total disability income up to a maximum benefit of \$5,000 per month (based on an annual salary of \$100,000). As with the Basic Long Term Disability plan, your benefits are designed to coordinate with other forms of disability payments, such as Social Security and Workers' Compensation, so that you will receive a total income of 60% of your base salary.

If you choose the optional coverage, you pay the additional premium. Disability benefits paid from the basic insurance are taxable, but benefits paid from the optional insurance are not taxable.

PRIVELEGES

Flexible Spending Account(s)

Flexible spending accounts allow you to annually contribute a portion of your salary to an individualized account before federal, state, and social security taxes are calculated. You may then be reimbursed from that account for eligible health, dental or dependent care expenses. The advantage of establishing a flexible spending account is that it allows you to reduce your taxes while increasing your spendable income. The types of flexible spending accounts are:

Medical Care Reimbursement Account can be used to pay certain out-of-pocket medical/dental expenses not covered by the insurance plans.

Dependent Care Reimbursement Account can be used to pay those costs of dependent care that enable the employee (and spouse, if married) to work. Day care or after-school care expenses for a child under age 13 or care for a spouse or adult dependent incapable of self-care are eligible for reimbursement.

Retiree Benefits

Employees may elect to continue their Medical/Dental/Life insurance if they meet eligibility:

- A. employees who retire while covered under the Medical/Dental insurance and on the date of retirement their age and continuous years of service within the UA System equals a total of seventy (70) years;
- B. you have completed ten (10) or more years of continuous coverage under the Medical/Dental/Life insurance plan;
- C. retired under an early retirement agreement approved by the Board of Trustees;
- D. you must pay entire premiums unless otherwise indicated in an early retirement agreement approved by the Board of Trustees.

Retirement Program

All UALR employees on one-half time (50%) or greater appointment are eligible to participate in the University's retirement program. You have 31 days from your date of hire to choose one of the available retirement plans. If you do not make a choice within that time period, you will be automatically enrolled in the TIAA/CREF program on a non-contributory basis. The plans are described below:

Teachers Insurance and Annuity Association and College Retirement Equities Fund -- Under this plan, you may choose to contribute a part of your salary.

Non-contributory. - if you choose to contribute, UALR contributes an amount equal to 5% of your base salary.

Contributory – if you chose to contribute in excess of 5% of your salary, UALR will match your contribution up to 10%. Your contribution may be made on a "salary reduction" (before tax) or "salary deduction" (after tax) basis.

Fidelity Investments -- Under this plan, you may choose to contribute a part of your salary.

Non-contributory. - if you choose to contribute, UALR contributes an amount equal to 5% of your base salary.

Contributory – if you chose to contribute in excess of 5% of your salary, UALR will match your contribution up to 10%. Your contribution may be made on a "salary reduction" (before tax) or "salary deduction" (after tax) basis.

Arkansas Public Employees Retirement Systems (PERS)

This system is automatically non-contributory unless you were enrolled on a contributory basis with some other state agency/institution before coming to work at UALR. UALR contributes an amount equal to 10% of your base salary whether you are enrolled on a contributory or a non-contributory basis.

Arkansas Teacher's Retirement System (ATRS)

Employees transferring to UALR from an agency where they were enrolled in ATRS may continue in the contributory or non-contributory option. This option only applies to employees transferring to UALR who are enrolled in ATRS. Employees who elect

this option must continue to participate in the same ATRS (contributory or non-contributory) option. UALR will contribute 12% percent of your base salary.

For more information contact Human Resource Services.

Retirement Age

There is no mandatory retirement age for employees at UALR.

Social Security

As a UALR employee, you are covered by the Federal Old Age, Survivors and Disability Insurance System. Social Security tax is paid by you through withholding a percentage of your gross salary. UALR also pays an equal amount to your credit. The percentage of salary withholding for Social Security is subject to change due to Congressional action.

If you have any questions about benefits under the Social Security System, contact the Social Security Administration.

Unemployment Compensation

In certain circumstances, you are eligible for unemployment compensation benefits when no longer employed by the University. You may file a claim at any local Employment Security Division Office.

Workers' Compensation

You should notify your supervisor immediately if you are the victim of any job-related injury or occupational disease. You may be entitled to benefits under the Public Employee Claim Act.

All UALR Workers' Compensation claims are processed and submitted to the Public Employee Claims Division of the Arkansas Insurance Department through Human Resource Services. The procedure outlined below establishes uniform guidelines to be followed by UALR employees. Supervisors are responsible for seeing that the procedure is followed.

If you are injured, immediately report the accident to your supervisor. If medical attention is needed, report promptly to the Health Services Office in the Donaghey Student Center.

In case of a serious accident, follow these steps:

1. Give yourself first aid if you know how and send someone to call for help.
2. Call Health Services at 569-3188. Nurses are on duty from 8:00 a.m. -6:00 p.m. Monday through Thursday and from 8:00 a.m. - 5:00 p.m. on Friday.
3. If you cannot reach the nurse or if the accident occurs at night or on weekends, call the Department of Public Safety at 569-3400. Officers are trained in first aid and they can call an ambulance for you.
4. If you cannot reach the Department of Public Safety, dial 8-911. This puts you in direct contact with the emergency services dispatcher.

If you are examined by the nursing staff at the Health Services office, you may be referred elsewhere for further examination and/or treatment. Human Resource Services must be notified whenever such a referral is made.

To be eligible for medical payments, claims must be filed with the Public Employee Claims Division within ten days after an accident. The following forms must be completed.

- Employer's First Report of Injury or Illness
- Employee's Notice of Injury
- Employee's Report of Accident

You must complete the Employee's Report of Accident at the time of the injury or as soon as possible after the accident. This form must be signed by you. If you are unable to sign the form, an explanation must be given as to why you cannot.

Your supervisor is responsible for completing the Employer's First Report of Injury or Illness form as soon as possible after notification of your on-the-job injury. It must not be completed by you. The form must be signed by the immediate supervisor or his/her designee.

When you report an injury, your supervisor will give you a copy of form AR-N (Employee's Notice of Injury). Acknowledge receipt of the form on the line indicated. At your request, a copy of the form will be given to you. (The original will be sent to Public Employee Claims Division.)

When you report an injury, you should sign an authorization for Release of Information which is forwarded to Public Employee Claims Division

You may get copies of all forms mentioned above in Human Resource Services. Send completed forms to Human Resource Services as soon as possible after an accident occurs. These forms must be completed before any payment of medical expenses or compensation can be made by the Public Employee Claims Division. The Public Employee Claims Division will make a determination of benefits eligibility after it has received all forms, medical reports and itemized statements of charges. Whenever you receive a statement about an on-the-job injury, it is your responsibility to see that Human Resource Services receives the itemized statement or a copy

According to the Public Employee Claims Act, compensation to injured employees is not allowed for the first seven calendar days of disability due to an injury, excluding the day of injury. If a disability lasts longer than that period, compensation starts with the eighth calendar day of disability. If the disability lasts for a period of two weeks, compensation begins the first day of disability, excluding the day of injury.

Eligibility for payments to the dependent of a deceased employee or to an injured employee with temporary partial disability, permanent partial disability or permanent disability is determined by the Workers' Compensation Commission.

If you should require time off for an injury suffered on the job, your supervisor is to immediately notify Human Resource Services of the date you return to work. After receiving notification, Human Resource Services will complete an Employer's Supplemental Report of Injury Form (Form E) and submit it to the Public Employee Claims Division. This form is also used if the original report did not show time lost and you are later unable to work.

Faculty and Staff Identification Card

All faculty and staff members, other than those hired as extra labor, are issued a UALR photo identification card called the UALR Campus Card. The UALR Campus Card may be obtained at the Donaghey Student Center.

You are to present the card on request for use of such privileges as the University Library, Donaghey Student Center Fitness and Aquatic Center and other facilities/services. The card is only valid for the length of time you are employed by the University. It is not transferable and it does not authorize you to obligate the University in any manner.

At the conclusion of your employment, you are to return your UALR Campus Card to Human Resource Services.

Enrollment in University Courses

Tuition-remission benefits are available to you. University of Arkansas Board Policy extends to full-time employees, their spouses, and dependent children educational benefits at reduced rates as follows:

Eligibility All full-time employees employed as of the final day of regular registration in any particular session or semester, their spouses, and their dependent children (as defined by the Internal Revenue Service) are eligible. All enrollees must meet normal admissions requirements, and audits should be on a space available basis only.

Transferability The tuition-remission benefit is available to any employee, spouse, or dependent at any unit of the University of Arkansas regardless of the site of employment

Extent of Remission Employees may take any combination of undergraduate or graduate (but not professional) semester credit hours during the semester and up to three undergraduate or graduate (but not professional) semester credit hours per session during the summer at a cost of \$5 per credit hour at the employee's campus or at 30% of the cost of full tuition at any other campus within the University System, subject to limitations hereinafter described.

Employees of the University System office, the Cooperative Extension Service, the Agricultural Experiment Stations, the UAMS Area Health Education Centers, and other widely dispersed units of the University shall designate one campus as the "employee's campus" for purposes of this policy.

Spouses and dependent children may take up to 132 undergraduate semester credit hours at 50% of full tuition or registration fee at the employee's campus or 60% of full tuition or registration fee at any other campus within the University System.

Employee Enrollment and Work Assignment Responsibility

Enrollment at reduced rates during regular working hours will be limited to one course each semester with a maximum of five semester credit hours and a total maximum of eight semester credit hours for the regular academic year of two semesters.

Enrollment at reduced rates outside of regular working hours for employees shall not exceed nine semester credit hours per semester, or in aggregate with enrollment during working hours eleven semester credit hours or twenty-two semester credit hours per regular academic year of two semesters.

Enrollment at reduced rates shall be approved by the employee's immediate supervisor and the chief academic officer of the site of employment.

This policy does not assume that release time from regular working hours will be automatically permitted.

Exceptions may be granted by the chief operating officer of the site of employment upon recommendation of the employee's immediate supervisor and the chief academic officer; if such exceptions are for enrollment at a unit other than the site of employment, the chief operating officer of the receiving unit, or designee, must also approve the exception. (University wide Administrative Memorandum 445.1, 11/12/93) For copies of the forms to make a request for this benefit, ask your supervisor or contact the Cashier's Office.

Employee Assistance Program

The purpose of this policy is to establish and define an Employee Assistance Program ([EAP](#)) for the University of Arkansas at Little Rock (UALR), and to notify departments and employees within UALR of the procedures to be followed in accessing the services of the program. The EAP is a worksite-based program designed to assist in the identification and resolution of personal problems of employees including, but not limited to health, marital, family, financial, legal, emotional, stress, alcohol, drug, or other human concerns which may affect employee job performance.

All UALR employees currently eligible for employee benefits are eligible to participate in the Employee Assistance Program (EAP). On occasion, members of employee's family may participate in the program when activities are related to employee problems. Participation in the EAP is voluntary. Choosing to participate, or not to participate, will neither adversely affect an employee's job status and promotional opportunities, nor excuse an employee from adherence to UALR policies and procedures concerning job performance and basic code of conduct. Contact with the EAP shall be confidential, except through written authorization by the employee, or in cases of an abused person, an unexplained, unusual or suspicious death, or a threat to one's own life or that of another, as prescribed by state and federal law¹. EAP records will be retained within the offices of the EAP, and will not become part of, or referenced to any employee's personnel file, medical file, or other file which may be accessed by any other department or organization. Visits to the EAP by an employee may be made during work hours while the employee is on UALR time, but must be coordinated through the employee's supervisor.

The specific core activities of the Employee Assistance Program (EAP) include:

- Expert consultation and training of appropriate persons in the identification and resolution of job performance issues related to the personal concerns identified above.
- Confidential, appropriate, and timely problem assessment and resolution services including referrals for appropriate diagnosis, treatment, and assistance; establishment of linkages between the workplace and community resources that provide such services, and follow-up assistance to employees who use those services.

Referrals to the Employee Assistance Program may be made by the employees themselves on a voluntary basis, or by the employee's supervisor. However, decisions to accept supervisor referrals to the EAP program and subsequent referrals for treatment are voluntary, and are the personal responsibility of the employee.

UALR employees or members of their families requesting an appointment with the Employee Assistance Program should contact the EAP Office at 686-2588. Normal appointments will be scheduled within 72 hours. Response to emergency situations will be scheduled within 24 hours, if possible. Employees seeking assistance from the EAP are encouraged to do so before job performance is impaired. Problems treated early are usually simpler to resolve.

Usual working hours of the EAP are Monday through Friday, 8:00 a.m. to 4:30 p.m. During evening and night shift hours, a recorded message will provide information on how EAP Staff can be reached.

The services of the UALR Employee Assistance Program are free. Employees referred to an outside provider however, will be responsible for all costs associated with those outside services; although the employee's medical insurance may cover part of the cost of those services.

All UALR departmental supervisors will complete EAP Supervisor's Training, provide orientation on EAP to their employees, and make all information concerning EAP available to those employees. If you have questions concerning the Employee Assistance Program, please contact Human Resource Services. United States Statute 42 CFR, Part 2 Arkansas Act 1208 of 1991, Section 3 Arkansas Rules of Evidence 503D1

Bookstore Discount

Faculty and staff may receive a 10% discount on items sold in the bookstore except software, special orders and convenience items. You must show your UALR Campus Card prior to purchase.

Check Cashing

You may cash checks at the University if proper identification is submitted. Checks may be cashed in the Cashier's Office.

Credit Union

You may participate in the University of Arkansas for Medical Sciences (UAMS) Credit Union. The office of the credit union is located at UAMS, 4301 West Markham, Little Rock, Arkansas. Applications for membership are available through Human Resource Services. An ATM Machine is located in the Donaghey Student Center.

Entertainment

You have access to plays, concerts, lectures, athletic and other events on campus as a UALR employee. Watch for notices of these events in campus publications.

Health Services

Health Services is staffed by a nurse practitioner and nurse. Free services include: assessment, treatment and referral when needed for common acute illnesses; first aid and campus emergency care; information on medications, diseases or health related topics; screenings such as blood pressure, HIV, nutrition or weight; information about support groups and mental health referrals. Parking permits for those with a disability or temporary medical condition are approved by Health Services. TB skin tests, flu shots, administration of allergy shots and tetanus immunization are available for a small charge. The office is located in the Donaghey Student Center, 102.

DSC Fitness & Aquatic Center

The Donaghey Student Center combines a typical student center with a recreation and fitness complex. The Fitness & Aquatic Center provides state-of-the art fitness & weight training equipment, running track, a variety of sports courts and Central Arkansas' only Olympic-sized pool. All full-time university employees may use the Fitness & Aquatic Center free of charge. Included with your membership is full access to a variety of sports equipment, aerobics classes, and a myriad of fitness, aquatics, and intramural services. For more information, contact the Donaghey Student Center at 569-8284 or 569-3232.

Library Privileges

Ottenheimer Library serves UALR faculty and staff as well as students. Services include dial-up access to the catalog, circulation privileges, photocopy cards, interlibrary loan privileges, access to multiple electronic databases, and individual instruction on the use of information resources. Most library services require that you show your UALR Campus Card.

Voting

UALR is neutral on all matters regarding political association or support. Although this is the University's official position, you are encouraged to support and vote for the candidates of your choice in national, state and local elections.

In most communities, polls remain open long enough to allow you time to vote without interruption of working hours. In cases of extreme hardship, such as great distance to the polls, you may be permitted to report to work late or leave early in order to vote. This time is given to you with pay and without reduction to your sick leave or annual leave, or any other leave benefit. If it is necessary for you to use this privilege, please notify your immediate supervisor before election day.

EMPLOYMENT POLICIES AND PROCEDURES

Recruitment

All vacancies in classified positions are listed with Human Resource Services. They are routinely advertised with a statewide newspaper, on a standard UALR Human Resource Services Job Vacancy Announcement, and on a telephone recording job line. Testing requirements, if applicable and minimum qualifications are listed on all advertisements for vacant positions.

Employees seeking promotions/transfers in a classified position should complete an application in Human Resource Services. The application is forwarded to the department where the vacancy exists. UALR encourages professional growth for its employees. Vacancies for faculty and administrative positions are also posted in Human Resource Services.

Applications for Vacant Positions

Classified Positions

You may apply for position vacancies whenever they are advertised. If you are interested in applying for a position vacancy you must apply to Human Resource Services. If it has been more than three months since your resume/application has been updated, or if your job duties have changed, new information must be submitted. An accurate review of your qualifications cannot be conducted without up-to-date and accurate information.

If your application for a position vacancy meets minimum qualifications, it will be forwarded to the department where the vacancy exists. That department will be responsible for contacting you about the status of your application after your application is forwarded to them from Human Resource Services.

Faculty and Administrative Positions

Applications for faculty and administrative positions are accepted by the department in which the vacancy exists. Human Resource Services does not accept applications for these positions.

Employment of Relatives

Employment of relatives in the same department or division is allowed only in cases where one will not supervise or have control over personnel matters related to the other. Personnel matters include, but are not limited to: hiring, firing, promoting or determining salary levels. Relative is defined as father, mother, sister, brother, husband, wife, child, grandparents, cousins, aunts, uncles and in-laws. This policy does not apply to custodial workers.

Orientation

Soon after being employed at UALR, you will be required to attend an orientation session conducted by Human Resource Services. Orientation sessions are usually conducted the first and third Wednesday of each month. You will be notified of the time and location.

You are encouraged to attend the first session after you begin work. The University views this as an important event set aside to familiarize you with relevant policies and procedures, parking and traffic regulations, and other information you need to know as an employee.

Changes in Personal Information

Human Resource Services keeps complete and permanent records on each employee and uses this information for official reasons. Therefore, you are encouraged to notify Human Resource Services of changes in your name, address, telephone number, etc.

Employment in Two State Positions

State law and UALR policy allow employees to work concurrently in two positions. One position would be with this University and the other position would be with another state agency or institution. Before requesting authorization for concurrent employment, the following conditions must exist:

- The combined salary of both positions cannot exceed the maximum allowable salary for the higher salaried position.
- The work does not interfere with the employee's primary University duties.
- The work must be performed outside the hours of his/her normal University work day. A classified employee is not allowed to take vacation or compensatory time to perform the work. For more information on the approval process for concurrent employment, contact Human Resource Services.

Outside Employment

You may have outside employment if the following conditions are met

- The outside employment does not constitute a conflict of interest and does not interfere with the performance of your University job. If you have doubts about whether an outside job would constitute a conflict of interest, check with your supervisor
- The work is done off the premises of the University
- The work is done during your time and not the University's
- The work does not involve the use of materials, supplies, equipment, etc. belonging to the University except with permission of the appropriate department head and arrangements to pay appropriate fees

Viewing Personnel Files

Official records are maintained in Human Resource Services on each University employee. Files are only opened for viewing under the following conditions:

Employees are allowed to view information contained in their file anytime during regular business hours. If you should make a request to view your file, you will be allowed to do so in the presence of a member of Human Resource Services staff. Your file may not be removed from the office, or altered in any way. (Exception: You may remove documents that you requested to be placed in your file.)

Files of employees who have applied for promotion/transfer may be viewed by the prospective supervisor and persons involved in the interview or selection process for filling that position

Supervisors may view the files of employees they supervise at any time.

Any member of the public (under provisions of and subject to exemptions under the State Freedom of Information Act) can request and have access to employee files. Before a request is honored, the employee on whom the file is maintained is contacted and the file is purged of the following pieces of information:

- Social Security Number;
- Unlisted telephone numbers;
- Addresses not intended for publication;
- Income tax information;
- Medical records;
- Scholastic records;
- Adoption records;
- Information which is deemed to constitute a clearly unwarranted invasion of personal privacy.

Free copies of documents contained in personnel files are provided to the employee on whom the file is maintained, to any individual(s) who is empowered by the University policy to participate in the settlement investigation of a formal grievance/complaint which has been filed by an employee and to a party or parties authorized by court order or subpoena. All other request for copies will be honored for a charge.

Documents submitted for inclusion in personnel files are made a part of a permanent record. Subsequent withdrawals of information require a written request from the individual who originally requested the documents be included.

Arrangements to view personnel files are to be made with the Manager of Records. This individual is located in Human Resource Services

To the extent departments maintain personnel files, the same rules apply.

Probationary Policies

Probationary Employment

As a new employee (new hire, rehire or transfer from another state agency/institution), you are placed on probationary employment status for three months. At the end of three months, your supervisor must either place you on regular status, extend your probationary employment period (not to exceed an additional three months), or terminate your employment.

A decision on your status at the end of your probationary employment period will be based on your supervisor's evaluation. A probationary employee should be counseled by his/her supervisor regarding any job related deficiencies during the probationary period

This evaluation will be conducted using a one page evaluation form designed for probationary employment periods. This is not to be confused with your annual evaluation which is conducted using the Arkansas Performance Evaluation System. NOTE: Employees on probationary employment do not have access to the University Grievance Procedure.

Probationary Period After Regular Status is Granted

After employees have satisfactorily completed an initial probationary period, additional probationary periods are established for reasons of unacceptable job performance only. If at any time after your initial probationary period, your supervisor determines your job performance to be below established acceptable standards, the following procedure will be applied:

Counseling: If there is some concern on the part of your supervisor with your job performance, you will be counseled for the first time he/she brings the problem to your attention. This counseling session may be documented by your supervisor, but the documentation will not become a part of your official (HRS) personnel file, unless further action for the same or similar problem becomes necessary.

Written Warning/Probation: If, after your supervisor has followed step one above, you continue to exhibit the same or a similar performance problem you will be issued a written warning and placed on probation for unacceptable performance. This written warning will contain: A description of the performance problem Suggestions for corrective action A statement that this is a written probationary warning and that another occurrence could result in termination A period of evaluation (not to exceed three months) A copy of this written warning will be sent to Human Resource Services where it will become a part of your official personnel file

NOTE: If your supervisor needs an additional period of observation after the three month period mentioned above, an extension of up to three additional months may be granted. This will be the only extension granted

Termination: If, after your supervisor has granted you a period of probation (including extension) to improve job performance and your performance is still below acceptable levels, you will be terminated. Termination for the same or similar performance problems may occur at any time within twelve months after a probationary period has been granted. If, after satisfactorily completing a probationary period to improve job performance, the same or similar problem occurs again, your supervisor is not required to begin this process again from step one which is counseling. Nothing contained in the above stated policy is deemed to create an expectation of continued employment or affect an employee's status as an employee at will

Disciplinary Policy

This policy is designed to govern the personal conduct of employees in areas outside the performance of job duties. There are specific steps established to address each type of infraction described in this policy.

Since no policy of this kind can be designed to account for every possible situation, it should be understood that some instances where disciplinary measures are necessary will not be described here. In addition, employees who are found to have multiple infractions at the time disciplinary steps are necessary may face accelerated actions.

Absences

Unauthorized absences on work day Employees are required to obtain advance approval for leave from their supervisor. Violations of established policy and procedure concerning leave approval (except in emergency situations which are reviewed on a case-by-case basis) are considered unauthorized absence

Supervisors have authority to:

- Plan leave in order to prevent work scheduling problems
- Make every effort to grant time off to employees who would lose leave unless it is taken before the end of December
- Deny leave without pay unless all annual leave and sick leave are exhausted. (Exceptions are made, however, for maternity leave and military leave.)
- Require prior approval for planned sick leave, such as doctor's appointments, dental appointments, elective medical procedures, etc

Abandonment of Job (1-8 Hours)

Employees are expected to be at their designated work station during regular work hours (except for lunch and breaks as defined by supervisor)

Employees are required to notify their department or work unit if they are going to be late. Notification must be made within one hour, or sooner if departmental policy requires. Extenuating circumstances are taken into account

Repeated disregard for proper notification is addressed as job abandonment

Abandonment of Job (in excess of 8 hours and no more than 16 hours)

If employees are going to be away from their job for more than 8 hours, they must notify their supervisor and give reasons why (e.g., illness or any change of return date from annual leave). If the supervisor is unavailable, an explanation for the absence is left with the department

Failure to follow this policy is considered job abandonment

The University considers employees to have voluntarily resigned if they abandon their job for more than 16 hours. If an employee abandons his/her job for more than 16 consecutive working hours, the supervisor must contact Human Resource Services. A PAF for termination of employment is prepared but held until the circumstances surrounding the situation are verified.

Misuse of sick leave

Sick leave cannot be used in addition to, or in place of annual leave. If an employee is suspected of misusing sick leave and a pattern can be established, the supervisor can require verification of illness from a physician. If a fraudulent claim of illness is proven, it is not necessary to establish a pattern of misuse

To investigate a suspected pattern of misuse of sick leave, the supervisor is to:

- Review leave records to determine whether there is a pattern of abuse before taking action. Patterns can be, but are not limited to, taking sick leave once or twice a month, leaving a marginal balance; taking sick leave (on a consistent basis) on the day of scheduled heavy work assignments; consistently taking sick leave on days immediately preceding or following scheduled days off; using sick leave before and/or after holidays; using sick leave routinely, regardless of previously established balances, etc.;

- Inform the employee that a physician's statement will be required in the future for non-obvious illnesses (obvious may include hospitalization, broken bones, severe burn, etc.);
- Follow the infraction steps for "misuse of sick leave" if the pattern continues and physician's statement is not presented.

Failure to report for overtime duty

If an employee has agreed to work overtime, it is his/her obligation to work as per arrangements made. If an employee cannot work because of justifiable reasons (e.g., illness), he/she must notify the supervisor prior to the designated work time.

Chronic failure to adhere to established work hours

Regularly scheduled working hours are from 8 a.m. - 5:00 p.m. for the majority of employees. Other arrangements requiring different hours are determined by specific departments. Failure to adhere to scheduled working hours applies not only to arriving and leaving, but also to lunch time. Chronic is defined as being tardy three or more times in 20 working days or four work weeks.

Illegal Conduct

Reporting for duty while under the influence of illegal drugs. This is grounds for immediate termination. Illegal drugs include non-prescription narcotics, stimulants, etc. If an employee has a prescription for any of the drugs mentioned, the drug is not considered illegal. Before an employee can be removed, evidence must prove that he/she is under the influence of illegal drugs

If a supervisor feels an employee is under the influence of drugs, he/she should confront the employee with observations of unusual behavior or inability to perform

If the employee does not admit to being under the influence of drugs, there must be a witness who saw the employee taking or smoking the illegal drug

Selling, possessing or using illegal drugs during working hours. There must be proof of this offense. If proof is available, the employee is terminated

Selling or using intoxicating beverages during working hours. There must be proof of this offense. If proof is available, the employee is terminated

Being arrested by civil authority for a capital offense or felony charge, found guilty as charged, being sentenced, and then being incarcerated or placed on suspended sentence. The Chancellor or his designee must be consulted as to the possible removal of an employee under these circumstances

Procedure:

<u>Responsibility</u>	<u>Action</u>
Supervisor	Immediately contacts Human Resource Services
Human Resource Services	Evaluates all available facts to determine if there are extenuating circumstances
Human Resource Services	Notifies the Chancellor (or Chancellor's designee)
Chancellor	Determines if employee is removed from the job

NOTE: When a person is jailed for a long period of time before being taken to trial, the supervisor contacts Human Resource Services Human Resource Services obtains advice from the General Counsel and notifies the supervisor of available options.

Attempted or actual theft of University property or personal property Charges of theft must be proven. If an investigation of facts is necessary before deciding whether an employee should be removed, the employee should be suspended with pay until a conclusion is reached

Misappropriation, stealing, and/or embezzlement of funds This is not tolerated by the University. Proper permission must be given for the removal of funds or the moving of moneys from one source to another. Acting without this permission is grounds for immediate removal. Cash funds are closely monitored according to accounting procedures. Attempted or actual theft or embezzlement of cash funds is grounds for removal

Unauthorized possession or carrying of firearms or other weapons during work hours State law prohibits the unauthorized carrying of firearms on state property. The University extends this to cover all employees while on duty, whether or not they are in a state facility.

Gambling during working hours The University does not allow gambling in any form

Personal Conduct – Individual

Reporting for duty while under the influence of alcohol, If an employee is suspected of drinking, the supervisor must follow proper procedure in dealing with the employee

Procedure

The supervisor confronts the employee with available information. This might include the inability to perform job duties or being seen while drinking. NOTE: If the employee does not admit to being under the influence of alcohol, there must be a witness who saw the employee drinking alcoholic beverages or observes obvious strong indications of inebriation. Follows the Guidelines for University Disciplinary Practices to determine applicable length of suspension (without pay). Schedule the suspension to cause minimum disruption in work unit, but as soon as possible. NOTE: If the full length of suspension cannot be scheduled, due to work loads, etc., at the time the offense is proven, the employee is suspended for the remainder of the day.

Sleeping on the job

If an employee sleeps on the job, the supervisor counsels him/her on the severity of the offense and takes action as indicated in Guidelines for University Disciplinary Practices

Personal Conduct - Involving Other Individuals

Assaulting or physically attacking a supervisor, fellow employee, student, or member of the public

If an employee physically assaults another individual without provocation, he/she is immediately terminated. If an employee is provoked by another employee through some means other than an assault and retaliates, both employees are suspended, NOTE: An act of self-defense is not considered a physical assault or attack

If provocation (physical assault or attack) is involved, the supervisor makes a judgment based on the facts as they can be determined and contacts Human Resource Services if clarification is needed on how to handle the situation.

Fighting or creating a disturbance on the premises

Creating a disturbance is defined as taking physical action such as throwing objects, kicking, slamming furniture, or physically threatening an individual

If an employee(s) is involved in this type of infraction, the supervisor suspends, with pay, the individual(s) implicated. This removes him/her from the situation until a decision is reached concerning the cause of the disturbance.

When a determination of fault is made, the supervisor schedules suspension without pay for employee(s) at fault.

Immediate and intentional disobedience or refusal to carry out reasonable instructions

This offense is related to the employee's refusal to work. Do not confuse immediate assignments, tasks, and orders with general goals and standards set for employees. An employee's inability to meet a deadline or goal is a performance problem

Examples: Performance problem - An employee is asked to type a letter by 3 p.m. but does not finish the job. Disciplinary problem - An employee is asked to type a letter by 3 p.m. and refuses the assignment without giving a valid reason.

Use of language intended to ridicule or demean an employee, student or member of the public (whether in person or on the telephone) Verbal abuse of a supervisor, fellow employees, students, or other members of the public is not allowed

Examples: Referring to individuals mentioned above in terms which inflict emotional harm. Communicating untruths about other individuals in an attempt to discredit them.

Racial, sexual, religious, etc., discrimination and harassment

Discrimination and harassment with regard to race, color, sex, age, national origin, disability, religion or veterans' status violate state and federal laws concerning equal opportunity and individual civil rights. Both supervisors and employees should contact the Human Relations Officer for assistance in discrimination or harassment cases. If grounds for a case are established, an investigation is conducted. Guidelines and methods used in the investigation are determined by existing procedures.

Discourteous treatment of the public

All employees of the University are to conduct themselves as public servants. Employees do not argue with, yell at, or ignore students or members of the public. An abusive employee is counseled as soon as possible and warned against further infractions. Individuals are sometimes abusive in their approach to those who are there to help. Supervisors should instruct employees on procedures to follow when dealing with these kinds of individuals

Information-Related Offenses

Unauthorized release or divulgence of confidential information from University records

Confidential records relating to employees and University affairs are protected by the Freedom of Information Act. These records must not be released to the public except under prescribed conditions. Supervisors are responsible for knowing what information is confidential and what is not. Supervisors must advise employees of proper precautions to take to ensure confidentiality, especially where employee files are concerned. Any employee who releases confidential information without authorization is terminated

Falsification of facts on employment application

Information on an application is used to determine if the applicant meets the minimum requirements for a position. The application is a primary tool in the selection process. Falsification for the purpose of acquiring a position is viewed as a serious offense and is grounds for immediate termination

Falsification of facts or altering any University records in connection with work (in any record, report, investigation, or other proceeding.) This offense refers to any type of falsification which is damaging to the University or to the public. In keeping records or making reports, occasional errors occur. However, intentionally falsifying any report is an infraction. Altering or falsification of student records either for one's self or other students. The Student Information System (SIS) contains confidential student academic, biographic, demographic, and financial information. There are specific laws and regulations that prevent disclosure of this information to individuals and agencies without the written consent of the student. It is the responsibility of the user to be knowledgeable concerning these laws and regulations and to protect the security of the information.

Gross Negligence

Neglect of any University policies, rules, or procedures pertaining to facilities, property, equipment, fund maintenance, or to the general safety of other individuals. Established policies and procedures must be followed to minimize equipment loss and to protect personnel. Employees who endanger the safety of others are terminated

Violation of State and/or Federal Laws Governing Political Activities of Public Employees

For policies, see Political Activity, Classified Employee Handbook.

Operation of University-Owned Motor Vehicles

Use of vehicles for unauthorized or unofficial purposes

Those individuals assigned vehicles temporarily or permanently cannot use the vehicles while conducting personal business.

When an employee makes overnight trips, it may be necessary for him/her to use a University vehicle after hours.

- . ***Failure to report an accident to police and to the University***

Failure to report an accident involving a University-owned vehicle is grounds for termination.

- . ***Citations for speeding in University-owned vehicles***

Speeding in University-owned vehicles is prohibited.

All reports and citations of such are dealt with according to guidelines established for this offense.

Unauthorized Use of University Business Telephones

Excessive personal use - Employees are not to use University business phones for excessive personal calls.

Making personal long distance calls charged to the University - Employees cannot make personal long distance calls on University telephones.

Use of University Time and/or Equipment for Personal Monetary Gain

Time - Employees are not to use time scheduled for completion of work assignments or performance of duties (theirs or any other employee's) to conduct any personal business for monetary gain.

Equipment - University-owned equipment such as typewriters, telephones, copy machines, etc., are not to be used to conduct personal business for monetary gain.

Resignation

If you are planning to resign, you are urged to give at least two weeks notice. This notice allows time to prepare for filling the vacancy created by your resignation and to execute all necessary clearances. An employee who has voluntarily ended employment with adequate notice and whose work performance has been satisfactory will be considered for re-employment upon application.

Employees who have accumulated amounts of compensatory time and have given a notice of resignation are either paid for accumulated time, or are scheduled to take time off before last day of employment. Therefore, if you are leaving and you have accumulated compensatory time, you should arrange with your supervisor to use it before leaving. Twelve-month employees who work half-time or more are paid a lump sum for unused holiday and vacation leave - 30 days maximum.

Before a final paycheck is issued to a leaving employee, the following steps are taken:

- A final time sheet or Monthly Personnel Report should be submitted to the Payroll Office on the employee's last day of work.
- On the last workday or a day or two prior to the last day, the employee must go to Human Resource Services to complete an Exit Information Form and receive a Separation Clearance Card. The card must be cleared through all listed checkpoints. In an effort to expedite this process, Human Resource Services will call the Library and will initial the card for that department. After securing all required signatures, the card must be forwarded or taken to the Payroll Office.

Following the steps outlined above will allow the Payroll Office to initiate a final paycheck for all time worked since the last payday. Once the final time sheet and the Separation Clearance Card are received in the Payroll Office, the final paycheck will be released on payday. The paycheck will be sent to his/her department for either pick up or mailing. If the employee is not entitled to the paycheck as processed, for whatever reason, it will be voided and re-issued in the proper amount on the next scheduled payroll run. A separate paycheck will be issued for any **unused vacation** time for twelve-month employees. This paycheck will not accompany the final paycheck, but will be processed on the earliest possible payroll run after termination. The vacation paycheck may be picked up in the Payroll Office or it may be sent to the employee's department for either pick up or mailing.

Termination of Employment by the University

All classified employees of the University may be terminated from employment at any time on thirty (30) days notice, or be dismissed for cause under University procedures.

Certain steps should be taken before an employee is terminated because of unsatisfactory work performance. For a description of this process, see the Probationary Policies section.

Performance Evaluation

A formal performance evaluation is required on each classified employee at least once per year. This annual evaluation will be done just prior to your anniversary or salary-increase eligibility date.

Your supervisor is trained in the use of the Arkansas Performance Evaluation System which is used to conduct your annual evaluation. You may also gain more information about the Arkansas Performance Evaluation System by referring to your copy of the Employee Performance Evaluation Handbook, or contacting Human Resource Services.

WORK HOURS AND DAYS OF WORK

All UALR offices are required to be open for business or service to students from 8:00 a.m. to 5:00 p.m., including the noon hour, Monday through Friday. Official University holidays as set by the Board of Trustees are exceptions.

Usual work hours for most full-time employees are from 8:00 a.m. to 5:00 p.m. with one hour for lunch and two fifteen minute break periods at some point during the day Monday through Friday. Due to special requirements, some departments require work periods different from 8:00 a.m. to 5:00 p.m. Your department head or supervisor will inform you of the usual work hours for the department in which you work.

A regular work week of 40 hours has been set for all classified employees. It is the preference of the University that departments schedule work to prevent the necessity for employees to work overtime. However, in some cases overtime is necessary and when it is, it must be authorized by the appropriate budget head. Compensatory time at a rate of one and one-half hours for each hour worked will be the normal method of compensation for overtime worked in excess of forty hours during any given week. Budget heads are authorized to approve monetary compensation for overtime worked when managing compensatory time would create an undue hardship on a department.

Flex-Time

Through mutual agreement between the supervisor and an individual classified employee, an employee may establish a 40-hour work week or a time schedule which differs from the regular daily schedule if the needs of both the individual and the University

are served. Such an agreement must be in writing, signed by the supervisor and the employee. A copy is sent to Human Resource Services and is included in the employee's permanent file. A copy should also be kept in the department's file.

Job Sharing

Job sharing for all regular full-time salary positions in state agencies and institutions of higher education is available pursuant to Act 994 of 1991. Since job sharing is a form of part-time employment, any employee considering this should be aware of the impact of such employment on their benefits. For additional information contact Human Resource Services.

Absence from Work

If you must be absent from work for any reason, you are responsible for seeing that your supervisor is notified immediately. Immediately is generally defined as within the first hour of your regularly scheduled time for reporting to your work station, department, etc. However, your department may require sooner notification. Failure to notify your supervisor represents an unauthorized absence and may result in disciplinary action. For more information about the kinds of disciplinary actions which are designed to address unauthorized absences, refer to the guidelines for classified employee disciplinary practices contained in this handbook.

Inclement Weather

Closings and changes in University work hours due to weather conditions are handled according to the following policy:

The Chancellor will determine if the University will be closed due to inclement weather or other conditions which have made roads impassible. When the University is closed, all classes on and off campus will be canceled and all offices in all units will be closed. Designated employees in Public Safety, DSC Information Center, maintenance, and housekeeping may perform necessary duties.

All radio and television stations in central Arkansas will be notified through the Office of Communications when the University is closed. If there is no announcement on radio or television, students, faculty, and staff should assume that the University is open.

If a decision to close the University is made after 8 a.m., all University personnel will be notified through normal administrative channels. For example, for instructional units, the decision will proceed from the Chancellor through the Vice Chancellor and Provost, deans and chairpersons, to faculty and staff. Until a person receives notice from his or her immediate supervisor, he or she should assume the University is open.

When the University is open, employees who are unable to report to work because of hazardous conditions may choose to take annual leave or loss of pay. Please remember that this is a time that calls for mutual understanding and cooperation among all concerned.

When the University is closed, certain key personnel will work. Those employees will be identified by their supervisors. Employees who must report to work will be allowed compensation time of one hour for one hour worked. All hours in excess of 40 per week will be compensated at one and one-half hours for each hour worked. All questions regarding time worked will be arbitrated in compliance with the Fair Labor Standards Act Amendments of 1985. Persons who are not required to work when the University is officially closed will be granted excused absence. Payroll reporting and timekeeping will be prescribed by the Payroll department.

Each academic department should develop and submit to the Dean, appropriate internal policies and procedures for providing instruction when the University is open but some members of the teaching personnel are unable to reach campus. The dean will file this information with the Vice Chancellor and Provost. Other University department heads should file a plan with the appropriate Vice Chancellor to maintain essential services.

The Policy Advisory Council will recommend to the Chancellor if and when missed class days should be made up.

In the event dangerous weather is indicated by the weather alert sirens, persons wishing to seek protective shelter will have freedom to do so.

PUBLIC RELATIONS

Meeting the Public

The University is supported by the State of Arkansas and is here to serve people through education, research and public service. Its success depends to a large extent on how you treat the public.

Every employee of the University must share in building and maintaining good relations with the public. The University is judged not only on the quality of its graduates, but also through personal contacts with you and other employees.

Discourteous treatment of any member of the public by contact through correspondence, telephone conversations or visits to the campus may result in disciplinary action. Refer to the guidelines for classified employee disciplinary practices contained in this handbook for more information.

Handling Confidential Information

While working at UALR, you may come in contact with information which is considered confidential. Certain personnel and budgetary information is considered confidential. If you are ever entrusted with such information, you will be expected to keep the confidence placed in you. Revealing confidential information to unauthorized individuals may result in disciplinary action. The guidelines for classified employee disciplinary practices gives specifics on what kinds of disciplinary actions are taken for revealing confidential information.

Relations with Legislators and Members of Congress

As a citizen, you have the right to exercise freedom of expression on legislative matters. However, you should not, unless authorized, attempt to speak on behalf of the University in discussions with members of the Arkansas General Assembly, Arkansas Constitutional Officers, and members of Congress.

If you would like the University to consider certain issues in its legislative program, you should contact the office of the President or his/her designee.

Political Activity

As an employee of the University, you have the right to participate in political activity. However, if you choose to do so, you must do so on your time (annual leave or leave of absence without pay). When this is done, official titles or roles with the University must not be used for political purposes.

Asking for or collecting contributions for elected officials, candidates for political office, or for any political activity must take place outside of regularly scheduled work hours.

Any plans you may have to seek a public office or assume a major role in a political campaign should be discussed with your supervisor. If your supervisor feels the plans will interfere with your assigned duties and responsibilities to the University, a request must be reviewed through regular administrative channels to the president of the University of Arkansas System. If the request is approved, adjustments in work hours and salary will be made.

University-owned property cannot be used for any kind of political activity.

Using the University Name

Employees of the University are not authorized to use the name "University of Arkansas at Little Rock," "UALR" or any version of the "University of Arkansas" to imply endorsements or personal preferences. The University is a non-political corporate institution which is here to serve many interests and viewpoints. It is important that any use of the University's name or affiliation with the University of Arkansas System be limited to official business.

Personal Appearance and Dress

Except for some positions where uniforms are required, the University has no dress or grooming code. Your supervisor will inform you of any uniform dress required for your position.

If there is no uniform dress required for your position, you are expected to use good judgment in your choice of clothing and personal grooming techniques. Please be mindful of the fact that you are a public employee and that your image reflects on the University.

Health and Safety

Everything possible is done to provide you with safe working conditions. Accident prevention is largely a part of your responsibility since accidents are often due to carelessness. Horseplay and practical jokes are strictly prohibited and may be grounds for dismissal. If you should see some unsafe condition existing on campus, please report the condition to an appropriate authority, such as your supervisor, the Department of Public Safety or Physical Plant.

CAMPUS SERVICES

Parking

If you wish to park a vehicle on campus, you must register your vehicle with the Department of Public Safety. One self-adhesive decal will be issued to each full-time employee free of charge. Any additional permits will be available for \$20 annually, \$10 for the spring semester, and \$7 for one or both summer sessions for open parking.

You may apply for a reserved parking card for the gated lots in the Department of Public Safety. Reserved parking cards are \$120 annually (September 1 - August 31) for Day parking (24 hours) and \$60 annually (September 1 - August 31) for Night parking (after 4 p.m.) Reserved parking card holders are issued a reserved hangtag and do not need a self-adhesive decal. Reserved parking charges are prorated for cards purchased during the year.

Fees for two-wheeled vehicles are \$10 annually, \$5 for the spring semester, and \$3.50 for one or both summer sessions.

For more information, contact the Department of Public Safety at 569-3409.

Department of Public Safety

The Department of Public Safety (DPS) officers are constituted peace officers and possess all the powers provided by law for city police and county sheriffs. The officers are authorized and empowered to arrest, with or without a warrant, any person on the campus who is in violation of federal, state, or local laws and may detain and/or expel from the UALR campus anyone who is in violation of any rule or regulation of the University.

The Department of Public Safety is located on Campus Drive and may be contacted at 569-3408 for non-emergencies and 569-3400 for emergency situations. Emergency blue-light telephones in exterior campus locations connect directly to the DPS.

Lost and Found

A central "Lost and Found" office is located in the Department of Public Safety on Campus Drive.

Information Center

The Information Center, located on the main floor of the Donaghey Student Center, is open Mondays to Thursdays from 8 a.m. to 6 p.m., and Fridays from 8 a.m. to 5 p.m. The Center maintains a select collection of University forms and information, particularly those from Admissions & Records. The University Master Calendar is also maintained at the Information Center. Events and non-class related meetings on campus are scheduled and recorded here. Call 569-3362 to reach the Information Center.

Office of Communications

The Office of Communications publishes a weekly newsletter, CAMPUS UPDATE, during the school year (and on an as-needed basis during the summer) which contains information on campus events, activities and issues important to faculty and staff. Copies of the newsletter are sent to each department on campus. For information on having items placed in CAMPUS UPDATE, contact the Office of Communications at 569-3260.

PERFORMANCE EVALUATIONS

As athletics department personnel of NCAA member institutions, it is suggested that coaching staff members be evaluated in their job performance based in part on criteria that are in keeping with the purposes and fundamental policy of the NCAA, and principles for the conduct of intercollegiate athletics.

Thus, in addition to the ordinary criteria by which an individual might be evaluated, consideration should be given to including the following in the design of a performance evaluation form:

- Academic progress of student-athletes (including graduation rates), manifested by a high percentage of student-athletes certified as academically eligible to participate and an acceptable percentage of student-athletes graduating within a prescribed time period. Other indicators include: the percentage of student-athletes in good academic standing over a period of time; extraordinary academic achievement of student-athletes; the kind and degree of academic support provided student-athletes that encourages academic progress, and the efforts made to secure that support.
- Adherence to professional and institutional code of ethics, manifested by coaches' exemplary behavior as stated in professional and institutional code of ethics.
- Knowledge of NCAA regulations (including adherence to same), manifested by an individual's performance on rules examinations, an individual's statements, actions, and behavior or complicity in activities resulting in rules violations.
- Maintenance of team discipline (on and off field of play), manifested by players' behavior or involvement in activities that are contrary to the rules of the NCAA, conference or institution or society.
- Development of whole person, manifested by the promotion of citizenship, sportsmanship, academic excellence, personal development and leadership in student-athletes.
- Compliance with rules regulations, manifested by evidence of rules violations.

EVALUATIONS

Annual Evaluation:

Annually, prior to a recommendation regarding reappointment or a salary adjustment for the following academic year, a performance appraisal shall be completed for each athletic department staff member. One copy of the written appraisal shall become a part of the permanent employee record in the Athletic Director's Office.

**The annual evaluation will be considered in the decision making process for salary recommendations.

Evaluation Procedures:

1. The performance appraisal is based on the function of the job and the primary responsibilities expected to be fulfilled by the incumbent. The appraisal will consider the effectiveness of the incumbent in performing the responsibilities of the position in achieving the mission of the unit.
2. The employee's supervisor is responsible for completing the written performance appraisal of each incumbent in the department of athletics
3. The employee must receive a copy of the appraisal and must have the opportunity to discuss the appraisal with the supervisor. Should substantial differences exist in the employee's and the supervisor's perceptions, the supervisor should spend time clarifying the differences so as to enable the employee to more effectively perform the requirements of the position.

Evaluation Forms:

Sample University appraisal forms are available in the office of the Director of Athletics. Supervisors may utilize one of these forms or may develop a form to better accommodate the needs of the unit and to effectively fulfill the appraisal function. Consideration should also be given to establishing performance objectives for future evaluations.

**A sample form for evaluating head coaches and non-classified staff is included in the Attachments section.

NCAA LEGISLATION RELATED TO COACHES' INCOME

11.2.1 Stipulation That NCAA Enforcement Provisions Apply. Contractual agreements or appointments between a coach and an institution shall include the stipulation that a coach who is found in violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures, including suspension without pay or termination of employment for significant or repetitive violations. *(Revised: 3/10/04)*

11.2.2 Athletically related Income. Contractual agreements, including letters of appointment, between a full-time or part-time athletics department staff member (excluding secretarial or clerical personnel) and an institution shall include the stipulation that the staff member is required to provide a written detailed account annually to the president or chancellor for all athletically related income and benefits from sources outside the institution.

In addition, the approval of all athletically related income and benefits shall be consistent with the institution's policy related to outside income and benefits applicable to all full-time or part-time employees. Sources of such Income shall include, but are not limited to, the following: *(Revised: 1/10/92, 1/11/94, 1/10/95, 4/26/01 effective 8/1/01, 3/8/06)*

- (a) Income from annuities;
- (b) Sports camps;
- (c) Housing benefits (including preferential housing arrangements);
- (d) Country club memberships;
- (e) Complimentary ticket sales;
- (f) Television and radio programs; and
- (g) Endorsement or consultation contracts with athletics shoe, apparel or equipment manufacturers.

11.3.1 Control of employment and salaries. The institution, as opposed to any outside source, shall remain in control of determining who is to be its employee and the amount of salary the employee is to receive within the restrictions specified by NCAA legislation.

11.3.2.1 Bona Fide Outside Employment. A staff member may earn income in addition to the institutional salary by performing services for outside groups. *(Revised: 1/10/92, 4/26/01 effective 8/1/01)*

11.3.2.2 Supplemental Pay. An outside source is prohibited from paying or regularly supplementing an athletics department staff member's annual salary and from arranging to supplement that salary for an unspecified achievement. This includes the donation of cash from outside sources to the institution earmarked for the staff member's salary or supplemental income. It would be permissible for an outside source to donate funds to the institution to be used as determined by the institution, and it would be permissible for the institution, at its sole discretion, to use such funds to pay or supplement a staff member's salary.

11.3.2.3 Bonuses for Specific and Extraordinary Achievement. An institution may permit an outside individual, group or agency to supplement an athletics department staff member's salary with a direct cash payment in recognition of a specific and extraordinary achievement (e.g., contribution during career to the athletics department of the institution, winning a conference or national championship, number of games or meets won during career/season), provided such a cash supplement is in recognition of a specific achievement and is in conformance with institutional policy.

MAKING BACKGROUND CHECKS

NCAA member institutions are advised that they may inquire into the violations history of a prospective coach or other athletics personnel, to determine whether the individual previously has been found to have violated NCAA regulations.

Note that the inquiry should be made to the NCAA enforcement department, which will only report on cases in which public announcement of that case has been made. In such instances, the enforcement department will report on the specific violation(s) in which the individual was involved, and the findings and sanctions as determined by the NCAA Committee on Infractions. The enforcement department will not, however, render a recommendation for hire.

Inquiries may be made via telephone (317/917-6222) or in writing, and should be directed to:

Executive Director
NCAA Enforcement Department
P.O. Box 6222
Indianapolis, IN 46206-6222

POSITION DESCRIPTIONS

(Individuals Inside Athletics)

Director of Athletics

Responsibilities include:

- Report directly to the Chancellor.
- Assume responsibility for the overall leadership, management and oversight of all aspects of an NCAA Division I-AAA intercollegiate athletics program offering 15 men's and women's sports.
- Represent the University and the Department of Athletics ethically and professionally to achieve positive relationships with students, faculty, staff, media, alumni, civic groups, booster groups and local, state-wide, regional and national communities.
- Accept designation by the University Chancellor as the individual responsible for the institution's rules compliance program.
- Advocate commitment to compliance with NCAA, Sun Belt Conference and institutional rules for coaches, staff, student-athletes and representatives of athletics interests.
- Delegate authority for rules compliance responsibilities.
- Provide leadership in the efficient planning, management and enhancement of personnel, financial resources and facilities.
- Develop and implement the department's long-term strategic plan.
- Serve as the hiring authority for departmental positions.
- Develop relationships with external constituencies that will lead to substantial growth of external funding for athletics.
- Achieve diversity through Title IX and equal opportunity.
- Negotiate, design and manage contracts for commercial relationships.
- Supervise, manage and develop administrators and coaches.
- Participate in exit interviews with student-athletes who have exhausted eligibility.
- Supervise scheduling of all intercollegiate athletic events.
- Conduct annual performance evaluations for all administrative and coaching staff.
- Support the mission of recruiting, educating, developing and graduating student-athletes within an environment that pursues excellence, values integrity and ethical conduct, promotes respect for all individuals, and teaches sportsmanship with an emphasis on winning attitude.
- Serve as a member of the Chancellor's Direct Report Group and as an ex-officio member of the institution's Faculty Athletics Committee.
- Require all staff to promptly report knowledge of any NCAA, Sun Belt Conference or institutional rules violations.
- Comply with all NCAA, Sun Belt Conference and institutional regulations.

Assistant Director of Athletics / Compliance

Responsibilities include:

- The Compliance Coordinator assumes day-to-day responsibility for those aspects of the athletics operation directly related to NCAA rules, including certification of initial and continuing eligibility, administration of financial aid to student-athletes and recruitment.
- The compliance Coordinator will coordinate the completion of NCAA, Sun Belt Conference, and University Forms:
 1. Student-Athlete Statement & Drug Testing Consent. To be completed by all participants prior to competition.
 2. Student-Athlete Affirmation of Eligibility. To be completed in conjunction with student-athlete statement.
 3. NCAA Squad List. Completed prior to first date of competition.
 4. NCAA Sport Sponsorship Report completed at the beginning of each season.
 5. NCAA Certification of Compliance for the Institution and Athletics Staff.
 6. NCAA Graduation Rates and Academic Performance Reports (APR) completed in cooperation with the Office of Institutional Research and Records and Registration.
 7. Coordinate the annual NCAA Coaches Certification Exam administered by the FAR and submitted to the Sun Belt Conference office.
 8. Oversee the Countable Activities Form completed and maintained by the head coaches on a weekly / monthly basis.
 9. Monitor all recruiting forms completed and maintained by the head coaches.
 10. Coordinate all NCAA, Sun Belt Conference and institutional eligibility forms.
- Establish and maintain a rules education program in conjunction with the NCAA and Sun Belt Conference.
- Provide oversight for the Admission's Office in certifying initial eligibility/NCAA Eligibility Center.
- Maintain individual student-athlete eligibility files containing completed 48-C form, current institutional transcript, copy of National Letter of Intent (if applicable), student-athlete statement and drug testing consent, and other related compliance forms.
- Responsible for the completion of all transfer requests.
- Coordinate investigations of all alleged violations with the Director of Athletics and the Faculty Athletics Representative. Background information will be reviewed and a written report will be prepared accordingly. In the case of self-reporting any secondary violations, the Compliance Coordinator will submit a report to the Sun Belt Conference and the NCAA with the following information:
 1. The date and location of the violation.
 2. A description of the violation, including the rule citation.

3. The identity of the coaches, prospective and enrolled student-athlete, and other individuals involved in the violation.
 4. The reason the violation occurred.
 5. The means by which the institution became aware of this violation.
 6. A list of corrective and disciplinary actions taken by UALR.
 7. UALR's position regarding the information.
 8. Any other information that should be considered in the reviewing case.
- Provide rules interpretations for members of the Athletic Department.
 - Review recruiting practices and procedures and coordinate education of all persons involved in the recruitment of student-athletes.
 - Serve as the Department liaison with the Sun Belt Conference for rules interpretations.
 - Maintain compliance with all NCAA, Sun Belt Conference and institutional rules, regulations and policies.

Associate Director of Athletics / External Operations

Responsibilities include:

- Adhere to all State of Arkansas, University, NCAA, Sun Belt Conference and department rules and policies.
- Report any known NCAA violations to the Assistant Athletic Director for Compliance and assist in the education and monitoring of coaches, staff and student-athletes as it relates to NCAA regulations with special emphasis on outside booster activities.
- Responsible for the following duties:
 - Directly supervise all external relations activities – marketing, media relations, corporate sponsorships, corporate relations, radio and television advertising and sales, gift-in-kind arrangements, courtesy car program and game promotions.
 - Serve on Senior Administrative Staff and provide input in regard to department philosophy and program decisions.
 - Directly supervise Sports Information Director.
 - Inventory and maintain all department inventory and sponsorship contracts (signage, writing and production of radio and television spots, etc.)
 - Supervise game management for men's and women's basketball
 - Arrange rooms and meals for incoming Athletic team's recruits
 - Directly supervise baseball program
 - Directly supervise lawn maintenance for Jack Stephens Center
 - Support Development in fund-raising
 - Sell and produce Steve Shields Coaches Show (TV)
- Other duties as assigned by Director of Athletics

Director of Sales / Senior Woman Administrator

Responsibilities include:

- Develop and implement marketing strategies for season ticket sales for men's and women's basketball.
- Develop and implement marketing strategies for group ticket sales for men's and women's basketball.
- Oversee group ticket sales.
- Develop and cultivate prospective donors to the Trojan Athletic Foundation (TAF) under the direction of the Director of the TAF.
- Assist in the sale of corporate sponsorship, radio, and television with the Associate Athletic Director of External Operations.
- Meet budgeted ticket sales projections on an annual basis.
- Serve as a liaison to alumni and campus community to enhance the overall image of the Department of Athletics.
- Assist the Director of Athletics in overseeing the Student Athlete Advisory Committee (SAAC).
- Manage the annual UALR Ambassador Program working in conjunction with student-athletes and donors to the Department of Athletics.
- Coordinate corporate functions in the Jack Stephens Center to cultivate membership to the TAF and season ticket sales.
- Organize events on campus for UALR students to help increase participation at on-campus athletic events.
- Perform donor maintenance throughout the year to retain season ticket holders and spread goodwill from the Department of Athletics.
- Supervise UALR College of Business and Department of Athletics work study program for sales management students beginning Spring of 2007.
- Conduct exit interviews with student-athletes who have exhausted eligibility.
- Serve, as appropriate, as liaison for the department in appeals, hearings, or meetings on issues related to student-athlete welfare.
- Coordinate student-athlete responses to proposed NCAA, Sun Belt Conference and institutional regulations.
- Participate in periodic self-studies and rules compliance review programs.
- Represent the department in annual NCAA and Sun Belt Conference meetings as required.
- Comply with NCAA, Sun Belt Conference and University guidelines.

Assistant Director of Athletics / Business Operations

Responsibilities include:

Liaison with the following University departments

- Controller's Office – resolve issues involving invoices, travel and payroll
- Purchasing – process and approve documents and answer related questions
- Human Relations – process and approve documents to hire new employees
- Human Resources – process and approve documents to terminate and hire employees; request and maintain personnel positions

Internal and External Audits

- Provide source documents, complete forms and answer questions for the required annual "NCAA Agreed Upon Procedures", State Legislative Internal Audit Department and annual Trojan Athletic Foundation, Inc. audit

Budgeting

- Develop budgets for upcoming year using historical data, revenue and expense projections along with priorities from the Director of Athletics
- Input approved budget data into Quickbooks accounting software
- Approve all purchases and travel for the department
- Monitor department budgets and maintain backup documentation for all financial transactions
- Process budget transfers as necessary in BANNER and Quickbooks
- Conduct monthly budget meetings with all head coaches or organization heads
- Prepare periodic budget projections reports for the Chancellor and Director of Athletics beginning in January each year
- Prepare annually the "Equity in Athletics Disclosure Act" report for the NCAA and the federal government
- Provide leadership to department staff on all financial transactions, forecasting, and personnel-related activities
- Develop financial policies and procedures for the department to comply with university, state, Sun Belt Conference and NCAA rules and regulations

Reconciliations

- Reconcile University transactions monthly to the University's accounting system – BANNER
- Reconcile foundation transactions quarterly to the University of Arkansas Foundation's accounting system – ASCEND
- Reconcile Trojan Athletic Foundation bank account monthly to Arvest Bank statement
- Reconcile and approve coaches and administrators individual travel
- Reconcile department's "Business Travel Account" monthly and submit financial breakdown to Purchasing by FOAPAL
- Reconcile individual Purchasing credit cards monthly and submit financial breakdown to Accounts Payable
- Review Alltel monthly phone bills for accuracy and post to detail report
- Reconcile and approve summer camp information to bank accounts

Accounts Receivable

- Set up customer accounts for seat license accounts set up through payroll deduction
- Set up and maintain Quickbooks items and accounts for billing customers
- Input credit memos as needed
- Process year-end receivables request and monitor payments

Jack Stephens Center Event Staffing

- Maintain "start change fund" for events in The Jack Stephens Center
- Prepare start change for concessions, team store and parking points of sale for each event
- Maintain change as needed at all points of sale
- Reconcile each "point of sale" funds to cash and enter in Tangent inventory system
- Prepare and make deposits to the bank
- Complete payroll records for those being paid from the Trojan Athletic Foundation for the event
- Coordinate information with the Assistant Jack Stephens Center Director to complete the "Event Profit/Loss Report"

Trojan Athletic Foundation, Inc.

- Process payments and maintain related documents
- Input invoices for events from documents submitted by the Director of The Jack Stephens Center
- Deposit monies as received to the bank and record in Quickbooks
- Transfer monies from the University of Arkansas Foundation on an as needed basis
- Process payroll for employees of the foundation at regular intervals or as needed

Student Opportunity Fund

- Process forms and submit to the Sun Belt Conference
- Maintain backup documentation
- Complete year-end forms

Other duties as assigned by the Director of Athletics

Ticket Manager / Assistant Business Manager

Responsibilities include:

- Oversee day to day operations for the Athletic Ticket Office including phone orders, customer service, daily deposits and reconciliation of tickets.
- Manages the ticket system maintaining superior knowledge of system operations. (Ticket Return)
- Completes all ticket orders and maintains accurate records of account information in both the ticketing system as well as the donor system. (Donor Express).
- Work closely with the Director of Sales and the Athletic Development Officer on sales projects or promotions.
- Responsible for reconciling and reporting all individual game sales for volleyball, men's and women's basketball and baseball.
- Coordinate and manage ticket operations for all home athletic events including hiring and training box office staff
- Responsible for overseeing the player pass gate at all home ticket events, making sure all NCAA guidelines are being followed.
- Usher supervisor making sure we have adequate ushers and ticket scanners at all basketball games.
- Full knowledge of all NCAA, Sun Belt Conference and University rules.
- Coordinates and processes all renewal mail outs, reminders and invoices.
- Work with the purchasing office to send out bids for the season ticket booklets based upon our specific ticket specifications.
- Coordinate and supervise student athlete thank you calls and holiday calls.
- Maintain detailed and accurate hard files on all ticket holders and donors.
- Oversee the UALR Athletic Travel Revolving Fund. I reconcile and distribute travel advances for team travel.
- Maintain and reconcile the box office change fund.
- Responsible for processing all Athletic Contracts and invoicing.
- Makes daily deposits according to UALR policy. Accurately code and track each deposit providing adequate supporting documentation.
- Completes other duties as assigned by the Athletic Director or the Assistant AD/Chief Financial Officer.
- Comply with all NCAA, Sun Belt Conference and institutional rules and regulations.

Director - Jack Stephens Center

Responsibilities include:

- Coordinate all set-up for events in the Legends Room, Fisher Court and arena.
- Schedule all events in arena, Legends Room and Fisher Court.
- Work as a liaison between the Physical Plant custodial crew and the athletic department to insure cleanliness of the facility.
- Work as a liaison between the Physical Plant and athletic department on all repairs and service needed to facility and equipment.
- Responsible for opening and locking the facility each day.
- Responsible for light schedules in the facility.
- Comply with all NCAA, Sun Belt Conference and institutional rules and regulations.

EVENTS

Game Operations

- Scheduling of MEMS.
- Scheduling of UALR Public Safety.
- Coordinating with Physical Plant on scheduling custodial game crew and post-game clean-up crew.
- Coordinate with Physical Plant on scheduling engineer on premise during games.
- Scheduling video crew.
- Responsible for locking and unlocking visiting locker rooms and officials locker room during games.
- Responsible for radio broadcast feed in suites.
- Responsible for stocking visiting locker rooms and team benches with towels.
- Responsible for staffing all pre-game and post-game events.
- Managing usher staff with JP during games.
- Responsible for game lights and TV lights during games.
- Responsible for setting up and activating the media table ad panels.
- Responsible for setting up the sound board, in house intercoms and public address system.
- Responsible for locking up and closing down arena at the conclusion of the event.
- Work as a liaison between the ESPN crews and arena staff during televised games.

Suites

- Hire and schedule all suite attendants.
- Hire and schedule all kitchen staff.
- Coordinate with the Athletics Department Program Coordinator on all suite food and drink orders.
- Process all orders from suite holders and order from local vendor.
- Responsible for all post event suite sales reports.
- Responsible for food orders in the Legends Room.
- Responsible for all alcohol orders and stocking suites refrigerators.
- Process payroll for all suite attendants and kitchen workers

Program Coordinator – Jack Stephens Center

Responsibilities include:

Special Projects Coordinator - Jack Stephens Center

- Coordinates suite holders requests with Athletic Department - coordinate & manage Jack Stephens Center suite food and beverage orders – process orders, billing & payments.
- Research and collect information for reporting purposes on special assignments as assigned by Director of Athletics.
- Assist with the coordination of Tip-In Club functions.
- Coordinates the athletic department student work-study program.
- Manage reservations for third floor conference room at Jack Stephens Center.

Administrative Services Coordinator - Jack Stephens Center

- Responsible for managing all University of Arkansas at Little Rock basketball sponsorship agreements including sponsorship agreements for Department of Athletics.
- Coordinate and send all electronic proposals for basketball advertising opportunities including memos, proposals and pictures to potential donors.
- Coordinate all cash and trade proposals and contracts for sponsorship agreements within the department of Athletics including the Steve Shields show.
- Coordinate & manage spreadsheet for billing & payments of video board and suites.
- Coordinate and process payments of video board operators, ushers and all hourly employees for men's & women's basketball games, graduation and other events at the Jack Stephens Center.
- Coordinate and manages all radio inventory for all UALR men's and women's basketball games.
- Coordinate billing & payment of suites and video board sponsorship agreements worth \$200,000.
- Coordinate and oversee paperwork for new hires including Personnel Action forms, send out affirmative action paperwork for Human Relations and thank you letters to potential candidates for employment within the Department of Athletics.

Office Operations Coordinator - Jack Stephens Center

- Coordinate and manage all scheduling and appointments for Director of Athletics.
- Coordinate and manage all correspondence and memos for the Director of Athletics.
- Compiles information for various reports concerning the Department of Athletics.
- Maintain and prepare all expense reports for the Director of Athletics.
- Coordinate information requested and prepare minutes for weekly staff meetings.
- Research and gather information regarding hotel, airfare, and other travel needs and process payments for Director of Athletics.
- Maintain all office administration records and information including sick and vacation leave.
- Process on-line purchase orders in banner and resolve billing discrepancies with vendors.
- Coordinate and correspond with telecommunications for preparing appropriate changes to phone systems at Jack Stephens Center
- Create various forms for office use.
- Assist with various bulk mailings.
- Gather data for various athletic and institutional reports.
- Manage and process insurance information concerning changes to UALR Department of Athletics Courtesy Cars.
- Order office supplies for departmental staff as needed.
- Coordinate and process travel authorizations and reimbursements for Director of Athletics and other staff as needed.
- Request foundation reimbursements.
- Coordinates daily operations of office.
- Enters and maintains contact reports on Ascend database.
- Coordinate mailing list of all Jack Stephens Center Sponsors and update as needed.
- Explains policies and procedures to other staff, vendors and the general public concerning office/department function and operation.
- Answer main department phone line and back up calls to ticket line.
- Other duties as assigned by the Director of Athletics.
- Comply with all NCAA, Sun Belt Conference and institutional rules and regulations.

Program Coordinator – Fieldhouse

Responsibilities include:

Financial Aid Coordinator

Formulates collected financial aid data to compile student scholarships and presents to various campus offices

- Processes student scholarships;
- Meet with students regarding scholarship aid issues;
- Resolves student aid issues with the Financial Aid and/or Accounts Payable office;
- Prints student academic worksheets, schedules and financial accounts using Banner;
- Gathers data for various financial aid, and student reports;
- Serves as liaison with the Athletics Department on selected financial aid related issues;

Travel Administrator

Offers technical assistance and suggestions in designing, planning and implementing various travel options relating to the Athletic Department

- Coordinates all team travel for Men's and Women's Golf, Tennis, Track, Soccer, Swimming and Volleyball;
- Research and gather information regarding hotels, airfare and other travel needs in order to meet each individual sport's budgetary requirements;
- Process travel authorization and travel reimbursements following all state regulations;
- Assists each individual team with expense reports and reimbursements;
- Coordinate with hotels, and rental car agencies in setting up corporate accounts and direct billing accounts;
- Process payments for hotels, rental car agencies and airfare;
- Book travel as required by each individual sport;

Budget/Financial Operations

Complies information for various reports concerning regulations required by NCAA, Sun Belt Conference

- Gather data for various athletic and institutional reports;
- Process online purchase orders on Banner;
- Monitor team budgets on Quickbooks record keeping software;
- Maintain credit card record and monitor charges;
- Approve credit card charges;
- Enter all expenses into Quickbook;
- Maintain Inventory records for Athletic Department;
- Monitor and locate inventory;
- Report inventory to Financial Aid office yearly;
- Request foundation reimbursement;
- Enter all student-athlete scholarships in quickbook;
- Balance all student-athlete scholarships with University financial office;
- Resolve billing discrepancies with vendors;

Assoc. A.D. / Development

Performs administrative duties such as developing forms and databases, compiling information for various reports required by the Institution

- Enter and maintains contact reports on Ascend database;

Compliance

Interprets policies, procedures, rules and regulations to students, faculty and staff regarding the NCAA, Sun Belt Conference and University policies

- Understand NCAA, Sun Belt Conference and University rules as appropriate and necessary for the performance of his/her duties;
- Meets with Assistant Director of Athletics/Compliance to assess compliance policies/practices for effectiveness;
- Provide support for rules education and compliance efforts;
- Coordinates NCAA Student-Athlete Opportunity Fund and Student-Athlete Special Assistance Fund;
- Report any knowledge of rules violations;
- Coordinates Special Assistance Fund administered by the NCAA;
- Reports data to NCAA concerning NCAA Special Assistance Fund;
- Complies with all NCAA, Sun Belt Conference and institutional regulations.

General

- Responsible for all secretarial functions for head coaches within the administrative area of the UALR Field house including men's and women's golf, men's and women's cross country and track, women's swimming and diving, men's and women's tennis and men's baseball;
- Coordinates daily operations of office;
- Other duties as assigned by Athletics Director.

Coordinator – Athletics Academic Support Services

Responsibilities include:

- Effectively apply institutional policies and NCAA rules and regulations in the day to day operation of the Office of Athletics Academic Support Services especially as it relates to the advisement of student-athletes.
- Coordinate academic support services for student-athletes.
- Work closely with each coach, compliance coordinator, and certifying officers and the offices of Admissions and Financial Aid and Records and Registration in the recruitment and retention of qualified student-athletes to ensure the academic credentials of all student-athletes meet UALR, Sun Belt Conference and NCAA admission, initial, continuing and transfer eligibility regulations.
- Provide and document developmental academic advising within established UALR procedures.
- Coordinate registration for all student-athletes and monitor full-time attendance and academic progress.
- Develop and provide academic assistance models and programs for student-athletes, which include but are not limited to, recruitment, orientation, review of academic status, tutorial services, individual and career counseling.
- Prepare student-athlete academic performance / progress reports as required by UALR, the Sun Belt Conference or the NCAA.
- Maintain contact with coaches and faculty throughout the academic year to report student progress and concerns.
- Proficient in the use of PC and software including Microsoft Word and Excel spreadsheet.
- Conduct program evaluation, research activities, and other written reports and documents.

- Ability to work collaboratively as a team member as well as independently.
- Whenever possible, meet with prospective student-athletes on official or unofficial visits.
- Interfaces with the College's Deans and faculty in lieu of coaches regarding the academic performance of student-athletes.
- Communicates with the institution's Academic Advisors on matters relating to student-athletes.
- Compiles records of individual and team grade point averages, cumulative grade point averages and maintains historical records of student-athlete academic performance.
- Assists coaches and student-athletes with summer school and interim term course openings, recommendations and selections.
- Notifies the head coaches and athletic director of any misconduct exhibited by student-athletes in the classroom.
- Monitors class attendance of each at-risk student-athlete and notifies the respective coach and Athletic Director of poor attendance and tardiness.
- Monitors full-time enrollment and signs add/drop forms of all student-athletes.
- Supervise and monitor Jack Stephens Academic Learning Center.
- Serves as ex-officio member of the Faculty Athletic Committee.
- Develop and maintain appropriate intervention strategies for at-risk student-athletes.
- Meets each semester with all head coaches to review academic performance of student-athletes.
- Prepares academic performance reports for the Chancellor, Director of Athletics and head coaches.
- Assists the offices of Admissions and Financial Aid and Records and Registration in the certification of eligibility of all student-athletes.
- Prepares annual reports to the Sun Belt Conference Office and other organizations in recognition of individual and team academic performance.
- Complies with all NCAA, Sun Belt Conference and institutional rules and regulations.

Sports Information Director

Responsibilities include:

- Report to the Director of Athletics.
- Supervise and coordinate daily media relations.
- Maintain records, statistics, and results of players, teams, and coaches.
- Prepare public releases of records, statistics, and player background information to the media and other community outlets.
- Coordinate all press row operations during games, including assignment of seating for writers, statisticians, radio, television, photographers, and scouts.
- Establish, communicate, and enforce press row and post-game interview policies.
- Supervise public address announcers and message board operators. Provide them with appropriate messages to inform fans of upcoming events and other information.
- Recruit, supervise and instruct graduate assistant/student assistants.
- Design, write, and edit informational and promotional materials and publications.
- Initiate, coordinate, and conduct campaigns to achieve conference, regional and national honors for student-athletes, coaches, and staff members.
- Provide timely, accurate responses to media and public informational requests.
- Establish effective interpersonal relationships with coaches, players, administrators, students, and the public.
- Record all sports results, statistics, and other items of historical interest in a permanent manner.
- Coordinate such events as press days, press conferences, and other media-related events.
- Maintain, store and retrieve permanent records of game results, including dates and sites of competition.
- Cooperate with other campus news/information operations.
- Serve as a representative to the NCAA and various conference committees and take an active part in activities of the College Sports Information of America.
- Serve as a liaison between the Athletic Department and the public during events.
- Assist in the recruitment of student-athletes through interpersonal communication and development of recruiting materials.
- Assist in the management of athletic events including scheduling and coordinating activities.
- Provide advice on media-relations matters to athletic staff, coaches and student athletes.
- Promote and publicize the academic focus of intercollegiate athletics to outside groups and individuals, support and encourage the academic focus of intercollegiate athletics to staff members, coaches, and student-athletes.
- Cooperate fully with officials, administrator and public relations officers of the NCAA and Sun Belt Conference with whom UALR maintains membership to accommodate all informational needs.
- Comply with all NCAA, Sun Belt Conference and institutional rules and regulations.

Head Coaches

Responsibilities include:

- Adhere to all State of Arkansas, University, NCAA, Sun Belt Conference and departmental rules and policies pertaining to the position of head coach;
- Report any known NCAA violations to the Assistant Director of Athletics for Compliance and be responsible for the education and monitoring of assistant coaches, student-athletes and any subordinate as it relates to NCAA regulations;
- Responsible for the overall management and supervision of the program;

- Recruitment of student-athletes;
- Develop student-athletes and competition strategy to foster a competitive program and positive competitive experience for student-athletes;
- Develop and maintain positive relationships with outside constituents (media, corporate sponsors, season ticket holders, etc...);
- Assist in fund raising activities and be responsible for annual fund raising goals;
- Oversee maintenance of equipment, apparel and game and practice venues when applicable;
- Other duties as assigned by the Director of Athletics.

Compliance Responsibilities:

- Understand NCAA, Sun Belt Conference and University rules as appropriate and necessary for the performance of his/her duties;
- Assume responsibility for conducting program in full compliance with all NCAA and Sun Belt Conference rules;
- Maintain recruiting logs and monitor off-campus activity during contact and evaluation periods in full compliance with NCAA rules;
- Assure that all funds administered and controlled by the institution are expended for recruiting;
- Monitor student-athlete interaction with agents, agent representatives and gambling representatives;
- Obtain rules interpretations from compliance coordinator as necessary;
- Monitor the dissemination of recruiting materials to prospects as required and appropriate;
- Obtain prior approval for recruiting travel, team travel, team functions, banquets, gifts and/or awards from appropriate administrative personnel;
- Maintain telephone logs documenting all telephone calls to prospects (and their families);
- Maintain daily time sheets documenting athletically related activities of student-athletes;
- Maintain recruiting files for all prospects that contain documentation of all recruiting activity;
- Provide support for rules education and compliance efforts;
- Report any knowledge of rules violations.

Academic Responsibilities:

- Assure all student-athletes are enrolled in a minimum of 15 hours per term that apply towards their undergraduate degrees;
- Monitor full-time enrollment and ensure student-athletes obtain approval from the director of Academic Support Services and the head coach prior to dropping a class;
- Expenses for repeating dropped classes are the responsibility of the student-athlete or the head coach's operating budget;
- Responsible for meeting with the director of Academic Support Services at least once every semester to address each student-athletes academic progress, review degree plans prior to pre-registration, identify "at risk" student-athletes and make sure these student-athletes are monitored by both parties;
- Assure all student-athletes take advantage of pre-registration;
- Comply with tutoring policies for student-athletes and assure student-athletes attend all tutoring sessions. Student-athlete who fail to attend a scheduled tutoring session will be responsible for the tutoring expenses for that session or the funds will be taken from the sports operating budget;
- Responsible for informing student-athletes and supporting regulations related to the use of the Academic Learning Center.

Budget/Fiscal Responsibilities:

- Responsible for overall management of sports operating and scholarship budget;
- Required to meet monthly with the Assistant Director of Athletics/Business Manager;
- Comply with all established NCAA, University and departmental deadlines;
- Report all athletically related outside income;
- Follow established procedures for developing schedules of competition and for approval of all team travel;
- Complete and submit, by September 1st, all required forms for conducting summer sports camps and clinics;
- Comply with all established timelines for the submission of athletic grant authorizations for awarding, canceling, reducing or revising athletic grants-in-aid.

Head Athletics Trainer / Insurance Coordinator

Responsibilities include:

The Head Athletic Trainer is responsible for the development and implementation of athletic training services for the University of Arkansas at Little Rock (UALR) Athletic Department. Duties included direction and supervision of assistant athletic trainers, student athletic trainers, and student staff. Establish and implement medical insurance policies including the coordinating of secondary insurance benefits. This position will require certification from the National Athletic Trainers' Association Board of Certification and licensed by the Arkansas State Board of Athletic Training. The Head Athletic Trainer will practice under the supervision of the Team Physician for UALR. This position will report to the Assistant Director of Athletics for Compliance and the Director of Athletics.

Duties and Responsibilities

- Responsible for overseeing athletic related medical care for all student athletes.
- Responsible for yearly budget and inventory, maintenance and upgrading of athletic training room.
- Establish and implement NCAA and UALR drug testing/education programs.
- Provide daily treatments, rehabilitation, and management of athletic injuries/ illnesses for student athletes.
- Provide daily practice/ event coverage for but not limited to Men's Basketball, Cross Country/Track & Field, and Golf.
- Travel will be required but not limited to Men's Basketball regular season and championship competitions.
- Establish lines of communication with coaches/medical personnel concerning student athlete's status with their injury/ illness.

- Liaison with UALR team physicians and other medical personnel concerning student athlete medical care.
- Seek, coordinate, and maintain a network of physicians and other allied health care providers to care for the well being of student-athletes.
- Establishes schedule of pre-participation physicals with the sports medicine team.
- Coordinates student-athlete appointments and follow-ups with physicians as needed this including but not limited to orthopedic, eye, dental, and family practice.
- Establishes, revises, and implements policies and procedures regarding athletic training services.
- Develops schedule for athletic training coverage of all practices and games including the presence of Team Physicians, Emergency Medical Personnel, and other Allied Healthcare Professionals.
- Recruits, hires, and supervises assistant athletic trainers, student athletic trainers, and student staff.
- Supervise internship students through the UALR Health Science Program.
- AIC for student athletic trainers from the CAAHEP athletic training program at the University of Central Arkansas.
- Processes medical claims and bills from athletic injuries, sends them to appropriate insurance company and coordinates to ensure payment and reimbursement
- Maintains and updates individual student-athletes' files including but not limited to medical treatment/history, rehabilitation programs, drug testing results, and family insurance information.
- Teaches Care and Prevention of Athletic Injury for UALR's Health Science Program.
- Helps maintain initial paperwork and ground work for needy student fund.
- Coordinating the education of coaches and staff in CPR/AED
- Performs other job related duties as assigned by the Director of Athletics and Assistant Director of Athletics for Compliance.
- Communicating with Head Coaches concerning student athlete welfare.
- Parental contact in case of serious injury or perceived incident with Head Coach.
- Comply with all NCAA, Sun Belt Conference and institutional regulations.

Director of Athletic Performance

Responsibilities include:

- Manage the operations of the weight room to ensure the highest standards of safety and service to the student-athletes while ensuring compliance with all departmental, institution, Sun Belt Conference and NCAA procedures, rules and regulations.
- Demonstrate appropriate professionalism in all aspects of employment.
- Understand role as a representative of the overall athletics program and obligation to conduct operations of the strength and conditioning program in keeping with the best interest of all constituents.
- Communicate with supervisor and subordinates as necessary to facilitate effective operations.
- Maintain an environment of mutual respect and civility in the weight room that is conducive to a supportive, productive and healthy atmosphere for both male and female student-athletes.
- Delegate primary and secondary responsibilities for each sport among staff; keeping in mind the backgrounds and experience of the staff, time utilization concerns, cross-delegation needs and coaches' input.
- Assign other necessary weight room duties among staff to ensure maximum efficiency and productivity.
- Design and supervise strength and conditioning programs during pre-season, in-season and off-season periods for designated sports in consultation with appropriate coaches and in conformity with NCAA regulations.
- Provide oversight to the strength and conditioning programs designed and supervised by assistant strength and conditioning coaches for their designated sports.
- Provide individualized written work-out plans to maximize strength and conditioning of student-athletes.
- Implement testing programs and maintain appropriate written records, or oversee such implementation and maintenance, in order to determine the effectiveness of the strength and conditioning programs of all sports.
- Determine hours, staffing levels and team block scheduling as appropriate for student-athlete needs, staff availability and prudent use of facilities.
- Ensure proper supervision of student-athletes in the weight room, including instruction on safe use of all equipment.
- Review, develop and ensure compliance with policies and procedures and post these as appropriate.
- Maintain the weight room, offices and equipment to include proper cleaning and repair in keeping with safety expectations, appearance for recruiting and public relations purposes, security of the facility and its equipment and supplies and general interests of scheduling and space utilization.
- Provide input on and adhere to budget for weight room operations, including equipment purchases.
- Oversee the hiring of all professional staff, interns, volunteers, consultants in conformity with departmental guidelines and subject to administrative approval.
- Support the diversity goals of the department in hiring decisions.
- Provide or delegate as appropriate the supervision, training, professional development and performance evaluations for all staff.
- Demonstrate evidence of ongoing professional development, including familiarization with and implementation of state-of-the-art trends, research, methods and techniques, including program design and progress monitoring.
- Assist with on-campus recruiting as requested by coaches.
- Proactively arrange education and information sharing, in conjunction and cooperation with the Sports Medicine Staff, for student-athletes regarding nutrition, supplements, use of NCAA banned substances and rehabilitation of injuries.
- Manage the weight room supply of nutritional supplements ensuring compliance with NCAA rules.
- Maintain records to adequately document receipt and distribution of inventory.
- Report any knowledge of NCAA or Sun Belt Conference rules violations.
- Comply with all NCAA, Sun Belt Conference and institutional regulations.

POSITION DESCRIPTIONS:

(INDIVIDUALS OUTSIDE ATHLETICS)

Director of Admissions and Financial Aid

Reports to: Vice Chancellor - Educational Services

Compliance Responsibilities:

- Understand NCAA, Sun Belt Conference and University rules as appropriate and necessary for the performance of his/her duties;
- Meets annually with Assistant Director of Athletics/Compliance and other members of the "Compliance Team" to assess compliance policies/practices for effectiveness;
- Attends annual Sun Belt Conference Rules Education Seminar;
- Assures that student-athletes are admitted as regularly enrolled, degree-seeking students in accordance with regular, published entrance requirements;
- Assures that any special exceptions to normal entrance requirements are set forth in an official document and administered in accordance with the requirements;
- Informs athletics of admission status on incoming student-athletes;
- Assure that appeals of admissions' decisions are decided on the same criteria for athletes and non-athletes;
- Serves as liaison with the Athletics Department on any admissions related issues;
- Serves on Financial Aid Appeals Committee;
- Provide support for rules education and compliance efforts;
- Report any knowledge of rules violations.

Associate Director – Financial Aid

Reports to: Director of Admissions and Financial Aid

Compliance Responsibilities:

- Understand NCAA, Sun Belt Conference and University rules as appropriate and necessary for the performance of his/her duties;
- Meets annually with Assistant Director of Athletics/Compliance and other members of the "Compliance Team" to assess compliance policies/practices for effectiveness;
- Attends annual Sun Belt Conference Rules Education Seminar;
- Meets annually with Faculty Athletics Representative and Assistant Director of Athletics/Compliance to review exempt and nonexempt aid and to categorize all types of institutional aid;
- Is signature and initial approval authority on all athletic grant-in-aid offers;
- Serves as liaison with the Athletics Department on any financial-aid related issues;
- Serves on Financial Aid Appeals Committee and assists with oversight of athletic grant-in-aid procedures;
- Certifies if financial aid is based on athletic ability;
- Provide support for rules education and compliance efforts;
- Report any knowledge of rules violations.

Associate Director – Graduation, Records and Registration

Reports to: Director of Records and Registration

Compliance Responsibilities:

- Understand NCAA, Sun Belt Conference and University rules as appropriate and necessary for the performance of his/her duties;
- Meets annually with Assistant Director of Athletics/Compliance and other members of the "Compliance Team" to assess compliance policies/practices for effectiveness;
- Attends annual Sun Belt Conference Rules Education Seminar;
- Is signature approval authority on all certification of eligibility documents related to satisfactory academic progress (transfer credits, GPA requirements, full-time enrollment, 24 hour rule, 18 hour rule, 6 hour rule).
- Serves as liaison with the Athletics Department on any academic eligibility issue;
- Provide support for rules education and compliance efforts;
- Report any knowledge of rules violations.

FACULTY ATHLETICS REPRESENTATIVE

ROLE AND FUNCTION

The Faculty Athletics representative is in place to promote academic integrity in intercollegiate athletics, to facilitate the integration of the athletics and academic components of the collegiate community, and to promote institutional control of athletics on campus.

To this end, the UALR Faculty Athletics Representative's duties and responsibilities include, but are not limited to, the following functions:

- Ensures that student-athletes meet all NCAA, Sun Belt Conference and institutional requirements for eligibility for practice, financial aid and intercollegiate competition;
- Serves as the final signature authority on all certification of eligibility forms and documents for initial and continuing academic eligibility for freshman and transfer student-athletes;
- Participates in the development and monitoring of institutional compliance activities involving campus entities outside the athletics department;
- Serves as a member of the UALR "Compliance Team" composed of representatives from the offices of Admissions and Financial Aid and Records and Registration with compliance oversight in the area of certification of eligibility for all student-athletes;
- Participates in all institutional investigations of alleged rules violations;
- Signs all application forms for NCAA waivers of initial eligibility and student-athlete reinstatement appeals;
- Works with the Director of Athletics in developing a comprehensive and effective rules education program;
- Serves as an active member of the UALR Athletics Committee and provides leadership in all self-study activities at the institutional, conference and NCAA levels;
- Periodically reviews reports on the academic performance of all student-athletes including term-by-term academic performance reports, graduation rates reports and APR reports;
- Participates in the recruiting process by meeting with selected prospective student-athletes on official recruiting visits;
- Maintains direct contact with student-athletes on a periodic basis by actively participating in annual student-athlete orientation program, meeting with the Student Athlete Advisory Committee and with teams and individual student-athletes throughout the academic year;
- Represents the institution at Sun Belt Conference and NCAA meetings as required and;
- Participates in the investigation of alleged violations of NCAA, Sun Belt Conference and institutional regulations;
- Provides input in formulating recommendations for institutional positions on NCAA legislation;
- Complies with all NCAA, Sun Belt Conference and institutional regulations.

BUDGET

Annual Budget Process

A. **FISCAL YEAR:**

The athletic Department fiscal year runs from July 1 - June 30. The budget is established during the spring semester of each year.

B. **GENERAL INFORMATION:**

1. Budgets are based on zero based budgeting techniques. Each year, the budget of a sport or department will be recalculated based on schedule and other documented needs.
2. Budgets do not include items normally borne by the University such as: utilities, building maintenance and new construction.
3. Sport schedules must be approved by the Athletic Director prior to contracting.
4. Guarantee contracts must be approved by the Athletic Director. Any guarantees which are paid directly for travel, lodging or meals, must be shown as income, they may not be used to off set expenses. Any cash guarantees are returned to the department.
5. Entry fees received from hosting home events will be recorded as income.
6. Post season expenses are defined as expenses relating to "earned" participation in a conference tournament, NCAA championship or post season NIT championship. Such expenses will be borne by the department. Any expenses related to participation in a conference tournament will be borne by the sport within its budget.
7. Sports are limited to expenditure within the total dollars budgeted for the year. Every effort will be made to accurately budget each line item so that wholesale shifting between line items is avoided. If a sport exceeds its budget without justification, a penalty will be imposed of a like amount from the sport's designated account.
8. Budgets, with all transactions listed, are reviewed with each sport monthly.

C. **TRAVEL METHODS:**

1. The method of travel must be authorized during the budgeting process. Team travel options are as follows
 - Air - commercial or charter
 - Charter bus
 - Mini - bus
 - Rented Van
 - University Van
2. The coach has the authority to negotiate the best available terms for ground transportation.
3. Recruiting travel options are as follows:
 - University Car
 - Rental Car
 - Personal Car
 - Commercial Air

D. **TEAM TRAVEL PROCEDURES:**

1. All team travel arrangements and encumbrances must be approved by the Assistant Director of Athletics / Business Operations before the beginning of the sport's season of competition.
2. No travel arrangements will be approved until the "Competition Schedule Form" has been approved by the Assistant Director of Athletics / Compliance, the Assistant Director of Athletics / Business Operations and the Director of Athletics.
3. Lodging expenses should be secured with a purchase requisition and direct billed to the University. The only exception will be if the hotel will not accept direct billing.
4. Transportation occurring by air or bus must be secured by purchase requisition. Each coach has the authority to negotiate the best available terms for ground transportation unless the University has contractual obligations with a travel agency. In this case, the University's contracted travel agency must be used unless the coach can document that another travel agency has a lower fare.
5. Cash Travel Advances are available through the Assistant Director of Athletics / Business Operations by completing the following steps:
 - Complete a "Cash Advance Worksheet" for all trips at least two weeks in advance of the sport's first team trip, and
 - Complete a "Team Travel Report" that shows the team's itinerary as well as a list of names of all student-athletes, coaches, trainers, etc... that will be in the travel party.
6. All meal expenses for the team must be paid by funds from the cash travel advance. If meal money is provided to a member of the travel party, a per diem sheet must be completed. The per diem sheet must contain the following information:
 - The name of the individual receiving the funds;
 - The amount provided to each member of the travel party;
 - The dates applicable;
 - The meals applicable (e.g., breakfast, lunch, or dinner); and
 - Each individual's signature. All signatures must be obtained at the time funds are provided.

7. Upon completion of the trip, the following items must be turned in to the Assistant Director of Athletics / Business Operations:
 - Transportation receipt for ground transportation;
 - Lodging receipts with detail listing occupants in each room;
 - All original receipts charged against the cash advance of funds;
 - A recap of the total amount of all expenses from the cash advance; and
 - A signed statement from the coach responsible for the advance of funds to the Assistant Director of Athletics / Business Operations stating, "All attached receipts were incurred during team travel. I have reviewed said receipts and find them to be reasonable and accurate." This procedure must be completed within two business days of return from the trip. There will be no further advances given until the previous one is cleared.
8. Lost receipts will be the responsibility of the coach.
9. Only items directly related to team travel should be purchased from the advance of funds. All other items must be secured through the normal purchasing procedures.

TRAINING ROOM

Mission Statement:

The Trojan Sports Medicine Staff seeks to provide the highest standard of health care through prevention, evaluation, management and rehabilitation of injuries. We strive to treat each student-athlete with the same level of respect while improving their physical, spiritual and emotional well-being.

Art Hopkins Sports Medicine Center Hours:

Monday- Friday:

9am-1pm (or by appointment)- Injury Rehab and Evaluation

12pm- Practice- Pre and Post Practice Treatments as needed

Weekends, Holidays, and Vacation breaks:

By appointment only with supervising Athletic Trainer

Student-Athletes Responsibilities:

1. If you sustain an injury, report to your Athletic trainer at the event or practice or in the Athletic training room as soon as the injury occurs. The Athletic trainer will evaluate and determine whether or not higher care is appropriate.
2. If you are ill, please report to your Athletic trainer at the event or practice or in the Athletic training room as soon as possible. The Athletic trainer will determine whether or not higher care is appropriate.
******THERE SHOULD BE NO SELF DIAGNOSIS**
3. If rehab or further treatment is warranted, it is the Athlete's responsibility to report for all rehab and treatment sessions; or if care is received from an outside provider the Athlete must report to all sessions as required.
4. You are responsible for getting treated and taped in time for all practices and games.
5. If you are injured you should still report to each practice session.
6. You should continue coming to the Athletic training room for treatment until the Athletic Trainer clears you.
7. If you end up going to the Emergency Room or your family physician at home on your own, you should still inform your Athletic Trainer and give them any necessary documents to be filed.

Coaches Responsibilities:

1. Should inform the Athletic trainer assigned to their sport of practice and game schedules and any changes in the schedule so that the sport is properly covered.
2. Should contact the Athletic trainer assigned to their sport if a student athlete needs medical assistance. **DO NOT CALL PARENTS OR PHYSICIANS ON YOUR OWN- this is not your responsibility.**
3. Should be familiar with the Emergency Action Plan, and be able to assist in executing this plan as needed.
4. Maintain CPR/AED and First Aid certification status.
5. If traveling without an Athletic trainer; make sure to have requested a medical kit with supplies that will be needed as well as make sure to have a copy of all Athletes PRIMARY insurance in the event of injury or illness. (They must use their own insurance first, UALR's athletic policy is SECOND)

Athletic Trainers Responsibilities:

1. Responsible for over-seeing the entire care and well being of a Student Athlete. This includes injury prevention, evaluation, and treatment.
2. Provide daily practice and event coverage for assigned sports.
3. Determine whether a referral to higher care is needed and schedule.
4. Establish communication with coaches about the status of injured/ill Athletes.
5. Maintain certification credentials: NATABOC, CPR/AED, First Aid
6. Have the authority to cancel or modify a workout for health and safety reasons.
7. Be able to direct the emergency action plan.

RULES AND REGULATIONS

Of the Art Hopkins Sports Medicine Center

1. No one, student athlete or coach, should be in the Athletic Training Room without the supervision of an Athletic Trainer.
2. No one but the Athletic Training staff should operate equipment.
3. Student athletes should be respectful of the office area: knock and don't interrupt phone calls.
4. Student athletes should be respectful and courteous to other student athletes and Athletic Training staff.
5. Student athletes should come dressed appropriately for rehab: shorts and t-shirts and tennis shoes.
6. When using whirlpools, clothing should be clean and the Student Athlete must shower first.
7. No food and drink is permitted in the Athletic Training Room.
8. No equipment or spikes should be worn in the Athletic Training Room.
9. Do not take any equipment or supplies out of the Athletic Training Room without the permission of the Athletic Training staff.
10. Computer and phone use by a student athlete should be for medical purposes only and should be supervised by an Athletic Trainer.
11. Student Athletes must report to your assigned Athletic Trainer if you sustain an injury or become ill. The Athletic Trainer will then determine whether higher care by a specialist is needed. **NO SELF DIAGNOSIS OR COACH DIAGNOSIS.**

12. It is the responsibility of the Student Athlete to schedule an appointment with their Athletic Trainer for rehab and treatment sessions. The Athletic Training Room is a medical facility and should be respected as one.
13. Rehab and treatment times should be scheduled with your Athletic Trainer between the hours of 9am-2pm in the appointment book in the Athletic Training Room. If you miss your scheduled appointment with your Athletic Trainer, you will need to reschedule for another time or with another Athletic Trainer.
14. Coaches should inform the Athletic Trainer assigned to their sport of practice and game schedules so that events are properly covered.
15. Coaches should NOT contact parents or physicians on their own regarding the medical care of a Student Athlete- this is not your responsibility.
16. If you do not choose to follow these rules the Athletic Training staff reserves the right to have you leave the facility.

EMERGENCY ACTION PLANS:

Purpose:

The purpose of this emergency action plan is to establish a protocol for handling emergency situations at all UALR athletic events and practices. The following will include:

1. Situations that constitute the initiation of the emergency action plan
2. The role of personnel that will be involved in the emergency situation
3. Equipment that will be available at each event
4. Communication information, such as a format for emergency phone calls and a list of emergency contact phone numbers
5. Transportation information
6. Venue locations and directions
7. Emergency care facilities
8. Documents for descriptions of the events of the emergency situation for liability purposes and for review of actions for study and improvement purposes.

*With the following information provided, it is our intention that response time to the emergency situation will be decreased, and the safety, care, and treatment of the injured athlete will be enhanced.

Emergency situations:

Listed below are situations that call for the emergency action plan to be set in motion:

1. Limb-threatening injury
 - a. Severe bleeding
 - b. Exposed bone or tissue
 - c. Compound fractures
2. Life-threatening injury
 - a. Cervical or spinal cord injury
 - b. Severe head trauma
 - c. Severe bleeding
 - d. Extended loss of consciousness
 - e. Compromised breathing
 - f. Compromised circulatory function

Personnel:

The following is a list of people who oversee the care of an injured athlete. The most credentialed person on site should be in charge of the emergency situation and is considered the First Responder. This established chain of command should be as follows, whether the athlete is at a home practice or event or at an away event:

1. Team physician
2. Certified Athletic Trainer (if traveling with out an Athletic Trainer, this will be the Certified Athletic Trainer on site)
3. Graduate or Intern Athletic Trainer
4. Undergraduate Athletic Training Student certified in First Aid/CPR/AED
5. Coaches/Officials certified in First Aid/CPR/AED
6. EMS on arrival

Roles of the First Responder:

1. Determine whether the Student Athlete has a limb-threatening or life-threatening injury/condition
2. Set the emergency action plan in motion
3. Be in control of the care of the injured Student Athlete until higher medical care is reached
4. Document the emergency
5. Follow-up with the Student Athlete as needed

Equipment:

The following is a list of equipment that is recommended on site for every single athletic event, practice or competitions:

1. AED, with scissors, razor, alcohol preps, and small towel*
2. CPR mask/shield
3. BP cuff/ Stethoscope
4. Splinting equipment, all sizes
5. Spine board if available
6. Cell phone/landline phone, depending on venue

*An AED should be easily accessible at all practices, conditioning sessions, and events

Communications:

Once it is determined that the situation is in need of emergency action the following is the format for all emergency phone calls:

1. Call 911 or 501-301-1499 for Little Rock, Metropolitan EMS
2. Identify yourself: "This is _____ from UALR. We have an injured athlete in need of emergency medical attention." Describe condition of athlete.
3. Identify your location: "We are at _____." Provide directions as needed. See maps for locations and directions.
4. Provide necessary information about the athlete and the situation as needed:
 - a. Your name and phone number from where you are calling.
 - b. The name of the athlete(s).
 - c. The condition of the athlete(s).
 - d. The aid that was initialized.
 - e. Other information requested by the dispatcher.

At the arrival of EMS, provide pertinent information:

- a. Mechanism of injury
- b. Vitals
- c. Medical history
- d. Assist as needed

Important Medical Phone Numbers:

Dentist	R. Lee Hinson Jr, DDS	5304 Mapleville Pike	Little Rock, AR 72209		
	John Cloud, DDS	8500 W. Markham Suite 330	Little Rock, AR 72205	501-221-0801	
Emergency Room	UAMS	4301 W. Markham	Little Rock, AR 72205	501-686-6333	
Emergency				911	
Emergency Dispatcher	Little Rock Metropolitan EMS			501-301-1499	
Optometrist	Evans Vision Center	3700 University Suite 19	Little Rock, AR 72204	501-562-2297	
Orthopedic Physician	Jack VanderSchilden, MD	4301 W. Markham	Little Rock, AR 72205	501-686-7823	501-686-5251
	Theresa			501-688-2173	
	Resident			501-688-6089	
	Randy Bindra, MD	14922 Cantrell Road	Little Rock, AR 72223	501-686-7074	
	Ash Haasan, MD			501-562-6534	
Orthopedic Rehabilitation	Robert Tillman	13100 Chenal Parkway	Little Rock, AR 72211	501-974-4040	
Pharmacy	Medic Pharmacy	5901 W. 12th Street	Little Rock, AR 72204	501-664-3907	
Primary Care Physician	Blake McGowen, MD	4208 N. Rodney Parham Road	Little Rock, AR 72212	501-228-5588 ext.110	501-517-2082
UALR Sports Medicine	Michael Switlik	2801 South University Avenue	Little Rock, 72204	501-569-3394	501-607-2734
	Courtney Teeter			501-569-3445	501-912-7699
	Lauren Hargis			501-569-3340	501-351-3593
University Health Services	UALR	2801 South University Avenue	Little Rock, AR 72204	501-569-3188	
University Public Safety	UALR Public Safety	2801 South University Avenue	Little Rock, AR 72204	501-569-3400	

Transportation:

- a. For all HOME Men's and Women's Basketball games and Cross Country meets, EMS personnel and ambulance will be on site.
- b. For all other sporting events, ambulance services will have to be called to the location

Emergency care facilities:

1. University of Arkansas for Medical Services
4301 West Markham
Little Rock, AR 72205
501-686-6333
2. St. Vincent Doctor's Hospital
6101 St. Vincent Circle
Little Rock, AR 72205
501-552-6000
3. Baptist Health Medical Center
9601 Interstate 630, Exit 7
Little Rock, AR 72205
501-202-2000

Documentation:

1. See form for documentation of emergencies
2. All filled out emergency documents should be placed in student athletes file for liability purposes, evaluation of response to the emergency, and for practical purposes.
3. All documents from EMS, higher medical care, and any special testing related to the emergency situation should be copied and filed in the student athletes file.

PRE-PARTICIPATION MEDICAL EXAMS AND RECORD KEEPING:

1. All Student Athletes are required to have a physical completed by one of UALR's team physicians prior to participating in any practice, conditioning session, or competition.
2. This physical will determine whether the Student athlete is fit to compete and will disqualify the Student athlete if any threatening condition is found.
3. This medical exam should be filed in the Student athletes file as well as immunization records and a health questionnaire should be filled out yearly.
4. Any other records of injuries or other health conditions should be documented and all related documentation such as Physician's notes and rehab schedules and progress notes should be kept in the Student athlete's file.

HEALTH INSURANCE AND ACCEPTANCE OF RISK:

-
1. Each Student athlete must provide a copy of their individual or parental medical insurance.
 2. UALR provides secondary medical insurance to supplement the Student athlete's primary insurance.
 3. All insurance information should be kept in the Student athlete's file and a copy should be made and taken with the athlete to away events. Their insurance information must also be on file prior to the athlete participating in practice, conditioning sessions or competitions.
 4. Each student athlete should have signed their acceptance of risk waiver prior to participating in any athletic event.
 5. Insurance forms will be mailed out to each student athlete over the summer prior to athletic participation each year.

BLOOD-BORNE PATHOGENS:

Definition: Blood- Borne Pathogens are disease causing microorganisms that can be potentially transmitted through blood contact. The BBP of greatest concern but are not limited to Hepatitis B Virus and HIV or the AIDS virus.

If a student athlete is infected with a BBP, their identity must remain confidential, unless the student athlete chooses to confide in his care givers or coaches. This must be respected at all times unless the student athlete makes this a matter of public knowledge.

Recommendations:

1. All personnel involved in the medical treatment of student athletes should be educated and properly trained in first aid, and standard universal precautions
2. Equipment and supplies must be available at all athletic events. Equipment should include: gloves, antiseptics, antimicrobial wipes, bandages and wound dressings, other medical equipment needed for treatment, sharps containers for needles, scalpels, hazardous waste containers or bags.
3. All wounds should be dressed properly prior to competition. Preferably with an occlusive dressing that will withstand exercise and competition
4. All medical care providers should wear protective gloves if they themselves have any open wounds or skin lesions.
5. During competition if an athlete is bleeding, they must immediately stop and have the wound treated. Any participant whose uniform is saturated with blood must change their uniform before returning to competition.
6. The responsibility of identifying open wounds is the student athletes, the officials, medical staff, and coaches.
7. Gloves should be changed after each participant is treated.
8. If blood or body fluids from one athlete contact another during competition, they must stop and have the contact site wiped with antimicrobials and then wash with soap and water as soon as possible.
9. Contaminated linens should be disposed of in a separate container and should be laundered and dried according to protocol (hot water above 160°F for 25 minutes).
10. Surfaces should be cleaned according to protocol, either a properly diluted tuberculocidal disinfectant or a bleach solution (1:10, bleach: water ratio).

*This has been adapted from the NCAA protocol on Blood-Borne Pathogens

COMMUNITY-AQUIRED DISEASES: MRSA, PANDEMIC FLU:

With the emergence of community acquired illnesses, it is recommended by the NATA and the CDC that certain precautions and plans are in place.

Examples of these illnesses include, but are not limited to:

1. MRSA (methicillin-resistant staphylococcus aureus)
2. Pandemic flu (bird flu)
3. SARS (severe acute respiratory syndrome)
4. Other large scale bio threats

The first step to handling outbreaks of community acquired illnesses is prevention. The following methods are recommended by the NATA and CDC:

1. Follow Universal Precautions and recommendations under Blood-Borne Pathogens.
2. Routinely wash hands with soap and warm water and use an alcohol based hand sanitizer routinely.
3. Encourage immediate showering following activity.
4. Avoid whirlpools or common tubs with open wounds, scrapes, or scratches.
5. Avoid sharing towels, razors, and daily athletic gear.
6. Maintain clean facilities and equipment using an approved disinfectant that kills both bacteria and viruses.
7. Properly wash athletic gear and towels after each use.
8. Inform or refer to appropriate health care personnel for all active skin lesions and lesions that do not respond to initial therapy.
9. Administer or seek proper first aid.
10. Encourage health care providers to seek bacterial cultures to establish a diagnosis.
11. Care and cover skin lesions appropriately before participation.

If an outbreak is suspected, our plan of action is to contact Student Health Services and/or our Team physician for immediate treatment. They will then contact the local center for Public Health if needed. We in turn will make sure that proper care and precautions are taken to prevent further transmission of the illness.

*Refer to the Official Statement from the NATA on Community- Acquired MRSA and the CDC and Arkansas Public Health websites for further information.

AED POLICY:

It is the recommendation of the National Athletic Trainers Association, the American Heart Association, and the American Red Cross that an AED should be present and available at all practices, conditioning sessions, and sporting events and implemented into the Emergency Action Plan. Current research has shown that with incidence of sudden cardiac arrest and commotion cordis, that access to early defibrillation is essential for possible recovery. A target goal of less than 3-5 minutes from the time of collapse to the first shock is strongly recommended. Therefore, it should be a part of Athletic Trainers standard equipment. Only those who are certified athletic trainers or certified first responders/ professional rescuers should operate this device.

LIGHTNING POLICY:

It is the responsibility of the on duty Athletic Trainer to monitor dangerous weather and make the decision to discontinue the athletic event.

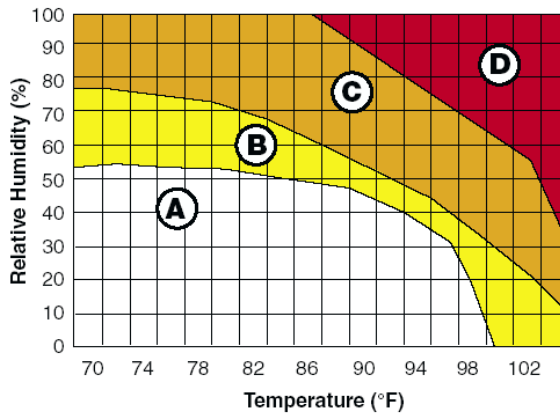
The Athletic Trainer should:

1. Monitor the local weather prior to practice or competition.
2. Monitor and heed any National Weather Service Advisories
3. Know where the closest safest structure is to the field. This is a structure with 4 walls and has electrical grounding or a vehicle, not a picnic shelter.
4. Clear the athletic field if there is less than 30 seconds between the flash of lightening and the sound of thunder or the lightening monitor registers that the lightening is 3-8 miles away.
5. Avoid using land line phones if there is an emergency, a cellular phone is safer.
6. Athletic events can be resumed after 30 minutes after the last sound of thunder and the last flash of lightening.
7. If someone is struck by lightening follow the Emergency Action Plan and know that people who have been struck carry no electrical charge.

HEAT SAFETY/DEHYDRATION:

Due to the climate in Arkansas it is important to address heat safety, identify certain risk factors for heat illness, and take certain precautions.

1. The condition of the athlete must first be addressed. Athletes participating in outdoor sports or in-door un-air-conditioned venues should have proper aerobic conditioning and should also be acclimatized prior to workouts in the heat.
2. On hot days athletes should wear light colored clothing and equipment.
3. To identify dangerous conditions the Athletic Trainer should monitor the local weather and use the ambient temperature chart below. If a Wet Bulb Globe Thermometer (WBGT) is available, readings should be taken to access humidity levels. A WBGT higher than 82°F suggest that careful control of activity be taken.
4. If practice or event times are flexible, they should be at a time of day when temperatures are lower, morning or evening.
5. Frequent breaks should be given so that the athletes have time to hydrate during the activity. If possible Gatorade or other carbohydrate/electrolyte drink should be available.
6. If necessary body weight should be recorded before and after each session so that any significant changes can be monitored.
7. The Athletic Trainer assigned to each sport should be trained in identifying heat illness, should it occur, and should follow their training or the Emergency Action Plan as needed.



- A- Athletes should receive a 5 minute break after every 30 minutes of continuous activity
- B- Athletes should receive a 5 minute break after every 25 minutes of continuous activity
- C- Athletes should receive a 5 minute break after every 20 minutes of continuous activity
- D- Outdoor practices should be canceled or postponed until a cooler time of day or rescheduled for an indoor venue.

CERVICAL SPINE INJURY:

Cervical spine injury is not limited to traditional contact sports; it can happen with any collision into another player or object. I.e. a baseball player diving for a catch in the outfield and colliding head first into the fence. The following guidelines from the NATA should be followed:

1. Any athlete suspected of having a cervical spine injury should not be moved and the cervical spine should be immobilized. Any athlete who is unconscious after colliding into another athlete or object should be treated as though they have sustained a cervical spine injury until proven otherwise.
2. The athlete's airway, breathing, circulation, neurological status, and level of consciousness should be assessed.
3. The athlete should not be moved unless it is essential to maintain ABC's
4. If the athlete needs to be moved to maintain ABC's, the athlete should be placed in a supine position while maintaining spinal immobilization.
5. When moving a suspected spine injured athlete, the head and trunk should move as a unit.
6. The Emergency Action Plan should be activated.

All care providers for the athlete including coaches and other staff should be educated and practiced in spine boarding an athlete in case they are needed to help in the emergency situation.

CONCUSSION:

Concussions are not limited to traditional contact sports. Any athlete suspected of having a concussion should be thoroughly evaluated by their certified Athletic Trainer and the team physician. The following information and guidelines were set by the NATA and the International Conference on Concussion in Sport.

Definition: Sports concussion is a complex pathophysiological process affecting the brain induced by traumatic biomechanical forces

1. Concussion may be caused by a direct blow to the head, face, neck, or elsewhere on the body with an impulsive force transmitted to the head.
2. Concussion typically results in the rapid onset of short lived impairment of neurological function that resolves spontaneously.
3. Concussion may result in neuropathological changes, but the acute clinical symptoms largely reflect a functional disturbance rather than structural injury.
4. Concussion results in a graded set of clinical syndromes that may or may not involve loss of consciousness. Resolution of the clinical and cognitive symptoms typically follows a sequential course.
5. Concussion is typically associated with gross normal neuroimaging studies.

Evaluation:

1. Evaluations should be sensitive for various signs and symptoms of traumatic brain injury.
2. The term "ding" or any other similar terms should be avoided when describing a concussion.
3. Make sure that all testing and evaluation measures are documented.
4. The following is a list of tools/tests that will be useful in concussion assessment:
 - a. Baseline concussion assessment if possible prior to season start
 - b. Cervical spine evaluation/ Cranial nerve assessment
 - c. SCAT test
 - d. SAC test
 - e. BESS test
 - f. Neuropsychological tests:
 1. Controlled Oral Word Association Test
 2. Hopkins Verbal Learning Test
 3. Trail Making: Parts A and B

4. Wechsler Letter Number Sequencing Test
5. Wechsler Digit Span: Digits forward digits backward
6. Wechsler Digit Symbol Test
7. Symbol Digit Modalities Test
8. Paced Auditory Serial Addition Test
9. Stroop Color Word Test
10. ANAM
11. CogSport
12. CRI
13. ImPACT

Athletes return to play should be a decision made by the Athletic Trainer and the team physician. The following protocol has been acceptable by the NATA:

1. No activity and complete rest. Once asymptomatic, proceed to level 2.
2. Light aerobic exercise such as walking or stationary cycling, no resistance training
3. Sport specific exercise i.e. running in soccer; progressive addition of resistance training.
4. Non-contact training drills.
5. Full contact training after medical clearance.
6. Game play.

PREGNANCY GUIDELINES:

The following is a list of resources and guidelines for the pregnant student athlete:

1. Confidential counseling outside of the Athletic Trainer should be contacted for more resources if needed at the Counseling and Career Planning center on campus at 501-569-3185.
2. The Athletic Trainer can coordinate proper prenatal care with the help of the team physician.
3. Participation in sport should be dictated by the type of sport and the physical demands that it would place on the body.
4. For sports with increased incidences of bodily contact or falling are considered high risk after the first trimester due to the risk of potential abdominal trauma. Any exercise in the supine position should be discontinued after the first trimester as well due to venous obstruction.
5. If an athlete chooses to compete while they are pregnant:
 - a. They need to be aware of all the risks associated with their sport and exercise in general while they are pregnant.
 - b. If any of the following symptoms are experienced they need to discontinue exercise:
 1. Vaginal bleeding
 2. Shortness of breath before exercise
 3. Dizziness
 4. Headache
 5. Chest Pain
 6. Calf Pain or Swelling
 7. Pre- Term Labor
 8. Decreased Fetal Movement
 9. Amniotic Fluid Leakage
 10. Muscle Weakness
6. Follow the recommendations of the OB/GYN in coordination with the team physician.
7. Remain well hydrated and avoid overheating.
8. Post delivery or termination medical clearance will need to be given by the medical staff to resume activity.

*This has been adapted from the NCAA Sports Medicine Handbook

CATASTROPHIC EVENT GUIDELINES:

A catastrophic incident is defined as the sudden death of a student athlete, coach, or staff member and or disability or quality of life altering injuries (spinal cord injury, severe head injury/brain damage, etc.).

If a catastrophic event would occur the plan is as follows:

1. Gather all pertinent information regarding the event.
2. If the event occurs during an athletic event, document all actions, and witness accounts.
3. Immediate communication between the Head Athletic Trainer, Team Physician, University Counselor, Athletic Director, Sports Information Director, and the University Athletics Communication Director or Spokesperson should occur so that a plan of action or notification can be made.
4. Only designated speakers should speak to family members, media, other staff members, etc. on the incident.
5. The Counseling and Career Planning Center should be notified: 501-569-3185 so that student athletes or employees can seek services there.
6. The team physician should be notified so that if referrals need to be made to a psychologist, psychiatrist, etc. those appointments can be arranged.

EVENT MANAGEMENT

Guidelines for Scheduling:

Building athletic schedules requires the balancing of many factors. Among them are the necessities to maintain a competitive schedule to challenge the abilities for the student-athletes, to schedule opponents who will draw spectators, and to enhance the regional and national reputation of the athletic program and the University of Arkansas at Little Rock.

Three factors should be considered when developing athletic schedules:

- Student-athletes are primarily enrolled at the University of Arkansas at Little Rock to obtain an education; and therefore, athletic schedules should interfere as little as possible with the student-athlete's attendance at instructional classes;
- Schedules must be financially feasible within the limitations of the total athletic budget; and
- Membership in the NCAA and the Sun Belt Conference dictates certain scheduling patterns and requirements.

The Director of Athletics will keep coaches informed about NCAA and Sun Belt Conference rules which affect scheduling. Some guidelines about academic and financial consideration follow:

Academic Considerations:

1. In-Season Sports: Every effort should be made to avoid scheduling contests during final exam week and, if unavoidable, must have the approval of the Director of Athletics.
2. Out-of-Season Sports: NCAA regulations prohibit scheduling contests during the week prior to and the week of final exams.
3. No Class Time Missed for Practice Activities: Bylaw 17.1.6.6.1 – "No class time shall be missed for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest." Every effort should be made to minimize class absences by the student-athletes. Of particular concern are midweek contests and contests immediately preceding and following official vacation periods.
4. Whenever a team travels for an away contest, the day prior to the contest an effort should be made to depart after student-athletes have attended classes for that day.

Financial Considerations:

1. Every effort should be made in scheduling to stay within the confines of the sport operating budget.
2. Guarantees received for non-conference away games should cover the cost of travel and lodging.

General Scheduling Guidelines:

Strength of Schedule and Program Goals

The strength of schedule should be directly related to the program goals established for each sport. Factors to consider may include:

- A. Percent Division I opponents
- B. Potential for success (win/loss) and perpetuating a winning tradition
- C. Qualifications for nationals: Conference automatic or at-large selection
- D. National or regional rankings or polls
- E. Conference goals
- F. Balance of home/away events

Other Considerations

Other factors which may be considered in scheduling for some sports include:

- A. Revenue potential (guarantees, ticket sales)
- B. Promotions (date, time ability of public to relate to opponent)
- C. National recognition, visibility
- D. Recruiting
- E. Spring trip or exhibition event or international competition

Home Schedules

Factors which must be considered in the total athletic schedule for home events include:

- A. Facility availability – conflicts, priorities
- B. Event management/operations – concerns such as parking, set-up
- C. Promotions – student and community participation and interest

Administrative Procedures and Responsibilities:

Each Head Coach must submit a proposed schedule of competition to:

1. Assistant Director of Athletics/Compliance - Confirms compliance with NCAA and Sun Belt Conference requirements for minimum and maximum contests limitations and potential conflicts with the institutional academic calendar.

2. Assistant Director of Athletics for Business Operations - Confirms schedule of competition is within budget limitations and all contractual obligations are appropriate and acceptable.
3. Athletic Director – Approves the final schedule of competition with consideration of factors such as program goals, strength of schedule; strength of team academics, budget, etc...
4. Director of the Jack Stephens Center – for evaluation of scheduling conflicts between or among sports and make recommendations to Athletic Director for resolution.

Final approved Schedules of Competition are distributed to:

- Director of Athletics
- Assistant Athletic Director/Compliance
- Assistant Director of Athletics for Business Operations
- Director of the Jack Stephens Center
- Sports Information Director
- Head Coaches
- Program Coordinators – Program Coordinators should immediately distribute final schedules to all persons designated to receive sport schedules, (e.g., Athletic Trainers, Promotions Director, Ticket Manager, etc.)

Scheduling Deadlines:

	Tentative Schedule Submitted	Revision Period	Final Schedule Submitted	(*) Schedule Approval
<u>Men:</u>				
Baseball	April 15		June 1	June 15
Basketball	March 15		May 1	May 15
Cross Country	February 1		March 1	March 15
Golf	April 15		May 15	June 1
Track-Indoor	February 1		March 15	April 1
Track-Outdoor	April 15		June 1	June 15
<u>Women:</u>				
Basketball	March 15		May 1	May 15
Cross Country	February 1		March 1	March 15
Golf	April 15		May 15	June 1
Soccer	December 15		February 1	February 15
Swimming	April 15		May 15	June 1
Tennis	May 1		June 1	June 15
Track-Indoor	February 1		March 15	April 1
Track-Outdoor	April 15		June 1	June 15
Volleyball	February 1		March 15	April 1

NOTE: Approval of all schedules is contingent upon budget allocations which usually occurs between May 15 and June 1.

RECRUITING

RECRUITMENT OF ATHLETES:

All applicable NCAA and Conference rules and regulations regarding recruiting must be followed. Coaches are required to be thoroughly familiar with and have knowledge of the recruiting, eligibility and financial aid regulations found within the NCAA manual (Bylaws 13, 14 and 15) before attempting to recruit prospective student-athletes.

Coaches must remember that recruits are limited to five paid official visits and may make only one official visit (prior to high school graduation) to any given school. The institution is required to notify prospective student-athletes of this limitation in writing at the time of the invitation and prior to the visit. It is also important to remember that prospective student-athletes and parents on an unofficial visit are not eligible for any kind of meals, lodging or transportation. (Even buying the recruit a soda is prohibited.) Prospective students-athletes on an unofficial visit are eligible only for up to three complimentary admissions to an on-campus athletic event. Only coaches may contact prospective student-athletes. Alumni, boosters and representatives of athletics interests are specifically prohibited from making any contact with a recruit, either in person, by phone or mail.

RECRUITING ADMINISTRATION:

The Assistant Director of Athletics/Compliance will assist coaches in developing procedures and forms to ensure compliance with all applicable NCAA recruiting regulations, including but not limited to:

- Evaluations;
- Contacts;
- Official visits; and
- Complimentary admissions.

The Assistant Director of Athletics/Compliance will coordinate with the Assistant Director of Athletics/Business Operations to monitor the Athletic Travel forms for recruiting travel to assure coaches are completing the necessary information regarding evaluations and contacts on the road.

The head coach is responsible for developing and sending letters of invitation to recruits coming to the university on an Official Visit to assure timely notification of the student-athlete of his or her rights and restrictions regarding such visits as required by the NCAA. The Graduation Rates Summary indicating the University's percentages with regard to graduation rates over a six-year period may accompany the letter. After January 2009, this function will be the responsibility of the NCAA Eligibility Center upon listing the prospective student-athlete on the Institutional Request List.

RECRUITING COMPLIANCE PROCEDURES:

Recruiting is one of the most volatile and variable of compliance areas; therefore, recruiting procedures must be clearly defined and documented. Recognizing that no two sports or two coaches will necessarily recruit in the same manner, each head coach is responsible for developing recruiting procedures for his/her own program. These procedures must be developed in coordination with the Assistant Director of Athletics/Compliance to assure the Athletics Department, on the whole, is not violating NCAA regulations. One of the most important aspects of recruiting procedures is documentation.

CHECKPOINTS ON RECRUITING:

- Telephone, evaluation and contact logs maintained by the head coach and kept on file for review by the compliance office;
- List of prospective student-athletes contacted on file in coaches' office;
- PSAs receiving complimentary admissions to on-campus athletic events on file in Ticket Office;
- Campus tour groups receiving complimentary admissions to on-campus athletic events on file in Ticket Office;
- Recruiting trip contacts and evaluations detailed on travel statement on file in the Athletics Business Office;
- Official visit notification statement on file in the Compliance Office;
- Official visit record on file in the Compliance and Business Office; and
- Unofficial visit record on file in compliance office.

ACCOUNTING OF RECRUITING FUNDS:

The expenditure of all funds used for recruiting purposes will be handled through and monitored by the Athletic Business Office in accordance with standard institutional procedures. No outside sources may be used for recruiting expenditures except trade outs utilized through a possible booster organization. The use of all trade outs will be monitored through the booster organization and audited by the Athletic Business Office.

Recruiting travel expenses will be handled separately from all other travel in each sport. No funds other than those initially budgeted for that purpose may be used for recruiting travel. Coaches traveling for recruiting purposes must fully complete the university Travel Authorization forms to include all recruiting information.

OFFICIAL VISITS:

Recruiting Philosophy:

Official recruiting visits to UALR are designed to maximize a prospective student-athlete's ability to evaluate the campus and community environment, the coaches and staff of the athletics department, and the student-athletes in the prospect's sport in order to best make an informed decision about the prospect's future choice of collegiate institutions. The official recruiting visit is also an opportunity for coaches, administrators and student-athletes to make an informed decision about the prospect's fit with UALR and its intercollegiate athletics program. The following policies and procedures have been developed through a cooperative effort by the Director of Athletics, all head coaches and the compliance director and are designed to assist in this process.

Approval of Official Visits:

Appropriate documentation must be provided to the Assistant Director of Athletics/Compliance for initial review and approval. Once approved, a copy of the form is sent to the athletic business office to process expenditure requests; a copy is retained by the compliance office, and a copy is returned to the coach with the Official Visit Record which must be completed at the conclusion of the visit. Requests for official visits and supporting documentation will be retained by the Compliance Office for a period of five years.

Number of Visits/First Opportunity to Visit:

A member institution may finance only one visit to its campus for a prospect regardless of the number of sports in which the prospect is involved. A prospect may not be provided an official visit earlier than the opening day of classes of his/her senior year in high school. A prospect may be provided a maximum of 10 official visits: 5 while in high school and 5 beginning with October 15 following the prospect's senior year in high school. Official visits to Division III institutions are excluded from the five-visit limitation.

Requirements for an Official Visit:

Coaches are required to submit a request form to the Compliance Director prior to finalizing an official visit. The following items need to be attached to the request:

- Written documentation that the prospect (for high school students only) has achieved a test score from a PSAT, SAT, PLAN or ACT test taken on a national testing date under national testing conditions.
- A copy of the prospect's high school (or college) academic transcript.
- A copy of a letter to the prospect indicating that the visit will count as one of the student's five permissible official visits.
- For 4-year transfer students, a copy of the written release from the 4-year institution.
- For 2-year transfer students in their first year of enrollment at the 2-year college, documentation from the NCAA Initial-Eligibility Clearinghouse indicating that the prospect was certified as a "Qualifier" out of high school.

Transportation Restrictions:

If a prospect is traveling to and from campus via air transportation, the prospect must use commercial transportation at coach-class airfare. Payment of the airline ticket may not be arranged to take advantage of ticket bonuses, rebates, refunds, upgrades or other benefits connected with the purchase of the ticket. Coaches may not accompany a prospect to or from an official visit when air travel is used.

Vehicles used to transport a prospect (and those individuals accompanying the prospect) around campus (i.e., within a 30-mile radius) during the official visit must be normal institutional vehicles or the personal vehicles of coaching staff members or student hosts. The use of special vehicles (e.g., modified with televisions or special décor or appointments) to transport prospects around campus is prohibited. Use of a limousine, helicopter or private plane is prohibited.

If a prospect travels by automobile, the individual incurring the expense (provided he/she is not a coach of the prospect) may receive round-trip expenses at the standard University mileage rate. Any vehicle may be used provided it is not owned or operated or its use arranged by the institution or any representative of its athletics interests (booster). Documentation of miles traveled (e.g., MapQuest.com) and a signed receipt indicating who received the reimbursement and the amount received is required.

Any member of the athletics department staff may provide transportation for a prospect and the prospect's parents, relatives or legal guardians between the campus and the bus or train station or major airport nearest the campus. The prospect's transportation to and from the campus must be without delay for personal reasons or entertainment purposes.

Meals and Lodging:

Prospects should be provided lodging and meals in a reasonable and appropriate environment that more closely resembles normal life for an enrolled student-athlete. Local commercial facilities may be used at a scale comparable to that of normal student life and only within a 30-mile radius of campus. Prospects and prospects' parents (or legal guardians) must be housed in standard lodging that does not include special accessories (e.g., Jacuzzis, suites) that are not available generally to all guests residing at the establishment. On-campus dining is encouraged when practical and possible. A reasonable snack (e.g., pizza, hamburger) may be provided in addition to breakfast, lunch and dinner.

Entertainment:

Arranging or permitting excessive entertainment (e.g., hiring a band for a function specifically for the entertainment of prospects) is prohibited. Prospects, prospects' parents (or legal guardians) and spouses of prospects must be entertained at a scale comparable to that of normal student life and only within 30 miles of campus. It is not permissible to entertain other relatives or friends of a prospect at any site. Entertainment and contact by representatives of the institution's athletics interests (boosters) is prohibited.

An institution may not arrange miscellaneous, personalized recruiting aids (e.g., personalized jerseys, personalized audio/video scoreboard presentations) or engage in any game-day simulations (e.g., running onto the field with the team during pre-game introductions) during a prospect's visit. However, a prospect is permitted to be present in the locker room prior to or after competition (provided no boosters are in attendance) or stand on the sidelines during pre-game activities (must be seated in regular seating areas during competition).

Tickets to a professional sports contest made available to a member institution on a complimentary basis may not be provided to prospects--even if the prospect reimburses the institution for the face value of the tickets and the contest is held within a 30-mile radius of the campus.

Student Hosts:

Students who host prospects during official visits must be current student-athletes. If the institution has a policy for providing campus visits or tours to prospective students generally, students designated as hosts in a manner consistent with this policy may also host prospective student-athletes. Coaches are required to review the "Student Host Instructions" form with student-athletes and have them sign it prior to serving as student hosts. Coaches are also required to sign the form. Requirements for serving as a student host are listed below.

Student Host Instructions:

Serving as a student host is an important responsibility. Student hosts will be expected to conduct themselves in an appropriate manner and one which brings credit to the University and its athletic programs. Student hosts will be provided with host money to entertain recruits. Student hosts will be expected to comply with all NCAA, Sun Belt Conference and institutional regulations regarding the use of the student-host money, to account for the expenditure of all such funds, and to return any unused funds to the institution following completion of the visit.

Recruiting activities specifically prohibited include:

- Underage or excessive consumption of alcohol;
- Illicit drug use;
- Sexual misconduct;
- Participation in gambling and/or gaming activities;
- Use of escorts, exotic dancers, "strippers" or any other such personal services providers;
- Visits to "adult entertainment" facilities;
- Abusive conduct which threatens or endangers the physical or psychological health, safety or welfare of any individual;
- Harassment, including harassment on the basis of race, sexual orientation, age, gender, religion or physical disability;
- Activities or events at any location that may cause a perception of impropriety;
- Entertainment that is excessive or not at a scale comparable to that of normal student life; and
- Any other behavior that is illegal, inappropriate or results in embarrassment to the University, its athletic programs, its student-athletes or its recruits.

Student hosts will be provided with a maximum of \$30/day (up to two days) to cover entertainment expenses for a recruit. NCAA rules specify that:

- Student-host money may only be used for the student host, the recruit, the recruit's parent(s) [or legal guardian(s)] or the recruit's spouse, if married.
- If a student-athlete hosts more than one recruit at the same time, the host will be provided an additional \$15/day for each additional recruit hosted.
- No cash may be given to the recruit.
- Student-host money may not be used to purchase souvenirs, T-shirts or other institutional mementos.
- All entertainment must occur on the main campus or within a 30-mile radius of the main campus.
- Student hosts may not use a vehicle provided by a coach, institutional staff member or booster. Host money may be used for gas (\$4 for one day; \$7 for two days) if a host's personal vehicle is used to transport a recruit.
- Recruits are not allowed to have contact with any boosters at any time on or off the institution's campus.
- Hosts must keep receipts (when available), provide a complete list of all expenditures, and return all unused funds at the conclusion of the visit.

Curfews and Unstructured Time:

Curfews are not required for student hosts or prospects during official visits. Coaches are expected to stress the importance of appropriate and responsible behavior (as outlined in the Student Host Instructions) with student-athletes and prospects as pertains to any unstructured or unsupervised time.

Complimentary Admissions:

- Complimentary admissions are issued through a pass list only (no hard tickets), on an individual game basis only, and only in the general seating area of the facility (press box, club level, suite or private box seating or admission to a sideline or bench area is prohibited during the conduct of the event including intermissions).

- Complimentary admissions may not be provided for away games or for any conference tournaments, NCAA championships (all rounds) or other post-season contests (bowl game, NIT, etc.) regardless of the location of the event. Tickets may be purchased only in the same manner as any other member of the general public. Complimentary admissions may be provided for a pre-season event.
- Admissions are for the exclusive use of the prospect and those persons accompanying the prospect on the visit.
- Prospects on an official visit may receive a maximum of 3 complimentary admissions to any UALR home athletics event in which any of our teams are participating provided the facility where the competition is held is located within a 30-mile radius of the main campus. Tickets may be reserved for seat locations adjacent to the prospect's complimentary seats for use by other immediate family members who may accompany the prospect during an official visit; these tickets must be purchased at face value.
- Prospects on an unofficial visit may receive a maximum of 3 complimentary admissions to a home athletic event at any facility within a 30-mile radius of the main campus, or at a site other than the institution's regular home facility. Additional tickets may not be reserved to be purchased by a prospect or individual(s) accompanying the prospect; tickets may be purchased only in the same manner as any other member of the general public.
- Coaches are required to contact the Ticket Office to request complimentary admissions for prospects on official or unofficial visits.

Educational Component:

Official visits should include scheduled meetings between prospects and faculty members in the prospects' area of academic interest whenever possible. Coaches are encouraged to utilize the campus tour program through the Office of Admissions when meetings with faculty members are not possible. Prospects are encouraged to meet with a member of the Athletic Department's academic support services staff on all official visits unless prohibited by unusual or extenuating circumstances (e.g., flight or other travel-related delay, illness, unanticipated or unavoidable scheduling conflict, etc.).

Official Visit Report:

Following the official visit, coaches are required to complete the "Official Visit Report" form with all documentation and receipts, including the Student Host form, attached. The report form is first submitted to the Athletic Business Office for initial review and then to the Compliance Director for final approval. No expense reimbursements will be made until the documentation has been reviewed and approved. All receipts for meals on official visits must be itemized and must include a list of all attendees. Official visit reports with supporting documentation will be retained by the Athletic Business Office for a period of five years.

Sanctions and Violations:

Inappropriate conduct on the part of student-athletes will result in disciplinary action that could include suspension or termination from the team and loss of athletics scholarship, as determined by the head coach and the Director of Athletics. Such behavior could also result in University disciplinary action and/or legal action. Inappropriate conduct on the part of prospects can lead to cessation of all recruitment activity including offers of athletics scholarship. NCAA violations committed by athletic department coaches and staff will be reported in conformity with NCAA and conference regulations. Appropriate penalties and sanctions will be assessed as determined by the institution, the Sun Belt Conference and the NCAA.

CONDUCTING OFFICIAL VISITS:

These guidelines apply to unofficial visits also, except those that concern provision of meals, housing and entertainment.

Boosters

Coaches are responsible for assuring that prospects and boosters do not interact during an official visit. Special arrangements must be made within the coaching staff when a large group of prospects participate on an official visit simultaneously, so that contact with boosters can be avoided through the efforts of the coaching staff or other support staff members.

Meals

During an official visit, the prospect, his/her parents or legal guardians and his/her spouse are the only individuals permitted to have meals provided. If coaches plan to take the prospects and their parents to a restaurant for a meal, only university coaches, their spouses and student hosts may attend the meal. It is not permissible for coaches to allow the prospect's other family members, such as a brother or sister to attend the meal off-campus with a prospect, nor is it permissible to allow the coaches family members to attend.

Entertainment

During the official visit, entertainment of the prospect, the parents or spouse must occur within a 30-mile radius of the UALR campus and it may not be excessive in nature. Coaches must prevent any contact with boosters both on and off campus while entertainment occurs. Contact with a booster, even if inadvertent, is a secondary violation of NCAA regulations and the prospect's eligibility would have to be reinstated for UALR to resume recruitment of the prospect.

A student should be assigned to act as host for the prospect during the visit. The host may receive up to \$30 per day for entertainment purposes. One student host, per day, per prospect may eat a meal with the prospect during the visit.

On one occasion, coaches may provide a meal or snack (or dessert) at their home for prospects and their parents, guardians or spouse. The meal or snack may not be excessive in nature and they do not have to take place on the same day. If a meal is to be eaten at a coach's home, it must be on the itinerary.

Permissible Meals

In a 24-hour day the prospect and parents, guardians or spouse may have three meals and a snack at the coach's home (only once) while on an official visit. It is a violation to leave a snack in the prospect or parent's room unless it is included as the dessert for one of the permissible meals.

Tryouts

While on an official visit (or unofficial) a prospect may not participate in any physical activity, which may be construed as a tryout. The prospect's itinerary may not include a time for participating in activities that could be reported to the coach as an indication of athletic ability. If a prospect requests to participate in some kind of physical activity, the coach may not be present and those team members who accompany the recruit may not report back to the coach concerning the abilities that the prospect displayed.

Alcohol

Coaches are responsible for ensuring student hosts do not use or provide alcohol on official visits. Most prospects are not of legal age to drink alcohol. The use of alcohol exposes the department of athletics and the university to liability that can not be defended in a court of law should a prospect become injured or killed in an alcohol related incident.

Pictures and Apparel

While on an official visit, a prospect may have their picture taken by UALR personnel (or by photographers directed by UALR personnel) for the university's use after the prospect has signed the NLI. We may not take their picture and provide it to them for a nominal fee or free of charge. Of course if the recruit brings his/her own camera they may take unlimited pictures.

Any other items of tangible value used to show the recruit what it is like to be a UALR student-athlete may not be given free of charge or paid for by the prospect. It is not permissible to loan athletic gear or apparel to prospects for their use during an official visit.

High School & Junior College Coaches

High school and Junior college coaches may not be reimbursed or provided any kind of benefit for bringing prospects to campus for an official visit. They may be provided with two complimentary admissions to a home contest.

Mailings

Before sending a letter to a target audience (e.g. all juniors) submit the letter to the compliance office for approval to assure compliance with NCAA Bylaw 13.4. If contacted by a high school sophomore or freshman, you may provide a questionnaire or camp brochure, but DO NOT include correspondence that could be construed as a solicitation for enrollment.

UNOFFICIAL VISITS:

All unofficial visits must be documented on the Unofficial Visit Record form and return to the compliance office after the visit within 48 hours of the visits completion.

If the visit required an overnight stay, identify where the prospect stayed and how it was arranged on the form. If the stay was in a dorm, on campus, attach a copy of the receipt from housing or a statement of explanation if they stayed with a friend.

If the prospect desires to attend a home contest, you must complete a Complimentary Tickets request form for an unofficial visit.

OCCASIONAL MEALS PROCEDURE:

Any institutional representative either employed by UALR or outside the institution may provide a team or individual student-athlete with an occasional meal.

- Employees of UALR may accompany a student-athlete or athletics team to a local restaurant for an occasional meal.
- Those not employed by UALR may only provide the meal at their home. The only exception allowed is if the meal occurs at an away from home contest.
- Prior to the meal taking place, the representative is responsible for securing the approval of the director of athletics.

TRANSFER PROCEDURES:

No member of the Athletics Department is allowed to discuss with any student-athlete currently enrolled at another four-year institution, any information about the University's programs or about transferring without first receiving the permission of the Athletics Director at the first institution. This permission must be obtained in writing. Either the student-athlete can request that the Athletics Director of his/her current institution send such permission or the Assistant Director of Athletic/Compliance must write or phone that school to request that permission be sent.

Depending on the athlete and sport, certain academic and background information may also be necessary to ascertain eligibility and residency waivers. To this end, the Athletics Department has prepared the Transfer Certification Form to be used for requesting this information from the original institution. When a prospective transfer student-athlete first contacts a coach, the coach should contact the Assistant Director of Athletic/Compliance. A letter requesting permission to contact and additional information will be sent immediately. As soon as a reply is received, the coach will be notified and recruitment may commence.

If a prospective transfer student-athlete already enrolled (attending classes) at UALR contacts a coach about coming out for the team (walk-on), a notification and permission letter will be sent to the former institution requesting the necessary transfer data.

PERMISSION TO CONTACT STUDENT-ATHLETES

When a UALR student-athlete or another institution contacts an athletic staff member about that student-athlete transferring, no steps will be taken until the Assistant Director of Athletic/Compliance is certain the student athlete's head coach is aware of the situation and has given permission for the student-athlete to explore the transfer. Once this is determined, permission from the Director of Athletics to contact letter (in accordance to NCAA Bylaws) will be sent to the school(s) involved. If the one-time transfer exception is appropriate and is requested for the student-athlete in question, the necessary information to make such a determination will also be sent. A copy of the letter will be kept on file in the compliance office.

NCAA RULES REGARDING MEALS AND CONTACTS ON OFFICIAL AND UNOFFICIAL VISITS

ACTIVITY	OFFICIAL VISIT Impermissible prior to opening day of classes of senior year	UNOFFICIAL VISIT On or after July 1 following junior year (basketball on or after 9/9 for men and 9/16 for women of senior year)	UNOFFICIAL VISIT Prior to July 1 following junior year (basketball prior to 9/9 for men and 9/16 for women of senior year)
Meals	<ul style="list-style-type: none"> • Contact/quiet periods: may occur on-campus or within 30-mile radius of campus; does not count as a contact • Dead period: visit is not permissible 	<ul style="list-style-type: none"> • Contact period: may occur on- or off-campus; if off-campus must be counted as a contact [NOTE: prospect is now considered recruited]; prospect must pay actual cost of meal and provide own transportation • Quiet period: may occur on-campus only; prospect must pay actual cost of meal • Dead period: visit is not permissible 	<ul style="list-style-type: none"> • May occur on-campus only; prospect must pay actual cost of meal • Not permissible during a dead period
Contact with athletic department staff members	Permissible on-campus or within 30-mile radius of campus	Permissible on-campus; permissible off-campus only for designated coaches certified to recruit off-campus (counts as a contact)	Permissible on-campus only
Contact with spouses of athletic department staff members	Permissible on-campus or within a 30-mile radius of campus	Permissible on-campus only	Permissible on-campus only
Contact with non-athletic department institutional staff members (faculty, administrators, president, etc.)	Permissible on-campus or within a 30-mile radius of campus	Permissible on-campus only	Permissible on-campus only
Contact with spouses of non-athletic department institutional staff members	Permissible on-campus only	Permissible on-campus only	Permissible on-campus only
Contact with members of Board of Governors and/or spouses	Not permissible	Not permissible	Not permissible
Contact with representatives of athletics interests (i.e., boosters)	Not permissible	Not permissible	Not permissible

NCAA GUIDE TO TELEPHONE LEGISLATION

This summary is provided as a handy reference guide to current NCAA rules on telephone calls received from and placed to prospects (anyone who has started classes for the 9th grade). The term "prospect" also includes the prospect's parents, relatives or legal guardians. An individual is considered a prospect until he/she enrolls at a collegiate institution or reports for the first day of practice, whichever comes first. Refer to NCAA Bylaw 13 for further information.

WHO CAN CALL?

- In sports other than football, any institutional staff member may make telephone calls to prospects. However, all phone calls are subject to the time periods and number limitations listed below.
- Non-permissible callers include, but are not limited to, representatives of athletics interests (boosters), alumni, community representatives, members of the Board of Governors, state legislators, former student-athletes and enrolled students, including student-athletes.
- Currently enrolled student-athletes may make telephone calls to prospects provided the calls are not made at the direction of a coaching staff member and are not financed by the institution or a representative of its athletics interests. Student-athletes may receive telephone calls at the expense of the prospect after July 1 following the prospect's junior year in high school.
- Telephone calls made by enrolled students (excluding student-athletes) pursuant to an institution's regular admissions program directed at all prospective students are permissible.

WHEN CAN YOU CALL?

- In all sports other than football and basketball, telephone calls to prospects may not be made prior to July 1 following the completion of the prospect's junior year in high school, except that one phone call may be made during the month of March of the prospect's junior year in high school.
- In men's basketball, one telephone call per month is permissible on or after June 15 of the prospect's sophomore year in high school through July 31 following the junior year; two telephone calls per week are permissible beginning August 1 following the junior year (one per week for 2-year prospects).
- In women's basketball, one telephone call may be made during each of the months of April and May of the prospect's junior year in high school; one call may be made on or after June 1 through June 20; one call may be made on or after June 21 through June 30; three telephone calls may be made during the month of July (no more than 1 per week) following the prospect's junior year in high school.
- Telephone calls may not be made during the conduct of any intercollegiate athletics contests in that sport until the competition has concluded and the team has been dismissed by the coach.

HOW OFTEN CAN YOU CALL?

Unless otherwise specified above, the institution is generally limited to one telephone call per prospect per week (Sunday through Saturday). The following exceptions also apply:

- In sports other than football, unlimited phone calls are permitted on the Wednesday, Thursday and Friday of the initial week of the National Letter of Intent signing period.
- Unlimited phone calls are permitted during the 5 days immediately preceding a prospect's official visit to campus.
- Unlimited phone calls are permitted on the day of an in-person, off-campus contact.
- After a prospect signs a National Letter of Intent, there is no limit on the number of phone calls that may be made. For a prospect who is not eligible to sign an NLI (e.g., 4-year college transfer), there is no limit on the number of phone calls starting the calendar day after the prospect signs a written offer of admission and/or financial aid.
- In women's basketball, all communication with prospects, their families and their coaches is prohibited during the July evaluation periods.

TELEPHONE CALLS INITIATED AT PROSPECT'S EXPENSE:

Institutional staff members may receive telephone calls placed by a prospect at the prospect's own expense at any time, including before July 1 following the prospect's junior year in high school.

COLLECT AND TOLL-FREE TELEPHONE CALLS:

Staff members may accept collect and toll-free (e.g., 1-800, 1-888) telephone calls placed by prospects or prospects' parents or legal guardians provided the calls are placed no earlier than July 1 following completion of the prospect's junior year in high school (or in men's basketball not earlier than the conclusion of the prospect's sophomore year in high school).

ELECTRONIC TRANSMISSIONS:

All electronically transmitted human voice exchanges (including videoconferencing and videophones) are considered telephone calls. All electronically transmitted correspondence (e.g., e-mail, instant messages, faxes, pages, text messaging) are not considered telephone calls.

NCAA GUIDE TO RECRUITING MATERIALS

This summary is provided as a handy reference guide to current NCAA rules on providing recruiting materials to prospects (or prospects' parents or legal guardians) and coaches of prospects (including any individual responsible for teaching or directing an activity in which a prospect is involved). Refer to NCAA Bylaw 13.4 for further information.

PLEASE NOTE THAT ONLY THE ITEMS LISTED BELOW MAY BE PROVIDED. AN INSTITUTION MAY POST RECRUITING MATERIALS NOT LISTED BELOW ON THE INSTITUTION'S WEB SITE BUT MAY NOT PRINT SUCH ITEMS FROM THE WEB SITE AND PROVIDE THEM TO PROSPECTS VIA MAIL OR DURING VISITS.

NOTE: The following are not permissible:

- Wallet-size playing schedule card, game program, Student-Athlete Handbook (may be posted on the institution's Web site)
- Portfolio, binder or notebook of information (e.g., pictures) to be shown to prospects during the recruiting process (unless the institution does not produce either a media guide or recruiting brochure)
- Computer recruiting presentations (e.g., PowerPoint) to be shown during the recruiting process or accessed via the institution's Web site
- The use of any express mail delivery services to provide materials to prospects residing within the 50 United States, other than the National Letter of Intent or other written admissions and/or financial aid agreements

ITEMS THAT MAY BE PROVIDED AT ANY TIME:

- Summer camp brochures (no cover letter if provided prior to 9/1 of junior year*)
- Questionnaires (no cover letter if provided prior to 9/1 of junior year*)
- Educational information published by the NCAA, such as the "NCAA Guide for the College-Bound Student-Athlete" (no cover letter if provided prior to 9/1 of junior year*)
- Other University (non-athletics) publications provided they are available to all students (e.g., official academic, admissions and student services publications)
- Letter responding to a prospect's written request (provided responses prior to 9/1 of junior year* do not include information that would initiate recruitment or information related to the athletics program; e.g., reply contains only an explanation of NCAA legislation; acknowledges enclosure of requested summer camp brochure/questionnaire; or contains a referral to Admissions Office)

ITEMS THAT MAY BE PROVIDED ON OR AFTER SEPTEMBER 1 OF THE PROSPECT'S JUNIOR YEAR IN HIGH SCHOOL (*OR IN MEN'S BASKETBALL, ON OR AFTER JUNE 15TH FOLLOWING THE PROSPECT'S SOPHOMORE YEAR IN HIGH SCHOOL):

- General correspondence including letters, institutional note cards, US Postal Service issued blank post cards, business cards, faxes, e-mails, Instant Messenger, pages and text messages • Schedules, game results, team standings, press releases, newspaper/magazine articles, newsletters, etc. are permissible only if they are printed on plain white paper with black ink (articles must be photocopied--originals cannot be sent) and are included as enclosures with general correspondence; electronic transmissions may include color attachments provided the attachment does not include any animation, audio or video clips and there is no cost (e.g., subscription fee) associated with sending the attachment
- An institution may produce either one athletics recruiting brochure or media guide per sport (but not both) and provide it to a prospect; publication can have only one color of printing inside the cover and cannot exceed 208 pages in length and 8 ½ " x 11" in size

PERSONALIZED RECRUITING AIDS:

An institution may not arrange miscellaneous, personalized recruiting aids (e.g., personalized jerseys, personalized audio/visual scoreboard presentations) and may not permit a prospect to engage in any game-day simulations (e.g., running on the field with the team during pre-game introductions).

Personalized recruiting aids also include any decorative items, signs, banners and special additions to any location the prospect will visit (e.g., hotel room, locker room, coach's office, conference room, arena) regardless of whether or not the items include the prospect's name or picture.

VIDEO/AUDIO MATERIALS:

An institution may not produce video/audio materials (including personalized audio/visual scoreboard presentations) to show or send to a prospect except as specified below:

Highlight film/videotape/audio tape may be shown to a prospect or the prospect's coach but may not be sent or left with them provided:

- they are "game clips" that contain only informational material that is related to a particular athletic event or sports season
- any narration must relate specifically to the event or sports season
- they include only clips of actual athletics contests and activities that occur on the day of the contest that are directly related to the contest (e.g., pre-game player introductions, half-time band and cheerleader performances, locker-room talks, crowd reactions, side-line coaching staff activities, post-game on-field award presentations)
- they may not include clips of other activities that are only indirectly related to the contest (e.g., team travel, team meals, entertainment activities, practice activities, facilities)

Non-athletics videotapes/audio tapes/electronically produced information produced by the institution and available to all students (official academic admissions and student-services videotapes/audio tapes/electronically produced information)

ITEMS PRODUCED BY THE CONFERENCE OFFICE:

- Items produced by the Sun Belt Conference office may not be provided to prospects

ELECTRONIC TRANSMISSIONS:

All electronically transmitted human voice exchanges (including videoconferencing and videophones) are considered telephone calls. All electronically transmitted correspondence (including e-mails, instant messages, faxes, pages, text messaging) are not considered telephone calls.

ADMISSIONS

General Information:

The Office of Admissions and Financial Aid may also be reached by phone at (501) 569-3127. Students who want to enroll at UALR should correspond with the Office of Admissions and Financial Aid as soon as possible because official determination of eligibility can be made only on receipt of official credentials. After reviewing the appropriate credentials, an admissions officer will classify degree-seeking students as regular or requiring developmental coursework. Non degree-seeking students will be classified as transient, temporary, or another classification. To ensure that all necessary requirements for admission have been fulfilled before registration, students are urged to submit all transcripts of previous academic work at least 30 days before registration. Transcripts from other institutions of higher education must be sent directly to UALR by the institution.

Admissions Deadlines and Procedures:

Application deadline: the first day of class prior to the beginning of a term for regular admission. Supporting credentials deadline: two weeks prior to the beginning of a term for regular admission. Students unable to provide valid ACT or SAT scores, high school or college transcripts, or GED scores by these deadlines may be admitted provisionally. See the section on provisional admission on the following page. Students who have 12 or fewer acceptable transfer credits from another college or university must meet all of the admission requirements for entering freshmen. Students with 13 or more acceptable transfer credits must meet the admission requirements listed for transfer students. There is no application fee.

Entering Freshmen:

First-time entering freshmen are persons who have never been enrolled in an institution of higher education. Such applicants must submit:

1. Completed application for admission
2. Official high school transcript or GED scores
3. ACT or SAT scores taken within the previous five years
4. An Arkansas Certificate of Immunization for Institutions of Higher

Education (required of all applicants born after January 1, 1957)

Transfer Students:

Transfer students are those who have been enrolled previously in a higher institution of learning and have at least 12 transferable college credit hours and a grade point average of at least 2.00 on all previous college work to be granted regular admission.

Such applicants must submit:

1. Completed application for admission.
2. Official transcript of each college previously attended sent to UALR by the college
3. An Arkansas Certificate of Immunization for Institutions of Higher Education (required of all applicants born after January 1, 1957)

Transfer credit will be evaluated only after a completed application for admission and final transcripts have been received. Only courses with grades of C or greater taken at regionally accredited institutions will transfer to UALR. Only credit hours earned at other institutions will transfer; grades and GPA do not transfer and are not calculated in the student's GPA earned at UALR. However, all grades from all Universities are calculated for honors. Transfer students who have been academically suspended from another college or university are not eligible for admission to UALR until they are eligible to return to the previous institution. Courses, including correspondence courses, taken by students while under suspension will not be accepted for credit at UALR. Once suspended students have completed their suspension and are eligible to return to the school from which they were suspended, they may be eligible for admission to UALR. If admitted, they will be placed on academic probation and may not enroll in more than 13 credit hours per term until they have achieved good academic standing. Transcripts from institutions not accredited by the regional accrediting associations will be handled at the discretion of the Director of Records and Registration. Students presenting such transcripts may be given provisional credit subject to the satisfactory completion of further work at UALR in subjects for which they are asking advanced standing and a satisfactory grade point average. However, such transcripts may be refused altogether. Only official transcripts will be accepted for evaluation. They must include complete records of the courses taken at all other institutions and be sent to UALR by the institutions. The director may also request that a catalog or bulletin of the years covered by the transcript be presented. The Transfer Credit Equivalency Guide contains courses accepted in transfer from some other institutions and their equivalencies at the University of Arkansas at Little Rock. It can be found on the web at <http://www.ualr.edu/tca/>.

Provisional Admission:

Students who have not submitted all credentials necessary for admission by the application deadline may be admitted provisionally. In such cases, the student is admitted with the provision that s/he submit the missing admission credentials by the end of the term during which provisional admission was granted. The credentials will be evaluated upon receipt, and the student will be admitted and placed in the appropriate student status, or denied admission. If evaluation of the records shows that the student does not meet UALR's minimum requirements for regular student status, the student may be required to reduce the number of courses for which he or she is currently enrolled. For example, the student may be limited to one or two courses if the previous college GPA is below 2.00. Such reductions may occur after the semester has already begun, in which case the student may be required to withdraw from some courses. Students granted provisional admission who do not submit the missing credentials by the end of the term will not be permitted to enroll in subsequent terms until the admission requirements have been satisfied. Under no circumstances may students admitted provisionally be changed to temporary student status. Students on provisional status are not eligible to receive financial aid and are limited to 13 hours in the fall, spring, or summer semesters.

Criteria for Regular Admission High School Core Curriculum:

The college preparatory core curriculum for Arkansas high school students used in UALR's freshman admission requirements may be changed by action of the Arkansas state legislature. UALR's admission requirements apply to the college preparatory core curriculum in place when the student graduates from high school. High school students should work closely with their counselors to be sure to take the appropriate courses. The transcripts of students who attend high school and apply to UALR will be examined for presence of the college preparatory core curriculum courses. The transcripts of students who attended high school outside of Arkansas will be examined for equivalent courses. First-time entering freshman students not meeting the necessary requirements may be admitted as described below.

First-time Entering Freshmen:

To be eligible for regular admission a student must have earned a grade point average of at least 2.00 on the Arkansas high school core in effect at the time of graduation from high school, and have one of the following:

- A cumulative high school grade point average of 2.5
- An official, passing GED test score
- An ACT composite score of 21 (enhanced) or a combined verbal/math SAT I score of at least 990 (re-centered) taken within the last five years.

Transfer Students:

Transfer students must have 12 transferable college credit hours and a grade point average of at least 2.00 on all previous college work to be granted regular admission.

Admission of Students Not Meeting Regular Admission Requirements:

Note: The University is not obligated to admit all students who do not meet the requirements for regular admission. If the number of such students applying for consideration to be admitted exceeds space available in the appropriate courses, the University may deny admission until space becomes available. A student not meeting the criteria for regular admission will be limited to a maximum of 13 credit hours each semester. A credit hour limitation will no longer be imposed once a 2.00 grade point average is achieved. Twelve hours of core courses with a 2.00 grade point average and all required developmental courses must be completed before reaching 42 hours. Students who were home schooled or completed a GED and have an ACT of 21 or SAT I of 990 will not be subject to the credit hour limitations.

Other Admissions Categories:

Freshman Early Admission:

Students who have completed the 8th, 9th, 10th, or 11th grade will be considered for admission provided they present a junior high or high school transcript indicating a cumulative grade point average of at least 3.00 and an ACT composite score of at least 21 (enhanced) or an SAT I total score of at least 990 (re centered). The test must be taken on a national test date. Additionally, students who have not completed the 11th grade must achieve sub scores on the ACT or SAT that meet the minimums necessary to qualify for college- level courses in order to be eligible for admission. The Admissions and Transfer of Credit Committee must approve the admission of these students. A personal interview with the Committee and/or additional testing may be required. Students under 18 years of age must also obtain their parent's or guardian's permission to enroll, permission of the high school counselor or principal, and approval of the instructor of the class they plan to attend at UALR. All students seeking early admission must obtain an advisor through University College prior to enrolling at UALR. Students who qualify may take advantage of this program by:

- Enrollment in a summer term, then returning to junior high or high school
- Enrollment in a summer term or fall semester as a beginning freshman
- Enrollment in a limited number of college-level courses while completing junior high and/or high school.

UALR is not responsible for guaranteeing high school diplomas under this arrangement; however, campus officials will cooperate with state or local school administrators concerning regulations for awarding a diploma to successful participants in this program. All college credit earned under this plan will apply toward a degree at UALR. Students in this category are not eligible for federal aid.

High School Concurrent Enrollment:

Under state law UALR may concurrently admit qualified high school students to its academic programs as part-time students. To be eligible for high school concurrent enrollment, the applicant must meet one of the following requirements:

- Complete at least 50% of the state-recommended college preparatory courses with a minimum grade point average of 2.5
- Achieve a minimum overall high school grade point average of 3.0
- Achieve a minimum composite score of 21 on the ACT*

Admission under these guidelines does not guarantee that a student may be enrolled in a particular course. Individual university departments may restrict enrollment into specific courses based on the following criteria:

- Acceptable score on a departmentally-approved placement or proficiency test
- Acceptable sub scores on the ACT in the specific subject area
- Permission of the department chair or instructor

Prospective students for high school concurrent enrollment must submit a completed UALR undergraduate admission application. Tuition and other fees for students attending UALR under high school concurrent enrollment are the same as for regular undergraduate students. Students in this category are not eligible for federal aid.

*. Students with test sub scores below the state minimum requirement will be placed in the appropriate developmental courses. For placement purposes, students 25 years old and older prior to applying for admission may opt to take either the ACT (or SAT) or a UALR set of placement tests. Placement tests must be completed before a student can be officially admitted.

Nonresidents:

UALR students are governed by the University of Arkansas Board of Trustees' policy on student residency status. Those classified as nonresidents of Arkansas must pay higher tuition in addition to regular registration fees. Questions about residency status and requests for the written policy should be directed to the Office of Admissions and Financial Aid.

Post baccalaureate Students:

Students who already have a bachelor's degree who wish to take additional undergraduate courses are required to submit an official transcript from the institution that granted the degree, proof of immunization, and an application to the Office of Admissions and Financial Aid. Post baccalaureate students are not eligible for federal grants.

Previously Enrolled Students:

Previously enrolled students who have attended another institution since attending UALR must submit an application and an official transcript mailed directly from the other institution(s) attended.

Readmission:

Students who have not enrolled at UALR for two years or longer must reapply for admission. Such students who have attended other institutions in the interim should apply as previous enrolled transfer students.

Students Over Age 60:

Any Arkansas resident who is over 60 and has been admitted as a student at UALR shall receive a waiver of all tuition and required fees on a space-available basis. Students qualifying for the waiver will be permitted to register only on the last day of the regular and late registration periods each academic term. If a course section has no available slots and additional students are attempting to register, students receiving the waiver may be removed from that course section. Exceptions may be granted to students who agree to forgo the waiver of tuition and required fees. Verification of age will be required in the first semester a student qualifies for and accepts the waiver. If the student is degree seeking, transcripts are required from all institutions for transfer work. Students in this category are not eligible for federal aid.

Home-Schooled or GED:

Students who were home schooled or completed a GED are eligible for regular admission if they have an ACT of 21 or SAT I of 990. Otherwise they may be admitted subject to credit hour limitations.

Students Whose First Language is Not English:

Any applicant for whom English is not the first language must furnish proof of English language proficiency and academic skill proficiency before starting classes at UALR. This includes refugees, immigrants, permanent residents, and citizens. English proficiency may be demonstrated in one of four ways by all students whose first language is not English, regardless of entry status:

- A score of at least 525 (paper-based) or 197 (computer-based) earned within the last two years on the Test of English as a Foreign Language (TOEFL) and a score of at least 4 points earned within the last two years on the Test of Written English (TWE).
- A score of 85 percent or above on the institutional English language proficiency test administered by the UALR Intensive English Language Program.
- Complete the Intensive English Language Program.
- An ACT score of at least 21 on both the English and Reading sections of the test. All other admission requirements must be met.

Temporary Students:

Temporary status does not require the submission of transcripts or ACT/SAT scores, but students must submit proof of immunization. It is available on a limited basis to students who wish to enroll for one course (four credit hours maximum) per semester to a maximum of eight credit hours. To continue course work beyond the eight-hour maximum, a temporary student must submit a new admissions application to the Office of Admissions and Financial Aid and satisfy all entrance requirements. Temporary students are not eligible for student financial aid or veteran's benefits, nor are they eligible to enroll in RHET 1311 Composition I, MATH 1302 College Algebra, or 1315 College Math.

Transient Students:

Students enrolled in an institution of higher education to which they intend to return who wish to take courses at UALR must submit a letter of good standing from the institution in which they are enrolled. Transient status is limited to one semester or two summer terms. Further enrollment in this status is not permitted unless the student has returned to his or her original institution or has attended another institution before reapplying. Students in this category are not eligible for federal aid.

Donaghey Scholars Program Admission Information:

The Donaghey Scholars Program is an honors program with a separate admissions process. This process uses test scores, written essays, recommendations, and personal interview to determine whether the student would benefit from admission to the program. Call (501) 569-3389 for more information.

Admission of International Students:

International students applying for admission to the University of Arkansas at Little Rock must submit complete credentials and detailed information before being considered for admission. This includes any student classified by the U.S. Citizenship and

Immigration Services. All required items must be received by UALR by June 1 for the fall semester and October 1 for the spring semester. However, applications will be considered on a case by case basis after this date if at least partial documentation has been received. Students transferring from institutions within the United States must have all credentials on file at least one month before registration. UALR is authorized under federal law to enroll non-immigrant alien students.

Requirements:

International applicants must submit:

1. Apply online at <http://boss.ualr.edu/>
2. Nonrefundable \$30 application fee.
3. Academic records: official or certified copies of originals of the applicant's entire academic record in secondary school, college, or university must be forwarded to the Office of Admissions and Financial Aid with an English translation of these documents. Any high school or transfer student must have a C average or greater to be considered for admission. International students are not admitted on academic probation.
4. Proof of English proficiency; each applicant must demonstrate proficiency in English in one of these ways:
 - Present a score of at least 525 (paper-based), 197 (computer based), or 71 (iBT) earned within the last two years on the Test of English as a Foreign Language (TOEFL) and a score of at least 4 points earned within the last two years on the Test of Written English (TWE).
 - Take the institutional English language proficiency test, administered on campus. Please contact the Intensive English Language Program for specific information; the test must be taken before class registration.
 - Complete the UALR Intensive English Language Program through the final level.
5. Financial statement (F and J visas only): students must provide certified proof that they are financially capable of pursuing an education in this country. The estimated cost for books, fees, and living expenses will be approximately \$19,000 in U.S. currency each year of study at UALR. Fees are due at the beginning of each semester.
6. Arkansas Certificate of Immunization for Institutions of Higher Education (required of all applicants born after January 1, 1957).

Additional Admission Requirements for International Transfer Students:

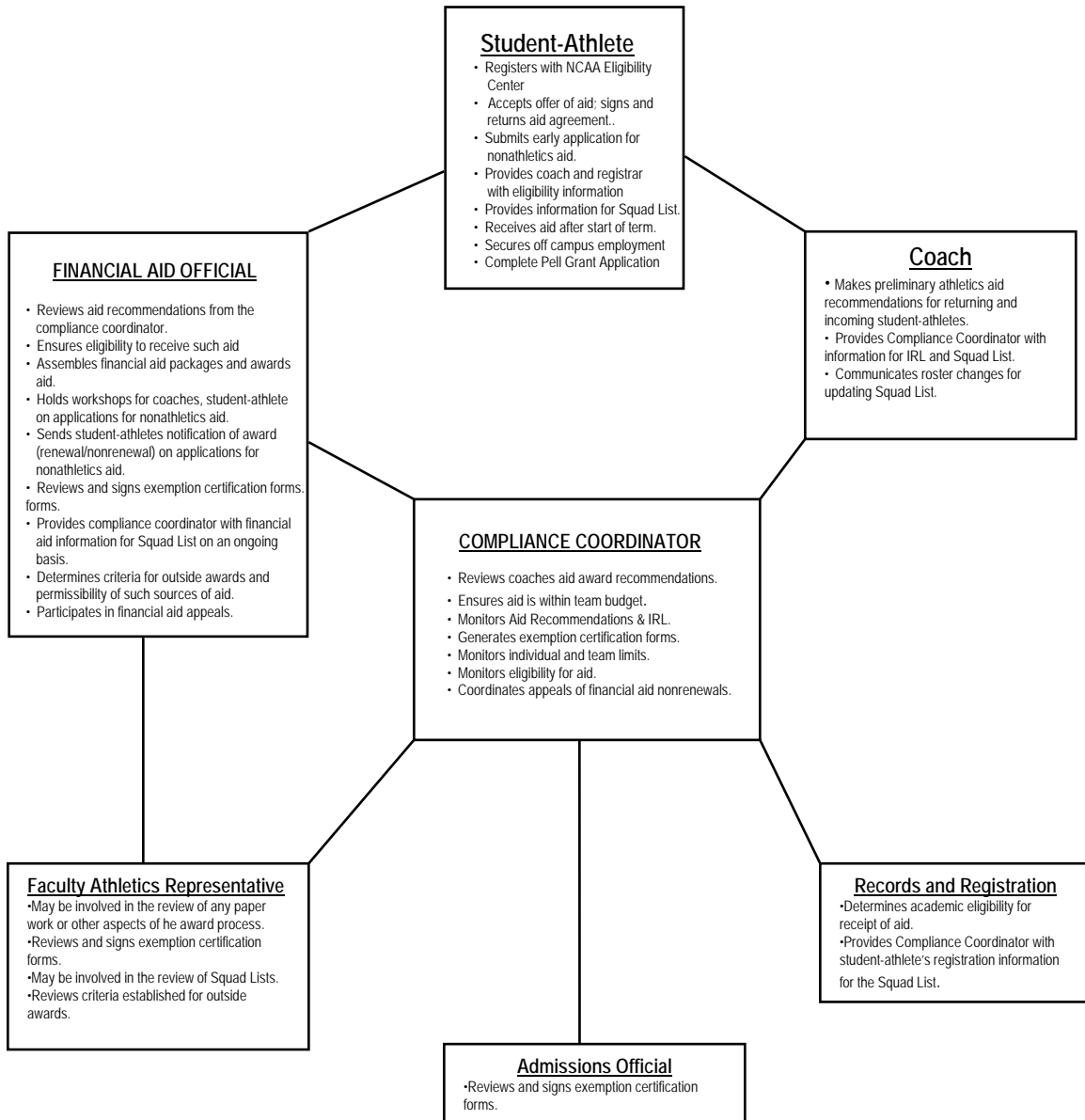
1. Students transferring from another institution within the United States must submit a Transfer and Visa Form completed by the applicant and by the foreign student advisor of the institution the applicant is currently attending. The form is included in the application packet. SEVIS file must also be transferred electronically by the previous institution to UALR.
2. Transfer students must fulfill the English proficiency requirement stated in Requirement 4 of the previous section.
3. Students transferring 12 or fewer credit hours will be required upon arrival on campus to take the Basic Skills Test for academic placement purposes.
4. Students transferring fewer than 12 hours must provide secondary school academic records in addition to their previous college or university transcript. Those transferring 12 hours or more need only submit a college transcript.
5. Transfer students must have a cumulative GPA of at least 2.00 from their previous college or university to be considered.

Requirements upon Arrival at UALR for International Students:

1. Assessment of new freshmen for academic placement: All first-time entering freshman students who have not taken the ACT or SAT will be required (upon arrival on campus) to be further assessed for academic placement purposes by taking the UALR Basic Skills Test.
2. Health and accident insurance: Students will be required to purchase insurance provided by UALR. All international students are required to maintain insurance coverage year-round.
3. Complete the TB screening, unless exempt
4. Provide a copy of the visa to the immigration official.

FINANCIAL AID

FINANCIAL AID MODEL



FINANCIAL AID ADMINISTRATION:

The compliance office will work closely with the UALR Financial Aid Office to assure adherence to all applicable NCAA, state and federal regulations.

The Assistant Director of Athletics/Compliance will maintain the Athletics Department's copies of student-athlete squad lists and will compare departmental records to those in the Financial Aid Office at least twice a semester to assure records are accurate.

FINANCIAL AID POLICY:

It is the policy of UALR's Department of Intercollegiate Athletics to make athletic financial aid available in all sports sponsored by the department. The determination as to which athletes will receive recommendations for athletic financial aid will be the responsibility of the head coach (and Athletic Director when deemed necessary). In addition to student-athlete financial aid, a limited number of undergraduate and/or graduate student coaching assistantships also may be available. Financial aid for student managers should be considered at the time of setting athletic budgets and may be awarded within approved budget limits.

All athletic financial aid will be awarded in accordance with NCAA, Sun Belt Conference, and UALR rules and regulations. Athletic financial aid can only be awarded, graded or canceled by the UALR Financial Aid Office upon the recommendation of the Athletics Department. Any merit, private or federal scholarships or grants received by a student-athlete must conform to NCAA restrictions. All student-athletes are encouraged to apply for need-based assistance (e.g. Pell Grants).

A full grant-in-aid for a student-athlete shall consist of on-campus room and board, tuition, fees, and books. Grants-in-aid may be requested to cover all, any one of the above or a combination of the above and must be awarded for the entire academic year, or the remainder of the academic year for those student-athletes entering in the spring semester. The actual dollar amounts for the above will be established by the university administration annually. These amounts will be the same for all UALR students.

The following benefits are considered incidental to athletics participation and therefore permissible for student-athletes to receive: (see NCAA Manual for full explanation)

- Meals and housing when dorms are closed;
- Expenses for off campus practice and competition;
- Travel insurance when on sports related trips;
- Complimentary admissions (four, with restrictions);
- Expenses for participating in special events;
- Tutoring and counseling;
- Medical benefits for athletically related injuries;
- Expenses for eligibility investigation and legal proceedings;
- Expenses related to a permanent disability;
- Other incidental expense waivers (on appeal).

GRANT-IN-AID POLICY:

General Procedure

All athletic grants-in-aid shall be administered in accordance with NCAA rules and regulations.

1. **All request forms must be completed electronically or typed!** No handwritten request forms will be accepted.
2. Each sport's coach must prepare the request for National Letters of Intent and Grants-in-Aid with the following information:
 - The student-athlete's full and correct legal name;
 - The student-athlete's social security number;
 - The student-athlete's complete home address;
 - Terms of the aid and period of award;
 - The sport.
3. The Department of Athletics prepares Grant-In-Aid Agreements for the Office of Financial Aid signatures.
4. The form is then forwarded, along with a copy of the National Letter of Intent, if applicable, to the Director of Athletics for approval and signature.
5. The forms are then returned to the Head Coach for dispersal to the prospective student-athlete.
6. The student-athlete signs and returns the National Letter of Intent and the Grant-In-Aid within 14 days, keeping a copy for his or her records.
7. All completed National Letters of Intent and Athletics Grant-In-Aid forms must be sent to the Assistant Director of Athletics/Compliance for distribution as follows:
 - One copy to the Financial Aid Office;
 - One copy to the Sun Belt Conference office;
 - One copy for the Compliance Office;
 - One copy to Head Coach.

Permission to Offer

Before a grant-in-aid can be officially offered, the following criteria must be met:

- The grant-in-aid must be budgeted;
- The student-athlete must have a reasonable chance of being admitted;
- The student-athlete must be eligible under NCAA regulations for the grant-in-aid to be valid.

Initial Grants-In-Aid

Athletically related financial aid awarded to a student-athlete for the first time may be submitted for acceptance at the time appropriate for signing the award.

Renewal Grants-In-Aid

The NCAA and UALR require that all student-athletes currently on an athletics grant-in-aid be notified about the renewal status of the financial aid by July 1 of each year. The Head Coach must submit a list of student-athletes, who will have their athletics aid renewed, to the Assistant Director of Athletics/Compliance no later than May 15 each year. If the grant-in-aid is to be reduced or not renewed, the Financial Aid Office will inform the student-athlete of his or her right to a hearing.

Grant-In-Aid Termination

Institutional aid may not be graduated or canceled during the period of the award:

- On the basis of a student-athlete's ability or contribution to a team's success; or
- Because of an injury that prevents the recipient from participating in athletics; or
- For any other athletics reason.

Aid may be canceled during the period of award if the recipient:

- Renders him or herself ineligible for intercollegiate competition; or
- Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement; or
- Engages in serious misconduct warranting substantial disciplinary penalty, or;
- Voluntarily withdraws from a sport at any time for personal reasons.
- Any such graduation or cancellation of aid is permissible only if such action is taken for proper cause by the regular disciplinary or scholarship awards authorities of the University. Additionally, the student-athlete must have an opportunity for a hearing.

GRANT-IN-AID RENEWALS & NON-RENEWALS:

The renewal or non-renewal of financial aid based on athletic ability must be made on or before July 1 for the upcoming year. The Financial Aid Office must notify in writing each student-athlete who received aid the previous year and who has remaining eligibility in the sport, which previously awarded the aid. The following is a description of the procedure:

- Assistant Director of Athletics/Compliance generates a letter to indicate renewal, non-renewal or graduation with an explanation for a right to appeal a non-renewal.
- The letter is sent to the Financial Aid office for signature and processing.
- The Financial Aid office signs the letter and sends it back to the Assistant Director of Athletics/Compliance.
- The signed letter is copied and sent to the student-athlete in question.
- The student-athlete signs the Grant-in-aid letters, keeps one copy and forwards one to the Athletics Department.
- Student-athlete may appeal the reduction of the award decision (see following section for details on appeal).
- The Assistant Director of Athletics/Compliance updates the grant-in-aid budget for the sport.
- The Assistant Director of Athletics/Compliance adds the student-athlete's aid to the squad list.
- If the student-athlete appeals, the Director of Financial Aid sets and holds a hearing.
- If the hearing committee decides in favor of the student-athlete, the Athletics Department generates a new grant-in-aid. If the committee decides in favor of the Athletics Department, the student-athlete will accept this decision as final.

WITHDRAWAL FROM TEAM:

Head coaches shall be responsible for initiating the withdrawal process. If a student-athlete is either cut from or quits a team for any reason, the coach and student-athlete must notify the Assistant Director of Athletics/Compliance in writing. All appropriate eligibility and compliance forms will be updated accordingly.

NATIONAL LETTER OF INTENT PROCEDURE:

UALR is a participant in the NCAA National Letter of Intent Program. Signed National Letters for the university are processed through the Sun Belt Conference Office.

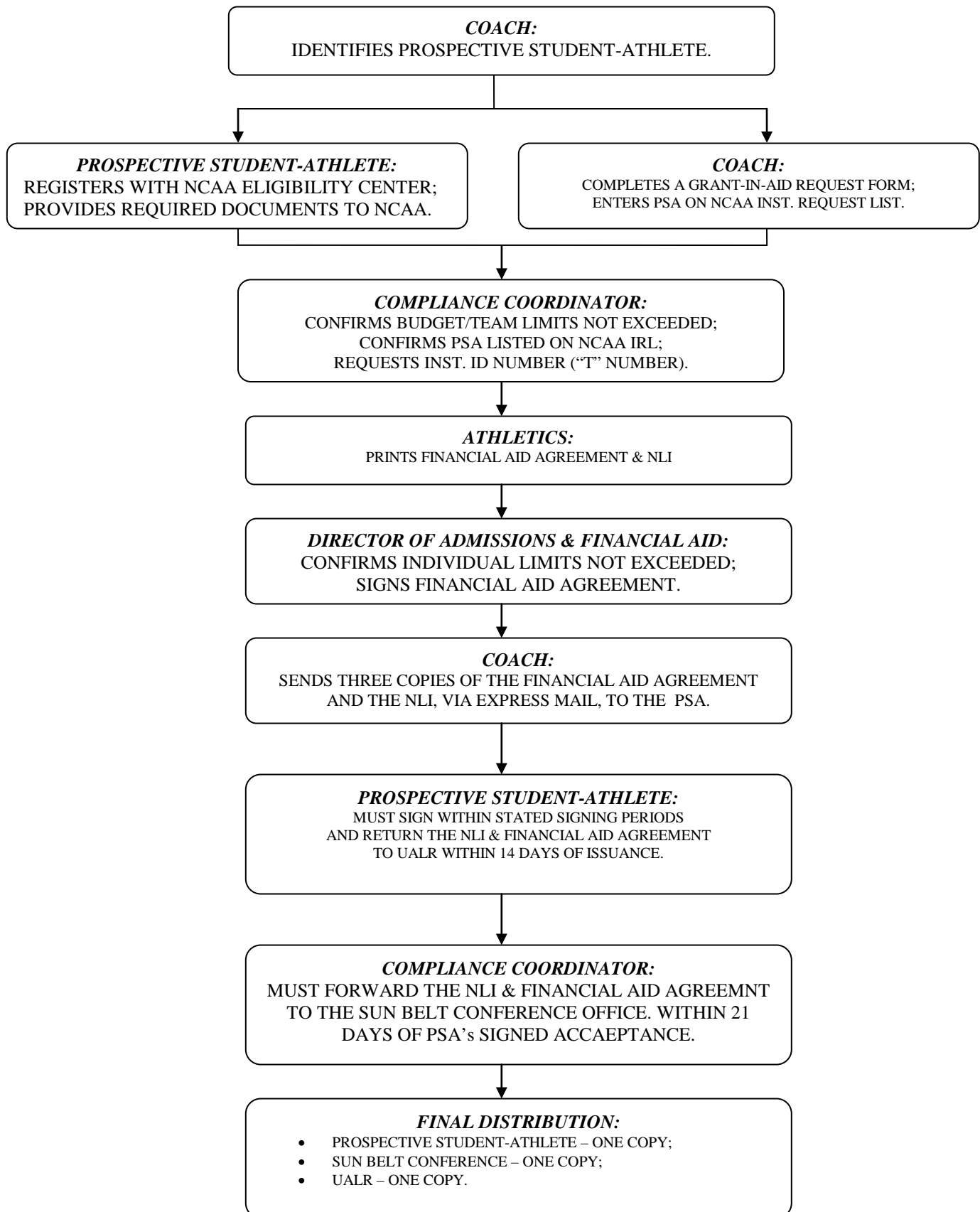
Coaches are required to sign all eligible athletes to a National Letter of Intent (NLI) at the same time they sign a grant-in-aid. National Letter signing dates are listed on each National Letter form. Coaches should be aware of these dates as they apply to their sport.

All National Letter of Intent forms must be completely filled out and signed before being submitted to the Sun Belt Conference Office. All signed National Letter of Intent forms, along with signed grant-in-aid forms, should be returned to the Assistant Director of Athletics/Compliance for review before being sent to the Sun Belt Conference Office. Improperly completed forms will be returned to the coach for completion. Failure to have a fully signed and completed National Letter delivered to the Sun Belt Conference Office within 21 days of the final signature will render the form null and void.

Coaches should be familiar with all National Letter regulations and procedures, including:

1. It must be signed by the Director of Athletics (or designee) with the date of issuance **BEFORE** it is submitted to the prospective student (PSA).
2. It must be signed and dated by the student's parents or legal guardians to be valid if the PSA has not yet reached his/her 21st birthday.
3. The student must sign the NLI within 14 days of its date of issuance.
4. The letter must include the student's full name (including middle name or initial) and address before it can be sent to the Director of Athletics for his or her signature.

PROCESSING A NATIONAL LETTER OF INTENT & FINANCIAL AID AGREEMENT



ELIGIBILITY

INITIAL ELIGIBILITY PROCEDURE:

Each student-athlete who enters any university must be considered eligible by either the NCAA Eligibility Center, for freshman prospects or the Certifying Officer, for transfer student-athletes. Determining which entity will decide initial eligibility depends on whether the incoming athlete is a new freshman or a transfer student. The following procedures describe how a freshman or a transfer student-athlete becomes eligible.

True Freshman

In the case of a "true freshman," an Institutional Request List (IRL) form must be completed on the web site of the NCAA Eligibility Center. The form may be completed on line at www.ncaaclearinghouse.net. A "hard copy" IRL request should be completed to avoid any data entry errors. A "hard copy" IRL will not be processed without the social security number, the date of birth of the prospect as well as the home address and the high school's name and address. The following will then occur:

1. Coach should identify prospective student-athlete (PSA) to the Assistant Director of Athletics/Compliance.
2. Prospective Student-Athlete must submit a Student Release form (SRF) with the applicable fee to the NCAA Eligibility Center. (International prospects must complete a unique application form that may also be accessed through the web site listed above.)
3. The NCAA Eligibility Center notifies the institution of the PSA's qualifying status through web status reports via the NCAA Eligibility Center web site.
4. Certifying Officer will certify the PSA based on information secured from the NCAA Eligibility Center.

Transfer Student-Athletes

The procedure for the initial eligibility of transfer students differs from that of true freshman. This process should be completed two weeks prior to the start of practice for all recruited and/or scholarship student-athletes. (Note: During the 45-day period that commences upon completion of the compliance paperwork to certify eligibility, non-recruited walk-ons may participate in practice only). The following steps are necessary for transfer students to obtain eligibility:

1. A coach identifies the transfer student-athlete and contacts the Assistant Director of Athletics/Compliance with his or her name, social security number and the name of the institution from which he or she is transferring.
2. The Assistant Director of Athletics/Compliance contacts the transfer student's institution through a Transfer Certification form.
3. The institution completes the Transfer Certification form and returns it to the Assistant Director of Athletics/Compliance where it is reviewed and forwarded to the head coach.
4. The Certifying Officer will certify the PSA based on information secured from the Transfer Certification form and academic transcripts with SAT/ACT scores when a certification of eligibility form is received.

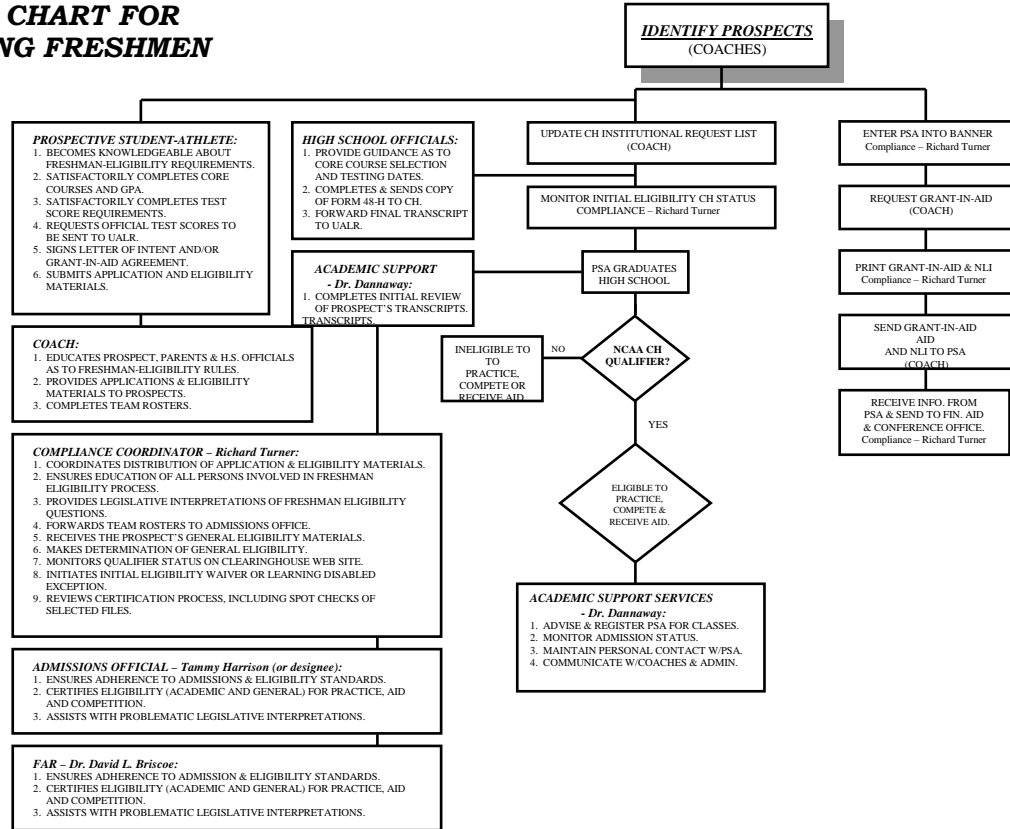
A student-athlete may not practice without first having completed Drug Testing Consent and Statement of Eligibility forms in the Compliance office.

CONTINUING ELIGIBILITY:

Continuing eligibility applies to returning student-athletes only. In this case the University's Certifying Officer must clear the athlete. The student-athlete must have initial eligibility certification from a previous year to fall under this category. The process is as follows:

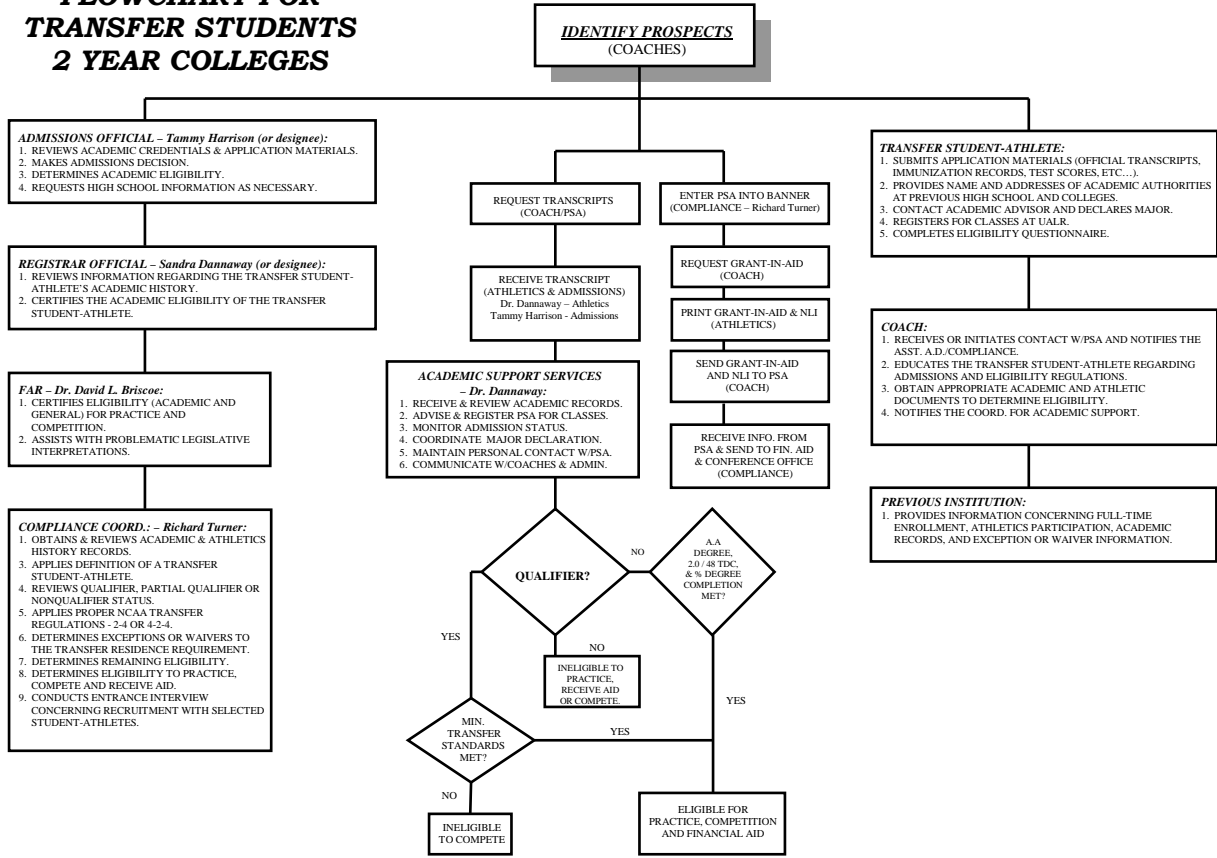
1. The Assistant Director of Athletics/Compliance submits names for certification of eligibility, to compliance liaisons in the offices of Records and Registration and Admissions and Financial Aid, for each returning student-athlete.
2. The compliance liaisons track the academic history of the student-athletes named.
3. The compliance liaisons forward the certification status, to the Faculty Athletics Representative for review and final eligibility certification.
4. The Coordinator for Academic Support and compliance liaisons track the enrollment status of all student-athletes throughout the semester.
5. The Coordinator for Academic Support and compliance liaisons in the Office of Records and Registration evaluate student-athletes after each semester after grades are posted to make sure students-athletes have met the required hours for eligibility. Based on these evaluations the head coaches are provided with the names of student-athletes who may require summer school hours to maintain eligibility.

FLOW CHART FOR ENTERING FRESHMEN



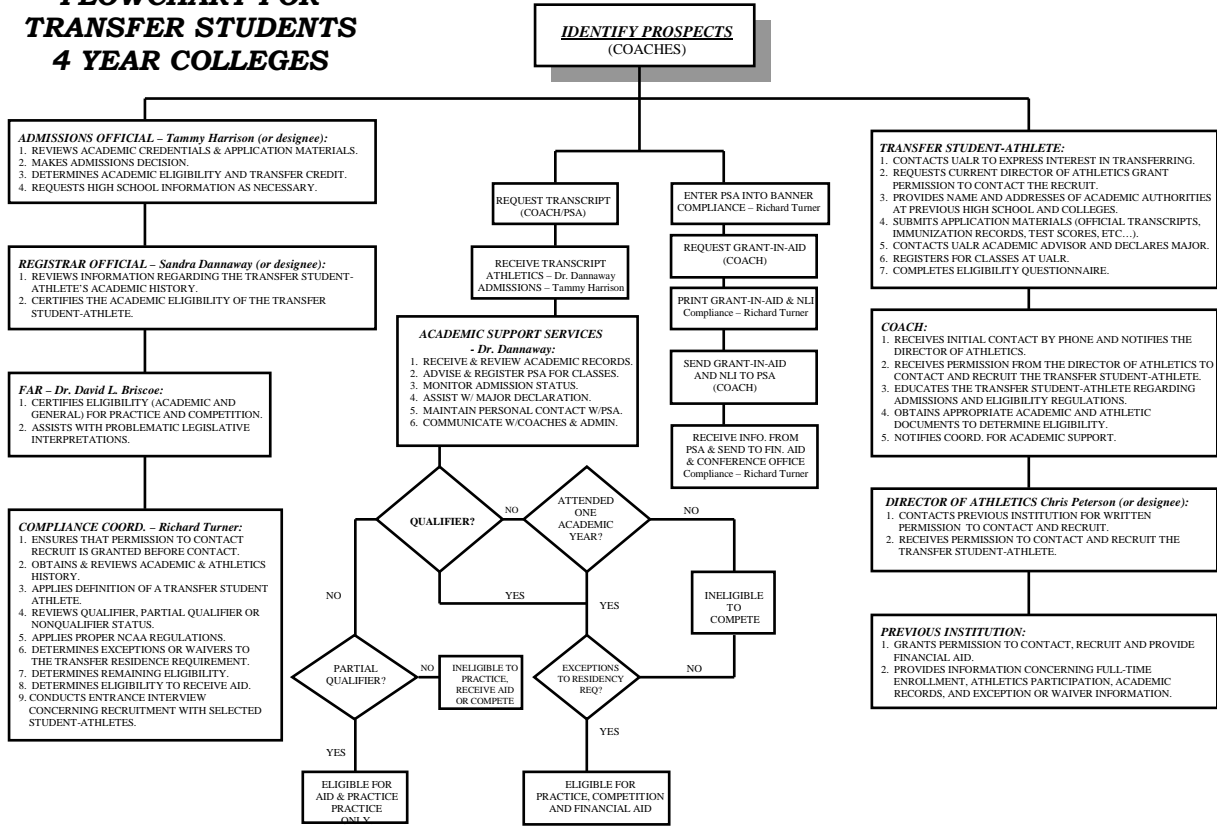
REVISED 9/01/07

FLOWCHART FOR TRANSFER STUDENTS 2 YEAR COLLEGES



REVISED
6/1/04

FLOWCHART FOR TRANSFER STUDENTS 4 YEAR COLLEGES



REVISED
6/1/04

SUMMARY OF NCAA DIVISION I ACADEMIC STANDARDS

YEAR OF INITIAL COLLEGIATE ENROLLEMNT	INITIAL- ELIGIBILITY STANDARD	ENTERING SECOND YEAR OF COLLEGIATE ENROLLMENT
2008 OR LATER	16 CORE COURSES	<ul style="list-style-type: none"> * 24 SEMESTER CREDITS * 18 CREDITS EARNED DURING THE ACADEMIC YEAR * 90% OF GPA FOR GRADUATION * 6 CREDITS PER TERM * A MAXIMUM OF SIX SEMESTER HOURS OF REMEDIAL COURSES MAY BE USED IN THE FIRST YEAR

ENTERING THIRD YEAR OF COLLEGIATE ENROLLMENT	ENTERING FOURTH YEAR OF COLLEGIATE ENROLLMENT	ENTERING FIFTH YEAR OF COLLEGIATE ENROLLMENT
<ul style="list-style-type: none"> * 40% OF DEGREE REQUIREMENTS * 18 CREDITS EARNED DURING THE ACADEMIC YEAR * 95% OF GPA FOR GRADUATION * 6 CREDITS PER TERM * DECLARATION OF DEGREE 	<ul style="list-style-type: none"> * 60% OF DEGREE REQUIREMENTS * 18 CREDITS EARNED DURING THE ACADEMIC YEAR * 100% OF GPA FOR GRADUATION * 6 CREDITS PER TERM 	<ul style="list-style-type: none"> * 80% OF DEGREE REQUIREMENTS * 18 CREDITS EARNED DURING THE ACADEMIC YEAR * 100% OF GPA FOR GRADUATION * 6 CREDITS PER TERM

ACADEMIC SUPPORT SERVICES

INTRODUCTION:

The Athletic Academic Support Services is located in the Department of Athletics at the University of Arkansas at Little Rock. This program was implemented to provide the necessary resources and support services that will enable each recruited student-athlete to succeed in academics, athletics and to graduate.

The position of the advisor-counselor (coordinator of Academic Support Services) coordinates the overall academic needs of the program and provides a large portion of the services to the sixteen (16) NCAA Division I sports. This position reports to the Assistant Director of Athletics.

The student advising system at UALR is assigned to University College Academic Advising Department. This office maintains all university college undergraduate student advisement records and processes academic major declaration forms for undecided undergraduates.

Academic Advising is mandatory for all students each semester. The advisor-counselor in the Department of Athletics advises and gives assistance to all the student-athletes regarding course selection drop/add, major declarations, degree requirements, scholarships, awards, class absences, tutorial assistance and the development of new or improved areas of service.

PURPOSE:

The Academic Support Services for student-athletes at the University of Arkansas at Little Rock serves as an educational resource to students who participate in varsity sports at the university. Services offered by this office are not intended to replace other university service programs.

Additionally, the program serves as a resource to student-athletes and enables them to receive out-of-classroom academic support. Specifically, the support services for the student-athletes may include the following, some of which may be in conjunction with other university programs.

ORIENTATION:

Orientation is a process that begins before admissions and continues throughout the student-athletes participation in intercollegiate athletics. New and continuing student athletes are required to attend the orientation program held at the beginning of each academic year which serves the dual purpose of acquainting student-athletes with university and athletic department policies and procedures. Attention to this basic requirement assures that student-athletes receive a general introduction to staff, athletic policies, objectives and available resources. The orientation program ensures that athletic goals are consistent with the admissions and educational standards of the University and NCAA. Topics covered include NCAA, Sun Belt Conference and UALR regulations regarding eligibility, financial aid, student housing, support services and drug education. The advisor-counselor also provides information concerning academic responsibilities, advising, and registration and student assessment. Representatives from various campus constituencies are invited to address specific issues related to student life at UALR.

RECORDS (STUDENT-ATHLETES):

To ensure that all necessary requirements for admissions have been fulfilled before advising and certification of the student-athlete, the advisor assists new applicants in the processing of admissions credentials. AN active file for each new student-athlete is established and maintained for the purpose of identification, monitoring academic progress and NCAA eligibility. As a general requirement all student-athletes are encouraged to complete 15 credit hours each semester. Student-athletes are required to demonstrate "satisfactory progress" with the completion of a minimum of 24 hours each academic year.

ADVISING:

Academic advising is mandatory for all students each semester and must be completed in advance of registration dates. Academic advising includes both long-term (degree programs) and short-term (undeclared) planning majors and continues throughout the academic year. During announced advising dates, advising sessions are scheduled with student-athletes in order to develop a schedule of classes with consideration given to academic standing, transfer credits, choice of program of study, course requirements, athletic commitments, career and life goals

REGISTRATION (NEW STUDENT-ATHLETES):

Following the advising and clearance of student-athletes, the advisor will register all students entering UALR for the first time. During the drop/add periods, student-athletes are advised and assisted by the advisor in making schedule changes.

MONITORING ACADEMIC PROGRESS:

Monitoring academic progress requires frequent contact with the faculty. Progress report forms are the primary means for communicating with faculty to gain information regarding class performance. The advisor will maintain a liaison with the appropriate team coach regarding the academic progress of the student-athlete. Special attention to this component of the program assures the faculty and the student-athlete that attention is given to their academic progress.

TUTORING SUPPORT:

The selection and scheduling of the tutors and tutoring sessions are arranged by the advisor. The quality and interest of the tutors involved in the Academic Support Services program is critical to the success of the program. The goal of the tutoring component for the Support Services program is to help students develop the necessary skills to achieve academic success, build self-confidence and competence to earn a degree.

Tutoring is the most valuable resource available to student-athletes. Student-athletes identified for tutoring services are those who receive poor faculty evaluations and who are not qualified to utilize other tutorial services available on campus. By working with tutors and professional staff, student-athletes generally experience reduced test anxiety and improved grades.

Student-athletes who have been identified as learning disabled are referred to the Disability Support Services program. Support services from the Department of Athletics and the Disability Support Services are utilized by student-athletes who need the support of both departments.

COUNSELING AND CAREER EXPLORATION:

The advisor, in conjunction with the Office of Counseling and Career Planning and Placement, provides services to meet the educational, vocational, personal and social counseling needs of student-athletes.

PROSPECTS – NEW RECRUITS:

Athletes who visit the campus as potential student recruits are interviewed by the advisor. Prior to a campus visit, transcripts high school and college are reviewed for meeting minimum NCAA requirements for admissions to UALR. The advisor also assists the recruits with understanding and interpreting the ACT and SAT score reports or transfer credits from another college, general education course requirements and what might be expected during a typical first year of academic study and athletic participation at UALR.

ADVOCACY:

Student-athletes often need assistance in interpreting university policy. As an advocate for student-athletes, the advisor provided assistance in areas concerning class absences, assignments, intervention strategies and efforts to improve relationships within the classroom and the university. These activities also help the student-athletes in their transition to college life at UALR.

REPORTS:

The official reporting year for student-athletes academic progress begins in the fall semester and concludes at the end of the spring semester. Consequently, an academic performance report for all sports is produced at the end of each semester. Student-athletes with a 3.0 grade point average and above are acknowledged as a scholar-athlete. This report highlights a very important observation; the student-athletes consider academic excellence important as competitive intercollegiate athletics.

PRIORITY REGISTRATION:

PROCEDURES & RESPONSIBILITIES

1. DETERMINE DATES FOR PRIORITY REGISTRATION:

The academic advisor is responsible for inquiring about priority registration dates by contacting appropriate institutional administrators and communicating the dates to all head coaches and student-athletes.

2. CONFIRM DATE WHEN CLASS SCHEDULE IS AVAILABLE:

The academic advisor is responsible for inquiring about the availability of the class schedule by contacting appropriate institutional administrators and communicating the information to all head coaches and student-athletes.

3. IDENTIFY STUDENT-ATHLETES:

All head coaches are responsible for notifying the academic advisor of all student-athletes to be included in priority registration by providing a team roster with current institutional ID numbers.

4. REMOVE STUDENT-ACCOUNT FLAGS:

All head coaches are responsible for identifying and removing student account flags that prohibit student-athletes from participating in priority registration. Head coaches should have PIN numbers for all student-athletes in their respective sports and are responsible for accessing the student-athletes' account information on BANNER/BOSS.

5. CONFIRM PRACTICE SCHEDULES:

Head coaches are responsible for notifying the academic advisor of their respective practice schedules in order to avoid scheduling conflicts.

6. SCHEDULE ADVISING APPOINTMENTS:

The academic advisor is responsible for scheduling advising appointments for each sport allowing enough time to advise all undeclared majors and monitoring all declared majors (class schedules and degree plans).

7. DEVELOP LIST OF REQUIRED AND OPTIONAL CLASSES FOR EACH STUDENT-ATHLETE:

The academic advisor is responsible for developing lists of required and optional classes for each student-athlete from which an appropriate class schedule may be determined.

8. ASSIST STUDENT-ATHLETES IN BUILDING A TRIAL CLASS SCHEDULE – *Required for Men’s & Women’s Basketball / as needed for other sports:*

The academic advisor is responsible for assisting student-athletes in selecting classes, instructors and times as requested. This function should be concluded (one week) well before priority registration.

9. HEAD COACH APPROVAL OF TRIAL SCHEDULES:

All head coaches are responsible for reviewing the trial schedules of their respective student-athletes and ensuring there are no scheduling conflicts.

10. REGISTER FOR CLASSES:

The academic advisor and head coaches are responsible for assisting student-athletes in registering for classes. The academic advisor shall monitor the enrollment status of each student-athlete and report to the head coaches any student-athlete who is partially or not registered in a full-time schedule of classes.

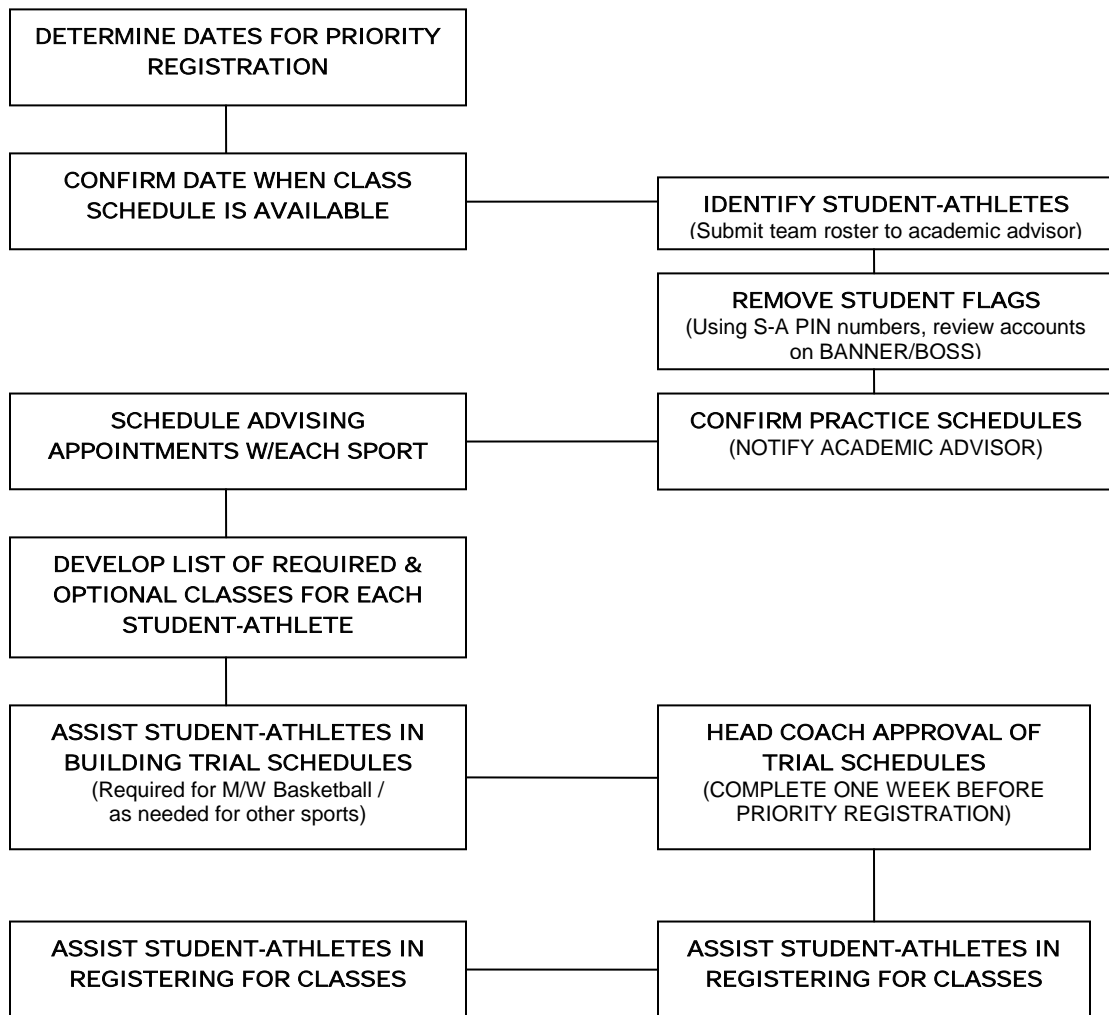
PRIORITY REGISTRATION

PROCEDURES & RESPONSIBILITIES

FLOWCHART

ACADEMIC ADVISOR

HEAD COACH



PROCEDURES FOR REPORTING NCAA VIOLATIONS

PHILOSOPHY ON SELF-REPORTING RULES VIOLATIONS

An important aspect of NCAA compliance is self-reporting of secondary rules violations. It is virtually impossible at some point to not inadvertently violate a NCAA policy. Self-reporting these violations reflect a solid program of institutional control. Secondary violations result in minor, if any, penalties, especially if they are infrequent and correctable. Therefore coaches and athletics staff should take a proactive stance in reporting such violations. Self-reporting is important for several reasons.

Immediate awareness of possible alleged violations provides an opportunity for the department to correct the situation before it develops into a major infraction. Immediate awareness also identifies areas that can be addressed in departmental policy and/or continuing education programs. Unidentified problems, on the other hand, cannot be corrected.

Depending on the nature of the alleged violation, a speedy, objective and thorough investigation will be completed by the Assistant Director of Athletics/Compliance and the Faculty Athletic Representative.

The primary role of the Assistant Director of Athletics/Compliance and the Faculty Athletics Representative in the self-reporting process will be to identify and report alleged violations. In the course of determining the legitimacy of an alleged violation, the Assistant Director of Athletics/Compliance should not be expected to be the primary investigator unless the charge is fully refuted or substantiated by the inquiry. If the Assistant Director of Athletics/Compliance determines the situation demands more in-depth investigation, the parties listed above will handle the continuing process to avoid damaging the relationship that must be maintained between the coaches, the student-athletes and the Compliance office. Should an alleged violation investigation be initiated by the Conference Office and/or NCAA enforcement staff, the Athletics Department, University staff, student-athletes and any representatives of athletics interest who may be involved or called on are expected to cooperate fully with investigators. When appropriate, the institution will conduct its own investigation simultaneously and will turn in all pertinent findings to the Sun Belt Conference or NCAA investigators.

REPORTING & INVESTIGATING RULES VIOLATIONS:

In accordance with NCAA rules and regulations, all suspected or alleged violations of NCAA rules, whether secondary or major, shall be investigated. At no time shall any rules violation (secondary or major) go unreported to the Director of Athletics, the Faculty Athletics Representative or the Assistant Director of Athletics/Compliance. If the Director of Athletics, Faculty Athletics Representative and/or the Assistant Director of Athletics/Compliance determine through a preliminary review that a violation has occurred, the violation (or possible violation) will be investigated and reported to the NCAA national office and/or the Sun Belt Conference Office.

A. Reporting a Violation:

1. An individual (e.g., athletic department staff member, student-athlete, university employee, representative of the University's athletics interests, member of the community) may report an alleged, rumored or suspected violation.
2. The individual may report the alleged, rumored or suspected violation verbally or in writing. He/She may report an alleged violation anonymously.

B. To Whom Shall an Alleged Violation be Reported:

1. If an alleged or rumored violation is communicated to any athletic department staff member, the staff member has an obligation to report the violation in a timely manner.
2. Individuals to whom an alleged violation may be reported include any or all of the following persons:
 - The Director of Athletics
 - The Faculty Athletics Representative
 - The Assistant Director of Athletics/Compliance

C. Conducting an Investigation of an Alleged Violation:

1. The Assistant Director of Athletics/Compliance and the Faculty Athletics Representative are responsible for conducting investigations.
2. The Assistant Director of Athletics/Compliance shall maintain a written record of all violations. The record shall consist of the following:
 - Date the alleged violation was reported and by whom the violation was reported.
 - Detailed summary of the nature of the alleged violation including the names of all persons involved in the alleged violation.
 - Chronology of actions taken by the University in the investigation of the alleged violation.
 - Rationale for concluding whether the allegation was or was not determined to be a violation of NCAA regulations.
 - If a violation has occurred, the Assistant Director of Athletics/Compliance will keep on file a copy of the report of the violation and subsequent correspondence with the Sun Belt Conference and the NCAA staff. Copies of the self-report will be sent to the following: Chancellor, Director of Athletics, Faculty Athletics Representative, University Legal Counsel, the Sun Belt Conference Office, and involved staff members.
 - The Assistant Director of Athletics/Compliance will maintain the reports of alleged violations for a period of six years. Records and reports of confirmed violations will be maintained in the office's permanent files.

D. Finding a Violation has Occurred:

The Assistant Director of Athletics/Compliance and the Faculty Athletics Representative shall determine that a violation occurred whenever the preponderance of the evidence, considered as a whole, establishes the occurrence of the violation. It shall be the responsibility of the Assistant Director of Athletics/Compliance to determine the weight and credibility of the evidence. Penalties, disciplinary and/or corrective actions will be implemented. If institutional staff members are directly or indirectly involved in an intentional or unintentional rules violation, the Director of Athletics will meet with the individual to discuss continued employment status. The Director of Athletics will have the discretion to take any further action.

E. Information to be included in the institution's Self-Report:

The NCAA Enforcement Staff recommends the following information be included in an institution's report of a violation:

1. The date and location of the violation.
2. The identities of involved student-athletes, coaches, staff members and any other individuals involved in the violation.
3. The means by which the institution became aware of this information.
4. The reason/cause of the violation (e.g., lack of knowledge, human error, etc.), an explanation of the circumstances surrounding the violation and any mitigating circumstances that may exist.
5. A list of corrective and/or punitive actions taken by the institution in response to the violation.
6. The institution's position regarding the violation and surrounding circumstances. The institution will indicate whether it believes a violation occurred and the specific legislation it believes has been violated.

F. Alleged Violations Involving Other NCAA Institutions:

1. If an individual has knowledge of an alleged violation that involves another NCAA member institution and impacts the University, he/she shall report the alleged violation/s to the Assistant Director of Athletics/Compliance, the Faculty Athletics Representative and/or the Director of Athletics.
2. The Assistant Director of Athletics/Compliance will discuss the violation and desired plan of action to address the situation with the Director of Athletics and the appropriate coaching staff member who lodged the accusation. The Assistant Director of Athletics/Compliance may then contact the Director of Athletics at the accused member institution to request the alleged violation be investigated. The Assistant Director of Athletics/Compliance may contact the Sun Belt Conference Office or the NCAA staff and request the Sun Belt Conference Office or NCAA staff contact the accused institution or that institution's conference office.
3. If the alleged violation does not affect the university, the individual has three options:
 - Contact the parties involved at the other institution in an attempt to persuade the parties to refrain from further wrongdoing.
 - Contact the Assistant Director of Athletics/Compliance requesting he contact the compliance officials at the other member institution in an attempt to bring the alleged violation to their attention so they can rectify the matter.
 - Contact the Assistant Director of Athletics/Compliance requesting he contact the NCAA to inform the enforcement staff of alleged violations of NCAA rules.

ELIGIBILITY APPEALS PROCESS:

The University will self-report violations of eligibility and will be responsible for declaring student-athletes ineligible. UALR will make these decisions based on the findings of the Committee on Infractions or by the NCAA Council. The university will then determine whether circumstances warrant an appeal for restoration of eligibility. The process is as follows:

- UALR will submit a written appeal to the NCAA stating the reasons that warrant restoration of eligibility.
- The eligibility staff will make an initial decision on the appeal and UALR will be notified.
- UALR may accept the decision or submit a written appeal to the NCAA Academics/Eligibility/Compliance Subcommittee within 15 days of receipt of written notification.
- If a decision is made to appeal, the division subcommittee may conduct a telephone conference hearing involving the student-athlete, a UALR representative and eligibility staff representatives.
- The Eligibility Committee will submit a report to UALR explaining the basis for its decision.
- Once again, the university may accept the decision or submit a written appeal to NCAA Cabinet on Eligibility Appeals within 30 days of receipt of written notification.
- The Cabinet on Eligibility Appeals will conduct an in-person or telephone conference hearing involving the Chair of the Eligibility Subcommittee and eligibility staff representatives.
- UALR is notified of the final decision. No further appeals are permitted.

STUDENT-ATHLETE POLICIES

STATEMENT OF POLICY

The Athletic Department has prepared this statement for the purpose of clarifying the role, responsibilities and the privileges of the student-athletes at the University of Arkansas at Little Rock

Responsibilities of the Athletic Department:

1. Student-Athletes – The University and our Department of Athletics has a dual responsibility to its student-athletes. First, it has the responsibility to see that each student-athlete receives the best possible education with the fulfillment of degree requirements as a primary goal. Secondly, it has the responsibility to provide the best possible athletic program and environment so that each student-athlete has the opportunity to compete to the fullest extent of his or her abilities.
2. The Athletics Department has as one of its primary objectives that of providing its public with highly competitive athletic teams which exemplify good sportsmanship and high moral and ethical standards. In so doing, it is the department's goal to provide a quality program which deserves public confidence.
3. NCAA and the Sun Belt Conference – The Athletic Department is committed to the principles and objectives of the NCAA and the Sun Belt Conference. All activities of the department will be governed by the rules and regulations of these organizations.

Responsibilities of the Coaching Staff:

The members of the coaching staff have the responsibility to offer the University and public the best possible program in their respective sports. They also have the responsibility to encourage each student-athlete to achieve his or her maximum academic and athletic abilities. They have the responsibility to all student-athletes to take a sincere interest to ensure that each individual is treated with fairness and provided with the optimal opportunity to excel in accordance with each individual's ability. They have the responsibility to conform to the rules and regulations of the NCAA, the Sun Belt Conference and institution.

Rights and Responsibilities of Student-Athletes:

The tradition of excellence of the University of Arkansas at Little Rock athletics is a rich and respected one, and each student-athlete at the University has the responsibility to maintain that tradition through performance, loyalty to the team, and dedication to achieve all that he or she is capable of achieving. Sportsmanship and high moral and ethical character, and commitment to teamwork and team effectiveness are attributes which are expected of every UALR student-athlete.

1. **Academic** – The University does not view the student-athlete as merely an athlete; the major goal of the University is to pursue an academic degree. The student-athlete must in fact possess above average academic potential to maintain grades in view of athletic and activity schedules. The student-athlete has the responsibility of attending class on a regular basis, of completing all course assignments, and of conducting himself or herself in all academic matters in ways that are consistent with acceptable classroom standards. The student-athlete is required to meet all University academic requirements as well as the eligibility regulations of the NCAA and the Sun Belt Conference.
2. **Athletic Rules and Regulations** – Student-athletes are subject to rules pertaining to their respective sports as established by the head coach and the Department of Athletics. Of particular interest are the following:
 - The student-athlete must participate in practice and competition except when declared exempt by the team trainer or physician, or in any other way unable to participate through no fault of the individual.
 - The student-athlete must comply with the decisions of the coaches regarding manners and behavior on road trips including dress policies. The conduct of all team members is the responsibility of the accompanying coaching staff and the individuals concerned.
 - When dealing with the news media, the student-athlete has important obligations to both their teammates and their respective sports, not to make comments critical in nature that may be detrimental to the University. It is everyone's responsibility to discuss and resolve issues within the organization.
3. **Personal Conduct** – UALR student-athletes are public figures, and conduct, both on and off the field, reflects on the individual, the individual's family, teammates, coaches and the University. The student-athlete's conduct is expected to be above reproach at all times. Student-athletes are expected to meet the standards of acceptable behavior as

outlined in the Student-Athlete Handbook and the University's Student Handbook for all students, as well as the standards set by each respective head coach. These behavioral standards are in effect for the entire academic year and student-athletes are accountable while representing the University in all athletically related activities, on and off campus, including housing in non-university owned property. Violations of these standards may result in disciplinary actions ranging from suspension from participation to cancellation/reduction of athletically related financial aid, as permitted under NCAA and institutional regulations.

EXTRA BENEFITS

16.01 General Principle

16.01.1 ELIGIBILITY EFFECT OF VIOLATION. A student-athlete shall not receive any extra benefit. Receipt by a student-athlete of an award, benefit or expense allowance not authorized by NCAA legislation renders the student-athlete ineligible for athletics competition in the sport for which the improper award, benefit or expense was received. If the student-athlete receives an extra benefit not authorized by NCAA legislation, the individual is ineligible in all sports.

16.02 Definition

16.02.3 EXTRA BENEFIT. An extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletics interests to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution's students or their relatives or friends or to a particular segment of the student body (e.g., foreign students, minority students) determined on a basis unrelated to athletics ability. *(Revised: 1/10/91)*

COMPLIMENTARY ADMISSIONS – NCAA REGULATIONS

16.2.1 Permissible Procedures.

16.2.1.1 Institutional Events in the Student-Athlete's Sport. An institution may provide four complimentary admissions per home or away intercollegiate athletics event to a student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest.

16.2.1.1.1 Exception—Conference Championships, NCAA Championships and Bowl Games.

An institution may provide each student-athlete who participates in or is a member of a team participating in a conference championship, NCAA championship or bowl game with six complimentary admissions to all intercollegiate athletics events at the site at which the student (or team) participates. *(Adopted: 1/9/96 effective 8/1/96; Revised: 11/1/01 effective 8/1/02)*

16.2.1.1.2 Tournaments. Complimentary admissions may be provided to members of the institution's team for all intercollegiate athletics events in a tournament in which the team is participating, rather than only for the games in which the institution's team participates. However, the contests must be at the site at which the institution's team participates.

16.2.1.2 General Regulations. Complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete. "Hard tickets" shall not be issued. A violation of this administrative procedure shall be considered an institutional violation per Constitution 2.8.1; however, such a violation shall not affect the student-athlete's eligibility. The student-athlete's eligibility shall be affected by involvement in action contrary to the provisions of Bylaws 16.2.1.1 and 16.2.2.1 (receipt of more than the permissible four complimentary admissions or the sale or exchange of a complimentary admission for any item of value). *(Revised: 1/11/94 effective 8/1/94, 1/14/08)*

16.2.1.2.1 Issuance Procedures. The individual using the complimentary admission must present identification to the person supervising the use of the pass list at the admission gate. The individual then shall be provided a ticket stub or other identification of a specified reserved seat or seating area or treated as a general-admission ticket holder. *(Revised: 11/1/01 effective 8/1/02)*

16.2.1.3 Institution's Home Events in Other Sports. An institution may provide admission for each student-athlete to all of the institution's regular-season home intercollegiate athletics events in sports other than that in which the student-athlete is a participant, via a printed student-athlete pass or gate list. Proof of identity shall be required upon admission.

16.2.1.3.1 Nonqualifier. A nonqualifier (per Bylaw 14.02.9.2) may receive a complimentary admission to all of the institution's regular-season home intercollegiate athletics events in the first academic year of residence. *(Revised: 1/3/06)*

16.2.1.3.2 Complimentary Admissions to an Institution's Home Contest Honoring a Student-

Athlete. An institution may provide a maximum of four complimentary admissions to a student-athlete for an institution's game or event during which a student-athlete is being honored but not participating, provided such complimentary admissions are used by the student-athlete's parents, legal guardians and/or spouse. (*Adopted: 4/27/00 effective 8/1/00, Revised: 1/8/07 effective 8/1/07*)

16.2.2 Nonpermissible Procedures.

16.2.2.1 Sale of Complimentary Admissions. A student-athlete may not receive payment from any source for his or her complimentary admissions and may not exchange or assign them for any item of value.

16.2.2.2 Payment to Third Party. Individuals designated by the student-athlete to receive complimentary admissions are not permitted to receive any type of payment for these admissions or to exchange or assign them for any item of value. Receipt of payment for complimentary admissions by such designated individuals is prohibited and considered an extra benefit.

16.2.2.3 Student-Athlete Ticket Purchases. An institution may not provide a special arrangement to sell a student-athlete ticket(s) to an athletics event. Tickets shall be available for purchase by student-athletes according to the same purchasing procedures used for other students.

16.2.2.4 Sale above Face Value. A student-athlete may not purchase tickets for an intercollegiate athletics event from the institution and then sell the tickets at a price greater than their face value.

16.2.2.5 Professional Sports Tickets. An institution or any representative of its athletics interests may not purchase or otherwise obtain tickets to a professional sports event and make these tickets available to student-athletes enrolled in an NCAA member institution. Such a gift of tickets would represent an unacceptable extra benefit. (See Bylaw 16.7.1.1 for permissible provision of professional sports tickets as team entertainment related to an away-from-home contest.)

ACADEMIC AND OTHER SUPPORT SERVICES

16.3.1 Mandatory.

16.3.1.1 Academic Counseling/Support Services. Member institutions shall make general academic counseling and tutoring services available to all student-athletes. Such counseling and tutoring services may be provided by the department of athletics or the institution's nonathletics student support services. In addition, an institution may finance other academic and support services that the institution, at its discretion, determines to be appropriate and necessary for the academic success of its student-athletes. (*Adopted: 1/10/91 effective 8/1/91, Revised: 4/25/02 effective 8/1/02, 5/9/06*)

16.3.1.1.1 Specific Limitations. An institution may provide the following support services subject to the specified limitations. (*Revised: 5/9/06*)

- (a) Use of institutionally owned computers and typewriters on a check-out and retrieval basis; however, typing/word processing/editing services or costs may not be provided, even if typed reports and other papers are a requirement of a course in which a student-athlete is enrolled; (*Revised: 4/25/02 effective 8/1/02*)
- (b) Use of copy machines, fax machines and the Internet, including related long-distance charge, provided the use is for purposes related to the completion of required academic course work; (*Adopted: 4/25/02 effective 8/1/02*)
- (c) Course supplies (e.g., calculators, art supplies, computer disks, subscriptions), provided such course supplies are required of all students in the course and specified in the institution's catalog or course syllabus or the course instructor indicates in writing that the supplies are required; (*Adopted: 4/25/02 effective 8/1/02, Revised: 4/23/08*)
- (d) Cost of a field trip, provided the field trip is required of all students in the course and the fee for such trips is specified in the institution's catalog; and
- (e) Nonelectronic day planners. (*Adopted: 4/27/00; Revised: 4/25/02 effective 8/1/02*)

16.3.1.2 Champs/Life Skills Programs. Member institutions shall be required to conduct NCAA Champs/Life Skills programs (or an equivalent program) on its campus. (*Adopted: 4/27/00 effective 8/1/00*)

16.3.2 expenses related to Legal and other Proceedings. An institution may provide actual and necessary expenses to attend proceedings conducted by the institution, its athletics conference or the NCAA that relate to the student-athlete's eligibility to participate in intercollegiate athletics or legal proceedings that result from the student-athlete's involvement in athletics practice or competitive events. The cost of legal representation in such proceedings also may be provided by the institution (or a representative of its athletics interests). (*Revised: 5/9/06*)

16.3.3 expenses related to Initial or Transfer-eligibility requirements. An institution shall not provide academic expenses or services (e.g., tutoring, test preparation) to assist a prospective student-athlete or enrolled student-athlete in completing initial-eligibility or transfer-eligibility requirements or in improving his or her academic profile in conjunction with a waiver request. (*Adopted: 4/23/08*)

MEDICAL EXPENSES

16.4.1 Permissible. Identified medical expense benefits incidental to a student-athlete's participation in intercollegiate athletics that may be financed by the institution are: *(Revised: 4/29/04)*

- (a) Athletics medical insurance;
- (b) Death and dismemberment insurance for travel connected with intercollegiate athletics competition and practice;
- (c) Drug-rehabilitation expenses;
- (d) Counseling expenses related to the treatment of eating disorders; *(Adopted: 1/11/89)*
- (e) Special individual expenses resulting from a permanent disability that precludes further athletics participation.

The illness or injury producing the disability must involve a former student-athlete or have occurred while the student-athlete was enrolled at the institution, or while the prospective student-athlete was on an official paid visit to the institution's campus. An institution or outside agency, or both, may raise money through donations, benefits or like activities to assist the student-athlete or a prospective student-athlete. All funds secured shall be controlled by the institution, and the money shall be used exclusively to meet these expenses;

- (f) Glasses, contact lenses or protective eye wear (e.g., goggles) for student-athletes who require visual correction in order to participate in intercollegiate athletics;
- (g) Medical examinations at any time; *(Revised: 4/29/04)*
- (h) Expenses for medical treatment (including transportation and other related costs). Such expenses may include the cost of traveling to the location of medical treatment or the provision of actual and necessary living expenses for the student-athlete to be treated at a site on or off the campus during the summer months while the student-athlete is not actually attending classes. Medical documentation shall be available to support the necessity of the treatment at the location in question; and *(Revised: 4/29/04)*
- (i) Medical expenses (including surgical expenses, medication, rehabilitation and physical therapy expenses and dental expenses). *(Adopted: 9/6/00; Revised: 4/29/04)*

16.4.2 nonpermissible. An institution may not finance student health insurance if the insurance is provided or offered to the general student body only on an optional basis. However, if such insurance is required for a particular group of students (e.g., foreign students), such expenses may be paid for student-athletes who are members of such a group. Only such required fees may be paid as a part of an institutional grant-in-aid for student-athletes. *(Revised: 4/29/04)*

HOUSING AND MEALS

16.5.1 General Rule. An institution is required to apply the same housing policies to student-athletes as it applies to the student body in general. During the academic year, the institution may not house student-athletes in athletics dormitories or athletics blocks within institutional or privately owned dormitories or apartment buildings (when the institution arranges for the housing) on those days when institutional dormitories are open to the general student body. *(Adopted: 10/1/01 effective 8/1/02)*

16.5.1.1 Athletics Dormitories. Athletics dormitories shall be defined as institutional dormitories in which at least 50 percent of the residents are student-athletes. *(Adopted: 1/10/91 effective 8/1/96; Revised: 11/1/01 effective 8/1/02)*

16.5.1.2 Athletics Blocks. Athletics blocks shall be defined as individual blocks, wings or floors within institutional dormitories or privately owned dormitories or apartment buildings in which at least 50 percent of the residents are student-athletes. *(Adopted: 1/10/91 effective 8/1/96; Revised: 1/10/92, 11/1/01 effective 8/1/02)*

16.5.1.3 Exception—Nondiscriminatory Housing Policies. The prohibition against the use of athletics dormitories or blocks does not apply when the institution demonstrates that its housing assignment policies do not differentiate between student-athletes and students generally. *(Adopted: 1/16/93 effective 8/1/96; Revised: 11/1/01 effective 8/1/02)*

16.5.2 Permissible. Identified housing and meal benefits incidental to a student's participation in intercollegiate athletics that may be financed by the institution are:

- (a) **Summer-Dormitory Rentals.** An institution may rent, at the regular institutional rate, dormitory space to a prospective or enrolled student-athlete during the summer months if it is the institution's policy to make dormitory space available on the same basis to all prospective or enrolled students (see Bylaw 15.2.2.3 for permissible housing benefits for student-athletes eligible to receive financial aid while attending summer school);
- (b) **Preseason Practice Expenses.** The institution may provide the cost of room and board to student-athletes who report for preseason practice prior to the start of the academic year, it being understood that the student-athlete has been accepted for admission to the institution at the time such benefits are received. Further, an institution, at its discretion, may provide an additional meal (as opposed to the cash equivalent) to student-athletes to meet their nutritional needs as a benefit incidental to participation during the preseason practice period prior to the start of the academic year; *(Revised: 4/24/03, 3/10/04)*
- (c) **Training Table Meals.** An institution may provide only one training table meal per day to a student-athlete during the academic year on those days when regular institutional dining facilities are open (see Bylaw 15.2.2.1.6). A student-athlete who does not receive institutional athletically related financial aid covering the full cost of board, including a walk-on or

partial scholarship recipient, may purchase one training table meal per day at the same rate that the institution deducts from the board allowance of student-athletes who receive athletically related financial aid covering board costs pursuant to Bylaw 15.2.2.1.6; *(Adopted: 1/10/91 effective 8/1/96, Revised: 11/1/01 effective 8/1/02, 5/8/06, 4/26/07)*

(d) Meals Incidental to Participation.

- (1) Missed Meal Due to Practice Activities.** A student-athlete who is not receiving athletically related financial aid (e.g., walk-on) may receive the benefit of a training-table meal during the permissible playing and practice season in those instances in which the student-athlete's schedule is affected by involvement in practice activities, provided the student-athlete previously has paid for the same meal (e.g., dinner) at an institutional dining facility. *(Revised: 5/9/06)*
- (2) Meals in Conjunction with Home Competition.** All student-athletes are permitted to receive meals at the institution's discretion beginning with the evening before competition and continuing until they are released by institutional personnel. An institution shall not provide cash to student-athletes in lieu of meals during this time period. An institution, at its discretion, may provide a meal or cash, not to exceed \$15 (but not both) to student-athletes at the time of their release by institutional personnel; *(Revised: 4/25/02, 4/29/04, 5/2/05, 5/9/06, 12/12/06, 4/24/08 effective 8/1/08)*
- (3) Meals in Conjunction with Away-from-Home Competition.** An institution may provide meals to student-athletes in conjunction with away-from-home competition pursuant to one of the following options:
 - (i) All student-athletes are permitted to receive a pregame or postgame meal as a benefit incidental to participation in addition to regular meals (or meal allowances per Bylaw 16.8.1.2.3). An institution, at its discretion, may provide cash, not to exceed \$15, in lieu of a postgame meal; or *(Revised: 5/9/06, 4/24/08 effective 8/1/08)*
 - (ii) All student-athletes are permitted to receive meals at the institution's discretion from the time the team is required to report on call for team travel until the team returns to campus. If a student-athlete does not use team travel to return to campus, he or she may receive meals at the institution's discretion up to the point he or she is released from team-related activities by the appropriate institutional authority. An institution shall not provide cash to student-athletes in lieu of meals under this option. *(Adopted: 4/24/08 effective 8/1/08)*

BENEFITS, GIFTS AND SERVICES

16.11.1 Permissible.

16.11.1.1 General Rule. Receipt of a benefit (including otherwise prohibited extra benefits per Bylaw 16.11.2) by student-athletes, their relatives or friends is not a violation of NCAA rules if it is demonstrated that the same benefit is generally available to the institution's students and their relatives or friends.

16.11.1.2 Deferred Pay-Back Loan. A student-athlete may receive a loan on a deferred pay-back basis without jeopardizing his or her eligibility, provided: *(Adopted: 1/11/94)*

- (a) The loan arrangements are not contrary to the extra-benefit rule; and
- (b) The student-athlete's athletics reputation, skill or pay-back potential as a future professional athlete is not considered by the lending agency in its decision to provide the loan.

16.11.1.3 Loan from Established Family Friend. A student-athlete may receive a loan from an established family friend without such arrangement constituting an extra benefit, provided: *(Adopted: 1/11/94)*

- (a) The loan is not offered to the student-athlete based in any degree on his or her athletics ability or reputation;
- (b) The individual providing the loan is not considered a representative of the institution's athletics interests; and
- (c) The relationship between the individual providing the loan and the student-athlete existed prior to the initiation of the student-athlete's recruitment by the member institution.

16.11.1.4 Disabling-Injury Insurance. A student-athlete may borrow against his or her future earnings potential from an established, accredited commercial lending institution, exclusively for the purpose of purchasing insurance (with no cash surrender value) against a disabling injury that would prevent the individual from pursuing his or her chosen career, provided a third party (including a member institution's athletics department staff members or representatives of its athletics interests) is not involved in arrangements for securing the loan. The student-athlete shall report any such transactions to the member institution and shall file copies of any loan documents associated with disability insurance and insurance policy with the member institution, regardless of the source of the collateral for the loan. The student-athlete also shall file copies of the insurance policy with the member institution, regardless of whether a loan is secured to purchase the insurance policy. *(Revised: 1/14/97 effective 8/1/97)*

16.11.1.5 Occasional Meals. A student-athlete or the entire team in a sport may receive an occasional meal in the locale of the institution on infrequent and special occasions from an institutional staff member. An institutional staff member may provide reasonable local transportation to student-athletes to attend such meals. A student-athlete may receive an occasional family home meal from a representative of athletics interests on infrequent and special occasions under the following conditions: *(Revised: 1/10/92, 4/25/02 effective 8/1/02)*

- (a) The meal must be provided in an individual's home (as opposed to a restaurant) and may be catered; and
(Revised: 4/25/02 effective 8/1/02)
- (b) A representative of the institution's athletics interest may provide reasonable local transportation to student-athletes to attend the meal function only if the meal function is at the home of that representative. (Revised: 4/25/02 effective 8/1/02)

16.11.1.6 Retention of Athletics Apparel and Equipment. A student-athlete may retain athletics apparel items (not equipment) at the end of the individual's intercollegiate participation. Used equipment may be purchased by the student-athlete on the same cost basis as by any other individual interested in purchasing such equipment (see Bylaw 16.1.5). (Revised: 9/12/03)

16.11.1.7 Summer Use of Athletics Equipment. A student-athlete may retain and use institutional athletics equipment (per the institution's normal equipment policy) during a summer vacation period.

16.11.1.9 Student Orientation Sessions. A member institution may pay on-campus expenses (e.g., meals, lodging) for student-athletes to attend institutional orientation sessions conducted for all students. However, an institution may provide on-campus expenses to student-athletes to attend orientation sessions for a particular group of students selected on a basis unrelated to athletics ability only if the institution is providing expenses on a uniform basis to all members of the particular group. (Adopted: 1/10/95; Revised: 1/9/96)

16.11.1.10 Incidental Benefits—Reasonable Refreshments. An institution may provide student-athletes with reasonable refreshments (e.g., soft drinks, snacks) for student-athlete educational and business meetings and, on an occasional basis, for celebratory events (e.g., birthdays). (Adopted: 10/28/99)

16.11.1.11 NCAA Research Studies. A student-athlete may receive compensation from the Association for participating in specified NCAA research studies. Such compensation shall be consistent with the going rate for compensation offered in studies involving nonathlete populations. (Adopted: 10/28/99 effective 8/1/00)

16.11.1.12 Miscellaneous Benefits. An institution may provide or arrange for the following benefits for a student-athlete: (Adopted: 4/26/01)

- (a) The use of a return ticket at any time after conclusion of a foreign tour;
- (b) Receipt of frequent flyer points and/or miles earned while traveling to and from intercollegiate practice and/or competition; (Adopted: 4/24/03 effective 8/1/03)
- (c) Participation in receptions and festivities associated with championships, conference tournaments or allstar events hosted by and conducted on the institution's campus;
- (d) Occasional meals to team members provided by the parent of a student-athlete at any location;
- (e) Telephone calls in emergency situations as approved by the director of athletics (or his or her designee);
- (f) Reasonable tokens of support and transportation in the event of serious injury, serious illness, or death of a family member and transportation to attend the funeral of any family member;
- (g) Fundraisers for student-athletes (or their immediate family members) under the following extreme circumstances:
 - (1) Extreme circumstances should be extraordinary in the result of events beyond the student-athlete's control (e.g., life-threatening illness, natural disaster);
 - (2) The proceeds must be designated for a specific purpose (e.g., payment of medical bills, purchase of medical equipment, replacement of items lost in a fire, etc.)
 - (3) The proceeds may not be given directly to the beneficiaries, but must be disbursed through or paid directly to another entity, with receipt kept on file by the institution; and
 - (4) The excess proceeds must be given to a not-for-profit organization with the receipt kept on file by the institution.
- (h) The payment of admission costs or a meal for any student-athlete being honored at a nonathletics awards ceremony.

16.11.1.13 Student-Athlete Opportunity Fund. A student-athlete may receive money from the NCAA Student-Athlete Opportunity Fund. Member institutions and conferences shall not use money received from the fund to finance salaries, grants-in-aid (other than summer school) for student-athletes with remaining eligibility, capital improvements, stipends and outside athletics development opportunities for student-athletes (e.g., participation in a sports camp or clinic, private sports-related instruction, green fees, batting cage rental, outside foreign tour expenses). (Adopted: 4/24/03, Revised: 1/8/07)

16.11.1.14 Coaching and/or Athletics Administration Career Educational Programs. An institution or conference may provide actual and necessary expenses to a student-athlete, who has completed his or her third year (sixth semester or ninth quarter) of collegiate enrollment to attend a coaching and/or athletics administration career educational program (e.g., Women's Basketball Coaches Association—So You Want To Be A Coach, Black Women in Sports Foundation—Next Step Program, United States Olympic Committee—Minority/Women in Coaching Leadership). (Adopted: 4/28/05 effective 8/1/05, Revised: 1/14/08 effective 8/1/08)

16.11.2 Nonpermissible.

16.11.2.1 General Rule. The student-athlete shall not receive any extra benefit. The term "extra benefit" refers to any special arrangement by an institutional employee or representative of the institution's athletics interests to provide the student-athlete or his or her relatives or friends with a benefit not expressly authorized by NCAA legislation.

16.11.2.2 Discounts and Credits. A student-athlete may not receive a special discount, payment arrangement or credit on a purchase (e.g., airline ticket, clothing) or a service (e.g., laundry, dry cleaning) from an institutional employee or a representative of its athletics interests.

16.11.2.2.1 Free or Reduced-Cost Services. An athletics representative may not provide a student-athlete with professional services (for which a fee normally would be charged) without charge or at a reduced cost except as permitted elsewhere in this bylaw. Professional services provided at less than the normal rate or at no expense to a student-athlete are considered an extra benefit unless they are available on the same basis to the general student body.

16.11.2.2.2 Telephones and Credit Cards. It is not permissible to allow a student-athlete to use a telephone or credit card for personal reasons without charge or at a reduced cost.

16.11.2.2.3 Entertainment Services. A student-athlete may not receive services (e.g., movie tickets, dinners, use of car) from commercial agencies (e.g., movie theaters, restaurants, car dealers) without charge or at reduced rates, or free or reduced-cost admission to professional athletics contests from professional sports organizations, unless such services also are available to the student body in general.

16.11.2.3 Other Prohibited Benefits. An institutional employee or representative of the institution's athletics interests may not provide a student-athlete with extra benefits or services, including, but not limited to:

- (a) A loan of money;
- (b) A guarantee of bond;
- (c) An automobile or the use of an automobile;
- (d) Transportation (e.g., a ride home with a coach), except as permitted in 16.9.1-(e), even if the student-athlete reimburses the institution or the staff member for the appropriate amount of the gas or expense; or
- (e) Signing or cosigning a note with an outside agency to arrange a loan.

16.11.2.4 Camp Concession. It is not permissible for a member institution or a member of its athletics department staff conducting a sports camp to permit a student-athlete (enrolled in the institution) to operate, at the student-athlete's own expense, a concession selling items related to or associated with the camp to campers or others in attendance (see also Bylaw 13.12.1.5.3.2).

16.11.2.5 Athletics Equipment. A student-athlete may not accept athletics equipment, supplies or clothing (e.g., tennis racquets, golf clubs, hockey sticks, balls, shirts) from a manufacturer or commercial enterprise. Such items may be provided to the student-athlete's institution, to be used by the institution's team in accordance with accepted practices for issuance and retrieval of athletics equipment.

16.11.2.6 Sponsor Families. A member institution shall not permit individuals outside the institution to serve as "sponsors" or "families" for student-athletes who are enrolled in the institution unless such a sponsorship program exists to provide the same benefits and support services to all students at the institution.

16.11.2.7 Civic-Group Gifts. A member institution shall not permit a civic group to provide a student-athlete

16.11.2.8 Assistance in Payment of Bills. A member institution is not permitted to administer a fund for a student-athlete (even if funds are provided by the student-athlete) in order to assist the student-athlete in making payments for various personal expenses (e.g., utility bills, rent, fees and entertainment expenses) unless the institution provides such a service to all students and formal accounting procedures are used. (*Adopted: 1/10/92*)

STUDENT-ATHLETE EMPLOYMENT MONITORING

A monitoring procedure for school-year employment is imperative. Student-athletes will be reminded of this policy during the compliance meeting and will be required to affirm their understanding of employment procedures. Additionally, the student-athlete will be asked to complete employment forms. Information to be gathered will include name and social security number, name of employer, employer address and phone number, immediate supervisor, hourly wage, anticipated weekly hours and anticipated school-year earnings.

Each semester the Compliance office may contact the employer and review the earnings of each student-athlete identified as employed to determine the amount of money actually earned during that semester.

WALK-ON STUDENT ATHLETES

Generally, there are two categories of walk-on student-athletes.

1. A recruited walk-on who has had regular contact with the coaches and is invited to the initial practice. This PSA completes required compliance paperwork with the other squad members.
2. A non-recruited walk-on who attends the initial practice or meeting and is included in the initial team roster. This PSA completes required compliance paperwork with the other squad members.
3. Once the coach determines that any PSA will join the team, arrangements must be made for the completion of necessary compliance paperwork. **Insurance and medical paperwork must be completed prior to the PSA's participation.**

EXIT INTERVIEWS

Exit Interviews are conducted under the provisions of NCAA **Bylaw 6.3.2 – Exit Interviews** – *“The institution’s director of athletics, senior woman administrator or designated representatives (excluding coaching staff members) shall conduct exit interviews in each sport with a sample of student-athletes (as determined by the institution) whose eligibility has expired. Interviews shall include questions regarding the value of the student-athlete’s experiences, the extent of the athletics time demands and encountered by the student-athletes, proposed changes in intercollegiate athletics and concerns related to the administration of the student-athletes’ specific sports.”*

Head coaches are not permitted to conduct interviews with student-athletes. However, coaches are responsible for identifying all student-athletes who have exhausted eligibility.

Two options are available to selected student-athletes for conducting the exit interviews:

- The exit interview questionnaire may be completed conducting an in-person meeting with the Senior Woman Administrator, the Faculty Athletics Representative or the Assistant Director of Athletics/Compliance; or
- A teleconference interview may be conducted with the Senior Woman Administrator, the Faculty Athletics Representative or the Assistant Director of Athletics/Compliance.

Exit interviews are intended to encourage the development of an intercollegiate athletics program responsive to the needs and interests of participating student-athletes. All information collected is utilized to help achieve this goal.

AGENTS

NCAA Bylaw 12.3 specifically prohibits eligible student-athletes from entering into written or oral agreements with agents for the purpose of marketing athletics ability or reputation in any sport. The penalty is immediate ineligibility and, if not reported, possible forfeiture of athletic contests in which the involved student-athlete participated.

While most sports agents are principled and well meaning, the potential for and record of abuse (both deliberate and inadvertent) in this area make it one of the most important to monitor and control. Administrators and coaches should regularly remind all student-athletes of this regulation, especially those who potentially may be targeted by agents. They should encourage the student-athlete to report any contact from an individual who represents him/herself as an agent, or athletic talent scout. This could be a certified sports agent, a local business, family friend, lawyer, or a loyal athletics supporter.

Communication in this area is of the utmost importance. If a student-athlete wishes to explore his/her options in a sports-related career, he/she should set up a meeting with the Athletics Director to discuss the matter. Such meetings may also be arranged for groups or whole teams.

Contacts with agents must be monitored closely for the sake of the student-athlete and the program. No student-athlete should enter into extended conversation or contact with a person representing him or herself as an agent or runner for an agent until reporting the name of the individual to the Assistant Director of Athletics/Compliance (not the coach) and receiving clearance to converse with that person.

The extent of the initial contact with an agent should be to request a business card and a list of other athletes that the agent represents. The student-athlete should ask the agent if he/she has been in contact with the Assistant Director of Athletics/Compliance (NOT THE COACH). Regardless of the answer, the student-athlete should tell the individual, “I have to report this contact to my Athletic Director. I appreciate your interest and will get back in touch with you.” Under no circumstances should the student-athlete sign anything or accept anything else from the agent (even a meal, a soda, etc.). The contact should be immediately reported to the Assistant Director of Athletics/Compliance.

STUDENT-ATHLETE DISCIPLINARY POLICY

All student-athletes are expected to adhere to the UALR Intercollegiate Athletics "CODE OF CONDUCT" which states, "*Students enrolled at UALR are expected to uphold, at all times, standards of integrity and behavior that will reflect credit upon themselves, their families and the University. Students are also expected to behave with propriety and to respect the privileges of others. They are expected to abide by the laws of the city, state and nation, and all rules and regulations of the University of Arkansas at Little Rock, the Sun Belt Conference and the NCAA. Failure to do so may result in suspension from the University. Scholarship athletes risk all or part of their grant-in-aid being revoked for any infraction of this code of conduct.*"

Each head coach in the UALR Athletic Program may have a set of team training/conduct rules. Students have the right to appeal any corrective and/or disciplinary action. Any student-athlete with an appeal should contact Richard Turner, Assistant Director of Athletics/Compliance. **All corrective and disciplinary actions, which affect the student-athlete's welfare, participation, eligibility and financial aid status, must have the approval of the Director of Athletics. Further, all provisions of NCAA Bylaw 15.3.4.1.3 – Hearing Opportunity Required – must be met. Specifically, "Any reduction or cancellation of aid per Bylaw 15.3.4.1 is permissible only if such action is taken for proper cause by the regular disciplinary or financial aid authorities of the institution and the student-athlete has been provided written notice of an opportunity for a hearing."**

It should be noted the following actions are to be taken only for violations of the UALR Intercollegiate Athletics Code of Conduct and approved Team Rules only. Any violation of the UALR Code of Conduct must be adjudicated through the UALR Office of the Dean of Students.

PROCEDURES AND DOCUMENTATION:

1. Each head coach must submit their "Team Rules" to the Assistant Director of Athletics/Compliance for approval prior to August 1 of each year.
2. If/when a student-athlete violates the UALR Intercollegiate Athletics Code of Conduct or Team Rules, the following actions must be taken:
 - A. **FIRST INFRACTION** – A meeting between the head coach and the student-athlete (a third party witness in this meeting is preferable) shall be conducted to review the UALR Athletics Code of Conduct and Team Rules and the following actions must be taken: 1) An Infractions Report must be completed detailing specific violations of the Athletics Code of Conduct and/or published Team Rules; 2) Specific violations will be discussed and all corrective and disciplinary measures must be documented in the Infractions Report; 3) The head coach, student-athlete and witness must sign the Infractions Report which shall be kept on file in the head coach's office and a copy shall be provided to the student-athlete.
 - B. **SECOND INFRACTION** – All actions in the first incident must be taken in addition to the following: 1) Parents of the student-athlete will be notified by telephone and sent a hard copy of the incident report of the first and second infraction; 2) The Director of Athletics will be notified and provided a copy of the first Infractions Report and all other related documents; 3) Further corrective and disciplinary measures must be documented on the Infractions Report, signed by and copies to all parties.
 - C. **THIRD INFRACTION** – All actions in the first and second incidents must be taken in addition to the following: 1) Final corrective and/or disciplinary measures (which may include permanent suspension and/or loss of athletics aid) must be documented on the Infractions Report; 2) Parents are notified by telephone and in writing and provided documentation in all three Infractions Reports; 3) Written notice for appeal, per NCAA Bylaw 15.3.4.1.3, must be provided to the student-athlete.

DRUG AWARENESS PROGRAM

POSITION / PURPOSE:

The University of Arkansas at Little Rock believes that the use of "performance enhancing" drugs and controlled substances are a threat to both the integrity of intercollegiate athletics and the personal health and welfare of student-athletes. In order to help prevent the misuse and abuse of drugs and alcohol by student-athletes, the Athletics Department has instituted a policy of drug education, screening and rehabilitation.

The purpose of this program is to educate student-athletes about the risks and dangers of drug abuse, to help prevent our student-athletes from participating in drug use, to identify those student-athletes who are drug users, and to help student-athletes seek proper rehabilitation services.

The Student-Athlete Drug Awareness Program will be administered in three stages. These stages are identified as education and consent, screening and procedures, and counseling and follow-up.

EDUCATION AND CONSENT:

The education of our staff, coaches and student-athletes is our most important phase. Each coach and student-athlete will participate in drug education workshops coordinated by the Director of the UALR Office of Counseling and Career Planning. During these sessions, the Drug Awareness Program will be presented and discussed. Each student-athlete will be required to sign a personal consent form which indicates their understanding of the program and their agreement to be screened. Participation in athletics at UALR will be contingent upon the adherence to the program and the signing of the consent form. If requested, a copy of this program will be sent to the parents or legal guardians of each student-athlete. The educational process will be ongoing and will include guest speakers, literature and access to professional counselors.

SCREENING:

The identification of drug usage will be made through a random urinalysis screening program, to be confirmed by gas chromatography/mass spectrometry, which will be conducted with all of our intercollegiate teams. Athletes should be prepared to be tested for drugs listed on the NCAA banned list which is indicated on the attachment. Any student-athlete with a documented medical history demonstrating the need for regular use of a banned drug will not be considered positive for the medically needed substance. Such documentation must be on file with the sports medicine staff.

Unannounced, random drug screening will occur throughout the academic year and the student-athlete will receive specific instructions on the day of his/her selection. Refusal to be tested or failure to report to the screening site without approval from the head athletic trainer will result in the same consequences as that of a positive test.

VOLUNTARY REFERRAL:

If, as a result of the pre-screening educational process, the student-athlete is identified as having a possible drug abuse problem, he/she is encouraged to seek confidential assistance from the director of athletics and/or head athletic trainer. Appropriate steps will be taken in regard to counseling and subsequent testing. There will be no sanctions associated with an initial admission or identification of drug use.

COUNSELING AND FOLLOW-UP:

A positive test result will automatically be re-tested at the lab site for final accuracy. The type of corrective action will then be dependent upon whether it is the student-athlete's first, second or third instance. Any student-athlete who receives a positive test result will be referred to the Director of the UALR Office of Counseling and Career Planning for a screening assessment. An individualized counseling/education program will be developed or a referral to an appropriate professional drug abuse agency will be made. The confidentiality of the student-athlete's results will be of utmost concern in this process.

FIRST POSITIVE TEST RESULT:

1. Written and verbal notification of the first positive test result will be given to the student-athlete, the respective head coach, the director of athletics, the dean of students and the head athletic trainer/ team physician.
2. The student-athlete will be referred to the director of the UALR Office of Counseling and Career Planning for assessment, recommendations and possible referral to an appropriate professional drug abuse agency.
3. Upon recommendation from the director of the UALR Office of Counseling and Career Planning, the student will be assigned to a regular schedule of re-testing which is consistent with the drug or drugs which have been identified. Any positive test result hereafter will be considered a second positive test result.
4. The student-athlete may be placed on probation or suspension by the head coach of his/her sport, not to exceed one year, with the written approval of the director of athletics.

SECOND POSITIVE TEST RESULT:

1. A second positive test result will dictate further notification of the above parties. The parents or legal guardians of the student-athlete will be notified within 24 hours of the second positive test result.
2. The student-athlete will be referred to the director of the Office of Counseling and Career Planning for further assessment, recommendations and possible referral to an appropriate professional drug abuse agency.
3. The student-athlete will be suspended from athletics participation for up to one year and will be reinstated only after consideration of the individual circumstances by the head coach, head trainer/team physician and the director of athletics.
4. A regular schedule of re-testing will be continued.

THIRD POSITIVE TEST RESULT:

1. A third positive test result will dictate further notification of the above parties including the parents or legal guardians of the student-athlete.
2. The student-athlete will be immediately dismissed from his/her athletic team for a minimum one year period.

3. Furthermore, the student-athlete will have his/her athletically related financial aid terminated.

CONFIDENTIALITY:

Every effort will be made to maintain confidentiality within our Drug Awareness Program. Individual records related to this program remain within the office of the director of athletics and are not included with the student's permanent records maintained by the university. These records cannot and will not be used for bringing criminal charges. While all related information and records will be protected from public access to the fullest extent allowed by law, it is understood that it may be necessary to disclose such records in a health or safety emergency and/or in response to a lawfully issued subpoena.

APPEALS:

In keeping with the University's policy on student rights and privileges, specifically the right to petition for appeal, the drug awareness program has established procedures and instructions for a student appeal. The first step will be an individual appeal to the director of athletics. If the student-athlete is still unsatisfied, the appeal will be forwarded to the dean of students whose decision will be the final university action.

UNIVERSITY OF ARKANSAS AT LITTLE ROCK

DRUG TESTING CONSENT FORM

1. I hereby consent to be tested to determine if I have utilized any substance on the NCAA list of banned drugs by providing urine samples as requested by the director of athletics or designee in the UALR Department of Intercollegiate Athletics.
2. I agree to provide such urine samples at the time and location and under conditions for collection as determined by the director of athletics or designee at various times throughout the year, with or without prior notice. I understand that my failure to cooperate may adversely affect my continued participation in the university's intercollegiate athletics program.
3. I agree to provide a signed statement from a qualified medical professional regarding my medical history and any condition/s requiring the use of substances on the NCAA List of Banned Drugs.
4. I hereby authorize the director of athletics or designee to send my samples to the laboratory of the university's choice for actual testing and authorize the director of athletics or his designee to receive the test results.
5. I hereby authorize the director of athletics or designee to release all information and records, including test results, that may be made or received relating to screening and testing of my urine samples to the university's respective head coach and the head athletic trainer/team physician for their use in the supervision and administration of the university's athletics program. I hereby grant permission for my parents/guardians to be notified upon the second or subsequent positive urine test result. To the extent set forth in this paragraph, I waive any privilege or privacy right I may have in connection with such information and records. I understand that such information and records will otherwise be kept confidential to the fullest extent allowed by Arkansas and federal law.
6. I acknowledge that I have received and read a copy of the UALR Student-Athlete Drug Awareness Policy and the NCAA list of banned drugs and that I have had an opportunity to ask questions regarding them. I understand the provisions therein and I agree to abide by those provisions including those specifically related to possible penalties for positive test results.
7. I hereby release and discharge the University of Arkansas at Little Rock, the Board of Trustees of the University of Arkansas System, their officers, employees and agents from all claims and causes of action created by or arising out of any act or omission related to the implementation of the UALR Student-Athlete Drug Awareness Program Policy.
8. I have read this Consent Form, understand the terms used in it and their legal significance, and sign voluntarily.

Student-Athlete

Date

Parent/Guardian (if under age 18)

Date

UALR Director of Athletics or designee

Date

APPEAL PROCEDURES AND INSTRUCTIONS FOR DRUG AWARENESS PROGRAM

In keeping with the University's policy on student rights and privileges, specifically the right to petition for appeal, the drug awareness program has established procedures and instructions for a student appeal.

1. The student-athlete may appeal in writing the findings, conclusions and sanctions of the head coach within five class days of the service of the decision to the director of athletics. The appealing party shall send a copy of the appeal to the head coach.
2. Upon receipt of the appeal, the director of athletics will review the findings, conclusions and sanctions and render a decision, including the reason for the decision in writing to the student and head coach within five class days upon receipt of the appeal. Reasonable deviations from the time frame or procedure will not invalidate a decision unless significant prejudice to a student may result. If the student is not satisfied with the decision rendered by the director of athletics, the student may appeal the decision to the dean of students based upon the designated grounds for appeals.
3. The dean of students is empowered to review the findings, conclusion and procedures used to adjudicate or handle the case (fundamental fairness) and limit its consideration of the appeal on the following grounds: (a) original decision is contrary to the facts or insufficient evidence, (b) availability of new information (remand the case back to the director of athletics), or (c) procedural violations.
4. The student may appeal the decision of the director of athletics within three class days of the service of the decision by the director of athletics to the dean of students. The appeal must be submitted in writing and describe the grounds for appeal. The student must send a copy of the appeal to the director of athletics.
5. Upon receipt of an appeal, the dean of students shall request the records from the director of athletics for review. The dean of students does not conduct a hearing. At the discretion of the dean of students and if clarification is needed, the dean may talk with the involved parties. The appeal shall be reviewed and a decision rendered in writing to all interested parties including the reason for the decision, no later than five class days upon receipt of the records.
6. The dean of students shall have the authority to: (a) approve the findings and conclusions of the director of athletics, (b) remand the case to the director of athletics for reconsideration with specific recommendations for review, or remand with new information. In the case of remand, the director of athletics shall review the case within a reasonable length of time no later than ten days and render a decision in writing to all involved parties. If the case is not remanded, the decision rendered by the dean of students will stand.

DRUG TESTING PROTOCOL

1. Identify the student-athletes to be tested.
2. Review the terms and conditions of the UALR Student-Athlete Drug Awareness Program with each student-athlete.
3. Each student-athlete must sign the Drug Testing Consent Form.
4. Contact the local collection site to set the time for the collection.
5. Assemble the student-athletes, give each student-athlete the "Forensic Drug Testing Custody and Control Form" and transport them to the collection site (Doctor's Plaza on South University Avenue).
6. Samples are witnessed by the clinical staff. Each sample is sealed by the student-athlete and given to the clinical staff.
7. Samples are sent via FEDERAL EXPRESS to the testing facility in either St. Louis, MO or Atlanta, GA for analysis.
8. In the event of a positive test result, a second test will be conducted from the original sample to verify the test result.
9. Results are completed in 5 - 7 days and are sent to the director of athletics.

SPORTS CAMPS AND CLINICS

UNIVERSITY OF ARKANSAS - BOARD POLICY

1715.1

EXTRACURRICULAR CAMPS

Act 707 of 1981 authorizes the Board of Trustees of the University of Arkansas to grant permission to employees to conduct, on and in campus facilities, certain outside work for private compensation, which is to be engaged in only after their employment responsibilities to the institution have been fully discharged. The Board of Trustees will determine that:

- (a) The activity in question involves no conflict of interest with the mission and purpose of the institution itself;
- (b) The activity proposed would bring to the campus a significant number of persons who are potential future students who might tend to enroll on that campus as a result of their exposure to its facilities and its personnel while engaged in the activity; and
- (c) The activity will generate funds to be paid to the institution for housing, meals and for the use of other institutional resources which will produce significant revenues in support of the function.

When such a camp receives the Board of Trustees' approval, the minutes of the meeting at which the approval is granted must include a statement of charges to be paid to the particular campus of the University of Arkansas by the employee as the direct and indirect costs associated with operating and maintaining such facilities which will be used for the camp. Such charges shall be paid promptly by the employee, or by the participants at the direction of the employee, to the University.

In conducting a camp which has been approved by the Board of Trustees, the employee shall make known in all advertising and other publicity involving the activity that participants are contracting with that employee and not the institution, and that the institution and the State of Arkansas do not assume any contractual obligations for the conduct of the employee's activity. Each camp director will furnish liability insurance for all participants in an amount and with provisions recommended by the Vice Chancellor for Finance and Administration at the campus where the camp director is employed.

After the camp is completed, the employee shall, within a reasonable period of time, submit a complete financial report relating to such employment to the Vice Chancellor of Finance and Administration at the campus employing the camp director in a format and content acceptable to the Vice Chancellor for Finance and Administration.

The Vice Chancellor for Finance and Administration shall submit to the Chancellor, on an annual basis, a summary of all such financial reports received. This information shall be given to the President for submittal to the Board of Trustees for its review annually.

ESTABLISHING SUMMER SPORTS CAMP ACCOUNTS

The following procedures for establishing accounts for the purpose of depositing and expending funds for sports camps and clinics shall be in effect immediately:

1. All institutional camp and clinic funds must be deposited and expended through an established bank account under the supervision of the department of athletics with all cancelled checks and account activity reports sent directly to the athletics department business office;
2. All checks for disbursing camp or clinic funds are required to have two signature lines, one for the camp director and one for an authorized athletics department official with compliance oversight responsibilities (Asst. A.D. for Business Operations or Asst. A.D. for Compliance);
3. All funds must be deposited and expended exclusively for purposes related to the operation of approved sports camps and clinics only;
4. Accept only checks, money orders or credit cards as payment for registration fees, preferably, no cash. If cash is accepted, a cash receipt must be provided;
5. There will be a blanket prohibition against free- or reduced-admissions waivers for institutional camps and clinics. Exceptions may be made only with the approval of the department of athletics (Asst. A.D. for Compliance) and all waivers/exceptions must meet specific criteria, advertised in the camp/clinic brochure and must be made accessible to all who meet the criteria; and
6. All refunds to institutional camp and clinic participants must be pre-approved by the department of athletics (Asst. A.D. for Business Operations or Asst. A.D. for Compliance).

NCAA REGULATIONS - SPORTS CAMPS AND CLINICS

13.12.1 Institution's sports Camps and Clinics.

13.12.1.1 Definition. An institution's sports camp or instructional clinic shall be any camp or clinic that is owned or operated by a member institution or an employee of the member institution's athletics department, either on or off its campus, and in which prospective student-athletes participate. *(Adopted: 1/11/89; Revised: 1/10/90, 4/26/01 effective 8/1/01)*

13.12.1.1.1 Purposes of Camps or Clinics. An institution's sports camp or clinic shall be one that:

- (a) Places special emphasis on a particular sport or sports and provides specialized instruction or practice and may include competition; *(Revised: 5/9/06)*
- (b) Involves activities designed to improve overall skills and general knowledge in the sport; or
- (c) Offers a diversified experience without emphasis on instruction, practice or competition in any particular sport. *(Adopted: 1/11/89; Revised: 1/10/90)*

13.12.1.1.3 Basketball. An institution's basketball camp or clinic shall be conducted only during the months of June, July and August, or any calendar week (Sunday through Saturday) that includes days of those months (e.g., May 28-June 3). Violations of this bylaw shall be considered institutional violations per Constitution 2.8.1; however, such violations shall not affect the prospective student-athlete's eligibility. *(Adopted: 1/8/07)*

13.12.1.2 Attendance Restriction. A member institution's sports camp or clinic shall be open to any and all entrants (limited only by number, age, grade level and/or gender). *(Revised: 1/11/89, 1/10/91, 1/11/94, 12/12/06)*

13.12.1.2.1.1 Senior Prospective Student-Athlete Defined. For purposes of this legislation, "senior prospective student-athlete" is a prospective student-athlete who is eligible for admission to a member institution or who has started classes for the senior year in high school. A preparatory school or two-year college student is considered to be a "senior prospective student-athlete" for purposes of this rule. *(Adopted: 1/10/95)*

13.12.1.2.1.2 No Physical Activity. A "senior prospective student-athlete" may attend a camp or clinic, provided the prospective student-athlete does not participate in any physical activities. *(Adopted: 1/10/95)*

13.12.1.3 Recruiting Calendar Exceptions. The interaction during sports camps and clinics between prospective student-athletes and those coaches employed by the camp or clinic is not subject to the recruiting calendar restrictions. However, an institutional staff member employed at any camp or clinic (e.g., counselor, director) is prohibited from recruiting any prospective student-athlete during the time period that the camp or clinic is conducted (from the time the prospective student-athlete reports to the camp or clinic until the conclusion of all camp activities). The prohibition against recruiting includes extending verbal or written offers of financial aid to any prospective student-athlete during his or her attendance at the camp or clinic. Other coaches wishing to attend the camp as observers must comply with appropriate recruiting contact and evaluation periods. In addition, institutional camps or clinics may not be conducted during a dead period. *(Revised: 4/3/02)*

13.12.1.4 Advertisements. Restrictions relating to advertisements of an institution's sports camps and clinics in recruiting publications are set forth in Bylaw 13.4. Such restrictions do not apply to sports camp and clinic advertisements in nonrecruiting publications (e.g., a member institution's game program). Violations of this bylaw shall be considered institutional violations per Constitution 2.8.1; however, such violations shall not affect the prospective student-athlete's eligibility. *(Revised: 8/5/04)*

Employment of Prospective Student-Athletes/No Free or Reduced Admission Privileges.

13.12.1.5.1 General Rule. An institution, members of its staff or representatives of its athletics interests shall not employ or give free or reduced admission privileges to a high school, preparatory school or two-year college athletics award winner or any individual being recruited by the institution per Bylaw 13.02.12.1. For purposes of this rule, a high school includes the ninth-grade level, regardless of whether the ninth grade is part of a junior high school system. *(Revised: 3/10/04)*

13.12.1.5.2 Payment of Expenses. A representative of an institution's athletics interests may not pay a prospective student-athlete's expenses to attend a member institution's sports camp or clinic.

13.12.1.5.3 Concession Arrangement.

13.12.1.5.3.1 Prospective Student-Athlete. An institution may not permit or arrange for a prospective student-athlete, at the prospective student-athlete's own expense, to operate a concession to sell items related to or associated with the institution's camp.

13.12.1.5.3.2 Enrolled Student-Athlete. A student-athlete, at the student-athlete's own expense, may not operate a concession to sell items related to or associated with his or her institution's camp to campers or others in attendance because such an arrangement would be considered an extra benefit. However, the institution may employ the student-athlete at a reasonable rate to perform such services for the camp.

13.12.1.5.4 Awards. Prospective student-athletes may receive awards from a member institution's sports camp or clinic with the understanding that the cost of such awards is included in the admissions fees charged for participants in the camp or clinic. *(Adopted: 1/10/92)*

13.12.1.6 Educational Session. An institution's basketball sports camp or clinic must include an educational session presented in-person or in a video format detailing NCAA initial-eligibility standards and regulations related to gambling, agents and drug use to all camp and/or clinic participants. *(Adopted: 1/14/97; Revised: 1/13/03)*

13.12.2 Employment at Camp or Clinic.

13.12.2.1 Student-Athletes. A student-athlete who is employed in any sports camp or clinic must meet the following requirements:

- (a) The student-athlete must perform duties that are of a general supervisory character in addition to any coaching or officiating assignments. *(Revised: 4/28/05)*
- (b) Compensation provided to the student-athlete shall be commensurate with the going rate for camp or clinic counselors of like teaching ability and camp or clinic experience and may not be paid on the basis of the value that the student-athlete may have for the employer because of the athletics reputation or fame the student-athlete has achieved. It is not permissible to establish varying levels of compensation for a student-athlete employed in a sports camp or clinic based on the level of athletics skills of the student-athlete. *(Revised: 1/11/94)*
- (c) A student-athlete who only lectures or demonstrates at a camp/clinic may not receive compensation for his or her appearance at the camp/clinic. *(Adopted: 1/11/94)*

13.12.2.1.1 Self-Employment. A student-athlete with remaining eligibility is not permitted to conduct his or her own camp or clinic.

13.12.2.2 High School, Preparatory-School, Two-Year College Coaches or Other Individuals Involved with Prospective Student-Athletes. A member institution (or employees of its athletics department) may employ a high school, preparatory school or two-year-college coach or any other individual responsible for teaching or directing an activity in which a prospective student-athlete is involved at its camp or clinic, provided: *(Revised: 1/11/94, 6/25/08)*

- (a) The individual receives compensation that is commensurate with the going rate for camp counselors of like teaching ability and camp experience; and *(Revised: 6/25/08)*
- (b) The individual is not paid on the basis of the value he or she may have for the employer because of his or her reputation or contact with prospective student-athletes. *(Adopted: 1/11/89, Revised: 6/25/08)*

13.12.2.2.1 Prohibited Compensation. A member institution may not compensate or reimburse a high school, preparatory school or two-year college coach based on the number of campers the coach sends to the camp.

13.12.2.3.1 Camp/Clinic Providing Recruiting or Scouting Service. No athletics department staff member may be employed (either on a salaried or a volunteer basis) in any capacity by a camp or clinic established, sponsored or

conducted by an individual or organization that provides recruiting or scouting services concerning prospective student-athletes. This provision does not prohibit an athletics department staff member from participating in an officiating camp where participants officiate for, but are not otherwise involved in, a scouting services camp. (*Adopted: 1/11/89; Revised: 1/10/90, 1/10/92*)

13.12.2.3.2 Institutional/Noninstitutional Privately Owned Camps/Clinic—Basketball. In basketball, an institution's coach or noncoaching staff member with responsibilities specific to basketball may be employed only at his or her institution's camps or clinics. Participation in such camps or clinics is limited to the months of June, July and August or any calendar week (Sunday through Saturday) that includes days of those months (e.g., May 28-June 3). It is not permissible for a basketball coach or a noncoaching staff member with responsibilities specific to basketball to be employed at other institutional camps or clinics or at noninstitutional privately owned camps or clinics. (*Adopted: 4/28/05 effective 4/28/05 for men's basketball, 8/1/05 for women's basketball; Revised: 1/9/06 effective 8/1/06*)

13.12.2.3.3 Other Noninstitutional Privately Owned Camps/Clinics—Sports Other Than Basketball. In sports other than basketball, an institution's athletics department personnel may serve in any capacity (e.g., counselor, guest lecturer, consultant) in a noninstitutional, privately owned camp or clinic, provided the camp or clinic is operated in accordance with restrictions applicable to institutional camps (e.g., open to any and all entrants, no free or reduced admission to or employment of athletics award winners). In football, participation in such camps/clinics is limited to two periods of 15 consecutive days in the months of June and July or any calendar week (Sunday through Saturday) that includes days of those months (e.g., May 28-June 3). The dates of the two 15-day periods must be on file in the office of the athletics director. In basketball, a coach (or any individual with basketball-only responsibilities) may not be employed at a noninstitutional privately owned camp or clinic. (*Revised: 4/28/05 effective 8/1/05, 5/26/06*)

13.12.2.3.4 Noncoaching Athletics Staff Members with Department-Wide Responsibilities. A noncoaching athletics staff member with department-wide responsibilities may present an educational session at a noninstitutional, privately owned camp/clinic that is not operated under the restrictions applicable to institutional camps/clinics, provided the staff member does not make a recruiting presentation. (*Adopted: 4/29/04 effective 8/1/04*)

13.12.2.3.5 Noninstitutional Fundamental Skills Camp/Clinic. An institution's athletics department personnel may serve in any capacity at a noninstitutional camp or clinic conducted under the following conditions: (*Adopted: 1/13/03*)

- (a) The camp or clinic is designed to develop fundamental skills in a sport (rather than refine the abilities of skilled participants in the sport);
- (b) The camp or clinic is open to the general public (except for restrictions in age or number of participants);
- (c) The camp or clinic is conducted primarily for educational purposes and does not include material benefits for the participants (e.g., awards, prizes, merchandise, gifts);
- (d) Participants do not receive a recruiting presentation; and
- (e) All participants reside in the state in which the camp/clinic is located or within 100 miles of the camp/clinic.

13.12.2.3.6 Effect of Violation. Violations of Bylaw 13.12.2.3 and its subsections shall be considered institutional violations per Constitution 2.8.1; however, such violations shall not affect the prospective student-athlete's eligibility. (*Adopted: 8/5/04*)