

## **Coaches/All Staff Meeting**

### **August 22<sup>nd</sup>, 2016 (9:00 am) – RAC WAR Room**

1. Welcome - President Nichols
2. Alyson Hagy – Faculty Athletic Representative (FAR)
3. Mikalah Skates – SAAC President
4. Tom Burman
  - New Staff Introductions – **Handout**
  - Budget
    - Conferences/Conventions/Professional Development Opportunities – **Handout (Not in this packet)**
    - DIA Parking
  - FLSA
  - Facility Updates/Reminders
    - AA – Phase II, HAPC
    - Volleyball team room/locker room, Wrestling locker room
    - RAC Nutrition Center - for student-athletes only
5. Policy on Academic Integrity for Coaches and Staff - **Handout (not in this packet)**
  - Located in Policies and Procedures Notebook (Athletics Policy section)
6. Sports Concussion Education and Management Process – Overview
  - Documents are located in your Policies and Procedures Notebook and on the Sports Medicine website
  - NCAA Concussion Info – <http://www.ncaa.org/health-and-safety/medical-conditions/concussion>
  - Signature forms (if applicable) - **Handouts (not in this packet)**
7. Department Policy - CPR/AED/First Aid Certifications – **Handout**
  - Sports Medicine staff, Strength and Conditioning staff, all coaches and sport-specific support personnel (e.g., DOO, etc.) are required to have certifications.
8. Marketing and Branding/Customer Service Presentation
  - New UW Student App/Entry into UW Athletic events
  - New Game Day App (All Fans)
  - General social media campaign goals
  - Outreach events: MBB (Torrington), Swimming & Diving (Green River), Track & Field (Gillette), Wrestling (Afton), Fan Fest, etc.
9. CJC Presentation
  - CJC Auction – September 30, 2016 at the Little America in Cheyenne
  - Preferred Partners – Located in Athletic Department Visitors’ Guide <http://www.gowyo.com/page/visitors-guide>
  - Access to Wildcatter on football game day (coaches, recruits, etc.)
    - Must be completed at least 2 hours prior to game
    - Coaches/staff must wear credentials
  - Scholarship Circle Dinner – September 17, 2016 (30 minutes following conclusion of UC Davis FB game)
  - Courtesy Vehicle Program
    - Toll Road Issue - Please ensure your bills are NOT being sent to your dealer.
    - Oil Changes/Maintenance – Please use courtesy vehicle dealer or preferred partner.
    - Changing Courtesy Vehicle – If current vehicle does not meet your needs please communicate with CJC or your Sport Supervisor 1<sup>st</sup> before contacting dealer.
    - Relationship with dealer
10. Julie Manning – Info
  - Review of Athletic Department Mission Statement and Guiding Principles
  - Strategic Plan (2014) Review – 2-Year Analysis
  - Athletic Planning Committee (APC) Changes
    - Implementation of 4<sup>th</sup> Subcommittee
  - “Tip of the Hat”
  - Student-Athlete Welcome Back BBQ – Sunday, August 28<sup>th</sup> (1-3:30 pm – Washington Park)

- Excellence at 7220 Presentation – **Handout (not in this packet)**
  - Fall 2016 activities/events/speakers
  - Community Service – **Handout**
    - Please communicate all community service hours to Peter Prigge
- Bystander Intervention Program (Step Up! program) – Student-Athlete Video Update
  - Training Sessions: October 5<sup>th</sup>, October 12<sup>th</sup>, October 20<sup>th</sup> and October 26<sup>th</sup>
    - ❖ All sessions are from 4-6 in Half Acre (room 115)
- Upcoming Campus Events
  - Kip Moore (9/2/16 at 7 :00 pm) – War Memorial Stadium
- UW Sports Medicine Emergency Action Plans (EAPs) – Please ensure you review plans (also located in your Policies and Procedures Notebook)

<http://www.gowyo.com/page/sports-medicine>
- Committee List – **Handout**
- Personal Branding and Professional Development
  - Personal Branding and Professional Development – Open to all Athletic Department personnel. Please RSVP to Joi Thomas at [thomasjj@uwyo.edu](mailto:thomasjj@uwyo.edu) or Julie Manning at [jmannin4@uwyo.edu](mailto:jmannin4@uwyo.edu) if you would like to attend. The Series will take place in Conference Room 101 (11 am – noon) on the following dates.
    - September 14<sup>th</sup>
    - October 12<sup>th</sup>
- Sexual Harassment Prevention Training
  - a. Reminder that all staff in a supervisory role are required to attend (per UW regulations). Go to <http://www.uwyo.edu/diversity/training/>
  - b. RSVP required (follow instructions outlined at above link)
  - c. The following staff need to complete the training:
    - Others: Betz, Dennison, Kimbrough and Pujol
  - d. This training must be repeated every 3 years. Those of you that will need to re-take the training in the coming year will receive e-mail reminders from Julie.
  - e. Fall 2016 Schedule
    - Wednesday, September 7<sup>th</sup> (10am – noon)
    - Thursday, September 22<sup>nd</sup> (9am – 11am)
    - Wednesday, October 5<sup>th</sup> (1pm – 3pm) – Advanced Session
    - Tuesday, October 25<sup>th</sup> (10am – noon)
    - Thursday, November 10<sup>th</sup> (2pm – 4pm)
    - Tuesday, November 29<sup>th</sup> (1pm – 3pm)
    - Wednesday, December 14<sup>th</sup> (10am – noon) – Advanced Session
- Diversity Training (OFCCP) – Update appropriate staff

This course is a **required training** for any and all employees involved in personnel decisions: All aspects of hiring (including sitting on an interview committee) tenure and promotion, performance evaluations, and disciplinary actions including termination. This presentation covers Equal Opportunity Employment, Affirmative Action and specific regulations related to Protected Veterans and Individuals with Disabilities.

  - Lyle, Kimbrough, Mallory and Pujol

#### 11. Compliance Office Presentation

- Compliance Education Process
  - Coaches/Staff Education, Student-Athlete Education, etc.
- Transportation for Incoming S/As (initial enrollment at UW)
- Extra Benefits
- Compliance “In the News”

#### 12. Upcoming Compliance Team Meeting Schedule

- Wednesday, August 24<sup>th</sup> (TBD) – Spirit Squad
- Sunday, August 28<sup>th</sup> (Noon, RAC War Room) – M/W Swim, Wrestling, Tennis
- Sunday, August 28<sup>th</sup> (4 pm, RAC War Room ) – M/W T&F, M/W Golf, WBB, MBB

13. NCAA Certification of Compliance Form (must have been at UW during last competitive season) – **Handout – Signature Page (not in this packet)** (You may have already signed form. See Peter Prigge with questions).
14. MWC Sportsmanship Head Coach Form – **Handouts – Signature Pages (not in this packet)** (You may have already signed form. See Peter Prigge with questions).
15. MWC Sportsmanship Assistant Coach/Support Personnel Form – **Handouts – Signature Pages (not in this packet)** (You may have already signed form. See Peter Prigge with questions).
16. 2016-2017 NCAA Manuals – **Handouts (not in this packet – should have already received these)**
  - Please recycle 2015-2016 Manual if you have not already done so
17. 2016-2017 Policies and Procedures Notebook (Includes Student-Athlete Handbook) – **Handouts (not in this packet)**
  - Table of Contents – **Handout**
18. 2016-2017 Compliance Notebook – Located on Compliance website
  - Please use updated forms
19. 2016-2017 Outside Income forms
20. New/Departing Employee Checklist (Orientation) – REMINDER
21. Background Checks – Current Policy (outlined in Policies and Procedures Notebook)
  - The University of Wyoming Athletic Department will mandate background checks on all new full-time employees and volunteer *coaches*. In addition, background checks will be conducted on volunteers and part-time staff (e.g., managers, graduate assistants, mentors, tutors, Facilities staff, etc.) who have day-to-day interaction with student-athletes. The Athletic Department will not conduct background checks on part-time Concessions staff, Ticket Office staff, people who volunteer for Cowboy Joe Fund Drives/Golf Outings, etc. as they do not have day-to-day interaction with student-athletes.

The background checks for new full-time employees will screen the following areas: criminal/sex offender history, driving record, educational background and previous employment verification. The background checks for volunteers (including volunteer coaches) and applicable part-time staff will screen for criminal/sex offender history and driving record if they need to operate a vehicle to perform their job duties.
22. Department Policy (Academics) – Managers/GAs
  - Reimburse for class withdrawals and/or earning a failing grade
23. Campus GA Academic Probation/Suspension Policy
24. Volunteers/Interns/Others not on Payroll - Overview
  - Please obtain prior approval from your Supervisor.
  - Please email names to Tori and Debbie upon approval.
25. MVR Info/Spreadsheet – **Handout**
  - New GAs/Managers for 2016-2017 – please send info to Peter and Pam ASAP. Per policy, GAs/Managers will not receive any financial aid/stipend until MVR checks have been completed.
  - When completing the online form please ensure you list Matt Whisenant as the “Supervisor” and Debbie Allred as the “Person to Notify”
  - Reminders – (1) All managers and (2) spouses/domestic partners who use vehicles must complete process
26. Athletic Department Weight Room Usage Waiver – REMINDER
  - Located in Policies and Procedures Notebook
27. Football Sideline Waiver – REMINDER
28. NCAA Banned Drugs and Nutritional Supplement Staff Designation
  - Russell Dennison and Ryan Pinson
29. Shipping and Receiving – REMINDER
  - Please include department and name on form.
30. P-Card Info
  - Allowable/Prohibited Uses – **Handout**
  - Tax exemption reminder
31. Wyoming Sports Properties (WSP) – REMINDER
  - Preferred Partners
32. New Horizons Travel Contract – REMINDER
  - May still utilize online services (e.g., Expedia, Orbitz, etc.)
33. **Dismiss all non-coaching staff except for office associates with sport oversight**

#### 34. Academic Info – Phil Wille/Al Reiser

- Probation/Suspension Spreadsheet (Post-Summer 2016), Ineligible Spreadsheet (Fall 2016), FB – 27-Hour Rule Spreadsheet (Fall 2016) – *Will distribute after certification is completed*
- Fall 2016 Newcomer Spreadsheet - **Handout (not in this packet)**
  - Please review. Look at the number of current S/As for which OAS never received final HS transcripts (thus an accurate academic assessment could not be done)
- Current **scholarship** S/A's **not** academically certified
  - WSW – Karla Contreras, Blanca Luna Rocha, Talita Te Flan
  - MSW – Jacob Harlan
  - TN – Milka Genkova
- Alcohol Edu Class – **Handout (not in this packet)**
  - First part must be completed by August 26<sup>th</sup>. The 2<sup>nd</sup> part must be completed by October 26<sup>th</sup>. Failure to complete could result in the loss of priority registration.
- Fall 2016 International S/A Orientation – (August 25<sup>th</sup> and 26<sup>th</sup>: 12:30 pm in the Union Central Ballroom) - Mandatory for all incoming international students
- Fall 2016 Synergy Orientation – (August 28<sup>th</sup>: 1pm – 3 pm in Classroom 302 and 306) – Mandatory for all incoming Synergy students
- Student-Athlete Book Pick-Up – Please work with Compliance Office if you have questions

#### UW Bookstore Hours

Fri. (8/26) 7:30am-6:00pm  
Sat. (8/27) 9:00am-4:00pm  
Sun. (8/28) 10:00am-4:00pm  
Mon. (8/29) 7:30am-6:00pm  
Tues. (8/30) 7:30am-6:00pm  
Wed. (8/31) 7:30am-6:00pm  
Thurs. (9/1) 7:30am-5:00pm

#### Times that Compliance/OAS Staff will be at the UW Bookstore

7:30am-9:00am  
  
7:30am-9:00am  
7:30am-9:00am & 4:30pm-5:30pm  
7:30am-9:00am & 4:30pm-5:30pm

- Honorary Coach Program
  - Upcoming events: Soccer vs. Montana (8/26), FB vs. NIU (9/3)
- Student-Athlete Withdrawal Policy – Effective Fall 2016
- Mentors/Tutors – REMINDER
  - Missed appointment policy
- Emails to Professors (Travel Schedules) – Reminder about process
  - Excused Absences (Team Travel) – NCAA Rule
- “Future” of Counseling 1000
  - Potential implementation of a transition class for incoming S/As and senior S/As
- Former Student-Athlete Scholarship Application Overview/Process
- Pre-enrollment fee policy – Effective Fall 2017

#### 35. Reminder – NCAA rule that all PSAs (including JCs, early qualifiers, etc) must submit their final HS transcripts and test scores to the Eligibility Center. The deadline for submission is November 1, 2014. If this does not happen it is an institutional violation.

- NCAA: Taylor Rouse (FB), Jacob Harlan (MSW), Logan Stewart (T&F/XC), Karla Contreras (WSW), Blanca Luna Rocha (WSW), Jennifer Snyder (WSW), Talita Te Flan (WSW), Abigail Zoromski (WSW)
- UW: Josh Calvert (FB), Garrett Crall (FB), Elliott Miller (T&F/XC), Milka Genkova (TN), Anastasia Tkachenko (TN), Stephanie Grandin (WSW), Karla Contreras (WSW)

#### 36. Compliance Educational Meetings (Coaches and S/As) - Please work with the Compliance Office to schedule these meetings

- Head Coach Responsibility Meetings – 4 times a year
  - Work with Compliance Office to choose topics – **Handouts (not in this packet)**
- Student-Athlete (Team) Meetings – 3 times a year
- Fall 2016 Beginning-of-the-Year Student-Athlete (Team) Meetings
  - Please plan on 1 hour (minimum)

- Reminder that S/As will be required to complete select forms prior to fall meeting
37. Missed Class Time for Practices (NCAA Bylaw 17.1.6.6.2) – REMINDER
    - It is a NCAA VIOLATION for a S/A to miss class to attend practice/workouts/meetings/etc. even if the S/A does it on his/her own volition.
  38. Voluntary Activities (as defined by the NCAA) – Coaches cannot be present
  39. Recent (2016-2017) NCAA Violations
    - Player Development personnel engaging in activities beyond scope of position (i.e., participating in practice)
  40. “Other” Compliance Info – REMINDER
    - Sports Club Approval process/form, Speaking Engagement process/forms, Banquet Approval process/form, Student-Athlete Award Approval process/form, Unattached Competition process/form and Exempted Outside Athletic Competition process/form
  41. Official Visits
    - Host Cards (“Do’s and Don’ts”) – **Handouts (not in this packet)**
    - Emergency Contact Cards – **Handouts (not in this packet)**
    - Official Visit form (located in Compliance Office)
      - Please ensure you use most recent document as it has been updated. In addition, please ensure you complete the entire form or it will not be approved.
    - Release and Assumption of Risk Waiver
    - Medical Evaluations – Mandatory on all official visits. Please communicate with your Athletic Trainer
  42. Unofficial Visits – Please complete the appropriate paperwork
  43. Team Travel
    - NCAA rule regarding Per Diem/Meals
    - Travel itineraries must be submitted **prior to** any travel. Itineraries should include the travel party (names of student-athletes, coaches, support personnel), hotel information including the address and contact phone numbers, flight information (if applicable) including airline, flight number/s and departure/arrival times (for both legs) and charter bus information (if applicable) including address and contact phone numbers. Copies of the itinerary should be provided to, at minimum, the Sport Supervisor, the respective office associate and the Director of Athletics’ Office Associate.
  44. University of Wyoming Minor Policy - Update
  45. Recruitment Issues – Sports Medicine (Insurance)
    - Please ensure PSAs/parents understand our insurance policy (non-scholarship S/As must have primary insurance that covers athletically-related injuries) and what we will (athletically-related injuries) /will not cover (non-athletically-related injuries)
  46. Campus Relationships (Admissions, International Students & Scholars Office, Registrar, Student-Affairs, etc)
    - Continue to develop and improve relationships
  47. Coaches Apparel/Equipment Contracts/Agreements/MOUs – REMINDER
    - Must be reviewed/approved by Sport Supervisor, AD and General Counsel
  48. Team Rules/Policies
    - Please ensure your respective Sport Supervisor has a copy of your team rules/policies
    - Should contain a signature page (vital in case of a financial aid appeal)
  49. Q&A for International Students at UW - In your Compliance Notebook
  50. Financial Aid Info
    - Stipend Disbursement Schedule
      - August 28<sup>th</sup>, September 25<sup>th</sup>, October 28<sup>th</sup>, November 27<sup>th</sup>, December 17<sup>th</sup>, January 23<sup>rd</sup>, February 27<sup>th</sup>, March 26<sup>th</sup> and April 27<sup>th</sup>
    - FASFA – Please have all S/As (returning and incoming) complete a FASFA.
    - Student Guidelines for Federal Funds/Pell Probation Info and Quick Facts About Scholarships - **Handout**
    - Fall 2016 Training Tables
      - Need documentation to verify amount (\$\$) to be deducted from stipend checks. Please ensure appropriate compliance paperwork is completed prior to any training tables occurring.
    - Pam will continue to email the applicable coaches regarding how much money their S/As owe in taxes
    - Letter for Landlords (see Pam Shuster)
  51. Student-Athlete Opportunity Fund (SAOF)

- Reminder of changes due to application of COA
  - Student-athletes must receive **prior approval** to use the SAOF fund especially for medical/dental issues. Please have the student-athlete see Matt Whisenant to discuss the possibility of using this fund.
    - Cap on non-athletically-related dental work
  - SAOF is a limited fund. Each request will be reviewed on a case-by-case basis
52. Forms – **Handouts (not in this packet)** – Sports may have already completed this paperwork. See Peter Prigge with questions
- Coaches Designation Form (**Head Coach Only**)
  - Playing and Practice Season Declaration Form (**Head Coach Only – Excludes Football**)
  - Min/Max Competitions/Dates of Competition Form (**Head Coach Only**)
53. Walk-on Process – REMINDER
- Please send all walk-ons to Peter. The walk-on process **starts in** the Compliance Office
54. Medical Evaluations – REMINDER
- Per NCAA rules a S/A must have a Sickle-Cell Test conducted. It takes 3-4 days to get the test results AND the S/A is not permitted to engage in any weight training or conditioning activities until the results are received. Please note that a S/A does not have to have the test conducted here but our Sports Medicine staff must have received copies of the results.
55. Change of Status – REMINDER
- Please ensure these are done timely and that all scholarship S/As that are leaving the program see the Compliance Office ASAP (to determine the possibility of an APR waiver)
  - Use new form - **Handout (not in this packet)**
56. 2016-2017 Athletic Department Visitors' Guide – <http://www.gowyo.com/page/visitors-guide>
57. Equipment Room Info
- Letter Jacket and Senior Ring Issue
58. Substance Abuse/Code of Conduct “Offenders”
- Policy Change – **Handout (not in this packet)**
  - Code of Conduct/Substance Abuse: Renfree (FB), Herron (SW), Metzsch (SW), McGuire (SW), Agee (T&F), Holt (SW), Moemeka (MBB), Marshall (MBB), Dalton (MBB), James (MBB), Conway (FB)
    - *Henderson (T&F) – Not yet processed*
    - *Oleson (SW) – will be a manager in 2016-2017. Owes 25 community service hours*
  - Academic Dishonesty: Stencil (TN)
59. 2015- 2016 Employment Spreadsheet – **Handout**
60. Summer Camp Info
- 2016 Post-Summer Camp Spreadsheet – **Handout**
  - Increase in per camper fee (Facility Fee) beginning summer of 2017 (increase from \$1 per camper to \$3 per camper)
61. Non-Summer Camp/Clinic Info
- Still must adhere to camp/clinic policies/procedures including completing appropriate paperwork
62. Phone and Contact/Eval Logs - **Handout**
63. Playing and Practice Logs - **Handout**
64. Recruiting/Evaluation Days - **Handouts (not in this packet)**
- MBB (130 Days)
  - VB (80 Days)
  - WBB (112 Days)
65. Occasional Meal Spreadsheet - **Handout**
66. Next Meeting (September – TBD)

**Excused Absences:**

Mansch (personal), Schuemann (personal), Denniston (personal), Bogusz (recruiting), Szatkowska (personal), Knerr (personal), Kelley Anderson (personal), Women's Soccer Staff (competition), Shyatt (personal)

## COMPLIANCE/POLICIES & PROCEDURES REMINDERS

1. Official Visits - **REMINDERS**
  - Use Host Cards (“Do’s and Don’ts”) and Emergency Contact Info Cards
  - Medical Evaluations – Mandatory on all official visits. Please communicate with your Athletic Trainer
  - Goodie Bags – Reminder
    - Cannot be placed in PSA’s room
    - Cannot include anything tangible (includes basket)
      - Counts as meal or snack for PSA and/or parents/legal guardians
      - Must appear on the goldenrod form
      - Must have itemized receipts (included in official visit packet)
      - Should discuss with Compliance Office **prior to** official visit
2. Team Travel - **REMINDER**
  - Travel itineraries must be submitted **prior to** any travel. Itineraries should include the travel party (names of student-athletes, coaches, support personnel), hotel information including the address and contact phone numbers, flight information (if applicable) including airline, flight number/s and departure/arrival times (for both legs) and charter bus information (if applicable) including address and contact phone numbers. Copies of the itinerary should be provided to, at minimum, the Sport Supervisor, the respective office associate and the Director of Athletics’ Office Associate.
3. Team Rules/Policies – **REMINDER**
  - a. Please ensure your respective Sport Supervisor has a copy of your team rules/policies
  - b. Should contain a signature page (vital in case of a financial aid appeal)
4. Travel to practices outside of Laramie (e.g., Happy Jack) – **REMINDER**
  - S/A may provide own transportation in locale of institution.
5. Change of Status – **REMINDER**
  - Please ensure these are done timely and that all scholarship S/As that are leaving the program see the Compliance Office ASAP (to determine the possibility of an APR waiver)
6. Walk-on Process – **REMINDER**
  - Please send all walk-ons to the Compliance Office. The walk-on process **starts in** the Compliance Office
7. Recruiting Rules Violations - **REMINDER**
  - If a recruiting rules violation occurs and a PSA subsequently signs a NLI with the institution, the institution must notify the PSA of the violation and that the PSA may be let out of his/her NLI commitment
8. Gratuity Reminder - **REMINDER**
  - Per university policy the max gratuity you can give is 20% (note exception below for bus driver tips). If you give anything above that you will be required to pay back the university the amount in excess of the 20%.
  - For bus drivers please tip a max of \$40 for one day’s service. If drivers are with you for multiple days the tip should be \$80 (max).
9. Per Diem/Mileage Reimbursement - **REMINDERS**
  - Per diem (\$10 – Breakfast, \$10 – Lunch and \$15 dinner) – If you give per diem, you **MUST** use these amounts
  - Mileage (\$.46/per mile for personal cars and \$.35/per mile for courtesy cars)
10. CJC Accounts - **REMINDER**
  - All purchases must be pre-approved by Sport Supervisor (SS). SS must send Becky an email approving the purchase.
11. Student-Athlete Use of Athletic Facilities – **REMINDER**
  - S/As should not be in any athletic facility (includes lockers rooms, team rooms, etc.) after 11:00 pm at night
12. Missed Class Time for Practices –NCAA Bylaw (Bylaw 17.1.6.6.2) - **REMINDER**
  - It is a NCAA VIOLATION for a S/A to miss class to attend practice/workouts/meetings/etc. even if the S/A does it on his/her own volition.
  - If a S/A who has class during practice states his/her class has been cancelled (thus allowing him/her to attend practice), the Academic Coordinators must document that (i.e., receive written documentation from the professor stating the class was cancelled).
13. Background Check/MVR Policy – **REMINDER**
  - We will conduct background and MVR checks on **all** full-time personnel and *select* part-time staff and volunteers.
  - Volunteers – Waiver Process
  - FERPA Release
14. NCAA rule that all PSAs (including JCs, early qualifiers, etc.) – **REMINDER**
  - PSAs must submit their final HS transcripts and test scores to the Eligibility Center. The deadline for submission is November 1<sup>st</sup>. If this does not happen it is an institutional violation.
  - Peter will provide list of student-athletes who need to turn in info.

## **New Athletic Department Personnel (as of June 1, 2016)**

### **Full-Time Employees**

TBD – CJC Accountant

### **Part-Time/GA's**

Blake Andersen- Football

Kyle Charles- Media & Public Relations

Nick Dillinger – Swimming & Diving

Christa Gecheva- Ticket Office

Crystal Kirkland- Sports Medicine

Nathaniel Lake - Media & Public Relations

Rachel Leahy- Sports Medicine

Kristin Pritchett – Swimming & Diving

Logan Rice- Sports Medicine

Doug Watterson- Football