University of Kansas Athletics

Policies and Procedures Manual

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(July 2008)

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100 STATEMENT OF PURPOSE (100)

100 Introduction/Manual Updates

Updated 07/05

INTRODUCTION/MANUAL UPDATES

The University of Kansas Athletic Corporation, Policies and Procedures Manual is designed to provide information and offer guidelines on various subjects concerning the Athletic Corporation. As such, it is an information tool and does not create a contract, either actual or implied, between KUAC and its employees. This Manual is designed to be a living document which can be revised and/or expanded to reflect KUAC changes. The organization of the Manual allows revisions and updates to be made without major disruption to the format. Policies are organized into sections by topic areas, beginning with Section 100: Statement of Purpose. Each policy within a section is numbered sequentially and titled (e.g. "Section 100, Policy 101: Mission Statements and Philosophy").

All policies are individually paginated (i.e., self-contained); therefore, new policies or sections can be added sequentially and modifications can be made without interrupting the pagination of the entire Manual.

REVISION PROCEDURE

Staff members are encouraged to periodically review existing policies. When modifications are required, no matter how minor, the staff member should note, in writing, the proposed alteration. The written notification must include the section, policy and page number, and a copy of the existing policy. Once completed, the proposed revision is submitted to the employee's supervisor. If the supervisor agrees that the modification merits consideration, he/she forwards it to the Associate Director of Athletics/Administration.

The proposed modification is then presented to the Director of Athletics, who may discuss the modification with other administrative officials at a regularly scheduled staff meeting and/or the KUAC Board of Directors prior to making a final decision.

Once approved by the Director of Athletics, and/or the Chancellor as appropriate, the change is considered official. The Associate Director of Athletics/Administration notes the change in the Manual Change Log and disseminates the appropriate revised manual page(s) to those staff members responsible for updating Manual copies located throughout the KUAC. The log of the approved changes and modification notes must be kept current in order to avoid questions concerning the validity of the change.

To ensure that no unauthorized modifications are made, only the Director of Athletics is permitted to disseminate the updated Manual material to KUAC staff. Questions concerning modifications, or the procedures for altering existing Manuals are to be directed to the Associate Director of Athletics/Administration.

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100 STATEMENT OF PURPOSE (101)

101 Mission Statements and Philosophy

Updated 07/05

MISSION STATEMENTS AND PHILOSOPHY

UNIVERSITY OF KANSAS MISSION STATEMENT

The University of Kansas is a major comprehensive research and teaching university that serves as a center for learning, scholarship, and creative endeavor. The University of Kansas is the only Kansas Regents university to hold membership in the prestigious Association of American Universities (AAU), a select group of 62 public and private research universities that represents excellence in graduate and professional education and the highest achievements in research internationally.

LAWRENCE CAMPUS

Instruction. The university is committed to offering the highest quality undergraduate, professional, and graduate programs, comparable to the best obtainable anywhere in the nation. As the AAU research university of the state, the University of Kansas offers a broad array of advanced graduate study programs and fulfills its mission through faculty, academic, and research programs of international distinction, and outstanding libraries, teaching museums, and information technology. These resources enrich the undergraduate experience and are essential for graduate-level education and for research.

Research. The university attains high levels of research productivity and recognizes that faculty are part of a network of scholars and academicians that shape a discipline as well as teach it. Research and teaching, as practiced at the University of Kansas, are mutually reinforcing with scholarly inquiry underlying and informing the educational experience at undergraduate, professional, and graduate levels.

Service. The university first serves Kansas, then the nation and the world through research, teaching, and the preservation and dissemination of knowledge. The university provides service to the state of Kansas through its state and federally-funded research centers. KU's academic programs, arts facilities and public programs provide cultural enrichment opportunities for the larger community. Educational, research, and service programs are offered throughout the state, including the main campus in Lawrence, the KU Medical Center with services in Kansas City and Wichita, as well as the Regents Center at the Edwards Campus and other sites in the Kansas City metropolitan area, Topeka, Hutchinson, and Parsons.

International Dimension. The university is dedicated to preparing its students for lives of learning and for the challenges educated citizens will encounter in an increasingly complex and diverse global community. Over 100 programs of international study and cooperative research are available for KU students and faculty at sites throughout the world. The university offers teaching and research that draw upon and contribute to the most advanced developments throughout the United States and the rest of the world. At the same time, KU's extensive international ties support economic development in Kansas.

Values. The university is committed to excellence. It fosters a multicultural environment in which the dignity and rights of the individual are respected. Intellectual diversity, integrity, and disciplined inquiry in the search for knowledge are of paramount importance. (December 1992)

UNIVERSITY OF KANSAS ATHLETIC CORPORATION STATEMENT OF PHILOSOPHY

The intercollegiate athletics program is an integral part of the University of Kansas. As such it will be conducted in harmony and in conformity with the general educational policy and mission of the University and in a manner that reinforces the University community's sense of equity and fair play.

In as much as the academic program of the University of Kansas has achieved and maintains a reputation for excellence in the region and the nation, so too shall the intercollegiate athletics program aspire to a commensurate level of excellence.

Such excellence is to be attained through adherence to policies for athletic conduct and performance which maintain institutional integrity and full compliance with NCAA and Big Twelve Conference rules and regulations including those which establish the principles of amateur athletic competition. Moreover, all athletics program policies will adhere to the principles of fullest ethical conduct, equitable treatment of all student-athletes, equal opportunity, and highest standards of operation of the University of Kansas Athletic Corporation's (KUAC) business.

The intercollegiate athletics program will recognize a primary responsibility to the student-athlete's academic success and physical welfare. With

regard to the former, the athletics program will ensure the selection of student-athletes who meet the institution's admissions standards and show promise of successful completion of an academic program.

It will staff, maintain and support such comprehensive programs of academic support which further this aim. The goal of the athletics program will be that every student-athlete complete a course of study and obtain an undergraduate degree within five years of first matriculation. With regard to the athlete's physical welfare, KUAC will maintain and support a comprehensive sports medicine program for the prevention, treatment and rehabilitation of athletic injuries.

To ensure satisfactory relationships between the KUAC and its constituent groups -- students, faculty, staff, alumni, supporters, and citizens of the State of Kansas -- policies will be committed to:

1. The principle of maximum student involvement and enhancement of the campus life of the student body. 2. Bringing the intercollegiate program closer to the mainstream of University life and promoting greater awareness and interrelationships between faculty/staff and athletics staff. 3. Encouraging responsible support of the athletics program by alumni and fans within the permissible bounds established by NCAA regulation. 4. Promoting pride among the citizens of the State of Kansas in the conduct and accomplishments of the athletics program, and the manner in which the program represents the University to the State and to the Nation.

The business of the University of Kansas Athletic Corporation shall be conducted as a division of the University following the same general guidelines as followed by other units, except for those practices and procedures unique to its corporate structure which are specifically approved by the KUAC Board of Directors and the Chancellor. It shall be the policy of the KUAC to determine sources and levels of revenue and levels of expenditure in a responsible and reasonable fashion and in accordance with the proud traditions of the University.

UNIVERSITY OF KANSAS ATHLETIC CORPORATION MISSION STATEMENT (UPDATED 1997)

Coaches, support staff and administrators are committed to treating each other with dignity and respect as we provide all student-athletes an opportunity to achieve excellence in their academic, athletic and personal pursuits.

CORE VALUES

· Dignity and Respect o We value treating each individual with dignity and respect.

· Integrity o We value doing the right thing, the right way, for the right reasons, and doing so with honesty in all our actions.

· Success o We value winning and achievement in academics, athletics, and personal development.

· Environment o We value the existence of an environment for all student-athletes and staff that is free from any form of harassment or intimidation.

· Diversity o We value and respect the diversity and equality of all student-athletes and staff.

· Communication and Teamwork o We value each member of our athletic family and understand the importance of teamwork, respect for confidentiality, and honesty in communication with each other.

· Empowerment o We value the right and responsibility for individuals to make decisions.

· Accountability o We value the accountability for the decisions that we make.

· Personal Development o We value the ongoing professional development of our skills, knowledge and ability to work in partnership.

OBJECTIVES

Integrating the guidelines and regulations established by the University of Kansas, the Big Twelve Conference and the NCAA, the KUAC is guided by the following objectives:

· To develop and maintain mutually supportive programs of excellence in both academics and athletics in order to benefit the state and its people, as well as the students, faculty, administrators and alumni of the institution.

· To employ coaches and other administrative staff members who are capable of performing as professionals in an educational community where high standards of integrity and ethical behavior, as well as sportsmanship, are expected of its members.

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· To recruit student-athletes who are academically prepared for University work.

· To provide equal opportunities for both men and women by developing and sustaining programs which help all student-athletes achieve their maximum potential, both academically and athletically.

· To operate its athletics program in a manner that does not detract from the student-athletes' educational opportunities.

· To offer an appropriate academic support program and tutoring services to all student-athletes.

· To enhance graduation rates with an ideal goal of 100% graduation rate within five years of matriculation for student-athletes completing four years of eligibility.

· To operate its sports programs at the highest possible level of intercollegiate athletics competition and to seek affiliation with institutions demonstrating a similar commitment to academic excellence and institutional integrity.

· To promote character development in student-athletes, including cooperation, teamwork, leadership qualities, group loyalty and clean living.

· To train student-athletes in legitimate means of displaying good sportsmanship, competition and the will to win, and thereby contribute to the development of institutional morale, loyalty and school spirit. · To develop both short and long range financial plans consistent with and supportive of the overall program objectives mandated by the University.

· To produce the revenue necessary to offer and maintain a comprehensive intercollegiate athletics program that utilizes both high quality facilities and state-of-the-art equipment.

· To develop a sports medicine program with the necessary facilities and medical personnel to enhance the physical fitness and skill of the student-athletes, as well as to promote the recovery of those who are ill or injured.

· To provide educational substance abuse programs for all student-athletes, as well as counseling for student-athletes who have abused alcohol or controlled substances.

· To provide a means by which institutional alumni and the public at large identify with the University for mutually beneficial purposes.

· To associate with donor groups that support the intercollegiate athletics program, maintain control of all donations and expenditures of funds that are handled by these groups and follow appropriate audit and information procedures consistent with Conference and NCAA guidelines.

The policies, procedures and practices, which are needed to carry out these objectives, follow and constitute the body of this Manual.

A CODE OF ETHICAL CONDUCT FOR COACHES, SUPPORT STAFF AND ADMINISTRATORS

The Code of Ethics adopted by the University of Kansas Athletic Corporation represents the principles and standards which should guide coaches, support staff and administrators in maintaining the highest professional level of ethical conduct. Each employee will sign a statement acknowledging having read the Code and subscribing to the Code prior to July 31 of each year. Coaches, support staff members and administrators of KUAC will:

1. Be accountable to the highest standards of honesty and integrity. All activities should be consistent with the educational purposes of the University and within the rules of a particular sport.

2. Embrace a primary concern for the health, safety and personal welfare of each student-athlete.

3. Support and encourage the student-athlete in academic studies and in meeting educational goals.

4. Treat the student-athlete as an individual who possesses dignity and worth and the ability to be self-directed.

5. Accept responsibility for assisting student-athletes in acquiring the necessary knowledge and skills of the particular sport as well as promoting desirable personal and social traits.

6. Observe the letter and intent of the rules of the particular sport and insist that student-athletes and teams under their direction adhere to the same.

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7. Adhere to the rules and regulations of the University of Kansas, KUAC, the Big Twelve Conference and the National Collegiate Athletic Association while avoiding actions that violate the legal and/or civil rights of others.

8. Inform prospective student-athletes of all program expectations and University requirements.

9. Take an active role in the prevention of and treatment for drug, alcohol, and tobacco abuse.

10. Perform his/her duties on the basis of careful preparation, ensuring that their instruction is current and accurate. Use practices for which they are qualified as a result of continual acquisition of new knowledge and skills.

11. Adopt a professional lifestyle characterized by a personal value system congruent with the basic tenants of the coaching profession.

12. Inform the student-athlete of the nature and/or limits of confidentiality and share information about the student-athlete only in accordance with University policies and appropriate laws, when given permission, or when requested to prevent personal harm to themselves or others.

13. Accurately represent the competence, training, and experience of themselves and their colleagues.

14. Honor all professional relationships with student-athletes, colleagues, officials, media and the public. Avoid conflicts of interest and exploitation of those relationships, especially by outside parties.

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100 Statement of Purpose (102)

102 Commitments

Updated 07/05

COMMITMENTS

INTERCOLLEGIATE ATHLETICS PROGRAM

The University is committed to supporting the development of a national-championship caliber intercollegiate athletics program.

In support of excellence in competition and individual skill development, KUAC strives to maintain consistent standards of athletic and academic quality within its intercollegiate athletics program. Therefore, KUAC schedules contests with peer institutions, which endorse comparable athletic and academic standards, while providing meaningful competitive opportunities for its student-athletes.

Although the University believes a successful intercollegiate athletics program may enrich campus life, increase the visibility of the University as whole, as well as provide increased revenues, the concept of "win at any cost" is specifically rejected. Furthermore, it is important that the intercollegiate athletics program enhance the University's reputation for integrity and excellence through exemplary performance by student-athletes, coaches and staff members, both on and off the field.

In endorsing the beneficial opportunities provided by a strong intercollegiate athletics program, KUAC remains ever mindful of the resources necessary to attain its goals. Although funding varies among the intercollegiate sports, the provision of equipment, facilities, medical services, counseling services, coaching skills, and the like, is to be of uniform excellence for all intercollegiate sports, regardless of the sport's own revenue producing capabilities.

NATIONAL AFFILIATION

The University, as an official member institution of the National Collegiate Athletic Association (NCAA), is governed by its constitution and bylaws. In creating KUAC policies and procedures, every effort has been made to comply with the Big Twelve Conference and NCAA rules and regulations so as to appropriately implement all policies recommended by these authorities. This commitment encompasses all administrative and coaching aspects of the intercollegiate athletics program, as well as the management of student-athlete activities.

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100 STATEMENT OF PURPOSE (103)

103 University Policy Statements

Updated 3/06

UNIVERSITY POLICY STATEMENTS

It is the policy of Kansas Athletics to promote a productive work environment and not to tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment.

Kansas Athletics adopts University policies relating to Discrimination, Equal Opportunity, Affirmative Action, Harassment, and Disability and ADA issues. In addition, Kansas Athletics prohibits discrimination based on any classification protected under applicable federal, state, or local law.

Employees of Kansas Athletics are governed by policies and procedures stated in Kansas Athletics Policies and Procedures Manual. Kansas Athletics reserves the right to change, revise, add, or eliminate any of the policies, procedures, provisions, or benefits in this Manual at any time, at its sole discretion. Further, nothing in this Manual creates or is intended to create any promises, representations, warranties, or contracts, implied or otherwise.

Non-Discrimination Policy

As a premier learning and research institution, the University of Kansas must continuously address issues of diversity and multiculturalism. Every member of the university community is expected to engage in action that leads towards the development of a more democratic and inclusive community. Proactive efforts towards increasing diversity and the elimination of discrimination are necessary in our university.

In accordance with Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Executive Order 11246, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, the Vietnam Veterans Readjustment Assistance Act of 1974, the Kansas Acts Against Discrimination and all other applicable civil rights and nondiscrimination statutes, the University of Kansas prohibits discrimination on the basis of race, color, religion, sex, national origin, age, ancestry, disability, and status as a veteran.

The University is committed to the full participation of previously excluded or neglected classes of people. Thus, it is also the policy of the university to prohibit discrimination on the basis of sexual orientation, marital status, and parental status. The university's nondiscrimination policy extends to employment practices, conditions of employment, personnel actions and all other educational programs and activities of the university and its affiliates. Leaders in the university community continuously examine all areas of the institution, make policy decisions, and implement strategies to eliminate and prevent discrimination wherever necessary. Reports of discrimination shall be evaluated promptly and acted upon in the manner deemed necessary by the appropriate faculty and administrators and as prescribed by the appropriate grievance procedure.

See http://www.hreo.ku.edu/policies_procedures/eo_aa_policies/non-discrimination_policy.shtml for more information regarding the University policies.

Equal Opportunity

The University of Kansas, Lawrence, is also proud of its goal to help all individuals realize their potential. To this end, the university is committed to providing an equal opportunity for all qualified individuals to be considered for employment, benefits and conditions of employment, educational programs and activities, regardless of race, religion, color, sex, disability, national origin, ancestry, age, veteran status, sexual orientation, marital status or parental status. University leaders and supervisory personnel shall recruit, hire, train and promote persons in all job titles utilizing only valid requirements related to the position functions. A university community that provides equal opportunity in hiring and all conditions of employment will make significant strides towards the elimination of discrimination. Thus, the University of Kansas applauds every effort to create a positive working and learning environment for all individuals.

Affirmative Action

In addition to providing a discrimination-free community and equal opportunity for all persons, the university is committed to taking specific, result-oriented steps to increase the number of historically underrepresented persons and increase overall diversity. Cultural and intellectual diversity are critical components of premier learning communities. Thus, the university will actively recruit and encourage applications from underrepresented group members and will endeavor to provide a positive and supportive environment for members of these groups.

The university shall monitor its efforts to increase diversity through its Affirmative Action Plan. The university's Plan shall outline strategic initiatives and set goals to increase the representation of underrepresented group members.

Paramount to the success of the affirmative action program are the actions of university leaders. University officials at all levels are expected to establish a plan and implement procedures that help to meet the university's goals. The Director of Human Resources and Equal Opportunity and staff are charged with the responsibility of responding to complaints of discrimination, monitoring university procedures regarding equal opportunity, setting goals, and monitoring and evaluating the university's progress towards its affirmative action goals. Any person who has a question regarding the applicable laws or policies, or who feels discriminated against, is encouraged to contact the Department of Human Resources and Equal Opportunity, 101 Carruth - O'Leary, 1246 West Campus Road, Lawrence, KS 66045, phone (785) 864-3686. See www.hreo.ku.edu for more information.

Racial and Ethnic Harassment

The University of Kansas, Lawrence, is committed to programs and activities that are free of racial or ethnic discrimination. To carry out the mission of this institution, the university community must provide and maintain a working and learning environment that fosters respect among all members of the community. The university's goal is to provide an environment where individuals are free to develop intellectually, personally, professionally, and socially without intimidation or fear. Intimidation and harassment affect not only those who suffer the harassment but also the entire community.

Racial and ethnic discrimination is a violation of federal and state law, including Title VII of the Civil Rights Act of 1964 and the Kansas Acts Against Discrimination. Racial and ethnic harassment is a form of illegal discrimination and is contrary to the nature and mission of our institution. It may take many forms, from outright criminal acts (e.g., assault and battery, vandalism, or destruction of property) to anonymous, malicious intimidation.

Whatever its form, however, racial and ethnic harassment is motivated by fear, ignorance, or hatred of ethnic and cultural differences that are perceived as threatening to the offending party. Most frequently, this harassment is directed toward those persons with ethnic visibility including, but not limited to, Blacks, Hispanics, Jews, Native Americans, and Asians or Pacific Islanders. Racial or ethnic harassment will not be tolerated in the university community. The University of Kansas, Lawrence, is committed to preventing or stopping racial harassment whenever it may occur at the university or in its programs. Campus administrators, faculty, and supervisors who become aware of such harassment should contact the Department of Human Resources and Equal Opportunity to prevent continuation of the harassment.

This policy is not intended to infringe upon the freedom of expression or academic freedom. The University of Kansas, Lawrence, recognizes that such freedoms are fundamental to the educational process. This policy will be administered with respect for the necessity for the free exchange of ideas in the academic community.

The University of Kansas, Lawrence, has defined racial and ethnic harassment as:

1. Behavior or conduct addressed directly to an individual(s) that threatens violence or property damage, or incites imminent lawless action; or,
2. Behavior or conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work or educational environment for an individual or group; or
3. Behavior or conduct that has the purpose or effect of interfering with an individual's or group's work, academic performance, living environment, personal safety, or participation in a university-sponsored activity; or,
4. Behavior or conduct that has the purpose or effect of threatening an individual's or group's employment or academic opportunities.

Any University of Kansas student or employee may initiate a complaint about racial or ethnic harassment that occurs on university premises or at university-sponsored activities. Visitors and other persons attending university programs, using university facilities or participating in a university-sponsored activity may initiate a harassment complaint. Persons who experience such harassment should carefully document all incidents, noting dates, specific conduct or behavior, and any witnesses. If the behavior constitutes a threat of bodily injury, a complaint of criminal conduct should be made to police or public safety officers.

Complaints should be reported to the Department of Human Resources and Equal Opportunity (HR/EO), 101 Carruth - O'Leary, 785/864-3686. Complainants are encouraged to file their complaints within one calendar year of the most recent occurrence of alleged harassment. The Department of Human Resources and Equal Opportunity will consider complaints received after one calendar year of the alleged harassment. However, HR/EO may determine that the complaint cannot be investigated effectively due to the significant lapse of time. Following an evaluation of any complaint, the HR/EO staff will determine the appropriate action required. When necessary, HR/EO staff will contact the appropriate administrator responsible for the area or department where the alleged harassment occurred.

HR/EO staff and the appropriate administrator may determine that further inquiry and discussion with the individuals involved may resolve the problem. Other informal resolution measures may be taken including mediation between the parties, assignment to relevant workshops, letters of apology, restoration of personal property, or other actions. Or HR/EO staff and the appropriate administrator may determine that an investigation of the complaint should occur. The investigation will follow the procedures for investigation set forth in the university's Discrimination Complaint Resolution Process. Investigations will be prompt and will be kept confidential. Recommendations for disciplinary action will be made when the investigators find violations of this policy.

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The university takes all complaints seriously. However, filling a false complaint is also subject to sanction.

Retaliation against persons who file racial or ethnic harassment complaints is also a violation of this policy and of the law. Complainants who seek assistance as a result of this policy should not be subjected to retaliation. Retaliation can result in disciplinary action. When an individual is found to be in violation of the racial and ethnic harassment policy, the following sanctions may apply:

For Faculty, Staff, and Student Employees:	For Students:
Warning	Disciplinary Warning
Censure	Disciplinary Probation
Reduction or elimination of merit increase	Suspension
Reassignment of duties Expulsion	Expulsion
Demotion	
Suspension without Pay	
Dismissal	

If the respondent wishes to contest a proposed disciplinary action, he or she may request a hearing before the appropriate hearing body as determined by the respondent's position in the university. Following the hearing, any sanction will be imposed by the appropriate administrator.

Employees may file racial discrimination complaints through the Equal Employment Opportunity Commission or the Kansas Human Rights Commission. Students may file racial or ethnic discrimination complaints through the Office of Civil Rights in the U.S. Department of Education or the Kansas Human Rights Commission. The Equal Opportunity Office can provide additional information about filing deadlines and procedures.

If you know someone who has been harassed because of race, color, ethnicity, or national origin, you may be able to help. Encourage the person to file a complaint with the Department of Human Resources and Equal Opportunity or report the harassment yourself. Although confronting racial and ethnic harassment is difficult and takes courage, each individual who comes forward to stop unwelcome behavior helps to improve the university community. When racial and ethnic discrimination and harassment occur on campus, the entire university community is negatively affected.

Steps for confronting racial and ethnic harassment:

1.If you feel comfortable doing so, speak directly with the offending party about the objectionable conduct. Document any such conversation and the original incident.
2.Speak with the immediate superior of the offending party and ask for the supervisor's intervention.
3.Contact a university administrator at the Department of Human Resources and Equal Opportunity 101 Carruth O'Leary, 785/864-3686, http://www.hreo.ku.edu; the University Ombudsman, 28 Carruth-O'Leary Hall, 785/864-7261, www.ku.edu/~ombuds; or the Office of Multicultural Affairs, 145 Strong Hall, 785/864-4351, www.ku.edu/~oma;
4.Students making complaints about the behavior of other students may contact the Office of the Dean of Students, 133 Strong Hall, 785/864-4060, www.deanofstudents.ku.edu.
5.If you feel you are in imminent danger or feel physically threatened, dial 911 for emergency help. If the behavior constitutes a threat of bodily injury to a person or property, contact the police or a public safety officer to file a complaint of criminal conduct. In case of potential threat, contact the Director of Human Resources and Equal Opportunity, who is the primary contact for the university's Workplace Violence Program, 785/864-7411.

Inquiries regarding all aspects of racial and ethnic harassment, sexual harassment, discrimination, equal opportunity, and affirmative action on the Lawrence campus may be made to the Director, Department of Human Resources and Equal Opportunity, 101 Carruth - O'Leary, 1246 West Campus Road, Lawrence, KS 66045-7535, 785/864-3686. equalop@ku.edu. See http://www.hreo.ku.edu for more information.

Sexual Harassment

The University of Kansas, Lawrence, is committed to providing an academic and employment environment that will foster respect among all members of the university community. The university is also committed to assuring that its programs and activities are free of discrimination on the basis of gender. The university strives through education and the cooperation of all members of the university community to provide a

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working and learning environment that is free of gender discrimination and sexual harassment. Sexual harassment violates the trust and respect that is essential for providing a positive working and educational environment.

Sexual harassment is a violation of professional ethics as well as a violation of federal and state Law. Specifically, sexual harassment is a form of illegal discrimination in violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Kansas Acts Against Discrimination.

Sexual harassment takes a variety of forms. The University of Kansas, Lawrence, defines sexual harassment as follows:

1. Unwelcome sexual advances, or
2. Requests for sexual favors, or
3. Verbal or physical conduct of a sexual nature when:
a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
b. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting an individual; or
c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or of creating an intimidating, hostile, or offensive working or educational environment.

Repeated or unwanted sexual attention or sexual advances are forms of sexual harassment. Students, faculty or staff should not be penalized in the evaluation of their academic or employment performance for refusing to accept unwanted sexual attention or advances as a condition for receiving awards. Sexual harassment occurs when acceptance of such attention is made a condition of reward, or of penalty, for employment or academic performance.

Sexual harassment may occur when there is a power difference between the persons involved, as when a faculty member or supervisor exploits his or her relationship with students or subordinates. Sexual harassment may also occur between persons of the same university status, e.g., student-student, faculty-faculty, staff-staff, or between persons of the same sex.

Campus administrators, faculty and supervisors who become aware of such harassment are responsible for contacting the Department of Human Resources and Equal Opportunity and for taking steps to prevent continuation of the harassment.

Examples of verbal or physical conduct that are prohibited include, but are not limited to:

1. Physical assault, including rape.
2. Direct or implied threats or insinuations that submission to sexual advances will be a condition of employment, work status, promotions, grades, or letters of recommendation.
3. Direct or subtle pressure for sexual activity.
4. A pattern of conduct intended to humiliate or cause discomfort, or both including:
  a. Unwelcome comments of a sexual nature.
  b. Unwelcome sexually explicit statements, questions, jokes or anecdotes.
  c. Unwelcome propositions of a sexual nature.
  d. Unwelcome touching, patting, hugging, or brushing against a person's body or clothing.
  e. Unwelcome remarks of a sexual nature including remarks about a person's body or clothing.
  f. Unwelcome remarks about sexual activity.
  g. Showing, exposing to, or subjecting others to materials or media of a sexual nature.

Any University of Kansas, Lawrence, student or employee may initiate a complaint of sexual harassment that occurs on the university premises or at a university-sponsored activity. Visitors and other persons attending university programs, utilizing university facilities or participating in a university-sponsored activity may also make a sexual harassment complaint. Persons who experience such harassment should carefully document all incidents, noting dates, specific behaviors, and their effect.

If you believe you are being sexually harassed, or are concerned about the sexual harassment of someone else, you should contact the Department of Human Resources and Equal Opportunity, 101 Carruth O'Leary, 785/864-3686.

In many cases individuals will take corrective action when they are made aware of how their behaviors and actions are perceived. If you feel comfortable doing so, speak directly to the offending person. Make it clear that the behavior is objectionable and that it must stop.

If you are not comfortable speaking to the offending person, or if you have spoken to the person and the behavior does not stop, you may speak to his or her supervisor. Explain the problem and ask the supervisor to intervene to resolve the problem.

The University takes all complaints seriously. However, knowingly filing a false complaint is considered a serious violation of policy and is also subject to sanction.

If you do not feel comfortable confronting the harasser, complaints may be made directly to the Department of Human Resources and Equal

Opportunity (HR/EO). Complainants are encouraged to file their complaints within one calendar year of the most recent occurrence of the alleged harassment. HR/EO will consider complaints received after one calendar year of the alleged harassment. However, HR/EO may determine that the complaint cannot be investigated effectively due to the significant lapse of time. Upon receiving any complaint, a staff member from HR/EO will evaluate the complaint and determine the appropriate action required. When necessary, the HR/EO staff will contact the appropriate administrator responsible for the area or department where the harassment occurred. HR/EO staff and the appropriate administrator may determine that further inquiry and discussion with the persons involved may resolve the problem.

Other informal steps may be taken, including mediation between the parties, assignment to relevant workshops, a letter of apology, or other informal actions. Or, the HR/EO administrator and the appropriate administrator may determine that an investigation of the complaint should occur. Any investigation will be prompt, confidential, and will follow the procedures for investigation set forth in the University's Discrimination Complaint Resolution Process. Recommendations for disciplinary action, or other appropriate action, will be made when investigators find violations of this policy.

For assistance regarding sexual harassment you may also contact:

- The University Ombudsman, 104 Smith Hall, 785/864-7261
- The Student Development Center in 22 Strong Hall, 785/864-4064
- The Office of the Dean of Students, 133 Strong Hall, 785/864-4060
- The Emily Taylor Women's Resource Center, 400 Kansas Union, 785/864- 3552 "The Department of Human Resources and Equal Opportunity, 109 Carruth O'Leary Hall, 785/864-4946

Retaliation against persons who file sexual harassment complaints is also a violation of this policy and of the law. Complainants who seek assistance as a result of this policy should not be subjected to retaliation of any kind. Retaliation can result in disciplinary action.

When an individual is found to be in violation of the sexual harassment policy, the following sanctions may apply:

For Faculty, Staff, and Student Employees:	For Students:
Warning Disciplinary Warning	Disciplinary Warning
Censure Disciplinary Probation	Disciplinary Probation
Reduction or elimination of merit increase Suspension	Suspension
Reassignment of duties Expulsion	Expulsion
Demotion	
Suspension without Pay	
Dismissal	

If a respondent wishes to contest a proposed disciplinary action, he or she may request a hearing before the appropriate hearing body as determined by the respondent's position in the university. Following the hearing, any sanction will be imposed by the appropriate administrator.

Employees may file sexual harassment complaints with the Equal Employment Opportunity Commission or the Kansas Human Rights Commission. Students may file sexual harassment complaints through the Office of Civil Rights in the U.S. Department of Education or the Kansas Human Rights Commission. The HR/EO department can provide information about deadlines and filing procedures.

If you know someone who is being harassed you may provide important support. Encourage the person to take action, or report it yourself. Don't accept sexual harassment as something to be endured in the academic environment. Even though confronting sexual harassment is difficult and takes personal courage, each individual who comes forward to stop sexual harassment improves the university community. When co-workers or fellow students leave the university or are unable to function properly because of sexual harassment, every member of the university is negatively affected.

Inquiries regarding all aspects of sexual harassment, affirmative action, gender discrimination, racial harassment, or equal opportunity on the Lawrence campus may be made to the Director, Department of Human Resources and Equal Opportunity 101 Carruth O'Leary, 1246 West Campus Road, Lawrence, KS 66045-7535, phone 785/864-3686, equalop@ku.edu.

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Disability & ADA Issues

The Americans with Disabilities Act Title I of the Americans with Disabilities Act of 1990 prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training and other terms, conditions and privileges of employment. A qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job.

An employer is required to make an accommodation to the known disability of a qualified applicant or employee if it will not impose an "undue hardship" on the operation of the employer's business. Employers are not required to lower quality or production standards to make accommodations. Employers are also not required to provide personal items such as glasses or hearing aids. Each accommodation is considered on a case-by-case basis.

Employers may not ask job applicant about the existence, severity or nature of a persons disability. Applicants may be asked about the ability to perform specific job functions.

Section 31.105 of Title II of the Americans with Disabilities Act requires that the university conduct a self-evaluation to ensure all programs and services provided by the university are in compliance with the ADA. A copy of the University's Self Evaluation Plan is available in the Department of Human Resources and Equal Opportunity.

Contact the Director of Human Resources or the University ADA Coordinator at 785/864-3686 for additional information on reasonable accommodation and related ADA information.

University Whistle Blower Act

The State of Kansas "Whistle Blower's" Act assures protected communications by state employees with legislators, legislative committees and others; prohibits certain acts by supervisors and appointing authorities; describes appeal to state civil service board, requires posting; defines disciplinary action; indicates that officers and employees in unclassified service may bring civil action for relief.

a. No supervisor or appointing authority of any state agency shall prohibit any employee of the agency from discussing the operations of the agency, either specifically or generally, with any member of the legislature.
b. No supervisor or appointing authority of any state agency shall:
1. Prohibit any employee of the agency from reporting any violation of state or federal law or rules and regulations to any person, agency or organization; or
2. Require any such employee to give notice to the supervisor or appointing authority prior to making any such report.
c. This section shall not be construed as:
1. Prohibiting a supervisor or appointing authority from requiring that an employee inform the supervisor or appointing authority as to legislative requests for information to the agency or the substance of testimony made, or to be made, by the employee to legislators on behalf of the agency;
2. Permitting an employee to leave the employee's assigned work areas during normal work hours without following applicable rules and regulations and policies pertaining to leaves, unless the employee is requested by a legislator or legislative committee to appear before a legislative committee;
3. Authorizing an employee to represent the employee's personal opinions as the opinions of a state agency; or
4. Prohibiting disciplinary action of an employee who discloses information which:
• (A) The employee knows to be false or which the employee discloses with reckless disregard for its truth or falsity; (B) The employee knows to be exempt from required disclosure under the open records act or; (C) Is confidential under any other provision of law. d. Any officer or employee who is in the classified service and has permanent status under the Kansas civil service act may appeal to the state civil service board whenever the officer or employee alleges that disciplinary action was taken against the officer or employee in violation of this act or in any court of law or administrative hearing. The appeal shall be filed within 30 days of the alleged disciplinary action (pursuant to KSA 75-2949 (f)(g), KSA 75-2929d-g). If the board finds that disciplinary action taken was unreasonable, the board shall modify or reverse the agency's action and order such relief for the employee as the board considers appropriate. If the board finds a violation of this act, it may require as a penalty that the violator be suspended on leave without pay for not more than 30 days or, in cases of willful or repeated violations, may require that the violator forfeit the violator's position as a state officer or employee and disqualify the violator for appointment to or employment as a state officer or employee for a period of not more than two years. The decision of the board in such cases may be appealed by any party pursuant to law.
e. Each state agency shall prominently post a copy of this act in locations where it can reasonably be expected to come to the attention of all employees of the agency.
f. As used in this section "disciplinary action" means any dismissal, demotion, transfer, reassignment, suspension, reprimand, warning of possible dismissal or withholding of work.
g. Any officer or employee who is in the unclassified service who alleges that disciplinary action has been taken against such officer or employee in violation of this section may bring a civil action for appropriate injunctive relief, or actual damages, or both within 90 days after the occurrence of the alleged violation. A court, in rendering a judgment in an action brought pursuant to this act, shall order, as the court considers appropriate, reinstatement of the officer or employee, the payment of back wages, full reinstatement of fringe benefits and seniority rights, actual damages, or any combination of these remedies. A court may also award such officer or employee all or a portion of the costs of litigation, including reasonable attorney fees and witness fees.

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Contact the Director of Human Resources at 785/864-3686 for additional information on Whistle Blower Act information.

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200 ADMINISTRATIVE CONTROL (201)

201 GOVERNING AUTHORITIES

Updated 3/05

GOVERNING AUTHORITIES

BOARD OF REGENTS

The Kansas Board of Regents is a nine-member body that governs six state universities, and supervises and coordinates 19 community colleges, five technical colleges, six technical schools and a municipal university. The Kansas Board of Regents' members are appointed by the Governor and confirmed by the Kansas Senate. Each member serves on the Board as well as various commissions and committees throughout the year.

Primarily the Board deals with educational policies, programs, services, providers, and others systems in an effort to improve and maintain the high quality of education in Kansas. The KBOR does not grant degrees, but rather oversees state institutions that do. The Board also coordinates such vital programs as the Adult Education program, the Qualified Admissions curriculum for high school students, financial assistance for education, and many others.

CHANCELLOR

The University Chancellor is delegated the authority and responsibility for the control and conduct of the Division of Athletics. The Director of Athletics, under the authority and control of the Chancellor, is responsible for the operation and management of KUAC.

BOARD OF DIRECTORS FOR KUAC

The property, business, and affairs of the KUAC is under the care and supervision of an Athletics Board of Directors of six members who exercise authority consistent with and subject to the requirements of University control of varsity athletics. The purpose of the Athletics Board is to support and foster as competitive an intercollegiate athletic program as is possible in harmony with and subject to the general educational policy of the University of Kansas and the constitution of the NCAA. The Board acts as a policy-making body for KUAC and determines the method of conducting the Corporation's business and makes recommendation to the Chancellor with regard to the Corporation's annual budget, including the compensation to be paid to corporate officers, agents, and employees. Further, it has the authority to purchase and contract on behalf of KUAC. The Board also recommends and monitors the implementation of athletic policy.

FACULTY ATHLETICS REPRESENTATIVE

The Faculty Athletics Representative reports to the Chancellor on matters related to intercollegiate athletics and represent the University to the Big Twelve Conference, the NCAA and other athletic associations. The Faculty Athletics Representative is charged with the responsibility of insuring that KUAC operations are not in conflict with NCAA rules and regulations.

KU GOVERNANCE SYSTEM

The Governance system at the University of Kansas has been described as a "shared" system of governance that is "faculty driven."

Article lll, Section 4 of the University Senate Code describes the authority of the University Senate as follows: "Subject to and in accordance with the control of the Chancellor and the Board of Regents as provided by law, the University Senate is empowered to formulate such Rules and Regulations as it shall deem wise... and to take such steps as it shall deem necessary for their implementations and administration. Affairs of the University ...include, but are not limited to, organization and administration, the framing and execution of long-range plans, decisions regarding existing or prospective resources, fiscal affairs, academic procedures and policies (such as the requirements for graduation and degrees, and methods of evaluating academic work, and the standards of academic conduct of faculty and students) common to all Schools, class and examination schedules, the calendar; the libraries, campus-wide activities and events; human relations; and the role of the University in public affairs."

The chairperson of the Senate Executive Committee (SenEx) is the person in charge of the governance system at the institutional level. The president of the University Council, in addition to conducting Council and Senate meetings, represents the faculty externally, such as at the Board of Regents meetings. The Council president is also a member of the Council of Faculty Senate Presidents (COFSP), composed of representatives of university governance at the other five Regents institutions, the KU Medical Center, and Washburn University. The COFSP

meets monthly in conjunction with the Board of Regents meeting.

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ADMINISTRATIVE CONTROL (202)

202 Policy Formulation & Implementation

Updated 9/08

POLICY FORMULATION AND IMPLEMENTATION

Kansas Athletics policy and program formulation is the responsibility of the Chancellor of the University. As such, he is accountable to the Board of Regents for recommending and implementing athletic policy. In exercising this responsibility, the Chancellor is counseled and advised by the Board of Directors of Kansas Athletics and the Director of Athletics. When formulating policies the Chancellor takes into account the legitimate concerns of faculty, students, alumni and friends of the University. Upon review and approval by the Director of Athletics, policies will be forwarded to the Chancellor for approval. Following approval by the Chancellor, policies will be provided to the President and Chief Executive Officer of the Kansas Board of Regents for review and action as deemed appropriate.

The Chancellor provides overall direction to Kansas Athletics and alumni groups interested in assisting the University in the successful accomplishment of its athletics program goals. This guidance includes specification of the duties and responsibilities of the Director of Athletics, and requires the Director to do likewise for all intercollegiate athletic coaches and other staff members. The Director of Athletics is appointed by the Chancellor and is granted powers and duties of management and has authority and responsibility for the day-to-day operations of Kansas Athletics including employment and termination of personnel, and in undertaking these duties shall observe the policies, goals, and objectives established by the Board of Directors.

Policies necessary to the successful operation of Kansas Athletics are recommended as follows:

• Policies affecting the operation and administration of the Kansas Athletics are recommended by the Board of Directors, the Director of Athletics and administrative staff members. The Director of Athletics and the Chancellor then approve them.

• Policies affecting the overall athletics program (which include but are not limited to NCAA requirements, schedule planning and development, postseason competitions, recruiting programs, fundraising, community relations, etc) are reviewed by the Board of Directors.

• Policies related to the academic standards of the athletics program, such as academic eligibility, satisfactory progress toward a degree, student support services, admission standards and class attendance, are recommended and/or reviewed by the Board of Directors as deemed appropriate.

Implementation

With regard to policy implementation, student-athletes and Kansas Athletics staff are subject to the rules and regulations found in the following publications:

o The NCAA Manual;

o The Big Twelve Policy Manual;

o The University of Kansas General Catalog;

o The University of Kansas Student Handbook;

o The Kansas Athletics Policies and Procedures Manual; and the

o The Kansas Athletics Student-Athlete Handbook.

Other policies are contained in various manuals, statements, memoranda and letters issued by governing authorities or the Director of Athletics. Student-athletes and staff alike are expected to keep abreast of changes in policies or procedures, and to meet or exceed Kansas Athletics program standards.

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200 ADMINISTRATIVE CONTROL (203)

203 Chancellor's Advisory Committee on Intercollegiate Athletics

Updated 10/07

ARTICLES OF INCORPORATION FOR KANSAS ATHLETICS, INC.
AND
CHANCELLOR'S ADVISORY COMMITTEE ON INTERCOLLEGIATE ATHLETICS

Kansas Athletics, Inc. is operated as a Kansas non-profit corporation run by a Board of Directors, headed by the Director of Intercollegiate Athletics. Reprinted below is the Articles of Incorporation organizing Kansas Athletics, Inc.

Amended and Restated **Articles of Incorporation**
Kansas Athletics, Incorporated

(Originally incorporated under the name "The University of Kansas Physical Education Corporation" by Charter filed with the Kansas Secretary of State on July 16, 1925)

The following Amended and Restated Articles of Incorporation, which restate, integrate, and further amend the Corporation's charter as heretofore amended and supplemented, were duly proposed and adopted by the Corporation's board and by its members at a special joint meeting of such board and members duly called, convened, and held on June 11, 2004 all in accordance with the provisions of the corporation laws of the State of Kansas (K.S.A. 17-6001 et seq.), and, more particularly, in accordance with the provisions of K.S.A. 17-6602 and 17-6605:

ARTICLE FIRST: The name of this Corporation is "Kansas Athletics, Incorporated."

ARTICLE SECOND: The address of this Corporation's registered office in this state is 205 Wagnon Student Athlete Center, University of Kansas, Lawrence, Douglas County, Kansas 66045. The name of this Corporation's resident agent at such address is Lew Perkins.

ARTICLE THIRD: This Corporation is organized NOT for profit, and the purposes for which it is formed are to develop intercollegiate athletic teams composed of students at the University of Kansas and to schedule and manage intercollegiate athletic contests, all in harmony with and subject to the general educational policies of the University of Kansas, and the Constitution of the National Collegiate Athletic Association; to collect and own the receipts from such contests and such other moneys and goods as may be given or granted to the Corporation; to expend and disburse such receipts, gifts, and grants in the interests of the intercollegiate athletic program at the University of Kansas; to borrow money for the aforesaid purposes; to own and lease, either or both, such real and personal property, either or both, as is necessary, proper, or advisable for the aforesaid purposes; and, in general, to do any and all things incidental to or necessary, proper, or advisable for the carrying out of its purposes aforesaid. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the Corporation's purposes. No substantial part of the activities of the Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of this document, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE FOURTH: This Corporation shall NOT have authority to issue capital stock.

ARTICLE FIFTH: The business of this Corporation shall be managed and its affairs shall be conducted by a Board of Directors, consisting of the University of Kansas Director of Intercollegiate Athletics, the University Chief Business and Financial Planning Officer, the University's Faculty Athletics Representative to the Big 12 Conference, a Senior Administrator appointed by the University Provost, the University Vice Provost for Student Success, and the Student Body President of University of Kansas, Lawrence, campus. There may also be such non-voting members of the Board of Directors as are designated in the Corporation's Bylaws as from time to time amended.

The Chancellor of the University of Kansas has ultimate responsibility and final authority for the conduct and administration of all aspects of the athletics program and the Chancellor may cause the corporation to proceed as he or she determines to be in the best interest of the athletics program and the University, notwithstanding decisions made by the Board of Directors.

There shall also be established a Chancellor's Advisory Committee for Intercollegiate Athletics that will report to the Board of Directors and provide input to the University's Chancellor. It will consist of the Board of Directors and such other persons as specified in the Bylaws as from time to time amended, but shall be constituted at all times consistent with the Constitution of the National Collegiate Athletic Association. The

exact number of the Advisory Committee, their qualifications, the manner of their selection (whether by election, appointment or otherwise), and their terms of office shall be as specified in the Corporation's Bylaws as from time to time amended. The Advisory Committee shall meet at least four (4) times each year and be available to advise, consult with, and upon request, recommend to the Board of Directors as to policies, procedures, and actions that will further the purposes of this Corporation. The Advisory Committee has no authority to govern the Corporation.

ARTICLE SIXTH: The six directors of this Corporation shall constitute its only six members, and all meetings of the Board of Directors and all action taken at such meetings shall automatically constitute meetings of and actions taken by the members of this Corporation. All conditions of membership in this Corporation, if any, other than those expressly set forth in these Articles of Incorporation, shall be specified in the Corporation's Bylaws as from time to time amended.

ARTICLE SEVENTH: The power to adopt, make, alter, amend, and repeal this Corporation's Bylaws in whole or in part, at any time and from time to time, is hereby vested in the Board of Directors.

ARTICLE EIGHTH: This Corporation shall have perpetual existence.

ARTICLE NINTH: The corporation laws of the State of Kansas (K.S.A. 17-6001 et seq.) shall, except as otherwise specifically provided herein, apply to and govern this Corporation and its rights, obligations, and affairs.

Chancellor's Advisory Committee on Intercollegiate Athletics

A Chancellor's Advisory Committee is established under the Articles of Incorporation (set forth above). This committee, in conjunction with the Faculty Athletics Representative and the Board of Directors advises the Chancellor on matters related to the intercollegiate athletics program. The Committee meets four time a year and is available to advise, and upon request, recommend to the Board policy or actions that will further the purposes of intercollegiate athletics at KU. The Committee has no authority to govern Kansas Athletics.

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Conflict of Interest (204)

204 Conflict of Interest

Aug. 15, 2008

I. **Application of Policy**

This policy is intended to supplement and not replace any applicable federal and state laws governing conflicts of interest applicable to nonprofit and charitable corporations. This policy applies to members of the Kansas Athletics' Board of Directors as well as any staff members considered "disqualified persons" under IRS regulations. Persons covered under this policy, as well as their immediate relatives (spouse, children, grandchildren, parents, and siblings), are referred to as "interested parties."

II. **Conflict of Interest**

A conflict of interest may exist when the interests or concerns of an interested party may be viewed as competing with or compromising or having the appearance of competing or compromising with the interests or concerns of Kansas Athletics. A conflict of interest depends on the situation and not on the character or action of the individual.

A. Financial Interests A financial interest may exist if an interested party, directly or indirectly, through a business, investment, or family has

- an ownership or investment interest in any entity with which Kansas Athletics has a transaction or arrangement; or
- a compensation arrangement with Kansas Athletics or with any entity or individual with which Kansas Athletics has a transaction or arrangement; or
- a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Kansas Athletics is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, a person who has a financial interest may have a conflict of interest only if the Board of Directors decides that a conflict of interest exists.

B. Other Interests. A conflict may also exist when an interested party obtains a non-financial benefit or advantage that he/she would not have obtained absent his/her relationship with Kansas Athletics. Examples could include the following situations:

- an interested party seeks to obtain preferential treatment at Kansas Athletics or recognition for himself/herself or another interested party.
- an interested party seeks to make use of confidential information obtained from Kansas Athletics for his/her own benefit (not necessarily financial) or for the benefit of another interested party
- an interested party seeks to take advantage of an opportunity or enables another interested person or other organization to take advantage of an opportunity that he/she has reason to believe would be of interest to Kansas Athletics. A conflict of interest exists only when the Board of Directors decides there is a conflict.

III. Procedures

A. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested party must disclose the existence of the conflict of interest and be given the opportunity to disclose all material facts of the proposed transaction or arrangement to the Board of Directors.

B. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the Board of Directors, the interested party shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.

C. Procedures for Addressing the Conflict of Interest

- An interested party may make a presentation at a Board of Directors meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- The chairperson of the Board of Directors shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- After exercising due diligence, the Board of Directors shall determine whether Kansas Athletics can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board of Directors shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the best interest of Kansas Athletics, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

D. Violations of the Conflict of Interest Policy

- If the Board of Directors has reasonable cause to believe an interested party has failed to disclose actual or possible conflicts of interest, it shall inform the interested party of the basis for such belief and afford the interested party an opportunity to explain the alleged failure to disclose.
- If, after hearing the interested party's response and after making further investigation as warranted by the circumstances, the Board of Directors determines the interested party has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

IV. Records of Proceedings

The minutes of the Board of Directors shall contain:

A. The names of the persons who disclosed or otherwise were found to have a financial or other interest in connection with an actual or possible conflict of interest, the nature of the interest, any action taken to determine whether a conflict of interest was present, and the Board of Director's decision as to whether a conflict of interest in fact existed.

B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

V. Compensation

A. A voting member of the Board of Directors who receives compensation, directly or indirectly, from Kansas Athletics for services is precluded from voting on matters pertaining to that member's compensation.

B. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Kansas Athletics for services is precluded from voting on matters pertaining to that member's compensation.

C. No voting member of the Board of Directors or committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Kansas Athletics, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

VI. Periodic Reviews

To ensure that Kansas Athletics operates in a manner consistent with and does not jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

A. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.

B. Whether partnerships, joint ventures, and arrangements with management organizations conform to Kansas Athletics' written policies, are properly recorded, reflect reasonable investment or payments for goods and services, and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

VII. Use of Outside Experts

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When conducting the periodic reviews as provided for in Article VI, Kansas Athletics may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of Directors of its responsibility for ensuring periodic reviews are conducted.

VIII. Annual Statements

Each interested party shall annually sign a statement which affirms such person:

A. Has received a copy of this conflicts of interest policy,

B. Has read and understands the policy,

C. Has agreed to comply with the policy, and

D. Understands that Kansas Athletics is a non-profit corporation and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes. A sample annual statement is listed below:

Kansas Athletics, Inc. Annual Conflict of Interest Report

I declare that I

a. Have received a copy of the conflicts of interest policy,

b. Have read and understand the policy,

c. Have agreed to comply with the policy, and

d. Understand that Kansas Athletics, Inc. is a non-profit corporation and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

_____ _____

Signature date

Printed name_____

Appendix 7

DEPARTMENT ORGANIZATION (300)

301 Organizational Chart

Updated 07/07

DEPARTMENTAL ORGANIZATION

The Chief Executive Officer of Kansas Athletics is the Director of Athletics who reports to the Chancellor of the University.

In addition, the Director of Athletics works closely with the:

- Chancellor
- University General Counsel
- Faculty Athletics Representative
- Kansas Athletics' Board of Directors
- Chancellor's Advisory Committee on Intercollegiate Athletics
- Director of KU Alumni Association
- Director of KU Endowment Association

A high degree of coordination and cooperation among departments and their heads is crucial to the operation of Kansas Athletics. The coaching, training, academic, development, facilities management, business, and public relations activities are all interrelated and interdependent. Departments must work closely together to provide for the implementation of academic, coaching and administrative policies and procedures throughout Kansas Athletics.

On the following page is an organizational chart which describes the reporting and organizational structure of Kansas Athletics' employees.

Appendix 7

FINANCIAL & ADMINISTRATIVE (401A)

401A Budget: Formulation

Updated 10/08

BUDGET: FORMULATION

All divisions within Kansas Athletics submit annual budget requests which, once approved, are incorporated into Kansas Athletics' annual operating budget. This budget becomes the basis of authority for the financial operations of each individual division within Kansas Athletics during the fiscal year, which begins July 1.

Budget priorities for Kansas Athletics are established each year by the Director of Athletics, who sets overall goals (e.g. salary improvements, enhancement of student support services, facility improvements, etc.). The allocation of funds is ultimately based on the justification of programs using the following criteria:

1. The objectives of the intercollegiate athletics program, as defined in its Mission Statements and Philosophy (see Policy 101 in this Manual);
2. The short and long-term goals for Kansas Athletics operations;
3. The activities and programs needed to achieve these goals, to include facilities and capital equipment improvements; and
4. An analysis of factors and situations that may affect planned activities (e.g. competition schedules, G&A costs, program expansion, salary competitiveness, etc.).

The Associate Athletics Director for Internal Affairs coordinates budget formulation activities for the Division of Athletics with the approval of the Director of Athletics. The budget is prepared through participatory budgeting (i.e. a method by which all levels of management responsible for individual cost center performance are involved). Historical cost center budget information, as adjusted for anticipated changes in activity levels, is utilized to determine line item projections.

Budget Planning Cycle

Kansas Athletics budget planning cycle begins in December of each year, with the budget finalized by May 31st. The budget is then presented to the Board of Directors of Kansas Athletics for final review and approval.

The Chief Financial Officer coordinates the budget formulation process with oversight from Associate Athletic Director/Internal Affairs. Staff members with budgetary responsibilities (e.g. coaches, program directors and department heads) receive a budget request package which includes budget worksheet(s), projected revenues and historical performance data. The Chief Financial Officer, in conjunction with the budget captains, will consult each head coach and his/her sport supervisor and go over income and expenses for his/her sport, help him/her evaluate future financial requirements, and arrive at a proposed budget for the next year.

Staff members with budgetary responsibilities are asked to project the actual cost of the operations necessary to perform the required functions in their sport or administrative area. Priority is given to salaries, team and recruiting travel and other required operating accounts. Capital needs are funded according to projected reserves only after other needs are addressed.

Preliminary budget requests, including support documentation detailing wages, travel, equipment and capital expenses, are submitted by required deadlines to the Associate Athletics Director/Internal Affairs for review. The Associate Athletics Director/Internal Affairs combines individual budget requests into a total Kansas Athletics proposed balanced budget. The Director of Athletics reviews the proposed budget and makes necessary adjustments as dictated by Kansas Athletics needs, ensuring compliance with University guidelines.

After each individual budget is developed, a composite budget must be made for presentation to the Athletics Director. After consultation with the Chancellor, the Athletics Director will take the proposed budget to the Board of Directors for its recommendation of approval to the Chancellor. The Chancellor must then approve the budget no later than June 15th of each year.

After the budget is prepared and approved, any contemplated budget changes require approval from Director of Athletics. Approved budgets should not be exceeded but adjustments may be made by authorization of the Director of Athletics or his designee.

Coaches will be given a copy of their budget and monthly statements. There are certain budget items over which coaches will have little or no control (Salary, Fringe Benefits, Scholarships, etc.). In those areas, which the coaches do control, it is desirable that they set up their own accounting system so that a daily balance is easily accessible. This accounting system should be reconciled each month to the reports furnished

by the business office.

Confirmation of information in critical budget areas can be obtained from the Director of Business Operations whenever this information is needed.

Coaches and staff must evaluate each area of expense and plan every purchase. All budget decisions should be based upon whether the contemplated expense item is necessary, what it will cost, and what it will leave for further necessary investments during the budget period.

Budget Formulation Timeline

December - Estimate the approximate cost of a grant-in-aid for the coming year for a student athlete. Establish ticket prices for all sports for following fiscal year.

Revenue is estimated based on previous year's home game experience and other factors (schedule, perceived success of team, etc.). Estimates are made on a sport-by-sport basis for each component of revenue. Conference income and contribution income are estimated based on the previous year and adjusted for changes in policy. The amount of State appropriation is estimated based on the prior years' allocation increased by the percentage of change recommended by the Governor to the Kansas Legislature for the next fiscal year.

January - Estimate the percentage increase in salaries and other operating expenses from the Governor's budget message to the Kansas Legislature. University philosophy generally is that Kansas Athletics employees may be eligible to receive the same annual percentage increase as University employees.

Prepare budget information for each coach and administrator that contains the following information:

Monthly budget report

Expenditure history for two previous years

Budget workbook (Excel)

Budget memo and budget instructions

Each coach and administrator prepares a budget request using the above documents and excel file.

January/March – Director of Athletics approves ticket prices for following year.

February - Budget meetings are scheduled with the coach or administrator, chief financial officer and their supervisor, if applicable, to discuss the request. Additional capital outlay items are requested from administrators who do not have individual budgets.

April/June - The documents are accumulated and a total request is determined. These are reviewed by the Director of Athletics, Associate Athletics Director/Internal Affairs the Senior Woman Administrator and Chief Financial Officer to adjust the requests to fit the income estimates. The budget is reviewed by the Board of Directors.

Final budget documents are prepared and sent to the Board of Directors for review and sent to the Chancellor for final approval.

Reallocation of budgets requires recommendation of the Chief Financial Officer and administrator in charge of the area. The Director of Athletics must approve these changes. Increases to the overall budget require approval of the Chancellor.

Revenue Estimates

Revenue projections are developed annually by the Associate Athletics Director/Internal Affairs with the assistance of the Business Manager and Chief Financial Officer and used as the basis for overall budget preparation. Currently, Kansas Athletics revenues are derived from the following sources:

- Donations
- Ticket Income
- Other Income
- Contract Income (Radio & TV rights fees)

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- Big Twelve Conference Revenue Sharing
- University fees and allocation
- Postseason Competition
- Marketing (Host Communications)

The Associate Athletics Director/Internal Affairs prepares the revenue portion of the formulated budget based on actual data (e.g. contract amounts) and historical data, figuring variances due to competition scheduling, etc. Staff members are asked to submit anticipated income projections from sources other than ticket sales that will benefit their activity. In the event that actual income falls short of budget projections, budget revisions may be made.

Budget Approval

With the approval of the Director of Athletics, the final Kansas Athletics budget is submitted to the Board of Directors. If necessary, changes are made and the finalized budget is submitted as a component of the University's operating budget to the Chancellor for approval at the end of June. Following final approval, staff members with budgetary responsibilities within Kansas Athletics receive copies of their individual approved budget. Depending on the actions of the State Legislature, funding of the University budget may not be instituted until after July 1.

Appendix 7

FINANCIAL & ADMINISTRATIVE (401B)

401B Budget: Accountability, Control and Revisions

Updated 10/08

BUDGET: ACCOUNTABILITY, CONTROL AND REVISION

Pursuant to the policies of the Board of Regents, the Chancellor of the University is ultimately responsible for the administration of athletic funds. However, the Director of Athletics has the authority to review and approve all Kansas Athletics expenses, and is accountable for them. The Director may delegate such authority for approving certain types of expenditures to the Senior Associate Director of Athletics, Associate Athletics Director/Internal Affairs, Chief Financial Officer, and/or the Business Manager.

Accountability

Kansas Athletics requires that approved budgets not be exceeded. Therefore, it is imperative that staff members with budgetary responsibility (e.g. coaches, program directors, department heads) operate within their budget guidelines. Staff members are held accountable for violating this policy.

Coaches, program directors and department heads are held accountable for the depletion of budget accounts, substantiating unbudgeted expenditures and/or justifying the use of private funds to cover budget overruns. Requests for any unbudgeted expenditures must be submitted first to the appropriate supervisor and if approved then to the Associate Athletics Director/Internal Affairs. The Associate AD/Internal will submit comments regarding unbudgeted expenditures prior to the expenditure being presented to the Director of Athletics for final approval.

Budgetary Control

The oversight and approval of funds expenditures is a central component of the Kansas Athletics budgetary control system. Prior to committing Kansas Athletics to a financial obligation, a staff member must have the request approved. If prior approval is not obtained, the individual staff member may be held personally responsible for the resulting charges. Only those with approval authority pursuant to Policy 410 can financially bind Kansas Athletics.

The Chief Financial Officer, in conjunction with the Associate Athletics Director/Internal Affairs, reviews all purchase requisitions and analyzes expenditure levels to ensure that budget allocations are not exceeded.

It is recognized that there are areas within most budgets where staff members have little or no control (e.g. physical plant operating costs, etc.); however, in the areas that can be controlled, expenditures should be carefully monitored.

Once a purchase request is approved, it is processed by the Business Manager in the Athletic Business Office, according to established purchasing procedures (see Policy 404, Purchasing Procedures, in this Manual).

Monthly Budget Reports

The monthly budget report is a tool which has been developed to assist managerial staff with the efficient fiscal administration of their budget accounts. Monthly budget reports reflecting a comparison of budget to actual expenditures are prepared by the Business Manager. Budget variance analysis comparing actual expenditures and encumbrances to approved budget figures is also performed and budget reports are generated.

The Business Manager reviews the reports to ensure appropriate usage of allocated funds. Copies of the reports are distributed to staff members who are held accountable for cost center control. The Business Manager is available to personally review these reports with staff members.

Margin of Excellence account balances are available by contacting the Athletic Business Office.

Budget Revisions

Requests for major revisions to the approved budget must be submitted in writing to the Associate Athletics Director/Internal Affairs, who ensures that such revisions are in compliance with University guidelines. The request is then submitted to the Director of Athletics for approval.

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Individuals with budget control responsibilities are permitted to adjust specific line items (e.g. funds may be transferred from one object code to another) to cover necessary expenditures in another area. However, extreme caution must be taken to insure that the budget's bottom line continues to remain in balance. Further, the total Kansas Athletics expenditure budget can only be revised with the approval of the Chancellor and the Kansas Athletics Board of Directors.

Appendix 7

FINANCIAL ADMINISTRATION (401C)

401C Budget: Salaries & Wages

Updated 03/05

BUDGET: SALARIES AND WAGES

KUAC provides salaries and wages to its staff commensurate with their duties and responsibilities and in compliance with University guidelines.

The Kansas University Athletic Corporation (KUAC) seeks to provide fair compensation to each of it's employees based upon: a) each individual's qualifications and experience to perform the position for which he/she is hired; b) the value that the position has for the department; c) the demands that the position places upon the individual; and d) the local, regional and national market established for the position involved.

The final approval for KUAC salary and wage increases rests with the University's Chancellor upon recommendation of the Board of Directors. All highly compensated employees' salaries are reviewed by the Compensation Committee of the Board of Directors and must ultimately be approved by the Chancellor. Approved salary and wage amounts are used in formulating the annual budget for KUAC.

For budgetary purposes, salaries and wages for staff, as well as those for graduate assistants, transient employees and student workers, are covered in the designated unit's or sport's budget. In addition, any budget allocations for overtime compensation in a designated unit or sport must appear in this same budget. All salary and wage recommendations must comply with KUAC guidelines.

KUAC Department of Human Resources maintains specific job descriptions which outline the conditions of employment for positions within KUAC. For additional information see Policy 404C, Disbursements: Payroll, Policy 601A, KUAC Staff: Hiring, Policy 601B, KUAC Staff: Administrative Performance Evaluations and 601C, KUAC Staff: Coaching Performance Evaluations, in this Manual.

Staff members with supervisory responsibility make annual merit wage recommendations for the employees under their supervision. Associate Directors are expected to consider the results of annual performance evaluations in making recommendations for merit pay. University philosophy generally is that KUAC employees may be eligible to receive the same annual percentage increase as University employees.

Except for unusual circumstances, salaries are set for a 12-month cycle. Most of University and KUAC staff receive notice of their salary for the coming twelve months at the beginning of the fiscal year (approximately July 1). The football, volleyball and soccer coaching staffs receive notice of their 12-month salary in February/March.

BONUS PAY

The Athletics Director has the discretion to provide one-time monetary awards to individuals in the department who have demonstrated excellence in their duties above and beyond the basic expectations assigned to their positions. Any such awards will be made at the end of the fiscal year.

LONGEVITY BONUS

After ten (10) years of service, Non-exempt employees will receive a longevity bonus of $50 per year for every year of service on their anniversary date up to a maximum of $1250 per year.

Example: I attain 10 years of service on March 1, 2001. I will get a bonus of $500 on March 31, 2001. Next year my bonus will be $550, etc. until I reach the maximum of $1250 per year.

MISCELLANEOUS NON-CASH COMPENSATION

Miscellaneous non-cash compensation may be available to employees in a given year. It may include, but not limited to a) tickets to University athletics events; b) clothing apparel; and c) participation in the Athletics Department automobile program. Such miscellaneous non-cash compensation is available to employees only at the discretion of the Athletics Director and may be subject to taxation.

CONSULTING INCOME

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Consulting income (e.g. camps, clinics, etc.) benefits only those employees involved in such activities. Consulting income is specifically governed by other KUAC policies and agreements (e.g. camps) as well as by University of Kansas policies (e.g. conflict of interest and reporting outside income) and applicable NCAA rules and regulations (e.g. NCAA bylaw 11.2.2).

FAIR LABOR STANDARDS ACT

As defined by the Fair Labor Standards Act, employees are exempt from the provisions of the Wage and Hour Law if (1) their responsibilities include executive or administrative duties, or (2) their positions require an advanced educational degree or specific experience level within a designated area of responsibility and authority. The August 2004 amendment to the Act further states under §13 (a)(1) that to qualify as an exempt employee under the Act, the employee must be paid at least $455 per week; the equivalent of $23,660 per year. Employees classified as exempt from this law do not receive overtime payments. Most staff members holding professional positions are considered "exempt employees."

Regular staff positions are reviewed on an individual basis by the Department of Human Resources to determine whether each position qualifies for overtime. Employees designated as support staff, clerical, and service personnel are identified by the Federal Fair Labor Standards Act as non-exempt employees, and as such, are protected by the provisions of the Wage and Hour Law.

Overtime is computed for all hours worked beyond the normal 40 hour week, and is paid at one and one-half (1 1/2) times the employee's regular hourly rate. Budget allocations for overtime wages belong in the budget for each unit or sport. Non-exempt employees are allowed to work overtime only with the approval of the unit head.

INCENTIVE PAY FOR COACHING STAFF

Incentive pay is provided at the sole discretion of the Athletics Director and is based upon the following criteria:

The following amounts shall be paid to the head coach as a bonus in the event the team achieves any of the goals corresponding to the amount indicated:

Big Twelve Regular Season Championship 1 month's additional salary

Big Twelve Tournament Championship 1 month's additional salary

NCAA Tournament Participation 1 month's additional salary

Team Reaches Final Four of NCAA Tournament 2 month's additional salary

Team Wins NCAA Championship 3 month's additional salary

It is the intent of the parties that the amounts above shall not be cumulative with each other. For example, if a team participates in the NCAA tournament and advances to the Final Four of the NCAA tournament during the same season, head coach would receive two (2) month's additional salary, the single greatest monetary reward; not the sum of all incentives achieved.

Special consideration may be made to provide a one-time monetary award to individuals associated with a sport program when one of its student-athletes earns one of the following:

1. Individual student-athlete named NCAA National Champion; 2. Individual student-athlete is named 1st team All American.

The Athletics Director, in consultation with the sport supervisor and the head coach, determines any potential incentive pay for assistant coaches or others affiliated with a team.

Appendix 7

FINANCIAL ADMINISTRATION (402)

402 Receipt, Custody and Deposit of Funds

All Kansas Athletics funds are to be promptly deposited with the Athletics Business office.

The Director of Business Operations, Associate Athletics Director/Internal Affairs, Director of Ticket Operations, Assistant Director of Athletics/Williams Educational Fund (WEF), Assistant Athletic Director of Marketing, and the Associate Athletics Director/Development are responsible for the receipt, custody, and deposit of all funds collected within their area of authority and responsibility. Partial responsibility for such collections has been delegated to specified staff members within each area. Accountability is maintained for all funds collected through sales, contributions and other cash transfers, from the origin of collection to final deposit with the Corporation or into another authorized account.

For areas within Kansas Athletics which receive funds, the staff member responsible for fund custody and the type of receipt provided are listed below:

Area	Staff Member Responsible for Custody	Receipt
Ticket Office	Director of Ticket Operations	Tickets
Athletic Business Office	Director of Business Operations	# receipt*
Williams Educational Fund	Associate AD/Development	Canceled Checks
	Assistant AD/WEF	Gift Records
		Acknowledgement Receipt from KUEA
Marketing Office	Assistant Athletic Director of Marketing	Receipt from Business Office

Although the directors and managers listed above are responsible for the custody of specified funds, staff members within each area may be authorized to collect funds and issue receipts.

* Any exchange of cash or negotiable instrument (e.g. check, money order, etc.) is to be validated by the use of an official receipt with the exception of athletic event tickets, which serve as their own receipt of the transaction.

Deposit of Funds

Each area, with the exception of the Williams Educational Fund and the KU Endowment Association, which receives and controls funds, is responsible for preparing a deposit report and delivering the funds to the Athletic Business Office, as specified by Kansas Athletics standard operating procedures. Funds are to be deposited the day they are received, whenever possible. Daily cash and check deposits are prepared within the Athletic Business and Ticket Offices and carried by an armored truck via locked bank bag to a local bank. A deposit slip is attached to the checks and cash within the bag.

Verification of Deposits

The deposit slip is returned to the Athletic Business Office the next day. This receipt is verified against the deposit detail kept by the Business Office and posted to the General Ledger daily. The Business Office prepares a bank reconciliation monthly to verify a second time the deposit amount.

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Athletic Development Fund

As delegated by the Associate Director of Athletics/Development, the WEF Staff is responsible for the receiving, recording, receipting and posting of all gifts to the WEF.

Appendix 7

FINANCIAL & ADMINISTRATIVE (403)

403 Purchasing Procedures

As a means of standardization and to enable the procurement of goods and services under the best possible terms, all purchases using Kansas Athletics funding must be made in accordance with procedures established by Kansas Athletics. The Athletic Business Office and, specifically, the Director of Business Operations are charged with ensuring compliance with all Kansas Athletics purchasing regulations related to acquisitions using Kansas Athletics funds or State funds allocated to Kansas Athletics.

Therefore, it is Kansas Athletics policy that all purchase transactions be channeled through the Athletic Business Office. Further, involved staff members are expected to only enter into purchase agreements which have been thoroughly investigated and prove to be in the best interest of Kansas Athletics.

Purchase Orders and Limited Purchase Orders are required for all purchases, prior to actual purchase. When a vendor does not accept Kansas Athletics PO or LPO, or is an on-line transaction, a purchase request needs to be submitted prior to purchase.

The Director of Business Operations is responsible for resolving disputes regarding the interpretation of relevant statutes or their applicability to any purchase.

Kansas Athletics owned credit cards will only be distributed to select full-time benefit-eligible staff members of Kansas Athletics. Students will not serve as an intermediary.

The Business Office currently places all on-line office supply orders with the selected vendor, Corporate Express. Other approved on-line accounts include M&M Office Supply and Office Depot. All departments have the ability to get a limited Purchase Order and physically go to the Office Depot store located in Lawrence or call in an order to M&M.

The Ticket Office/Mailroom staff handles all copy paper needs by accessing the state contract with Corporate Express. If individual departments require specific weight of paper or brightness for their laser printers, they are to order that on their own budget.

The Business Office handles and maintains the copier leases, folding machine lease, and postal meter lease.

Equipment over $5,000 is capitalized at Kansas Athletics. Every purchase requisition for equipment or an improvement to the building must have the supervising Associate/Assistant Athletics Director's and Chief Financial Officer's approval prior to issuance of a purchase order. Major improvements to any building are coordinated through the Design & Construction department at the University. A bid process is used in these cases. Design and Construction will then sign off on the improvements with a quote and periodic inspections by their department and all other city, county or state inspectors, as the state deems necessary, in any renovation to a state building. The University has negotiated specific vendors in some cases. This includes, but is not limited to, Coca-Cola machines & pouring contracts, The KU Union for food catering on campus, banking on campus including ATM's, UPS for ground shipping, and FEDEX for overnight delivery. For a full list of University vendors, visit the University Purchasing Office on-line at http://www.purchasing.ku.edu/.

Purchase Approval

Kansas Athletics personnel with purchasing authority are allowed to place orders provided the goods or services requested remain within their cost center's allocated budget. Each department head with budgetary responsibility is given a monthly report of his/her budget's status. (See Policy 401B, Budget: Accountability, Control, Reports and Revisions in this Manual for additional information.) A purchase request may be instituted provided the required funds are available.

If there is not sufficient money remaining in the budget to cover the request, the request must be submitted to the Director of Athletics for approval. Monies may only be transferred from one department to another with his or her approval.

The forms required to initiate purchases for Kansas Athletics are outlined below. Care should be exercised when completing all forms, as incorrect or incomplete forms are returned to the originator. This may delay the receipt of requested items.

Purchase Orders

An official purchase requisition is required for all purchases over $250. Forty-eight hour advance notice is required.

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In order to make a purchase for your office or sports program, the following procedures must be followed:

1. Fill out a purchase requisition form indicating what you want to buy, where you want to buy it, and the estimated cost (including shipping/freight).
2. Send the purchase requisition form to the supervising AD for approval and then to Chief Financial Officer or applicable budget captain.
3. After approval, the Athletics Business Office will prepare a purchase order to you for submission to the approved vendor.

In emergency situations, a purchase order number may be obtained from the Athletics Business Office prior to preparation of the purchase requisition.

Failure to follow purchase order procedure may result in the staff member being held personally responsible for the purchase.

Limited Purchase Orders (LPO)

Approval for limited purchase orders must be obtained from the Business Office Supervisor or other designated manager via email before making any purchases.

All requests for Limited Purchase Orders must be sent to the Business Office Supervisor (email with specific information, i.e., what is to be purchased and the amount if known). Following receipt, the Business Office Supervisor will respond with approval or non-approval and copy the Purchasing Coordinator The Purchasing Coordinator will prepare the LPO and notify the person requesting it when the LPO is ready.

Purchase Requisitions (for Purchase Orders) are reviewed by the CFO for approval based upon annual budget numbers after being reviewed by the budget captain of each sport or area. Purchases need to be charged to Kansas Athletics whenever possible and not paid for by employee(s).

1. Purchases paid by employee(s) are not tax exempt
2. When reimbursing the employee(s) instead of the vendor directly, Kansas Athletics loses the necessary audit trail.

Whenever possible, purchases should be made at vendors who have an account with Kansas Athletics. If an employee wishes to purchase from a vendor where Kansas Athletics does not have an account, the Athletics Business Office will be happy to contact the vendor about establishing an account.

Purchases made by an employee(s) (to be reimbursed by Kansas Athletics) should be on an emergency basis only. Limited purchase orders for purchases of less than $250 are available without waiting in the Athletics Business Office, Monday through Friday from 8:00AM to 5:00PM.

Whenever an employee(s) make(s) a charge purchase, all paperwork from the vendor (including cash register tapes) must be approved for payment and immediately turned into the Athletics Business Office in order that payment can be made in a timely fashion.

Check Requests

Check requests are used for items for purchase using Kansas Athletics corporate check when there is no invoice. Backup must be attached giving corresponding information for check request. An LPO or PO is still needed prior to this.

Reimbursement Requests

Reimbursement requests are used for a purchase personally made by employee. An LPO or PO is still needed prior to this.

State Contracts

Goods and services available under existing state contracts may be purchased from state contract vendors in accordance with the terms and conditions set forth in the contract.

Kansas Athletics Purchasing Requirements

Purchase requisitions should be submitted to the Athletic Business Office by the requestor. The Purchasing Coordinator makes the appropriate account entries, initiates processing and follows all transactions. A copy of the form used to initiate the purchase should be retained by the requestor.

For all material goods requested, the staff member responsible for initiating the request must provide the Athletic Business Office with a specific description of the required merchandise, a vendor name and the unit cost of each item requested. The completed purchase order is then

prepared, approved and forwarded back to the requester who in turn provides it to the to vendor. Although responses to bid solicitations are normally due within 18 days after they are mailed to vendors, actual turn-around times may vary due to the complexity of the specifications and each vendor's ability to submit a comprehensive response.

Athletic Equipment Orders

Each Head Coach is responsible for initiating all requests for athletic equipment by providing the Equipment Manager with a description, style, model, estimated cost and suggested vendor for all items requested.

Uniforms, equipment and supplies that are routine for each sport should be requested at least 12 weeks prior to the start of the sport's season, to allow ample time for bids to be obtained, purchase orders to be processed and merchandise to be received.

Delivery Of Purchased Items

All athletic equipment or supplies are to be shipped directly to the Equipment Room and then distributed to the appropriate coach after the items have been entered into the appropriate sport's equipment inventory. (C.O.D. orders are not accepted.) The Equipment Manager deals directly with the vendor to rectify any shipping problems. The following steps are basic to the procurement of athletic equipment:

1. The appropriate purchase request form is given to the Equipment Manager to be completed. Head Coach and Sport Supervisor approval is required.
2. Once completed, the request form is forwarded to the Athletic Business Office for processing.
3. A purchase order is prepared and returned to the Equipment Manager.
4. The purchase order is given to the selected vendor for filling.
5. The order is received by Equipment Room, placed in inventory and stored until needed.
6. The all invoices for equipment are to approved by the Equipment Manager and forwarded to the Athletic Business Office, where it is processed for payment.

The reporting of partial deliveries may be delayed for no more than two (2) days to allow time for all items included in a shipment to be delivered to Kansas Athletics.

If there is a problem with the materials received (i.e. damages, overages or shortages), the vendor should be contacted immediately. The Director of Business Operations should also be notified of the problem so payment will not be issued until the problem is rectified.

University Physical Plant Services

The Assistant Athletics Director for Facilities is responsible for initiating work-orders to schedule University Physical Plant work on Kansas Athletics facilities. The Assistant Athletics Director for Facilities approves invoices from KU Facilities and Operations and submits them to the Athletic Business Office for payment of completed services.

See Policy 704B, Facilities: Maintenance for additional information.

Emergency Orders

Emergency orders are defined as: "those which, if not placed immediately, would result in:

1. The cessation of critical services (e.g. health care, police and/or fire protection, etc);
2. Loss of life or limb;
3. Significant property damage totaling $1,000 or more; or
4. Substantial financial loss in excess of $5,000."

Should any of these situations exist, purchase order numbers may be assigned via telephone.

Requisitions documenting emergency orders are to be delivered to the Business Office within 24 hours after an emergency purchase order number has been assigned. Emergency requisitions require the signature of the Director of Athletics or his designee and must be accompanied by supporting documentation detailing the nature of the emergency.

Emergencies occurring after business hours must be submitted on the first working day following the emergency.

Purchasing Card Program

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The issuance of a purchasing card will be considered for all full-time non-coaching personnel. Each department or sport will recommend who should be issued a card. The recommendation must be approved by the Head Coach/Department Manager, supervising AD, and the Business Office before a card is issued. Each person who is issued a card will be required to complete a training session and have to sign a statement saying he/she understands the terms of use and the other responsibilities of being a card holder.

Controls

1. Separate employees within the Business Office are designated as reconcilers and are not issued a card. They will make sure they receive all appropriate documentation for each transaction that appears on the card and will reconcile the card weekly.
2. The receipts for all purchasing card transactions will have an authorization form attached when they are dropped off in the Business Office. The authorization form must contain information about the purchase and be signed by the head coach or department manager.
3. A standard limit of $500 per transaction with the ability to request a higher transaction level has been established.
4. A standard credit limit of $5,000 per card with the ability to request a higher limit has also been established. Liability for the cards will be assumed by Kansas Athletics. Each card has fraud protection coverage of $100,000.
5. No cash advances are allowed.
6. A list of prohibited transactions is described below.
7. No pyramiding of payments is allowed.

Internal Business Office Procedures

The Business Office will reconcile the purchasing cards weekly. The reconcilers will verify that the purchasing card authorization form is completed correctly, will check to be sure that all receipts are attached, will check the amounts for accuracy, will verify that the purchase is within the guidelines of the purchasing card program, and will check to be sure the correct accounts are being used. After all the entries are reconciled, the Purchasing Coordinator will export them into an Excel CSV file. The Accounts Payable Coordinator will review the file and run Integration manager to load the data into the accounting system. Within the Business Office, the Accounts Payable Coordinator and Purchasing Coordinator will be issued purchasing cards. The Business Office Supervisor will reconcile the cards used by them. The reconcilers will immediately report any suspicious or fraudulent activity to the Director of Business Operations.

Procedures to obtain a card

Applications for purchasing cards must be submitted to the Purchasing Coordinator. The applications must be approved by the Head Coach/Department Manager and the supervising Athletics Director. After the application is approved, the employee must attend a training session on the purchasing card program responsibilities and procedures.

After the training session, each employee will be required to sign a cardholder agreement form and will then be issued a purchasing card.

Making purchases with the purchasing card

- The purchasing card should never be used to make a personal purchase. In the event of an inadvertent personal purchase, the cardholder will contact the vendor to reverse the charge and then inform the Purchasing Coordinator. If the charge can not be reversed, the cardholder will submit reimbursement for the charge to the Athletic Business Office immediately.
- The cardholder should be sure he/she is making an allowable purchase.
- It is the cardholder's responsibility to notify the vendor of the corporation's sales tax exempt status and obtain credit for sales tax incorrectly charged on a purchase.
- The cardholder should obtain an itemized receipt from the vendor at the time of purchase.
- After a purchase, the cardholder will complete a purchasing card authorization form which must be signed by his/her supervisor. The receipt will be attached to this form and immediately submitted to the Purchasing Coordinator in the Athletic Business Office. It is the cardholder's responsibility to obtain copies of missing receipts.
- The cardholder will review his/her on-line account statement at least once a week to insure all transactions are valid. It will be the cardholder's responsibility to dispute any unauthorized or invalid charges by contacting U.S. Bank at the telephone number provided on the back of the card.
- It is the cardholder's responsibility to return defective or unneeded merchandise.
- The Purchasing Coordinator should be informed immediately of all disputed charges.
- The Purchasing Coordinator should be notified of any fraudulent charges or lost or stolen cards so the card can be cancelled and reissued.

Violations of the Purchasing Card Policy

1. The first violation will result in a verbal warning from the Director of Business Operations.
2. The second violation will result in a written warning from the Director of Business Operations in conjunction with the employee's

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supervisor with a copy to the Head Coach/Department Manager and the employee's personnel file.

3. A third violation will result in a written warning from the Director of Business Operations in conjunction with the employee's supervisor with a copy to the Head Coach/Department Manager, personnel file and supervising AD. The cardholder will also be required to take a test on the policy and procedures of the purchasing card program. Failure to pass the test will result in the loss of card privileges.
4. The fourth violation will result in the forfeiture of purchasing card privileges. The length of time for the loss of purchasing card privileges will be determined on a case by case basis.

Prohibited Purchasing Card Transactions

1. No alcoholic beverages

2. No donations or contributions

3. No payment to individuals

4. No payments for legal or medical services

5. No payments for awards

6. No payments for fuel

7. No payments for phone or gift cards

8. No computer or software purchases

9. No expenses for travel or on-campus visits

10. No payments for hazardous materials

11. No payments for vehicle maintenance

12. No cash advances

13. No payments for contractual services

14. No payments for travel related food or entertainment.

15. No payments for gifts or office decorations.

16. No personal purchases

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FINANCIAL & ADMINISTRATIVE (404A)

404A Disbursements: Goods & Services

Any disbursement for goods and services procured by Kansas Athletics must be approved by the appropriate supervisor, as well as the Athletic Business Office. Disbursement requests are processed by the Athletic Business Office according to established Kansas Athletics policies and procedures. The Director of Business Operations monitors all disbursements to ensure that transactions involving Kansas Athletics funds are approved, documented and disbursed for payment in compliance with established purchasing rules.

Payment Procedure

Provided established purchasing procedures are followed (see Policy 403, Purchasing Procedures in this Manual), the disbursement of Kansas Athletics funds to pay for goods and services obtained by Kansas Athletics is accomplished by the Athletic Business Office. Specifically, the Accounts Payable Coordinator handles payment processing. Additionally, the Accounts Payable Coordinator is responsible for maintaining Kansas Athletics accounts payable files and handling invoice related problems with vendors when necessary.

The department head or his or her appointed designee shall approve invoices for payment. The department head should sign (not initial) and date the Invoice. Following approval, the invoice should be returned to the Athletics Business Office for payment.

Purchases From Off-Campus Vendors

- Purchase Orders Purchase orders are issued for the procurement of goods/services. **This includes check requests and reimbursement requests.** Once a Purchase order has been issued, payment occurs when the goods and an original invoice are received. Vendors are paid according to standard operating procedures, unless the Business Office has been otherwise notified by the Chief Financial Officer. If prepayment is required, approval must be given by the Head Coach, Sport Supervisor and Chief Financial Officer with all contracts reviewed and approved by the Corporate Counsel at the time the purchase requisition is submitted for processing (See Policy 403, Purchasing Procedures, for additional information on purchase requests and the issuance of purchase orders and requisitions.)

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FINANCIAL & ADMINISTRATIVE (404B)

404B Disbursements: Travel & Entertainment

Travel is an integral and necessary part of Kansas Athletics business operations and, as such, utilizes a significant portion of the overall athletic budget. Employees are asked to apply a conservative approach when incurring travel or entertainment expenses, so as to ensure the approval of all submitted expenses and the prudent use of Kansas Athletics resources.

Approved Kansas Athletics travel categories include the following:

- Individual Travel (related to employees only)
- Team Travel (related to employees, student-athletes and guests)
- Guest Travel (related to prospective student-athletes and their parents, as well as prospective employees and consultants).

The Director of Business Operations, Travel Auditor, and Travel Accounting Specialist are responsible for ensuring that Kansas Athletics and University policies and procedures regarding team travel and entertainment expenditures are followed. The Compliance Office is responsible for reviewing arrangements and expenditures for all travel related to recruiting (including official visits) and team travel to insure compliance with NCAA and Conference rules and regulations.

Procedures required in planning and implementing travel requirements are detailed in Policies 701A, Travel: Individual; 701B, Travel: Teams, and 701C, Travel: Prospective Student-Athletes, in this Manual.

The Director of Athletics is ultimately responsible for authorizing all Kansas Athletics travel and may delegate this authority. However, the Director of Athletics retains the authority to review expense reports, as deemed necessary.

Cash Advance Request

When drawing a cash advance for the purpose of travel, a staff member shall be required to estimate the cost of the trip and indicate such cost for both cash expenses and charge expenses on the "Cash Advance Request" form.

The remainder of the form must be filled out completely with all requested information supplied. For on-campus visits by prospective student-athletes, the “Official Visit Approval Form” must be completed. The packet includes, but is not limited to, all travel plan information, test score(s) and transcript reviewed by Student Athlete Support Services, 48-Hour Visit form including a copy of the test score(s) and transcript for review by the Compliance Office, the five visit letter sent by the Compliance Administrative Assistant, coaches check list, and student host information. These forms are available in the Compliance Office. The Compliance Office will maintain a spreadsheet showing student athletes approved for an on-campus visit which the Athletic Business Office will review before issuing any checks.

Cash advance requests must be submitted to the Athletics Business Office twenty-four (24) hours in advance of when the check is needed. These advance checks will not be cashed in the Athletics Business Office or other Kansas Athletics departments.

Within five regular working days (Monday-Friday) after the traveler has returned, an expense report must be submitted to the Athletics Business Office along with any cash due to Kansas Athletics. A subsequent trip request and cash advance request cannot be authorized unless an expense report and cash settlement has been made for a previous trip. The fact that a cash advance was not required or requested for a trip does not change the employee's responsibility to submit the expense report within five regular working days after return. Money owed back to Kansas Athletics must be paid via cash or check. Credit card payments are not allowed.

For team travel, a separate advance shall be taken out and a separate expense report completed for each trip.

During extended periods of recruiting travel (sports with NCAA recruiting calendars), the staff member may request a cash advance for each departure and return to Lawrence. When this is not feasible, the advance may cover a period of up to one month. When completed, the expense report should coincide with the dates on the advance forms. In other words, if a staff member checks out advances for each week, reports should be completed for each week. A separate cash advance should be requested and a corresponding expense report filed for each trip made for any reason.

Signed contact/evaluation sheets are due at the time of travel report submission . If no expenses are associated with contact/evaluation, then the signed Contact/Evaluation Form will be submitted directly to the Compliance Office.

The same basic guidelines found in these instructions shall apply when a "Cash Advance Request" is approved, authorized, issued and settled for a purpose other than travel.

Travel Reservations and Ticketing Services

Please see Policy 701A, Travel: Individual Staff Members, in this Manual.

Recruiting Travel

Please see Policy 701C, Travel: Prospective Student-Athletes, in this Manual.

Team Travel

NCAA rules and regulations are adhered to by Kansas Athletics for all team travel. Kansas Athletics rules prevail where NCAA rules are not stipulated or are less stringent.

The Travel Coordinator coordinates all team travel based on the information submitted by the Head Coach. Any request which exceeds the team's budget allotments must be submitted to Associate Athletics Director/Internal Affairs for approval.

- Travel List/Meal Money Disbursement

Meal allowances for student-athletes and Kansas Athletics employees are limited to the maximum reimbursement rate for each meal (breakfast, lunch, dinner), under Kansas Athletics employee travel regulations.

Those amounts are:

Breakfast $10.00 Employees, Coaches, Student-Athletes

Lunch $10.00 same as above

Dinner $15.00 same as above

Breakfast high cost areas $10.00 Employees, Coaches, MBB s/a, WBB s/a FB s/a

Lunch high cost areas $10.00 same as above

Dinner high cost areas $20.00 same as above

Additionally, if a fourth meal is permitted by NCAA regulations on a game day, and the meal is covered by a cash stipend rather than purchased as a group, the amount allotted is limited to the maximum reimbursement rate for a dinner meal, as specified in Kansas Athletics employee travel regulations.

The individual who obtains the cash advance for team travel is responsible for administering the Per Diem forms and attaching them to the Travel Expense Report at the conclusion of the trip. A properly executed Travel List/Meal Money Per Diem form must account for **each** day of travel, and must specify each meal's cash allotment indicated at the top of the per diem form. It must also be signed and dated by each individual at the time they receive the per diem funds.

For additional information see Policy 701B, Travel: Teams, in this Manual.

Student Employee Travel

Students who are employed by Kansas Athletics are authorized to travel on behalf of the Kansas Athletics with proper approval of Athletics Director.

Spousal/Guest Travel

It is the policy of Kansas Athletics that, when a spouse and/or children accompany an employee who is traveling on official business for Kansas Athletics, Kansas Athletics will not pay the travel expenses of the spouse and/or children. The Athletics Director must approve any exceptions to

this policy, such as post-season tournament travel, in advance in writing.

When, pursuant to an approved exception, Kansas Athletics pays the travel expenses of the spouse and/or children, Kansas Athletics will report the following amounts as taxable income to the employee:

- Cost of transportation. There is one exception that may apply to charter flights. If 50% or more of the charter flight capacity is filled by officials performing business functions at the post season event, then other individuals may fill the excess charter flight capacity without taxable consequences for the flight. Additional aircraft may not be chartered, however, if the official party can be accommodated in one aircraft and chartering a second aircraft is primarily for the purpose of accommodating non-official travelers under this exception.
- Additional cost for hotel room(s) - If the hotel cost is the same for one or two occupants, spousal lodging would not be considered taxable income
- Meals/per diem
- Other expenses including the value of admission tickets.

The University airplanes are State airplanes and are operated and financed with State funds. Consequently, University policy prohibits spouses and/or children on these flights because they do not have an official university business purpose for their travel. There are limited exceptions to this rule, which must be approved in advance in writing by the Chief Business and Financial Planning Officer and by the Chancellor.

Expense Reimbursement Rates

Kansas Athletics will pay the travel expenses for a staff member when transacting official business; when such travel has been approved; and when funds are available for this purpose. Travel expense reimbursements will be limited to the following maximum amounts and procedures:

A subsistence allowance for meals, tips, newspapers and other incidental expenses may be claimed by the traveler for a continuous business trip within the same day or an overnight trip based on the amount of time the person is actually away from his home station. Departure and return times must be listed on the expense report.

AMOUNT OF TIME

FROM	TO	ALLOWANCE	HIGH COST AREA
0 hrs. 00 min.	4 hrs. 59 min.	$ 0.00	$ 0.00
5 hrs. 00 min.	11 hrs. 59 min.	$15.00	$20.00
12 hrs. 00 min.	19 hrs. 59 min.	$22.00	$27.00
20 hrs. 00 min.	24 hrs. 0 min.	$35.00	$40.00

A list of high cost areas can be found at http://www.da.ks.gov/ar/employee/travel/highcost.html

Per Diem for foreign travel (outside continent) will be handled on a case-by-case basis and is based on the IRS guidelines. The per diem amounts can be at the following website: http://aoprals.state.gov/web920/per_diem.asp

Subsistence Reduction

Meal expenses for entertainment of non-staff shall be paid on actual-cost basis per establishment receipt. The staff member's meal shall be included on the receipt and reduction in the daily subsistence allowance shall occur. The reduction shall be according to the following rates:

	Breakfast	Lunch	Dinner
REDUCTION AMOUNT	$7.00	$10.00	$15.00

And for high cost areas:

	Breakfast	Lunch	Dinner

REDUCTION AMOUNT $9.00 $10.00 $17.00

Subsistence shall also be reduced for banquet attendance, alumni meetings, and public relations functions when meals are served even when there is no expense to Kansas Athletics. When a meal is served during a trip of 12 hours or less, no subsistence claim shall be made.

Business Entertainment

Kansas Athletics recognizes the value of promoting its program not only to cultivate potential donors but also to interface with the general public and organizations having a public purpose. Kansas Athletics allows staff members, generally administrators and coaches, involved in official Kansas Athletics business which requires the entertainment of individuals outside the University to incur reasonable entertainment expenses. Such expenses are subject to the approval of the Senior Associate Director of Athletics and must:

- Be reasonable
- Benefit Kansas Athletics
- Comply with all University, Conference and NCAA rules and regulations
- Comply with all expense reporting procedures.

An entertainment expense reimbursement will not be allowable when only Kansas Athletics employees comprise the group. However, the Athletics Director may authorize special exceptions to this policy. (i.e. team travel, working meetings, post season events, etc.)

Documentation for reimbursement of entertainment expenses should include:

1. A valid receipt (credit card receipt or actual imprinted receipt)
2. Name(s) of individual(s) entertained
3. Business affiliation of individual(s) entertained and relationship (established or proposed) to the staff member
4. Date of entertainment
5. Location (name of establishment and city)
6. Reason for entertainment (e.g. recruiting, fund raising, advancement of goodwill, etc.).

Expense reimbursement for transportation, lodging and related expenses for all types of Kansas Athletics travel is provided, based on the actual cost of reasonable, necessary and receipted expenses.

The reimbursement or payment of business meals and entertainment expenses is a privilege extended by Kansas Athletics for the enhancement of legitimate business purposes. All Kansas Athletics staff members are responsible for ensuring that the privilege is not abused and that only legitimate purposes are served. Reimbursement for expenses is obtained by submitting an Expense Report to the Kansas Athletics Business Office with all pertinent receipts and documentation attached.

Expense Reports for Travel Reimbursement

The Expense Report is used for all non-payroll payments to Kansas Athletics employees for travel expenses related to meals, lodging and mileage expenses. The traveler is responsible for initiating the form with his/her administrative assistant (if applicable) and submitting it to the Business Office for processing within five (5) days after the conclusion of the trip.

The Travel Auditor or Travel Accounting Specialist initially processes properly submitted travel reports within 48 hours of their receipt. The travel Expense Report must be submitted within five (5) days after the employee returns. Back-up documentation must include the following items:

1. The a copy of the airline ticket or itineary (limited to a tourist class fare) for all airfare expenses (or copy of e-ticket);
2. The rental agreement for rental cars (Rental agency collision coverage is not required.);
3. Receipts for taxis, parking, tolls and gas;
4. Itemized statement of hotel expenses (limited to moderately priced accommodations and excluding personal expenses and unapproved charges);
5. Receipts for miscellaneous expenses and a written explanation of each charge (Charges for shoe shines, laundry, movies, car wash and personal phone calls are disallowed);
6. For recruiting travel, a signed and completed Contact/Evaluation Log Sheet is attached to the travel report;
7. For team travel, a completed Per Diem form and hotel rooming list;
8. For prospective student-athlete official visit, an

- Official Host Instructions form;
- Official Visit Report Form.

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- Updated Official Visit Itinerary
- Itemized meal receipts w/participants listed
- Copy of Official Visit Letter from Sport
- Prospect Mileage reimbursement form
- Complimentary ticket request form

Receipts And General Information

Receipts are mandatory for the following items:

- Lodging
- Entertainment
- Parking
- Common Carrier, (i.e. planes, rental cars, taxis, limousines, buses and trains)
- Tolls (i.e. bridges and turnpikes)
- Gasoline used in rental cars or Kansas Athletics Vehicles
- Event tickets (i.e. high school and college events)
- Event programs (i.e. high school and college programs)
- Any other expense not listed below

No Receipts, No Reimbursement

Reimbursement will not be permitted if a receipt is required and the receipt is not turned in with the expense report. The explanation that a receipt was "lost" will not satisfy this requirement.

Travel expenses should be reported in chronological order, showing all dates and times of departure and return.

When it is apparent that an overnight stay existed and no lodging expense is claimed, an explanation is required.

When two or more department members are traveling together, each must file an expense report. The subsistence allowance must be claimed on each individual report. One staff member may report all of the vehicle cost or lodging cost on a report if all persons traveled in one car or stayed together in one room. All others must explain the absence of these cost items on the individual expense reports.

Entertainment of another staff member is NOT a reimbursable expense. Entertainment expenses are only allowable when a NON-STAFF member is involved. EXAMPLE: Two staff members are traveling together and one pays the lunch bill for both. This is NOT an entertainment expense and cannot be submitted as such. The proper action would be for both staff members to claim appropriate subsistence allowances and to settle with each other as desired.

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FINANCIAL & ADMINISTRATIVE (404C)

404C Disbursements: Payroll

Updated 7/07

DISBURSEMENTS: PAYROLL

Payroll

While the Director of Athletics has ultimate responsibility for approving payroll expenditures and related amendments to the budget, the Associate Director of Athletics/Internal Affairs, in conjunction with the Director of Business Operations, supervises the payroll function for Kansas Athletics.

Copies of all documents which initiate an employee into the payroll system or amend a cost center's budget as it pertains to salaries and wages are processed and retained on file, along with other personnel records, in Kansas Athletics.

Timecards

All Kansas Athletics employees must turn in a signed time card to the payroll coordinator according to the time card schedule issued each year. The time card lists time worked and time off each month. They must be filled out completely and accurately. The time card must be signed by the employee and approved by the employee's department head. Inaccurate reporting of hours and/or leave may subject the employee to discipline, including termination of employment.

Non-exempt Kansas Athletics employees are paid on a monthly basis at the end of each month for the hours and dates listed on each timecard. Leave must be included on the timecard. Time cards are submitted to the Athletic Business Office on the Monday following the end of each pay period. These time cards must be completed by the employee in ink and reflect the amount of time the employee worked each day. The employee signs his or her time card. The employee's immediate supervisor is responsible for reviewing the Time Card to insure the proper reporting of all hours worked; the supervisor also signs the time card.

Exempt employees must complete a monthly Report of Benefits Usage form, signed and returned to the Athletics Business Office on or before the 5th day of each month. These forms must be completed by the employee in ink or be typed, and must reflect the actual time the employee took as leave each day. Leave must be reported in full or half day increments. The employee's immediate supervisor is responsible for reviewing and signing the report to insure the proper reporting of all days not worked. Copies of these time reports are kept on file in the Athletic Business Office for a period of three calendar years. Failure to turn in the leave form by the due date may result in the employee's paycheck being held. The leave form must be signed by the employee and approved by the department head.

New Hires

When first reporting for work, new employees must report to the Human Resources department to complete all forms pertinent to initiating the payroll process (e.g. IRS W-4, etc.). .

State Employees

The employee's immediate supervisor is responsible for reviewing the leave form of state employees to insure the proper reporting of all hours designated for vacation or sick leave. Exempt employees must reflect leave in 4 or 8 hour increments only. The State Payroll Coordinator enters the time and leave of all state employees at Kansas Athletics in to the PeopleSoft State Payroll System. Copies of the time cards and a printed copy of the time entered into the system are on file in the Athletic Business Office. At the end of each calendar year this data is transferred to the employee's permanent record file. State employees are paid on a bi-weekly basis. There are 13 days between the end of the pay period and the pay date for that period.

Additional information may be found at www.payroll.ku.edu

Exempt Employee Pay

Under federal wage and hour law, it is illegal to make certain deductions from an employee's pay if his or her job is classified as exempt. Kansas Athletics complies with all laws, both state and federal, regarding pay practices. In the event of an inadvertent or improper pay deduction, affected employees are requested to bring the situation to the attention of the Human Resources Director immediately. Kansas Athletics will review the situation thoroughly and make any corrections to an employee's pay deemed necessary. Questions or concerns about Kansas

Athletics' policy should also be addressed to your supervisor or the Director of Human Resources.

Distribution of Pay Checks

Kansas Athletics pays all regular employees (i.e. exempt, non-exempt and students) on a monthly basis with paychecks distributed on the last working day of the month. State employees receive their paychecks on a bi-weekly basis.

The Business Office distributes staff checks. Each department has a designated staff member who will pick up checks from the Business Office for distribution in the department. Employees may choose to have their paychecks directly deposited into their checking accounts (see below) in which case they receive a Deposit Advice Form in lieu of a live check. Employees who do not choose direct deposit will be issued a live check.

Direct Deposits and Automatic Deductions

As a service to the employee, and upon request, the Business Office will send an employee's paycheck directly to his/her bank on payday. Each employee is responsible for making the appropriate arrangements with the bank for the handling of his/her check.

Employees may also arrange for automatic deductions, by completing the necessary forms in the Human Resources Office. Any change in number of dependents or change of address should be reported immediately to the Human Resources Office.

Holiday Wage Compensation

Regular full-time employees receive pay for all University/Kansas Athletics-approved administrative holidays, if the employee is in pay status. Payroll reporting procedures and details concerning holiday compensation are addressed in Policy 601E, KUAC Staff: Holidays, in this Manual.

Overtime, Shift Differential and Additional Wage Compensation

Prior to any overtime being worked, the employee's supervisor must authorize the additional hours. Overtime wage compensation is provided to eligible employees in compliance with the Fair Labor Standards Act (FLSA) and Kansas Athletics' policies.

Prior approval from the Director of Athletics or his designee is required before any administrative time for any exempt staff member may be afforded. Administrative time may only be approved when an exempt employee is repeatedly required to work extraordinary hours. All administrative time should be discussed beforehand between the Director of Athletics or his designee, the employee, and the employee's supervisor.

Additional information on overtime eligibility and related compensation may also be found in Policy 401C, Budget: Salaries and Wages, in this Manual.

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FINANCIAL & ADMINISTRATIVE (404D)

404D Disbursements: Margin of Excellence Accounts

Updated 1/08

DISBURSEMENTS: MARGIN OF EXCELLENCE ACCOUNTS

Purchases from Margin of Excellence (MOE) accounts must be for purposes which support the goals and objectives of Kansas Athletics; however, Margin of Excellence funds may not be used for payroll or personal service payments. If funds are to be used for gift reimbursement, entertainment or ticket expenses, the requestor must submit the names of all individuals involved and the purpose of the expense.

Individuals requesting items to be paid for from their Margin of Excellence temporarily restricted accounts must follow standard Kansas Athletics business office practices of requesting a purchase order (for more information see 403-Purchasing Procedures). Approval of purchase requisition will require Sport Supervisor and Chief Financial Officer signatures.

Margin Of Excellence Procurement Policy

Any item purchased with funds from a Margin of Excellence account is the property of Kansas Athletics. Once the item is no longer used by the sport or has been replaced (e.g., new computer replaces older model), the sport supervisor should be notified that the item is available for general department use. The item should not be sold to reimburse the Margin of Excellence account, unless it has been determined by the sport supervisor and Athletics Director that there is no existing departmental use of the item.

Account Status Reports

The Kansas Athletics prepares a monthly status report on each MOE account. Included in this report is a listing of expenditures and revenues for the preceding month.

The Chief Financial Officer reviews the reports to insure funds are being used appropriately. The Chief Financial Officer is responsible for reconciling the accounts with Kansas Athletics records.

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FINANCIAL & ADMINISTRATIVE (405)

405 Printing

Updated 1/08

PRINTING

Kansas Athletics is committed to following all University and NCAA rules related to printing. As the quality of printed materials distributed by Kansas Athletics affects its public image, every effort must be made to ensure that the highest quality of printing is obtained within budgetary constraints. Printing services are obtained in accordance with purchasing procedures. (See Policy 403, Purchasing Procedures, in this Manual for more information.)

Printing requests are coordinated through the Media Relations Office and must stipulate printing specifications and deadline dates. Does this printing extend to general office printing of letterhead, envelopes or mailers? I'd like to have a discussion about that. All materials intended for public use are to be reviewed prior to printing by the Associate Athletic Director/External Affairs. The Associate Athletic Director/External Affairs and the individual requesting printing are responsible for ensuring compliance with all applicable NCAA rules.

Please note: Kansas Athletics has a corporate partnership with Pittcraft, where Pittcraft will be included in any bid. Does the corporate partnership with Pittcraft continue and are there any new or different conditions? Where does Mainline fall in this area? For more details please see Director of Business Operations, or Assistant Athletics Director/Marketing.

A departmental publications/printing budget is annually developed to support various needs. This budget is supervised by the Associate Director of Athletics/External Affairs in conjunction with the Director of Athletics.

Photocopiers

Kansas Athletics maintains several photocopiers. Each machine is under a maintenance service agreement which covers parts and labor. The Director of Business Operations serves as the contact person within Kansas Athletics when major problems occur with a copier. Kansas Athletics staff are expected to follow the printed instructions on the machine to remedy minor problems.

These photocopiers are **only** to be used for official Kansas Athletics business. **Student-athletes are not allowed to use Kansas Athletics office equipment for personal or academic needs.**

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FINANCIAL & ADMINISTRATIVE (406)

406 Telephones & Cell Phones

Updated 7/08

PHONES/CELLPHONES

Cellular Telephones

Individuals within Kansas Athletics may be assigned a cellular telephone at the discretion of the Director of Athletics. The Senior Associate Athletics Director will approve the distribution and assignment of all cell phones.

Individuals are provided cell phones to assist in day-to-day operations of Kansas Athletics. Whenever possible while traveling, use the Cellular Phone as opposed to a calling card or the hotel phone.

Abuse of cell phone privileges, including excessive use of the phone (calls or text messages) for personal use, will result in revocation of phone privileges and possible disciplinary action.

Supervisors shall be responsible for oversight of employee cell phone usage and shall monitor and review such usage periodically to ensure that use is appropriate. This periodic review shall include an assessment of each authorized employee's need to use a cell phone for business purposes.

Individuals to whom cellular phones have been provided are responsible for the security and maintenance of the phones and must promptly report any damage, theft, or vandalism to Systems Information. Should the phone assigned to the employee be damaged or lost, the employee is responsible for any replacement or repair charges imposed by the service provider. Kansas Athletics will provide one cellular phone to designated employees annually at no cost to the employee. If the phone is lost or broken, the employee is responsible for all costs associated with the replacement of the phone.

It is expressly forbidden by NCAA regulations, except in cases of emergency, for student-athletes to be given access to Kansas Athletics phones. Any such emergency calls are to be both brief and are to be documented and reported to the Compliance Office.

Telephones

Networking and Telecommunications Services (NTS) is the primary provider of communications services at the University of Kansas. The Director of Information Systems coordinates all telephone services (e.g. new service, change of service, special equipment, etc.) for Kansas Athletics.

Telephone Usage

Telephone services constitute a major expense item within the Kansas Athletics budget. Therefore, it is mandatory that all employees keep long distance calls to a minimum and avoid the use of long distance calls when other means of communication will suffice. Employees who violate this policy will be issued a warning in writing and may be subject to dismissal with subsequent violations. **Personal long distance calls and cost-free telephone calls (both local and long distance calls) use by student-athletes are not allowed.**

To avoid unnecessary and unapproved charges, long distance telephone use is monitored. Each area within Kansas Athletics is held accountable for incurred charges, bills and fees. Kansas Athletics long distance telephone and calling card charges are transmitted to the Athletic Business Office by NTS. Users are asked to review these charges on a monthly basis to ensure their accuracy.

While Kansas Athletics is a member of the Kans-a-n system in the State of Kansas, Kansas Athletics is charged for each long distance phone call that is made from an office telephone. The charge is based upon the length of the call and the time of day.

When an employee is outside Kansas Athletics setting and needs to make a long distance phone call concerning Kansas Athletics business, every effort should be made to use a Kansas Athletics cell phone prior to using a Kans-a-n calling card, credit card or hotel phone.

Phone billing for credit cards and office phones are received by the Athletics Business Office and the calls are then attributed to a particular individual or department. When an itemized phone bill is received, it should be checked to insure that the correct person is associated with the

particular phone call. The phone billing should be initialed and immediately returned to the Athletics Business Office. Please do not take the itemized bill home or out of your respective office.

Hotel Phones

Cell phones should be used whenever possible (even for local calls). Failing that, the Kans-a-n card is to be used. If neither option is available in a hotel, only local access phone charges will be paid. All long distance calls must be charged to a calling card or made via Kansas Athletics cell phone.

Telephone Listings

Each staff member is assigned a five (5)-digit telephone number, which is listed in the University of Kansas Telephone Directory.

University Telephone Directories are updated annually by the Department of Human Resources. Directories are distributed to each departmental area as they become available.

Telephone Service or Repair Requisitions

Kansas Athletics is not responsible for any expense related to telephone service unless it is approved in advance by the Associate Athletics Director/External Affairs. Requests for any addition, change or modification in service, as well as the movement of any office telephone equipment, should be submitted to the Director of Information Systems.

Toll Call Instructions

University regulations also prohibit individuals from accepting any incoming collect calls or the charging of third party calls to an 864 number. Any exception must be approved by the Athletics Director.

Telephone Calling Cards

Administrative and coaching staff members who recruit and/or travel on official University business are given a telephone calling card for this purpose. AT&T or KANSAN calling cards are issued by the NTS office as approved by the Associate Athletics Director/External Affairs.

Whenever possible, official calls should be dialed directly from University telephones. When long distance business calls are made from an off-campus location, a Kansas Athletics cell phone should be used. Failing that, the calling card should be used in lieu of billing long distance calls to the hotel or motel. When out of town, personal calls to home using a Kansas Athletics calling card are limited to one each day while away. Any other calls using the calling card are discouraged; however, if they occur, Kansas Athletics must be reimbursed by the individual.

To prevent unauthorized use of telephone calling cards, personal authorization numbers are given to each card holder. Each recipient signs a statement declaring he/she will not transfer card use to anyone else.

Additionally, if a telephone calling card is either lost or stolen, the situation should be reported immediately to the Director of Information Systems as well as to the Director of Human Resources so that the calling card can be deactivated and a new card can be issued.

Recruiting Telephone Log

Telephone contact initiated by Kansas Athletics staff members is to be kept on an on-going basis for each prospective student-athlete. See Policy 502A, Student-Athletes: Recruitment.

Telephone Procedures For Termination or New Employees

Contact the Director of Information Technology via email at kuacsupport@ku.edu with any personnel changes giving him the name and phone number involved. All requests for telephone/voicemail and computer support must be in writing.

- Information Technology will reset password to “1”
- For terminations, the supervisor will be able to go into the system and change the phone greeting and assign a new password. It is suggested that the phone be forwarded to the administrative assistant or someone designated by the supervisor.
- If the supervisor wants the phone to be available for incoming calls the supervisor should re-record the name to the name of the department/sport (i.e., KU women’s basketball) until a new employee is hired for the position. To re-record a name, login to the voicemail system for that extension; press 5, then 5 again. You will be prompted to record the new name at that time.

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- For new employees, the employee will receive J-Talk instructions during orientation that will instruct him/her how to set up and operate the voicemail system. If the new employee will be using an existing phone and voicemail, the supervisor will need to provide the password of their voicemail to the new employee if he/she had it reset at termination.

Appendix 7

FINANCIAL & ADMINISTRATIVE (407A)

407A Ticket Office: Operations

Updated 7/05

TICKET OFFICE: OPERATIONS

Athletic event tickets are a negotiable commodity and an important source of revenue for Kansas Athletics. The mishandling or misappropriation of tickets could result in revenue losses, or NCAA sanctions. For this reason, the policies and procedures prescribed for the printing, handling, sale and distribution of tickets are to be strictly followed.

The primary objectives for operating the Ticket Office are as follows:

1. To provide superior service to all ticket patrons, maintaining a proper public relations posture with customers in order to promote continued support for the University and the intercollegiate athletics program;
2. To properly handle and account for the distribution of tickets and admissions to all athletic events; and
3. To properly deposit and record income obtained from ticket sales.

Ticket Office policies and procedures are developed by the Director of Ticket Operations, in conjunction with the Administrative Staff, with final approval with Athletics Director. All staff members involved in the sale and distribution of tickets are responsible for maintaining a current knowledge of University, Big Twelve and NCAA rules and regulations governing ticket operations. Any questions regarding the intent or interpretation of specific policies are to be directed to the Director of Ticket Operations.

Information contained within this policy has been condensed from a Staff Handbook developed by the Director of Ticket Operations for use by Ticket Office personnel. Therefore, employees requiring specific Ticket Office Operations procedures are to refer to the Handbook. For additional information regarding Ticket Office policies, see Policies 408B, C and D in this Manual.

Printing

The Director of Ticket Operations coordinates the ticket layout, design and printing specifications. Ticket stock for computer-generated tickets is ordered a minimum of three (3) months prior to the date it is needed. Reserved and general admission for certain special-event tickets are ordered from an outside printer once the events' price structures and dates have been set.

All printed tickets and ticket stock are treated as valuable commodities and stored in the Ticket Office vault. The ticket stock is ordered after bids are obtained by the Ticket Office according to Departmental purchasing procedures (see Policy 404, Purchasing Procedures in this Manual).

The Ticket Office staff counts all tickets and checks the imprinting of tickets to ensure accuracy. The printed tickets are also checked against control number reports which are generated from the computer's printing program as well as against the computer manifest. Outlets are responsible for verifying the accuracy of tickets generated by their computerized printing system.

Accountability and Security

The Director of Ticket Operations is responsible for maintaining control of the general- admission ticket inventory and season-ticket operations. Printed, unused tickets are stored in the Ticket Office vault at all times. Only Ticket Office personnel have access to the ticket inventory.

- Season Tickets

All tickets sold prior to any public sale (e.g. season tickets) are assigned according to the priority point system. Points may be earned through ticket purchases or donations of money or services recognized by the Williams Educational Fund. Season ticket accounts are created by Ticket Office staff.

- General Admission

General admission tickets must be accurately listed by serial number, color, location, price and number of tickets (e.g. #141-250, White, 6A, 2.00 -- 110 tickets) on a general admission and ticket stock inventory report. The report is filed and made available to auditors upon request.
All deadwood tickets and unused stock are stored under lock in the Ticket Office. Sold seats are verified on a daily basis from the compiled sales report. Seasonal activity is reconciled by the Director of Ticket Operations subsequent to the end of sport's season and verified by the Chief Financial Officer and Associate Athletics Director/Internal Affairs.

- Big Twelve Conference Tickets

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Per Big 12 Conference rules: For all sports which charge admission (with the exception of football, basketball, and baseball), each host institution will make available a number of tickets equal to twice the number of individuals in each travel squad.

- Football - 0 complimentary tickets; seats are taken out of 3,650 that must be provided.
- Basketball - 25 complimentary behind bench and option to purchase 75 additional (anywhere in building);
- Volleyball - 30 complimentary;
- Soccer 52 complimentary;
- Softball 50 complimentary;
- Baseball - 60 complimentary.

Absolutely no tickets or passes of any kind may be issued to anyone (including University or Kansas Athletics administrators) without prior payment or the approval of the Director of Athletics, Senior Associate Athletics Director, Associate Athletics Director/External Affairs, or Associate Director of Athletics/Development.

Cash Advance

Cash for ticket seller's cash drawers is requested via a memo from the Director of Ticket Operations to the Director of Business Operations. The memo is prepared prior to the season (i.e. football and soccer), and designates the game day, amount of cash and denomination of bills. A Ticket Office staff member picks up the cash the day before the game and divides the cash evenly among the cash drawers. Cash is kept in the Ticket Office Vault until end of season when it is returned to the Business Office for deposit.

Game Settlements

After each home game, a game report is prepared specifying visiting team allotments, tickets returned, complimentary tickets distributed, numbers sold and the guarantee amount. A copy is sent to the visiting institution for signature verification and returned to Kansas Athletics for payment. An invoice is then generated by the Athletic Business Office and submitted for payment.

Contractual agreements for athletic events are based on one of the following settlement methods:
1. Money and ticket guarantees which are negotiated event by event;
2. "Home and home" basis which alternately benefits each school financially; or
3. Guaranteed exchange.

As a general rule, the guarantee is minimal (i.e. sufficient to cover travel expenses). However, if an opponent is scheduled for a single event over the course of several years, the negotiated game guarantee may be greater.

Ticket Office Hours

The Ticket Office is open to the public from 9:00 a.m. to 5:00 p.m., Monday - Friday. Staff reports to work at 8:00 a.m.

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FINANCIAL & ADMINISTRATIVE (407B)

407B Ticket Office: Sales

Updated 7/05

TICKET OFFICE: SALES

The Director of Ticket Operations is responsible for coordinating the day-to-day sale of tickets to athletic events and ensuring that applicable University regulations are followed. A computer program is used to accurately record and control reserved ticket sales. Monies received from general admission sales and accounted for on manual accounting sheets are also entered into the computer. Kansas Athletics charges admission for competitive events for the sports of football, soccer, volleyball, men's and women's basketball, softball, baseball and certain special events.

Any individual involved in the sale of tickets for University athletic events is expected to remember that quality customer service is the Ticket Office's primary objective. Ticket patrons are to be treated with courtesy and respect at all times, with in-person ticket sales given priority over telephone orders. In the event that difficult situations arise, the employee should consult with a supervisor to resolve the problem.

For security reasons, the exterior and front doors to the Ticket Office are to remain locked at all times. Ticket Office staff receive training regarding the appropriate handling of emergency situations.

For additional Ticket Office information, see Policies 408A, C and D in this Manual.

Ticket Prices

Price structures for tickets to athletic events are established and reviewed by the Director of Athletics, after consultation with the Administrative Staff. Proposed changes are based on several factors, including ticket demand, facility seating, strength of schedule, prior win/loss record, comparable institutions' price structures, economic climate and revenue demand.

Tickets may be paid for with cash, checks, or credit cards (Mastercard, Visa, Discover and American Express). Mail orders are charged a handling fee.

Ticket Applications

Season ticket applications are generally mailed to previous season ticket holders and University faculty and staff. Football applications are mailed out in February, with a May return deadline. Season tickets are mailed out on or before August 15 for football.

Season ticket applications for men's and women's basketball are mailed on or before June 15 with a August 15 postmark return deadline. Confirmation of receipt of the order is mailed by September 1. Season tickets for basketball are sent on or before October 25. Big Twelve Tournament applications are mailed on December 15, with NCAA Championship applications sent on January 15. Big Twelve tournament tickets are mailed on February 15. Other sports season ticket applications are generally sent out 4-6 weeks prior to their respective season.

Processing Ticket Sales

Ticket sales are recorded both manually (for hard ticket sales) and on computer (for computerized ticket sales). The process for handling ticket sales is essentially the same regardless of the type of order (i.e. mail, phone or in person):

1. The sale is initiated through mail order, on-line, phone conversation or in-person contact.
2. Mail and phone orders are date-stamped upon arrival and processed within 24 hours of receipt; window sales are identified on the daily sales report.
3. Applications are numbered or identified with the appropriate customer account numbers.
4. Season ticket applications are entered into the computer system for proper computation of priority points and assignment of seats according to each sport's priority system.
5. Seating requests are confirmed before generating tickets. Tickets are printed only after the order is verified and approved for processing.
6. Completed sales are recorded either manually (for hard-ticket sales) or via computer (for generated-ticket sales).
7. Tickets are presented, mailed or held at the "Will Call" window as appropriate.
8. Transactions are reconciled and funds are deposited at the close of the day.

Deposit of Funds

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Revenue from ticket sales is logged on the computer file and transmitted at the end of each business day to the Business Office. (See Policy 402, Receipt, Custody and Deposit of University Funds for additional information.) Game-day ticket sales cash and receipts are personally collected and secured in the Ticket Office safe by the Director of Ticket Operations. Ticket sellers are to release their funds to no one but the Director of Ticket Operations.

Ticket Sales Reports

Ticket sales reports are prepared by the Director of Ticket Operations at regular intervals prior to the event and submitted to the Director of Athletics, Senior Associate Director of Athletics, Associate Athletic Director/External Affairs, Associate Director of Athletics/Internal Affairs, Chief Financial Officer, and the Director of Business Operations for review. Final sales reports are produced after the event and submitted to Kansas Athletics administrators, as appropriate.

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FINANCIAL & ADMINISTRATIVE (407C)

407C Ticket Office: Complimentary Tickets

Updated 07/07

TICKET OFFICE: COMPLIMENTARY TICKETS

Kansas Athletics is committed to allocating and distributing complimentary admissions to athletic events in a fair and equitable manner. All policies and procedures are consistent with University, Big Twelve Conference and NCAA rules and regulations.

When used properly, complimentary tickets are an excellent public relations and recruiting tool; however, misuse can result in extensive loss of revenues, as well as administrative and NCAA sanctions. Therefore, it is essential that Athletics' staff be knowledgeable of all constraints placed on the distribution of complimentary admissions and be sensitive to the dollar amounts involved in their allocation. Any exceptions to established policies must be approved in writing by the Director of Athletics.

Complimentary tickets for revenue sports are allocated by the Director of Athletics on an annual basis. The Director of Ticket Operations is responsible for the accounting and distribution of all complimentary tickets and for ensuring that each individual requesting complimentary tickets understands and abides by the rules and regulations of the Big Twelve Conference and the NCAA. Athletics employees who receive complimentary tickets are informed that:

1. The value of the tickets received will be added to their annual taxable income; and

2. The transfer or sale of complimentary tickets is prohibited.

Tickets/admission are generally made available to the following groups on a complimentary basis:

- Student-athletes (admission in their sport);
- High-school coaches and athletic directors;
- Other requests as approved by the Director of Athletics.

Complimentary admissions (via a pass list) are available to prospective student-athletes visiting campus on official and unofficial visits.

Athletics Staff Complimentary Tickets - Home Events

Complimentary tickets may be issued to Athletics staff members. Staff members are given the opportunity, prior to the start of each season, to sign up for and receive a maximum of two (2) complimentary season tickets to football and men's basketball.

Additionally, staff members will receive complimentary entrance to all other intercollegiate events for themselves and up to three additional guests.

The value of all complimentary tickets for staff members is added to their annual taxable income. **The transfer or resale of complimentary tickets is prohibited.**

Employees terminating employment prior to the end of the season will be required to surrender their unused tickets or pay the full face value of the tickets prior to the issuance of the final paycheck.

Employment contracts may allow for different complimentary ticket arrangements.

All sports outside of football, men's basketball, and women's basketball, whose contracts stipulate ticket distribution, will receive the following complimentary tickets (to their sport):

Head Coach	4
Asst. Coaches	4
Volunteer Coaches	2

Trainers	2
Student Managers	2
Student-Athletes	4

In addition, a pass list of no more than 10 names will be provided by each Head Coach no closer than 24 hours prior to the game in the coach's sport to the Director of Ticket Operations.

Athletics Staff Complimentary Tickets - Away Events

1. **Away Games - Football**

   The Athletics Director will determine Head Football Coach ticket allocations. Athletics will purchase two (2) tickets for each full-time assistant football coach for each away game upon request and availability. Additionally, Athletics will purchase a ticket for each dependent child for a full-time assistant football coach in attendance. Graduate assistants with the football program shall be entitled to two (2) admissions per game via the player/parent pass list. Athletics will purchase two (2) tickets for members of the official travel party. Athletics will purchase two (2) tickets for each full-time staff member who desires a ticket. The Athletics Director or his designee must approve all tickets, and the tickets must be picked up at game site.

2. **Bowl Games - Football**

   Athletics will purchase two (2) tickets for each full-time staff member for bowl games in which KU participates. Based on availability, additional tickets may be purchased by Athletics staff members. Athletics will purchase tickets for members of the official travel party for personal use, the number to be determined by the Athletics Director. All tickets are to be picked up in person at the game site.

3. **Away Games - Basketball**

   The Athletics Director will determine Head Basketball Coach ticket allocation. Athletics will purchase two (2) tickets for each full-time assistant basketball coach for each away game upon request and availability. Additionally, Athletics will purchase a ticket for each dependent child for a full-time assistant basketball coach in attendance. The availability of away game tickets for Athletics staff members other than basketball coaches shall be determined on an individual game basis by the Athletics Director.

4. **Away Events - Other**

   The Athletics Director will determine availability on an event-by-event basis. Athletics will purchase tickets for members of the official travel party as determined by the Athletics Director. All tickets are to be picked up in person at the event site.

The value of complimentary tickets to all away events will be added to the staff member's annual taxable income. The transfer or resale of complimentary tickets is prohibited.

Team Physicians/Consultants

Each team physician will be given Williams Educational Fund gift in kind credit of $5,000 annually and the benefits associated with the Legends giving level. Team physicians will receive two complimentary tickets, for the sport in which they assist, at a location determined by the Athletics Director (or by points if better). Team physicians may also purchase additional tickets for immediate family members. All team physicians and their spouses will be complimentary guest at all Sports banquets.

All team consultants will be given Williams Educational Fund gift in kind credit of $2,500 annually and the benefits associated with the Rock Chalk giving level. Team consultants will not receive complimentary tickets.

Promotional or Advertising Trade-Outs

A limited number of tickets are made available for trade-outs and other marketing needs. The Assistant AD/Marketing is responsible for negotiating terms and approving such arrangements. Tickets are paid for through KUAC Athletics Marketing Account.

Courtesy car dealers, corporate sponsors and media representative are eligible. Trade-outs for newspaper, magazine or billboard advertisements, and radio or television spots are allocated on an equal trade basis for the value of the spot. See Policies 414, Courtesy Cars and 608, Marketing and Promotions in this Manual for more information.

Student-Athlete Complimentary Admissions

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Complimentary admissions to team competitions are distributed in accordance with NCAA rules and regulations, which allow each student-athlete a maximum of four complimentary admissions per event in his/her sport. NCAA regulations do not allow the distribution of "hard tickets." Admission is through a pass list. It is NOT permissible to receive anything valuable in exchange for use of complimentary admissions.

Allocation of Complimentary Admissions

All **eligible** student-athletes whose events require paid admission receive **four complimentary admissions per home event in their sport**. Redshirts as well as non-scholarship student-athletes are included. **Complimentary away admissions** are given to **eligible** members on the official traveling roster for each event.

The NCAA has eliminated the restrictions on who may receive the player complimentary admissions. Student-athletes may designate any four individuals on their ticket request list. KUAC will require each student-athlete, prior to the first contest, to submit a list of all possible persons that may appear on the Complimentary Admission Request Card. This list will be screened prior to the first contest. A letter will be distributed to all student-athletes and parents describing complimentary admission policies and procedures.

Additional Admissions

Complimentary admissions can be transferred to a fellow team member. If a student-athletes are interested in "borrowing" or "loaning" complimentary admissions, he/she must indicate this on their complimentary admission request card. The student-athlete should be aware that they become responsible for any team member's guest if they "borrow" a team member's complimentary tickets.

Procedure for Obtaining Complimentary Admissions

Complimentary admission request cards are available through a team representative as designated by each head coach.

To request complimentary admissions, student-athletes will be asked to fill out a Team Complimentary Admission Request Card. On this card, student-athletes must indicate the individuals who are to receive complimentary admissions (first and last names). The name and spelling on the pass list must match the name on the recipient's photo I.D.

Information for Guests

Please inform guests that they must present valid photo I.D.'s in order to obtain admission. The designated gate will open one hour prior to the game and remain open until the beginning of the second half. Once guests are admitted, they will sign for a seat location pass; hard copies of tickets are **not** distributed.

High School, Prep School or Junior College Coaches

High school, prep school or junior college coaches are eligible to receive a maximum of two (2) complimentary admissions to each home contest. Complimentary admissions for these individuals are administered in the same manner as for student-athletes and are to be requested via the Ticket Request Form.

Complimentary Admissions for Prospective Student-Athletes

The NCAA has very specific guidelines for the issuing of complimentary tickets to prospective student-athletes. During the Official Visit to the University campus, complimentary admissions may be issued for the exclusive use of the prospective student-athlete and his/her family, guardian or spouse. On an Unofficial Campus Visit, a maximum of three (3) complimentary admissions to a campus athletic event are allowed the prospect and those accompanying him/her. (See Policy 502A, Student-Athletes: Recruiting, for additional information.)

The number and use of complimentary admissions for recruitment proposes is determined by the Director of Athletics, in conjunction with the Compliance Office and each Head Coach. The majority of tickets allocated for recruiting purposes is designated to the sport participating in the event. All requests for complimentary admissions to be used by prospective student-athletes should be submitted on the Ticket Request Form to the Director of Ticket Operations. The request should be typed, listing recruits in alphabetical order by last name, specifying the name of the institution the recruit attends and noting the number of tickets desired. It should be submitted no later than the morning of the day preceding the home game. This list must be approved by the Compliance Office before the Ticket Office can assign seats. **All complimentary admissions for recruits must be handled by the Director of Ticket Operations rather than by other KUAC staff members.**

The Director of Ticket Operations oversees the preparation of the pass list and issues the complimentary admissions for prospective student-athletes to attend an athletic event. The recruit and his/her guest(s) must report to the designated Pass Gate in order to be admitted.

- Tournament and Postseason Events

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Prospective student-athletes are prohibited from receiving complimentary admissions to tournament or postseason events.

Non-Profit or Charitable Organizations

KUAC does not provide complimentary admissions to non-profit or charitable organizations. However, the Director of Athletics is the only person who may approve exceptions to this policy. Reduced-rate group tickets may be issued on a space-available basis for games where revenue levels will not be adversely affected. The Director of Athletics retains the authority to approve all reduced admissions. The approved, written request for group rates must be submitted to the Director of Ticket Operations a minimum of 48 hours prior to the game.

Postseason Events

When University sports teams are invited to participate in postseason competitions, the Director of Athletics reserves the right to determine the allocation of complimentary tickets and their distribution from tickets purchased by KUAC.

Appendix 7

FINANCIAL & ADMINISTRATIVE (407D)

407D Ticket Office: Distribution

Updated 7/05

TICKET OFFICE: DISTRIBUTION

Kansas Athletics strives to generate maximum revenue while allowing for the fair and equitable distribution of available game tickets. The priority point system is designed to recognize individuals or groups who support University of Kansas athletic teams through the purchase of season tickets and/or through donor support. Although the allocation of student body tickets has been designated a high priority by Kansas Athletics, the popularity of a particular game may result in some students not being able to receive a ticket.

Each Kansas Athletics staff member involved in the handling of tickets is expected to uphold the integrity of the system.

Ticket Priorities

The Director of Athletics, in conjunction with the selected administrative staff members, reviews ticket allocation and seating priorities on an annual basis. Groups considered for ticket priorities are as follows: the Chancellor, Board-of-Regents, student-athletes, the University student body, coaches and senior staff members, season ticket holders, opponents and individuals receiving complimentary tickets. (For detailed information on complimentary tickets, see Policy 408C, Ticket Office: Complimentary Tickets, in this Manual.)

The factors which are considered when determining season ticket priorities include, but are not limited to:

1. Current Donor Level; and

2. Current Point Total.

Priority Point System

The Director of Ticket Operations ensures that tickets are distributed according to established priorities.

See Policy 903, WEF, Policy 707, Marketing and Promotions, and Policy 414, Courtesy Cars, for additional information regarding tickets which are allocated for trade-outs and donor benefits.

Ticket Reorder Priorities

The Williams Educational Fund (WEF) and Ticket Office utilize a computerized priority point system to designate seating assignments for season ticket. Ticket priorities at KU are based on a point system to reward loyalty and total dollar contribution to The Williams Educational Fund.

Points are calculated at the time of ticket distribution. Bonus points are based on current annual gifts and are not cumulative.

Contributors to the WEF are given priority on available season tickets (see Ticket Priorities above). However, being a donor **does not** guarantee the right to obtain season tickets. Seating is assigned according to the Priority Points System with special consideration given to special handling situations.

Season ticket holders do not acquire a property interest in the seats represented by their tickets and only purchase a seat license from year to year. As such, neither the seats nor the priority points may not be assigned, transferred from one person to another, nor pass through a testamentary devise. In the event of the death of a season ticket holder, the surviving spouse retains the couple's accrued priority points.

Seating Assignments

Seating assignments are made based on the Priority Point System. As designated by the Director of Athletics, some prime seating is reserved for VIPs, recruiting requirements, corporate sponsors, senior staff and the handicapped. Additionally, all season ticket patrons should be aware that seats **are reassigned** annually.

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Conference Games Seating Requirements

Per Big 12 Conference rules: For all sports which charge admission (with the exception of football, basketball, and baseball), each host institution will make available a number of tickets equal to twice the number of individuals in each travel squad.

- Football - 0 complimentary tickets; seats are taken out of 3,650 that must be provided.
- Basketball - 25 complimentary behind bench and option to purchase 75 additional (anywhere in building);
- Volleyball - 30 complimentary;
- Soccer 52 complimentary;
- Softball 50 complimentary;
- Baseball - 60 complimentary.

Student Tickets

Student participation in athletics events is of prime importance and every effort will be made to encourage maximum participation by students. The pricing of student tickets will be as low as possible and commensurate with the funding viability of the athletics program. The goal is for the pricing of the student sports combo ticket not to exceed one-half of the faculty/staff ticket prices. Student representatives will be involved in pricing decisions.

There are currently 4,000 seats allocated to students for men's basketball and a minimum of 8,500 for football.

Prices for student tickets are as follows:

Single game if available	$10.00	Football and Men's Basketball
Season Ticket	$35	Football
Season Ticket	$125	Football and Men's Basketball

Students will receive free admission into all other sports with valid student ID. Note that there may be limits to how many seats are held for students. Having a valid ID does not guarantee admittance.

- Tournaments, Meets and Bowl Games

The Director of Athletics determines the distribution of tickets for special events, such as tournaments and bowl games, after consultation with appropriate staff members and the Head Coach of the designated sport.

Faculty/Staff Tickets - all sports but men's basketball

To encourage maximum participation by faculty/staff in attendance at athletics events, season tickets for this group will be priced at 80% of the public rate. Faculty/staff members may purchase two tickets at this reduced rate. Faculty/staff members may also purchase tickets at this price for their children of high school age and younger when available. Tickets purchased by faculty/staff members are intended for use by the faculty/staff member, their spouse (guest if single) and their children of high school age and younger. Faculty/staff members are not permitted to sell their tickets.

Faculty/Staff Men's Basketball

1. SenEx will provide recommendations to Kansas Athletics for allocating **1,822** seats for faculty, staff, and retired faculty/staff in the Field House, with responsibility for implementation of the recommendations for the seating requirements by Kansas Athletics.
2. Kansas Athletics will provide notice to SenEx and solicit comments in the event the recommendations cannot be implemented.
3. SenEx and Kansas Athletics agree that staff and faculty members obtaining ticketed seating in the areas specified by this agreement shall pay only the staff and faculty discounted ticket price for a maximum of two seats per individual, and that staff and faculty members need not be members of or contributors to the Williams Fund or other organizations in order to obtain tickets and seating in these areas.
4. This arrangement will be effective for a term of five years beginning with the 2004- 2005 academic year and ending with the 2008-2009 academic year, and it is renewable in five- year increments upon written agreement between SenEx and the Athletics Director.
5. The recommendations of SenEx shall be for seating in the following areas: Sections D (52 seats) and Dl (46 seats); Sections 2 (223) and

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3 (226); Sections K (52) and Kl (46); Sections 9 (222) and 10 (224); Sections P (52) and PI (46); Sections 13 (223) and 14 (222)
* 176 seats in the lowest rows in the 3rd tier immediately behind Sections 2, 3, 9, 10, 13, and 14. Total: 1,822

6. Postseason tickets for faculty and staff will be handled as they have in the past.
7. A waiting list for faculty and staff seating will be established and administered by Kansas Athletics with seats located by policy based on recommendations to be provided by SenEx. Seats for present season ticket holders will be assigned by a system to be recommended by SenEx and implemented by Kansas Athletics prior to June 2004.

The SenEx Plan for Faculty & Staff with Discounted Tickets

General policies:

- Only faculty and staff who are full-time, on phased retirement, retirees of the University, or surviving spouses/partners of 2003/04 season ticket holders may be ticket holders.
- For three-quarter-, half- or quarter-season game packages [1], the specific games in each package will be determined by the Athletic Department; persons may not choose a package consisting of specific games.
- SenEx will appoint a 3-person committee to interpret and oversee implementation of faculty/staff basketball ticket policies and procedures.

Allocation of Tickets:
2003/04 Season Ticket Holders:

- May purchase full season, three-quarter-, half-, or quarter-season ticket packages in the 2004-05 season and consecutive seasons when payment is made on time.
- If a 2003-04 current season ticket holder opts for a three-quarter-, half-, or quarter-season package in 2004-05 or thereafter, he/she may only renew that package or a lesser package.
- May renew up to two tickets annually, but no more than the number currently held.
- Surviving spouses/partners of 2003/04 season ticket holders may purchase up to two tickets for three years, beginning with the season after the death of the employee.

Non-2003/04 Ticket Holders:

- Eligible faculty/staff/retirees who did not hold 2003-04 season tickets may chose to participate in a lottery to be conducted every two years.

Seat Location:

- The list of 2003/04 season ticket holders and lottery winners will be provided by the Kansas Athletics to the University Governance Office, who will validate each employee's seniority status.
- Seat location will be determined by seniority based on University service. Seats will be assigned to 2003-04 season-ticket holders with full-, three-quarter-, half-, and quarter-season tickets, and lottery winners, apportioned equally based on seniority.
- The Kansas Athletics letter to 2003-04 season ticket holders will include an estimate of seat location.
- Seat location is subject to change every two years.

Lottery Rules:

- After allocation to 2003/04 season ticket holders, all remaining season tickets go into the pool to be awarded by lottery every other year.
- Lottery winners are limited to two tickets per employee/retiree.
- All lottery tickets will be available in quarter-season packages.
- If not all tickets are purchased by lottery participants the first time through the list, lottery participants may purchase a second quarter-season package using the same ranking as in the first lottery, and so on, until all tickets are sold.
- Season tickets (full, three-quarter-, half-, or quarter-season packages) that become available because of attrition or death shall go into the lottery pool at the end of the season.
- Ticket packages that become available before the next lottery will be offered to the next person(s) on the previous lottery list (the "waiting list").
- Persons must indicate their desire to participate in each lottery.

Appendix 7

General Public

To encourage maximum participation by the general public at all KU athletics events, prices set are commensurate with prices at peer institutions across the country and within the Big Twelve Conference.

Chancellor's Advisory Committee on Intercollegiate Athletics

Members of the Chancellor's Advisory Committee on Intercollegiate Athletics are entitled to purchase two (2) season tickets at the applicable rate in football and men's basketball. Additionally, Committee members will receive complimentary entrance to all other home regular season intercollegiate events for themselves and immediate family/significant other by signing in.

Additional (or new) tickets purchased at the applicable rate revert to Kansas Athletics at the conclusion of the board member's term.

NCAA and Big 12 Tournament Ticket Allocation - Basketball

This policy statement is intended to serve as a guideline for the distribution of basketball post-season tournament tickets when the demand for tickets exceeds the supply of tickets.

1. Tickets for the following groups will be deducted from the total ticket allocation:

2. Chancellor's Office
3. Basketball (player-parent, coaches & staff)
4. Kansas Athletics Board
5. Kansas Athletics staff & official travel party
6. KU Band and Spirit Squad
7. Less-than-full time and ESPN Regional staff are eligible to purchase postseason tickets (e.g. Big 12 Tournament, NCAA-1st and 2nd rounds), however full time staff will have ticket priority over these individuals with regard to availability and seat location.

8. Remaining tickets will be allocated to the following groups on a percentage basis:

9. Faculty/staff - 15%
10. KU students - 20%
11. Donors - 65%

ADJUSTMENTS WILL BE MADE IF DEMAND FROM ANY GROUP FALLS BELOW ALLOCATION.

Distribution within the faculty/staff and student groups will be on a lottery basis. Tickets will be for personal use only and must be picked up in person at the game site. Faculty/staff orders will be limited to two (2) tickets. Student orders will be limited to one (1) ticket per student.

Appendix 7

FINANCIAL & ADMINISTRATIVE (407E)

407E Ticket Office: Policies

Updated 7/05

TICKET OFFICE: POLICIES

Ticket Replacement/Lost Tickets

The University of Kansas Athletics Ticket office will only conduct business with the season ticket holder of record. Once received, season tickets that are lost, destroyed, mutilated or stolen can be replaced for full face value of the season ticket. If individual game tickets are lost, left at home or mutilated a deposit of the game ticket price plus a non-refundable $5 per ticket fee will be charged prior to any replacement tickets being issued. If the original, unused ticket is returned within 7 days the original ticket price will be refunded.

Will-Call

Tickets for individual games ordered within 7 business days of an event will be left at Will Call. All patrons picking up tickets must present a photo ID to pick up tickets. Tickets will only be released to the ticket holder of record. The main ticket office is located in the Allen Fieldhouse. The Ticket Office is open to the public from 9:00 a.m. to 4:30 p.m., Monday - Friday.

For Football Game Days: Will Call is located on the West side of Memorial Stadium at street level. The Will Call office will open 2 hours prior to kick off and will remain open through the end of half-time.

For Basketball Game Days: Will Call is located at the main ticket office located on the East side of Allen Fieldhouse. The Will Call office will open 1 ½ hours prior to tip off and will remain open through the end of half-time.

Address Changes

If there is a change of address, it is the customer's responsibility to notify, in writing, the University of Kansas Athletics Ticket Office. The KU Ticket Office is not responsible for tickets not received or returned due to incorrect address information. Print out the "Change of Address Form", available on-line at KUATHLETICS.COM/TICKETS, fill it out and either fax or mail the completed form to the Ticket Office. Please note: Football change of address forms must be received prior to June 1st and Basketball change of address forms prior to September 1st.

Mailing of Tickets

All tickets ordered, unless otherwise requested, will be mailed via first class mail. Season tickets are mailed no later than 3 weeks prior to the first game. All orders that are placed seven (7) business days or less will be held at Will Call and can be picked up by the season ticket holder of record with photo ID.

General Ticket Policy

Account Holder Privileges: Account Holder - The account holder is the customer whose name appears on the first name line in our computerized ticketing system. Business Accounts - The business name must be placed on the first line, with the individual representative listed on the second line. The business is the account holder regardless of whose name appears on the second line of the address information.

Gifts: Gifts are attributed to the entity making the payment. Donations/contributions made towards priority seating must be made in the name of the season ticket holder of record (account holder). Unrestricted gifts can be made on behalf of another person (at donor's request), but this must be designated in writing when the gift is tendered.

1) Current contributors to the University of Kansas Williams Educational Fund will have first priority on available season tickets. Being a donor, however, does not guarantee the right to obtain season tickets.

2) All season ticket patrons should be aware that reassignment of seat locations will take place annually. All home site seat assignments will be determined by the priority point system.

3) Points are calculated at the time of seat allocation. Bonus points are based on current annual gifts and are not cumulative. A reminder to all Williams Educational Fund members - priority points are not transferable.

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Transfer of Tickets

The purchase of season tickets is not a property right but rather a privilege that is assigned annually to the customer by the University of Kansas Athletic Corporation. Season ticket holder privileges may only be transferred to a spouse of a season ticket holder, or to the surviving spouse in the event of death. Such privileges cannot be transferred to children of a season ticket holder. Name Changes - only a spouse's name can be added to account. To do so, a written request signed by account holder along with a copy of marriage certificate must be sent in. To remove a spouse's name, a notarized written request signed by both parties or a certified copy of the divorce decree.

Admission/Child Tickets

Football and Men's Basketball are the only ticketed University of Kansas events that require everyone regardless of age to have a ticket for admission. For all other events, children 4 and under are admitted with parent/guardian without a ticket. Any child who enters without a ticket must share a seat with an accompanying adult. No one is allowed on the playing surface at any time without proper credentials. Other events (bowl, post season, all NCAA events) will have different guidelines for admittance.

Ticket Requests

All orders are subject to availability. The University of Kansas Athletic Corporation reserves the right to cancel, all or any part of tickets ordered and will refund accordingly.

Joint Orders/Sit-With Requests

If two or more patrons wish to be seated next to each other for home and/or away games, this request must be noted on the original ticket applications for each patron and must be received by the Athletic Ticket Office in the same envelope. "Sit-with" requests involving different levels of contributions (priority points) will be assigned seating based on the lowest priority points.

Ordering Tickets

1) Walk-Up: Customers may purchase tickets at the main Ticket Office located on the East side of Allen Fieldhouse during regular office hours, provided that the tickets for that sport are on sale. The Ticket Office is open to the public from 9:00 a.m. to 4:30 p.m., Monday - Friday.

2) Mail: Customers may place a ticket order through the mail by returning the ticket application/order form and enclosing payment in the form of money order, check or credit card.

3) Telephone: Customers may place an order by telephone through the Ticket Office with a credit card only. The credit card will be charged immediately.

4) On-Line: Customers may place an order via the web at www.kuathletics.com - then click on the "Buy Tickets" link. All on-line orders require electronic fund payment via e-Check (if available) or by credit card. The credit card will be charged immediately.

When ordering tickets:

- Notify the Ticket Office of any address changes. This includes phone and email.
- Requests to "sit-with" other patrons must be returned in the same envelope and the request must be noted on both applications.
- Ticket orders must be paid for by the season ticket holder of record or patron of record for single game orders. Tickets will only be mailed to the season ticket holder of record.
- Payments are processed upon receipt. All tickets are disbursed according to the priority point program.
- Payment is not a guarantee that an order will be filled.
- Overpayment will be refunded.
- Displeasure with seat location, game outcome, or non-receipt after the game has been played are not grounds for a refund.
- ALL TICKET SALES ARE FINAL.

Payment for Tickets

The University of Kansas Athletic Ticket Office accepts payment through cash, check, money order and major credit cards only. Full payment must be received at the time of the order. Any check returned for insufficient funds places the ticket holder in jeopardy of losing their seats. There will be a $25.00 charge for any returned check and account will be reviewed for a possible loss of active status for future ticket purchases.

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Refunds or Exchanges

All tickets ordered from the University of Kansas Athletic Ticket Office are non-refundable and non-exchangeable. All sales are final. Refunds or exchanges will not be made due to a game time or date change.

Requests for Additional Seating

For sports in which additional seats are available, customers wishing to purchase additional season tickets may do so on their renewal application. Please indicate in writing one of the following choices:

- Retain original seats and place new seat(s) as close to original as possible.
- Together - all seats should be together. [This will mean a movement in seat location to a less desirable area.]

Ticket Deadlines

In order to provide the best possible customer service, all deadlines printed on ticket applications are absolute and final. Orders received after the deadline may not be guaranteed tickets or previous seating location(s).

Resale Of Tickets

Purchase of KU tickets for athletic events is a privilege not a right. Resale of tickets by ticket holders (Williams Educational Fund, Faculty/staff, students and general public) is strongly discouraged and prohibited on KU property.

Ticket holders who engage in the practice of reselling tickets jeopardize their privilege of purchasing tickets in the future.

Resale of Tickets on Campus

Tickets for all KU Athletic Events state that they cannot be resold and may be seized or cancelled without compensation. As such, Kansas Athletics is the only authorized seller of tickets for events at KU Athletic contests. When persons other than Kansas Athletics sell tickets, Kansas Athletics may lose income. In addition, ticket sellers on campus may block access to facility entrances and the Kansas Athletics ticket windows as well as annoying or harassing legitimate ticket holders who are trying to enter the facilities.

KU has a solicitation policy that applies to commercial sales on campus property. The policy forbids commercial sales unless previous approval is obtained from the University Events Committee and a University organization or office sponsors the activity and a portion of the profits are provided to philanthropic or student services projects. The resale of athletic event tickets on the KU campus is not a permitted exception to the University solicitation policy.

In order to enforce the University policy, Kansas Athletics will work with the University Public Safety Office to ensure that solicitation for sales, particularly ticket scalping, does not occur on campus property. Kansas Athletics employees will monitor the areas around the athletic facility where the event is occurring. Those who are observed violating the University policy regarding commercial solicitation will be informed of the policy and asked to either discontinue the activity or leave campus grounds. Violators will be informed that failure to stop the activity or leave will be subject to a charge of trespass. Should the violators be observed continuing the activity, Kansas Athletics will notify the University Office of Public Safety. Public Safety will ask the violator to leave campus and will pursue any enforcement remedies deemed necessary.

Enforcement of the solicitation policy will be uniform. No one person or group will be targeted. The enforcement of the policy on the resale of tickets applies to professional ticket "scalpers" as well as to the season ticket holder who cannot attend a game or has an extra ticket and attempts to sell it on campus.

Appendix 7

FINANCIAL & ADMINISTRATIVE (408)

408 Key Distribution

Updated 7/05

KEY DISTRIBUTION

All staff members of Kansas Athletics are provided with keys to their specific office areas and to outside doors.
Keys to buildings and areas controlled by Kansas Athletics are the responsibility of the Assistant Athletic Director for Facilities & Event Operations and are issued by the same.

Master keys are issued to appropriate Department of Athletics personnel. Approval is given by the Director of Athletics. **Under no circumstances are keys to any area to be issued to student-athletes.**

For security and personal safety reasons, all employees are encouraged to lock their offices and, when appropriate, exterior building doors upon leaving or while working after regular hours.

Key Issuance and Control

Requests for keys should be submitted in writing or via e-mail to the Assistant Director of Athletics for Facilities & Event Operations. Once approved, keys may be picked up in the Facilities Office. When receiving keys, the individual is required to sign for the receipt of the key(s). Keys are logged in and out from the Facilities/Events Office. Keys are checked out to specific individuals who remain responsible for them.

All keys are number coded to identify the person to whom they have been issued. Lost or stolen keys are to be reported immediately to the Assistant Athletics Director for Facilities & Event Operations. A decision to have an area re-keyed is made by the appropriate athletic administrator. Keys may only be duplicated by the University Facilities and Operations Lockshop with approval from Assistant Athletics Director/Facilities and Event Operations.

There is a $35.00 charge for primary keys and a $20.00 charge for secondary keys to the individual responsible when the keys have been lost. Primary keys are those that open building and office door locks while secondary keys open padlocks, lights, desks, file cabinets, etc.

Part-time or student help will be required to make the following deposits for keys checked out to them:

1. Primary keys $35.00
2. Secondary keys $20.00

These deposits are returned to the individual when the work has terminated and keys have been returned. Upon transfer from Kansas Athletics or termination of employment, staff members are required to return all keys to the Assistant Athletics Director for Facilities & Event Operations. If keys are not returned prior to termination, all re-keying costs will be billed to the employee.

Appendix 7

FINANCIAL & ADMINISTRATIVE (409)

409 Receivables: Invoicing & Accounting

Updated 1/08

RECEIVABLES: INVOICING AND ACCOUNTING

Kansas Athletics must annually generate the revenues to substantially fund its activities. Actual monies due Kansas Athletics which are directly invoiced and/or accounted for by the Athletic Business Office are derived from the following sources:

- Television and Broadcasting Rights Fees
- Game Settlements
- Ticket Sales
- Corporate Sponsorships
- Concessions, Novelties and Licensing Fees.

Invoicing Procedures

The Director of Business Operations is responsible for initiating all invoicing procedures to account for monies due Kansas Athletics from the sources listed above. Computer files are used to track Kansas Athletics accounts receivable.

Each area within Kansas Athletics, except for the Athletic Ticket Office, requiring an invoice for services or goods is to provide the Director of Business Operations with the billing information (i.e. company name, mailing address goods or services provided, price, etc.). The Staff Accountant generates the invoice and mails it to the client.

Outstanding Invoices

The Director of Business Operations is responsible for tracking all open accounts receivable. In general, invoices are to be paid within 30 days. Second billings or telephone calls (at the Director of Business Operation's discretion) requesting immediate payment are sent at the end of 60 days. After 90 days, outstanding invoices may be referred to a collection agency for collection.

Appendix 7

FINANCIAL & ADMINISTRATIVE (410)

410 Business Contracts

Updated 09/08

BUSINESS CONTRACTS

It is the policy of Kansas Athletics to honor all provisions agreed to in contracts entered into by those authorized under this policy to contract on behalf of Kansas Athletics. In general, a business contract is required for the following:

- Intercollegiate athletic events;
- Concessions and novelties operations;
- Facilities use;
- Radio and television broadcast rights;
- Corporate sponsorships and advertising;
- Licensing/indicia protection;
- Hosting special events (i.e. NCAA and Big Twelve championships); and
- Purchases (purchase orders).

Before any contract agreement is signed, the Associate Director of Athletics/Internal Affairs or the Associate Director/External Relations must be contacted to determine whether the proposed contract/agreement meets all University and Kansas Athletics rules, regulations and budget resources and to determine the specific authorizing authority. In addition, the Kansas Athletics Corporate Counsel must review and approve every contract before it is signed.

Intercollegiate Athletic Events

A contractual document is required for all intercollegiate sports competitions, regardless of whether a guarantee is involved. The Director of Athletics, or his designee, in consultation with the respective Head Coach, is authorized to execute athletically related contractual agreements on behalf of the University.

A standardized athletic contest agreement form is used in effecting contractual commitments for competitive events with other educational institutions when Kansas is the host institution. These agreements are initiated, upon receipt of an approved events schedule from each sport, by the appropriate Sport Supervisor.

Prior legal review of contracts for competitive events is required whenever special conditions, beyond the standard event contract, are included. The decision to have the contract reviewed by Kansas Athletics Corporate Counsel or by the University Attorney is made by the Director of Athletics. In the event that it is necessary to change the contents of a fully executed contractual agreement, an addendum to the athletic contest agreement form is prepared. All changes must be reviewed by the Kansas Athletics Corporate Counsel or the University Attorney and approved, as specified above, prior to execution of the addendum.

Concessions Operations

Kansas Athletics reserves the right to negotiate and administer all concessions contracts. In accordance with Kansas Athletics purchasing procedures, the contracts, as they become available, may be opened to public bid.

The contracts, which generally provide for the concessionaires to pay a percentage of sales with a guaranteed annual payment, grant exclusive rights to the concessionaires to sell, at specified prices, items listed in the contract. These exclusive rights do not extend to the sale of items not specified in the contract. For the specifics of the current contracts, see Policy 605A, Athletic Events: Concessions in this Manual.

Once these contracts are executed, a copy of each contract is sent to the Associate Athletics Director/Internal Affairs, who ensures the terms of the contract are adhered to and Kansas Athletics annually receives the agreed upon amount from the concessionaire.

Facilities Use

Outside groups may be permitted to use Kansas Athletics facilities if the usage is viewed by the athletics department to be beneficial to the athletics department, university, or community and the usage does not negatively impact the use of these facilities for intercollegiate competition.

Examples of the events that are considered beneficial are events that would allow prospective students use of the facilities for special organized events/tournaments, such as the Sunflower State Games or Kansas State High School Activities Association state or regional championship events; special university events that require facilities with capacities met by our facilities; or university intramural championship events.

However, the Department may refuse use of its facilities, if:

1. Scheduling conflicts occur (facilities are not available at the time requested);
2. The meetings or events sponsored solely by a non-University organization are strictly for political or religious purposes;
3. The nature of the activity is assessed to potentially cause serious disruption;
4. The purpose of the activity is prohibited by either federal, state or local statute, or University regulations; or
5. An event is assessed to potentially produce damage to the facility or endanger attendees. Requests for the use of facilities by non-Kansas Athletics organizations are directed to the Assistant Director of Athletics for Facility and Event Operations. Requests by coaches for non-camp (or team) related events must be made to both Assistant AD for Facilities and Operations as well as the Sport Supervisor.

The Sport Supervisor will be consulted about events using the same facilities as his/her sport and should provide input. All sport head coaches will be consulted about events using the same facilities as their sport and coaches should provide input to the Director on the benefits, or lack thereof, of the outside event. Head coaches, however, will not make the final decision on outside groups' use of the facility. If any disagreement exists between the Director and the head coach about usage, the Athletics Director will make the final decision.

Outside groups using the facilities for non-profit ventures will be charged an amount to cover the expenses (e.g., insurance, maintenance). For-profit ventures will be charged an amount determined by the scale of the event.

Outside groups are required to use the athletics department's concessionaire provider at their events. All event operations must be approved by the Assistant Athletics Director for Facility and Event Operations.

The Assistant Director of Athletics for Facility and Event Operations negotiates the rental rate and details of the contract. All health, fire and other regulations applicable to Divisional facilities must be observed by any group using its facilities. All groups must sign a Facility Use Agreement which outlines the terms for the use of the facility and includes a provision that the group must provide a certificate of insurance.

The Director of Business Operations and the Assistant Director of Athletics for Facility and Event Operations process billings related to facilities use. If an event is canceled, the sponsoring group may be responsible for set-up charges incurred by the Department prior to cancellation. (See Policy 604A, Facilities: Use in this Manual for additional information.)

Radio and Television Broadcast Rights

Kansas Athletics carefully monitors the total radio and television exposure of the intercollegiate athletics program to insure appropriate coverage and representation of Kansas Athletics sports programs. All television and radio contracts are negotiated by the Director of Athletics in consultation with the Senior Associate Director of Athletics and the Associate Athletic Director/External Relations.

o Television Contracts

The University of Kansas, as a member of the Big Twelve Conference, is a partner in several conference-wide television contracts with CBS Sports, Fox Sports, ESPN and ESPN Regional.

o Radio Contracts

Commercial radio rights for broadcast of all KU athletic events are currently held by IMG College (IMG).

o Coaches' Shows

HOST makes every effort to create television and/or radio coaches' show opportunities for its most visible head coaches. Coaches are compensated for these shows as negotiated in their contracts with Kansas Athletics. Additional information on television and radio programming can be found in Policy 606E, Media Coverage: Television and Radio Programs, in this Manual.

Corporate Sponsorships

Kansas Athletics has an agreement with IMG in which Kansas Athletics grants IMG the exclusive and universal right to market athletic programs

of Kansas Athletics, including all sponsorship and broadcasting rights, in exchange for an annual guaranteed dollar amount.

Before contacting any corporate entity about any type of relationship with a sport or any activities associated with sport (including camp), approval is first required from the Associate Director of Athletics/External Relations.

Licensing/Indicia Protection

Kansas Athletics has been granted the responsibility of negotiating and overseeing all indicia protection and licensing operations for the University. The Trademark Licensing Director reports to the Associate Athletic Director/Marketing and they work with corporate sponsors and officially licensed manufacturers to insure that all indicia used in advertising and on promotional items are accurate and protect the image and good will of the University. Additionally, the Associate Athletic Director/External Relations and/or the Associate Athletics Director/Marketing review all licensing proposals prior to initiating licensing approvals.

NCAA Event Host Agreements

The Assistant Athletics Director for Facilities and Event Operations is responsible for developing proposals for hosting NCAA events, as directed by the Director of Athletics. The Director of Athletics provides the cover letter for the completed application. When the University is selected to serve as host, the designated Tournament Manager is responsible for overseeing the financial requirements of the agreement.

Purchases

In addition to formally written agreements with vendors, a properly executed Purchase Order constitutes a contract which is binding on both Kansas Athletics and the supplier. Purchase Orders may on occasion contradict conditions specified by the supplier's contract form. In such instances, the Purchase Order narrative contains a clarification of the contract. It is the practice of the Athletic Business Office to only execute documents within Kansas Athletics guidelines and to consult with the Kansas Athletics Corporate Counsel or the University's Attorney when indicated.

The proper administration of all such contracts is the responsibility of the Director of Business Operations. See Policy 404, Purchasing Procedures in this Manual for a detailed description of all related procedures.

Contracts may be written in the form of Purchase Orders, Purchase Agreements, Standing Orders, State Contracts, Service Agreements, Construction Contracts, Lease Agreements, Lease-Purchase Agreements, or other approved documents. University contracts, maintenance agreements or other types of annual contracts are negotiated for an entire fiscal year, or longer, and permit Kansas Athletics to lease material or request services on a direct basis with the vendor. These contracts have been devised to meet regularly occurring needs within a commodity category. Specific written instructions related to these annual contracts are circulated by the Business Office.

Contracting Authority at Kansas Athletics

The Athletics Director has authority to delegate certain contracting authorities to staff. Only those designated below are permitted to bind Kansas Athletics to a contract. Anyone else who enters into a contract that purports to bind Kansas Athletics or its subunits is acting without authority and could be held personally liable for the contract. Others allowed to sign contracts other than AD include:

Contract Type	Position Allowed to sign
Travel	Associate AD/Internal Affairs; Chief Financial Officer
Personnel (non-coaching)	Associate AD/Internal Affairs/Senior Associate AD
Coaching Contracts	Athletics Director only
Football Suites	Associate AD/Internal Affairs
Marketing	Associate AD/External Relations; Associate Athletics Director/Marketing
Facilities Rental	Associate AD/Internal Affairs; Associate AD/Facilities
Capital Improvements	Athletics Director only
Purchase Orders	Associate AD/Internal Affairs, Chief Financial Officer; Director of Business Operations

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Medical	Head Team Physician; Senior Associate AD
Game Contracts	Senior Associate Athletics Director; Sports Supervisor
Wheel Club	Assistant AD/Traditions; Director of Business Operations
Development	Associate AD/Development & Athletics Director
Major Gifts	Athletics Director, Kansas Athletics Board of Directors

Corporate Counsel must initial all contract before final signing. Associate Athletics Director/Internal Affairs to initial all contracts where Kansas Athletics is entering into an agreement to spend money.

Appendix 7

400 FINANCIAL & ADMINISTRATIVE POLICIES (410A)

410A Electronic Signatures

Aug. 25, 2007

Updated 7/07

ELECTRONIC SIGNATURES

Definitions

1. An "Electronic Signature" is an electronic sound, symbol, or process, attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign a record.

2. An "Electronic Record" is a record created, generated, sent, communicated, received, or stored by electronic means.

3. A "Record" is information that is inscribed on a tangible medium or that is stored in any electronic or other medium and is retrievable in perceivable form. Financial, medical, and student documents are records.

4. An "Electronic Transaction" is a transaction conducted or performed, in whole or in part, by electronic means or electronic records.

5. "Electronic" relates to technology having digital, electrical, magnetic, wireless, optical, electromagnetic, or similar capabilities.

6. An "Approved Electronic Signature" is an electronic signature which complies with the requirements set forth in this policy.

Use of an Electronic Signature

When a signature is required by Kansas Athletics, KU, the NCAA or the Big 12 Conference, that requirement is met when the electronic record has associated with it an electronic signature using an approved electronic signature method.

The signing of a record using an approved electronic signature method does not mean that the record has been signed by a person authorized to sign or approve that record. Appropriate procedures must be used to confirm that the person signing the record has the appropriate authority.

This policy applies only to transactions between parties each of which has agreed to conduct transactions by electronic means.

If the parties have agreed to conduct a transaction by electronic means and a law requires a person to provide, send, or deliver information in writing to another person, the requirement is satisfied if the information is provided, sent, or delivered, as the case may be, in an electronic record capable of retention by the recipient at the time of receipt. An electronic record is not capable of retention by the recipient if the sender of its information processing system inhibits the ability of the recipient to print or store the electronic record.

Sanctions

Any employee that makes inappropriate or illegal use of electronic signatures and/or records is subject to sanctions up to and including dismissal, suspension, and criminal prosecution as specified elsewhere in this Manual.

Appendix 7

FINANCIAL & ADMINISTRATIVE (411)

411 Computer Operations

Updated 07/05

COMPUTER OPERATIONS

Kansas Athletics operates its own computer network to facilitate centralization of information within the Department. The computer system is designed to be operated by Kansas Athletics staff with basic computer training, as appropriate for their areas of responsibility. The Director of Information Systems, in conjunction with the Information Systems Staff, is responsible for maintaining and enhancing Kansas Athletics computer network, as necessary. Kansas Athletics will purchase PC's instead of MAC's for a variety of reasons (cost, maintenance, continuity etc.).

Athletic System

The Information Systems Office is responsible for maintaining Kansas Athletics network system, including handling daily backups, server installation and maintenance, setup of work stations and printers, installation of software programs and general troubleshooting. Individual units and printers are located throughout Kansas Athletics as necessary for the most efficient use and application of the system.

Software Applications

The Director of Information Systems should be contacted prior to the purchase of any computer software package. The Director of Information Systems is responsible for analyzing all software for compatibility with the hardware or software system, insuring proper software licensure and application, as well as the avoidance of program duplications.

The software applications utilized within the network system include but are not limited to:

- Word Processing;
- Spread Sheets;
- Data Base;
- Football Game Analysis;
- Medical Sports Injury Reporting;
- Game Statistics;
- Ticketing;
- Donor Data Base;
- E-mail;
- Recruiting Software

Computer Hardware Purchases

The Director of Information Systems is responsible for reviewing all computer hardware orders prior to their purchase, in order to insure that all hardware is network-compatible and that purchases are within the existing expansion plan and appropriated budget. Final approval rests with the Sports Supervisor or the Athletics Director.

Computer Access

To ensure the integrity of the information processed and stored by Kansas Athletics computer system, a strict computer access control and security check system has been implemented. Access to the server is available by a log-on-name and password system. There is no master list of passwords, but the administrator may change any aspect of a user's account, including passwords. Specific portions of the system are restricted to authorized personnel only and are not made readily available to the general staff. These portions of the system are protected by menu limitations and additional security levels.

Security

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To protect the integrity of the information stored in Kansas Athletics computer system, authorized users are to keep their assigned passwords confidential. Passwords are not to be left in view, near a terminal or printer. Passwords are required to be at least 7 characters, containing a number and uppercase letter. Should an authorized user feel that his/her password has been compromised or is being used by others, the employee's supervisor should be notified. The Director of Athletics, in conjunction with the Director of Information Systems, evaluates the situation and determines the course of action to be taken.

Training

Individuals wishing to receive training should contact the Director of Information Systems for additional information.

System Problems

All computer problems, including logging onto the network or running software within the system, should be referred to the Director of Information Systems, or in his absence, a member of the Information Systems Office.

Problems with computer printers are also to be referred to the Information Systems Office, who will contact the approved service representative.

Appendix 7

FINANCIAL & ADMINISTRATIVE (412)

412 Courtesy Cars: The Wheel Club

Updated 1/08

COURTESY CARS – THE WHEEL CLUB

Courtesy cars are provided by various car dealerships and donors for Kansas Athletics employees, at the discretion of the Director of Athletics. Staff members are permitted to use the cars for both business and personal use.

The Wheel Club is of great benefit to Kansas Athletics in terms of cost-savings and convenience. It should be understood that the success of this program is dependent upon the personal relationship established between the Division of Athletics' designated coach or staff member and the respective car dealer or donor. Additionally, it is vitally important that all personnel afforded this privilege be cognizant of their responsibility to maintain their assigned automobile in proper condition according to the dealer's or manufacturer's requirements.

Failure to comply with all aspects of the Courtesy Car Program and established procedures may result in the loss of courtesy car privileges.

Internal Administration

The Wheel Club is under the supervision of the Director of Athletics and coordinated by the Assistant Athletic Director/Traditions, who maintains an on-going relationship with current car dealers and donors and continues to recruit additional courtesy car sponsors as needed.

A courtesy car agreement is executed by the Assistant Athletic Director/Traditions with each dealer or donor supplying cars for Kansas Athletics use.

The Director of Athletics determines the specific allocation of courtesy cars. Courtesy cars are generally provided to Head Coaches, as well as to certain administrative staff members.

The vehicle each staff member is assigned may only be driven by that staff member or his/her spouse. Under no circumstances should the staff member's children or student-athletes be permitted to drive the vehicle (use of the vehicle by student-athletes is a NCAA violation and will not be allowed). The only exception to this restriction is when injury and/or death is imminent and the vehicle must be operated by others in an emergency. The staff member will be wholly responsible for any damages that occur to the vehicle in a driving accident where the staff member or spouse not driving.

Personal use of Wheel Club vehicles is limited to the immediate Kansas area. Any trip that exceeds 500 miles (round-trip) requires prior approval of the Director of Athletics. Annual mileage should not exceed 15,000 miles per calendar year.

The athletics department is not responsible for towing charges, jump-starting or other similar expenses. The employee assigned the use of the courtesy vehicle shall pay all maintenance and upkeep charges.

Do not switch license tags under any circumstances. Only the tag registered for your vehicle should be displayed. If your car is not "tagged" by the dealer, make any changes through the Athletics Business Office.

If dealer provides a certificate of origin with instruction to obtain title and tags, please bring the certificate immediately to the Athletics Business Office.

Insurance & Registration

Kansas Athletics pays insurance and registration costs for the staff member and spouse (only) for the allocated courtesy car. **Any damages, including the expense of any insurance deductibles up to $1,000, incurred to the automobile shall be paid for by the staff member.** In case of an accident, fill out the Accident Report Sheet that should be in each car and contact your dealer. In addition, you must immediately notify the Wheel Club Director and/or the business office. Follow normal protocol of exchanging insurance information and contacting the police if warranted.

Fringe Benefit Reporting

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Participants have three options available to determine the taxable income from use of the courtesy car.

1. Claim 100 percent personal use of vehicle.
2. Report personal and business miles driven each month by turning in a monthly vehicle log to the Athletics Business Office. Logs are due in the business office by the 10th of each month. If logs are not turned in, income will be calculated at 100% for that month.
3. Report personal and business miles driven each month based on the number of business miles driven and reported on travel expense reports. Copies of the reports are to be turned into the business office to substantiate the business mile percentage by the 10th of each month. If reports are not turned in, income will be calculated at 100% for that month.

IRS regulations require the substantiation of business miles in order to report less than 100% as taxable income. The participant is required to maintain this information and could be liable for additional taxes, interest and penalties if the records do not exist in case of an IRS examination. Kansas Athletics requires this information to substantiate the reduction of income reported for the business use of the vehicle.

The business office will use the information furnished to calculate the tax on the fringe benefit on a monthly basis. It is imperative that information be furnished to the business office in a timely fashion.

IRS regulations define taxable fringe benefits to include an employee's use of an employer-provided automobile (i.e. courtesy car). The annual lease value of the courtesy car is included on the recipient's W-2 form. The dealer providing the car to Kansas Athletics determines the fair market value of that car. The annual lease rate which includes rental, maintenance and possibly insurance coverage costs, is then determined. The employee's W-2 shows the annual lease value less the amount claimed as a business deduction (i.e. the percentage of use as related to business mileage).

The University's reporting period is from November 1 to October 31 of each year. Income Tax Withholding is deducted for the fringe benefit amount of the courtesy car. Each employee needs to review his/her projected yearly taxable income and withholding situation, so as not to be subject to underpayment of estimated income tax. Withholding of federal, state and FICA taxes is done each pay period on lease value and personal use of the vehicle. November value and use amount is taxed in January.

Reimbursable Mileage

The courtesy car recipient must maintain reasonable records which differentiate between personal and business mileage. All official business-related mileage is reimbursable through the Athletic Business Office at a rate set by the IRS. Commuting mileage is not a reimbursable expense. If a staff member uses a personal car for a trip, even though he/she has a courtesy car, he/she will only be reimbursed at the lower IRS set rate.

Each driver must maintain complete business travel records which include number of miles, date, place and business purpose.

Business mileage is compiled by the Athletic Business Office and submitted to the University and Kansas Athletics Payroll Office for tax purposes.

Recipient Responsibilities

Each staff member allocated a courtesy car is responsible for complying with all conditions set forth by the dealership providing the vehicle. In general, it is the responsibility of the recipient of a courtesy car to:

1. Keep the car clean and neat at all times. Smoking is not allowed in any Wheel Club car.

2. Maintain an ongoing relationship with the dealer, contacting the car donor at least four (4) times a year. Keep the dealer informed about mileage and vehicle upkeep.

3. Ensure that the car is serviced regularly to the manufacturer's specifications at the dealer's service department, if possible. Maintenance records should be stored in the car's glove compartment.

4. Return the car promptly to the dealer at the agreed upon time, completion of mileage allowance or upon separation from Kansas Athletics.

5. Report any accidents involving the car to the dealer, regardless of the extent of the damages.

6. Be responsible for all traffic and parking violations.

7. Return the car in good, resalable condition.

8. Keep a valid driver's license (both employee and spouse). Staff members provided a courtesy car must provide a copy of their driver's license

and a copy of their spouse's license to the Director of Business Operations. Random motor vehicle checks will be conducted annually for insurance purposes.

9. Secure all appropriate University parking permits and vehicle registration.

10.Contact the Assistant Director of Athletics/Traditions or the Director of Business Operations prior to exchanging your vehicle to go over the turn-in checklist. Failure to so may result in you being responsible for any additional dealer claims. A Vehicle Information Sheet should be provided by the dealer and returned or faxed to the Business office with the new vehicle's information. Remember to switch your Kansas Athletics Insurance card and Accident Report Sheet to your new car at this time.

Dealer Responsibilities

Although individual dealership responsibilities are negotiable, dealers participating in the Courtesy Car Program are generally expected to:

1. Provide the assigned driver a passenger car of the dealer's choice suitable for recruiting, scouting and conducting staff business. The vehicle should not be more than 2 model years old nor have more than 10,000 miles when received. Although the make and model of the vehicle will differ between dealers the value of the vehicle must be at least $20,000 and should be a mid to full size car and have luxury equipment.

2. Replace the car before it reaches 30,000 miles.

3. Register the vehicle and furnish an automobile tag.

4. Instruct the recipient regarding the service operation of the vehicle, including service checks and where the checks are to be made.

5. Check the condition of the car being returned before an exchange is made and furnish the driver a copy of any repairs required for which the driver is considered liable.

Dealer Benefits

Each dealer will be given priority points for its vehicle. Each vehicle will be assigned points according to a scale related to the value (MSRP/Retail) of the vehicle. These points are permanent priority points, not bonus points, and are treated as "gift-in-kind." Tax issues related to this donation are the responsibility of the provider/dealer. Any dealer wishing to provide insurance for its car(s) will receive additional points. The scale will be as follows:

Vehicle Value (MSRP/Retail)	Annual Credit for Donation	Priority Points
$20,000	6,000	60
$30,000	7,000	70
$40,000	8,000	80
$50,000	9,000	90
$60,000	10,000	100

20 priority points will be awarded for each additional/multiple cars.

Tickets

Each dealer qualifies to purchase two men's basketball tickets per car. If the dealer wishes to purchase additional men's basketball tickets, he/she may do so according to his/her respective priority point total – not to exceed six tickets per account. Seating allocation will be based on the dealer's priority point total relative to all Williams Educational Fund donors.

For football, women's basketball and any other non-sold out venue, dealers will receive two complimentary tickets for the respective sports they select with an option to purchase additional tickets, depending on availability.

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Other

• Each dealer will receive a complimentary autographed team basketball (men's and women's).

• Schedule permitting, each dealer will be invited to an annual golf outing.

Appendix 7

FINANCIAL & ADMINISTRATIVE (413)

413 KUAC Motor Pool

Updated 1/08

KANSAS ATHLETICS MOTOR POOL

Kansas Athletics maintains a limited number of vehicles for departmental use, which are scheduled on a first-come first-serve basis. However, Olympic sports team travel has top priority for usage over recruiting for any sport and also has priority over any revenue sport team travel. All team travel has priority over staff or individual travel. The use of Kansas Athletics' motor pool vehicles for personal use is prohibited.

When Kansas Athletics vehicles are used, the Athletics Business Office will charge the budget of the team using the vehicle the current Wheel Club mileage reimbursement rate. The Athletics Business Office will reimburse the traveler for all expenses incurred for gasoline, tolls, parking, and major or minor repairs that are properly reported on an expense report. Original receipts are required for reimbursement of these expenses.

Employee Responsibilities

Before an employee is eligible to drive a Kansas Athletics vehicle, he/she must turn in a copy of his/her drivers' license to the Director of Business Operations. Random motor vehicle checks on employees eligible to operate vehicles will be conducted annually for insurance purposes. When a Kansas Athletics employee checks out a vehicle from Kansas Athletics or from any private vendor, the employee remains responsible for the vehicle until it is returned. No vehicle may be loaned to anyone other than the person who has proper authorization for use of the vehicle. The following policies will be in force for all employees when a vehicle is checked out:

1. All traffic laws must be obeyed. The driver and all passengers must use seat belts.

2. Park only in authorized spaces.

3. There must be no consumption of alcoholic beverages in the vehicle.

4. The vehicle shall be refueled before it is returned.

5. Only those persons authorized and with a current driver's license shall drive the vehicle.

6. The vehicle shall be picked up and returned at the proper times.

7. All trash must be removed from the vehicle before it is returned.

8. Use of cell phones when driving student-athletes is prohibited.

Checkout of Kansas Athletics Vehicles

To reserve a vehicle, contact the Olympic Sports Equipment Office to pick up keys and mileage forms.

If a person has a change of plans and a vehicle previously checked out will not be needed, please notify the Olympic Sports Equipment Office as soon as possible.

A vehicle should be driven only during the period of time that it has been checked out. The possession of keys does not authorize the driving of the vehicle prior to or after the time for which the usage was scheduled.

Use of Kansas Athletics' mini vans is restricted to moving personnel. Mini vans are not to be checked out for the purpose of hauling equipment or anything that may potentially damage the interior of the vehicle.

Student-athletes are not permitted to drive Kansas Athletics' vehicles.

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Return of Kansas Athletics Vehicle and Keys

All vehicles must be returned to the lot south of Anschutz Sports Pavilion. When returning a Kansas Athletics vehicle, the employee must properly complete the mileage form. Check the appropriate box on the mileage form regarding the usage.

Keys and mileage forms are to be turned in immediately upon return from the trip taken. After 5 p.m. and on weekends, vehicles are to be returned when scheduled to the lot south of Anschutz as described above. All windows and doors must be closed and locked and the vehicle cleaned of all trash. Keys and mileage forms are to be returned to the Olympic Sports Equipment Room at the beginning of the next business day (prior to 10 a.m.).

Toll and Parking Charges

Charges for tolls paid for out-of-state travel in a State or Kansas Athletics owned vehicle are reimbursable with appropriate receipts.

Parking charges are reimbursable for in-state and out-of-state travel, when documented by receipts.

Tickets for parking and moving violations will be the financial responsibility of the team / camp / individual to whom the van is signed out.

Gas Purchases

Contact Olympic Sports Equipment Office for details. Gas for local trips is filled at University Maintenance and charged back to appropriate budget.

Accident Reports

In the event of an accident, the employee must follow the directions listed on the Accident Report form found in the vehicle's glove compartment. The employee is also responsible for reporting the accident to the Director of Business Operations and the Assistant Athletic Director / Equipment Operations **immediately** upon return to the campus.

Employees found in violation of Motor Pool directives are held personally liable.

Team Travel Deadlines

All requests for Motor Pool vehicles for team travel are to be submitted to the Olympic Sports Equipment Manager by the following deadlines:

- August 1, for fall sports;
- October 1, for winter sports; and
- January 15, for spring sports.

Scheduling is handled according to deadline dates with priority given to in-season teams. For additional information see Policy 701B, Travel: Teams in this Manual.

Use of Rental Vehicles

When renting vehicles for team travel, prior authorization is required.

Use of 15 Passenger Vans

Due to safety concerns, KU and Kansas Athletics' policies require that 15 passenger vans may not be used to transport more than 8 passengers and one driver (9 total). Although the University does not have an official policy for the use of 12 passenger vans, it is also suggested that no more than 9 people be transported in these vans. For safety reasons, passengers should sit as close to the front of the vehicle as possible. KU policy dictates that the driver of these vans is prohibited from cell phone usage while driving. As with the use of all vehicles, the driver and all passengers must use seatbelts.

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FINANCIAL & ADMINISTRATIVE (414A)

414A Financial Support: Non-Profit & Student Groups

Updated 7/05

FINANCIAL SUPPORT: NON-PROFIT AND STUDENT GROUPS

No athletic department funds shall be donated to any charitable organization or any other fund-raising event. The donation of any goods or items to charities to be sold (e.g., autographed balls, old jerseys) must be approved by the Associate Athletics Director for Compliance and the appropriate sport or unit supervisor. Reasonable fees or donations required by charitable organizations to participate in a function (e.g., luncheon, dinner, golf) or to receive recognition in a program may be paid by athletic department funds if participation in the function or the receipt of recognition is business-related and is deemed to have considerable value to the mission of the sports program and/or athletics department. Exceptions to this policy must be approved by the Athletics Director.

Financial Support Outside Charities

Kansas Athletics will make every effort to fulfill donation requests by community members. If interested in an autographed item, a student-athlete appearance, or other (merchandise, tickets to Olympic sports, etc.) a non-profit group must fill out the appropriate forms found at www.kuathletics.collegesports.com/marketing/kan-marketing-donations.html and return them to the Compliance Office.

Kansas Athletics will **not** be able to offer direct financial support to outside charities. The highest priority for Kansas Athletics fund-raising efforts is to generate resources for Kansas Athletics student-athletes. This includes but is not limited to proceeds from ticket sales (or actual tickets men's basketball), autographed memorabilia, merchandise, or direct cash payment.

Student groups, such as Student Athlete Advisory Committee or individual teams, may support charities via donating their time and energies for fund drives or other projects.

Only the Director of Athletics may grant exceptions to this policy.

Financial Support University of Kansas Groups

Kansas Athletics is a full member of the University of Kansas community. As a department we strive to support the community in all its endeavors. Kansas Athletics staff and, where appropriate, student-athletes, will make every effort to support programs, concerts, conferences, etc. sponsored by community members with our time and energy.

However, Kansas Athletics will **not** be able to offer financial support to such events. The highest priority for Kansas Athletics fund-raising efforts is to generate resources to provide scholarships for Kansas Athletics student-athletes. This includes but is not limited to proceeds from ticket sales (or actual tickets to football and men's basketball), autographed memorabilia, merchandise, or direct cash payment.

Only the Director of Athletics may grant exceptions to this policy.

Guidelines for Soliciting and Selling

Solicitations shall be done in a manner, which does not interfere with the normal University process in areas designated by the University Events Committee. No event or activity will be approved for the private gain of individuals.

1) Student and University Organizations: Registered student/campus organizations may solicit donations on campus with University Events Committee approval. Funds collected on campus must benefit the University community by means of programs, activities, or services provided by the organization using these funds. All financial records related to soliciting on campus must be available for auditing by the University of Kansas Comptrollers Office within one calendar year of the event.

2) Non-student/University Organizations: Non-registered organizations may not solicit or collect funds or donations on campus. Non-registered organizations may provide information regarding donations.

**NOTE: City ordinance and potential sellers regulate selling and soliciting and solicitors should contact the Lawrence City Clerk to ascertain if a city license is needed.*

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FINANCIAL & ADMINISTRATIVE (414B)

414B Autographed MErchandise for Charitable Organizations

Updated 7/05

AUTOGRAPHED MERCHANDISE FOR CHARITABLE ORGANIZATIONS

KU Athletics will make best effort to provide an autographed item signed by a Head Coach (football, basketball, volleyball, etc.) for charitable entities upon request. Requesting group to provide item for coach's signature or KU Athletics will provide for a fee of $50.00 to cover the costs of KU Athletics.

KU will offer a limited amount of autographed team basketballs (men's or women's) to charitable entities. There is a $50.00 cost associated with autographed team balls to cover the costs of KU Athletics.

Requesting group will submit a Donation Request Form to the Athletic Marketing Office. If request is for a charitable entity, Donation Request Form is submitted to compliance for approval. If KU is providing ball, a check for $50.00 made out to Kansas Athletics must be enclosed.

If request is for an autographed item by a coach and approved by compliance, Donation Request Form is returned to Marketing for fulfillment (either acceptance or denial). If denial, Marketing sends letter explaining why request was denied. If accepted, Marketing calls requester to set-up time for requester to come in and drop off item to be signed (unless KU is providing). Once Marketing has signed item Marketing will mail to requestor (or requester can pick up) along with a letter reiterating NCAA rules about using items to benefit any potential student-athletes.

If request is for autographed team ball and approved by compliance, Donation Request Form is sent to Athletics Director for his signature (or designee) prior to being sent to Marketing for fulfillment. If denied, Marketing sends letter explaining why request was denied. If accepted, Marketing calls requester to set-up time for requester to pick up autographed team ball (or Marketing can mail) along with a letter reiterating NCAA rules about using items to benefit any potential student-athletes.

Due to volume of requests, KU Athletics will only fulfill autographed team basketball requests from the state of Kansas and greater Kansas City, MO. For other requests, KU Athletics will make best efforts to fulfill requests in the Big 12 Conference region.

KU Athletics will provide a maximum of one autographed item per organization, per year. Receipt of an item in no way guarantees subsequent donations.

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FINANCIAL & ADMINISTRATIVE (415)

415 Mail Services

Updated 7/05

MAIL SERVICE

Mail Service

Kansas Athletics uses the services of a private presort mail company. Daily mail service within the department will be as follows:

> Mail delivery and pick-up by the special service assistant will be made each morning as soon as the federal mail is received and sorted.
>
> After pick-up, mail that MUST be sent that day should be taken to the mailroom by 4:15 p.m. It will be posted and taken to the Post Office.

Personal mail mailed through the mail room (Regular mail, UPS or FedEx) must be paid for in the business office prior to mailing. The receipt must accompany your mail in order for it to be processed in the mail room.

Non-Profit Mailings

Items mailed at the non-profit rate through the printing service must meet the following guidelines:

The return address must begin "University of Kansas." It is then appropriate to put the department or individual on the following line. The return address must be a campus address and not a post office box.

Promotional advertising, other than one-word endorsements, is not allowed. Camp brochures do not qualify for non-profit rates.

Questions concerning non-profit mailings should be directed to the Associate Athletics Director/Internal Affairs.

Williams Educational Fund Mailing List

The Williams Educational Fund mailing list is the property of Kansas Athletics and available only for athletic department business. The mailing list will not be made available to any outside individual or organization without the permission of the Athletics Director.

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FINANCIAL & ADMINISTRATIVE (416)

416 Severe Weather & Lightning

Updated 1/08

SEVERE WEATHER & LIGHTNING

Inclement Weather Policy

In general, the University does not close because of snow or other inclement weather. As a condition of their employment, employees are expected to be at work during their regularly scheduled work times. However, severe weather may sometimes delay or prevent employees' travel to work or necessitate their leaving work early.

In such a situation, the Chancellor, or the Provost may declare a weather emergency and implement the University Inclement Weather Policy. The intent of the Inclement Weather Policy is to ensure the safety of the students and employees and also accommodate the needs of employees for additional time in traveling to and /or from work.

It is important to remember that a declaration of a weather emergency is a separate issue from the suspension of classes. There may be instances when classes are suspended but an inclement weather emergency is not declared.

When weather conditions warrant implementation of the Inclement Eeather Policy at the start of the work shift, a period of one hour will normally be allowed in which to report to work after the start of the normal work shift without receiving a reduction in pay for the delay in reporting. Should the Inclement Weather Policy be implemented during the day, employees whose shifts are ending may be permitted to depart up to one hour early. In very unusual situations, a longer period time may be announced and that longer period will then be allowed for arrival or departure.

Employees who will be late or unable to get to work are expected to give their departments timely notice. Directors and managers must determine their staffing requirements to insure the maintenance of essential programs and activities, thus determining which staff are essential employees. Only those employees who have been identified by their department heads as essential employees shall be eligible for compensatory time related to declarations of inclement weather.

Any emergency declaration will be announced via area news media (after 6:15 a.m.), the inclement weather line (864-SNOW, after 6:30 a.m.), the Information Center (864-3506), J-TALK, DIAL-A-JOB (864-4623) and campus "calling trees" (during the workday).

Severe Weather Procedures

Should severe weather occur, seek shelter immediately in the designated storm shelter nearest you.

Designated Shelter Areas

Allen Fieldhouse

• 1st floor interior offices or rooms without glass or windows.

• 1st floor corridors on the east and west sides, away from the lobbies.

• CAUTION: Stay out of the arena and off the second and third floor concourse. These areas are NOT safe shelters.

Anderson Strength Center

• 1st floor interior offices or rooms without glass or windows.

Horejsi Family Complex

• 1st floor offices or rooms without glass or windows.

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• CAUTION: This facility should not be occupied during severe weather if at all possible. IF SAFE to leave building, cross to Allen Fieldhouse.

Parrott Athletic Center

• 1st floor offices or rooms without glass or windows.

• 1st floor hallway at a safe distance from the breezeway entrance.

Wagnon Student Athlete Center

• 1st floor rooms without glass or windows.

• 1st floor corridors.

Anschutz Pavilion

• This facility should NOT be occupied during severe weather. The arena and the Strength Room are not safe areas. Occupants should seek shelter in the corridors on the first floor of the Athletic Complex Expansion.

Memorial Stadium:

• Enclosed offices or rooms under the stadium. Stay clear of large entry doors.

Other information:

Stay away from areas with machinery, electrical equipment or dangerous materials. The Facilities and Maintenance Department will keep coaches and athletes advised of severe weather watches or warnings.

Should the need occur, the training room will be used as an emergency first aid station.

Emergency Evacuation Plan – during game

The Assistant Athletic Director of Facilities/Events (Game Administrator) may in consultation with other university officials deem it necessary to evacuate the facility for safety reasons. Event Staff and emergency personnel will be notified to assist in clearing the facility in a safe and timely manner.

Threatening weather may require that the facility be evacuated. If the Assistant Athletic Director of Facilities/Events (Game Administrator) in consultation with other university officials deems it necessary, event staff and emergency personnel will be notified to assist in this evacuation. The entire emergency procedures manual will be reviewed and updated annually by the Director of KU Public Safety, the Lawrence-Douglas County Fire & Medical Chief and the Assistant Athletic Director - Facilities/Events.

Emergency Numbers:

Emergency:	911
KU Public Safety (non emergency)	864-5900
KUAC Security	691-5227
Assistant Athletic Director of Facilities/Events	331-5329
Game Day Administrator (Press Box)	864-4808
Facilities/Event Management Office	864-4210

Lightning Policy

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Lightning is the second leading cause of weather related deaths taking an average of 80 lives per year and injuring 2.5 times as many. While the chances of being struck by lightning are small, it is important to understand that the odds increase significantly when a thunderstorm is in the area and safety precautions have failed to be met. It is the intent of this policy to educate those coaches, officials and administrators who are responsible for the safety of student-athletes on the preventative measures and safety precautions to follow to avoid inherent risk and injury associated with lightning.

Education

Lightning occurs due to a natural electrical discharge within the atmosphere. As a thunderstorm develops, a region of positive and negative charges are separated into layers. This separation produces and electrical potential, which continues to build in strength until the air can no longer resist the attraction resulting in a flash. This flash is commonly categorized in one of two ways: a cloud discharge/ in-cloud lightning or cloud to ground lightning. Cloud to ground lightning is initiated by an electrical breakdown between the positive and negative charge regions. A faint luminous channel, known as the stepped leader descends in a downward pattern toward the ground. As this stepped leader nears the ground an opposite discharge ascends from the ground or other object to meet the stepped leader. At this point of junction, the cloud is short-circuited to the ground and brilliant flash of high current is seen. A flash has a billion bolts of energy, with a peak current between 10,000 and 200,000 amperes.

Thunder is created when the air immediately around the lightning channel is superheated. This heated air expands rapidly producing the clips, rumbles and all other sounds of thunder. Thus, thunder is actually the result of lightning and always accompanies it. Thunder at a distance is heard beginning with a rumble while at nearer vicinities it is initiated as a clap followed by a long rumble. Since light travels much faster than sound, the amount of time between a lightning bolt and thunder clap allows the distance of the lightning to be calculated based on the sound traveling at a rate of one mile per five seconds. This method of calculation is known as the “flash to bang” system and will be discussed in more detail in the methods of gathering information section.

Cloud to ground lightning strikes are most prominent from late spring to early autumn, with the number of positive flashes peaking in July. Strikes tend to occur most frequently during the afternoon and early evening and the majority of fatalities have been reported to occur between 10 a.m. and 7 p.m. This puts athletics at an increased risk since practices traditionally take place during the periods of elevated lightning occurrence. The existence of blue sky and absence of rain are not protection from lightning. Lightning can, and does, strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike.

The goal of this policy is to minimize lightning casualties by emphasizing advanced planning and the recognition of a potential threat. However, it is also important to know what to do if caught by surprise. If you are caught in a dangerous situation, too far from a safe shelter, and you feel your hair stand on end or your skin tingle you should immediately crouch down on the balls of your feet with your arms wrapped around your knees and your head down. Minimize your body’s surface area and minimize contact with the ground! Don’t be the highest object or connected to anything taller that its surrounds, avoid metal objects, individual trees and standing pools of water.

Treatment

In the event that a person is struck by lightning do not hesitate to assist them; unlike electrical victims they do not carry a charge so they may be safely handled. Activate the emergency medical system (call 911). If the victim is not breathing, yet has a pulse, begin mouth to mouth resuscitation. If a pulse is absent as well, it is imperative to initiate and sustain cardiopulmonary resuscitation (CPR) as soon as possible. The administration of CPR to a victim who appears dead can reverse cardiopulmonary arrest. If available, use an AED (automatic external defibrillator). If there are multiple victims, aid should be administered to the apparently “dead” first. Keep in mind, for the safety of the rescuer, the possibility of a second strike within the immediate area. It is recommended that all University of Kansas Athletic Department Staff be certified in CPR.

The decision to suspend a game or practice will be based on the following information systems:

1. “Flash to Bang” Method - This is the easiest and most convenient. Most experts also consider it the “best” method. It requires no equipment and is an easy way to determine the distance from the last lightning strike. We cannot predict where the next strike will occur. This method is performed by beginning a count, which is equivalent to one second at the time you see a flash of light and continue counting until you hear the thunder. Take that number and divide by 5 to determine the distance in miles that the strike was from you. An example, if you counted thirty seconds, this would indicate that the strike was approximately 6 miles away.

2. Internet Web Site: www.weather.com

3. The athletic training staff will check the weather daily prior to practice or a game. A weather report will be obtained on the internet at www.weather.com. In addition, a Sky Scan lightning detection device will be used to help determine the occurrence of lightning in the area. These reports will be monitored for storms that may develop during scheduled practice times.

4. Once the Sky Scan lightning detection device detects lightning within 20-40 miles, a member of the athletic training staff will begin to observe the sky for signs of severe weather. If lightning is detected, the “Flash-to-Bang” method will be used to determine the distance of the lightning from the practice or game site. To do this, simply count the number of seconds between the flash (lightning) and the bang (thunder) then divide

that number by five. This will give you the approximate distance of the lightning in miles. For example, if there is 30 seconds between the lightning and thunder then the lightning is about 6 miles away (30/5 = 6). Since the average lightning bolt is six miles long, a “flash-bang” count of 30 or less indicates increased lightning strike danger, and play/practice should be suspended. Additionally, remember that blue skies and the absence of rain does not mean that you are safe from lightning. Lightning can strike as far as 10 miles away from the rain shaft.

5. In the event of danger from severe weather, the certified athletic trainer will notify the supervising coach at the practice or the head coach and game officials at the game. If appropriate, the certified athletic trainer must recommend that play be suspended at that time and that shelter should be taken. The decision to stop play during an official game or contest is within the domain of the official or referee officiating the game or contest. It should also be stated that the facilities management, head coaches of the home or visiting teams, or the certified athletic trainer of the home institution should be able to confer with the game official to bring stoppage of play during dangerous lightning activity. Stoppage of play should be based on the guidelines presented above.

6. During any of the above situations, any individual, athletes or staff who feels he or she is in danger of lightning has the right to leave the field and seek safe shelter.

7. Once play has been suspended, everyone involved with the practice or game will seek shelter in designated “safe structures” .

Safe Shelters

A safe shelter is defined as: any building normally occupied or used by people; i.e., a building with plumbing and/or electrical wiring that acts to electrically ground the structure. Avoid using shower facilities for safe shelter and do not use showers, plumbing or land line telephones during a thunderstorm. Cellular telephones are a safe alternative to use if you are within a safe structure. In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (not a convertible or golf cart) and rolled up windows will provide a safe shelter. Do not touch the side of the vehicle. It is not the tires that make the vehicle safe, it is the hard metal roof that dissipates the lightning strike that protects you. Stay away from the tallest trees or object (such as flag poles or light poles), metal objects (such as fences or bleachers), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field. Do not take shelter under a single, tall tree.

Some safe shelters at University of Kansas include:

Memorial Stadium - Locker rooms (excluding showers)

Football Practice Fields - Wagnon locker room (excluding showers)

Baseball, Softball, Soccer – Locker rooms (excluding showers)

Tennis – Robinson Center

Golf – Clubhouse

Cross-Country – Vans or other vehicles on course

Rowing – Vans or other vehicles at river or lake

Spectators should be instructed to seek safe shelter in a building or automobile. Standing underneath the bleachers or stands is not safe.

If there is no safe shelter within a reasonable distance, find a thick grove of small trees surrounded by taller trees or find a dry ditch. Crouch down with only the balls of your feet touching the ground, wrap your arms around your knees and tuck in your head. You want to minimize your body’s surface area and minimize contact with the ground. Do not lie flat on the ground. Lightning often enters through the ground, not through direct overhead strike. If you are unable to reach a safe shelter you need to avoid the following objects: the tallest trees in the area, light poles, flag poles, metal fences or bleachers, standing pools of water and open fields. Avoid being the tallest object in the area and do not take shelter under a single, tall tree.

If you feel your hair stand on end, hear a crackling noise, or skin tingles, crouch immediately as described above.

Avoid using landline telephones unless absolutely necessary. Cellular phones or portable phones are a safe alternative if the antenna and person are located within a safe structure and if all other precautions are followed.

Suspension

The average distance from one lightning strike to the next is approximately 2 to 3 miles, yet can be as much as 10 miles. Therefore, a storm may

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still be several miles from your location yet the very next strike could be on top of you. Based on NCAA guidelines all activity should be suspended and all persons should seek safe shelter when:

A Flash-to-Bang count of 30-seconds or less is detected. This is equivalent to six miles or less.

Return to Activity

Once a game or practice has been suspended, the storm should continue to be monitored. **No contest or practice should be resumed until all lightning activity within a 6-mile radius (30 second count) for 30 consecutive minutes.** This is to prevent any casualties caused by a back flash. Most people consider it safe to resume activity once a storm has passed or it has stopped raining. However, a central Florida study found more casualties do occur after the peak flash rate.

Appendix 7

FINANCIAL & ADMINISTRATIVE (417)

417 Emergency Situations

Updated 7/05

EMERGENCY SITUATIONS

Emergency Situations In Allen Fieldhouse And Memorial Stadium

If information is received that the possibility of an emergency situation (threats to life and/or property) exists, the following action will be taken:

> Such information should be communicated to an official of the University Police Department who will notify the Athletics Department Game Manager. An evaluation of the validity of the report will be made at this time between the University Police and the Athletics Department.

If the condition is one considered to be minor in scope, every attempt will be made to contact those persons or agencies involved and have them deal with the problem directly. If it appears that a condition exists which is of major consequence such as a mass civil disturbance, a bomb threat, a serious weather condition, a major fire, or a situation, which threatens life and property, the following action will be taken:

A. For an event in Allen Fieldhouse, the Chancellor or his designee, the Athletics Director, the Athletics Department Game Manager, the University Police, Facilities Operations staff, and the Medical aid staff will report immediately to the command bus located outside the southeast overhead door of Allen Fieldhouse. For an event in Memorial Stadium, the Chancellor or his designee, the Athletics Director, the Athletics Department Game Manager, the University Police, Facilities Operations staff, and the Medical aid staff will report immediately to Suite #818, the Game Operations Suite
B. A decision will be made by this group of people regarding the appropriate action to be taken.
C. The appropriate agencies shall be contacted by two-way radio or telephone and advised of the situation.

Emergency Phone Numbers

EMS 911 or 4-4100

Incident Information to be given to the EMS Personnel

1. Location Address Activity Area 2. Directions and Activity Area Entry 3. Phone Number Calling From 4. Caller's Name 5. What Happened? 6. How many victims and condition (type of injury)? 7. What assistance is being given?

DO NOT HANG UP: FIRST ANSWER ANY OTHER QUESTIONS EMS OPERATOR MAY REQUEST

Other Important Numbers Watkins Student Health Center (Dr. Magee) 4-9500
Nesmith Training Room 4-3812 or 4-5095

Emergency Procedures

Emergency Evacuation Plan: The Assistant Athletic Director of Facilities/Events (Game Administrator) may in consultation with other university officials deem it necessary to evacuate the facility for safety reasons. Event Staff and emergency personnel will be notified to assist in clearing the facility in a safe and timely manner.

Threatening weather may require that the facility be evacuated. If the Assistant Athletic Director of Facilities/Events (Game Administrator) in consultation with other university officials deems it necessary, event staff and emergency personnel will be notified to assist in this evacuation. The entire emergency procedures manual will be reviewed and updated annually by the Director of KU Public Safety, the Lawrence-Douglas County Fire & Medical Chief and the Assistant Athletic Director - Facilities/Events.

Emergency Numbers:

Emergency: 911

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KU Public Safety (non emergency)	864-5900
Kansas Athletics Security	691-5227
Assistant Athletic Director of Facilities/Events	331-5329
Game Day Administrator (Press Box)	864-4808
Facilities/Event Management Office	864-4210

Appendix 7

FINANCIAL & ADMINISTRATIVE (418)

418 Kansas Open Records Act

Updated 07/05 418

THE KANSAS OPEN RECORDS ACT

The Kansas Open Records Act grants you the right to inspect and obtain copies of public records created or maintained by public agencies in Kansas. The Open Records Act, K.S.A. 45-215 et seq., as amended, declares that it is the public policy of Kansas that "public records shall be open for inspection by any person." Public records are defined as "any recorded information, regardless of form or characteristics, which is made, maintained or kept by or is in the possession of any public agency." University of Kansas and Kansas Athletics are classified as public agencies for the purposes of this Act.

Public records maintained by University of Kansas

- Regulations
- Policies
- Minutes/records of open meetings
- Salaries of public officials
- Agency budget documents

Your Rights

You have the right to request assistance from the University's Freedom of Information Officer at any time.

You have the right:

- To inspect and obtain copies of public records which are not exempted from disclosure by a specific law.
- To obtain a copy of the agency's policies and procedures for access to records.
- To receive a written response to your request within three business days. The response may inform you that it will take additional time to produce the records.
- To file a complaint with the Kansas Attorney General if you feel your request for public records is wrongfully denied.

Your Responsibilities

You must request records -written, photographic, or computerized. The Kansas Open Records Act does not require an agency to answer questions, prepare reports, or compile information. An agency may require you to put your request in writing, and you must provide proof of your identity, if requested. Reasonable fees, not exceeding actual cost, may be charged for access to records, copies of records, and staff time for processing your request. The Agency may also require advance payment of fees.

Requesting A Record

Jim Marchiony, Associate Athletics Director/External Affairs, is the designated official Custodian of Public Records for Kansas Athletics, and requests for inspection and copies of records should be directed to him.

Regular office hours on all business days, excluding Saturday and Sunday, are from 8 a.m. to noon, and from 1 p.m. to 5 p.m. Records may be inspected during those hours. The University and Kansas Athletics are closed on official holidays.

Kansas Athletics asks that you submit a written request (not email or fax) to obtain public records. Please include the following information in your request:

- Name
- Mailing address

- Daytime telephone number
- Fax number, if applicable
- A specific description of the records you are requesting. Make your request as specific as possible to expedite the process.

Mail your request(s) to:
Jim Marchiony
Associate Athletics Director/External Affairs
University of Kansas Athletics Corporation
1651 Naismith Drive
Lawrence, KS 6604

Charges for all services shall be collected in advance. Agency records shall remain in the possession and control of an agency staff member during inspection and/or duplication.

Delayed And/Or Denied Requests

All efforts will be made to process your request for public records as soon as it is received; however, some requests may be delayed or denied if:

- More information is needed in order to retrieve the records.
- Legal issues must be addressed before the records are released.
- The requested records are archived or stored off site.
- The volume of records requested is large and will take time to duplicate.

Requests may be denied in whole or in part if:

- The requested records do not exist.
- The requested records are exempt from disclosure by law.
- The request is unclear and more information is needed.

If the request is delayed or denied, you will receive a written explanation for the delay or denial within three business days.

Permission to inspect or copy public records may be denied if (1) the request "places an unreasonable burden in producing public records" or (2) the custodian of the records "has reason to believe that repeated requests are intended to disrupt other essential functions of the public agency." Denial of a person's inspection or copying request will be explained in writing upon request.

Copies of radio or recording tapes or disks, video tapes or films, pictures slides, graphics, illustrations or similar audio or visual items or devices shall not be required to be furnished unless such items or devices were shown or played to a public meeting of the Kansas Board of Regents or other public body.

Charges And Fees (updated 10/04)

Fees shall be charged for the provision of access to and the copying of public records. Fees for copies shall equal the actual cost of furnishing copies, including the cost of staff time required to make them or supervise the copying. Fees for providing access to computer records shall include the cost of computer services, including staff time required.

In accordance with this provision and the Kansas Open Records Act, K.S.A. 45-215 et seq., the following fees may be charged for providing access to or furnishing copies of public records:

- Non-certified copy - $.15 per page
- Addition for certified copy - $1.53 per page
- Addition for mailing (single letter weight) - $1.17 plus actual cost
- Fax (outgoing only) - $.80 plus long distance
- Access/inspection costs (per hour) - $27.73

Exceptions To The Open Records Act

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The Kansas Open Records Act recognizes that certain records contain private or privileged information.

The Act lists several exceptions, including but not limited to:

- Personnel records of public employees
- Medical treatment records
- Records protected by attorney/client privilege
- Records closed by the rules of evidence
- Records containing personal information compiled for census purposes
- Notes and preliminary drafts
- Criminal investigation records
- Proprietary business information

A complete list of exemptions can be found in K.S.A. 45-221.

An agency is only required to provide public records that already exist. There is no requirement for the agency to create a record upon request.

Nothing in the Open Records Act supersedes federal law, including the Family Educational Rights and Privacy Act (FERPA).

If a record is only partially exempted from disclosure, the Record Custodian shall delete the exempted materials and make available the material that is subject to disclosure. Records which are exempt because they pertain to an identifiable individual are subject to disclosure if deletion of the identifying portions of the records is possible, unless individuals' identities are reasonably ascertainable.

Public records more than 70 years old are open for inspection without regard to the above-listed exemptions. Disclosure of such records is prohibited only if federal or state law so provides.

Additional Information

If you have questions about the Act or the University's policies under it, or to obtain assistance in resolving disputes relating to the Act, contact Freedom Information Officer, Theresa Klinkenberg.

Theresa Klinkenberg
Business and Financial Planning
University of Kansas
Strong Hall
1450 Jayhawk Boulevard, Room 230
Lawrence, KS 66045-7535
785-864-4868

The information contained in this policy pertains to laws in effect October 2004.

Appendix 7

FINANCIAL & ADMINISTRATIVE (419)

419 HAll of Fame

Updated 11/05

ATHLETICS HALL OF FAME

The University of Kansas Athletic Hall of Fame has been established to formally recognize outstanding individual and team achievements and to preserve the heritage and tradition of the University's intercollegiate athletic program. Those team and individual achievements worthy of admittance based on the established criteria shall be formally recognized with appropriate displays. Individual displays may include a portrait (appropriately framed and measuring 16 x 20 inches) painted by an artist commissioned by the Hall of Fame. Team displays shall include photographs, paintings, trophies, and other appropriate memorabilia given by the National Collegiate Athletic Association or body supervising said event, which is being recognized. The Hall of Fame displays shall be located in the Booth Family Hall of Athletics. The Director of Athletics shall serve as the executive officer of the Hall of Fame and will thus assume responsibility for its upkeep and preserving.

Eligibility for Individuals

Individual athletes and teams shall be eligible for the Hall of Fame by achieving any of the following (five year waiting period after the Hall of Fame qualifications have been achieved):

- Olympic Medallist - Individual or Team Sport
- United States Olympic Team Member
- World Record Holder: Recognized National Federation Mark
- American Record Holder: Recognized National Federation Mark
- NCAA First Team All-American in the "primary" recognized poll - Team Sports (Baseball, Basketball, Football, Rowing, Soccer, Softball, Volleyball)
- NCAA Champion - Individual Sports (Cross-country, Golf, Swimming and Diving, Indoor/Outdoor Track and Field, Tennis)
- Selection to a National Hall of Fame for his/her sport

Eligibility for Teams, Coaches and Athletics Directors

- Baseball - World Series team, or a team that finishes in the Top 10 Poll
- Basketball - Elite Eight Team, or a team that finishes in the Top 10 Poll
- Football - Bowl Team that finishes in the Top 20 Poll
- Soccer - Great Eight Team, or a team that finishes in the Top 10 Poll
- Softball - World Series Team, or a team that finishes in the Top 10 Poll
- Volleyball - Great Eight Team, or a team that finishes in the Top 10 Poll
- All other sports - Top 10 team finish at NCAA Nationals, or a Top 10 finish in the final poll
- Head Coaches eligible if team eligible
- Athletics Director to be admitted after serving a minimum of two years and having a team qualify for admittance to the Hall of Fame

Qualifying for the Hall of Fame does not guarantee admittance. The K-Club will be the caretaker of the Hall of Fame. The K-Club Board will make recommendations to the Athletics Director for admittance, according to individuals or teams meeting the criteria. With approval, the individuals and/or teams would be set up with an appropriate date and ceremony for their induction. Additionally, an inductee may be removed from the Hall of Fame for any action that brings dishonor to the University of Kansas. The K-Club Board would first vote to remove someone. The Athletics Director would make the final decision to accept or deny K-Club's suggestion.

Jersey Retirement

Kansas Athletics does from time to time further honor former student-athletes/coaches by retiring jerseys. The K-Club Board, head coach or other will make recommendations to the Athletics Director for approval. Athletics Director will make final decision.

Eligibility for Special Admittance

Appendix 7

Other criteria to be considered for teams and individual is an accomplishment or contribution to a sport of such high stature that it is recognized nationally and subsequently has brought distinction and honor to those involved and to the University of Kansas.

Finally, the athletics department shall have the ability to admit no more than one special exemption per year. This exemption shall be for something exceptional that does not fit into any other criteria previously mentioned.

The Director of Athletics shall make all final decisions relative to admittance.

April 1977, Revised January 1983; September 1996; September 2000; February 2005; November 2005

Appendix 7

FINANCIAL & ADMINISTRATIVE (420)

420 Booth Family Hall of Athletics

Updated 7/07

BOOTH FAMILY HALL OF ATHLETICS

Booth Family Hall of Athletics

Hours of operation will be 10 a.m. - 5 p.m. Monday through Saturday. Some holidays the Hall will be closed. Additionally, the Booth Family Hall of Athletics will be open during all home basketball games and special university events. For basketball games the Hall will close three hours prior to tip-off and reopen when the Fieldhouse opens and hour and a half before tip-off. For football games the Hall will open as it does normally at 10 a.m. (may open before for early games) and will close a half hour before kickoff. When closed, the hall will be locked and not accessible by the general public.

The Booth Family Hall of Athletics will be staffed by at least one person during operating hours and during home basketball and football games. A desk will be set up during regular operating hours that will be removed on basketball game nights. A combination of student workers, interns and graduate assistants will make up the staff.

Displays are changeable and will be altered periodically. The curator shall make these changes.

Janitorial services will be incorporated into the overall Allen Fieldhouse plan. Windows will be cleaned every other day, unless needed more.

A series of security cameras and alarms have been installed throughout the Hall and are monitored by KUPD.

Naismith Room

The Naismith Room is to be used for special functions:

- Donor entertainment
- Men's and women's basketball pre-game meals
- Kansas Athletics teams post-season banquets
- Other as approved by Director of Athletics

The Naismith Room has a seating capacity of 122.

On game days, the basketball team may eat a pre-game meal in the room but must vacate it at least three hours prior to tip-off. Additionally, teams must clean up after themselves. Doors for invited donors will open 90 minutes prior to tip-off. A catered buffet will be provided along with beer, wine, soda, water, and coffee. At tip-off the room will close until half time, when it will re-open serving snacks and drinks. At the beginning of the second half, the room will close again until the end of the game, at which time it will re-open for one hour serving coffee, soda, water and deserts.

Guests for each game will differ. The guest list must be pre-approved by the Athletics Director. The Williams Educational Fund will staff donor receptions. No Kansas Athletics staff or family members are to enter unless they have been assigned specific duties (fundraising, etc.).

Other Kansas Athletics teams may request use of the Naismith Room for specific functions (end of year banquets, etc.). With approval from Athletics Director this will be an allowed use of the room.

The 'kitchen' consists of a refrigerator, hand-sink and microwave. There is also a keg-aerator in the Naismith Room. The Memorial Union is required under University rules to cater in University buildings. Therefore, the Naismith Room and Jayhawk Den can only be catered by the Union; there are no exceptions. Contact Robert Pierrelee, Union Catering Manager, at (785) 864-2400, or Whitney Fox, Catering Coordinator, at (785) 864-2444.

All requests to use the Naismith Room must be funneled through the Associate Athletics Director/Administration with final approval by the Director of Athletics. Other than approved functions, the room will be locked and not open to the staff or general public. Only necessary personnel will have keys to the Naismith Room; it is not on the master key.

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Jayhawk Den

The Jayhawk Den is to be used solely by Director of Athletics and Head Coaches, with approval of the Athletics Director. The Jayhawk Den may be used for intimate dinners or relaxing conversation. The standard room set-up will be set up as a lounge, with sofas and chairs. However, the room can easily be changed into a private dining room.

All requests to use the Jayhawk Den must be funneled through the Associate Athletics Director/Administration with final approval by the Director of Athletics. Other than approved functions, the room will be locked and not open to staff or general public. Only necessary personnel will have keys to Jayhawk Den; it is not on the master key.

Appendix 7

Privacy (421)

421 Privacy

Aug. 22, 2008

Effective 1/08

PRIVACY

Kansas Athletics is committed to safeguarding all Private Information entrusted to it by the public and members of the KU community. This notice describes Kansas Athletics and the University's general privacy policy as it relates to the collection, protection, disclosure, and disposal of such information.

Collection and Protection of Private Information

Information may be collected in a variety of ways, paper or electronic, including but not limited to, Web sites, surveys, email, information requests, databases, etc., as required to support Kansas Athletics and University activities.

Information collected, regardless of the method of collection or format, may be used only to carry out the authorized business of Kansas Athletics. Kansas Athletics shall make reasonable efforts to limit the Private Information it collects to only that information strictly relevant to accomplish a clearly defined purpose.

Every department within Kansas Athletics is responsible for maintaining the necessary confidentiality, integrity and availability of the information it handles. Every department is responsible for granting to assigned individuals within the department the reasonable, minimum access to Private Information needed to accomplish the necessary purposes. All Kansas Athletics employees are required to abide by state and federal laws and University policies, procedures and guidelines regarding the handling and protection of Private Information.

Employees who become aware of a breach of the privacy or security of Private Information must report such breach immediately to the KU Information Services Customer Service Center at 864-8080. The Information Services Customer Service Center will notify the KU Privacy Office and/or the KU IT Security Officer as required by the particular incident.

Private Information includes all information protected by state and/or federal law or that Kansas Athletics or the University is contractually obligated to protect. Private Information also includes information designated by Kansas Athletics as private (confidential or sensitive) through the creation of standards, procedures and guidelines. Access to these data must be tightly monitored.

Examples of Private Information include, but are not limited to the following:

• Nondirectory student records as defined by FERPA and the University Student Records Policy (www.vpss.ku.edu/records.shtml)

• Financial aid and scholarship records

• Individually identifiable personnel records.

• Personal information utilized to verify identity, including but not limited to Social Security numbers (SSN) and University ID numbers (KU ID)

• Passwords and PINS

• Digital signatures

• Individually identifiable health information protected by state or federal law (including but not limited to "protected health information" as defined by the Health Insurance Portability and Accountability Act (HIPAA).

• Individually identifiable information created and collected by research projects.

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• Credit card numbers and financial transactions covered by the Payment Card Industry (PCI) Standard.

• Information resources with access to confidential or sensitive data

• Information covered by nondisclosure agreements

Disclosure of Private Information

Private Information may be disclosed only to the extent that is permitted or required by law. Disclosure must comply with applicable requirements regarding consent or authorization for disclosure.

Legally Mandated Disclosure of Information

Kansas Athletics and the University may be required to release information, including Private Information, where required by state or federal law or upon receipt of a subpoena, search warrant or other court order.

Employee Privacy When Using Kansas Athletics or University Resources

Kansas Athletics supports a climate of trust and respect. It does not ordinarily read, monitor or screen employees' routine use of information resources, except as necessary to maintain quality of service, to investigate a breach of security or misuse of Kansas Athletics or University information resources, or where required by law. Disposal of Private Information Currently, there are 2 methods recommended to securely dispose of confidential, paper documents (or CD's, DVD's, etc.) including:

1. shredding (cross cut or diamond cut shredder recommended) or pulverizing materials; or

2. disposal in secure, locked shredding consoles For removal of Private Information on computers, contact the IT department for assistance to make sure the information is properly removed.

Consequences

Violations of this policy may result in disciplinary action, up to and including dismissal of employees. Employment actions will be conducted under the advice and guidance of the Corporate Counsel, Human Resources and the University Office of the General Counsel.

Appendix 7

STUDENT-ATHLETE POLICIES (501)

501 Conduct & Ethics

Updated 7/07

STUDENT-ATHLETES: CONDUCT AND ETHICS

I. Introduction

Student athletic programs are a longstanding and integral part of the University of Kansas (KU). Membership on an athletic team at the University of Kansas is considered a privilege. In order to maintain that membership, student-athletes are expected to demonstrate good sportsmanship, honesty, integrity, and respect for others, as well as abide by all University policies, team rules, the rules and policies of the National Collegiate Athletic Association (NCAA) and the Big 12 Athletic Conference, in addition to state and federal laws. Student-athletes, as representatives of the University, are among the most visible students on campus and in the community. Student-athletes have a special responsibility to conduct themselves in a manner that reflects well on the University, the athletic program, and themselves. In accordance with this tradition, coaches and professional staff members are also expected to instruct student-athletes on appropriate behavior and to assist them with understanding the intent of rules and regulations imposed upon them by all relevant governing authorities.

To this end, Kansas Athletics has adopted a standard of ethical conduct and behavioral expectations for all student-athletes at KU (Student-Athlete Code of Conduct). This Student-Athlete Code of Conduct articulates the fundamental principles of conduct for all participants in athletic programs. It does not modify the Code of Student Conduct, which applies to the conduct of all KU students. Instead, it reaffirms basic foundational values that conduct inconsistent with those values is inappropriate and cannot be tolerated. Thus, the mission of the Department of Intercollegiate Athletics is to provide an athletics program committed to integrity, fairness and competitiveness that is consistent with and in support of the mission of the University of Kansas. A balanced student-athlete will be a responsible citizen, one who achieves academically and performs athletically. Violations of this Code of Conduct, which is designed to promote these goals, is a significant event and calls for disciplinary action.

II. Governing Authorities

The laws, regulations, policies and procedures applicable to other members of the University community also govern participants in the University's athletic programs-students, coaches, staff and faculty. In addition, these participants are subject to a wide variety of requirements promulgated by the entities listed below which are designed to protect student athletes, ensure integrity of the University's athletic programs, and promote fair competition. Kansas Athletics is committed to full compliance with all of these requirements and engages in extensive oversight, education, and training to ensure that all participants in student athletic programs understand and comply with them.

Standards of ethical conduct are established and enforced by:

1. The National Collegiate Athletic Association (NCAA)

Student-athletes are subject to the rules and regulations of the NCAA, which govern unethical conduct, unsportsmanlike behavior, non-therapeutic drug use, non-permissible awards, benefits and expenses, gambling and bribery, and other forms of misconduct. All such rules and regulations are found in the NCAA Manual.

2. Big 12 Conference

The University and Kansas Athletics fully endorse the policies of the Big 12 Conference as they relate to student-athlete conduct, conference championship play and the intraconference transfer of student-athletes.

3. The University of Kansas

Student-athletes are subject to University rules and regulations, as published in the *University of Kansas Student Handbook*. This can be found online at www.studenthandbook.ku.edu.

4. Kansas Athletics

Student-athletes must abide by all rules and guidelines set forth by Kansas Athletics, as published in the ***Student-Athlete Handbook***. Additionally, team rules may be established by each individual sport's Head Coach and his/her staff within parameters set by the Director of Athletics and the University.

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Student-athletes are encouraged to obtain clarification regarding any Kansas Athletics, University, Conference or NCAA rules and regulations from a member of their coaching staff or the Compliance Office, as appropriate. In addition to the rules and regulations of the aforementioned authorities, general Kansas Athletics conduct policies are set forth below.

III. Student Athlete Code of Conduct: Personal Conduct and Responsibilities

One of the primary purposes of a university is to educate young men and women to be responsible and productive citizens of good character. Character is knowing what is right (awareness), committing to what is right (attitude), and doing what is right (behavior). Good character is knowing of, caring about, and acting upon the core values such as fairness, honesty, trust, decency, and compassion. It means having personal integrity and possessing the will, the courage, the determination, and the persistence to do the right thing despite pressures and temptations to the contrary. Kansas Athletics firmly believes that good character is necessary for athletic excellence.

Student-athletes accepted into the University of Kansas athletics program are extended the privilege of participating in intercollegiate athletics. This privilege in no way constitutes a right to participate. Therefore, in return for the privilege of participating in the intercollegiate athletics program, student-athletes must be willing to accept personal responsibility for their behavior. Accordingly, student-athletes are expected to:

- Abide by all government laws, University regulations, team rules, and Kansas Athletics' rules as set forth in this Student-Athlete Code of Conduct
- Be prepared to give 100 percent both mentally and physically, in the classroom and on the playing field
- Immediately report to the Associate Athletics Director/Compliance, the Director of Athletics, or the Faculty Athletic Representative any violations of NCAA rules
- Immediately report to the Head Coach any violarions of state or federal laws or university regulations
- Obey all residence hall policies and regulations
- Accept personal responsibility to exercise good judgment and self-discipline on and off the playing field/court and on and off campus
- Take seriously the duty of being a good role model, including prudent personal association, and of exerting a positive influence on others-especially young people
- Honorably represent oneself, one's team, and the University by exhibiting pride in dress and behavior while playing in and traveling to and from sports events
- Present a positive demeanor at all times on and off the campus
- Show respect for all members of the University and the community
- Treat people with civility and cooperate with people in authority
- Refrain from and be intolerant of physical abuse, harassment, and intimidation
- Demonstrate responsible citizenship and good sportsmanship

1. Academic Responsibilities

In keeping with the mission of the university, a priority for the Athletic Department is to augment and support every effort that will foster intellectual development and graduation for student-athletes. While several levels of support exist at the University and within Kansas Athletics, the ultimate responsibility for success rests upon the shoulders of the student-athlete. As a result, each student-athlete is expected to:

- Attend all classes, unless officially excused, be prepared, participate at the level expected of all students, and complete all academic assignments.
- Communicate to the appropriate parties (e.g. instructors) in a timely manner when an academic/athletic conflict occurs.
- Consult with academic advisors and attend study halls or tutoring sessions, as directed.
- Maintain an academic load of at least 12 hours per semester and make satisfactory progress toward a degree.
- Accept personal responsibility for maintaining academic eligibility.
- Strive to obtain a college degree within four (4) years.
- Understand and live by the academic regulations of the University as described in the *Student Handbook*.
- Adhere to the University's policies regarding academic integrity and honesty.

2. Athletic Responsibilities

As athletic ambassadors of the University, student-athletes are expected to:

- Abide by all team, Kansas Athletics, University, Conference, and NCAA rules.
- Achieve and maintain optimum physical condition within accepted health standards.

- Attend all organized practices, unless officially excused.
- Take proper care of equipment and return it in good condition.
- Behave with dignity, respect, and good sportsmanship to your teammates, officials, and your opponents.
- Reflect the high standards of honor and dignity that should characterize participation in competitive intercollegiate athletics.
- Conduct themselves in a manner reflecting positively on themselves and on the reputation of KU, both on and off the "field of play," in pre-game and post-game comments to media, and when traveling and participating at other institutions.
- Encourage and appreciate quality play and effort, regardless of whether it is exhibited by a teammate or an opponent.

3. Sportsmanlike Conduct

While intense and emotional game action and conduct is certainly a part of intercollegiate sports contests, a student-athlete should never demean the dignity and individuality of the opponent. Student-athletes are expected to maintain control during emotionally charged situations, including assisting a teammate or colleague who appears to be losing control, and to react in a positive manner to an aggressive action by an individual or group. To this end, student-athletes are expressly prohibited from engaging in unacceptable behavior at practices or at any intercollegiate sporting event. Unacceptable behavior includes, but is not limited to, the following:

- Physically abusing officials, coaches, opponents or spectators;
- Engaging in any comment, whether critical or not, of game officials, Conference personnel, another institution, its student-athletes or its personnel;
- Throwing objects;
- Seizing equipment from officials or the news media;
- Inciting players or spectators to negative actions or to any behavior which insults or defiles an opponent's traditions;
- Using obscene or otherwise inappropriate language or gestures;
- Making public statements which are derogatory, controversial, or outside Kansas Athletics' media policy;
- Engaging in negative recruiting by making derogatory statements about another institution or its personnel; and/or
- Participating in any action that violates generally recognized ethical standards of intercollegiate athletics participation.

The University and Kansas Athletics investigates all incidents of unsportsmanlike conduct and may discipline the student-athlete accordingly.

4. Dress Code

Since your attire reflects directly upon you and your team, student athletes should take a special interest in their personal appearance, especially when traveling with your team. Head Coaches will set dress code standards when traveling and may also specify what constitutes appropriate dress while the student-athletes are representing the University at other times.

5. Health and Medical Responsibilities

Participation in athletics is contingent upon medical approval of the Head Team Physician and the Sports Medicine staff. Student-athletes are required to show evidence of proper medical insurance and provide a current medical history for the Sports Medicine staff and/or Head Team Physician. Please refer to the Medical Policy in this Handbook for more information. In addition, participation in Kansas Athletics sponsored student enhancement seminars or functions, which may include but are not limited to counseling, drug testing, drug education, nutrition and alcohol education, is required. Student-athletes are expected to keep themselves in top physical condition and are responsible for continuing training programs prescribed by medical and coaching staffs. Kansas Athletics is not responsible for the medical consequences and/or financial liability incurred by students who obtain treatment that has not been preauthorized by the Head Team Physician or the Director of Sports Medicine .

6. Alcohol

Alcohol consumption is highly discouraged at all times. Student-athletes are responsible for following all federal, state, local, university, and Kansas Athletics laws and guidelines pertaining to alcohol and drug use. The Campus Code of Ethics for Alcohol Use is considered the minimum guideline, and each Coach may set higher standards in a separate team policy. **Underage drinking is a violation of this Code of Conduct.** It is strongly recommended that those 21 and over avoid drinking establishments. Just being in attendance may lead to problems.

In addition, our student-athletes are prohibited from:

- Possessing alcohol in University housing.
- Driving under the influence of alcohol.

- Purchasing alcohol while under the age (21 years) required by the Kansas state law.
- Drinking alcoholic beverages when officially representing the University for athletic competition (including travel time), community and public service events, and appearances.
- Drinking alcohol at events sponsored by Kansas Athletics, whether on or off campus.
- Providing alcohol to prospective student-athletes making official and/or unofficial visits to the University.

7. Tobacco

It is the intent of this policy to provide a safer, healthier environment for all Kansas Athletics coaches, administrators, staff, students, and visitors by placing limitations on smoking and chewing tobacco.

Kansas Athletics has an interest in fostering awareness of health and safety. Many individuals report discomfort when exposed to secondhand smoke. By acknowledging that smoking is a controllable hazard and by adopting a policy to restrict smoking, Kansas Athletics demonstrates its commitment to promoting a healthy and tobacco-free work environment.

Smoking and chewing tobacco are not permitted in all athletics facilities, including Allen Fieldhouse, Horejsi Family Athletic Center, Anderson Strength Center, Memorial Stadium, Anschutz Sports Pavilion, Hoglund Ballpark, Jayhawk Field, Super Target Field and Wagnon Student Athlete Center. At Memorial Stadium, Hoglund Ballpark, Arrocha Ballpark, and the Jayhawk Soccer Complex, smoking and chewing tobacco are not permitted in any enclosed area or in the general seating area.

In accordance with NCAA bylaw 11.1.5, the use of tobacco products is prohibited by all game personnel (e.g. student-athletes, coaches, trainers, managers, and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.

8. Possession and Use of Fake Identification Cards

Knowingly furnishing false information in the form of a false or fake ID card violates University policies as well as state and local laws.

9. Illegal Drugs & Drug Testing

The use of illegal and/or "performance enhancing" drugs is totally inconsistent with the purpose of intercollegiate athletics and creates a danger to the health and safety of student-athletes and their teammates. Kansas Athletics will not tolerate the use of these products.

Kansas Athletics has a substance-abuse policy and drug-testing program in which all student-athletes are required to participate. The policy and program documents outline the purpose of the program; the banned drugs; the testing methodology; and sanctions. In addition, coaches may impose additional sanctions for violations of the drug policy pursuant to their team rules. The drug testing policy and program information is provided annually to each student-athlete. Student-athletes also are subject to the testing programs conducted by the NCAA and Big 12 Conference.

Any student-athlete who is arrested, charged or convicted of using or possessing illegal drugs will be subject to the sanctions of the Student-Athlete Code of Conduct Sanctions Policy as well as Kansas Athletics Substance-Abuse Policy and Drug-Testing Program.

The NCAA, Big 12 Conference, and Kansas Athletics have specific policies related to drug testing. These policies are available through the Sports Medicine Department. In addition, the NCAA includes a list of banned drugs each year in the NCAA Manual. To acquire a list of these banned substances, contact the Compliance Office, or see the athletic trainers in the Nesmith Athletic Training Room.

10. Gambling and Bribery

The NCAA and Kansas Athletics have established specific guidelines concerning involvement in gambling and bribery at the intercollegiate sports level. The Compliance Office and the individual sports coaches are responsible for educating student-athletes regarding these guidelines. Student-athletes should be made very aware of how gambling and bribery threaten the integrity of intercollegiate sports. Examples of prohibited activities can include the following:

- No wagers on any professional or college sports event, even those that don't involve your college (i.e., March Madness or Super Bowl).
- No sports "pools," even those run by friends.
- No internet gambling on sports events (i.e., Facebook, Myspace, Fantasy League).
- No sports wagering using toll-free or 900 numbers.
- No exchange of information about your team with anyone who gambles. Do not disclose information about injuries, new plays, team

morale, discipline problems, or any other personal, sensitive, or competitive team information related to athletics at the University of Kansas to anyone.

In addition, student-athletes are responsible for the following:

- Reporting to the Head Coach or the Compliance Office any offers of gifts, money or favors in exchange for supplying team information or for attempting to alter the outcome of any contest (i.e. point shaving);
- Maintaining a clear understanding of what constitutes gambling and bribery activities and reporting any suspected infractions; and
- Contacting a coach or other Kansas Athletics personnel when questions occur concerning appropriate release of team information.

Disciplinary action for violations of NCAA regulations concerning gambling can include ineligibility for further intercollegiate competition.

11. Agents

It is essential that student-athletes know the NCAA rules related to professional sports. A violation of the rules concerning athlete agents could have severe negative consequences for the University and the student-athlete. **Student-athletes are required to disclose any contacts with any athlete agents to the Compliance Office.** NCAA rules forbid a student-athlete from:

- Agreeing, either orally or in writing, to be represented by an athlete agent or organization in the marketing of his or her athletic ability or reputation, until after completion of the last intercollegiate contest, including postseason games;
- Negotiating or signing a playing contract in any sport in which the student-athlete intends to compete;
- Asking to be placed on a professional league's draft list (Exception for Men's Basketball and Football);
- Accepting payment of expenses or gifts of any kind (including meals and transportation) from an athlete agent;
- Receiving preferential benefits or treatment (for example, loans with a deferred pay-back schedule) because of reputation, skill or pay-back potential as a professional athlete; or
- Retaining professional services for personal reasons at less than the normal charge, from a representative of the student-athlete's school's athletics interests.

Prior to any meeting or contact with an athlete agent, the student-athlete must have the permission of his or her head coach and the approval of the Compliance Office. The Compliance Office shall determine if the agent is properly registered with Kansas Athletics and the state of Kansas. The head coach, at his discretion, may determine contact times.

For assistance with the selection of a professional athlete agent or any questions related to a professional sports association, student-athletes should be directed to talk with their Head Coach or contact the Compliance Office or the Director of Athletics. For further clarification of athlete agent conduct and Kansas Athletics requirements, see section 510.

12. Support Services

Individual and group counseling are readily available at the University of Kansas to help students. The following agencies are available on the Lawrence campus:

Counseling and Psychological Services (CAPS), Watkins Health Center 864-2277
Psychological Clinic, 315 Fraser Hall, 864-4121
Office of Multicultural Affairs, 145 Strong Hall, 864-4351
Emily Taylor Women's Resource Center, 22 Strong Hall, 864-3552
Financial Aid, 50 Strong Hall, 864-4700

13. Sexual Offenses

Kansas Athletics will not tolerate sexual offenses, such as rape, including acquaintance/date rape, or other forms of nonconsensual sexual activity. These acts degrade the victims, our campus community, and society in general. While the University cannot control all the factors in society that lead to sexual offenses, the University will strive to create an environment that is free from acts of violence.

14. Acquaintance Rape

Because acquaintance rape, commonly called "date rape," is an increasingly serious concern nationwide, Kansas Athletics has publicly addressed such behavior with its student-athletes. It expects all student-athletes to conduct themselves in a manner which avoids any association with such a charge. Coaches and staff members who counsel student-athletes should make them aware of the consequences of

such a charge. Further, student-athletes are encouraged to do the following:

- Be conscious of the signals they transmit to others;
- Be careful not to place themselves in situations that could be misunderstood or misread;
- Accept a negative response to their overtures (e.g. "no" means "no;" it does not mean "yes" or "maybe");
- Avoid drinking or taking drugs at all times, but especially when on a date.
- Understand the definition of rape.

The state of Kansas defines rape as
(1) sexual intercourse with a person who does not consent to the sexual intercourse, under any of the following circumstances: (A) When the victim is overcome by force or fear; (B) when the victim is unconscious or physically powerless; or (C) when the victim is incapable of giving consent because of mental deficiency or disease, or when the victim is incapable of giving consent because of the effect of any alcoholic liquor, narcotic, drug or other substance, which condition was known by the offender or was reasonably apparent to the offender; or
(2) sexual intercourse with a child who is under 14 years of age. (KSA 21-3502)

Lastly, students should be encouraged to seek appropriate counseling, as necessary. (The Emily Taylor Women's Resource Center is available to assist female student-athletes who desire additional information.)

15. Assistance Related to Sexual Assault

Any student-athlete who may need assistance with issues related to rape, sexual assault or other forms of sexual violence should contact the athletic department's Senior Woman Administrator. The following agencies also are available for all university students:

Sexual Assault Services Coordinators
(Emily Taylor Women's Resource Center) 864-3552
Counseling and Psychological Services
(Watkins Student Health Center) 864-2277
Ga Da Gi Safe Center
Rape Victim Survivor Service 843-8985
24 hour hotline 841-2345
KU Public Safety Office 911 or 864-5900
Lawrence Police Department 911
Lawrence Memorial Hospital 749-6162

16. Sexual Harassment

The University of Kansas is committed to providing an environment that will foster respect among all members of the University community. Sexual harassment violates the trust and respect that is essential for providing a positive educational environment. Sexual harassment involving staff, coaches, or student-athletes will not be tolerated. Sexual harassment violates professional ethics, federal and state law, and Board of Regents and University regulations. It subverts the mission of the University and threatens the careers of students, faculty, and staff. The University and Kansas Athletics define sexual harassment as:

1. Unwelcome sexual advances,
2. Requests for sexual favors, or
3. Verbal or physical conduct of a sexual nature, when:

    a. Submission to such conduct is made either explicitly or implicitly a term of condition of employment, education or participation;
    b. Submission to or rejection of such conduct is used as the basis for employment, academic or participation decision;
    c. Such conduct unreasonably interferes with the individual's work, academic or athletic performance or creates an intimidating, hostile, or offensive working, academic or athletic environment.

Repeated or unwanted sexual attention or sexual advances are forms of sexual harassment. Students or staff should not be penalized in the evaluation of their academic or athletic performance for refusing to accept unwanted sexual attention or advances as a condition for receiving awards. Sexual harassment occurs when acceptance of such attention is made a condition of reward, or of penalty, for academic, employment, or athletic performance. Sexual harassment may occur when there is a power difference between the persons involved, as when a faculty member exploits his or her relationship with students or subordinates.

Should a student-athlete feel that he/she has been sexually harassed, the athlete should immediately notify his/her Head Coach or Kansas Athletics' Senior Woman Administrator.

17. Lewd or Lascivious Behavior

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Kansas Athletics will not tolerate any lewd or lascivious behavior. Lewd or lascivious behavior is defined by Kansas Athletics as the touching of the genitals, buttocks, or female breasts with the intent of achieving sexual arousal or gratification, or the intentional exposing of one's private parts in public in such a manner that the act is seen or likely to be seen by casual observers. This behavior can include posing for photographs, calendars or magazines, or public dancing.

18. Harassment

The University of Kansas does not condone harassment directed toward any person or group within its community. Harassment may include racial or ethnic harassment. Harassment includes actions that intimidate, humiliate or demean a person or groups or that may undermine their sense of security or self-esteem. Coaches are responsible for instructing student-athletes on the definition of harassment and for encouraging them to refrain from engaging in activities or conduct that could be deemed harassing. Persons who experience harassment are encouraged to carefully document all incidents, noting dates, specific conduct or behavior, and any witnesses. If the behavior constitutes a threat of bodily injury, a complaint of criminal conduct should be made to the police or campus public safety officers.

Student-athletes who believe they have been subjected to harassment should contact the Equal Opportunity Office (EO), 313 Strong Hall, 785/864-3686.

19. Hazing

Hazing is defined in the University Code of Student Rights and Responsibilities, as "An offense against a person ...when a student: (1) Threatens the mental or physical health of another person, places another person in serious bodily harm; or uses physical force in a manner that endangers the health, welfare or safety of another person; or willfully, maliciously and repeatedly follows or attempts to make unwanted contact with another person. (2) Engages in hazing of another person for the purpose of initiation or admission into, affiliation with, or continuation of membership in any organization operating under the sanction of the University." (The term "hazing" does not include an action sponsored by an institution of higher education which requires any athletic practice, conditioning or completion of curricular activity.)

Hazing includes, but is not limited to, situations which would require any of the following:

- Indecent exposure of the body;
- Any activity that subjects the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact;
- Confinement of a person to unreasonably small, unventilated, unsanitary or unlighted areas;
- Assault (the fear of an unlawful or harmful touching);
- Any physical activity or ingestion of a substance that could adversely affect the health or well being of the individual.
- Any action, activity, or situation that recklessly, negligently or intentionally endangers the mental of physical health, welfare, or safety of a person or exposes a person to extreme embarrassment or ridicule.

Penalties in cases of individual violators are outlined in the KU Student Handbook. Organizations found to be encouraging or authorizing hazing may be subject to suspension or termination of activities, as well as any penalties pursuant to the penal law.

20. Property Theft or Damage

Kansas Athletics will not tolerate theft or damage to the property of the University or to the property of any of its members or visitors. Further, Kansas Athletics will not tolerate those who know of stolen property and fail to disclose it to the proper authorities.

21. Physical Assault/Abuse

Kansas Athletics will not tolerate any physical assault/abuse, such as fights started by or involving student-athletes. These acts degrade Kansas Athletics, the campus community, and society in general. While Kansas Athletics and the University cannot control all factors in society that lead to physical assault/abuse, Kansas Athletics and the University strive to create an environment that is free of violence.

22. Discrimination and Retaliation

Kansas Athletics will not tolerate discrimination or retaliation on the basis of race, sex, color, national origin, religion, ancestry, sexual orientation, disability, age, or status as a veteran. Such discrimination violates professional ethics, federal and state law, as well as Board of Regents and University policy and regulations. It subverts the mission of the University and threatens the careers of students, faculty and staff.

23. Consenting Relationships

Kansas Athletics policies on consenting relationships address situations in which two persons have an apparently voluntary romantic, intimate,

or sexual relationship, but where a power difference exists because of their roles. Such relationships represent a special form of conflict of interest.

A. Relationship between Student-Athlete and Kansas Athletics Staff

In order to achieve the mission of Kansas Athletics, a unique relationship built on mutual trust and respect must be established by the coaches and staff with student-athletes over the length of their athletic and academic careers. In order to protect the integrity of these relationships with student-athletes, a coach or staff member shall not initiate or accept a voluntary romantic, intimate, or sexual relationship with any enrolled student-athlete.

For the purposes of this policy, "staff" includes any person who receives wages or holds a paid or unpaid internship position and who is not enrolled as an undergraduate student at the University.

In the event of a pre-existing relationship between a student-athlete and a new employee of Kansas Athletics, the employee will notify her/his immediate supervisor of the relationship. The supervisor, in consultation with the Director of Human Resources, will develop any necessary plans to ensure that no evaluative or supervisory relationship exists between the student-athlete and employee.

Violations of this policy by coaches and staff will result in disciplinary action that could include termination. A coach or staff member who believes that a student-athlete may have attempted to initiate such a relationship with her/him should immediately notify the Director of Human Resources of such contact.

Coaches and staff should contact the Director of Human Resources to address questions about the policy. Student-athletes should contact the Senior Woman Administrator with questions about the policy.

B. Relationship Between Undergraduate Student Employees and Student-Athletes

A voluntary, intimate, romantic or sexual relationship between an undergraduate student employee of Kansas Athletics and a student-athlete is not prohibited. However, any undergraduate student employee of Kansas Athletics must report any consenting relationship he or she may have with a student-athlete to the employee's immediate supervisor to ensure that the student employee is not in a position where a conflict of interest may exist.

For the purpose of this policy, undergraduate student employees are defined as any person enrolled as an undergraduate student who receives wages or holds a paid or unpaid internship position with Kansas Athletics.

Violations of this policy by undergraduate student employees will result in disciplinary action that could include termination. Undergraduate student employees should contact the Director of Human Resources to address questions about the policy.

24. Online Directories Usage

Facebook and MySpace are frequently used by students as a way of networking and communication with other students at the University and elsewhere. Kansas Athletics recognizes that student-athletes are using such online directories in positive ways to connect with and interact with other students. At the same time, however, users should be aware of the potential downsides and dangers of such directories. Listed below are some cautions and concerns with the use of these websites:

- You may be held accountable for University and/or Kansas Athletics policy and Code of Conduct violations for information or photographs that appear on your profiles.
- University and Kansas Athletics faculty, staff, coaches, and administrators can view your profiles. Even your parents can view your information!
- Some employers are reviewing Facebook and My Space as part of their hiring process. What image do you want to project to a future employer?
- Police Departments often view accounts when looking for evidence of criminal or illegal activity.
- You are not allowed to use any University symbols or logos on any website without permission of the Director of Athletics.
- You should be careful about what kind of identifying information you post. You should not include your birth date, social security number, address, or phone number since it can leave you open to identity theft or stalking. Use available privacy settings to protect any personal information.
- The information you place on Facebook or My Space is a reflection upon you and your reputation as well as your team and University.

Please post responsibly.

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IV. ENFORCEMENT

1. Violations of the University's Code of Conduct

Violations of the University's Student Code of Conduct are under the jurisdiction of the Vice Provost for Student Success.

Sanctions that may be imposed for University violations include the following: warning, restitution, fine, disciplinary probation, campus/community service, suspension, or expulsion. When appropriate, more than one sanction may be imposed.

Any student-athlete in violation of University rules or knowing of violations should notify his/her Head Coach who will report the matter to the Sport Supervisor and the Director of Athletics. Non-academic conduct violations of the University Student Code of Conduct, which is distributed to students each fall, will then be reported to the Chancellor or his designee.

2. Conference and NCAA Violations

Violations of Conference or NCAA conduct rules are reported to the student-athletes' Head Coach, the Compliance Office, the Sport Administrator, the Director of Athletics, the Faculty Athletic Representative, the Chancellor or his designee, the Big 12 Conference Commissioner, and the NCAA, as appropriate. An investigation will be conducted.

If a student-athlete is found to be in violation of Conference or NCAA policy, the penalty imposed by the institution or such governing body is dependent upon the severity of the offense and may include the following:

- Written warning;
- Disciplinary probation;
- Ineligibility to practice; ineligibility to start in contests; sitting out games;
- Required participation in counseling or assistance programs;
- Payment of restitution
- Suspension
- Temporary or permanent dismissal from the squad;
- Cancellation or gradation of athletic financial aid; and/or
- Suspension or expulsion from the University.

V. UNIVERSITY OF KANSAS STUDENT-ATHLETE CODE OF CONDUCT SANCTIONS POLICY

Kansas Athletics requires all student-athletes to conduct themselves in a manner that creates a positive image within Kansas Athletics and throughout the University. Student-athletes are expected to uphold these standards of conduct and be positive role models within the academic and athletic communities. Kansas Athletics recognizes that a clear statement of policy, procedures, and possible sanctions is a necessary component in resolving inappropriate behavior issues when they arise.

Accordingly, this policy is intended to assist in the prompt and objective review and resolution of instances of illegal or inappropriate behavior by student-athletes. Student-athletes also are responsible for adhering to federal and state laws, local ordinances and university regulations, and may be subject to disciplinary action by civil and criminal courts and/or university disciplinary procedures. The disciplinary process for student-athletes is independent of, and supplements the University judicial process. **Student-athletes are expected to report all violations immediately to their Head Coach.**

1. Sanctions

Sanctions for violating the Student-Athlete Code of Conduct can include, but are not limited, to the following: warning, disciplinary probation, community service, suspension from practice and/or games, required participation in counseling or assistance programs, or non-renewal of athletic scholarship. When appropriate, more than one sanction may be imposed. Possible sanctions for team violations include but are not limited to: team probation, team community service, cancellation of contests, and/or cancellation of season.

The level of discipline is at the discretion of the Head Coach in consultation with the Sport Supervisor. The sanction may be imposed as soon as the Head Coach notifies the student-athlete of the violation, gives the student-athlete a chance to explain what happened, and determines that a sanction is justified after consideration of the student-athlete's statement.

A. Athletically Related Financial Aid

Failure to abide by the Student-Athlete Code of Conduct or team rules and regulations may be grounds for non-renewal, reduction, or cancellation of athletic financial aid. Sanctions involving reduction or termination of athletically related financial aid during the period of the award will be imposed pursuant to the relevant NCAA procedure. Student-athletes will be given written notice of the proposed decision. Any appeal of the cancellation or termination of an athletics grant-in-aid will be handled pursuant to the University financial aid appeals process.

B. Suspension

While on suspension, the student-athlete may not practice or compete; however, financial aid will remain in place. The student-athlete's name will remain on the squad list but student-athlete support services, such as the use of the weight and training rooms and academic support services, may or may not be utilized by the student-athlete, as determined by the Director of Athletics, based upon the severity of charges.

2. Investigations--Procedures

Investigations of student-athlete conduct may be ordered by the Athletics Director upon receipt of information that gives rise to a reasonable suspicion that the Student-Athlete Code of Conduct Policy has been violated. The Athletics Director will report the commencement of any investigation to the Chancellor. All investigations will be conducted confidentially to the extent possible.

Appointment of investigating officials will be at the discretion of the Athletics Director. Ordinarily, the investigator will be an employee of Kansas Athletics or a staff or faculty member of the University of Kansas.

Investigations ordinarily will be informal. Tape recording of interviews and verbatim transcripts of interviews will not be required. Investigators should interview those witnesses knowledgeable of the incident under investigation and obtain their statements. The Athletics Director, at his/her discretion, may direct the investigator to obtain written statements. If a witness refuses to give a written statement, investigators should record the substance of the witness statements about the incident.

In the event a concurrent investigation by law enforcement officials is ongoing, investigators will avoid taking any action that may interfere with or impede the external investigation. Information relating to investigations will not be released to third parties unless directed by the Athletics Director.

The Athletics Director may authorize an investigator to seek legal advice from the Kansas Athletics Corporate Counsel or the University General Counsel's office. Advice given will be subject to the attorney-client privilege and ordinarily will not be releasable to third parties absent a court order or the consent of the Athletics Director.

Investigators will determine whether it is more likely than not the student-athlete in question violated the Student-Athlete Code of Conduct Policy If requested by the Athletics Director, investigators will also provide a recommendation on whether disciplinary action is appropriate, and, if so, what the action should be. Any such recommendations will be advisory only and may be accepted or rejected at the discretion of the Athletics Director.

3. Appellate Process

A student-athlete who is subject to season-long suspension, dismissal from the team, or whose athletic grant-in-aid would be affected may request an appeal from these sanctions. Student-athletes have five business days after receipt of written notification of a disciplinary sanction, in which to notify the Athletics Director, in writing, of their request to appeal the decision. Any appeal of the cancellation or termination of an athletics grant-in-aid will be handled pursuant to the University financial aid appeals process.

Appeals of any disciplinary action will be conducted within 30 days of receipt of the student-athlete's written request to appeal. The appeal will be heard by a three-person committee (Athletic Appeals Panel) consisting of the Athletics Director, a faculty member currently serving on the Chancellor's Advisory Committee On Intercollegiate Athletics (not the Faculty Athletics Representative), and the Sport Supervisor other than the Sport Supervisor for the student-athlete's team, or other individuals designated by the Athletics Director at the Director's sole discretion. The process will not be adversarial. Student-athletes may appeal in person and be accompanied by an advisor. Such advisor may only advise the student-athlete and will not be allowed to otherwise participate in the appeal hearing. If the student-athlete wants to submit materials in support of the appeal, such materials must be submitted to the Athletic Appeals Panel at least five business days before the appeal hearing. Alternatively, in lieu of a personal appearance, a student athlete may present matters in writing for consideration on appeal. In the event the student-athlete requests, in writing, a more expedited appeal, the Athletic Appeals Panel is authorized to take such action as is reasonable to accommodate such a request. Decisions of this Panel shall be deemed final.

4. Legal Violations

When a student-athlete is charged with violating a local, state, or federal law and the misconduct involves a violent action, illegal drugs, gambling, weapon(s) and/or any felony charge(s), the student-athlete violates this Student-Athlete Code of Conduct and may be suspended from

participation in intercollegiate athletics until the charges have been addressed by the legal system. Moreover, it is assumed that the accused student-athlete will have neither the time nor the mental concentration required for effective sports participation until the matter has been resolved.

A determination regarding further action by Kansas Athletics and the University is made on a case-by-case basis, once the charge has been settled in the courts.

Student-athletes and staff are not permitted to address the student-athlete's case with the media without the permission of the Director of Athletics. All questions concerning the situation should be referred to the Associate Athletic Director/External Affairs for a prepared statement release.

5. Team Rule Infractions

Each student-athlete is responsible for following his/her specific team rules. The rules shall be in writing and distributed to team members at the start of each academic year or at the beginning of the playing season, whichever comes first. The Head Coach has the authority to impose appropriate disciplinary penalties for violations of team policies, provided that the Head Coach shall not impose the sanctions of season-long suspension or dismissal from the team without the approval of the Director of Athletics, or his designee. For the more severe sanctions, including season-long suspension or dismissal from the team, student-athletes will have five business days after receipt of written notification of the disciplinary action to be taken, in which to notify the Athletics Director, in writing, of their request to appeal the decision. The appellate process, described above, will then be followed. In the event the student-athlete requests, in writing, a more expedited appeal, the Athletic Appeals Panel is authorized to take such action as is reasonable to accommodate such a request. The Athletics Director serves as the University of Kansas regular disciplinary authority for determination of whether a student-athlete's athletics grant-in-aid will be reduced or cancelled. Appeals from termination or cancellation of an athletics grant-in-aid will be handled pursuant to the University financial aid appeals process.

6. Other Violations

This section recognizes situations occasionally may arise in which a student-athlete has engaged in an action that, while not resulting in a charged violation of local, state or federal laws or has not addressed in Team Rules or this Code of Conduct policy, is nevertheless sufficiently serious to make disciplinary action by Kansas Athletics appropriate.

In some instances, it may be appropriate to immediately suspend the student-athlete from the team, pending an investigation ordered by the Athletics Director. If it is determined that, based on the preponderance of evidence, the student-athlete did engage in inappropriate behavior and that disciplinary action is appropriate, sanctions up to and including expulsion from the team and reduction or cancellation of an athletics grant-in-aid may be imposed. The Athletic Director serves as the University of Kansas' regular disciplinary authority for determination of whether a student-athlete's athletics grant-in-aid will be reduced or cancelled. Appeals of termination or cancellation of an athletics grant-in-aid will be handled pursuant to the University financial aid appeals process. Student-athletes will have five business days after receipt of written notification of season-long suspension or dismissal from the team in which to notify the Athletics Director, in writing, of their request to appeal. The appellate process, described above, will then be followed. In the event the student-athlete requests, in writing, a more expedited appeal, the Athletic Appeals Panel is authorized to take such action as is reasonable to accommodate such a request.

7. Repeat Violations

Repeated or continued violations of a nature described in the paragraphs above are cumulative, meaning that subsequent violations of this Code of Conduct may result in more substantial penalties. This policy recognizes that repeat violations may reflect adversely on the student-athlete's sport, Kansas Athletics, and the University.

Appendix 7

STUDENT ATHLETE (502A)

502A Recruitment

Updated 7/07

STUDENT-ATHLETES: RECRUITMENT

Participation in athletics is an important component of the student-athlete's college experience, but academic achievement must remain of primary concern. Athletic achievement is gained and maintained through the recruitment of student athletes who possess the necessary skills to successfully compete on both levels at the University of Kansas. Therefore, Kansas Athletics endeavors to recruit only those individuals who have shown exceptional abilities in the classroom as well as on the playing field.

Moreover, Kansas Athletics prides itself in conducting its recruiting program with integrity. Kansas Athletics has established rules within each sport which meet or exceed the rules and regulations established by the NCAA and the Big 12 Conference to govern recruiting activities. As the University's delegated administrator of the athletics program, the Director of Athletics accepts full responsibility for actions related to recruiting taken by Departmental staff members. The Director ensures that all recruiting activities are carefully coordinated and documented by all Head and Assistant Coaches and monitored by the Compliance Office to ensure total compliance with established rules and regulations.

To achieve full compliance, it is particularly important that each staff member involved in recruiting activities is knowledgeable of established recruiting rules and regulations and any revisions related to them. Each year, all coaches who wish to recruit off-campus must be certified by passing the NCAA Coaches Certification Test that covers the Recruiting rules outlined in Bylaw 13. These rules relate, but are not necessarily limited to the following:

- Offer and Inducements;
- Contacts and Telephone Calls;
- Evaluation Periods;
- Recruiting Materials;
- Entertainment and Transportation;
- Official and Unofficial Visits;
- Letter of Intent Programs;
- Publicity;
- Tryouts;
- Sports Camps and Clinics;
- High School All-Star Games;
- Use of Recruiting Funds;
- Pre-College Expense;
- Booster Activities.

The Associate Athletics Director/Compliance is responsible for monitoring recruiting rules and regulations and informing staff members involved with recruiting operations of all pertinent updates and changes in a timely manner. Furthermore, the Associate Athletic Director/Compliance is available to assist recruiting staff in the interpretation of NCAA rules and regulations, and to answer specific questions concerning recruiting. The Associate Athletic Director/Compliance may request assistance from the University's Faculty Athletics Representative, or directly consult with the appropriate NCAA or Big 12 Conference staff when questions concerning compliance issues arise.

All rules and regulations relevant to recruiting are carefully detailed in Bylaw 13 of the NCAA Manual. The NCAA produces an information guide for prospective student-athletes that has detailed information regarding initial eligibility, recruiting and financial aid. This booklet is called "The NCAA Guide for the College Bound Student Athlete," and it is available in the Compliance Office.

University of Kansas Recruiting Philosophy

Kansas Athletics seeks talented student-athletes to represent the university by playing on its intercollegiate sports teams. The talent shall have been demonstrated in the realms of character development, academic achievement, and athletic performance. The prospective student-athlete is expected to be able to meet the university's standards in the classroom and on the field.

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Intercollegiate sports are highly valued by the university and the community. It is recognized that participation in Division I athletics affords student-athletes a wonderful opportunity to realize the ideals of sports. The aspirations include such noble aims as: pursuing excellence, being competitive, setting goals, working hard, cultivating talent, developing stamina, finding courage, gaining maturity, building character, learning self-discipline, playing fair, appreciating teamwork, becoming selfless, respecting others, demonstrating sportsmanship, and exhibiting leadership as well as winning magnanimously and losing graciously.

Student-Athletes and prospective student-athletes are expected to act in a manner that places them in the best possible light, to refrain from committing offensive acts, and to avoid responding to the offensive behavior of others. The University of Kansas expects student-athletes and prospective student-athletes to adhere to all state and federal laws related to alcohol and drug use. Further, during a hosted event, under no circumstances should a student-host or prospective student-athlete engage in drinking alcoholic beverages regardless of whether he or she is of legal age. This includes any student-athlete who transports recruits. In addition, "adult entertainment" and gambling venues are off-limits during recruiting visits. This extends to arranging adult entertainment or gambling activities on campus. It is critical student-athletes and prospective student-athletes avoid any situation where risky behavior may occur.

The University of Kansas believes that the conduct of its student-athletes who wear the Kansas uniform reflects upon the entire University community, on and off the fields of play. Furthermore, wearing the Kansas uniform is a privilege and not a right. Consequently, the involvement of student-athletes or prospective student-athletes in incidents which are contrary to this philosophy may result in a decision by the University to decline to admit or grant financial aid to a prospective student-athlete and may result in dismissal from a team for current student-athletes. Furthermore, such conduct could also result in proceedings being commenced by other authorities.

The powerful effect of sports on student-athletes and the substantial influence of athletic role models on others should never be underestimated. Therefore, Kansas Athletics seeks prospective student-athletes who are dedicated to achieving these sports ideals and to taking full advantage of the privilege afforded them by the university.

Recruiting Policy

The intent of this policy is to be applied to all prospective student-athletes being considered for team membership and/or athletic aid at The University of Kansas whether "recruited" student-athletes, under the definition of a recruit according to NCAA bylaw, or those students considered "walk-on."

These policies are intended to ensure Kansas Athletics recruits only those student-athletes whom coaches believe to be of good character and who can succeed academically in the university. We will recruit and sign prospective student-athletes who clearly have a desire to succeed in the classroom as well as on the field of play, have demonstrated the ability to engage in their sport in a sportsman-like manner, are good citizens and community members, and are committed to personal development as persons.

If a coach, or any other person acting as a recruiter, feels that there are compelling reasons to make an exception to these policies, approval must be achieved in the following instances:

- If the prospective student-athlete has a history of a lack of cooperation with coaches.
- If the prospective student-athlete has violated NCAA regulations, he/she has the responsibility to provide the coach with the necessary data surrounding the violation, and evidence that he/she has been cleared by the NCAA, and is eligible to participate.
- If the prospective student-athlete is currently charged with or previously convicted of a misdemeanor(s) (or charged with or found to have committed an act as a juvenile that would constitute a misdemeanor if committed as an adult). Minor traffic offenses shall not be included in this list of misdemeanors.

In these instances if a coach has compelling reasons why a prospective student-athlete should be granted admission, he/she will forward all information to a committee consisting of the Sports Supervisor, Associate Director of Athletics/Student Services and Associate Director of Athletics/Compliance. This committee will make a recommendation to the Director of Athletics, who will make a determination as to whether an exception is warranted.

If the prospective student-athlete is currently charged with a felony or previously convicted of a felony (or charged with or found to have committed an act as a juvenile that would constitute a felony if committed by an adult) written approval by the Chancellor is also required for an exception. A compelling circumstance might include the nature and gravity of the conviction, recentness of conviction, evidence of rehabilitation, and the relationship between specific criminal activity and specific important elements of participation on intercollegiate teams. The athletic skill of the student-athlete will not be considered. Coaches are expected to report in writing to the Director of Athletics the discovery that any prospective student-athlete (or current student-athlete) has been in violation of any part of this policy immediately.

Each year the Director of Athletics will report on Kansas Athletics recruiting policies to the Chancellor who will review the process and make appropriate recommendations to the Athletic Department. Coaches' adherence to these policies will be part of his/her annual performance evaluation. The Director of Athletics has the authority to impose, at his/her discretion, special procedures or penalties for a given sport(s) if he/she perceives problems in the recruiting practices of that sport(s).

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Unofficial Campus Visits

Prospective student-athletes are welcome to visit the University at their own expense (except during "dead periods"). On such unofficial visits to the campus, prospective student-athletes may be provided with complimentary admissions to KU athletics events, as allowed by the NCAA. In addition, the sport's designated recruiting coach may arrange for the prospect to meet with faculty, student-athletes, athletics administrators and other appropriate individuals in order to help the prospect gain pertinent information.

However, extreme care must be taken to ensure that prospects are not involved in any on-campus activity that might be construed as entertainment or given financial assistance with travel, meals or lodging while making an unofficial visit to the campus. Additionally, prospects are not allowed to receive special (i.e. VIP) seating at on-campus athletic events.

Official Visits

The NCAA defines an "official visit" as a visit to a member institution by a prospective student-athlete when the visit is financed, in part or in full, by the institution. Athletic staff involved in the planning and implementation of recruiting activities must strive to represent the University in an interesting and informative manner while remaining within recruiting guidelines.

All official recruiting visits are restricted in number, length, activities and expenditures by NCAA rules and regulations. Official visit activities are monitored by the Compliance Office (and/or the Director of Business Operations, as appropriate), so that all aspects of the University, including programs, staff and students are presented in a positive manner and the visit is conducted in accordance with NCAA guidelines.

Accurate records of all recruiting activities must be kept by the Head Coaches, the Director of Business Operations and the Compliance Office and are made available upon request to the Director of Athletics for review.

Each Head Coach is ultimately responsible for his/her on campus recruiting program; however, Student Support Services is available to assist in the planning and coordination of official visits to the University of Kansas.

Coordination of Official Visit

The Head Coach, or his/her designee, sends a written invitation for the one paid visit allowed to recruits noting the requirements under NCAA Bylaw 13.6. . Prior to the first official visit for a specific team, the coach will review the Student-Host instructions to inform student-athletes of their responsibilities if they are asked to be a student host.

Prior to the visit, the following steps are taken:

1. The sport's Recruiting Coordinator, or designated coach, coordinates travel and lodging arrangements for the visit.. The use of private or chartered airplanes when transporting prospective student-athletes is prohibited. Coaches must transport all prospective student-athletes using commercial air travel at coach-class fares. In addition, coaches must use standard vehicles to transport prospective student-athletes and those accompanying them on official visits. Prospects and their parents or legal guardians must be housed in standard lodging and offered standard meals similar to those offered on campus. For more specific information, see Policy Travel 701C: Prospective Student-Athletes, in this Manual. Expenses for the official visit must be in accordance with Kansas Athletics, University and NCAA guidelines and are monitored by the Director of Business Operations.

2. The sport's recruiting coach assists the Head Coach in planning itineraries for official visits. The itinerary should include complete travel plans, lodging, meal plans and attendance at scheduled games and practices. Itineraries may also include scheduled visits to classes on campus; attendance at planned University activities (e.g. pep rallies and concerts); meetings with coaches, staff, players, academic counselors and admission representatives; and a tour of campus and sports facilities. The completed itinerary and any additions or changes is submitted to the Business Office with the final Expense Report.

3. The Official Visit Report Form is maintained during the official visit. This form lists persons accompanying the prospect, transportation, lodging, meals, itineraries and reimbursements made to the prospect. Originals of the form are submitted to the Athletic Business Office and the Department's Compliance Office after the completion of the official visit. Additionally, a copy is retained for insertion in the prospect's recruiting file.

Planning Activities for the Official Visit

In order to have a productive official visit, particular objectives must be met when planning activities. Basically, the objectives should include providing a safe, informative visit for each prospect and his/her parents, guardians or spouse, with an appropriate amount of enthusiasm demonstrated toward the prospect's chances of attaining a place at the University. After visiting the campus, a prospect should be able to adequately assess whether the University of Kansas's campus environment, as well as its academic and athletic programs, are best suited to his/her needs. During the visit the prospect should also be made fully aware of all procedures associated with admission, and his/her obligations

to the University and the Department of Athletics.

Therefore, each visit should be individually tailored to the prospect's needs, focusing upon his/her individual academic interests or specialties. The recruiting coach arranges for meetings with faculty, student-athletes, students, coaches, trainers, equipment managers and the Director of Athletics, as appropriate. Coaches should also consider enlisting the aid of the University Orientation and Tour Service in planning campus tours.

The Head Coach or his/her designee who plans the official visit must remember that the NCAA prohibits personalized recruiting aides (such as jerseys or scoreboard presentations) or game-day simulations during campus visits. Prospects can visit the locker room before or after a game or stand on the sidelines during pre-game activities under this measure. A prospective student-athlete may attend athletic events while on his/her one, official visit. The Head Coach or his/her designee makes arrangements for complimentary admissions with the Athletic Ticket Office, ensuring compliance with NCAA rules and regulations. For additional information related to the entertainment of prospects, see Policy 408C, Ticket Office: Complimentary Tickets, and Policy 701C Travel: Prospective Student Athletes, in this Manual.

Those involved in planning the official visit should be aware and take advantage of any on-campus social events, such as faculty gatherings or student organization functions, that introduce the University's student life to the prospect. However, care should be exercised so as not to violate any NCAA rules and regulations.

Student Hosts

Student hosts must be current student-athletes or students who conduct visits or tours as part of the admissions process. Kansas Athletics does not sponsor Gender-specific host groups. As such, any student host groups must accept and maintain male and female participants.

Student-athletes and students acting as hosts must be fully informed of all NCAA rules and regulations which affect recruiting. At the beginning of the academic year, the Compliance Office conducts an Orientation Meeting at which time it will review the rules regarding being a student host. In addition, the Student Host Instructions form is provided to each student host by the sport's Head Coach or his/her designee. This person reviews the rules and regulations carefully with the student host to ensure his/her understanding and compliance. Each student host is required to sign and date the form, agreeing to comply with these regulations and acknowledging the receipt of host money.

The Head Coach, or his/her designee, may assign each prospect a host for the official campus visit. The host is expected to provide general information concerning campus life, answer questions about the University and the Department, show the prospect around the campus and the surrounding area, and most importantly, make him/her feel welcome to the Kansas intercollegiate athletics program.

NCAA rules allow the University to give a student host $30 per day, which is to be used to pay for all entertainment and snacks while the prospect is on-campus for the official visit. . Prior to the prospect's arrival, the Head Coach, obtains the host money from the Athletic Business Office using the Cash Advance form and disburses it to the student hosts following the completion of the Student Host Receipt/Instruction form.

Recruiting Violations

Recruiting violations, however unintentional, have resulted in adverse publicity and sanctions for many colleges and universities throughout the United States. KU's best defense against recruiting violations is a thorough knowledge of and strict adherence to all pertinent NCAA rules and regulations by all Kansas Athletics staff when recruiting student athletes.

All representatives of the Department involved in recruiting and/or related athletic activities are required to certify annually that, to the best of their knowledge, they and their colleagues have complied with University policy and NCAA rules and regulations governing the recruitment of prospective student athletes (see Policy 512A, Coaches and Administrators: Employment Contracts).

All KU Athletics' staff members are also required to sign the NCAA's "Certification of Compliance for Staff Members of Athletics Departments" form. By signing this statement, staff members are certifying that they have reported any knowledge of violations involving the University to the appropriate individuals on campus.

In addition, coaches who wish to recruit off-campus must be certified annually to do so by passing the NCAA Coaches Certification Exam. Coaches are not permitted to engage in off-campus recruiting until they have passed this exam. This exam is administered by the compliance office with the assistance of the Big 12 Conference or the Faculty Athletics Representative.

When involved in recruiting activities, it is especially important to keep in mind these two facts:

1. Any violation (intentional or accidental) of NCAA, Conference or University rules and regulations must be reported immediately to the Associate Athletic Director for Compliance,, the Director of Athletics,or the Faculty Athletics Representative.
2. Anyone found guilty of a serious recruiting violation (including persons who only have knowledge of violations but fail to report them) will be subject to disciplinary sanctions, up to and including dismissal from the University or Kansas Athletics.

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Alumni Activities

NCAA bylaws governing recruiting activities have been amended to prohibit the role of alumni/boosters in recruiting activities. NCAA Bylaws 13.01.4 and 13.1.2.4 in the NCAA Manual specify the restrictions that apply to "representatives of athletics interests." This legislation prohibits written or telephonic communications and in-person contacts (both on- and off-campus) with prospects or the prospect's relatives or legal guardians. It also prohibits an "athletics representative" from contacting a prospect's coach for evaluation purposes and from making a visit to the prospects institution to pick up films, transcripts, etc.

As long as personal contact is not made for the purpose of athletic recruiting, alumni recruiting activities are permitted whenever they relate to the normal admissions procedures that are applicable and available to all prospective students. However, extreme caution must be taken to insure that the distinction between **athletic** and **academic** recruiting is absolutely clear.

Procedures

The key to recruiting is careful planning and successful implementation. Taking into consideration budget limitations, coaches are urged to identify particular geographic concentrations of prospective student athletes for their respective sport. These prospective student athlete pools become the basis of the program's overall recruiting strategy and should be prioritized according to specific need. The Head Coach for each sport is responsible for initiating the following recruiting activities:

- Identification of Prospects

  Head Coaches may develop and send questionnaires to high school and junior college coaches in target areas requesting the identification of prospects. Questionnaires may also be sent to individual prospective student-athletes identified by athletic boosters, friends of Kansas Athletics, coaches, etc.

  Questionnaires may be no longer than one page and may be printed on University stationery. Questionnaires may not serve as a recruiting brochure or poster promoting the University of Kansas. Additional information may be gained on prospects by:

  1. Observing films and actual play;
  2. Reviewing published literature;
  3. Monitoring the prospect's level of academic progress; and
  4. Reviewing general character references.

  Contact and Evaluation periods are scheduled for the various sports in accordance with NCAA guidelines.

- Distribution of Information

  Materials on the University, including its academic and athletic programs, may be sent to high schools and two-year colleges as well as to individual students. University materials may be sent to prospective student-athletes at any time during their secondary school attendance if the information is part of a regular institutional mailing to all prospective students. However, Kansas Athletics materials may not be sent to a prospective student-athlete before September 1 of his/her junior year of high school or in the sport of men's basketball not before June 15 at the conclusion of the sophomore year. All recruiting materials must comply with NCAA rules and regulations governing printed recruiting aids.

  Permissible publications include the following:

  1. General correspondence, including letters, email,facsimiles, and postcards issued by the US postal service and institutional notecards. Attachments to general correspondence may include materials printed on plain white paper with black ink.
  2. Official academic, admissions and student-services publications, produced by the institution and available to all students;
  3. One annual athletics publication per sport (utilizing only one color of ink inside the covers and no enclosed posters);
  4. Business cards;
  5. Questionnaires; and

6. Summer-camp brochures.

NOTE: Game programs (without posters) may be provided free of charge to prospects on official or unofficial visits to the campus but may not be mailed.

After the prospect has signed the National Letter of Intent, institutions are permitted to provide pre-enrollment information regarding orientation, conditioning, academic and practice activities (e.g. play books). Additionally, all prospective student-athletes may receive "The NCAA Guide for the College Bound Student-Athlete" brochure which details NCAA rules and regulations concerning recruiting.

- Videotaping

Videotapes highlighting the academic, enrichment, social and athletic programs (within NCAA guidelines) at the University of Kansas may be sent to a prospective student-athlete by the Office of Admissions only, provided it is the institution's policy to send or make available such materials to all prospective students.

All other videotapes are not permitted to be sent to prospects. The University may not even produce a recruiting videotape.

- Recruiting Timetables

Head Coaches for each sport maintain timetables (and appropriate checklists) to assist with recruiting efforts. Timetable information varies from sport to sport according to NCAA regulations and may include:

1. Recruiting and evaluation periods;
2. Contact periods;
3. Organized bulk mailing campaigns;
4. Admissions and financial aid application deadlines;
5. Off campus recruiting schedules;
6. University admission examination dates;
7. On campus recruiting weekends;
8. "Dead Periods" and
9. National Letter of Intent signing dates.

A monthly compliance newsletter produced by the Compliance Office includes information on designated quiet periods, contact/evaluation periods and signing dates for the Department.

Evaluation of Academic Records

Prior to a prospective student-athlete's enrollment at KU, the recruiting coach should request a copy of all transcripts of the academic performance, as well as a listing of subjects in which the student is currently enrolled or is scheduled to complete prior to registration at the University of Kansas.

Such transcripts from all secondary and post-secondary institutions, as well as SAT/ACT test scores, should be reviewed by the Admissions Office in order to determine the prospective student-athlete's admissibility to the University. The Compliance Office or a Student-Athlete Support Services staff member should evaluate the prospective student-athlete's chances of meeting the appropriate NCAA eligibility requirements (i.e., initial-eligibility; transfer eligibility). (For specific academic qualifications, refer to current NCAA Manual.)

Coaches should carefully consider the evaluation of a prospect's academic record and the recommendations of the Student-Athlete Support Services in determining further recruiting efforts. Moreover, coaches are encouraged to have an academic evaluation completed by the Student-Athlete Support Services staff **before** an invitation is extended to a recruit for the official campus visit.

Contact and Evaluation Summary

A contact and evaluation record is kept for each prospective student-athlete in each sport on the Contact and Evaluation Log. This form includes the prospect's name, date(s) and time(s) of evaluation, school administrator location and type of evaluation, persons present, and University representative (e.g. evaluator). Contact and Evaluation forms for each prospective student-athlete are maintained in the coaches' office and copies are due in the Compliance Office on a monthly basis. Recruiting coaches are to maintain their own files and keep copies of all recruiting materials for a minimum of six years.

Off-Campus Evaluations

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Evaluation of a prospective student-athlete, as defined by the NCAA, includes any off-campus activity designed to assess the academic qualifications or athletic ability of a prospect. Such an evaluation includes any visit to a prospect's institution or observation of a practice or competition at any site at which the prospect participates. If no contact is made, this "activity" counts only against the limitation placed on evaluations. However, if the prospect is also contacted at this site, the "activity" is counted as an evaluation **and** a contact, except in the sport of Football, during a contact period.

When scouting prospective student-athletes off-campus, the coach's name must first appear on the list of full-time coaches that is kept on file in the Compliance Office. This certification is in compliance with the NCAA's coaching limitations as specified in Bylaw 11.7 in the NCAA Manual.

For all sports, there are limits on the number of permissible evaluations for each prospect during the academic year. However, the following exceptions or restrictions may apply:

1. If a prospect is being evaluated for multiple sports, then **each** sport is permitted the maximum number of evaluations permitted for that sport per academic year.

2. When two (2) or more prospects are practicing or competing on the same or opposing teams, an observation counts as one evaluation for **each** prospect.

3. Once the limit on evaluations has been met on any prospect(s) at an institution, it is not permissible to visit that institution to evaluate **any other prospect(s)**.

4. During the academic year, an evaluation of a tournament counts as one evaluation, e.g., all competition that occurs on consecutive days within a tournament or that involves a tier of a tournament counts as a single evaluation.

5. In football, a prospect can be evaluated once during the fall evaluation period and twice during the April 15- May 31 evaluation period.

6. Talent scouts may not be employed to evaluate prospects; however, subscriptions to regularly published scouting reports are permissible.

7. Representatives of the University's athletics interests (e.g. boosters) may not pick up a prospect's academic records or athletic performance films or tapes.

8. Evaluations of prospects are for the Kansas Athletics exclusive use and may not be distributed or "leaked" to media or to a recruiting service.

Off-Campus Recruiting Contacts

The NCAA defines a "prospective" student athlete as any individual who has started classes for the ninth grade. A "recruited" student-athlete is defined as an individual who has been provided an official visit, is contacted by telephone on more than one occasion, has an arranged, in-person, off-campus encounter with a KU coaching staff member, or is issued a National Letter of Intent.

Definition of a Contact

An in person contact is defined as any face to face encounter (pre-arranged or by chance) that a coach, a staff member or a representative of University's athletics interests has with a prospective student athlete or the prospect's parents or legal guardians during which dialogue other than a simple greeting is exchanged. Furthermore, any face to face, pre-arranged contact with a prospective student athlete, no matter how brief the encounter, must be counted as an in-person, off-campus contact if it takes place at the either of these sites:

1. The prospect's educational institution; or

2. The site of an organized competition or practice.

It is permissible to make in-person, off campus contacts and telephone calls with prospective student athletes, their relatives or legal guardians provided that all three of the conditions below apply:

1. The contacts or calls are made after July 1 following completion of the prospect's junior year in high school (except for Football and Basketball);

2. They are made by University coaches who have passed the NCAA Coaches Exam; and

3. They are **not** made by a "representative of the University's athletics interests" (i.e. alumni or booster club members).

For all sports except Football, designated athletic staff members may only make a total of three (3) contacts per staff with a prospect, either at the prospect's educational institution or at any other sites. Coaches in Football and Basketball from the same University are permitted to visit a prospect's educational institution only once per week. Therefore, when a prospect is recruited for multiple sports the coaches of the various sports must make contact with the prospect on the same day of the week. However, coaches visiting a prospect's educational institution on consecutive days to observe a multi-day tournament during the academic year are permitted to log the tournament as the one permissible visit per week.

To reduce the risk of unintentional violations of recruiting contact limits, all visits should be coordinated with all permissible off-campus recruiters and the Head Coach. Additionally, some sports must restrict contacts and evaluations to the periods specified for their particular sport (see the NCAA Manual for basketball and football recruiting calendars, respectively). (For additional information regarding recruiting restrictions for transfer student-athletes, refer to the current NCAA Manual.)

Other important contact rules include the following:

1. Recruiting contacts are prohibited prior to any athletics competition (including club sports, intramurals, etc.) in which a prospect is a participant; however, contact is permitted once the prospect has been released by the appropriate authority (e.g. prospect's coach) after the conclusion of the event.

2. Prospective student athletes may not be contacted during the "Dead Period" surrounding the signing dates for the National Letter of Intent.

3. Before contact is made with a student attending another four year institution, written permission must be obtained from the original institution's Director of Athletics. A letter granting permission to contact must be on file in the Compliance Office.

Records of recruiting contacts must be kept on the Compliance Contact and Evaluation Log. Originals of this form are kept in the Compliance Office.

Telephone Calls

Coaches must keep accurate records of telephone calls to prospects. Telephone calls to prospective student-athletes are subject to the following restrictions:

1. Calls may not be made prior to July 1, following completion of a prospect's junior year in high school (exceptions exist for Football and Basketball).

2. Coaches or recognized staff members may make no more than one call to a prospect, his/her parents or legal guardians per week (Exception for Men's Basketball).

3. No calls may be made from the field/floor during any of University's athletics contests in the prospect's sport.

4. University students or student-athletes are not permitted to make telephone calls to prospects at the direction of a staff member or athletics representative.

5. Telephone calls by enrolled students to prospects are permitted provided they are part of the University's regular admissions programs directed at all prospective students.

A prospect may make an unlimited number of calls to the coaching staff at his/her own expense. In addition, staff members are permitted to accept collect telephone calls from prospects, provided these calls occur after the first day of July following completion of his/her junior year in high school.

Administration of National Letter of Intent

The Big 12 annually subscribes to the voluntary National Letter of Intent program administered by the Collegiate Commissioners' Association (CCA). As a member institution of this conference, the University of Kansas and the prospective student-athletes who sign the Letter of Intent are bound by the policies in effect at the time of signing.

The National Letter of Intent is initiated by the Head Coach. All such Letters are then submitted to the Director of Financial Aid as early as possible prior to the official signing date. As a National Letter of Intent must be accompanied by a financial aid award, the Letter should also

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include the data necessary to validate the proposed financial aid award. (See Policy 502C, Student-Athletes: Financial Aid, in this Manual for procedures concerning approval and the granting of athletically related financial aid).

Upon receiving notification that a prospective student-athlete has signed a National Letter of Intent with an institution other than the University of Kansas, no further recruiting efforts are to be made by staff members.

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STUDENT ATHLETE (502B)

502B Eligibility

Updated 1/09

STUDENT-ATHLETES: ELIGIBILITY

Academic performance and progress, as well as conduct and participation in outside competitions or activities, can affect a student-athlete's athletic eligibility. Adherence to all University, Conference and NCAA rules governing athletic and academic eligibility is mandatory for all Kansas Athletics staff members and student-athletes.

The Head Coach, with the support of the Director of Athletics, the University's Faculty Athletics Representative, the Compliance Office, and the Associate Athletic Director/Senior Woman Administrator, the Sport Supervisor, the Student-Athlete Support Services Office, and the University Registrar, ensures compliance with rules and regulations regarding student-athlete eligibility.

The Registrar's Office certifies the eligibility of all student-athletes, with the assistance of the Faculty Athletics Representative, the Associate Athletic Director for Compliance, the Director of Initial and Continuing Eligibility, and the Associate Athletics Director/Student-Athlete Support Services. Incoming freshman must be certified by the NCAA -Eligibility Center. Student-Athlete Support Services coordinates the receipt of information from the Eligibility Center. New transfer students must forward their transcripts to Admissions for evaluation. The Registrar's Office makes the final review of a transfer student's eligibility after receiving information from Admissions and Student-Athlete Support Services on transferable credits.

The eligibility of continuing student-athletes is reviewed by the Registrar's Office, the Compliance Office, and the Student-Athlete Support Services Office. Final certification authority rests with the Registrar's office. Student-athletes are certified as eligible to receive athletics financial aid, to participate in practice and competition or as eligible only to participate in practice.

Copies of all Big 12 Eligibility forms are maintained on file by the Faculty Athletics Representative (or designee), the Registrar's Office, the Compliance Office, and the respective sport office.

In general, to be considered eligible for participation in intercollegiate athletics, a student-athlete must:

- Be accepted for enrollment under the rules of the University;
- Be eligible to practice and compete according to Big 12 Conference and NCAA eligibility rules and regulations; and
- Be registered for at least 12 credit hours each regular term in courses that may be applied toward a baccalaureate or post-baccalaureate degree.

Student-athletes may compete for four years, provided their final year of competition occurs within five calendar years of the initial date of full-time enrollment in any post-secondary institution. An additional year of competition may be granted if a student-athlete meets the requirements for a hardship waiver, as defined in Bylaw 14.2.4 in the NCAA Manual. The five year period may be extended for the following reasons: time spent in the armed services; official church missions; pregnancy; and specified athletics activities.

Coaches requiring the transcripts of student-athletes currently enrolled at the University are to request them through the Associate Athletics Director/Student Support Services or the Registrar's Office. All staff members having access to student-athlete transcripts and personal data are reminded that these documents are confidential and protected as such under the Family Educational Rights and Privacy Act ("FERPA").

INITIAL ELIGIBILITY REQUIREMENTS

Student-athletes enter the University initially as high school graduates or as transfer students from another two-year or four-year college. NCAA initial eligibility requirements differ according to the type of entrance into the University, as outlined below.

High School Graduates

Prospective student-athletes must meet the criteria outlined in NCAA Bylaw 14.3 in order to satisfy NCAA requirements for initial eligibility and to be considered a "qualifier" for intercollegiate athletics participation. For detailed information visit https://web1.ncaa.org/eligibilitycenter/common/ or contact the Compliance Office.

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Transfer Student-Athletes

The Office of Admissions evaluates the academic record of all students who are interested in transferring to the University of Kansas. Athletic eligibility requirements are imposed by the Conference for intra-conference transfers and by the NCAA. For more information visit www.ncaa.org or contact the Compliance Office.

Residency

Compliance must be notified of any prospects residing in the local community prior to their full-time enrollment at the University. It is the responsibility of the head coach (or designee) to provide specific information regarding a prospect's local residence to the Compliance Office.

Kansas Athletics cannot permit any incoming student-athletes to begin their full-time residency for the academic year at the University of Kansas until they have been fully admitted to KU and been certified as a Final Qualifier by the NCAA Eligibility Center. Until such time, the incoming student-athlete is considered a non-qualifier. Once the certification is complete and documented in the Compliance Office, the incoming student-athlete may join the team for practices (if such practice begins prior to the beginning of the fall term) or for the new academic year (if practice does not begin until after the first day of KU classes).

If an incoming student-athlete has been on campus and enrolled in courses through the summer Bridge program (see 503B Summer School) and if he/she is not yet certified by the NCAA by July 31st, the incoming student-athlete must remove all personal belongings from campus housing or off-campus housing that is provided by Kansas Athletics and return to the prospect's home by this date. The student must remain at his/her home until the certification process is complete. Any exceptions to this policy must be made by the Athletics Director in consultation with the Faculty Athletics Representative. It is not permissible for Kansas Athletics to provide financial or other assistance for the student to return home.

CONTINUING ACADEMIC ELIGIBILITY REQUIREMENTS

In order to maintain academic eligibility for athletic participation after the initial year, NCAA regulations require student-athletes to make "progress towards a degree".

For more information visit www.ncaa.org or contact the Compliance Office.

Conduct And Sports Participation Eligibility Requirements

Student-athletes are expected to uphold ethical standards of conduct and demonstrate ethical behavior, especially in matters related to gambling and bribery and unsportsmanlike conduct, as discussed in Policy 501, Student Athletes: Conduct and Ethics, in this Manual. In addition, a student-athlete's eligibility is jeopardized if he/she takes any of the following actions:

- Arranges for fraudulent credit or false transcripts;
- Violates relevant Conference or NCAA rules and regulations; or
- Furnishes the NCAA or other regulatory bodies with false or misleading information about other individuals.

Maintaining Amateur Status

NCAA regulations regarding amateurism and permissible awards, benefits and expenses should be carefully reviewed in order to avoid violations. In general, student-athletes cannot do any of the following:

- Agree to make an appearance or have their pictures or names used to promote a commercial product;
- Accept benefits such as gifts, meals and loans of cars or money, as offered by athletic interest groups (e.g. alumni or booster organizations) or anyone within the athletics program of the University;
- Be represented by an agent or organization in order to market their athletic skills or reputation;
- Receive any benefit that is not available to other students at the University;
- Participate in a summer sports league not approved by the NCAA;
- Accept payment, or a promise of payment (e.g. in cash prizes, gifts or travel) for intercollegiate athletics participation;
- Enter into an agreement of any kind to compete in professional athletics or negotiate a professional contract;
- Request to be put on a professional sport's draft list or try out with a professional sports organization (basketball exception see NCAA Bylaw 12.2.4.2.3)
- Participate on any professional athletics team;

- Have athletically related financial aid determined by anyone other than the Student Financial Aid Office at the University of Kansas; or
- Participate on teams other than those of the University of Kansas during the season. (This includes exhibition, all-star team, or tournament games.)

A student-athlete or his/her legal guardian(s) may negotiate with a professional sports organization on behalf of a student-athlete without the loss of the individual's amateur status. If the student-athlete retains an agent, however, he/she loses amateur status.

Outside Competition Involving Student-Athletes

In sports other than basketball, NCAA rules permit a student-athlete to compete in one game a year in his/her sport involving players from his/her former high school and its alumni team provided such competition takes place during an official vacation period of the regular academic year. In addition, students may participate as individuals in events such as golf and tennis tournaments and swimming and track meets, provided such participation receives prior approval by the Compliance Office and the Head Coach of that sport and the competition is in accordance with does not violate NCAA regulations.

Organized competition exists (as specified by NCAA Bylaws) where any of the following conditions are present:

- Teams are regularly formed or have team rosters:
- The competition is scheduled and publicized in advance;
- Official score is kept;
- Individual or team standings are maintained;
- An official timer or game officials are used;
- Squad members are dressed in team uniforms;
- Admission is charged;
- The competition is privately or commercially sponsored; or
- The competition is either directly or indirectly sponsored, promoted or administered by an individual, an organization or any other agency.

Several exceptions exist to the outside competition regulations; therefore, student-athletes should be directed to consult their Head Coach and the Compliance Office prior to participating in such activities.

Summer League Participation

Student-athletes interested in participating in summer sports league activities must receive the **prior** approval of the Compliance Office. Head Coaches are responsible for informing their student-athletes of this requirement.

Eligibility Certification Process

As stated previously, the Registrar's Office certifies the eligibility of all student-athletes, with the assistance of the Faculty Athletics Representative, the Associate Athletic Director for Compliance, the Director of Initial and Continuing Eligibility, and the Associate Athletics Director/Student-Athlete Support Services. Incoming freshman must be certified by the NCAA Eligibility Center. Student-Athlete Support Services coordinates the receipt of information from the Eligibility Center. New transfer students must forward their transcripts to Transfer Admissions for evaluation. The Registrar's Office makes the final review of a transfer student's eligibility after receiving information from Admissions on what credits are transferable.

NCAA Student-Athlete Statement

The official certification process for Kansas Athletics begins with a team compliance orientation meeting, held prior to the sport's first practice each year. During this orientation, each student-athlete is required to complete the NCAA Student-Athlete Statement, the NCAA Drug Testing Consent, the NCAA HIPAA form, the Big 12 Conference Drug Testing Consent, the Kansas Athletics Drug Testing Consent Form, and the Kansas Athletics Student-Athlete General Information Form.

The NCAA, Big 12 Conference, and Kansas Athletics forms must be signed annually by each student-athlete certifying that he/she understands and agrees to abide by the NCAA rules and regulations. (NOTE: All formal student-athlete documents must also be signed by the student-athlete's parents if he/she is under 18.)

The seven-part Student-Athlete Statement includes the following:

1. The NCAA verification of eligibility, whereby the student-athlete states to the best of his/her knowledge he/she is eligible to participate in

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intercollegiate athletics;
2. The Buckley Amendment Consent, whereby the student-athlete agrees to the release of private information (e.g., health records, financial aid and academic information) to appropriate authorized University personnel in order to verify eligibility;
3. The Promotion of NCAA Championships, Events, Activities, or Programs, whereby the student-athlete authorizes the NCAA to use his/her name or picture to generally promote the NCAA championships or other NAA events, activities, or programs;
4. The Use of Recruiting Services, whereby the student-athlete indicates any recruiting services used during his/her recruitment;
5. Non-NCAA Drug Testing Statement: The student-athlete affirms that he/she has not tested positive for banned substances by a non-NCAA athletics organization. If he/she has tested positive, he/she will be subject to an NCAA drug test;
6. Previous Involvement in NCAA Rules Violations statement; and
7. Verification of Valid Test Score: This part is for incoming freshman only. The student- athlete affirms that he/she has received a valid ACT or SAT score, and in the event that he/she is notified of the possibility of an invalid score, he/she agrees to immediately notify the Director of Athletics.

The NCAA Drug Testing Consent form, must be signed at the time which an intercollegiate team first reports to practice or prior to Monday of the Fourth week of classes, which ever date occurs first, for all sports By signing the consent, the student-athlete agrees to participate in the NCAA Drug Testing Program.

Each student-athlete is responsible for reporting any changes in information provided (e.g., address, financial aid status, etc.) to the Associate Athletic Director for Compliance.

NCAA Squad List

The NCAA Squad List is prepared by the Compliance Office prior to a team's first contest each academic year. This form is completed by the Director of Initial and Continuing Eligibility in conjunction with the Registrar's Office, the Office of Financial Aid and Head Coach. It is approved by the University's Financial Aid Director, the Director of Athletics, and the Head Coach.

Student-athletes may not participate in competition until they have been listed on the NCAA Squad List and on the Big 12 Eligibility Report that is signed by the Registrar, Faculty Athletics Representative, the Director of Athletics, and the Head Coach. A copy of each sport's Squad List is kept on file in the Compliance Office, the Director of Athletic Financial Aid, the Office of Student Financial Aid, and the sport office. Upon certification, student-athletes are eligible for practice unless they are non-qualifiers.

Squad Lists are prepared using information from team rosters, Student-Athlete Statements and the Student-Athlete Report forms (as described above). Changes to the Squad Lists are to be reported to the Compliance Office. The Roster Deletion form should be completed for student-athletes who have quit or are cut from the team. New student-athletes wishing to participate in intercollegiate athletics may not do so until they have met with the Compliance Office and been certified as eligible by the Registrar's Office. It is the responsibility of the Head Coach to communicate all roster changes to the Compliance Office in a timely fashion. All roster changes must be documented on the Addition/Deletion/Revision Form.

If coaches have not received verification of their rosters five days before their first competition, they are expected to contact the Associate Athletic Director for Compliance to ensure that all eligibility certification requirements have been completed for those student-athletes appearing on their Squad List. The Head Coach is required to sign the NCAA Squad List and Big 12 Conference Eligibility Report acknowledging the eligibility status of each student-athlete.

Temporary Certification

A recruited student-athlete entering the University as a freshman may practice, but not compete, for a period not to exceed two (2) weeks prior to the University receiving a final certification decision from the NCAA Eligibility Center. At the end of this two-week period, the student-athlete must be deemed a qualifier by the Eligibility Center in order to continue to practice and compete.

A non-recruited student-athlete entering the University as a freshman may practice, but not compete, for a period not to exceed 45 days prior to the University receiving a final certification decision from the Eligibility Center. After this period, the student-athlete must be deemed a qualifier by the Eligibility Center in order to continue to practice and compete.

The eligibility certification process for the above student-athletes follows the same process as for all other student-athletes. It includes the completion of the following forms:

- NCAA Student-Athlete Statement;
- NCAA Drug Testing Consent;
- NCAA HIPAA Form;
- Kansas Athletics' Drug Testing Policy Form;
- Big 12 Conference Drug Testing Consent form;

- Kansas Athletics' Student-Athlete General Information Form;

Exit Interviews

Pursuant to NCAA Bylaw 6.3.2, exit interviews are to be conducted in all sports with a sample (as determined by the Director of Athletics or his designee) of student-athletes whose eligibility has expired. "Interviews shall include questions regarding the value of the students' athletics experiences, the extent of the athletics time demands encountered by the student-athletes, proposed changes in intercollegiate athletics and concerns related to the administration of the student-athletes' specific sports." (Bylaw 6.3.2) The sport supervisor shall be the designated representative to conduct the interview and complete an Exit Interview Form for each student-athlete. All student-athletes whose eligibility has expired shall be encouraged to complete an on-line survey form of their experiences at Kansas Athletics. This survey will be monitored by the Assistant Athletics Director, Student-Athlete Development and Community Relations, who will provide the information to the Senior Woman Administrator for dissemination to the Director of Athletics.

Appendix 7

STUDENT ATHLETES (502C)

502C Financial Aid

Updated 1/08

STUDENT-ATHLETES: FINANCIAL AID/GRANT-IN-AID

Financial aid is designed to provide financial assistance to help students fund their education – providing financial assistance to students who otherwise would be unable to pursue an education. Financial need is defined as the difference between the cost of attendance and what the parents and student might reasonably be expected to contribute toward that expense. This contribution, called the Expected Family Contribution, is determined by using methodology developed by the U.S. Department of Education.

Generally, there are four types of need based aid: grants, scholarships, work-study, and loans. The key to determining financial aid is the Free Application for Federal Student Aid (FAFSA). After submitting this form, based on eligibility, the University will develop a financial package for the student.

The University of Kansas awards financial aid to student-athletes in accordance with University policy, as well as Conference and NCAA rules and regulations governing financial aid to student-athletes. The Associate Athletic Director/Senior Woman Administrator oversees and administers the financial aid program for Kansas Athletics. The Director of Athletic Financial Aid monitors the financial aid program for Kansas Athletics and serves as liaison with the University's Office of Student Financial Aid (OSFA) in meeting the financial needs of the student-athletes.

While it is understood that athletically related grants-in-aid are awarded on an annual basis and are limited to required educational expenses, such as tuition, fees, room, board and use of required course-related books, Kansas Athletics is philosophically committed to providing the student-athlete four (4) years of scholarship funding. Financial aid provided to student-athletes is not considered a "reimbursement for services performed" and cannot, on the basis of athletic performance, be gradated or discontinued during the period of its award. However, athletically related aid may be reduced or canceled according to NCAA Bylaw 15.3.4 Reduction and Cancellation During Period of Award (see Policy 502C, Student-Athletes: Eligibility, in this Manual). Any modification to the original grant must be approved by the Director of Athletics, or his/her designee, under the conditions or situations specified in the NCAA Manual, Bylaw 15.3.5 Renewals and Nonrenewals and communicated to the student-athlete in writing with full explanation of the appeals process.

Allocation of Grant-in-Aid Awards

The Director of Athletics allocates funds through the budget process to each sport in order to provide a specific number of grant-in-aid awards within NCAA rules and regulations. Head Coaches are informed by January 31st each year of the scholarship aid available to their programs. Grants-in-aid are allocated within each sport upon the recommendation of the Head Coach.

Head Coaches are encouraged to work with their prospective student-athletes and their families prior to the OSFA's priority deadline of March 1st. They should assess each student-athlete's financial need and encourage him/her to file the necessary paperwork for other types of assistance well before the deadline date. This will allow coaches the opportunity to use athletic financial aid award funds in the most effective manner possible for their student-athletes.

Allowable grants-in-aid are calculated according to NCAA guidelines for head-count and equivalency sports, as described below. Further, the number of grants-in-aid for any team may be affected by NCAA sanctions which are imposed against the sport.

Study Abroad Programs

Kansas Athletics shall only finance study abroad programs that count toward the student-athletes degree requirements and will only finance an amount equivalent to the student-athlete's financial grant-in-aid.

Head Count and Equivalency Sports

For purposes of financial aid computations, a player is considered a "Counter" when he/she receives financial aid based on athletic ability, and/or was recruited, receives financial aid and is competing as a member of a varsity team.

o Head-Count Sports

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A head-count sport is one, designated by the NCAA, in which athletically related aid is calculated by the number of student-athletes receiving any amount of aid,. Student-athletes who are awarded athletic financial aid receive full grant-in-aid scholarships.

o Equivalency Sports

Equivalency sports, as designated by the NCAA, are those in which athletically related aid is calculated by the percentage of a full grant-in-aid. The University may administer such awards to any number of recipients on the basis of value (equivalency), provided the total dollar amount expended does not exceed the calculated full grant-in-aid at the University multiplied by the number of maximum awards permitted for the particular sport.

Kansas Athletics funds the maximum number of allowed grants-in-aid in the following sports: men's and women's basketball, baseball, football, women's soccer, softball, women's swimming and diving, men's and women's track and cross country, women's volleyball, men's and women's golf, women's tennis, and women's rowing.

Financial Aid Procedures

Although grant-in-aid allocations within each sport are recommended by the Head Coach, the procedures for administering grants-in-aid at the University of Kansas are the same for all student-athletes. These procedures are summarized below.

The head coach completes the Aid Form that includes recommendations of grant-in aid awards. The Aid Form is returned to the Director of Athletic Financial Aid for review. Once approved by the Director of Athletics/designee and the Director of Student Financial Aid/designee, the grants-in-aid are tendered, along with the National Letter of Intent, at the appropriate signing dates as provided by the NCAA. Recipients of financial aid are notified of the awarded scholarship by the Head Coach, which details the amount of aid and the terms and conditions of the grant.

o Prospective Student-Athletes

Financial aid agreements are issued to prospective student-athletes with the National Letter of Intent. Prospects may **not** sign a National Letter of Intent prior to the times and dates noted on the Letter.

To be valid, the Kansas Athletics Financial Aid Agreement must be signed and returned to Kansas Athletics within 14 days after its issuance date Upon receipt of the signed forms, the original Letter of Intent is forwarded to the Conference Office by the Director of Athletic Financial Aid. The Conference must receive these forms within 21 days of the final signature. One copy of the Letter of Intent and the Financial Aid Agreement is retained by the prospective student-athlete. The second original is maintained by the Director of Athletic Financial Aid. Scanned Originals of the financial aid agreement and Letter of Intent are also disseminated to the Director of Athletics, Compliance, and the OSFA. The student-athletes financial aid is not processed until this form has been received.

If the prospective student-athlete fails to be admitted to the University, the grant-in-aid becomes null and void and the Athletic Department is required to send written notification to the prospective student-athlete within five business days.

o Enrolled Students

A student-athlete eligible for a grant-in-aid who enrolls at the University without having received a financial aid offer may, thereafter, be given grant-in-aid at any time; however, it may not be awarded retroactively.

A Head Coach who desires to make an initial offer of athletically related financial aid to a previously enrolled student initiates the procedure as described above for prospective student-athletes. Prior to tendering an offer of financial aid to the student-athlete, it is necessary to verify the eligibility of the student, as well as ensure compliance with squad limitations. (See Policy 502C, Student-Athletes: Eligibility, and "Prospective Student Athletes" above for procedures related to initial eligibility certification the tendering of financial aid offers.) With the recommendation of the Director of Athletics/designee and the signatory approval of Director of OSFA/designee, the Financial Aid Agreement is fully executed and ready for the student-athlete's signature. Signed copies are scanned and distributed to the Director of Athletics, OSFA and kept on file in the with the Director of Athletic Financial Aid and with Compliance.

o Continuing Student-Athletes

Athletically related financial aid is awarded on a year-by-year basis and cannot be reduced or discontinued during the period of its award for any athletic, performance-related reason. NCAA rules and regulations stipulate that notification of athletically related financial aid must be sent to the student-athlete before July 1st of the academic year in which it is to be effective.

In March of each year, head coaches meet with the Director of Athletic Financial Aid and their respective sport supervisor to review their recommendations of grant-in-aid for the upcoming academic year. Using these lists, the Director of Athletic Financial Aid generates the renewal

letters and financial aid agreements notifying all prospective recipients of their renewal of aid. The letters indicating the amount of the awards are returned to the coaches for final review and are sent to the student-athletes. The student-athlete keeps one copy and returns the other signed copy to the Associate Athletic Director/Senior Woman Administrator.

Grant-In-Aid Information

Grants-in-aid may be canceled or reduced during the period of the award if the student-athlete:

1. Fraudulently misrepresents him/herself by giving false information on his/her application, letter of intent or financial aid agreement (this may include, but is not limited to, team, department and/or University policy);
2. Becomes ineligible for intercollegiate competition (e.g., by carrying less than 12 hours);
3. Engages in serious misconduct warranting substantial disciplinary action;
4. Voluntarily withdraws from the sport for personal reasons; or
5. Violates written team rules and/or departmental policies.

Grants-in-aid may not be reviewed for the reasons stated in #1-5 above as well as if the student-athlete:

1. Demonstrates an inability to reach reasonable performance goals, exhibit problems of motivation or incompatibility with the coaching staff or his/her teammates;
2. Engages in misconduct serious enough to warrant disciplinary action and cancellation of aid.

Regardless of their financial situation, student-athletes are encouraged to discuss any related questions they may have with their head coach and/or sport supervisor.

Any financial assistance in addition to the student-athlete's grant-in-aid must be approved by the OSFA to ensure that the additional aid is in accordance with NCAA and Conference regulations. All financial assistance including grants and loans during academic terms must be reported to the OSFA and to the student-athlete's coach. If necessary, those funds may replace a portion of the athletic grant-in-aid in order to permit the student-athlete and the program to remain in compliance with NCAA and Big 12 Conference rules. Student-athletes have the opportunity to document this information at eligibility meetings each year. Failure to report all such income could affect athletic eligibility.

Procedures for Picking Up Stipends

If a student-athlete is receiving cash in lieu of room and board, the student-athlete should have a signed copy of his/her lease on file in the Director of Athletic Financial Aid office before a check will be issued. Checks will be issued monthly. The check may be picked up at the Athletics Business Office with a valid I.D.

Please note that a student-athlete will not receive a check unless he/she is continuously registered for 12 or more hours.

Renewal or Non-Renewal of Athletic Scholarships

Under normal circumstances, renewal of aid for subsequent years is customary; however, NCAA rules forbid any commitment or guarantee beyond one year. Further, a student-athlete may receive an athletic scholarship for no more than five years within a six-year period, beginning with the student-athlete's initial full-time enrollment at any college or two-year college.

In the event of a career-ending injury or illness as a result of participation in the athletics program, Kansas Athletics normally renews the award, provided that the individual agrees to perform appropriate alternate tasks within Kansas Athletics. NCAA rules forbid the guarantee of an automatic renewal.

The renewal of institutional financial aid based in any degree on athletic ability shall be made on or before July 1 prior to the academic year in which it is to be effective. The institution shall promptly send notification in writing to each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded the previous academic year informing the student-athlete whether the grant has been renewed or not renewed for the upcoming academic year. Notification of non-renewals must come from the OSFA.

If a student-athlete believes the decision to reduce or cancel aid is unfair or unjustified, the individual may request a hearing as provided by NCAA regulations. To make this request, the student-athlete should contact the Director of OSFA in writing within 30 days of the date of the letter. A hearing will be scheduled with the Student Athlete Appeals Board.

The Kansas Athletics Associate Athletics Director/SWA will call the student regarding the Student Athlete Appeals Board's decision and advise the student that a written decision letter will be mailed to the student-athlete and his/her parent(s).

Inability to reach reasonable athletic performance goals, problems of motivation, incompatibility with the coaching staff or teammates, etc., are considered legitimate reasons for non-renewal. If, during the school year, the student-athlete feels there is a possibility his/her scholarship may not be renewed, he/she should talk with the coach. Should the student-athlete disagree with the coach's assessment of his/her standing, the student-athlete should contact the Director of Athletics as soon as possible.

Student-Athlete Appeals Board

The Student-Athlete Appeals Board shall rule on cases involving student-athletes that have not been resolved utilizing other existing decision making channels. It shall only consider those cases that have been previously reviewed by the Director of Athletics as being appropriate to forward to the Board.

The Board will serve as the final appeals review for the institution and may consider cases involving three distinct areas as listed below:

Financial Aid. The Board shall act on student-athletes' appeals related to athletically-related financial aid, as prescribed by National Collegiate Athletic Association (NCAA) rules and regulations (NCAA By-law 15).

Transfer Release. The Board shall act on student-athletes' appeals related to their requests to be released from university athletic obligations when transferring to another institution. These procedures are also prescribed by NCAA rules and regulations (NCAA By-law 14).

Satisfactory Academic Progress. The Board shall act on student-athletes' appeals related to their fulfillment of NCAA satisfactory academic progress rules as interpreted by KU institutional policy (NCAA By-law 14). Cases considered by the Board in this third area may include, but are not limited to, the following examples:

(a) Student-athlete has changed his/her major and/or degree program and therefore may not meet cumulative credit hour requirements; or

(b) Student-athlete status as a transfer to KU provides him/her with insufficient pre-requisites to meet cumulative credit hour requirements in a professional school.

The Board may not consider cases, in the third area, involving:

(a) Grade point average requirements; or

(b) Single semester or single year credit requirements (e.g., 24 yearly minimum; 75% / 25% credit minimums; etc.).

Fifth-Year Aid

It is the primary goal of the University of Kansas Athletic Corporation that every student-athlete receives an undergraduate degree. In furtherance of that goal, the Kansas Athletics Board of Directors adopts the following statement of policy:

A student-athlete who has received financial aid from the University of Kansas and has completed eligibility for intercollegiate athletics competition but has remaining undergraduate degree requirements may be recommended to the University Scholarship Committee for continuation of financial aid if the student meets the following criteria:

1. The student has completed satisfactory progress towards a degree and has passed 96 semester hours.
2. The student demonstrates an intention to complete the undergraduate degree requirements.
3. The student satisfies Big Twelve Conference and NCAA financial aid eligibility standards.

A student-athlete who meets the above requirements may be recommended by Kansas Athletics to the University Scholarship Committee that financial aid be continued for such part of the two additional consecutive semesters immediately following the last semester of intercollegiate athletics competition. Student athletes who still cannot complete degree requirements may petition Kansas Athletics to receive aid for the summer semester following the fifth year fall and spring semesters.

Kansas Athletics reserves the right to discontinue such financial aid whenever it reasonably appears that the student-athlete is not making satisfactory progress toward an undergraduate degree. According to NCAA regulations, financial aid is limited to a maximum period of five (5) years.

Financial aid awarded should not be greater than the amounts received during the previous award. The request should be made to the athletics director as soon as determination for continuation of financial aid is ascertained.

A coach may petition the Director of Athletics for an increase in fifth year aid for the student athlete, however the request must be justified and

based on funds available in the coach's budget.

For Student-Athletes Non-Renewal Hearings

Reference: This policy and procedure is written in consideration of NCAA Bylaw, Article 15, Financial Aid. Persons administering this policy, or persons who have questions about financial aid for student-athletes should familiarize themselves with the provisions of NCAA Bylaw, Article 15.

NCAA BYLAWS: The following are some of the Bylaws that are of particular note for purposes of understanding this policy and procedure:

NCAA Bylaw 15.02.7 provides that "an athletics grant-in-aid shall not be awarded in excess of one academic year."

NCAA Bylaw 15.3.2.4, Hearing Opportunity, provides: "The institution's regular financial aid authority shall notify the student-athlete in writing of the opportunity for a hearing when institutional financial aid based in any degree on athletics ability is reduced or cancelled during the period of the award, or is reduced not renewed for the following academic year. The institution shall have established reasonable procedures for promptly hearing such a request and shall not delegate the responsibility for conducting the hearing to the university's athletics department or its faculty athletics committee."

NCAA 15.3.3.1, One-year Limit, provides: "If a student's athletics ability is taken into consideration in any degree in awarding financial aid, such aid shall not be awarded in excess of one academic year."

NCAA Bylaw 15.3.3.1.2, Financial Aid Authority Precedent, provides: "A staff member may inform a prospect that the athletics department will recommend to the financial aid authority that the prospect's financial aid be renewed each year for a period of four years and may indicate that the authority always has followed the athletics department's recommendations in the past. However, the prospect must be informed that the renewal will not be automatic."

NCAA Bylaw 15.3.3.2.1, Summer Term as Additional Award, provides: "It is necessary to make an additional award for a summer term, inasmuch as a member or institution is limited to the award of financial aid for a period not in excess of one academic year."

NCAA Bylaw 15.3.4.3.2, Decrease Not Permitted, provides: "An institution may not decrease a prospective student-athlete's or a student-athlete's financial aid from the time the prospective student-athlete or student-athlete signs the financial aid award letter until the conclusion of the period set forth in the financial aid agreement, except under the conditions set forth in Bylaw 15.3.4.1." [For circumstances under which a reduction or cancellation of aid is not permitted, see Bylaw 15.3.4.3].

NCAA Bylaw 15.3.5.1, Institutional Obligation, provides: "The renewal of institutional financial aid . . . shall be made on or before July 1 prior to the academic year in which it is to be effective. The institution shall promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport which financial aid was awarded the previous academic year (under Bylaw 14.2) whether the grant has been renewed or not renewed for the ensuing academic year. Notification of financial aid renewals and nonrenewals must come from the institution's regular financial aid authority and not from the institution's athletic department."

NCAA Bylaw 15.3.5.2, Reconsideration of Nonrenewal, provides: "It is permissible for an institution that has notified a student-athlete that he or she will not be provided institutional financial aid for the next academic year subsequently to award financial aid to that student-athlete.

Reduction Or Nonrenewal Of A Student-Athlete's Financial Aid

I. The decision to reduce or not renew a student-athlete's financial aid follows the following procedure:

A. Coaches must have appropriate written documentation to support their decision for a reduction or nonrenewal of a student-athlete's financial aid. Coaches will discuss with their sport supervisor their decision to reduce or not renew a student-athlete's financial aid, and the reason(s) for the decision, prior to going forward with that decision.

B. When a coach decides (and the sport administrator supports the decision) that a student-athlete's financial aid award will be reduced or will not be renewed, the coach is responsible for discussing the reduction or nonrenewal, and the reasons therefore, with the student-athlete. The coach will document that the meeting with the student-athlete advising them of the reduction or nonrenewal of financial aid, and the reasons for the decision, has occurred.

C.After advising the student-athlete of the decision to reduce or not renew their financial aid, the coach will notify the Kansas Athletics Associate Director/Senior Woman Administrator (Kansas Athletics AD/SWA) of the decision to reduce or not renew the student-athlete's financial aid, and that information, including the reasons for the decision to reduce or not renew the financial aid, will be forwarded by the Kansas Athletics AD/SWA to the Director of the Office of Student Financial Aid (OSFA).

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D.When OSFA is notified of a reduction or nonrenewal of a student-athlete's financial aid, a letter will be mailed to the student-athlete. All letters must be mailed by the OSFA on or before July 1st to meet NCAA Bylaw 15.3.5. The Athletics Director, Kansas Athletics AD/SWA, head coach, and the Chair of the Student-Athlete Appeals Board (SAAB) are copied on the letter. OSFA sends the letter to the Student and to the Student's parent(s) in a separate envelope. The Kansas Athletics AD/SWA is sent copies to distribute to the Athletics Director and coach.

E.If a student voluntarily withdraws from a sport at the end of or during an award period, the student & Director of Student Financial Aid signs a "Voluntary Termination-of-Aid Agreement". The OSFA retains the original and copies are sent to all parties listed above.

II. Appeal process:

A. The charge of the Student-Athlete Appeals Board ("SAAB") is to determine whether the nonrenewal or cancellation of aid was fair under the attending circumstances and to determine whether procedural rules were followed. The SAAB does not determine whether the student-athlete will be reinstated as a member of the team.

B. If a student-athlete believes that his/her financial aid has been reduced or not renewed for unfair reasons, the student-athlete may request a hearing before the Student-Athlete Appeals Board. The SAAB is comprised of three individuals appointed by the Provost's Office (or Designee, currently the Vice Provost for Student Success) who all serve three-year terms. One of the three is a standing appointment of a faculty representative. One alternate member will also be appointed beginning with the 2004-05 academic year. The Kansas Athletics Associate AD/SWA and Director of Student Financial Aid will attend the appeal hearing to provide resource/regulatory guidance, as non-voting members.

C. A student-athlete who wishes to appeal the reduction or nonrenewal of his/her financial aid must provide notice of his/her appeal, in writing, within 10 business days to the Director of the OSFA. In the written notice of appeal, the student-athlete will provide a brief statement as to the reasons why the student-athlete believes the reduction or nonrenewal of his/her financial aid is unfair. On receipt of the student-athlete's notice of appeal, the Director of the OSFA will forward a copy of the notice to the Kansas Athletics Associate AD/SWA.

D. The Kansas Athletics Associate AD/SWA will contact all parties (except the student-athlete) to schedule the Student-Athlete Appeals Board hearing for a time and date that is mutually convenient to all parties involved in the appeal. The AD/SWA will communicate a minimum of two available dates/times to the OSFA Director, who will contact the student to determine which time is more convenient. The OSFA Director will then communicate the final date/time/location to the KU staff involved and will send the student-athlete a written notice of the time and date for the hearing at least seven days prior to the hearing. The OSFA Director will copy all parties involved with this letter to the student, which outlines the appeals process.

E. At the hearing, the student-athlete and the athletics department will present their arguments concerning the fairness of the decision to reduce or not renew the student-athlete's financial aid. The issue of fairness includes, but is not limited to, determining whether the notice of reduction or nonrenewal of financial aid was timely given by July 1. Those present for the hearing include: student-athlete (and his/her representatives), head coach (his/her representatives), Kansas Athletics AD/SWA & Director of Student Financial Aid (for NCAA, Big 12 and KU rules clarification), and the three Student-Athlete Appeal Board members. Other persons participating may include, but are not limited to, the sport supervisor, and/or faculty athletics representative. In addition, witnesses may be permitted to explain/describe their first-hand experience with a given situation and respond to SAAB questions. Third-party witnesses will only be allowed in the hearing for their individual testimony.

F. A copy of any documentation for the decision to reduce or not renew the student-athlete's financial aid that is provided to the Student-Athlete Appeals Board will also be provided to the student-athlete at the hearing. If in the course of the hearing, an issue arises for which either party requests a recess in order to provide information or witnesses, the Student-Athlete Appeals Board, may, in its discretion, adjourn the hearing to a later date (not more than 7-10 days) at which time the additional information or witnesses can be presented.

G. An audio taped record of the hearing will be made. A copy of the audiotape will be provided to the student-athlete or student-athlete's representative upon written request and payment for the reasonable costs of making a copy of the audiotape.

H. Once the parties have presented their information and arguments, the committee may ask questions of either party, or ask for clarification of any rules or other information referenced in the course of the hearing. At the conclusion of the presentation of the parties' arguments, the Student-Athlete Appeals Board will deliberate in private.

I. The members of the committee will elect a chair during the deliberations. The chair will report the decision to the athletics department's director of compliance. The OSFA Director will communicate the decision either in person or via telephone to the parties involved, with a written decision from the Student-Athlete Appeals Board to follow, documenting its decision.

J. The Kansas Athletics Associate AD/SWA will call the student regarding the SAAB's decision and advise the student that a written decision letter will be mailed to the student-athlete and his/her parent(s).

K. The Director of the Office of Student Financial Aid will finalize the SAAB's response letter and mail it to the student-athlete, student-athlete's parent(s), coach, Associate AD/SWA, and the Kansas Athletics Athletic Director.

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L. In the event that the student-athlete or Coach wishes to appeal the Student-Athlete Appeals Board decision, it must be done so by providing written notice to the Director of the OFSA within ten days of the date of the Student-Athlete Appeals Board's written decision. The student-athlete should include in his/her notice of appeal a brief statement as to why he/she believes the Student-Athlete Appeals Board's decision was incorrect and the reduction or nonrenewal of the student financial aid was unfair. The student-athlete's appeal will be forwarded to the Vice Provost for Student Success (or his/her designee) for determination. The Vice Provost for Student Success will provide a written decision to the student-athlete. The Vice Provost's decision is final and unappealable.

Appendix 7

STUDENT ATHLETE (502C.1)

502C.1 Sixth Year Fund

Updated 10/05

STUDENT-ATHLETES: SIXTH YEAR AID FUND

Although grants-in-aid do not include financial aid once eligibility expires, Kansas Athletics strives to provide funds, as available, for former student-athletes to complete their undergraduate degree requirements.

Per NCAA regulations, former student-athlete would have to provide community service for the department during the time when Kansas Athletics provides financial assistance.

This fund is established to assist former Jayhawk student-athletes to receiving their undergraduate degree. Kansas Athletics will not provide financial aid for any graduate work.

Procedure

Former student-athletes must formally apply in writing to the Associate Athletic Director/Student Support Services and include the rational for receiving additional financial support and how many credit hours are required for graduation.

Financial Information

Sixth-year financial aid will cover tuition, books and fees. Room and board costs are not included.

Approval Criteria

Associate Athletics Director/Student Support Services along with Associate Athletics Director/Senior Woman Administrator will review application and if endorsed, will present to Athletics Director for final decision. Evaluation of requests will include but is not limited to the following criteria:

- Availability of necessary classes;
- Grades achieved in previous course work;
- Course completion requirements necessary for graduation.

Director of Athletics will have final approval on all recommendations.

Appendix 7

STUDENT ATHLETE (502C.2)

502C.1 Post Eligibility Aid

Updated 04/06

STUDENT-ATHLETES: POST ELIGIBILITY AID

Kansas Athletics is committed to achieving unparalleled excellence in the classroom, in athletics competition and within the community of collegiate sports. As part of this mission, Kansas Athletics has established a Post-Eligible Degree Completion Athletic Aid program to assist former scholarship student-athletes who have not completed the credits necessary to earn a degree (within a five year period), and have exhausted eligibility in their sport.

This program provides financial assistance for tuition, fees and books only. No scholarships for room or board will be granted. Therefore, student-athletes are strongly encouraged to seek assistance from the NCAA through its Degree-Completion Award Program before being considered for Kansas Athletics Post-Eligible Athletic Aid.

As with all athletic aid, this scholarship program is governed by NCAA rules. Those rules, Kansas Athletics policy, and budgetary limitations impact which student-athletes are eligible to receive Post-Eligible Degree Completion Athletic Aid.

Eligibility for Post-Eligible Degree Completion Athletic Aid

1. Applicant must be a KU student-athlete who has completed his or her athletic eligibility.
2. If the student-athlete has signed a professional contract, he or she must first seek tuition assistance from that professional team. If no assistance from the team is available, the applicant will be considered for a Post-Eligible Degree Completion award of tuition at the in-state rate only.
3. Applicant must have received a KU athletic scholarship during his/her last year of athletics participation.
a. If the applicant received a partial athletic scholarship, any Post-Eligible Degree Completion Athletic Aid awarded will be in an amount proportionate to the aid received while a team member. For example, if the applicant received a 33% scholarship while eligible, he or she could receive a Post-Eligible Athletic Aid award of 33% of the cost of tuition per semester requested.
4. Applicants must be within 30 credits of completion of an undergraduate degree. Requests for additional credits over 30 will require additional explanation from the student-athlete.
5. Applicant must have made normal progress toward a degree while an eligible student-athlete.
6. Post-Eligible Degree Completion Athletic Aid will not finance educational costs beyond the number of credits needed to complete the first degree.
7. Applicant must pay any existing charges on his/her student account before receiving Aid.
8. All student-athletes who receive Post-Eligible Degree Completion Athletic Aid are required to work in the Kansas Athletics department or participate in approved community service activities during the period of their award.
  a. Work: Kansas Athletics' goal is for student-athletes to gain valuable employment experience. Any aid awarded will be placed on hold until a work assignment is established under the following guidelines:
    i. The student-athlete must work for Kansas Athletics for a minimum number of hours per week based on the scholarship awarded. (Community Service may be substituted and or combined for work hours as outlined in section 8.b. below).
    ii. If full tuition is awarded, the student-athlete must work a minimum of 10 hours/week for Kansas Athletics.
    iii. If 75% of tuition is awarded, the student-athlete must work a minimum of 7.5 hours/week for Kansas Athletics.
    iv. If 50% or less of tuition is awarded, the student-athlete must work a minimum of 5 hours/week for Kansas Athletics.
    v. Student-athletes working in Kansas Athletics may not work for the sport in which they participated.
    vi. Student-athletes working for Kansas Athletics must complete and turn in to the Coordinator of Student-Athlete Development bi-weekly time logs approved by their supervisor to document their hours worked. Time logs must be turned in or any Post-Eligible Degree Completion Athletic Aid award for future semesters will be placed on hold.
  b. Community Service: In lieu of employment, student-athletes may invest their time providing a community service on a weekly basis as follows:
    i. The service must be identified to and approved by the Coordinator of Student Athlete Development.
    ii. If full tuition is awarded, the student-athlete must perform a minimum of 10 hours/week of community service.
    iii. If 75% of tuition is awarded, the student-athlete must perform a minimum of 7.5 hours/week of community service.
    iv. If 50% or less of tuition is awarded, the student-athlete must perform a minimum of 5 hours/week of community service.
    v. The Promotional Activities form must be completed and signed by the student-athlete prior to participation in any community service activity.
    vi. For those student-athletes who are employed for fewer hours than required in section 8.a. above, community service hours may be assigned in addition to the work hours. The Coordinator of Student-Athlete Development will review hours and assign community service requirements as necessary.
9. If more than 1 semester of Post-Eligible Athletic Aid is requested, the student-athlete must make satisfactory academic progress each semester to continue to receive aid.

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10. Applications from student-athletes who cannot meet some of the above eligibility requirements will be considered on a case-by-case basis. Full explanations for any eligibility requirements not met must be included with the application.

PROCEDURES

Applications

Post-Eligible Degree Completion Athletic Aid applications for the upcoming academic year will be available from the Student Support Services Department beginning in April each year. Completed applications will be due back to the Student Support Services Department by July 1 for Fall Semester and November 15 for Spring Semester. Any student-athlete wishing to be considered for Post-Eligible Degree Completion Athletic Aid must submit a completed application by the due date. Late applications will be considered on a first-come, first-served basis and any awards considered will be subject to the funds remaining in the budget after all timely applicant awards have been determined.

A completed application must include:
1. The applicant's name, sport, student ID number, and contact information
2. An academic worksheet completed and signed by an advisor from the applicant's major department, stating that the courses listed will complete the applicant's degree requirements.
3. A statement from the applicant as to why he/she was unable to complete a degree during his/her years of eligibility.
4. A statement of explanation if more than 30 credits are requested.
5. A statement of explanation for any incompletes on the transcript.
6. The signature of the supervisor in Kansas Athletics administrative office in which the student-athlete will be working, if applicable.
7. The signature of the appropriate Sport Supervisor.

Once completed, applications should be turned in to the Student Support Services Office, which will note the application date and review them for completion.

Award Decisions

After the respective due date has passed, the Degree Completion Committee (as appointed by the Director of Athletics) will meet to review all applications received and make award recommendations to the Director of Athletics. All portions of the application, the applicant's academic history at KU and budgetary limitations will be considered. Once a decision has been reached on each application, the Senior Woman Administrator will send notification letters to each applicant via e-mail, or regular mail if no e-mail address is provided.

Late applications will be considered as they are completed. The Degree Completion Committee will discuss these applications and forward a recommendation to the Director of Athletics. Once decisions are reached on each late application, the Senior Woman Administrator will send notification letters primarily via e-mail, or regular mail if no e-mail address is provided.

Award Disbursement

Post-Eligible Degree Completion Athletic Aid awards will be disbursed directly to the recipients' KU student accounts to pay the cost of tuition and required fees only. These awards will not pay for insurance, optional charges, or late fees.

Late applicants who incur late registration or late tuition payment fees because a decision on their Post-Eligible Degree Completion Athletic Aid application was not reached by the respective deadline will be responsible for paying those late fees. As such, applicants should be prepared to pay any charges on their student account by the tuition due date regardless of the status of their Post-Eligible Degree Completion Athletic Aid application. If an award is made, the student-athlete can request a refund of any over-payment amount from the KU Office of Student Financial Aid Office.

Work/Community Service Requirement

Student-athletes who receive Post-Eligible Degree Completion Athletic Aid awards are required to work for Kansas Athletics or participate in an approved community service activity. The Coordinator of Student-Athlete Development will contact the Kansas Athletics - Director of Human Resources to determine what areas will need student help. Post-Eligible Degree Completion Athletic Aid award recipients must then contact the area supervisor with whom they would like to work to secure a position. The Coordinator of Student-Athlete Development will also assist in identifying community service opportunities that align with the student-athlete's interests.

Those working for Kansas Athletics must turn in bi-weekly time logs, approved by their supervisor, to the Coordinator of Student-Athlete Development. Those performing community service must provide weekly time logs to the Coordinator of Student-Athlete Development. If time logs are not turned in, that student-athlete's award for any future semesters will be placed on hold until documentation that the work/community service requirement has been met is received.

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Satisfactory Academic Progress Requirement

If a student-athlete has requested more than two semesters of Post-Eligible Degree Completion Athletic Aid, the Associate Athletics Director for Student-Athlete Support Services will review the student-athlete's academic progress at the end of each semester. If satisfactory academic progress has been made, the aid for the next semester will be disbursed. If any grades are failing, no credit or incomplete, the aid for the next semester will be placed on hold until a passing grade for the class(es) in question has been earned. The Associate Athletics Director for Student-Athlete Support Services will make a recommendation to the Degree Completion Committee regarding whether aid should be continued. The Degree Completion Committee will forward its recommendation to the Director of Athletics for final approval.

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Student Athletes Undergraduate Graduate Studies 502.c.3

502.c.3 SA Undergraduate Graduate Studies

Effective 11/08

502C.3 STUDENT-ATHLETES: UNDERGRADUATE AND GRADUATE STUDIES

Undergraduate Studies Kansas Athletics is committed to achieving excellence in the classroom and is supportive of assisting all student-athletes in achieving an undergraduate degree from the University of Kansas. To that end, Kansas Athletics is committed to funding a student-athlete's undergraduate education during his/her period of eligibility and beyond if the student-athlete qualifies and is approved for post-eligibility aid (section 502C.2).

Kansas Athletics will also finance undergraduate courses for student-athletes for the academic year (fall and spring semesters) if they have participated in the sport that academic year.

Graduate Studies

Financial commitments to student-athletes end once a student-athlete has concluded his/her eligibility and has obtained an undergraduate degree. Departmental financial constraints preclude Kansas Athletics from financing former student-athletes in their pursuit of graduate degrees. In situations when the student-athlete has completed his/her undergraduate degree and is still eligible for competition, Kansas Athletics may pay for graduate studies as long as the student-athlete continues his/her eligibility for competition.

Questions regarding graduate assistant and intern programs should be directed to the Associate Athletics Director/SWA.

For exceptions to this policy, student-athletes must formally apply in writing to the Associate Athletics Director/Student Support Services. The application should include a rationale for receiving additional financial aid and should include information regarding the requested undergraduate/graduate courses. The application will be reviewed by the Sport Supervisor, the Associate Athletics Director/SWA, and the Associate Athletics Director/Student Support Services. If the application is approved, it will be presented to the Director of Athletics for final approval for any exceptions to this policy.

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STUDENT ATHLETE (502D)

502D Non-Recruited

Updated 7/07

STUDENT-ATHLETES: TRYOUT PROCEDURES

Kansas Athletics recognizes the right of individuals who have not been recruited to try out for an intercollegiate sports team at the University of Kansas. The Head Coach of each sport has sole authority for establishing tryout guidelines and determining the success or failure of a tryout. However, in order to try out for a University sports team, a non-recruited individual must either be accepted for admission or be currently enrolled as a full-time student at the University. The Compliance Office works closely with the Head Coaches of all sports to ensure that applicable compliance records are maintained on all non-recruited student-athletes trying out for intercollegiate sports teams.

Tryout Procedures

Prior to participating in tryouts, a non-recruited student-athlete must complete the Compliance Office Tryout/Practice Approval Form:

1. Be approved by the Head Coach to try out;
2. Must complete all medical requirements and show proof of current Health Insurance in the athletic training room (must be kept active while member of a team); and
3. Complete all necessary paperwork with the Compliance Office to determine eligibility.

The process for determining initial eligibility is the same for all student-athletes. Non-recruited and non-scholarship student-athletes participating in intercollegiate athletics must abide by the same NCAA, Conference and institutional rules and regulations as scholarship student-athletes, except for specific restrictions incurred when accepting a grant-in-aid.

Benefits Extended to Non-Scholarship Student-Athletes

Excluding grant-in-aid awards, the University extends to all non-scholarship student-athletes the same benefits as scholarship student-athletes. These benefits may include:

- Student-Athlete Support Services (e.g. tutoring, academic counseling, etc.);
- Training Room treatment for any athletically related injury;
- Strength and conditioning facility use;
- Team travel and equipment use; and
- Athletic participation awards.

Additionally, non-scholarship student-athletes may eventually be offered athletically related financial aid according to the provisions described in Policy 502C.

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STUDENT ATHLETE (502E)

502E Student-Athlete Opportunity Fund

Updated 1/08

STUDENT-ATHLETES: FUNDS

General Policy Statement

In accordance with NCAA Bylaw 15.01.6, student-athletes may receive financial assistance that is not countable against their cost of attendance (COA). U.S. Department of Education (DOE) rules state that all financial resources received by a student must be reported to the Office of Student Financial Aid (OSFA) and documented in the student's award package. In order to comply with DOE rules, the OSFA financial administrator must document when student-athletes receive aid from the two funds listed below:

1. Special Assistance Fund (SAF) Bylaw 15.01.6.1
2. Student-Athlete Opportunity Fund (SAOF) Bylaw 15.01.6.2

Federal rules governing student aid prohibit institutions from adjusting a student's Federal Pell Grant. Pursuant to Bylaw 15.1.1, student-athletes who receive Athletic Grant-in-aid (GIA) are allowed to exceed the COA when they qualify for a Federal Pell Grant. As per NCAA Bylaw 15.01.6, it is permissible for student-athletes to receive a SAF and/or SAOF grant as additional outside financial resources without affecting their COA.

Federal rules applying to student-athletes receiving an athletic equivalency award and additional institutional, state, or federal aid are governed by the COA and need-based aid limits. Adjustments to the COA may be made through the OSFA financial aid administrator (FAA) for review and consideration based on the student's documented specific situation or needs.

Procedures for Distribution of Funds

a. Student-athletes may apply for SAF and SAOF assistance following NCAA and Big 12 Conference guidelines, which are incorporated as part of Kansas Athletics' policy for use of SAF and SAOF funds. All requests for expenditures from the SAF and/or SAOF must be submitted on an **application form** available from the Associate Athletics Director/Senior Woman Administrator (SWA) or designee (SAF/SAOF coordinator);

b. After determining the eligibility of the expenditure request for the SAF and/or SAOF, the SAF/SAOF coordinator will document the requests in the SAF or SAOF spreadsheets. This information is forwarded to the OSFA weekly.

c. The OSFA financial aid administrator will document expenditure requests from the SAF or SAOF in the university's financial aid monitoring system (PeopleSoft) and Compliance Assistant Internet (CAi).

d. The SWA will review, approve (if appropriate), and submit the request to the Compliance Office for processing.

e. The Compliance Office will review, approve (if appropriate), and submit the request to the Business Office.

f. If the request is not approved by the SWA or the Compliance Office, the SAF/SAOF coordinator will notify OSFA to delete posted awards.

g. The Business Office will process the request for disbursement to the student-athlete.

h. The Student-Athlete must show identification when picking up his/her check at the front desk in the Business Office.

NOTE: Student-athletes are encouraged to seek assistance/guidance from the SWA office prior to purchasing items or making financial commitments that may not be eligible for reimbursement.

Student-Athlete Opportunity Fund (SAOF)

Pursuant to guidelines set forth by the NCAA and the Big 12 Conference, the SAOF is intended to provide direct benefits to student-athletes. As a guiding principle, the SAOF shall be used to assist student-athletes in meeting financial needs that arise in conjunction with participation in intercollegiate athletics or enrollment in an academic curriculum, or that recognize academic achievement.

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A committee designated by the Athletics Director will oversee the administration of the SAOF. The Committee will include a member of the Student-Athlete Advisory Committee. The Committee will:

- Review on a periodic basis a record of disbursements from the fund;
- Prepare an annual report of disbursements on the SAOF reporting form; and
- Conduct an annual review of these SAOF guidelines and submit any modifications to the Conference office with the annual reporting form.

The Big 12 Conference Principles and Guidelines for the Student-Athlete Opportunity Fund provides guidelines for permissible uses of the SAOF, however, this is not meant to be an exhaustive list:

Educational Expenses and Fees

- Summer school
- Fifth or sixth year aid
- International student fees and taxes
- Graduate school exam fees
- Professional program testing
- Expendable supplies (e.g. pens, pencils, notebooks, highlighters)
- Educational supplies (e.g. computers, cameras, calculators, USB drives, headsets for specialized learning program)
- Placement exams
- Learning disability testing
- Graduate school application fees
- Orientation fees for enrolled student-athletes (only permissible if the fees are not considered part of an institutional grant-in-aid: tuition, room and board, books and fees)
- CPR course
- Graduate school test preparation courses (e.g. Kaplan course)
- Internet service fees

Health and Safety Expenses

- Insurance premiums
- Supplemental insurance
- Medical expenses (not covered by another insurance program for student-athletes not eligible for SAF)
- Dental expenses (not covered by another insurance program for student athletes not eligible for SAF, e.g. dental exams, treatment of cavities, extractions)
- Vision expenses, not covered by another insurance program for student-athletes not eligible for SAF, e.g. eye exam, contact lenses)
- Medical expense for student-athletes' spouses/dependents
- Medical insurance for international student-athletes
- Accidental death and dismemberment insurance for student-athletes during team travel
- Surgery expenses
- Medical testing
- Nutrition shakes
- Multi-vitamins
- Psychological therapy sessions
- Psychological screenings

Personal or Family Expense

- Per diem expenses to student-athletes who remain in the locale of the institution for reasons other than practice and competition, as long as the per diem is provided consistent with institutional policy for providing per diem to institutional staff members, and it is provided consistent with the process for providing per diem when NCAA rules permit such arrangements (e.g. required to remain on campus for practice and/or competition during an official vacation period). [Council of FARs, December 2005]
- Clothing allowance or enhancement of clothing allowance from SAFSA

- Additional student-athlete travel home (e.g. Christmas and spring break)
- Emergency travel for student-athletes, spouses and/or dependents (e.g. attend funeral, visit ailing family member)
- Emergency expenses for student-athletes, spouses and/or dependents
- Travel expenses for family members to be present when a student-athlete is honored.
- Travel expenses for team members being honored by governmental body
- Travel expenses for birth of child
- Team travel for funeral of a teammate's family member
- Replacement of items list in a fire (e.g. books, supplies)
- Gas
- Parking passes
- Vacation period expenses (e.g. lodging, meals)
- Formal/Semi-formal attire for award ceremony
- Suit for Conference media day
- Passport and student Visa
- Tax on Special Assistance Fund purchases

Institutional Academic or Programming Enhancements

- Academic achievement or graduation awards (e.g. I-Pod)
- Academic support services
- Supplies for staff and tutors working with Specialized Learning Students
- Chairs for computer center
- Mall glass for tutoring center
- Expenses associated with Recruiting Guideline and Host Training
- Drug-free sports speaker
- Gambling education speaker
- Career counseling sessions
- Spring Fling event
- Enhancement of tutoring budget
- Career Employment Service resume posting fees
- Tape recorders for student support services
- Other academic or programming expenses

Prohibited uses for the fund are listed in NCAA Bylaw 15.01.6.2 and 16.11.1.13. Additionally, the Committee and/or Athletics Director may opt to limit or deny any funding request not meeting the intent of the previously referenced guiding principle.

Special Assistance Fund (SAF)

The Special Assistance Fund for Student-Athletes assists student-athletes with special financial needs. The guiding principle of the fund is to meet the student-athletes' needs of an emergency or essential nature for which financial assistance otherwise is not available. Only Pell-eligible student-athletes, including student-athletes who have exhausted their athletics eligibility or no longer are able to participate because of medical reasons, are eligible to apply for the funds.

A student-athlete must qualify for the fund on an annual basis. Domestic student-athletes qualify by becoming Pell eligible through the completion and analysis of the Free Application for Federal Student Aid (FAFSA) form. International student-athletes become Pell eligible through the completion and analysis of the International Student Needs Analysis. In both cases, the OSFA will notify the Athletics' Financial Aid Office of each student-athlete's eligibility.

The following are permissible uses of the fund:

- Cost of clothing, travel from campus to home and other essential expenses (not entertainment) up to $500
- Cost of expendable academic course supplies (e.g., notebook and pens) and rental of nonexpendable supplies (e.g., computer equipment and cameras) that are required for all students enrolled in the course.
- Medical costs not covered by another insurance program (e.g., premiums for optional medical insurance, hearing aids, vision therapy and

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off-campus psychological counseling).
- Costs associated with student-athlete or family emergencies.

The Athletics Director may opt to limit or deny any funding request not meeting the intent of the previously referenced guiding principle.

Short Term Emergency Loans

Short-term emergency loans are available for all students for emergency situations. Student-athletes can contact the Associate Athletics Director/Senior Woman Administrator for further information.

International Student – Request for SAOF for travel home

1. The Student-Athlete must obtain an International Travel Permission form from the SWA's Office and take it to his/her Head Coach to be filled out and signed. Information needed from the coach includes the date the student-athlete will complete his/her academic/athletic obligations as well as the date when the student-athlete is to report back to campus. The Head Coach must sign the form indicating his/her permission that the student-athlete is cleared for international travel.
2. Student-Athlete brings the signed International Travel Permission form back to the SWA's office and fills out the SAOF Request form requesting funding for travel home.
3. The SWA's office contacts the Travel Coordinator with the travel dates and other pertinent information regarding the student-athlete's travel request.
4. The Travel Coordinator makes tentative arrangements and emails the proposed travel itinerary and the cost of the ticket to the SWA's office, with a copy to the Head Coach. If a paper ticket is going to be involved, the Travel Coordinator provides this information in the email.
5. The SWA's office submits the completed SAOF Request form to the SWA and once approved, emails the Travel Coordinator authorizing her/him to finalize the travel itinerary, copying the Student Athlete and the Head Coach letting them know the funding request was approved.
6. The Travel Coordinator provides the paper ticket to the Head Coach, if applicable.

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STUDENT ATHLETE (503A)

503A Academic Policy

Updated 1/08

STUDENT-ATHLETES: ACADEMIC POLICY

Academic standards and requirements for student-athletes at the University of Kansas are no less stringent than for the general student population. Both the University and Kansas Athletics are aware that participation in varsity athletics makes exceptional demands upon a student-athlete's time and energy. Therefore, the University, in concert with Kansas Athletics, has established the Student-Athlete Support Services program to help student-athletes achieve their full academic potential.

Although supported and encouraged by their coaches and Student-Athlete Support Services, student-athletes are ultimately responsible for their own academic endeavors while attending the University and for adhering to the "Student-Athlete Code of Conduct" as it relates to academic responsibilities. To ensure that they understand their responsibilities, each student-athlete receives a copy of the Student-Athlete Handbook, which provides detailed information on academic requirements, as well as academic support services that are available to all student-athletes.

Philosophy and Objectives

The University believes in the development of a well-rounded individual, sound in mind and body. To achieve this, the University and Kansas Athletics strive to offer a balanced academic and athletics program that encourages students to develop characteristics that will make them better citizens and assist them in their life endeavors. Furthermore, the University and Kansas Athletics are committed to helping each student-athlete graduate and receive a quality education. In fulfilling this commitment, Kansas Athletics strives to do the following:

• Recruit only student-athletes with the potential to succeed academically, as well as athletically;

• Graduate all student-athletes who remain at the University for four years;

• Protect the academic integrity of the University;

• Comply with all rules, regulations and procedures of the University, Conference and the NCAA; and

• Maintain the athletics eligibility of every student-athlete.

Student-Athlete Support Services

Student-Athlete Support Services has numerous full-time counselors assigned to specific sports. They monitor and promote the academic progress and eligibility status of each student-athlete within those sports. The primary goal of the academic support program is to provide student-athletes with the educational resources that will enhance their chances of academic success. To accomplish this goal, the Student-Athlete Support Services program provides the following services:

• Coordination of new student-athlete orientation, to review University rules and procedures;

• Comprehensive academic advising and counseling to student-athletes regarding class schedules and University procedures (e.g. drop/add, pass/fail, etc.), including time management and study strategies;

• Diagnostic assessment and academic profile evaluation, with appropriate interventions for student-athletes who may potentially have academic problems;

• Referrals to appropriate University resources when problems arise outside the scope of Student-Athlete Support Services expertise;

• Supervision and monitoring of academic progress, with timely reporting to coaches and athletics administrators;

• Providing a proactive tutorial program targeting "at-risk" student-athletes, as well as providing support and study skills assistance to all student-athletes;

• Referral to appropriate professional resources for assessment of learning disabilities;

• Life Skills course for freshman student-athletes;

• Contact with professors or University officials, as appropriate, to enhance the academic development of student-athletes; and

• Travel with teams to serve as test proctors and/or monitors for academic enhancement programs (as needed).

In addition to its primary goal of academic support for student-athletes, the program also strives to maintain effective communication between the University and Kansas Athletics, by providing these communication services:

• Timely reporting of all pertinent athletic and academic information to the student-athlete;

• Collection of information regarding the in-class performance of student-athletes; and

• Dissemination of relevant information concerning the progress of student-athletes to all appropriate University offices and to the coaches.

Coaches' Responsibility

Student-athletes are educated to the policies and procedures of the Student Athlete Support Services by their Academic Counselors. Although Student Athlete Support Services' goal is to create an academic support environment, it is the student-athlete's responsibility to work within the parameters of this environment. Coaches are asked to support the efforts of their assigned Counselors and to impose reasonable consequences for those student-athletes who are not fulfilling their academic obligations. It is important for all Head Coaches to meet with their respective counselor for an overview of services offered. Listed below are helpful guidelines regarding the Student Support Services program:

• Encourage students to utilize Student Athlete Support Services at the very beginning of the semester rather than waiting for a crisis.

• Provide your Student-Athlete Support Services counselor with practice & travel schedules; students should request travel letters from counselors for professors who request them. • Share all academic bulletins with students.

• Use your Student Athlete Support Services counselor during the recruiting process to provide prospective students with accurate information.

• Familiarize yourself with the academic programs & university resources for recruiting purposes.

• Promote a positive academic environment within your team; acknowledge any academic achievements by individual student-athletes.

• Use Student-Athlete Support Services counselors as your liaison; do not contact professors in order to monitor your students' progress or arrange to proctor exams.

• Do not give academic advice to students or encourage teammates to offer advice: let academic advisors and Student-Athlete Support Services counselors do their jobs.

• Do not disclose confidential information or students' grades to parents or other teammates unless a student-athlete has provided you with written permission.

Student-Athlete Support Services Counselors request that coaches not only support the program with encouragement as well as sanctions, but also be supportive of the program's requirements and allow flexibility with student-athletes who may be on occasion late to practices due to academic counseling or related responsibilities.

In an attempt to advise coaches of scheduled workshops and tutorials, regular reports are sent from the Counselors addressing student-athletes' participation, performance and attitude related to Student-Athlete Support Services activities.

Student-Athletes' Responsibilities

As stated previously, the student-athlete is ultimately responsible for his/her academic progress at the University of Kansas. General academic requirements and responsibilities for each student-athlete are contained within this policy with specific requirements available to the student-athlete in the "Student-Athlete Code of Conduct" (which each student-athlete is required to sign) and the Student-Athlete Handbook.

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Pre-Admission Counseling

Initial contact with prospective student-athletes by Student-Athlete Support Services Academic Counselors is essential to establish a positive rapport between incoming student-athletes and their counselors. Therefore, Academic Counselors are available to meet with prospective freshman and transfer students, during their official visits. During this session, the Counselor provides the prospects with information on admissions procedures, pre-registration, degree selection and course availability. This initial contact also grants the Counselors an opportunity to provide the following information:

• A realistic assessment of the prospect's ability to succeed academically;

• General information concerning University programs;

• An overview of available departmental services;

• Insights into the rigors of being a Division I intercollegiate student-athlete; and

• Answers to questions and concerns recruits may have concerning university life in general and the University of Kansas in particular.

Head Coaches and their recruiting staff are responsible for scheduling appointments with Student-Athlete Support Services Counselors as far in advance of the official visit as possible. When possible, meetings should be arranged during regular working hours; however, weekend sessions are available on a limited basis. Coaches may also request, through Student-Athlete Support Services, the scheduling of meetings with faculty members within the recruit's anticipated academic discipline. The staff will make every effort to schedule faculty members as requested.

Orientation

Prior to initial enrollment, freshmen and transfer student-athletes are encouraged to attend the general pre-registration and orientation sessions for all students. The primary purpose of these sessions is to familiarize students with the academic demands of the University.

In addition, the Student-Athlete Support Services staff offers mini-orientations addressing needs specific to the student-athletes and are also available to meet individually with student-athletes as requested.

Academic Planning and Counseling

The Academic Counselors maintain daily contact with the coaches and student-athletes as needed. Specifically, each counselor is assigned to specific sports and is responsible for the full scope of that sport's academic support needs.

To comply with the NCAA's Progress Toward Degree rules, each student-athlete (including transfers) must designate a program of studies leading toward a specific baccalaureate degree by the beginning of the third year of enrollment (e.g., the fifth semester.) The Student-Athlete Support Services staff confirms that each "fifth semester" student-athlete has met this requirement, and then works with the student-athlete to ensure that satisfactory progress toward the specified degree is being made.

Class Attendance

A direct correlation exists between classroom attendance and academic success. Therefore, all coaches and Kansas Athletics administrators must reinforce the mandatory class attendance policy established by Kansas Athletics: "It is the responsibility of the student-athletes to attend every class session held when they are not ill, involved with a personal emergency or traveling with their team."

Student-athletes are informed of this attendance policy and are expected to attend all sessions of each class in which they are enrolled. Furthermore, specific attendance policies may be established by each course instructor and/or Head Coach, and are to be adhered to by the student-athlete. University of Kansas faculty members have the discretion to require strict adherence to their attendance policy at all times and may give failing grades for excessive absences.

It is the student-athlete's responsibility to present a copy of his/her sports' schedule to his/her instructors at the beginning of each semester. Furthermore, arrangements for taking any examinations or completing work assignments affected by team travel or competition are the responsibility of each student-athlete.

The majority of instructors are sensitive to the problems involved in scheduling athletic competitions and are generally willing to assist student-athletes when they request special consideration **in advance**. Should a problem with missed classes due to athletic participation arise, the student-athlete's Academic Counselor may be contacted to assist in resolving the situation.

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Student-athletes with excessive absences are counseled regarding the consequences of continued absenteeism and are warned that they will be subject to ineligibility for practice or competition if this pattern continues.

Exams

University of Kansas professors are under no obligation to offer a make-up exam or to reschedule an exam. However, most professors are willing to assist student-athletes with making-up or rescheduling the exam, provided they are given sufficient notice. Therefore, when a student-athlete learns that an exam is scheduled during the time he/she will be participating in the intercollegiate athletics program, the student-athlete is responsible for notifying the instructor and making arrangements to make up the exam.

o Exam Proctoring

With the professor's approval, Student-Athlete Support Services staff members are available to serve as exam proctors while a team is traveling. Requests for the scheduling and coordination of "on the road" exams must be submitted as early in the semester as possible.

Final Examinations

Pursuant to Article 1, Section 3.7 of the University Senate Rules and Regulations, the following University policy governs the scheduling of intercollegiate athletic events during final examination periods:

“No university organization shall schedule events or meetings that require student participation … during the final examination period, including Stop Day. Exceptions are allowed for local events or meetings that are scheduled on Saturday and 6:00 p.m. on Sunday. A committee that must meet during the final examination period to resolve an academic issue may meet only at a time mutually convenient to all members. No other exceptions are allowed unless by explicit direction of the Chancellor.”

Religious Observances And Examinations

Pursuant to Article 1, Section 4.3 of the University Senate Rules and Regulations, the following University policy governs the conflict of religious observances and scheduling of examinations:

"Examinations and tests other than final examinations should not be scheduled in conflict with mandated religious observances. In order to ascertain in a given class if a scheduled examination conflicts with a mandated religious observance, at the beginning of the semester the instructor shall ask students who may be affected to identify themselves privately so that a make-up examination may be scheduled at a mutually acceptable time.” (University Senate Rules & Regulations 1.4.3)

Missed Class Policy

Kansas Athletics intends that schedules of all intercollegiate athletics teams be consistent with the educational needs of the student-athletes.

No team schedule for any season shall be approved by the Athletics Director if it:

a) Violates any of the University Senate Rules and Regulation regarding final examination periods and "stop day" and/or

b) Provides that team members will miss more than the equivalent of ten (10) full days of classes in any semester as a result of such schedule. The Athletics Director, upon recommendation of the Sport Supervisor, has discretion to make exceptions to this policy.

Classes missed due to NCAA post-season championship events will not be subject to the "ten day" rule.

One-half day will be considered missed when a competition or travel is scheduled to commence after noon, unless no squad member misses any classes; when a competition or travel is scheduled to commence prior to noon, a full day will be considered missed. Similarly, when the return travel from a competition is scheduled to terminate prior to noon, one-half day will be considered missed; when the scheduled termination is after noon, one full day will be considered missed.

Reporting and Handling of Academic Issues

The Student-Athlete Support Services staff compiles and maintains a file on each student-athlete. The file contains all materials documenting the academic profile of the student-athlete (e.g. academic transcripts, SAT and/or ACT scores, grade point averages, plan and/or program of study, etc.), as well as various forms verifying the eligibility status of the student-athlete.

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Although all student-athletes are eligible for Student-Athlete Support Services services, student-athletes who are targeted as "at risk" receive the highest priority for supplemental support from Academic Counselors. Once a student-athlete is determined to be "at risk," the Academic Counselor is responsible for determining which academic support measures should be instituted. Academic problems may be addressed through tutoring (see Tutorial Program) or by additional support measures.

Academic Reports

Counselors report to the coaches as often as necessary addressing specific academic concerns. Additionally, the Counselors contact faculty members and assigned tutors to receive routine reports on student-athletes identified "at risk."

Regular reporting has been implemented to achieve "identification" of student-athletes' academic problems and to provide an opportunity to institute corrective measures in a timely and effective manner. It is each coach's responsibility to follow through with the counselor's recommendations regarding a student-athlete. **However, when academic problems occur, coaches are not to intercede with the faculty or University administration on the student-athlete's behalf.**

Dropping or Adding a Class

In order to remain academically eligible to participate in intercollegiate athletics, a student-athlete's course load must not drop below 12 hours. A student-athlete who needs to drop or add a class must have the written approval of his/her University Academic Advisor and should also inform is/her Student-Athlete Support Services Counselor.

If dropping a class results in a student-athlete being registered for less than 12 hours, Student-Athlete Support Services immediately informs the Compliance Office and the individual's Head Coach of the potential eligibility problem **prior** to granting approval.

Incomplete Grades

Student-athletes are required to complete all course assignments by the last day of classes for the semester. However, under extenuating circumstances, student-athletes may receive an "Incomplete" grade. Procedures for removing an incomplete grade vary from professor to professor. It is the responsibility of the student-athlete to understand the procedure in each case, and to follow it.

The Student-Athlete Support Services Counselors monitor all student-athlete records and contact any student-athlete receiving an "Incomplete" grade. The Head Coach is also notified if the incomplete grade may affect the student-athlete's academic eligibility.

Referrals

Student-Athlete Support Services works in close communication with members of other University student assistance programs. When indicated, staff members may refer the student-athlete to such offices as the Alcohol Education Programs, Career Services Programs, Mental Health Services, Speech and Hearing Clinic, Women's Center, Writing Resource Center, etc.

Study Hall

Coaches interested in having their student-athletes participate in a mandatory Study Hall should contact their respective counselor.

Tutorial Program

Student-Athlete Support Services offers a comprehensive tutorial program to provide student-athletes with the necessary support mechanisms to promote their chances for academic success. Tutorial services are available on an individual or workshop basis to student-athletes upon the recommendations of the Student-Athlete Support Services counselors, as well as upon the request of the coach or the student-athlete.

The Tutorial Program has the following policies that each student-athlete must follow:

1. Each student-athlete must meet with his/her Student-Athlete Support Services Counselor before initial tutorial assignments.

2. Tutors will not complete student-athletes' assignments for the student-athletes; therefore, student-athletes must come to the tutorial sessions having already completed or at least attempted the reading/homework.

3. Regular class attendance is required for all students who request tutorial assistance. Tutorial services may be withheld from any student who does not regularly attend class.

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4. Student-athletes should come to each tutorial session with prepared questions and be ready to discuss lectures, texts and other assignments.

5. If a student-athlete misses two individual or group tutorial sessions, sessions for that particular subject may be terminated.

6. A missed appointment is defined as:

A) BEING 10 MINUTES LATE TO AN APPOINTMENT.

B) NOT SHOWING UP AT ALL FOR AN APPOINTMENT.

7. Student athletes' coaches will be notified by their Counselor when two or more tutorial sessions have been missed.

8. If a student-athlete has to cancel a tutorial appointment, it is his/her responsibility to contact the tutor at least a day before the appointment. If the student-athlete is unable to contact the tutor, the student-athlete must contact the Tutorial Coordinator or Counselor immediately.

9. If the tutor misses an appointment, the student-athlete should contact the Tutorial Coordinator or Counselor immediately.

10. After each tutorial session, the student-athlete is required to sign the tutor's time card.

11. The Counselors will provide student-athletes with the final exam review schedules. If the times of these sessions are not convenient or if the student-athlete needs additional help, the student-athlete should contact his/her Counselor.

Tutors are students who have distinguished themselves in their major and may be recommended to Student-Athlete Support Services by department chairs, faculty members or college deans. All new tutors are given a probationary period in which their academic knowledge and teaching skills are assessed. If the tutor does not meet the standards or requirements of the tutorial program, he/she is released.

Transcript Requests

Transcript information is protected by FERPA and must be kept confidential. Therefore, unofficial transcripts may only be released to Head Coaches and administrators who require the transcript data to complete their administrative duties.

Appendix 7

STUDENT ATHLETE (503B)

503B Summer School

Updated 1/09

STUDENT-ATHLETES: SUMMER SCHOOL

Kansas Athletics strives to provide funds, as available, for student-athletes to attend summer school. If awarded, a grant-in-aid will be based on the recommendation of the student-athlete's academic counselor, sports supervisor and coach, as approved by the Athletics Director. Summer school financial aid shall be in compliance with NCAA rules.

Procedure

1. Packets of summer school information are provided to all student-athletes by the Office of Student Support Services in March. Information includes summer session dates, registration deadlines and the summer school aid request form. Copies of the information are also provided to the head coaches and academic counselors.

2. Student-athletes are responsible for completing the summer school aid request form and returning it by **March 31** to the Assoc. Athletic Director/Student-Athlete Support Services.

3. The academic counselor, sports supervisor and coach will review the summer school aid request and make a recommendation regarding summer school aid.

4. Student-athletes failing to meet the established deadline or not recommended for summer school aid will be notified and can appeal to a committee made up of the Senior Woman Administrator, the Assoc. Athletics Director/Student-Athlete Support Services, and the appropriate sports supervisor.

Approval Criteria

Recommendations for awarding summer school aid will be based on an evaluation of the following criteria, including, but not limited to:

- Individual sports' budgetary constraints;
- Class standing (e.g. freshman, sophomore);
- Availability of necessary classes (e.g. only offered during summer);
- Continuing eligibility requirements (e.g. the need for 18/24 hours of classes per academic year);
- Grades achieved in previous course work;
- Course(s) enrolled in previously and dropped (e.g. reasons for dropping);
- Course completion necessary for graduation following summer session;
- Course required for post graduate study;
- Increased likelihood of graduating in less than five (5) years with attendance during summer sessions; or
- Previous history of following summer school policy.

Registration

In early April, student-athletes wishing to attend summer school will enroll, using priority enrollment for summer term. Student-athletes will be responsible for enrolling themselves. If aid is not approved, students must de-enroll by May 10th in order not to be charged a $100.00 late payment fee by the Bursar's Office.

Financial Aid Information

Students-athletes on head count scholarship must enroll in and complete a minimum of three (3) credit hours for the summer term.

Student-athletes on equivalency scholarship must enroll in and complete a minimum of three (3) credit hours for the summer term. These

student-athletes may be awarded financial aid for the summer only in proportion to that amount received in the current academic year. The amount of aid awarded will be based upon the number of credit hours in which the student-athlete is enrolled as of the first day of classes for the summer term.

Student-athletes who receive financial aid for the summer term and who, subsequent to the first day of classes for the summer term, drop below their approved credit hours will be charged for the amount of tuition which Kansas Athletics is not able to recoup. This charge will go directly to the student-athlete's account. Additionally, any room & board payments to which that student-athlete would not be entitled will also be charged thru the Bursar's Office to the student-athlete's account.

Student-athletes are only eligible to receive a maximum of five (5) summer terms of financial aid.

Student-athletes seeking any exceptions to this summer aid policy may appeal to a committee made up of the Senior Woman Administrator, the Assoc. Athletics Director/Student Athlete Support Services, and the appropriate sports supervisor.

Summer Bridge Program

The NCAA permits the awarding of athletically related financial aid to a prospective student-athlete (including a prospective student-athlete not yet certified as a Qualifier by the NCAA Eligibility Center) to attend an institution in the summer prior to the prospective student-athlete's initial full-time enrollment when the following conditions are met: the recipient shall be admitted to the university in accordance with regular, published entrance requirements; the recipient is enrolled in a minimum of 6 hours of academic course work; the recipient is subject to NCAA transfer provisions (if applicable); the recipient shall not engage in any countable athletically related activities except for those permitted by NCAA Bylaw 17; summer coursework is not used for the purpose of completing initial eligibility or continuing eligibility requirements. [NCAA Bylaw 15.2.8.1.4]

Summer school "Bridge" program requests will be reviewed by the academic counselor, sports supervisor and head coach and they will make a recommendation regarding summer Bridge assistance. Only those incoming students who have registered with the NCAA Eligibility Center will be eligible to receive summer Bridge funding. These students may be awarded financial aid for the summer only in proportion to that amount to be received in the upcoming academic year.

If an incoming summer Bridge student has not yet been certified by the NCAA Eligibility Center by July 31st, the student must remove all personal belonging from campus housing or off-campus housing that is provided by Kansas Athletics and return to the prospect's home by this date. The student must remain there until Final Certification is complete. Any exceptions to this policy must be made by the Athletics Director in consultation with the Faculty Athletics Representative.

Appendix 7

STUDENT ATHLETE (503C)

503C Textbooks

Updated 7/08

STUDENT-ATHLETES: TEXTBOOKS

Prior to the beginning of each semester, the Director of Athletic Financial Aid submits a list of names and student identification numbers to the University Bookstore designating the student-athletes who are approved to receive required textbooks as part of their athletically related financial aid. Lists are submitted in August for first semester, January for second semester, and May for summer school.

Student-athletes appearing on the Textbook List are approved to receive only books which are designated as required texts. Student-athletes may be required to present an authorization note from their instructor or copy of their class syllabus to establish that a specific book is part of the required course materials. Optional course materials may not be purchased with Kansas Athletics scholarship funds.

At the end of each semester, the Director of Athletic Financial Aid establishes time frames whereby student-athletes shall return to Kansas Athletics those textbooks which were purchased as part of their athletically related financial aid. If student-athletes desire to keep a textbook(s) for their personal library, they must complete the required form and follow the procedures established by the Director of Financial Aid.

The Bursar's Office will charge student-athlete accounts a $25.00 "no return book" fee for each lost and/or unreturned textbook. Student-athletes with unreturned textbooks will be notified by the Director of Athletic Financial Aid of the charges that will be placed on their account. Failure to pay these charges will result in a "hold" being placed on the student-athlete's account.

Appendix 7

STUDENT ATHLETE (504A)

504A Housing

Updated 7/07

STUDENT-ATHLETES: HOUSING

The University of Kansas strives to provide quality housing for students and to ensure that all rooms reserved for the use of student-athletes are within the guidelines of Kansas Athletics, the Conference and the NCAA. Student-athletes may not receive any special services or material amenities that are not provided to all students on an equitable basis. Moreover, student-athletes who live on campus are subject to the same residence hall rules and regulations as the rest of the student body. The University does not provide dormitories for the exclusive use of student-athletes; however, it does reserve limited spaces within each residence hall for the use of Kansas Athletics.

The Department of Student Housing oversees all University housing and is committed to providing all students with a community living environment. In so doing, the Department seeks to help students enhance their social and personal values, as well as accept individual responsibility within the community. The Director of the Department of Student Housing has overall responsibility for the program and its three major components: Residence Life and assignments, facility operations, and administration. The Associate Director for Residence Life is responsible for the student's life in residence (e.g. counseling, discipline, etc.) as well as policies related to room assignments, changes (e.g. billing, mail and telephone service) and technology. The Associate Director for Facility Operations is responsible for the coordination of the facilities (e.g. custodial services, maintenance, etc.) and the Associate Director of Administration is responsible for all Department of Student Housing accounts payable and receivable, as well as all human resources functions of the department. The Associate Athletic Director/Senior Woman Administrator is the liaison with the Department of Student Housing. All problems concerning the housing of student-athletes should be referred to the Associate Athletic Director/Senior Woman Administrator or designee.

The Head Coach or designee of each sport is responsible for approving the living arrangements for his/her student-athletes and for providing the Associate Athletic Director/Senior Woman Administrator with accurate and timely information regarding those arrangements.

Initial Payment

All student-athletes who are receiving a full athletics grant-in-aid and will be living on-campus must fill out a housing application and pay a $35 application fee. From here, a contract will be generated. The contract must be filled out in entirety before the student-athlete can move in. The coach ensures that the student-athlete signs the contract and then forwards it to the Associate Athletic Director/Senior Woman Administrator. The Associate Athletic Director/Senior Woman Administrator forwards the contracts to the Department of Student Housing which generates a list of all student-athletes with signed contracts.

First Semester Housing

Room assignments for incoming freshmen and transfers are requested by the Head Coach and coordinated by the Associate Athletic Director/Senior Woman Administrator with the Department of Student Housing Assignments Coordinator

By March 1st of each year, coaches are responsible for submitting an initial list of all incoming freshmen and transfers for whom they are requesting housing. If incoming student-athletes have specified a housing preference, coaches should indicate this request on the list. However, no promises are to be made to student-athletes.

In May, the Department of Student Housing Assignments Coordinator provides a list of available rooms which the Associate Athletic Director/Senior Woman Administrator matches with previously received coaches' requests. After making preliminary assignments, the Associate Athletic Director/Senior Woman Administrator reviews the assignments with each coach and then meets with the Department of Student Housing to finalize the assignments.

- Housing Costs

  The cost of on-campus housing is considered part of the standard athletic financial aid package for student-athletes and does not exceed the limits established by the NCAA. A list of all student-athletes approved to receive any portion of housing as a component of their financial aid is sent to the Department of Student Housing.

Continuing Students

Continuing students are permitted to retain their rooms from semester to semester.

By February 1, housing provides contracts to the Associate Athletics Director/Senior Woman Administrator for the returning student-athletes. The contracts are then given to the Head Coaches and are asked to be signed and returned by March 15. Student-athletes receiving a full athletics grant-in-aid are granted an initial payment deferment because it is part of their regular fee bill, but all non-scholarship student-athletes are responsible for paying the required initial payment.

Once the contracts are signed, they can only be canceled through the Department of Student Housing. Since cancellations or changes of contracts may involve financial penalties, student-athletes should be encouraged to find out all the facts before requesting changes.

Room Change Process

Room changes may be available at the beginning of each semester. Head coaches must submit any room change request to the Associate Athletics Director/Senior Woman Administrator. The Associate Athletics Director/Senior Woman Administrator will give the request to Housing for final approval based on room availability. Prior to requesting room changes through the Associate Athletic Director/Senior Woman Administrator, the student-athlete is encouraged to attempt to negotiate the request through the Department of Student Housing through contact with buildings Assistant Complex Director, or Complex Director. Some room changes may result in a higher room rate.

Additionally, each semester on-campus students may participate in the Room Change Process to change rooms or residences for the following semester. New assignments are distributed according to the date of original occupancy change request. The Department of Student Housing official announcements notify residents of procedures and dates.

Off-Campus Housing

Head Coaches retain the right to approve or deny the request of their student-athletes to live off campus. Student-athletes, if they have the approval of their Head Coach to live off campus, are responsible for selecting suitable housing.

In May, coaches are requested via a memo from the Associate Athletic Director/Senior Woman Administrator to provide a list of all student-athletes planning to live off-campus. Some coaches allow student-athletes to live off-campus but require meals to be eaten on-campus. This list is submitted to the Athletics Business Office for the processing of all cash-in-lieu payments.

Student-athletes who receive permission to live off-campus must submit a signed copy of their lease to the Associate Athletic Director/Senior Woman Administrator. This list will be forwarded to the Compliance Office.

Checks are prepared for the semester by the Athletics Business Office and are paid monthly after the first day of class. Student-athletes are responsible for picking up their own checks and signing for them. A picture I.D. must be presented when picking up the check.

When necessary, the Associate Athletic Director/Senior Woman Administrator will prepare a letter to the student-athlete's landlord designating that he/she is a scholarship recipient and will receive a specific sum for housing. Student-athletes are responsible for all costs above the financial aid amount stipulated for housing.

- Return to Campus from Off-Campus Student-athletes requesting the opportunity to return to University housing after living off-campus must sign up in the Department of Student Housing prior to May 1. Room requests are filled on a space-available basis.

Preseason Housing

Coaches must obtain the approval of the Director of Athletics to schedule practice or competitive events when school is not in session. Approval is only granted if such a schedule is within the guidelines of the NCAA and there are sufficient funds in the sport's budget to cover related expenses.

In June, coaches are contacted via a memo from the Associate Athletic Director/Senior Woman Administrator requesting their preseason housing needs. These numbers are then forwarded to the Department of Student Housing to reserve space. In July, the Associate Athletic Director/Senior Woman Administrator submits student-athletes' names and Student ID numbers and roommate requests from the coaches to the Department of Student Housing. They will then make the housing assignments.

Prior to preseason use, an official from the Department of Student Housing meets with the Head Coach to review the needs and expectations of all involved parties.

Break Housing

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All housing needs for semester break periods must be part of the regular budget and receive prior approval. Housing approvals will not be granted retroactively. As requested, the Associate Athletic Director/Senior Woman Administrator disseminates a Housing Needs/Semester Break Request to coaches with housing requirements during University vacation periods.

Coaches are responsible for submitting the names and student I.D. numbers of all student-athletes requiring housing. This must be done a minimum of two (2) weeks prior to the break or by the date requested. As the information becomes available from the Department of Student Housing, and Dining Hall Services, the Associate Athletic Director/Senior Woman Administrator provides the coaches with all necessary information pertaining to check-in and check-out procedures.

All break housing requests to the Department of Student Housing are handled by the Associate Athletic Director/Senior Woman Administrator who contacts the Department of Student Housing to reserve the required rooms. Keys are issued to student-athletes at check-in.

When room demand exceeds availability, the Associate Athletic Director/Senior Woman Administrator reserves room at a local hotel which bills KUAC directly for all permissible costs. Currently, Jayhawk Towers and McCollum Hall stay open during all breaks.

Summer School Housing

On-campus housing for student-athletes approved to attend summer school is scheduled during summer school registration by the Department of Student Housing. The Department of Student Housing is forwarded a list of all student-athletes approved for summer school/student housing.. The list is forwarded to the Business Office for off-campus room and board checks and week-end meal checks.

Appendix 7

STUDENT ATHLETE (504B)

504B Food Service

Updated 10/08

STUDENT-ATHLETES: FOOD SERVICE

Kansas Athletics adheres to all University, Big 12 Conference and NCAA rules and regulations related to providing food service to student-athletes. Each Head Coach determines which student-athletes are to receive "board" as part of their athletic scholarship. The Associate Athletic Director/Senior Woman Administrator serves as the Kansas Athletics liaison to the Department of Student Success and KU Dining Services. Student-athletes designated to receive board allotments as part of their athletically related financial aid may receive a University meal plan or a "cash-in-lieu" monthly payment, depending upon their living arrangements.

The University's Department of Student Success administers the food service program for all residence halls through the Department of Food Services.

KU Dining Services

The University provides dining services seven days per week for all undergraduate students while residence halls are open. For all rules and regulations concerning University Housing and Dining Plans (including meal plan options, prices, and hours of operation) please see www.housing.ku.edu.

Off-Campus

In compliance with NCAA regulations, student-athletes living off campus who are eligible for board, receive a stipend equal to the established on-campus board award. A final listing of student-athletes approved to receive off-campus room and board stipends is completed in August by each coach. Additions and/or deletions for the second semester must be submitted in December. Monthly board checks are distributed through the Athletics Business Office. Student-athletes must present a photo I.D. to receive their checks.

Married student-athletes receive the same board amount as any other student-athlete living off campus. Further information regarding stipend disbursements can be found in Policy 502D, Student-Athletes: Financial Aid.

Vacation and Break Meal Service

Coaches requiring meal service for their teams during vacation or break periods when the dining halls are closed (e.g. Thanksgiving, spring recess, etc.) are to request per-diem allowances through the Athletic Business Office a minimum of two (2) weeks in advance of the vacation or break period. All per-diem allowances must not exceed the per diem provided to institutional staff members.

Guest Meals

Student-athletes are personally responsible for paying for all meals eaten by guests in the University Dining Halls.

Training Table

Student athletes who receive full “board” as part of their athletic scholarship are entitled to eat at the Training Table. Training Table is generally held during the fall and spring semesters on Monday through Thursday evenings. Meals are obtained at the Burge Student Union. All student-athletes must present their student ID upon entry.

Access to Training Table meals is limited to student-athletes receiving full board, the Kansas Athletics Sport Nutritionist, and the Asst. Athletics Director for Student-Athlete Development/Community Relations. Student-athletes not receiving board as part of their athletic scholarship or student-athletes who are walk-ons may purchase the training table meal at the same rate that Kansas Athletics deducts from student-athletes who receive an athletic scholarship covering board. All other guests will be charged the rate established annually for guest meals.

Occasional Meals

Appendix 7

Student-athletes are eligible to receive an occasional meal in the locale of the institution from an institutional staff member on infrequent and special occasions. Kansas Athletics defines “occasional” as no more than one time per month. Additional consideration to exceed one time per month can be approved for an occasional meal that is provided in conjunction with a special event. All occasional meals are required to be pre-approved by the Compliance Office.

Appendix 7

STUDENT ATHLETE (505)

505 Awards

Updated 7/08

STUDENT-ATHLETES: AWARDS

As acknowledgement for athletic participation, and as recognition for outstanding performance, Kansas Athletics permits deserving student-athletes to receive athletic awards in compliance with NCAA and Conference rules and regulations. Athletic awards are presented upon the recommendation of the Head Coach and with the approval of the Compliance Office, Sport Supervisor, and Director of Athletics, according to criteria established by Kansas Athletics administrators and Head Coaches.

In order to receive an athletic award, the student-athlete must be of amateur standing, eligible for athletic participation as defined by the NCAA, and must have been representing the University of Kansas at the time of competition. In addition to athletic performance, other factors taken into consideration include a student-athlete's academic standing, as well as his/her attention to university regulations, observance of training rules, sportsmanship and overall conduct.

Permissible Award Restrictions

Award items are restricted by NCAA regulations to merchandise that can be personalized with the institution's insignia or letter, event specification or comparable identification. Awards presented in a certain category must be uniform for all team members who are recipients.

A student-athlete may not receive an award of cash, gift certificates, or its equivalent (i.e. items that are negotiable for cash or trade). Appliances, television sets and other merchandise items that cannot be properly personalized are prohibited. An award of a country club or sports club membership is not permitted, even if the cost of membership is less than the allowable award value.

Award Value Limitations

Per NCAA Rules, the total value of a single participation or "letter" award received in a year by a non-senior student-athlete may not exceed $175. Multiple awards may be presented only if the total value of all participation awards received during a particular academic year by an individual (non-senior) student-athlete does not exceed $175.

Multiple awards may be presented to a senior student-athlete only if the total value of all participation awards presented during a particular academic year to a senior student-athlete does not exceed $325 in each sport in which the student-athlete participates.

Awards for participation in special events (e.g., postseason football games, all-star games, featured individual competitions, etc.) may be presented by Kansas Athletics (or the management of the event) when either a team or an individual has represented KU in such an event. However, the total value of any single award to a student-athlete may not exceed $350. Most-valuable player awards are limited to a maximum value of $350. If multiple awards are presented for participation in the event or in honor of the student-athlete's achievement, the total value of such awards may not exceed $325, except for bowl game awards. Student-athletes may receive awards valued at no more than $500 from sponsoring agencies for bowl game participation **and** may also receive a similar award from KU, again within the $350 limit.

Student-athletes may receive awards in recognition of Conference or national championships from KU, the Big 12 Conference, or an approved organization. The total value of any single award may not exceed $325 for a Conference championship or $415 for a national championship, except for awards purchased and presented by the NCAA to student-athletes for participation in NCAA championship events.

Letter Awards Student-Athletes

Kansas Athletics presents letter awards to those student-athletes designated to be deserving of such by their respective Head Coach.

The criteria for earning letter awards in each sport are set by the sport's Head Coach with the approval of the Sport Supervisor and Director of Athletics.

At the end of the season, the Compliance Office provides an Annual Letter Award Report to coaches. Coaches indicate team members and managers they are recommending for an annual participation letter award.

Once the Compliance Office reviews the information, it is forwarded to the sport supervisor. After proper approval, a copy is sent to the Assistant AD for Traditions to implement the ordering of jackets (first year lettering award) supplied by the K-Club. At the same time a copy is forwarded to the Assistant AD for Equipment Operations to facilitate the ordering of blankets and watches (second and third year lettering awards, respectively).

The awards are ordered and received through regular purchasing procedures (See Policy 403, Purchasing Procedures, in this Manual). They are distributed at the discretion of the Head Coach of each sport, whose responsibility it is to make sure each student-athlete receives his/her award (s).

Letter Awards may be claimed up to one year after graduation or the exhaustion of eligibility, whichever is later. Any former student-athlete who has earned a particular award and is a paying member of the K-Club may purchase a replacement of that same award in case of loss.

Letter Awards Student Managers

At the conclusion of his/her senior year, with a minimum of two (2) years of service to a sport, an undergraduate student manager is eligible for a varsity letter jacket. The football equipment manager shall recommend letter award winners for football student managers with approval by the head football coach. For all other sports, the head coach shall recommend the award for the student managers. Lists will be approved by the Compliance Office and Sport Supervisor. Undergraduate student managers may pay the difference between the jacket and the ring if an individual prefers to receive the ring.

Letter Awards Student Athletics Trainers

At the conclusion of his/her senior year, with a minimum of two (2) years of service, an undergraduate student trainer is eligible for a varsity letter jacket. The head athletics trainer will submit a list of letter award recipients to the supervisor for approval. Undergraduate student trainers may pay the difference between the jacket and the ring if an individual prefers to receive the ring.

K-Club Rings

In conjunction with Kansas Athletics, the K-Club provides rings to letter winners upon completion of their final year of eligibility for competition. Managers and athletics trainers who meet lettering criteria and are recommended by the head coach, head athletics trainer or football equipment manager should also be included.

Big 12 Participation Awards

Each year the Big 12 Conference provides awards to its institutions for all student-athletes' participation in conference sponsored sports. Kansas Athletics purchases extra awards to ensure all student-athletes receive this recognition.

Head Coaches complete a Big 12 Participation Award form at the end of each competition season approving each student-athlete to receive an award. The form is then approved by the Sport Supervisor and forwarded to the team's equipment manager for award distribution.

Special Events and Bowls

Awards for participation in a Conference and/or a National Championship or special event (e.g., postseason football games, all-star games, featured individual competition, etc.) may be presented by the University when either a team or an individual has represented Kansas Athletics in such an event. (The allowable maximum value for such awards is specified in the "Awards Value Limitations" section above.)

Ring Policy

Rings are awarded to any University of Kansas varsity team / individual that wins its Conference Championship. Reference Award Value Limitations for National and Conference Champions in the NCAA manual. Head Coaches submit ring requests to Compliance and the Sport Supervisor for approval utilizing the Special Achievement form. The Director of Athletics and Sport Supervisor may provide additional awards at their discretion.

The Director of Athletics has the discretion to provide rings to teams that qualify for post-season play even if they do not win the conference championship. The sport supervisor must submit request to Athletic Director with justification.

Sports Banquets

Each individual sport recognizes outstanding contributions by the sport's student-athletes at an annual recognition event. Head coaches must check with the Compliance Office prior to scheduling their sport banquet to ensure compliance with NCAA regulations. The following must be

completed prior to the event:

1) The Special Achievement form (provided by the Compliance Office) must be filled out, have the necessary approvals, and be on file in the Compliance Office.

2) Head coaches must complete an event scheduling form with the Williams Educational Fund in order to ensure that the event is entered onto a master calendar.

3) Coaches must obtain a purchase order (PO) for award purchases from the Business Office. Purchase requisitions for awards will be forwarded from the Business Office to Compliance for approval prior to the issuance of a PO. When coaches submit their award orders, they are also required to provide their event summary, designating the type of event desired, date, location, awards to be presented and funding source.

Additional banquets may be sponsored by Kansas Athletics, the Student Athlete Advisory Committee, or the Williams Educational Fund.

Scholar-Athlete Awards

Student-athletes who have excelled academically may be nominated to receive scholastic achievement awards or may be recognized by the Kansas Athletics Department, the Big 12 Conference, or the NCAA. Such awards may include:

Kansas Athletics Department:

1) Senior Scholar Athlete of the Year. Awarded to one male and one female senior student-athlete. Head coaches submit nominations to Student Athlete Support Services. Winners are selected by an Honors Committee (which is named by the Athletics Director) and are announced at the annual Jayhawk Senior & Scholar Athlete Banquet in May.

2) Athletics Director's Honor Roll. Each student-athlete who is an active member of one of the department's athletics programs or the Spirit Squad is eligible for this award. Winners must earn a grade point average of 3.00 (on 4.00 scale) or higher for a fall or spring semester. These student-athletes are honored at a home men's basketball game in the spring semester and at the Jayhawk Senior & Scholar Athlete Banquet in May.

National Collegiate Athletic Association (NCAA):

1) The Walter Byers Scholarship. One male and one female student-athlete annually are awarded postgraduate scholarships in recognition of outstanding academic achievement in graduate study. There is a stipend associated with this award. Student-athletes who are seniors or who have graduated and are completing their final year of athletics eligibility at the institution from which they received their degree may be nominated for this award by institutional representatives. Nominees must have achieved a minimum GPA of 3.50 (on a 4.00 scale) and exhibit good character, leadership and citizenship.

2) NCAA Postgraduate Scholarships. One hundred seventy-four (174) scholarships are awarded annually to varsity athletes who compete in sports in which the NCAA conducts national championship competitions. Eligibility is restricted to student-athletes attending NCAA member institutions. Students must be nominated in the academic year in which they complete their final season of eligibility for intercollegiate athletics. Nominees must have a minimum grade point average of 3.200 (based on a 4.000 scale) and must be nominated by the faculty athletics representative or the faculty athletics representative designee of an NCAA member institution.

3) Today's Top Eight. This award honors the top eight outstanding senior student- athletes for the fall sports and the top eight seniors for the winter and spring sports; an appropriate award is presented at the annual awards dinner. The nominee must be a varsity letter winner and must complete intercollegiate eligibility in the nomination year. The award is based on athletic ability (50%); academic achievement (25%); and character, leadership and activities (25%).

4) NCAA Ethnic Minority and Women's Enhancement Postgraduate Scholarship Program. Thirteen scholarships are awarded annually to ethnic minorities and thirteen scholarships are awarded annually to women . Recipients must be a college graduate entering into the first semester/quarter of their postgraduate studies. Applicants must be accepted into a sports administration or related program that will assist the applicant in obtaining a career in athletics.

5) The Freedom Forum-NCAA Foundation Sports Journalism Scholarship. Eight $3,000 scholarships are awarded annually. One scholarship will be awarded in each of the eight geographical districts of the NCAA. This scholarship is offered to college juniors who have career goals in sports journalism; recipients must major in journalism or have experience in campus sports journalism.

Big 12 Academic Awards:

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1) Classroom Champions. Recipients are announced during televised basketball contests. Criteria is determined by each institution. 30 names are announced representing all sports.

2) Commissioner's Honor Roll. Certificates are sent to each honoree. Recipients include every student-athlete with a semester GPA of at least a 3.0. An alphabetized list is sent to the conference office

3) All-Big 12 Academic Teams. Recipients are selected throughout the academic year for each sport towards the end of each season of competition. Criteria include for First Team a 3.2 cumulative GPA or previous year GPA and 60% participation as a letter winner. Second team includes at least 3.0 cumulative GPA or previous year GPA and 60% participation. Freshmen and transfers are not eligible their first year of academic residence.

4) Dr. Prentice Gautt Postgraduate Scholarship. This award is granted annually. Student-athlete nominees must have at least a 3.200 GPA and have participated in at least 2 years at a member institution. Member institutions submit one male and one female nominee.

5) Big 12 Medal Winners. Awarded to one male and one female senior. Recipients are student athletes who best balanced academics and athletics, excelling in both.

6) Big 12 Community Service Award. This award is intended to recognize a student-athlete who has volunteered to the campus – wide community, his or her time toward charitable or civic activities that make a significant difference. The nominees must have been in attendance at least one term at the nominating institution and should be academically eligible for the year he or she is being nominated. He or she does not have to be a letter winner. Nominations should be approved by the student-athlete advisory committee.

7) Big 12 Good Works Team In recognition of the community service efforts by the Conference's student-athletes, the Big 12 will announce a "Good Works" team. Each athletic year, 12-person teams will be announced for Fall (football, cross country, volleyball, soccer); Winter (men's basketball, women's basketball, swimming & diving, gymnastics, wrestling); and Spring (golf, tennis, track & field, softball, baseball) sports. Criteria for nomination consist of significant community service, good academic standing, and participation in a Big 12 sponsored sport.

8) Chick-Fil-A Community of Champions. Each Big 12 institution selects three student athletes throughout the school year who have demonstrated a commitment to community service and good sportsmanship. Chick-Fil-A will donate funds to each institution's general athletics scholarship fund. The student-athlete must have a 3.0 GPA, be involved with one student organization on-campus or within the athletic department, and display good sportsmanship on and off the field.

National Association of Collegiate Directors of Athletics (NACDA) Awards:

1) John McLendon Memorial Minority Postgraduate Scholarship. Five $10,000 postgraduate scholarships are awarded to a senior minority student planning to pursue a postgraduate degree in athletic administration. Recipients must meet federal guidelines for definition as a minority, have a 3.0 cum GPA, plan on a postgraduate course of study within five years, have demonstrated leadership in college and the community.

College Sports Information Directors of America (CoSIDA) Awards:

1) CoSIDA Postgraduate Scholarship. A scholarship will be awarded at the end of the fall and the spring semesters. Candidates should be planning to attend graduate school in the next school year with intent to enter the sports information field after completing graduate school. A minimum of 3.00 (based on a 4.0 scale) for all college work is required; applicants must have been accepted and demonstrate proof of acceptance to a graduate school. For consideration for the award, each candidate should send three samples of his/her work, three letters of recommendation, along with transcript.

2) ESPN The Magazine Academic All- American Teams selected by CoSIDA. CoSIDA selects ESPN The Magazine Academic All America Teams in twelve programs: men's and women's soccer, volleyball, football, men's and women's basketball, baseball, softball, track/cross country, and men's and women's at-large. The nominee must be a starter or important reserve with at least a 3.20 cumulative GPA (on a 4.00 scale). He/she must have reached sophomore athletic and academic standing and must have completed at least one full academic year at the institution. Nominated athletes must have participated in 50% of the team's games.

3) ESPN The Magazine/CoSIDA Academic- All District VII. Recipients must be at least a sophomore with a 3.2 cumulative GPA and at least one academic year at the institution. Available for gymnastics, soccer, wrestling, swimming, and cross-country.

Other Awards/Scholarships:

1) Arthur Ashe, Jr Sports Scholars Award. Honors minority student-athletes who have excelled academically, athletically, and in their community by publishing their names and pictures in Diverse Issues in Higher Education. The student must have a 3.2 cumulative grade point average, completed one full academic year at the institution, been an active member of an athletic team, and been active in service to the institution or community.

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2) Wilma Rudolph Student-Athlete Achievement Award (N4A). Intended to honor young men and women who have overcome great personal, academic and/or emotional odds to achieve academic success while participating in intercollegiate athletics and have made significant personal strides toward success. Nominations are made by the student-athlete's academic counselor. The student-athlete must have completed three semesters/four quarters at the nominating institution with at least a 2.0 cumulative GPA for 36 semesters/48 quarter hours and must be in good academic standing. The nominee must be a letter winner.

3) National Football Foundation and College Hall of Fame Postgraduate Scholarship. To honor young men for their achievements in the classroom and on the campus as well as on the football field. Each recipient receives a plaque at the annual Hall of Fame Awards dinner and each qualifies for a $18,000 fellowship after he has been accepted into graduate school.

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STUDENT ATHLETE (506A)

506A Medical Policy

Updated 7/08

STUDENT-ATHLETES: MEDICAL POLICY

The goal of the Kansas Athletics Sports Medicine Program is to support Kansas Athletics' mission of unparalleled excellence in all programs and activities. The Sports Medicine Program will deliver the highest quality health care to its student-athletes by providing injury/illness prevention, evaluation, diagnosis, treatment, and rehabilitation services while maximizing athletic performance. Through this health care and preventative education, the Kansas Athletics' Sports Medicine Program will become a leader for sports medical services in Kansas, the Big 12 Conference, and the NCAA.

Guiding Principles

- Provide comprehensive and state-of-the-art health care and wellness services
- Provide professional leadership and counseling to student-athletes
- Promote character development, leadership and sportsmanship
- Create a trusting environment through good communication, dependability and professionalism
- Develop interactive partnerships with the campus and community allied health professionals to allow optimum access and service for student-athletes
- Consistently provide high-level professionalism and patient satisfaction
- Maintain fiscal and operational integrity through sound management practices
- Function at high levels of accountability and productivity in all initiatives, programs and operations
- Cooperate and work together as a team to attain recognized excellence
- Conduct interpersonal and group relationships with honesty and integrity
- Value each individual's contributions, knowledge and expertise
- Strive for excellence in all facets of the department
- Commit to continuous improvement
- Provide an educational opportunity for undergraduate athletic training students
- Support the mission, goals, and objectives of the Department of Intercollegiate Athletics and the University as a whole

Sports Medicine Philosophy And Objectives

Kansas Athletics' Sports Medicine Program embodies a commitment to patient care and education of the student-athlete. Meeting these goals and objectives will enable the Sports Medicine Department at the University of Kansas to attain recognized excellence in its field and fulfill its commitment to become a leader in sports medicine services in Kansas, the Big 12 Conference, and the NCAA.

- The health of the student-athlete shall always be our first consideration. By allowing student-athletes timely access to our sports medicine services and by placing a high value on health and wellness, we will reduce the risk of athletic injury while assisting injured student-athletes to a medically safe return to competition in a timely manner.
- We will continually evaluate our Sports Medicine program to ensure our student-athletes have the highest quality sports medicine care.
- We will address problems and concerns regarding the Sports Medicine Department in a timely manner to ensure the needs of our student-athletes and employees are continually met.
- Finally, to ensure our sports medicine program attains recognized excellence, we will support the program with the human and financial resources necessary to accomplish the program's shared goals.

Kansas Athletics' Sports Medicine Program delivers comprehensive Allied Health services performed by providers licensed and/or certified by the Kansas State Board of Healing Arts to the student-athletes at the University of Kansas. Below is a list of providers that make up the Sports Medicine Department:

- Full time Head Team Physician

- Primary Care Sports Medicine Physician(s)
- Orthopedic Surgeon Team Physician(s)
- Consulting Medical Specialist(s)
- Full time Physical Therapist
- Full time Athletic Trainers (7)
- Part time Athletic Trainers (6)
- Full time Sports Nutritionist
- Full time Sports Psychologist
- Physical Therapy services
- Massage Therapy services
- Full time Administrative Assistant

We are committed to using scientifically based and safe technologies currently available and affordable in the delivery of these services.

We will remain committed to the continuous upgrading of the education and clinical skill development of our staff as well as our equipment so that our student-athletes will be assured of the most modern and progressive care available in the country.

The Head Team Physician oversees the Sports Medicine Program, which consists of the Director of Sports Medicine, the Athletic Training staff, a Sports Nutritionist, and a Sport Psychologist.

Privacy Policy

Written authorizations are required for disclosure of any health related information for student athletes. Authorizations must be on Kansas Athletics Sports Medicine approved forms with the student athlete's signature. If a student athlete is a minor (under age 18) the student- athlete's parent's signature will be required. A student athlete may revoke an authorization at any time, provided the revocation is in writing.

Medical Care

Kansas Athletics offers an extensive sports medicine program. The program's goals are to prevent injuries whenever possible and to offer a treatment rehabilitation program when necessary. The Sports Medicine staff has a personal interest in each student-athlete and his/her well being. In order to best serve student-athletes, it is vital that **all** injuries and illnesses are reported, **whether athletically related or not,** to the staff as soon as possible. This must be done in person at the Athletic Training Room in Wagnon Student Athlete Center.

Physical Examinations

Kansas Athletics requires all incoming freshmen and transfer students to undergo a physical evaluation and examination performed by a Sports Medicine team physician before participating in the intercollegiate sports program. In addition, all upperclassmen undergo a yearly check-up and review any previous injury or medical diagnosis. A completed record of the physical shall be on file in the Athletic Training Room.

Documentation of Previous Injury

All student-athletes are asked to complete the Sports Medicine Health History form describing previous injuries and past medical history. If a student-athlete has sustained injuries to his/her head, neck, back, shoulder, knee, ankle or internal organs, or if the student-athlete has, in the 2 years prior to becoming a team candidate, had fractures, dislocations, severe sprains, surgery or any other major health-related problem, he/she is required to note this on the information card. Kansas Athletics will not take responsibility for any pre-existing injury which has not been properly rehabilitated or documented.

Previous injuries not fully rehabilitated may disqualify a student-athlete from participation until approval is received from the Kansas Athletics Head Team Physician. If a student-athlete is under the care of a physician not associated with the University of Kansas, written permission must be received by the Sports Medicine staff indicating when the student-athlete may resume activity and if any limitations exist. However, the final determination regarding athletics participation rests with the Head Team Physician.

Treatment of Athletically Related Injuries and Illnesses

Student-athletes must report all injuries or illnesses (including those NOT athletically related) that might interfere with their ability to practice or participate in their sport to the Kansas Athletics athletic training staff, Director of Sports Medicine, or team physician. If the injury occurred during practice or competition, the student-athlete should see the team's Athletic Trainer as soon as possible. At that time, an evaluation is performed to determine the extent of his/her injury and his/her ability to practice or compete that day. If necessary, referral to a team physician may be

made at this time. Kansas Athletics is not responsible for the medical consequences and/or financial liability incurred by students who obtain treatment that has not been preauthorized by the Head Team Physician or the Director of Sports Medicine.

While the sports medicine program is responsible for the treatment of only **athletically related injuries and illnesses**, it is important that the staff be notified of any injury or illness that might affect sports participation. If the student-athlete is unable to keep a doctor's or athletic trainer's appointment, the student-athlete must call and cancel the appointment.

Routine Health Care

Treatment for non-athletically related illnesses and injuries is obtained through the Watkins Health Center. For services including urgent care, radiology, physical therapy, pharmacy, counseling call Watkins Health Care Center at 785-864-9500.

Emergency Treatment

If a life-threatening injury or emergency situation occurs during practice or competition, the coach or athletic trainer will see that the student-athlete is transported quickly to the nearest appropriate treatment facility.

For all other emergencies, dial 911.

Rehabilitation Care

Rehabilitation is available to all student-athletes currently enrolled at KU.

Preventative Taping, Wrapping or Bracing

Preventative measures such as taping, wrapping or bracing are prescribed at the discretion of the coach and/or athletic trainer. Student-athletes will be informed at the beginning of the season whether they need to follow these preventative measures, which methods to use, and what procedures to follow.

Athletic Training Rooms

The Athletic Training Room facility available to student-athletes is located on the ground floor of Wagnon Student Athlete Center.

The Athletic Training Room is generally open Monday through Friday from 8am to 6pm, and then as early as 5:45 a.m. and as late as midnight dependent on sport needs. Coverage on weekends, summer, and holidays is based upon sport needs. Hours for the remaining facilities are arranged according to the availability of Athletic Training staff and the needs of the student-athletes.

Kansas Athletics Health Services Directory

Head Team Physician	Phone #
Lawrence Magee, MD	785-864-7360
Director of Sports Medicine	
Murphy Grant	785-864-7938
Team Physician	
Sean Cupp, MD	785-843-9125
Team Orthopedists	
Jeff Randall, MD	785-843-9125
Doug Stull, MD	785-843-9125
Neal Linticum, MD	785-843-9125

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Team Orthopedic Consultants

Steve Munns, MD 913-588-7775

Staff Athletic Trainers

Murphy Grant– Football 785-864-7938

Bill Cowgill 785-864-7938

Men's Basketball, CC, T&F

John Zirkelbach 785-864-7938

Soccer, Softball

Jennifer Volberding 785-864-7938

W Basketball, Swimming, Golf

Aimee Miyazawa 785-864-7938

Volleyball, Spirit Squad

Ken Wainwright 785-864-7938

Baseball, Tennis, Rowing

Administrative Assistant

Sandra D. White 785-864-7938

Team Physicians Athletic Training Room Schedule

Training Room schedules for Team Physicians may vary each semester based on physician availability. Please check the Training Room bulletin board for current schedules. Training Room Rules The following is a list of rules that must be adhered to if the Athletic Training Room is to be effective in its role of prevention, treatment and rehabilitation of athletic injuries. Student-athletes are expected to abide by all established Athletic Training Room rules. Disciplinary action will be taken when violations occur.

1. No horseplay is allowed.
2. The Training Room operates on a first-come, first-served basis. Student-athletes are encouraged to come early if they want to avoid the rush. Remember, student-athletes are never late for practice because they were detained in the Athletic Training Room, they simply didn't get to the Athletic Training Room early enough.
3. Report all injuries as soon as possible to your team certified athletic trainer. New injuries or illnesses must be reported immediately to allow the Athletic Trainers to report the student-athlete's prognosis to the coaching staff.
4. Student-athletes are responsible for getting taping or treatments done in time for all meetings and practices.
5. All treatments given after practice are only administered after showers.
6. Injured players are expected to report to each practice session. There is no excuse for missing a meeting or practice unless it is an emergency. Injuries requiring missed practice time must be excused by the team physician, Director of Sports Medicine, staff Athletic Trainer, or an Assistant Athletic Trainer.
7. Student-athletes shall continue all treatment until they are medically released. Do not stop treatments just because the injury feels better.
8. Do not handle any of the treatment modalities. All treatments are administered by the Athletic Training Room staff.
9. Student-athletes are to use the Athletic Training Room for treatment only. No team meetings or study halls are allowed. The Athletic Training Room is not a club. The only reason to be in the in the Athletic Training Room is if the student-athlete has business with an Athletic Trainer.
10. No interviews are permitted in the Athletic Training Room.
11. No cell phones are permitted in the Athletic Training Room.
12. Abusive behavior or language is not tolerated.
13. The Athletic Training Room is the medical center of Kansas Athletics. Help keep this area clean and orderly. No food or drinks are allowed in the treatment or rehabilitation area of the Athletic Training Room.

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14. The Training Rooms are co-ed. Please be certain that student-athletes wear appropriate clothing.
15. No football or multi-cleated shoes of any kind are to be worn in the Athletic Training Room.
16. No supplies should be removed from the Athletic Training Room without an Athletic Trainer's permission.
17. The Athletic Training Room phones and computers are for business use only.
18. Student Athletic Trainers should be treated with the same respect due to any regular staff member.
19. Injuries not sustained during team functions are not the responsibility of Kansas Athletics.

Training Room Access Outside of current student-athletes competing, there are others that have access to the Training Room:

• Student Athlete completed eligibility but still in school:

o Ongoing treatment from injury sustained when eligible: Kansas Athletics will provide first aid and pay costs associated with treatment.

o New, post-eligibility injury, non-Kansas Athletics: Kansas Athletics will provide first aid only and pay no costs associated with injury.

o Illness: Kansas Athletics will provide first aid only and pay no costs associated with illness.

• Completed eligibility, out of school – No access to training room.

• Medically disqualified, still in school:

o Ongoing treatment for injury sustained when eligible: Kansas Athletics will provide first aid and pay costs associated with treatment.

o New, post-disqualification injury

• Kansas Athletics related: Kansas Athletics will provide first aid and pay costs associated with treatment.

• Non-Kansas Athletics related: Kansas Athletics will provide first aid only and pay no costs associated with injury.

• Illness: Kansas Athletics will provide first aid only and pay no costs associated with illness.

• Former KU athlete on campus for camps or off-season training: Kansas Athletics will provide first aid only and pay no costs associated with injury.

• Kansas Athletics athletes turned professional, but still in school: Kansas Athletics will provide first aid only and pay no costs associated with injury.

• Non-Kansas Athletics athlete (NCAA eligible or not) working out at invitation of coach: No access to Training Room.

• Coaches/Staff: At discretion of trainers/physicians (short-term only)

Medical Expenses

Student-athletes must report any athletically related illness or injury to their team's Athletic Trainer or the Director of Sports Medicine before Kansas Athletics can assist with any associated medical expenses.

Coverage provided by Kansas Athletics must be in compliance with Big 12 and NCAA regulations.

Unless the Director of Sports Medicine recommends otherwise, the Athletic Training Room is to be utilized for all athletically related treatments. All related medical bills and prescription expenses must be approved for payment by the Director of Sports Medicine in accordance with Kansas Athletics, Big 12, and NCAA regulations.

Permissible Medical Expenses

Identified medical expense benefits incidental to a student's participation in intercollegiate athletics that may be financed by the institution are:

- Athletics medical insurance;

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- Death and dismemberment insurance for travel connected with intercollegiate athletics competition and practice;
- Out patient drug-rehabilitation expenses;
- Out patient counseling expenses related to the treatment of eating disorders;
- 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;
- Glasses, contact lenses or protective eye wear (e.g., goggles) for student-athletes who require visual correction in order to participate in intercollegiate athletics;
- All approved medical examinations for enrolled student-athletes incurred as a result of an athletically related injury or illness;
- Expenses for medical treatment incurred by a student-athlete as a result of an athletically related injury. Medical documentation shall be available to support the necessity of the treatment;
- Surgical expenses to a student-athlete who is injured during the academic year while participating in voluntary physical activities that will prepare the student-athlete for competition;
- Medication and physical therapy utilized by a student-athlete to enable the individual to participate in intercollegiate athletics.

Kansas Athletics does not assume any financial responsibility for medical treatment obtained without a referral from a Team Physician. If a second opinion is requested, pre-authorization by the Director of Sports Medicine is required if it is to be paid for by Kansas Athletics.

Dental Care

Kansas Athletics will pay for dental injuries received or aggravated during formal practice or competition.

All dental injuries should be reported to the Athletic Training Room staff as soon as possible.

Corrective Lenses

Corrective lenses are not routinely furnished by Kansas Athletics. However, contact lenses or sports goggles may be provided if it is determined by the Director of Sports Medicine that they are necessary for intercollegiate athletics participation. Kansas Athletics will not be responsible for glasses or frames used for everyday activities.

Insurance Coverage

Kansas Athletics strongly recommends that student-athletes carry their own primary health insurance to cover injuries and illness not covered by Kansas Athletics. Kansas Athletics has obtained secondary insurance to cover athletically related injuries. This policy requires that, if injured, the student-athlete first file a claim with his/her primary medical insurance carrier. Any expenses not covered will then be paid under the Kansas Athletics policy, subject to its limitations and conditions. All documents from the primary carrier which denies coverage (denial documents) must be forwarded by the student-athlete or his/her parents as soon as possible to the Sports Medicine Staff.

Prior to the beginning of each new academic year, a cover letter, insurance questionnaire and a summary statement of Kansas Athletics insurance coverage are sent to the parents of all student-athletes. The questionnaire requests information regarding health insurance coverage, along with a copy of the student-athlete's insurance card and a signed, current claim form, and must be on file in the Athletic Training Room prior to athletic participation in order for the student-athlete to be covered by Kansas Athletics.

Coverage is available only for injuries that occur during participation in the student-athlete's intercollegiate sport or in supervised practice or training sessions for that sport.

Filing a Claim

When a student-athlete is referred to a physician or other "provider of service" (e.g. hospital, or other health care provider) outside the Sports Medicine Program and the Student Health Service for a condition which is covered by Kansas Athletics, the student-athlete must take his/her primary insurance information.

Once the primary insurance company responds to the claim with either a denial or payment of the bill, the student-athlete or his/her parents must forward the following to the Sports Medicine Staff:

1. The itemized bill from each provider of service indicating services provided and the current balance.

2. The insurance company's Explanation of the Benefit (EOB), which details the amount of its payment for the claim.

Upon receipt of these forms, the Sports Medicine staff will promptly submit them along with a claim form to the secondary insurance company.

The potential involvement of two separate insurers can make the entire process of filing and tracking a claim from origination to completion a long, time-consuming process. Kansas Athletics will be more than happy to help in this process, but the student-athlete and his/her family must remain aware that it is their responsibility to initiate the claim with their primary insurer and to promptly forward records to Kansas Athletics. **If a claim is denied by either the primary or secondary insurer because of delays by the student-athlete or his/her family, Kansas Athletics will not be responsible for the balance.**

Post-Eligibility Insurance Coverage

Kansas Athletics realizes that certain injuries which are the result of intercollegiate athletics participation may require additional medical attention after a student-athlete has exhausted his or her eligibility. Therefore, secondary insurance coverage is provided for up to 104 weeks from the onset of a student-athlete's injury. This coverage is dependent upon documentation of the injury, reasonable adherence to medical advice during rehabilitation, and no further evidence of post-competition re-injury. Each case will be individually reviewed for strict adherence to these guidelines.

Nutritional Supplements Use by Athletes

Kansas Athletics believes that optimizing a student-athlete's performance depends on many factors, one of the most important of which is maintaining proper nutrition. To that end, the monitoring of nutritional supplements is an important component of proper nutrition.

A growing number of nutritional supplements are marketed to athletes. The NCAA has banned certain ingredients found in many of these nutritional supplements. Minimal regulation of these supplements by the federal government greatly increases the risk of contamination. Besides containing banned substances, many supplements are available that are very likely hazardous to the athletes' health. In order to provide the safest possible care and in order to monitor potential drug/supplement interactions, the sports medicine staff must be informed of all nutritional supplements taken by the student-athlete. To that end, all student-athletes will be required to submit, on an annual basis, a Nutritional Supplement Waiver form to the Sports Nutritionist. On this form, the student-athlete will list all supplements that he/she is taking and will also commit the student-athlete to taking only supplements approved by Kansas Athletics. The Sports Nutritionist or Team Physician shall review all forms and approve or disapprove all supplements taken by the student-athlete. Student-athletes are not permitted to take any nutritional supplements other than those provided by Kansas Athletics without written approval from the Team Physician or the Sports Nutritionist.

Coaches are not permitted to provide nutritional supplements. Any supplement provided for athletes by Kansas Athletics must be approved by the Team Physician or the Sports Nutritionist. The Sports Medicine and Strength & Conditioning staff will be informed of all supplements being used by student-athletes.

NCAA Guidelines for providing supplements to athletes:

PERMISSIBLE:	NONPERMISSIBLE:	NONPERMISSIBLE: Unless prescribed by a physician to treat a current condition
Vitamins and Minerals	Amino Acids	Chondroitin
Energy bars	Chrysin	Creatine/products containing creatine
Calorie-replacement drinks	Ginseng	Glucosamine
Electrolyte-replacement drinks (none of these may contain more than 30% protein)	Glycerol	
	HMB	
	L-carnitine	
	Melatonin	
	POS-2	

Protein powders greater

than 30% protein

Tribulus

Weight Management

One of the goals of sports medicine is to provide the finest health care necessary for optimal athletic performance. In order to do this, there must be a science-based approach to weight management which emphasizes healthy, performance-enhancing eating and which de-emphasizes body image. This is done with a performance team consisting of team physicians, sports nutritionist, certified athletic trainers, strength and conditioning coaches, and a sports psychologist as needed.

Body Composition / Weight

1. Body weight information will be available to the athlete, sports medicine staff, strength and conditioning staff, and coaching staff. This information is confidential. (Exception: Initial preseason weight may be released for media guide in some sports such as football and basketball, providing the student-athlete has signed a valid consent for the release of such information.) The athlete may share this information with anyone he/she chooses.

2. Body composition information will be available only to the athlete, sports medicine staff, and strength and conditioning staff. The athlete may share this information with anyone he/she chooses.

3. Weight will only be measured under the following situations:

a. Annual physicals

b.Appointments with Team Physicians

c.Appointments with Sports Nutritionist

d.Monitoring hydration status

e.Monitoring improvements by Strength and Conditioning staff

f.Otherwise prescribed by Sports Medicine staff

4. All body composition measurements will be performed by the Sports Nutritionist and/or strength and conditioning personnel.

Coaches

1. Any coach that has a concern about an athlete's nutritional status, body composition, or weight should discuss these concerns with the Team Physician, Sports Nutritionist, or staff Athletic Trainer assigned to that sport.
2. Coaches may not discuss weight or body composition with a student-athlete.
3. Coaches may not discipline athletes based on changes in weight or body composition.
4. Coaches may not require mandatory or optional/voluntary weigh-in sessions.
5. Coaches should de-emphasize weight and should focus on performance.
6. Coaches may not refer any student athlete to any medical facility or personnel outside of the athletics department.
7. Non-compliance with the above policies by coaches is grounds for disciplinary action by the athletics director.

Eating Disorders

Eating disorders, most commonly anorexia nervosa and bulimia nervosa, are relatively common health problems for students on college campuses. Collegiate athletes are at the same risk for these disorders. It is a goal of the Sports Medicine Department at Kansas Athletics to work to identify, evaluate, and treat these disorders in such a way as to maximize the health and performance of those individuals affected.

Although the precise cause of eating disorders has not been agreed upon, the development of an eating disorder probably is related to a combination of psychological, geological, family, genetic, environmental and social factors. We will minimize environmental factors by a science-based approach to weight management which emphasizes healthy, performance-enhancing eating and de-emphasizes body image (see Kansas

Athletics Weight Management Policy above).

Sports medicine personnel will be familiar with the signs and symptoms of eating disorders. If there is concern about an eating disorder in an athlete, either from a coach, teammate or staff person, that athlete will be referred to a team physician for evaluation.

Medical Hardship or Disqualification

When a student-athlete suffers an injury or illness that will limit or prevent his/her athletic participation for a competitive season or for the remainder of his/her athletic career, the status of medical hardship or disqualification is determined. The NCAA has specific rules governing these medical situations.

A medical hardship waiver ("medical redshirt") can be requested if the student-athlete meets several NCAA requirements, including the fact that the student-athlete must not have participated in more than three contests or 30% of the scheduled contests (whichever is greater).

A medical disqualification or medical non-counter is a different situation. This involves a medical condition in which the student-athlete is advised to not ever participate again in intercollegiate athletics. If this situation is determined by the Head Team Physician, the student-athlete may retain his/her athletics grant-in-aid at the discretion of Kansas Athletics for the remainder of his/her college experience.

Contingent to retaining the grant-in-aid, is the requirement that the student-athlete work for the below mentioned hours per week during the student-athlete's team's practice and competitive seasons, based upon amount of aid student-athlete is on:

1-25% - 5 hours/week

25-50% - 10 hours/week

50-75% - 15 hours/week

75-100% - 20 hours/week

Work assignments will be distributed by the Senior Woman Administrator.

Determinations of medical hardships are granted by the Big 12 Conference or for medical disqualification by the Head Team Physician.

Appendix 7

STUDENT ATHLETE (506B)

506B Substance Abuse & Drug Testing

Updated 7/08

SUBSTANCE ABUSE POLICY & DRUG TESTING PROGRAM

Kansas Athletics strongly believes that the use and abuse of illegal and/or banned drugs:

A. Is detrimental to the health (physical & psychological) of a student-athlete;

B. Interferes negatively with the academic performance of a student-athlete;

C. Is dangerous to the life and health of the student-athlete and his/her teammates during athletic competition and practice; and

D. Compromises the integrity and spirit of intercollegiate athletics competition.

Thus, Kansas Athletics has made it a policy that the use and abuse of illegal and/or banned drugs will not be tolerated. Kansas Athletics recognizes the addictive results of illicit drug use and as provided in this policy will encourage treatment and rehabilitation for any student-athlete involved in the drug-testing program. The health and performance of our athletes are our primary concerns.

Purpose of the Policy and Program

A. Education - To educate University of Kansas student-athletes about the problems associated with drug use and abuse.

B. Detection of Abuse - To detect student-athletes who may be involved in substance abuse and to insure that athletic competition is unimpaired by illegal or banned drugs.

C. Treatment and Rehabilitation - To assist in the treatment and rehabilitation of a student-athlete who tests positive for drug use as part of this program, so that the student-athlete may safely and fully participate in academics and athletics and to reduce personal, family and social disruption.

D. Discourage and Deter Drug Use - To discourage and deter the use of drugs by imposing significant sanctions on offenders.

E. Promote Health and Safety of Student-Athlete Participation - To provide reasonable safeguards assuring that every student-athlete is able to safely and fully participate in athletics competition unimpaired by the use of illegal or banned drugs.

Substance Abuse Education and Prevention Program

A. Objective - To provide educational guidance to the student-athlete regarding the physical, mental, and legal consequences of illegal drug use.

B. Program - All student-athletes will be required to enroll in LA-S 292, Life Skills Training for Intercollegiate Athletics, which will aid in the educational process of the student-athlete about the consequences of illegal drug use as well as teach essential life skill needs. Additional educational presentations will be held throughout the year. These programs will be announced to student-athletes as they are scheduled, and attendance of student-athletes shall be mandatory.

Drug-Testing Program

The head coach , the Compliance Office, and the Athletic Training Room shall inform and educate the student-athletes about the drug-testing program. Information concerning the program and a consent form associated with the program shall be provided to every student-athlete prior to his/her first drug test. Student-athlete is defined as any student-athlete who is certified eligible to participate in practice and/or competition in varsity athletics and student-athletes who are receiving financial aid from Kansas Athletics, whether or not they have completed eligibility.

Thereafter, the student-athlete shall be subjected to testing as described in this policy. Failure to sign the consent form prior to practice and competition shall result in the student-athlete's ineligibility for practice or competition until the student-athlete signs the form. Additionally, student-athletes who receive financial aid from Kansas Athletics must sign the consent form as a condition of receipt of such aid. The program

shall be conducted by a medical laboratory agency and supervised by the director of athletics (or designee), drug-testing program administrator and the Kansas Athletics drug-testing program committee.

A. Mandatory Drug Testing Program

1. All new (freshmen and transfer) student athletes will be tested (within a reasonable amount of time) upon arrival on campus. A positive test during this initial testing will not result in first time offender status. 2. All teams qualifying for post-season competition will be eligible for testing prior to that competition. If a team appears to be a potential qualifier as post-season approaches, that team will be eligible for testing. 3. All student-athletes shall be subject to unannounced, random tests during the course of the year. The Kansas Athletics drug-testing committee will determine a prescribed percentage of each team that shall be subject to testing. Kansas Athletics shall provide the medical laboratory agency with team rosters and student-athletes will be randomly selected for testing by the agency consistent with the team percentages prescribed by the committee. The drug-testing program committee also will determine the number of random tests that occur each year. 4. All athletes who have not yet been tested twice (including testing required by Kansas Athletics, NCAA, and/or Big Twelve) up to that point in their career will be tested during their third year. 5. Monthly random testing will number approximately 10 individuals/month selected from all teams. More individuals may be tested at the discretion of the drug testing committee.

B. Testing Program Based on Reasonable Suspicion - Information obtained by the drug testing program committee indicating a "reasonable suspicion" of drug use by a student-athlete shall prompt the committee to require the student-athlete to submit to drug-testing. Specimens shall be collected under the direction of the director of sports medicine or head team physician. Reasonable suspicion shall not mean a mere "hunch" or "intuition," but shall instead be based upon a specific event or occurrence which has led to the belief that a student-athlete has used drugs banned by this policy and program. Any of the following criteria shall be sufficient on its own to constitute "reasonable suspicion:"

1. Direct observation of drug use by a reliable informant; 2. Direct observation by coaches, athletic trainers, or team physicians of physical and mental deficiency, medical symptoms of drug use, aberrant conduct or unexplained absenteeism; 3. Common sense conclusions about observed or reliably described human behavior upon which practical people ordinarily rely (e.g., significant changes in behavioral patterns, athletic or academic performance; with regards to anabolic steroids, significant weight gain and/or unusually aggressive behavior); 4. Police or court determination that the student-athlete has used or possessed prohibited drugs; 5. A demonstrated history of use of prohibited drugs, which can include either prior legal convictions or prior positive tests for prohibited drugs through Kansas Athletics, Big 12 Conference's, and/or NCAA's, or any other reliable testing program.

C. Voluntary Disclosure Drug Testing Program - A student-athlete may disclose use of a prohibited substance and avoid Kansas Athletics first-time offender penalty (outlined below) by participating in the voluntary disclosure program. Disclosure may be made to any person on the Kansas Athletics drug testing program committee. Disclosure must be made prior to the student-athlete being notified of his/her selection for testing. In this instance, the head coach also shall be informed of disclosure. The committee person, after being informed of the disclosure, shall be obligated to inform the other committee members and refer the student-athlete to the head team physician for testing and referral to counseling and/or rehabilitation. Test results shall be reported to the drug testing program committee and counselor. If found positive for banned drug(s), the student-athlete shall be retested forty (40) days after receipt of the initial positive documentation. If documentation demonstrates a decrease in the drug(s) metabolite, the student-athlete shall continue counseling until released by the counselor. If documentation demonstrates an increase in the drug(s) metabolite, the student-athlete shall be declared a first-time offender and submit to actions/sanctions indicated in this program. This option is available to a student-athlete on a one time basis during his/her academic/athletic career.

Kansas Athletics Banned Drugs

Drugs banned by Kansas Athletics and the NCAA (Appendix I) include the following:

A. Ephedrine (ephedra) B. Amphetamines C. Cocaine D. Tetrahydrocannabinol - THC (marijuana) E. Anabolic Steroids F. Synephrine

Consent Form

All student-athletes shall read and complete the form entitled, Consent and Authorization Agreement. This form must be completed before a student-athlete is allowed to compete.

Methodology

A. Notification Student-athletes selected for testing shall be contacted by the Head Coach or his/her designee using the Kansas Athletics notification form which designates the time and the site location of the testing. This notification shall occur no more than 24 hours in advance of the testing.

B. Collection and Coding

1. In order to enforce this drug policy, it shall be necessary to acquire a urine specimen from the student-athlete. 2. Urine voiding shall be monitored by a member of the medical laboratory agency or a designated allied health professional. 3. Chain of custody in specimen collection,

preparation and handling shall be followed as prescribed by the testing agency to ensure accurate and confidential results. A document that explains the urine collection procedure will be provided to each student-athlete prior to testing (Appendix II). Prior to testing, each student-athlete will be given an opportunity to provide information concerning any medication being taken or other circumstances that might attribute to a positive test. This information will not qualify as part of the "Voluntary disclosure" (page 3). 4. All student-athletes' samples will be tested on site for specific gravity. Any student-athlete who cannot produce a concentrated specimen (i.e., specific gravity of 1.006 or above) will be able to leave the lab for tutoring or class, but must return later that day and produce a concentrated specimen. 5. Any deviation from the above testing protocol must be approved and documented by the director of sports medicine or the head team physician prior to the deviation.

C. Testing Techniques - The medical laboratory agency shall screen each urine sample with the enzyme multiplied immunoassay technique and then perform gas chromatography/mass spectrometry for confirmation. The screen and confirmation shall be based on levels to be determined by the drug testing program committee in consultation with the medical laboratory.

D. Results - Test results shall be returned to the director of sports medicine or head team physician and subsequently reported to the head coach and the drug testing program committee. Documentation indicating confirmation for drug use shall be dated by the director of sports medicine or the head team physician, so subsequent re-tests can proceed after forty (40) days.

E. Positive Test - A positive test will be defined as one that indicates concentration levels consistent with those established by the medical laboratory agency. The positive concentration level for THC (marijuana) exceeds 15 nanograms/ml.

F. Confidentiality - Test results shall be known only by the student-athlete, senior associate director of athletics, athletics director, sport administrator, head coach, director of sports medicine, head team physician, team trainer and counseling or rehabilitation program personnel. The head coach or a member of the Kansas Athletics drug testing program committee will contact the parent(s), legal guardian(s), and/or spouse. If necessary due to an appeals process, the University student-athlete appeals board and university general counsel shall be informed.

Kansas Athletics Actions/Sanctions

The following actions/sanctions represent the sanctions established by Kansas Athletics.

A. Positive Drug Test

If a student-athlete tests positive on a drug test administered by Kansas Athletics, the Big 12 Conference or NCAA, he/she shall be subject to the actions/sanctions specified in this policy unless the Big 12 or NCAA test occurred within 40 days of a positive drug test administered by Kansas Athletics.

NEW STUDENT-ATHLETE TESTING (POSITIVE RESULT)

1. Sport supervisor, head coach, head team physician, Director of Sports medicine, and staff athletic trainer assigned to that sport are notified. 2. Head coach and/or head team physician shall notify his/her parent(s), legal guardian(s) and/or spouse. 3. Student-athlete enters a prescribed counseling and rehabilitation program. 4. Forty (40) days after notification, the student-athlete re-tests monthly for one (1) calendar year. If there are no positive tests within the next twelve months, the student- athlete will be removed from the monthly testing list, and will be returned to the general student athlete testing pool. 5. This positive test does not result in First Time Offender status.

FIRST-TIME OFFENDER (NOT NEW STUDENT TESTING)

1. Sport supervisor, head coach, head team physician, Director of Sports Medicine and staff athletic trainer assigned to that sport are notified. 2. Head coach and/or head team physician shall notify his/her parent(s), legal guardian(s)and/or spouse. 3. Student-athlete enters a prescribed counseling and rehabilitation program determined by the Kansas Athletics Sports Psychologist in consultation with the Head Team Physician. 4. After forty (40) days, the student-athlete re-tests monthly for one (1) calendar year. If there are no positive tests within the next twelve months, the student athlete will be removed from the monthly testing list, and will be returned to the general student athlete testing pool. 5. Based on team rules, the head coach, in consultation with the sports supervisor, has the discretion of adding further actions/sanctions. 6. The student-athlete may appeal the above sanctions to the drug-testing committee.

SECOND-TIME OFFENDER (NOT NEW STUDENT TESTING)

1. Sport supervisor, head coach, head team physician, Director of Sports medicine, and staff trainer assigned to that sport are notified. 2. Head coach and/or head team physician shall notify his/her parent(s), legal guardian(s) and/or spouse. 3. If the positive test occurs during the competitive season, the student-athlete is immediately suspended from 10% of the contests scheduled, or two (2) contests (not including exhibition contests) whichever is less. If the positive test occurs outside the competitive season, the student-athlete is suspended from the initial 10% of the future contests scheduled, or two (2) contests (not including exhibition contests) whichever is less, and based on team rules, the head coach, in consultation with the sport supervisor, has the discretion of adding further actions/sanctions. 4. Student-athlete enters a prescribed counseling and rehabilitation program, determined by the Kansas Athletics Sports Psychologist in consultation with the Head Team Physician.. 5. After forty (40) days, the student-athlete re-tests monthly for one (1) calendar year. If there are no positive tests within the next

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twelve months, the student athlete will be removed from the monthly testing list, and will be returned to the general student athlete testing pool. 6. Based on team rules, the head coach, in consultation with the sports supervisor, has the discretion of adding further actions/sanctions. 7. The student-athlete may appeal the above sanctions to the drug-testing committee.

THIRD-TIME OFFENDER (NOT NEW STUDENT TESTING)

1. Sports supervisor, Compliance, head coach, head team physician, Director of Sports Medicine and staff trainer assign to that sport are notified. 2. Head coach and/or head team physician shall notify his/her parent(s), legal guardian(s) and/or spouse. 3. Immediate and permanent suspension from participation in the athletics program. 4. Cancellation of financial aid provided by Kansas Athletics. 5. The student-athlete may appeal the above sanctions to the drug-testing committee, who will make a recommendation to the Director of Athletics. 6. If financial aid is canceled, the student-athlete may appeal the decision to the University student-athlete appeals board.

General Policies

A. The conditions of this substance-abuse policy and drug testing program begin when the student-athlete reports to the university academic/athletic program and continues for the remainder of his/her academic/athletic career.

B. If a student-athlete fails to report for drug testing within the allotted time after notification, the failure to appear shall be considered a positive test.

C. If a student-athlete reports to the testing site and subsequently leaves the site without permission from the drug-testing administrator, he/she shall be considered to have a positive test.

D. If a student-athlete is observed altering or tampering with a specimen, substitution another urine sample, or otherwise affecting the validity of the test, it will be considered a positive test.

E. A student-athlete who is required to receive counseling will receive notification of the counseling appointment not later than 48 hours in advance of the appointment. Any need for a time change must be made within 24 hours of the receipt of written notification. The first counseling session, whenever possible, should occur no later than 3 weeks after notification of the positive test, unless prohibited by a break in the academic calendar. Should counseling be scheduled with a non Athletics department counselor, failure to report for counseling will result in the student-athlete being charged for the cost of the counseling session. [Note: Once an appointment has been scheduled, non Athletics department counseling personnel will charge Kansas Athletics for the session even if the student-athlete fails to appear]. Further, should a student-athlete miss two counseling sessions, he/she will be charged with a positive test result penalty for any subsequent missed counseling sessions, in addition to being charged for the cost of the missed session, if applicable.

F. Conviction of a student-athlete for sale, purchase, transfer or possession of drug charges shall result in automatic and immediate dismissal from his/her team and the loss of all athletically related financial aid.

G. Offenders shall be subjected to re-tests to determine continued abuse or non-use. An increase in drug(s) metabolite from the most recent test indicates usage and therefore a subsequent offense. A decrease in drug(s) metabolite from the most recent test will not be considered a positive test

H. The application of all of these general policies may be appealed to the drug-testing committee. Pursuant to Kansas Athletics policy, those found in violation of this drug testing policy will have five business days after receipt of any written notification of violations in which to notify the Athletics Director, in writing, of any request to appeal any sanctions to be imposed under this program. Any appeal of disciplinary action will be conducted within thirty (30) days of the receipt of the written request to appeal. Appeals to avoid the sanctions of this policy will be given consideration only if there is a basis for the appeal or for unique circumstances. Should the student-athlete appeal successfully and his/her tests are negative for the next twelve months, further testing shall be considered at the discretion of the Drug Testing Committee.

I. This program and its administration/operation are subject to change or modification at any time. However, any change or modification will be implemented only by action of the athletics director (or designee) and will not be applied retroactively if it would adversely affect a student-athlete's rights.

J. The Drug Testing Committee shall consist of the Senior Associate Athletics Director, Associate Athletics Director for Compliance, Associate Athletics Director for Academics, head team physician, Director of Sports Medicine, and a head coach assigned by the Senior Associate Athletics Director's discretion.

K. Results will be returned to the Director of Sports Medicine, who will serve as the drug testing site coordinator.

APPENDIX I NCAA BANNED DRUGS PLEASE NOTE: THERE HAVE BEEN A SIGNIFICANT NUMBER OF POSITIVE DRUG TESTS IN STUDENT-ATHLETES WHO REPORT THE USE OF OVER-THE-COUNTER NUTRITIONAL SUPPLEMENTS.

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(a) Stimulants: amiphenazole doxapram phendimetrazine amphetamine *ephedrine phenmetrazine bemigride ethamivan phentermine benzphetamine ethylamphetamine Phenylpropanolamine (ppa) bromantan fencamfamine picrotoxine caffeine1 (guarana) meclofenoxate pipradol cholphentermine methamphetamine prolintane cocaine methylenedioxymethamphetamine (MDMA) strychnine cropropamide methylphenidate *synephrine crothetamide nikethamide and related compounds diethylpropion pemoline dimethylamphetamine pentetrazol

(b) Anabolic agents: anabolic steroids mesterolone stanozolol androstenediol methandienone testosterone2 androstenedione methenolone tetrahydrogestrinone (THG) boldenone methyltestosterone trenbolone clostebol nandrolone and related compounds dehydrochlormethyl-testosterone norandrostenedione dehydroepiandrosterone (DHEA) norethandrolone dihydrotestosterone (DHT) oxandrolone dromostanolone oxymetholone other anabolic agents fluoxymesterone oxymesterone clenbuterol

(c) Diuretics: acetazolamide flumethiazide quinethazone bendroflumethiazide furosemide spironolactone benzthiazide hydrochlorothiazide triamterene bumetanide hydroflumethiazide trichlormethiazide chlorothiazide methyclothiazide and related compounds chlorthalidone metolazone ethacrynic acid polythiazide

(d) Street Drugs: heroin tetrahydrocannabinol marijuana3 (THC)3

(e) Peptide Hormones and Analogues:

corticotrophin (ACTH) leutenizing hormone (LH) insulin like growth hormone human chorionic gonadotrophin (hCG) growth hormone (HGH, somatotrophin) (IGF-1)

All the releasing factors of the above mentioned substances also are banned.

erythropoietin (EPO) darbyoetin sermorelin

(f) Definition of positive depends on the following:

1 for caffeine - if the concentration in the urine exceeds 15 micrograms/ml.

2 for testosterone - if the administration of testosterone or the use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of epitestosterone in the urine to greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.

3 for marijuana and THC - if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.

*Ephedrine (ephedra) and synephrine is contained in many supplement products.

APPENDIX II

Urine Specimen Collection Procedures

1. Upon entering the collection station, the athlete will provide photo identification and/or a client representative/site coordinator will identify the athlete and the athlete will be officially signed into the station.

2. The athlete will select a sealed collection beaker from a supply of such and will record his/her initials on the collection beaker's lid or attach a unique bar code to the beaker.

3. A collector, serving as validator, will monitor the furnishing of the specimen by observation in order to assure the integrity of the specimen until a volume of approximately 85 mL is provided (volume may vary and is dependent upon client protocol and drugs being tested).

4. Only members of the drug-testing crew should serve as validators. Validators who are of the same gender as the athlete must observe the voiding process. The procedure does not allow for validators to stand outside the immediate area or outside the restroom. The athlete must urinate in full view of the validator (validator must observe flow of urine). The validator must request the athlete raise his/her shirt high enough to observe the midsection area completely to rule out any attempt to manipulate or substitute a sample.

5. Validators and other collectors must never handle the athlete's beaker or specimen until after the specimen is enclosed in the appropriate vials.

6. Athletes may not carry any item other than his/her beaker into the restroom when providing a specimen. Any problem or concern should be

brought to the attention of the crew chief for documentation.

7. Once a specimen is provided, the athlete is responsible for keeping the collection beaker closed and controlled.

8. Fluids and food given to athletes who have difficulty voiding must be from sealed containers (approved by the collector) that are opened and consumed in the station. These items must be caffeine- and alcohol-free and free of any other banned substances.

9. If the specimen is incomplete, the athlete must remain in the collection station until the sample is completed. During this period, the athlete is responsible for keeping the collection beaker closed and controlled.

10. If the specimen is incomplete and the athlete must leave the collection station for a reason approved by the collector, specimen must be discarded.

11. Upon return to the collection station, the athlete will begin the collection procedure again.

12. Once an adequate volume of the specimen is provided, the collector who monitored the furnishing of the specimen by observation will sign that the specimen was directly validated and a collector will check the specific gravity and if in range measure the pH of the urine in the presence of the student athlete.

13. If the urine has a specific gravity below 1.005 (1.010 if measured with a reagent strip), the specimen will be discarded by the athlete. The athlete must remain in the collection station until another specimen is provided. The athlete will provide another specimen.

14. If the urine has a pH greater than 7.5 (with reagent strip) or less than 4.5 (with reagent strip), the specimen will be discarded by the athlete. The athlete must remain in the collection station until another specimen is provided. The athlete will provide another specimen.

15. If the urine has a specific gravity above 1.005 (1.010 if measured with a reagent strip) and the urine has a pH between 4.5 and 7.5 inclusive, the specimen will be processed and sent to the laboratory.

16. The laboratory will make final determination of specimen adequacy.

17. If the laboratory determines that an athlete's specimen is inadequate for analysis, at the client's discretion, another specimen may be collected.

18. If an athlete is suspected of manipulating specimens (e.g., via dilution), the client will have the authority to perform additional tests on the athlete.

19. Once a specimen has been provided that meets the on-site specific gravity and pH parameters, the athlete will select a specimen collection kit and a uniquely numbered Chain of Custody Form or set of Specimen Bar Code Seals from a supply of such.

20. A collector will record the specific gravity and pH values.

21. The collector will pour approximately 60 mL of the specimen into the "A vial" and the remaining amount (approximately 25 mL) into the "B vial" (required volume is determined by client and/or laboratory) in the presence of the athlete

22. The collector will place the cap on each vial in the presence of the athlete; the collector will then seal each vial in the required manner under the observation of the athlete and witness (if present).

23. Vials and forms (if any) sent to the laboratory shall not contain the name of the athlete.

24. All sealed specimens will be secured in a shipping case. The collector will prepare the case for forwarding.

25. The athlete, collector and witness (if present) will sign certifying that the procedures were followed as described in the protocol. Any deviation from the procedures must be described and recorded. If deviations are alleged, the athlete will be required to provide another specimen.

26. After the collection has been completed, the specimens will be forwarded to the laboratory and copies of any forms forwarded to the designated persons.

27. The specimens become the property of the client.

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28. If the athlete does not comply with the collection process, the collector will notify the client representative/site coordinator and third party administrator responsible for management of the drug-testing program.

29. On occasion, a client may choose to test using a single specimen kit. The collector will follow the split specimen procedures up to the point were the athlete selects a sealed kit. With a single specimen kit, the collector beaker may serve as the secured vial for transporting the specimen to the laboratory. The collector will instruct the athlete to provide at least 35 mL of urine allowing for a 5 mL pour-off to measure specific gravity and pH on site. A single vial will be processed and transported to the laboratory for analysis.

Appendix 7

STUDENT ATHLETE (506C)

506C Outside Services & Referrals

Updated 7/07

STUDENT-ATHLETES: OUTSIDE SERVICES & REFERRALS

All student-athletes are subject to the following policy regarding any medical care beyond that provided by the certified athletic trainers, physical therapists or team physicians that are members of the Kansas Athletics sports medicine team.

If a student-athlete desires a referral for outside medical services, he/she must first consult with the Team Physician or the Director of Sports Medicine, who will determine if the illness or injury can be treated in the sports medicine clinic or if it requires referral to another facility, physician or service. If the Team Physician or the Director of Sports Medicine refers an injured student-athlete to a health care provider, hospital or clinic other than those available at Kansas Athletics, referral must be expressly authorized in writing by the Team Physician or the Director of Sports Medicine prior to care or services being rendered. If immediate treatment is required and is ordinarily available at a University facility or the Sports Medicine Center (the "training room") but the facilities are closed, the athlete shall first notify a full-time member of the training room staff prior to seeking medical attention of any sort.

In emergency or other unusual circumstances not permitting written permission in advance, the Team Physician, Director of Sports Medicine or the team Athletic Trainer must be notified by the student-athlete as soon as reasonably possible, and the Team Physician retains all discretion, subject to applicable NCAA rules, state law and University policy as to whether treatment rendered may be covered under this policy. In no event should a student athlete with an emergency medical condition delay or defer treatment; instead treatment should be sought and the Team Physician, Director of Sports Medicine or Team Trainer notified as soon as reasonably possible.

When the Team Physician or the Director of Sports Medicine determines that a student-athlete should be referred to a specialist, the Sports Medicine staff will make the necessary arrangements for appointments and transportation, if necessary.

Should a student-athlete take it upon himself or herself to see another physician or to obtain a second opinion without a recommendation from the Team Physician, the student-athlete is financially responsible for any fees incurred. In addition, the student-athlete will be asked to sign a waiver stating that Kansas Athletics is not responsible for the treatment, its expenses, or the outcome of the treatment.

If a student-athlete would like a referral for a second opinion, the student-athlete must first obtain a Physician Referral Form from the Team Physician or the Director of Sports Medicine prior to the visit. This form must be updated by the "second opinion" physician and returned to the Sports Medicine staff.

A coach may not refer a student-athlete to an Outside Specialist. If a coach wishes to have an athlete see an Outside Specialist, the coach should discuss the matter with the Team Physician and/or Athletic Trainer. Should the physician or trainer concur with the coach's assessment, the Athletic Trainer or physician will arrange for the proper authorization and set up a specific appointment time for the student-athlete. If a student-athlete cannot provide his/her own transportation, the Sports Medicine staff will make the necessary arrangements, within Conference and NCAA guidelines.

A consultation between the student-athlete's parents and the attending physician will be arranged upon the student-athlete's request for those student-athletes over the age of eighteen (18) or at the parent's request should the student-athlete be under the age of eighteen (18). All final decisions regarding medical approval for participation in athletics, including the resumption of practices or participation in athletic contests, however, rest with the Team Physician, even if an outside health care provider recommends clearance or restrictions. Decisions on participation in athletics are separate and distinct from decisions on medical treatment, and remain the authority of the Team Physician.

Additional advance written authorization from the Team Physician must be obtained if medical care is to extend beyond the earliest of (1) the close of the season in which an injury or illness occurred, (2) the end of the spring of the academic year in which the injury or illness occurred, or (3) graduation or termination of student status with the University.

The Team Physician authorization must estimate the probable treatment duration. Kansas Athletics will not be financially responsible for expenses arising beyond the Team Physician's estimate, unless the Team Physician renders a revised estimate in writing. In no event, however, shall Kansas Athletics responsibility for treatment or expenses for athletically related injuries or illness covered by this Policy extend beyond one year from completion of athletic participation at the University or beyond the student coverage time limits contained in the University's athletic insurance policy in effect at the time of the injury (104 weeks after the onset of injury), whichever is longer.

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Sports Performance Massage

If a student-athlete of a Kansas Athletics-sponsored varsity team would like a referral for a "performance massage," the student-athlete or his/her team must obtain prior approval from the Team Physician or the Director of Sports Medicine. Prior to the initial visit for each student-athlete, a Kansas Athletics referral form must be filled out and a copy given to the Massage Therapist. A Coach cannot refer a student-athlete to a Message Therapist. The Certified Athletic Trainer overseeing that sport will arrange all appointments for Sports Performance Massages.

Payment for massage services will be processed by the Sports Medicine Department and will be billed directly to the student-athlete's sport. Kansas Athletics Sports Medicine will not pay for any Massage Therapy without an established medical necessity and a written prescription from a Kansas Athletics Team Physician or the Director of Sports Medicine. In addition, Kansas Athletics Sports Medicine will not provide transportation for student-athletes for appointments for "Sports Performance Massage."

Massage Therapists must meet the following criteria to be approved by Kansas Athletics Sports Medicine for "Sports Performance Massage":

1. Licensed or Certified with the Kansas State Board of Healing Arts or Certified with the National Board for Therapeutic Massage and Bodywork (copy of current license or certification must be filed with the Director of Sports Medicine).
2. Current Resume and reference list filed with Director of Sports Medicine.
3. In good standing with Kansas Athletics Sports Medicine department.
4. Display professional conduct at all times.
5. Sign a Confidentiality statement and observe all aspects of the Kansas Athletics privacy policy and HIPPA regulations.
6. Agree to limit services to massage and to not attempt treatment for any injuries.
7. Agree to immediately report any possible injures discovered during the massage to the Director of Sports Medicine or his/her designee.
8. Create an itemized bill for services and submit the service record and bill to Kansas Athletics in a timely manner.
9. If massage is performed on Kansas Athletics property or at a practice or event in which University of Kansas athletes participate, the Massage Therapist will be required to sign an agreement/waiver concerning liability.
10. Provide proof of professional liability insurance in the amount of two million for each occurrence and six million for the aggregate.

Travel to Medical Appointments

Kansas Athletics will reimburse student athletes for travel to medical appointments that were arranged through the Sports Medicine Department with a documented referral from a Kansas Athletics Team Physician.

Whenever possible make arrangements for a staff/assistant/or athletic trainer to transport the student-athlete to the appointment. If it is not possible to accompany the student-athlete, keep in mind the following guidelines for reimbursement:

- No reimbursement for local (Lawrence) travel
- If student-athlete drives and pays tolls and parking, then he/she should submit receipts for reimbursement
- No staff should be submitting any receipts in his/her name on behalf of the student and then passing the funds to the student

Any travel beyond Kansas City needs further approval by Head Team Physician and the Senior Associate Athletics Director

Appendix 7

STUDENT ATHLETE (506D)

506D Swimming Proficiency

Updated 07/05

This policy pertains to all students trying out for rowing.

SWIMMING PROFICIENCY

A student athlete trying out for the rowing team must show proof of successfully completing the following swimming proficiency test:

1. A KUAC approved lifeguard must supervise the swimming proficiency test. The swimming proficiency test must be completed in a pool on the University of Kansas, Lawrence Campus. A member of the KUAC sports medicine staff will be in attendance to assist with the testing, and to verify the identity of the student athlete. Testing times will be arranged by the athletic trainer responsible for rowing.

2. The swimming proficiency test consists of the following:

a. The participant must swim 100 yards non-stop; and

b. The participant must tread water non-stop for 10 minutes.

3. Upon completion of the test to the satisfaction of the lifeguard supervising the test, the lifeguard completes a KUAC swimming proficiency form and gives it to the athletic trainer, who places it in the participant's medical folder.

4. The sports medicine administrative specialist emails the head rowing coach and the compliance officer the names of the women who pass the swimming proficiency test.

5. This policy applies to all students that are trying out for the rowing team.

6. The testing needs to be done only once in the student athlete's career.

Appendix 7

STUDENT ATHLETE (506E)

506E Eating Disorders

Updated 7/05

STUDENT-ATHLETES: EATING DISORDERS

Eating disorders, most commonly anorexia nervosa and bulimia nervosa, are relatively common health problems on for students on college campuses. Collegiate athletes are at the same risk for these disorders. It is a goal of the Sports Medicine Department at Kansas Athletics to work to prevent, identify, evaluate and treat these disorders in a such a way as to maximize the health and performance of those individuals affected.

Prevention

Although the precise cause of eating disorders has not been agreed upon, the development of an eating disorder probably is related to a combination of psychological, geological, family, genetic, environmental and social factors. Kansas Athletics will minimize environmental factors by utilizing a science-based approach to weight management which emphasizes healthy, performance-enhancing eating and de-emphasizes body image (see 506 A Student-Athletes: Medical Policy).

Identification

Sports medicine personnel will be familiar with the signs and symptoms of eating disorders. If there is concern about an eating disorder in an athlete, either from a coach, teammate or staff person, that athlete will be referred to a team physician for evaluation.

ANOREXIA NERVOSA

Diagnostic Criteria (DSM-IV)

- Refusal to maintain body weight at or above a minimally normal weight for age and height (<85% of ideal body weight)
- Morbid fear of becoming fat and a relentless drive for thinness
- Undue influence of weight or shape on self evaluation
- Absence of at least 3 consecutive menstrual cycles
- Pursuit and maintenance of low body weight is accompanied by increasingly rigid and ritualistic behaviors

    - Food selection
    - Eating behaviors
    - Exercise regimens

Behavioral Signs

- Foods are usually categorized as permissible and not permissible.
- Individuals may:

    - Take an extremely long period of time to prepare and eat foods.
    - Desire to eat meals alone.
    - Have sole control over food preparation.
    - Give away food.
    - Compulsively exercise beyond normal training.

Physical Symptoms

- Significant weight loss

- Loss of menstrual period
- Dry skin and hair
- Loss of hair
- Growth of fine body hair (face & arms)
- Cold hands and feet
- General weakness
- Lightheadedness
- Inability to concentrate
- Constipation and digestive problems
- Insomnia
- Wearing layers of baggy clothing

BULIMIA NERVOSA

Diagnostic Criteria (DSM-IV)

- Recurrent episodes of binge-eating:
    - Eating, in a discrete period of time, an amount that is definitely larger than most people would eat during a similar period of time or under similar circumstances
    - A sense of lack of control over eating during the episode (ie, feeling that one cannot stop eating or control what or how much one is eating)
- Recurrent inappropriate compensatory behavior in order to prevent weight gain (Purging)
    - Self-induced vomiting
    - Misuse of laxatives, diuretics, enemas, etc.
    - Fasting
    - Excessive exercise
- Occurs at least twice a week for 3 months

Physical Symptoms

- Weakness, headaches, dizziness
- Frequent weight fluctuations
- Swollen glands (chipmunk-like appearance)
- Difficulty swallowing and retaining food
- Frequent vomiting
- Bloodshot eyes
- Damaged tooth enamel from exposure to gastric acid
- Disappearance after meals, often to the bathroom to "take a shower"
- Ability to eat enormous meals without weight gain
- Compulsive exercise beyond normal training
- Depression

Evaluation

An athlete suspected of having an eating disorder will be referred to a team physician for evaluation. This may consist of the following:
1. Physical exam
2. Laboratory evaluation
3. Nutritional evaluation
4. Psychological evaluation/testing

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Treatment

Once the diagnosis of an eating disorder is made, treatment will consist of a team approach to its management. This usually will consist of the following:
1. Team physician - coordinate caregivers, coaches, and administration. Although continued participation in athletics should be one of the goals of treatment, the Head Team Physician will make a decision if health issues mandate restriction of participation.
2. Psychologist/counselor - counseling
3. Eating Disorder Specialist/Psychiatrist (Physician) - Counseling, monitoring physical condition, and medication
4. Nutritionist - evaluate, educate, and monitor dietary intake

Involvement of the student-athlete's family is dependent upon the consent of the student-athlete or upon the severity of the illness.

Continued participation in athletics will be balanced with the ongoing therapy. Although efforts will be made to keep the athlete involved with the team, the primary focus will be the health of the student athlete.

Appendix 7

500 STUDENT-ATHLETE POLICIES

506F Student-Athletes: Pregnancy

Updated 1/08

STUDENT-ATHLETES: PREGNANCY

In the interest of maintaining the good health of female student-athletes participating in athletics at the University of Kansas, the following recommendations are made in the event of pregnancy.

What to do if You Become Pregnant:

A student-athlete who suspects she is pregnant should have this verified as soon as possible by a physician of her choice. The student-athlete should notify her Head Coach, Athletic Trainer or Head Team Physician as soon as possible in order to protect her health. She should avoid all medications, x-rays, as well as alcohol consumption until she is certain she is not pregnant.

Can You Continue to Train and Compete?

Continued participation in athletic activities, including competition, must be evaluated by the student-athlete's physician and the Head Team Physician. Athletic participation will depend upon the dictates of the student-athlete's particular sport, the physician's recommendation, and the recommendation of the Head Team Physician.

If the student-athlete miscarries or chooses to terminate her pregnancy, she may not return to athletic participation until such participation is approved by her physician and the Head Team Physician. In addition, after delivery, she may not return to athletic participation until participation is approved by her physician and the Head Team Physician.

What happens to Your Scholarship?

Per NCAA regulations, all grants in aid are renewed annually and in accordance with NCAA rules. As such, Kansas Athletics will not revoke or reduce an athletics grant-in aid due to pregnancy. NCAA rules permit a one-year extension of the five-year period of eligibility for a female student-athlete for reasons of pregnancy. A waiver application must be submitted to the NCAA in such cases and approval is not guaranteed.

Who pays for your Medical Expenses?

All medical expenses that are a result of pregnancy are the responsibility of the student-athlete.

Where can you go for Support?

Contact the Sports Medicine Department for counseling services and physician referrals.

Appendix 7

STUDENT ATHLETE (507A)

507A Student Employment

Updated 7/07

STUDENT-ATHLETES: EMPLOYMENT

Student-athletes are permitted to earn legitimate on- and off-campus employment income during the regular academic year as well as during the university's official vacation periods and the summer. NCAA Bylaw 15.2.7 notes student-athlete earnings from on or off campus employment is not counted in the student-athlete's financial aid limitations provided that:

- The student-athlete may not receive any remuneration for the value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following he or she has obtained because of athletics ability;
- The student-athlete is to be compensated only for work actually performed; and
- The student-athlete is to be compensated at a rate commensurate with the going rate in that locality for similar services.

Any student-athlete who wishes to work during the academic year must receive prior approval from the Compliance Office. For all student-athletes, the overall financial benefits of employment during the academic year must be weighed against the difficulties encountered in trying to fulfill academic, athletic and work responsibilities.

Employment Guidelines

The following rules apply to all types of student-athlete employment:

1. The student-athlete must perform useful work.
2. The student-athlete must be paid by check.
3. The rate of pay must be commensurate with that received by similarly situated employees (e.g., seasonal, part-time) performing the same or similar work.
4. Hours paid must be equal to actual hours worked.
5. Payment in advance of hours worked is not permitted.
6. Transportation to the job site may only be provided if such transportation is made available to all employees.
7. Student-athletes are responsible for complying with employment rules and are to report any irregularities in employment compensation or benefits to their Head Coach or the Compliance Office.

Outside Employment

All contacts with prospective employers and final job placement must comply with the guidelines established by the University and the NCAA. Annually, the Assistant Athletic Director for Compliance meets with major booster groups to discuss NCAA rules related to student-athletes. In addition, all employers and prospective employers are sent a copy of the Guidebook to NCAA Regulations, which outlines the NCAA rules as they relate to student-athlete employment and the rules relating to contact with prospective and enrolled student-athletes.

The Associate Athletics Director/Administration is the contract point for student-athletes desiring outside employment opportunities. A list of employers desiring student-athlete employees will be maintained in this office.

Internal Employment

Student-athletes desiring internships, both paid and unpaid, or graduate assistant positions must contact the Executive Liaison to Senior Staff who works for the Associate Athletics Director/SWA to determine the availability and assignment of positions within the Athletics Department. Department Heads and Supervisors must communicate their needs to the Director of Human Resources who will notify the Executive Liaison of departmental requirements. Priority for internship and graduate assistant positions within Kansas Athletics shall be as follows: current student-athletes (including 5th year student-athletes) at KU; former KU student-athletes; former student-athletes from other institutions; non-student-athletes.

Appendix 7

STUDENT ATHLETE (507B)

507B Promotional Activities

Updated 7/07

STUDENT-ATHLETES: PROMOTIONAL ACTIVITIES

Kansas Athletics adheres to all NCAA, University, Conference rules and regulations related to student-athletes' participation in promotional activities. NCAA rules specifically state when and under what conditions such activities are permissible, and they must be strictly followed when evaluating potential promotional activities for University of Kansas student-athletes.

The Director of Student-Athlete Development handles all requests for student-athlete participation in promotional activities. A required Promotional Activity Form is forwarded to the individual or organization conducting the activity. Completed forms bearing the signature of the individual or organization representative, are returned to the Director of Student-Athlete Development. Along with a completed form, the requesting agency must include a one-paragraph description of the request on agency letterhead. The Compliance Office reviews the request to ensure the request is permissible within the NCAA guidelines. The Compliance Office approves all requests for promotional activities by signing the Promotional Activity Form (on behalf of the Director of Athletics).

Specifically, NCAA Bylaw 12.5.1.1 states that a member institution or recognized entity thereof (e.g., fraternity, student government organization, etc.), member conference, non-institutional charitable, educational or nonprofit agency may use the student-athlete's name, picture or appearance to support its charitable or educational activities or to support activities considered incidental to the student-athlete's participation in intercollegiate athletics. As a prerequisite to the approval, the student-athlete and an authorized representative of the entity must sign a release statement ensuring that the student-athlete's name, image or appearance is used in a manner consistent with the following requirements:

- The specific activity or project in which the student-athlete participates does not involve co-sponsorship, advertisement or promotion by a commercial agency other than through the reproduction of the sponsoring company's regular trademark or logo printed on materials such as pictures, posters or calendars. Personal names, messages and slogans (other than an officially registered trademark) are prohibited. (Specifically, student-athletes may not appear as commercial spokesmen or representatives for companies. Furthermore, no monetary compensation (except allowable expenses) may be made to the student-athlete.);

- The name or picture of a student-athlete with remaining eligibility may not appear on an institution's printed promotional items (e.g., poster, calendar) that includes a reproduction of a product with which a commercial entity is associated if the commercial entity's officially registered trademark or logo also appears on the item.

- The student-athlete does not miss a class to participate in the activity; and

- All monies derived from the activity or project goes directly to the member institution, charitable organization, or educational agency.

The student-athlete, however, is permitted to receive legitimate and normal expenses from the University, charitable organization or educational agency related to participation in the activity, provided that it occurs within the state, or within a 100-mile radius of the campus.

The Compliance Office is responsible for evaluating requests by University, charitable, or educational entities desiring to use student-athletes to promote their causes or requesting a student-athlete for a community service event. Each organization requesting participation of student-athletes in promotional activities must complete a Promotional Activity Request Form. If the submitted form meets NCAA requirements, it is forwarded to the Director of Athletics, and the Compliance Office designee, for signatory approval.

Summer Sports Camps Promotions

Student-athletes involved in the promotion of **any** sports camps (institutional or private) must receive the approval of the Compliance Office.

An institutional staff member who conducts a camp independent of the institution may not use the names or pictures of student-athletes with remaining eligibility in the camp brochure if the student-athletes will not be employed as counselors at the camp. Such a brochure may include the name, picture and the institutional affiliation of any student-athlete who will be a counselor at the camp only to identify the student-athlete as a staff member and may not use the student-athlete's name or picture in any other way to directly advertise or promote the camp.

Appendix 7

STUDENT ATHLETE (508)

508 Spirit Squad

Updated 8/08

SPIRIT SQUAD

University of Kansas Spirit Squad Policy

The University of Kansas Spirit Squad assists in generating support for the athletic teams by encouraging crowd enthusiasm at University athletic events. As representatives of the University's students, faculty, staff and alumni, squad members are expected to conduct themselves in a manner that upholds the character, tradition, integrity and spirit of the University.

The first obligation for members of the squad is to satisfactorily complete their college education. Each squad member is responsible for complying with ACCAA, Big 12 and NCAA rules and regulations, as applicable, as well as all academic and athletic guidelines established by the University.

Philosophy and Responsibilities

1. The KU Spirit Squad is a student activity. As a student activity, its first and foremost responsibility to the student is to support and not to compromise the student's academic career.
2. Team members of the Spirit Squad are to participate as a member of the team, which has as its goal the support of intercollegiate athletics and the University of Kansas. This support is directed into three major areas, as follows:

a) To lead the cheers; to raise the level of fan support and involvement or intercollegiate athletics; to lead in positive vocal support for the team; to solicit that support from Kansas fans and to project that support to the University and its teams;

b) To participate in the athletic activities of cheerleading and dancing by performing gymnastics, partner stunts, motions, fight songs, dance movements; to perfect these activities for keeping the crowd attention/direction focused on the field/floor where the intercollegiate activity is taking place, and for entertainment and competitive purposes; and

c) To serve as public relations ambassadors of intercollegiate athletics and the University of Kansas; to uphold, reflect and project the goals and ideals of the University; to appear at University activities, functions and programs, at charitable and public causes to promote intercollegiate athletics and the University.

General Rules

1. Spirit Squad responsibilities must be a priority next to attending class. Work commitments, family vacations, and campus groups/activities (including sorority/fraternity functions) are NOT excuses for absences or tardiness.
2. Other rules concerning the Spirit Squad may be promulgated verbally or in written form by the advisor and may be amended and/or added to these rules and regulations as needed.
3. Violation of any additional rules not formalized in this document may also result in disciplinary action or immediate dismissal.
4. Team members may not have a business or personal relationship with coaches, advisors, or administrators of Kansas Athletics. Central to the preservation of the environment between coaches, advisors and administrators and members of the Spirit Squad is the trust that should characterize all interactions among those working toward the common goals listed above. This trust is put at risk when members of the Kansas Athletics community engage in business or personal relationships that involve persons of unequal power. This paragraph does not preclude members of the Spirit Squad from working camps contemplated by this policy or working for coaches, advisors, or administrators for which they are compensated.
5. Travel to events will be dictated by Athletics. Any deviation from pre-planned travel must have the approval of the Coordinator. A signed Travel Waiver must be signed and submitted to the Coordinator one week prior to event.
6. Fundraising and PR Events – The Cheerleading Team is required to raise $12,500 with 50% of Spirit Day Clinic funds going to the specific amount requirement of cheerleaders to fundraise. The Rock Chalk Dance Team (RCD) is required to raise $10,000 with 34% of Spirit Day Clinic funds going to the specific amount requirement of RCS to fundraise. Mascots are to raise $3,750 with 15% of Spirit Day Clinic funds going to the specific amount requirement of Mascot team to fundraise. All teams' fundraising is to stay within the rules and regulations of Kansas Athletics and is to augment the team budget for Nationals and other expenses. Any team member not fully participating in fundraising activities may lose travel privileges and his/her spring stipend money.
7. All team members are required to volunteer for at least three (3) events outside of games. Points will be assessed by the Coordinator under the point system for additional events after the 3 event requirement is met.

8. Coach's/Coordinator's and Administrative decisions are final.

Uniforms

Uniforms will be issued to each Spirit Squad member and must be cared for in the exact manner as instructed. Each member will be financially responsible for damage to or loss of any part of the uniform. Alterations **must** be approved in advance and paid for by the team member. Uniforms and gear must be turned in immediately upon request, upon dismissal of a team member from the team, or at the conclusion of the season. If an individual does not turn in their uniforms and gear, he or she will have an enrollment hold and will not receive his/her spring scholarship check. **All uniforms must be turned in directly to the Coach or Spirit Squad Coordinator. Fundraising obligations not fulfilled will subject team member to forfeit of final semester stipend.**

Chain of Command

When an issue arises, team members should first consult with the captain or coach. If the captain or coach is unable to resolve the issue, or if the problem is with the captain or coach, the team member may consult the Spirit Squad Coordinator. If the Spirit Squad Coordinator is unable to resolve the issue, or if the problem is with the Coordinator, the team member may consult the Assistant Director of Marketing. Team members shall contact someone above the Associate Athletics Director for Marketing only when all other channels have been exhausted and the Associate Athletics Director does not resolve the issue.

The "Chain of Command" is as follows:

Captain > Coach > Spirit Squad Coordinator > Assistant Director of Marketing

Alternates

Alternates/Swing Position will be selected after tryouts. No additional tryouts will be held for alternate positions. Coach will select positions after tryouts and team member will abide by coaching decision. Alternate position will attend all practices, participate as a regular squad member but not cheer at games unless instructed by coach to suit up and perform. Alternate will fill in for main member in the case of injury to main squad member, illness of main squad member, benching of main squad member, etc. Alternates/Main Squad members can be moved into or out of position at any given time at coach's discretion. Dance Team Alternates/Swings will receive a stipend as listed in Benefits below. Cheer and Dance team alternates must abide by all rules pertaining to main squad members.

Coordinator Point System

This point system will be one ingredient in determining the travel squads for post-season events. Coaches and Coordinator recommendations for Athletics Administration will be the other determining factor. All squad members will start with a point value of 50. Deduction for the following will apply:

- Missed deadlines requested by Coordinator will result in 5 point deducted for every day late.
- Missed workouts 5 points will be deducted
- Missed appointments with Trainers, Nutritionist, Psychologist and Beauty Brand technicians 5 points deducted
- Misconduct or violations of this policy 10 points deducted Addition of points will apply
- Attending Special events that are requested by Coordinator 3 points after the 3 event requirement is met.

Benefits

1) Each member of the Spirit Squad in good standing with the team's rules and regulations will receive the following stipend per semester:

Team	Semester Allocation	GPA≥3.0
Cheer	$ 325	$ 50.00
Dance	$ 325	$ 50.00
Mascots	$ 300	$ 50.00

1. Each member of the Spirit Squad will receive practice attire and shoes at no cost. Uniforms will be provided for by Kansas Athletics and returned upon dismissal from the team, at season's end, or upon request.

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2. All travel expenses to athletic events including stipends will be provided by Kansas Athletics with the aid of required fund raising obligations by team members. Any additional activities such as Nationals and travel may be the team member's financial responsibility.
3. Strength and Conditioning programs
4. Access to Sport Nutritionist and Sport Psychologist
5. Tanning at Celsius
6. Beauty Brands Day Spa and Salon discounts
7. Training Table options
8. AD Honor Roll – 3.0 GPA minimum requirement
9. Honor Roll gift from Student Support Services
10. Representation on the Student Athletics Advisory Committee (SAAC).
11. Complimentary admissions to team competitions are distributed in accordance with NCAA rules and regulations. All spirit squad members are allowed a maximum of two complimentary admissions per event in football. It is NOT permissible to receive anything valuable in exchange for use of complimentary admissions. If it is determined that squad members sold or attempted to sell their complimentary tickets they will have their ticket privileges revoked immediately. Additional penalties may be imposed at the discretion of the coach or coordinator.
12. Spring Banquet for Academics and Seniors
13. Senior Year Ring – must have completed 2 full years on the team in good standing.

Travel

1. At all times, Spirit Squad members' behavior shall be exemplary. Behavior that is loud, lewd, boisterous, rude, offensively harsh, or in some other manner is objectionable shall subject a member to discipline or immediate dismissal.
2. Travel to away games will be in accordance with budget restrictions and in accordance with the Big 12 Conference, the NCAA and University rules and regulations.
3. The spirit squad and a chaperone will travel as a group and return as a group for all travel unless prior authorization has been approved one week prior to event.
4. Decisions will be made with the advice and consideration of the captains but final authority of all decisions made while traveling shall rest with the advisor/coach.
5. When only a specific number of spirit squad members are attending an away game, the coach's travel-selection system shall be used to determine which members will attend each game with final approval on travel team from Kansas Athletics Administration.
6. Curfews and rooming lists will be enforced.
7. No alcohol will be permitted at any time in squad member's rooms.
8. No other guests are allowed in room other than assigned roommates.
9. Any violation of these travel rules will be grounds for removal from future travel, benching, or immediate dismissal from team, at the discretion of the coach/advisor.
10. Grades will be checked before departure Post-Season of football /Basketball, any member not in good standing as drawn out in the academics requirement portion of this contract will forfeit their place on travel team.
11. A coach will accompany cheerleaders and Rock Chalk dancers when they are representing Kansas Athletics at an event.

Behavior & Substance Abuse

1. Any team member suspected of drug or alcohol abuse will be subject to a drug screening. Should the member refuse to undergo such testing, the coach has the ability to bench, suspend, or dismiss, at the coach's discretion. Drug and alcohol abuse may lead to immediate dismissal at the discretion of the coach, advisor, or Athletic Department.
2. Any team member who engages in unlawful behavior is subject to discipline up to or including immediate dismissal at the discretion of the coach, advisor, or Athletic Department.
3. Members of the Spirit Squad are HIGHLY VISIBLE members of the University community. Their actions and behavior are under constant observation. Either in or out of uniform, the members of the KU Spirit Squad are known, subject to scrutiny, and can easily be the object of criticism for their behavior or actions, in particular, for indulging or for over-indulging in the use of alcoholic beverages. No alcohol, drugs or tobacco of any kind are allowed at any time while the team member is participating with the Spirit Squad, University, or Kansas Athletics activities. While traveling off the campus to away games or other official functions, the Spirit Squad (who are 21 or over) shall neither consume nor possess alcoholic beverages. Violation of this rule will result discipline up to or including immediate dismissal.
4. Any team member displaying inappropriate behavior or disrespectful attitudes towards team members, coaching staff or administration is subject to discipline up to and including immediate dismissal, at the discretion of the coach, advisor, or the Athletic Department. Members are to serve as role models for the University and the community and exhibit proper behavior, hard work, good character and cooperation with the other team members. Inability to portray these characteristics results in a poor representation of the University of Kansas Spirit Squad; hence, it is unacceptable behavior and can be grounds for immediate dismissal at the discretion of the coach, advisor, or Athletic Department.

Facebook and MySpace

Facebook and MySpace are frequently used by students as a way of networking and communication with other students at the University and elsewhere. Kansas Athletics recognizes that student-athletes are using such online directories in positive ways to connect with and interact with other students. At the same time, however, users should be aware of the potential downsides and dangers of such directories. Listed below are some cautions and concerns with the use of these websites:

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1. You can be held accountable for University and/or Kansas Athletics policy and Code of Conduct violations for information or photographs that appear on your profiles.
2. University and Kansas Athletics faculty, staff, coaches, and administrators can view your profiles. Even your parents can view your information!
3. Some employers are reviewing Facebook and My Space as part of their hiring process. What image do you want to project to a future employer?
4. Police Departments often view accounts when looking for evidence of criminal or illegal activity.
5. You should be careful about what kind of identifying information you post. You should not include your birth date, social security number, address, or phone number since it can leave you open to identity theft or stalking. Use available privacy settings to protect any personal information.
6. The information you place on Facebook or My Space is a reflection upon you and your reputation as well as your team and University. Please post responsibly.

Injury, Health and Fitness Levels

1. All current and prospective Spirit Squad members must have a physical exam clearing them by a physician, nurse practitioner, or physician assistant conducted no more than six months prior to tryout. A copy of this examination must be presented at the first tryout in order for the student to compete for a place on the squad. If the student is selected for the team, the student must pass a team physical examination conducted by the Head Team Physician prior to participation. This physical examination will be at no cost to the student.
2. Any injured member of the Spirit Squad is required to be at every practice and home game, appearances, etc. unless excused by the coach.
3. Any illness or injury shall be reported to the trainer and the advisor/coach immediately.
4. If the coach/advisor suspects a squad member of having an eating disorder, the squad member may be required to see a specialist.
5. If an injury or illness incapacitates a squad member, he/she shall not be permitted to practice or cheer for a period as determined by the athletic department's trainer and/or Head Team Physician. Generally, another member shall replace an injured/ill member of the squad until he/she is fully recovered. The injured person may participate at games and practices at the discretion of the physician or Kansas Athletics trainer.
6. Fitness levels will be assessed monthly. If a team member has a drastic decrease in fitness levels, coaches will inform the team advisor who shall arrange and schedule a meeting with a Certified Athletic Trainer and Sports Nutritionist. A drastic decrease in fitness levels could result in benching.
7. The team member must attend all scheduled Trainer and/or Nutritionist appointments. Any absence from an appointment will be followed up by the coach and disciplinary action may result. Point deductions of (2) points per missed session will be deducted from team member. Anyone missing workout due to illness must notify Spirit Squad Coordinator prior to workout absence.
8. Team members must provide proof of primary insurance coverage. Kansas Athletics does provide secondary insurance coverage for any team-related injuries from the beginning of the Fall semester through the beginning of squad tryouts in the Spring. Team members will be responsible for insurance and any costs incurred from treatment for injuries resulting from non-team related injuries, work weekends, and camps, and tryouts from the period between tryouts in the spring until the beginning of the Fall semester. All team members will be responsible for signing appropriate waiver(s) and providing proof of current insurance.

Academics

All members must maintain a 2.0 GPA each semester and pass 12 credit hours each semester. Graduate students must maintain the prescribed load of courses pursuant to their program and maintain the 2.0 GPA. Only one (1) incomplete is permitted per semester to qualify for team membership and scholarship aid. This incomplete cannot be counted in the 12 hours that the student must pass each semester. A member, with prior approval from his/her coach, may use summer or non-traditional sessions of transferable credit hours to boost his/her GPA to meet the minimum GPA requirement. These courses must be completed and recorded on the member's transcript prior to the start of the following academic semester.

Class schedules will be checked with Student Services after the add/drop date, midterm and last day of school before holiday break. If any student has not complied with the grade requirements and/or the hour requirement, he/she is subject to benching, removal from the team and/or removal from participation in national competition or post-season competition. This decision will be at the discretion of the coach, advisor, or Athletic Department. Should the student's final grades reflect that he/she has not met the hour or grade requirement, the student shall be removed from the squad for the semester. Any plan for reinstatement shall be agreed upon by the student and the coach at the coach's discretion. Grade requirement must be met in order to travel for Post-Season.

Nationals

Coaches will select cheer, dance and mascot national competitors either through a separate tryout process or by their personal evaluation. Kansas Athletics will pay for fees and transportation to and from the national competition with the aid of required fund raising obligations by team members. All Nationals Team members will adhere to standard policies set forth in this document. Academic requirements will be checked before departure of National competitors. Any team members not meeting academic requirements will not be allowed to participate and/or travel to any post-season travel or UCA/UDA National Competition.

CHEERLEADING POLICIES

Appendix 7

Blue Squad Responsibilities

All members will cheer at home football games, selected home men's and women's basketball games (including games over winter break), and various public appearances. Some members will cheer at away football games and men's and women's post-season basketball tournaments. All cheer assignments will be at the discretion of the coach.

Red Squad Responsibilities

All members will cheer at home football games, selected home men's and women's basketball games (including games over winter break), and various public appearances. Some members will cheer at some home volleyball games and men's and women's post-season basketball tournaments. All cheer assignments will be at the discretion of the coach.

Nationals Squad

Coaches will select the Nationals squad in the fall. Members will attend additional practices (including some over winter break), the UCA National Competition in January, and several pre-nationals performances.

Practice

Unless otherwise specified, all practices are required.

Attire

Members will wear the assigned attire to practice. If a member is in the wrong attire, he or she shall be subject to discipline at the coach's discretion.

Safety

During any cheerleading events that involve stunting, tumbling, baskets, or pyramids, squad members shall:

- Secure long hair so that it does not fall over the face. Ladies will adhere to traditional bow colors and placement when in uniform or at practice.
- Not wear jewelry other than stud earrings.
- Not wear a hat.

Appearance

At games and other public appearances:

- Uniform shall fit appropriately without being too revealing.
- Male squad members shall be clean shaven and shall cut sideburns no lower than the bottom of the ears.
- Tattoos must be covered.
- Hair must be a natural shade.

Travel Selection

• Travel squads will be determined by the coach/coordinator and approved by Athletics Administration. Do not set spring break plans unless you are certain you will not be allowed to travel to post-season basketball (ask coach if you are unsure).

Attendance

Excused Absences

Coach will excuse absences from practices, events, and games for the following reasons:

- Official school events, such as tests, teacher-led review sessions, and class. Some proof of absence may be required.

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- Contagious or serious illness
- Weddings that you are in or weddings of an immediate family member
- Family emergencies (excused at the coach's discretion)

Excess excused absences could result in the team member being placed in an alternate position due to missed practice time or removal from the team.

Missing a Practice or Event

An unexcused absence from practice or an event results in punishment at the coach's discretion. Two or more unexcused absences may result in suspension or dismissal.

Missing a Game

An unexcused absence from a game results in punishment at the coach's discretion. Two or more unexcused absences may result in suspension or dismissal. For excused absences, let the coach know as soon as possible so that a substitute can be found; you may be asked to find your substitute. Coach must approve and be notified of all substitutions.

Tardiness

Tardiness to practices, games, or appearances results in discipline at the coach's discretion, frequent tardiness may result in suspension or dismissal. In addition, being very late can count as an absence at the coach's discretion.

ROCK CHALK DANCER POLICIES

Responsibilities

Rock Chalk Dancers' responsibilities include participation at all home football games, home men's and women's basketball games and home volleyball games. A rotation schedule will be incorporated for women's basketball games so that ten (10) members of the Rock Chalk Dancers squad will be at all home women's basketball games. A rotation schedule with cheerleaders will be set for attendance at volleyball games. Dancers will be available for post-season play. Rock Chalk Dancers will perform at time-outs and half time at men's and women's basketball games, including all games over the holiday breaks.

Practice

Coach or the advisor must attend all practices with the exception of band rehearsal. They will enforce all of the above rules and guidelines. Cell phones must be turned off during practice and events. -2 point for any use of cell during practice, events, or games.

Attire

Members will wear the appropriate attire to practice as set by the captains. If a member is in the wrong attire, she will be sent home to change and will lose one point. Hair will be secured back at every practice. Jewelry is not allowed at practice.

Point System and Travel

Freshmen begin with five points, sophomores begin with ten, juniors begin with fifteen and seniors begin with twenty. In addition, Captains receive 20 pts on top of their yearly points. In the first week of January; members will be notified if they have one of the top twelve point totals and are thus eligible to participate in the travel team approved by Athletics Administration. Members who do not have the top twelve point totals may set spring break plans. Spring break is not an option for the top twelve members. If a member cannot fulfill an appearance commitment she is responsible for finding a replacement. If no replacement is found, the member will be benched for a game of coach's choice. Points will begin accumulating the start of each new season in the Spring after tryouts have been conducted.

Rock Chalk Dance Team Point System

APPEARANCE IN LAWRENCE 2 PTS

APPREARANCE IN KANSAS CITY OR TOPEKA 3 PTS

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APPEARANCE OUT OF KC 3 PTS + 1 PT/ 60 MILES

Travel squads will be determined by the coach/coordinator and approved by Athletics Administration. Do not set spring break plans unless you are certain you will not be allowed to travel to post-season basketball (ask coach if you are unsure) point system is a guideline for travel selection.

Absences

Absences from practice or games are only permitted for specific reasons. A member may miss a game if there is a death in the family, a wedding or serious illness supported by a doctor's note. Practices may be missed for class and the above reasons but you cannot schedule class to conflict with practice. A doctor's note must be provided to miss for illness. If member does not go to the doctor, it is expected that the member will be at practice to watch. If member has a test, the member will be asked to provide proof to the coach the week prior to the requested absence. Practices will not be missed for study groups or study sessions. If member fails to follow these guidelines, the member will be benched for a game of the coach's choice.

Tardiness

This pertains to practices, games and appearances. 0-5 minutes late equates to the loss of one point. 5-10 minutes late will equate to being benched for a game of the coach's choice.

Appearances

In addition to regularly scheduled appearances at games, each team member is required to participate in a minimum of three (3) additional appearances before January.

Game Assignments

Members will be assigned both women's and men's games at the beginning of the basketball season. At that time, members will have two weeks to check schedules and work out conflicts and be permitted to switch game assignments with other members. If there are any unapproved switches after that time, the member will be benched from a game of the coach's choice. After the two-week period, members may only switch for reasons listed above in ABSENCES section.

Nationals

Auditions will be held for nationals. National team members are expected to be available for practices during the holiday break. All team members have the opportunity to make the nationals team--including alternates. Coach will choose the nationals team. There are no excused absences for nationals practice.

MASCOT POLICIES

All Blue and Red Squad team members will adhere to the general rules set forth in this document in addition to the specific policies for mascots.

Responsibilities

Mascot responsibilities include participation at all home athletic activities and functions (that are possible). One mascot will travel to all away football games and one will be available for all men and women's basketball games.

Conduct

Mascots shall:

- Change in and out of the suit in as private a place as possible.
- Not speak to the public when in the suit.
- Never remove any piece of suit in public
- Mascots will always show respect to other university mascots.
- Mascots will not use dummies in the student section for mascot skits or antics.
- Mascots will be respectful and courteous when in uniform.
- Mascots will not take the costume home.

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- Mascots will keep in mind the safety of fans and staff at all times.
- Mascot Bodyguards will be dressed in Adidas gear at all times when assisting mascots.
- Mascots will get approval from Spirit Squad Coordinator for all props, costuming, and skits.

Mascot Payments

Mascots will receive an hourly rate for each appearance they attend that is a paid appearance. Mascots will receive a rate of $15.00 per hour for campus events, and $20 per hour plus mileage for off campus events including travel time. Some events on and off campus may be charitable events, in which case you may receive a reduced hourly fee, or you may be donating your services.

Time cards must be completed and turned in to Coordinator the Friday prior to deadline and must have the appearance request form attached. All appearances at Kansas Athletics sporting events are non-paid. All fees collected must be turned in and any tips or additional payments must be reported to Coordinator.

Mascot Attire

Members will wear the appropriate attire to practice as set by the Uniform Coordinator. If a member is in the wrong attire, he or she shall be subject to discipline at the discretion of the coach, advisor, or the Athletic Department.

Mascot Storage

Mascots will maintain a storage facility of suits to a level as set forth in the Mascot Manual. All mascots will maintain suits as designated by the policy.

Mascot Practice

Mascots will meet twice weekly for meetings and workouts. Unless otherwise specified, all practices are required.

Mascot Bodyguards

A bodyguard will accompany the mascots to all home sporting events and other identified public appearances.

Nationals Squad

The advisor or the coach will select the Nationals squad in the fall. Members will attend additional practices (including some over winter break), the UCA National Competition in January, and several pre-nationals performances.

Safety

During any mascot events that involve stunting, skits, or attendance at an appearance, mascots will take every precaution to follow safety guidelines set forth in Mascot Manual.

Suit Up Keep

At games and other public appearances:

- Uniform shall fit appropriately
- Costume will be clean
- Any issues with costume such as holes, missing screws etc., will be reported to the advisor or coach
- All up keep products will be purchased by Athletics Department

Point System for Travel

Mascots with the highest total points will be given first choice of which games to attend. Some rotation will occur to try to let everyone get at least one travel opportunity. Each mascot's point total is calculated using the point system shown below. Final decision will be at the discretion of Coach or Advisor with the approval of Athletics Administration. Seniority does not play a part in the post-season travel selection, not does the selection for travel be determined by the team.

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Deduction: Coach gives points based on:

- Attendance (tardy = -1 points, missed practice = -3 points) Any missed appearance -5 point deduction with a warning of termination – 2nd missed appearance – written warning of termination and 3rd missed appearance - Termination
- Participation in voluntary events and roles +1 point per appearance in Lawrence, + 1 point per appearance out of Lawrence.

Seniority: +One (1) point/semester mascot at KU or at other colleges

Attendance

Excused Absences

Coach will excuse absences from practices, events, and games for the following reasons:

- Official school events, such as tests and class
- Contagious or serious illness
- Weddings that you are in or weddings of an immediate family member
- Family emergencies (excused at the coach's discretion)

Excess excused absences could result in the team member being placed in an alternate position due to missed practice time.

Missing a Practice or Event

An unexcused absence from practice or an event results in losing 2 points Dedication points and punishment are at the coach's discretion. Two or more unexcused absences may result in suspension or dismissal. Failure to attend an event without notification prior to event will result in immediate dismissal from the team. Study groups and work are not grounds for missing meetings, practice or assigned events

Missing a Game

An unexcused absence from a game results in losing three (3) Dedication points and punishment at the coach's discretion. Two or more unexcused absences may result in suspension or dismissal. For excused absences, let the coach know as soon as possible so that a substitute can be found. Coach must approve all substitutions. Note that you will be required to attend games over holiday breaks.

Tardiness

Tardiness to practices, games, or appearances results in discipline at the coach's discretion and loss of a half-point from the Deduction points. Frequent tardiness may result in suspension or dismissal. Also, being very late can count as an absence at the coach's discretion.

Appendix 7

STUDENT ATHLETE (509)

509 Student Trainers & Managers

Updated 7/05

STUDENT TRAINERS & MANAGERS

Assignments

Student Athletics Trainers: The Director of Sports Medicine will assign all student athletics trainers and graduate assistant athletic trainers. The Director of Sports Medicine shall make specific sport assignments on a yearly rotational basis. This rotational policy provides for improvement of the student athletics trainers overall knowledge and skills.

B. Student Managers: The head coach assigns student managers.

Non-school time assignment and compensation

Some student managers and athletics trainers assigned to football may be required to report for assignment before the beginning of fall classes.

Managers working preseason football practices or following the end of finals outside the academic year will receive an additional $200 per week if the KU residence halls are not open and $100 for the week prior to the start of classes. These amounts may be applied toward tuition and fees or received as a cash payment. They may also eat meals (3 meals per day) at the training table if available during these times.

Miscellaneous - Tickets, Travel

A. Tickets - Student managers and athletics trainers shall be admitted to home athletics events through the student-athlete pass list. Student managers and athletics trainers are not eligible for complimentary tickets to away athletic events.

B. Travel - Student managers and athletics trainers assigned to each sport will either eat meals with the team, or will be provided subsistence allowance established by the athletics business office. Team rules may prohibit the managers and trainers from eating with the team.

Appendix 7

STUDENT ATHLETE (510)

510 Agents

Updated 5/06

AGENTS

Athlete Agent Contact and Registration

Kansas Athletics hereby adopts the following policy to assist student-athletes at the University of Kansas in dealing with persons who seek to represent them as an "athlete agent" in contract negotiations with professional sports teams.

Scope of Policy

It is the policy of Kansas Athletics to discourage any contacts between persons seeking to represent a student-athlete at the University of Kansas in contract negotiations with a professional sports team unless he/she is first registered with the State of Kansas and Kansas Athletics pursuant to this Policy, and thereafter remains registered in compliance with this Policy. Under no circumstances shall an athlete agent speak to a student-athlete without receiving prior permission from the head coach and Kansas Athletics.

The following shall be considered activities or conduct of agents:

- Negotiating compensation and/or other benefits for the University of Kansas student-athletes in contract negotiations with professional sports teams;
- The giving of advice, counsel and information to University of Kansas student-athletes in the context of negotiating with or preparing for negotiations with professional sports teams;
- Making representations as to a person's competence, skill or ability to negotiate on behalf of, to determine the potential professional worth of, or to otherwise represent a student-athlete in the context of soliciting individual University of Kansas student-athletes to become clients; or
- Any other activity or conduct which directly bears upon the athlete agent's integrity, competence, or ability to properly represent University of Kansas student-athletes in contract negotiations.

REQUIREMENTS FOR REGISTRATION

Application

Any person desiring to obtain registration from Kansas Athletics as an athlete agent must first register with the State of Kansas and then file a Kansas Athletics Athlete Agent Application for Registration Form with the Compliance Office at Kansas Athletics. The Kansas Athletics Athlete Agent Application Registration Form is available in the Athletic Compliance Office.

Compliance with Regulations

Upon the filing of a Kansas Athletics Athlete Agent Application Registration Form, the applicant shall acknowledge and attest that:

- He or she will be bound by and shall conform with its Policy, and shall not evade, violate, or circumvent, either directly or indirectly, this Policy; and
- Any Registration issued by Kansas Athletics may be revoked if it is discovered that the application contains false or misleading statements.

Action on Applicant

Within fourteen days of the receipt of a Kansas Athletics Athlete Agent Application Registration Form, Kansas Athletics shall respond to the applicant either by granting the application, seeking additional information from the applicant, or denying the application. Grounds for denial shall include, but not be limited to, the following:

- Prior conduct of the applicant involving fraud, misrepresentation, embezzlement, misappropriation of funds, or theft;

- Prior conduct of the applicant involving violations of NCAA or Big Twelve Conference rules;
- Making false or misleading statements in the Application for Registration;
- Failure to obtain proper licensing by the State of Kansas and the appropriate professional league (if required by the sport); or
- Any other conduct which adversely affects the competence, credibility or integrity of the applicant in serving as an athlete agent to the University of Kansas student-athletes.

In the event that an applicant is denied Registration pursuant to this section, Kansas Athletics will take appropriate action to discourage contact between its student-athletes and the applicant concerning matters of athlete agent representation. In addition, the applicant will not be permitted to enter the property of the University of Kansas or Kansas Athletics for the purpose of seeking to represent one of its student-athletes as an athlete agent.

Representation of Players Pending Granting or Denial of Initial Registration

Kansas Athletics may, in its discretion, authorize, subject to revocation, any person who has filed a Kansas Athletics Athlete Agent Application Registration Form to make contact with a specific student-athlete pending the granting or denial of Registration in the event that such action is deemed to be in the best interests of the student-athlete.

Form of Registration

Upon approval of an applicant's Application for Registration, the athlete agent shall receive a written Registration notification. Such Registration, however, shall not be considered in any way as conferring liability upon the University of Kansas or Kansas Athletics for any acts or conduct of the person registered, whether or not such acts or conduct fall within the activities governed by this Policy.

Contacts by Registered Athlete Agent

Any person who has been granted Registration shall be permitted to thereafter contact student-athletes at the University of Kansas for the purpose of discussing their potential professional careers (without jeopardizing their eligibility under NCAA or Big Twelve Conference rules, assuming some eligibility remains), provided he or she has advised, in advance and in writing, the Associate Athletics Director for Compliance, 1651 Naismith Drive, Lawrence, KS 66045 and the head coach of the first contact of any kind to be made and of any subsequent face-to-face meetings to be held with a University of Kansas student-athlete. The athlete agent shall be solely responsible and liable for, and shall hold the University of Kansas and Kansas Athletics harmless from, any damages or claims arising from his or her activities as an athlete agent for the University of Kansas student-athletes.

Requirements Concerning Agent's Conduct

It is of utmost concern to the University of Kansas and its student-athletes that persons serving as athlete agents hereunder conduct themselves in a manner that will:

- Assure the most effective representation possible in contract negotiations;
- Avoid any conflict of interest which could potentially compromise the best interests of the University of Kansas student-athletes; and
- Avoid any involvement to the University of Kansas student-athletes in actions which could jeopardize their eligibility under NCAA or Big Twelve Conference rules, except in a situation where full disclosure of loss of eligibility has been made to the student-athlete, and the student-athlete has indicated that he or she fully comprehends such consequences.
- Work with the student-athlete's head coach in determining appropriate contact times.

Therefore, an athlete agent shall be required to:

- Disclose upon request all information relevant to his or her qualifications to serve as an athlete agent, including educational background, special training, experience in negotiations, past representation of professional athletes and coaches, and relevant business associations or memberships in professional organizations;
- Maintain the highest degree of integrity and competence in negotiations with professional sports teams;
- Become and remain sufficiently educated in the areas of professional sports structure and economics, applicable collective bargaining agreements and other governing documents, and basic negotiating techniques and in developments in sports law and related subjects;
- Fully disclose any and all relationships, including but not limited to financial or employment relationships, with professional sports teams;
- Fully comply with applicable local, state, and federal laws;
- Fully comply with applicable NCAA and Big Twelve Conference rules; and
- Fully comply with this Policy.

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An athlete agent should not:

Hold or seek to hold, either directly or indirectly, a financial interest in or a position of employment with any professional team in a sport in which he or she is seeking to represent a University of Kansas student-athlete;

- Fail to disclose in writing to a student-athlete, prior to accepting representation of such student-athlete, the names and current positions of any management personnel whom he or she has represented or is representing;
- Engage in any other activity which creates an actual or potential conflict of interest with the effective representation of the University of Kansas student-athletes;
- Conceal material facts from a student-athlete which relates to the subject of the negotiations in question;
- Engage in unlawful conduct and/or conduct involving dishonesty, fraud, deceit, misrepresentation, or other conduct which reflects adversely on his or her fitness as an athlete agent or jeopardizes the effective representation of the University of Kansas student-athletes;
- Provide or offer to provide anything of significant value, including a lavish meal or other form of entertainment, to a University of Kansas student-athlete in order to become the athlete agent for such student-athlete;
- Provide or offer to provide anything of significant value to any other person in return for a personal recommendation of the athlete agent's selection by a University of Kansas student-athlete;
- Provide false or misleading information, including but not limited to information regarding continuing eligibility to participate intercollegiate athletics under NCAA or Big Twelve Conference rules, to any person in the context of solicitation for selection as an athlete agent for any University of Kansas student-athlete; and
- Use titles of business names which imply the existence of professional credentials which he or she does not actually possess.

OVERSIGHT

Professional Sports Counseling Panel

The Chancellor of the University of Kansas appoints a Professional Sports Counseling Panel consisting of at least three members. One member shall be the Associate Athletics Director for Compliance and at least two full-time employees of the University outside the athletics department shall comprise the other members of the Panel. The Panel shall review applications that are denied by the Office of Compliance, shall oversee the enforcement of this policy including reviewing and filing complaints, and shall be available to counsel potential future professional student-athletes at the University of Kansas regarding NCAA rules. The Panel may, at its discretion and the discretion of the student-athlete, assist the student-athlete in the selection of an athlete agent, communicate directly with the representatives of a professional athletics team to assist in securing a try-out with the team, or visit with the athlete agents or representatives of professional athletics teams to assist the student-athlete in determining his or her market value.

Complaint; Filing

A complaint against any registered athlete agent shall be initiated by the filing of a written statement of reasons by the Panel. Such complaint shall be based upon information received by the Panel from any person having knowledge of the action or conduct of the athlete agent in question, including student-athletes, other agents, or other persons associated with professional or college sports. The complaint shall be sent to the athlete agent. The complaint shall contain a specific description of the action or conduct giving rise to the complaint and shall make reference to the provisions of this Policy alleged to have been violated.

A complaint must be filed by the Panel within one year from the date of the occurrence of the facts which give rise to the complaint, or within one year from the date on which the facts become known to the Panel, whichever is later. Allegations giving rise to any complaint may be addressed to the Associate Athletics Director for Compliance, Kansas Athletics, 1651 Naismith Drive, Lawrence, KS 66045.

Answer

The agent against whom the complaint has been filled shall have thirty days following receipt of the complaint in which to file a written answer for the complaint. Such answer shall be sent to the Associate Athletics Director for Compliance, 1651 Naismith Drive, Lawrence, KS 66045. The answer must contain admissions or denials as to the facts alleged in the complaints and shall also assert any facts or arguments which the agent wishes to state in his or her defense. The answer may contain a request for a hearing before the Panel.

Hearing

If the athlete agent against whom a complaint has been filed under this Section files an answer containing a request for a hearing before the Panel, such a hearing shall be held in Lawrence, Kansas within thirty days following receipt of the answer at a date and time set by the Panel. Notice of the date and time of the hearing shall be sent to the athlete agent no less than seven days prior to the date of the hearing.

At the hearing, the Panel shall review and, if necessary, seek to clarify for the athlete agent the evidence concerning the athlete agent's action or

conduct alleged to be in violation of this Policy. The athlete agent shall then have the opportunity to respond with any evidence, either through testimony or otherwise, in support of his or her defense.

Action on Complaint

Within thirty days after receipt of the answer (in the event a hearing is not requested) or after a hearing is held, the Panel shall exonerate the athlete agent or inform the athlete agent of the nature of its intended action if it finds all or part of the complaint to be true. Its action may include one or more of the following:

- Issuance by the Panel of an informal reprimand to be retained in the athlete agent's file at Kansas Athletics;
- Issuance of a formal letter of reprimand which may be made public;
- Suspension for a time certain of the athlete agent's registration, hereunder; or
- Revocation of the athlete agent's registration hereunder.

Finality of Decision

The decision of the Panel shall constitute a final disposition of the matter.

EFFECTIVE DATE; AMENDMENTS

The effective date of this Policy shall be May 1, 2006. This Policy may be amended from time to time at the discretion of Kansas Athletics.

Kansas Athletics Athlete Agent Registration
Kansas Athletics, relying upon a Kansas Athletics Athlete Agent Application Registration Form previously filed, hereby grants Registration to_____to act as an athlete agent pursuant to the Kansas Athletics Policy on Athletes Agent Contact adopted May 1, 2006, and amended from time to time thereafter. This Registration is effective beginning as of the date hereof, and shall continue in full force and effect until and unless suspended, revoked or terminated in accordance with this Policy.

Dated at Lawrence, KS this___day of___, 20__.

Kansas Athletics
By:___ Theresa Becker
Associate Athletics Director, Compliance

Appendix 7

STAFF (600)

600 Conduct & Ethics

Updated 11/08

STAFF: CONDUCT AND ETHICS

The University of Kansas has established a tradition of integrity and ethical conduct at all levels of University life. In accordance with this tradition, all employees involved in the intercollegiate athletics program are expected to represent the University in an honorable manner at all times.

Governing Authorities

Standards of ethical conduct for staff members are established and enforced by Kansas Athletics, the University, the Conference and the NCAA. All staff members are:

• Subject to the rules and regulations of the NCAA and the Big Twelve Conference which govern ethical conduct, use of banned drugs, gambling activities and other forms of misconduct as outlined in the NCAA Manual and the Big Twelve Conference Handbook; and

• Expected to comply with the general ethical guidelines set forth in this Manual and any additional Kansas Athletics publications addressing staff conduct.

Kansas Athletics personnel are requested to contact the Director of Athletics or, in his absence, the Senior Associate Director of Athletics regarding the interpretation or clarification of any regulation.

Business Ethics

It is the policy of Kansas Athletics to conduct its business in an ethical manner and to ensure compliance with all rules and regulations applicable to Kansas Athletics, as well as other governing authorities.

To achieve this goal, employees should have a practical, working knowledge of the rules and regulations within their area(s) of responsibility. Supervisors should educate their employees concerning these regulations and inform them of acts which might lead to violations. Any employee who has knowledge of a violation should first report it to his/her supervisor. If the employee feels that the issue has not been adequately addressed, then he/she may inform the Director of Athletics and/or the Chancellor of the University of any possible violations.

Staff members are expected to exercise care in the use of personnel, capital equipment, supplies, and funds entrusted to them, and are not to use Kansas Athletics time, facilities, or property for other than officially approved University business. Tickets, favors and entertainment provided to Kansas Athletics employees must be consistent with NCAA and Conference rules and regulations, and accepted Kansas Athletics practices.

Kansas Athletics personnel may not accept gifts, payments, entertainment, privileges or other favors which might influence future decisions made by Kansas Athletics. All gifts and payments received or disbursements made on behalf of Kansas Athletics must be fully and accurately reflected in Kansas Athletics records.

In addition, staff members must avoid engaging in situations that give the appearance of a conflicts of interest and must also avoid disclosing confidential information concerning Kansas Athletics without proper authorization. (See Policy 603B, Coaches and Administrators, Outside Employment and Promotional Activities for more specific information.) Certain staff members and members of the Kansas Athletics Board of Directors must comply with the Conflict of Interest reporting requirements found in Policy 204.

Furthermore, staff members are to conduct their personal business outside of working hours so as not to bring attention to or discredit to Kansas Athletics. Kansas Athletics will not act as a collection agency or be involved in determining the validity of contested debts on behalf of its staff members other than following court ordered garnishments or support payments.

Confidentiality

Employees of Kansas Athletics have an obligation to maintain the confidentiality of information obtained while employed at Kansas Athletics. Employees may have access to private, confidential, or sensitive information including but not limited to secure technical data, private

communications, academic records, medical records, financial information, payroll, or personnel information. Employees are authorized access to such private information as a condition of employment to the extent necessary to perform their duties. Employees of Kansas Athletics are required to protect against unauthorized access to such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information. Employees must not release confidential information to the public or to other individuals who have not been authorized or who do not have a legitimate institutional or business need to know. Accessing, using, and/or disclosing private, confidential, or sensitive information for any reason other than the legitimate pursuit of their employment duties constitutes misuse. Any misuse or unauthorized release of such information, either during employment at Kansas Athletics or subsequent to the conclusion of employment at Kansas Athletics, may be grounds for disciplinary action that may include termination, and/or the initiation of legal actions.

Consenting Relationship Between Supervisor and Employee

While supervisor-employee intimate, sexual, or romantic relationships are not forbidden, supervisors have responsibilities to subordinates: the duty not to exploit and the duty to be fair.

If the supervisor has an intimate, sexual, or romantic relationship with a subordinate, the potential for violation of one or both of these is great, and the potential for damage to the integrity of the institution is substantial. A supervisor who initiates or accepts a relationship with a person over whom the supervisor has direct power may be perceived as and/or judged to be in a conflict of interest situation.

When relationships develop or are pre-existing, the supervisor will notify her/his immediate superior of the relationship. The immediate supervisor, in consultation with the Director of Human Resources, will develop and approve a plan in accordance with University policy on conflict of interest, which will include measures designed to diminish the potential for violation of the superior's responsibilities. At a minimum, that plan will delegate to a third party responsibility for personnel decisions, including those concerning appointment, evaluation, retention, promotion, discipline, and salary.

For Kansas Athletics policy regarding consenting relationships with student-athletes, see policy 501.

Personal Conduct and Responsibility

Members of the staff are expected to establish and maintain a standard of behavior which brings credit to themselves and to Kansas Athletics. The following guidelines for personal conduct, while not all inclusive, have been established for staff members:

1. Act with judgment, discretion and integrity both on and off the job;

2. Represent the University and the intercollegiate athletics program with dedication, enthusiasm and loyalty;

3. Treat all persons with courtesy, friendliness and respect for their personal dignity;

4. Be mindful not to discriminate against any individual by reason of race, sex, creed, color, national origin, age, disability or sexual orientation;

5. Dress appropriately in the office and on the field; and

6. Maintain scheduled office hours throughout the year, including off-season periods and student vacation breaks.

7. In order to avoid an appearance of impropriety, coaches should never initiate contact with University faculty or staff regarding any student-athlete or potential student-athlete. Any contact regarding a student-athlete must be made through the Senior Woman Administrator, the Associate Athletics Director/Compliance, or the Associate Athletics Director/Student Support.

Coaches and Kansas Athletics personnel have a direct and vital impact on the behavior, personal development and quality of life of University students and student-athletes. Accordingly, coaches and staff should conduct themselves in a manner consistent with the University's philosophy and be unwilling to compromise themselves, the University or Kansas Athletics. (See Policy 101 in this Manual for Kansas Athletics' Philosophy and Objectives.) The primary efforts of Staff members should be focused on meeting the goals and attending to the interests and well-being of the student-athlete.

Although specific responsibilities are described in individual job descriptions, general responsibilities are as follows:

o Recruiting

Coaching and Kansas Athletics staff members are to adhere to established recruiting guidelines, as stated in Policy 502A, and are not permitted to recruit student-athletes under false or misleading pretenses, or by offering inducements that are violations of any governing authority's regulations.

o Academic

The primary objective of the athletics program is to help each student-athlete complete a degree within five (5) years. Every effort is made by the University and Kansas Athletics to offer a program, based on Kansas Athletics, University, Conference and NCAA rules and regulations, which will achieve this objective. Recognizing the importance of the educational experience, staff members are expected to contribute to the academic development of all student-athletes. Guidelines for assisting student-athletes in fulfilling their academic requirements are specified in Policy 503A, Student-Athletes: Academic Policy, in this Manual.

o Athletic

The physical well-being of the student-athlete is of utmost concern to the University and Kansas Athletics in regards to developing training and coaching guidelines for the athletics program. Rules for individual sports are established by the coaches, within the parameters set by Kansas Athletics, the University, the Conference and the NCAA. Coaches are encouraged to formulate rules for team training that are feasible, based on the coaches' and trainers' experience and their professional judgment and that are tailored with the student-athlete's individual situation.

o Employment

Athletic staff members should follow guidelines concerning outside employment and promotional activities, as delineated in Policy 603B, Coaches and Administrators: Outside Employment and Promotion Activities, in this Manual. Further, employment agreements and contract negotiations are to be entered into with integrity, and employees are to abide by related employment guidelines, as specified in Policy 603A, Coaches and Administrators: Employment Contracts.

Commitment to Discrimination and Harassment Free Programs

Kansas Athletics is committed to creating and maintaining an environment free of discrimination and harassment that is unlawful under federal, state or local law. In addition, Kansas Athletics is committed to creating and maintaining an environment free of discrimination and harassment that is prohibited by University or Kansas Athletics policy, whether or not such conduct is prohibited by law.

The University of Kansas prohibits discrimination, including harassment, on the basis of race, color, religion, sex, national origin, age, ancestry, disability, and veteran status. The University of Kansas is also committed to the full participation of previously excluded or neglected classes of people. Thus, the university also prohibits discrimination, including harassment, on the basis of sexual orientation, marital status, and parental status. The university's nondiscrimination policy extends to employment practices, conditions of employment, personnel actions and all other educational programs and activities of the university and its affiliates.

Kansas Athletics' policy also prohibits the creation of a hostile work environment or harassment directed toward any person or group within the community, even where such hostile work environment or harassment is not motivated by race, sex, disability or other protected classification and, thus, may not be a violation of law.

Harassment:

Unlawful harassment is unwelcome conduct of a severe or pervasive nature that is based on a "protected characteristic" and is either made a condition of employment or creates a hostile work environment. "Protected characteristics" include sex (including sexual, gender, and pregnancy), sexual orientation, race, color, national origin, religion, age, disability, veteran status, and any other characteristic protected under federal, state, or local discrimination and harassment laws. Many factors are taken into account in determining if conduct rises to the level of being "unlawful" harassment. In severe cases, one incident alone may be enough. In other cases, the conduct must be pervasive or permeate the workplace in order for it to be unlawful.

Prohibited harassment under this policy also includes actions that create fear, intimidate, ostracize, humiliate, psychologically or physically threaten, embarrass, ridicule, or demean a person or groups or that may undermine their sense of security or self-esteem, whether or not such conduct is based upon a protected characteristic or is otherwise unlawful.

Prohibited harassment may encompass a wide range of verbal, physical, and visual behaviors and may be sexual or non-sexual in nature. While it is not possible to define every word or action that could be interpreted as prohibited harassment, the following behaviors are examples of the types of conduct that might be unlawful or otherwise prohibited, depending on the circumstances, and are to be avoided:

Sexual Harassment:

Repeated or unwanted sexual attention or sexual advances are forms of sexual harassment. Other examples of sexual harassment include, but are not limited to, physical assault, including rape; a pattern of conduct intended to humiliate or cause discomfort, or both including unwelcome comments of a sexual nature; unwelcome sexually explicit statements, questions, jokes, gestures; unwelcome touching, patting, hugging, or brushing against a person's body or clothing; unwelcome remarks about sexual activity; showing, exposing to, or subjecting others to materials

or media of a sexual nature.

Other Unlawful and/or Otherwise Prohibited Harassment:

Non-sexual conduct that is offensive or shows hostility toward a protected characteristic or toward an employee because of his/her sex/gender, race, color, national origin, religion, age, disability, veteran status, or other characteristic protected by law, or otherwise including slurs, epithets, negative labeling or stereotyping, and jokes, whether oral or written.

Unlawful and/or Otherwise Prohibited Hostile Work Environment:

A hostile work environment may include one which permits:

1. conduct that has the effect of creating an intimidating, hostile, or offensive work environment or unreasonably precludes an employee from performing his or her work;
2. any verbal abuse or epithets, degrading comments, the display of pictures, words or objects that another person may find offensive;
3. lying, gossiping, degradation, and disrespect towards others.

Duty to Take Reasonable Steps to Avoid Harassment, if Possible

Every employee or student-athlete has an obligation to take reasonable steps to avoid being harassed. These steps may include any one or more of the following:

1. reporting harassment without delay;
2. nicely confronting the harasser and asking that the offensive conduct stop;
3. not laughing/smiling at offensive jokes or comments;
4. avoiding the harasser if reasonably possible;
5. taking other reasonable steps.

Reporting Procedures

Any Kansas Athletics employee or student-athlete may initiate a complaint of discrimination or harassment that occurs on the university premises or at a university-sponsored activity or results from an association within the university community. Persons who experience or witness such discrimination or harassment should carefully document all incidents, noting dates, specific behaviors, and their effect.

Kansas Athletics and the university take all complaints seriously. To make a complaint about discrimination or harassment, contact the immediate supervisor of the individual whose behavior is perceived as harassing or discriminatory, or contact the Athletics Director, the Senior Associate Athletics Director, or the Senior Women's Administrator. Advise him or her of the conduct that is perceived to be discriminatory or harassing and ask him or her to intervene to resolve the problem. Alternatively, you may contact the University's Department of Human Resources and Equal Opportunity (HR/EO) at (785) 864-3686 or www.hreo.ku.edu. Any report made will be forwarded promptly to an outside investigator who will undertake an investigation to the extent necessary. Filing a knowingly false or baseless complaint of discrimination or harassment is considered serious misconduct and is subject to sanctions. Complainants should file their complaints promptly, so that timely and appropriate corrective action can be taken when warranted. Complaints not made within one calendar year of the most recent occurrence will generally be deemed untimely.

Retaliation Prohibited

Retaliation against persons who file discrimination or harassment complaints is a violation of university and Kansas Athletics policy and the law. Complainants who seek assistance as a result of this policy should not be subjected to retaliation of any kind. Retaliation can result in disciplinary action.

The University and/or Kansas Athletics will promptly address all complaints of harassment. An investigation will be conducted to the extent necessary. Appropriate action will be taken if warranted, which may include disciplinary action up to and including discharge from employment or appropriate sanctions for student athletes.

Sportsmanlike Conduct

Sportsmanship is an essential element of character-building and ethical conduct in sport. Coaches and staff are to act as positive role models by demonstrating sportsmanlike conduct. All Big 12 member institutions have "the responsibility to ensure that all university employees, students, and others in attendance at athletics events conduct themselves in a dignified manner and exhibit respect and courtesy towards game officials, other institutions and their employees, students (including student-athletes) and fans." (Big 12 Conference Rule 12.2.1) Concerns "about Big 12 Conference programs, such as officiating, and about other member institutions must be addressed with the Conference's governance structure

and not in a public forum." (Rule 12.2.2) Any public comments about officiating, whether negative or positive, are prohibited. Established channels of communication and procedures for protesting an official's ruling are to be followed by staff members. The Big 12 rules also require that all coaches and student-athletes exhibit courtesy towards all game participants and only comment about other institutions, coaches and student-athletes in a positive manner. Kansas Athletics reserves the right to sanction any coach who does not follow the Big 12 conference rules. Such sanctions may include fines, suspension, or termination.

Additionally, coaches and staff members are expected to formally instruct student-athletes on positive approaches to sportsmanlike conduct. The Director of Athletics is charged with ensuring that all staff members, coaches and student-athletes are instructed in sportsmanship and conduct. (Rule 12.2.2) "Coaches are expected to be role models and … must continually emphasize the need for sportsmanship. Coaches have responsibility to control the behavior of their student-athletes and staff members to ensure they are demonstrating respect for their opponents, the game officials, and the game itself." (Rule 12.2.4)

Gambling and Bribery

In order for the Director of Athletics, the Head Coaches and Kansas Athletics staff to fulfill their responsibilities to educate student-athletes regarding illegal gambling and bribery, in accordance with NCAA guidelines (see Policy 501, Student-Athletes: Conduct and Ethics), the following comprehensive program exists:

1. Counseling the student body and particularly student-athletes as to the seriousness of a gambling problem; (This includes a review of applicable federal, state and local laws, as well as the posting of informational literature in dormitories and locker rooms.)
2. Informing students that they are required to report any solicitation of involvement in sports bribery or gambling activities, and that failure to do so may result in suspension or expulsion from the University;
3. Educating squad members as to the nature and prevalence of gambling and bribery in intercollegiate sports; (To help student-athletes better understand the consequences of participating in illegal activities, Head Coaches are encouraged to review the plight of student-athletes who have become involved in gambling or bribery activities.)
4. Implementing security measures to prevent potential bribers or gamblers from contacting student-athletes on campus, especially before major competitions; and
5. Denying press credentials to representatives of any organization which regularly publishes or promotes the advertising of "tip sheets" or other materials used to encourage gambling on college athletic events.

Agents

It is essential that coaches educate student-athletes regarding the NCAA rules related to professional sports and the consequences of rules infractions concerning agents. (These rules are explained in detail in Policies 510, Student-Athletes: Agents.) Additionally, NCAA rules forbid a coach or other member of the athletics staff from representing, directly or indirectly, a student-athlete in the marketing of his or her athletic ability or reputation to a professional sports team or organization, and from receiving any compensation or gratuities for such activity.

Hazing

Hazing is defined in the University Code of Student Rights and Responsibilities, as "An offense against a person …when a student: (1) Threatens the physical health of another person, places another person in serious bodily harm; or uses physical force in a manner that endangers the health, welfare or safety of another person; or willfully, maliciously and repeatedly follows or attempts to make unwanted contact with another person….(2) Engages in hazing of another person for the purpose of initiation or admission into, affiliation with, or continuation of membership in any organization operating under the sanction of the University." (The term "hazing" does not include an action sponsored by an institution of higher education which requires any athletic practice, conditioning or completion of curricular activity.) RIGHTS OF INITIATION MAY BE CONSIDERED HAZING. Coaches or Staff members with any knowledge of hazing or initiation rituals must inform a sport supervisor of any acts that may be construed as hazing.

Hazing includes, but is not limited to, situations which would require any of the following:

- Indecent exposure of the body;
- Any activity that subjects the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact;
- Assault;
- Any physical activity or ingestion of a substance which could adversely affect the health or well-being of the individual.
- Any action, activity, or situation which recklessly, negligently or intentionally endangers the mental or physical health, welfare, or safety of a person or exposes a person to extreme embarrassment or ridicule.

Penalties in cases of individual violators are outlined in the KU Student Handbook. Organizations found to be encouraging or authorizing hazing may be subject to suspension or termination of activities, as well as any penalties pursuant to the penal law.

Appendix 7

600: Staff Policies (600A)

KUAC Staff: Reporting Rules Violations

Aug. 25, 2007

Updated 7/07

STAFF: PROCEDURES FOR REPORTING RULES VIOLATIONS

Enforcement

Enforcement

Coaches and Kansas Athletics staff members are to uphold the principle of institutional control of, and responsibility for, all intercollegiate sports in conformity with applicable rules and regulations. Violations of University, Big 12 Conference, or NCAA rules and regulations can result in sanctions against individuals, as well as against the University. Therefore, every effort must be made to ensure adherence by the staff and student-athletes to all rules and regulations.

When faced with a question of concern regarding NCAA rules and regulations, **contact the Compliance Office immediately: 864-4200**. The Compliance Office is there to assist with your questions or concerns.

Investigations of Violations

The goal of Kansas Athletics in responding to all alleged or potential violations of Conference or NCAA regulations will be to encourage communication, to seek consistency and accountability and, above all, to send a strong message that the University and Kansas Athletics are committed to rules compliance in the operation of its programs of intercollegiate athletics.

- It is the duty of every institutional staff member or student to immediately report to the Athletics Director, Associate Athletics Director for Compliance, or Faculty Athletic Representative any alleged or suspected violations of NCAA or Big 12 Conference rules.
- Kansas Athletics staff members, employees, and students are required to report the alleged violation to one of the individuals listed above (Athletics Director, Associate Athletics Director for Compliance, or Faculty Athletic Representative). It is not sufficient that they report an alleged violation to their supervisor, or in the case of assistant coaches, to their head coach.
- An individual may report an alleged, rumored, or suspected violation, verbally or in writing. He/she may report an alleged violation anonymously.
- Staff members having knowledge of any alleged violations of applicable governing rules or regulations are to cooperate with the proper authorities by furnishing factual information and assistance, as requested.
- During official hearings or inquiries, Kansas Athletics, the University, and the NCAA strive to protect the individual rights of an accused party. If investigative findings result in proposed disciplinary actions, the accused party has the right to appeal through the appropriate procedure as outlined in this Policy and Procedure Manual.
- Staff members or employees found in violation of Conference or NCAA rules shall be subject to disciplinary action as designated by the NCAA Infractions Committee and/or Kansas Athletics. The University additionally reserves the right to suspend or terminate the employment of involved individuals.
- In responding to reported rules violations involving a Kansas Athletics staff member or student-athlete, Kansas Athletics will look at such factors as whether the violation was intentional, whether any advantage was gained (e.g., recruiting, competitive or for the student-athlete involved), whether a student-athlete's eligibility was affected, and whether violations are recurring.
- All suspected or alleged violations of NCAA or Conference rules shall be investigated. Under ordinary circumstances, the Associate Athletics Director for Compliance will conduct the investigation. If the Associate Athletics Director for Compliance determines that a violation has indeed occurred, he/she will prepare a detailed written report to the appropriate NCAA national office and/or appropriate Conference officials.

Reports of Violations

The written report to the NCAA or Conference shall include the following information:

- The date and location of the violation;

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- A description of the violation including the bylaw/rule citation;
- The identity of the coach, prospective student-athlete and/or enrolled student-athlete, and other individuals involved in the violation;
- The reason the violation occurred;
- The means by which the institution became aware of the violation;
- A list of corrective and disciplinary actions taken by the institution and conference (if any);
- The institution's position regarding the information;
- A statement indicating whether any eligibility issues need to be resolved and, if so, whether the institution is requesting restoration of eligibility for any prospective or enrolled student-athletes; and
- Any other information that should be considered in reviewing the case.

The final self-report including suggested corrective and/or punitive actions should be reported by the Athletics Director/Designee to the following personnel:

- NCAA Director of Enforcement
- NCAA Director of Student-Athlete Reinstatement/Eligibility
- KU Chancellor
- KU Senior Associate Athletics Director
- KU Associate Athletics Director, Compliance
- KU Senior Woman Administrator
- KU Assistant Athletics Director/Director of Compliance
- KU Faculty Athletics Representative
- Big 12 Conference Commissioner

The Kansas Athletics Policy and Procedure for Reporting Violations shall be reviewed and approved by the Chancellor of the University of Kansas.

Appendix 7

STAFF (601A)

601A Hiring

Updated 1/07

STAFF: HIRING

Kansas Athletics is committed to providing an equal opportunity for all qualified individuals to be considered for employment regardless of race, religion, color, sex, disability, national origin, ancestry, sexual orientation, martial or parental status, age, or status as a veteran. As a reflection of this commitment, Kansas Athletics recruits and employs the most qualified applicants available, consistent with the requirements of the position and the long-range objectives of Kansas Athletics. All decisions regarding the recruitment, selection and placement of employees are made solely on the basis of job-related criteria. Furthermore, every effort is made to allow existing employees the opportunity for advancement within Kansas Athletics and to place new employees in positions which best utilize their abilities and in which they are able to achieve both personal satisfaction and career opportunities.

The Director of Human Resources coordinates the hiring process and ensures compliance with Kansas Athletics policies for recruiting, interviewing and selecting applicants. Supervisors wishing to fill an existing vacancy or create a new position should contact the Director of Human Resources for approval to initiate the hiring process. If approved, the Director of Human Resources oversees the processing of the request. Staff members involved in the hiring process are expected to comply with established Kansas Athletics procedures for selecting candidates.

Equal Employment Opportunity

State and federal laws, as well as institutional policies, provide for equal employment opportunities for all individuals seeking employment with Kansas Athletics, regardless of gender, marital status, color, race, creed, physical or mental disability (unrelated to ability to perform professionally), age, ancestry, sexual orientation, political affiliation, status as a veteran, or any other unlawful reason. Additionally, Kansas Athletics is committed to more than simply non-discrimination in its compliance with U.S. Statutes and Executive Orders, by asserting the need for even-handedness in employment decisions and vigorously and affirmatively recruiting new employees, while assisting existing employees to prepare for advancement.

New Staff Positions

Administrative staff members (e.g. Directors, Managers, etc.) who wish to create a new position within their area of responsibility must provide the Associate Director of Athletics/ Internal Affairs with a written justification to establish the new position, including sufficient information to prepare the appropriate job description.

The job description should specify the position to be filled, describing primary and secondary responsibilities, as well as the required/preferred qualifications and experience. The job description justification should also provide the rationale for the position's creation, as well as information on how this position will help meet the needs of Kansas Athletics and the hiring unit.

The Associate Director of Athletics/Internal Affairs must approve the creation of a new position and the Director of Human Resources determines the position's classification and pay level based on the position's scope of responsibilities and the job duties. Once a position for appointment is approved, the Director of Human Resources initiates the

appropriate hiring procedure. Prior to initiating hiring procedure, the Director of Athletics must have final approval for creation of new position, classification, scope of responsibilities and job duties.

Recruitment

National searches may be conducted for open coaching and administrative staff positions. Professional and coaching positions are normally advertised in The NCAA News. Additionally, letters may be mailed to selected institutions. Newspaper and periodical advertising may also take place.

Local Search (e.g. Staff Support positions):

1. Position Vacancy Announcement posted and distributed to each work unit within Kansas Athletics for a minimum of seven (7) working days.
2. Announcement placed in the University of Kansas Oread (if publication schedule permits).
3. Announcement may be placed in the Lawrence Journal World (Sunday Edition).
4. Announcement may be placed with electronic media via the Internet.

Regional Search (e.g. Administrative staff positions, Trainers, etc.)

1. Position Vacancy Announcement posted and distributed to each work unit within Kansas Athletics for a minimum of ten (10) working days.
2. Announcement placed in the University of Kansas Oread (if publication schedule permits).
3. Announcement may be placed in the Lawrence Journal World (Sunday Edition), Kansas City Star, Topeka Capital Journal, and related association newsletters.
4. Announcement may be placed with electronic media via the Internet.

National Search (e.g. Head Coaches, Assistant Coaches, Senior Administrators)

1. Position Vacancy Announcement posted and distributed to each work unit within Kansas Athletics for a minimum of ten (10) working days.
2. Announcement placed in the University of Kansas Oread (if publication schedule permits).
3. Announcement is placed in the NCAA News.
4. Announcement may be placed with electronic media via the Internet.
5. Announcement may be placed in the Lawrence Journal World (Sunday Edition), Kansas City Star, and Topeka Capital Journal.
6. Announcement may be placed in sport specific and professional publications (e.g. National Athletic Trainers Association newsletter).
7. The announcement of a high profile head coaching vacancy in the media shall count as the first day of notification in the search process.

Interviews

In compliance with Diversity and Equity guidelines, all candidates are to be treated equally and allotted equal interview time. A well-planned interview, that begins in a timely manner and provides the candidate an opportunity to represent him/herself appropriately, as well as allows the supervisor an opportunity to obtain necessary job-related information is important to the recruitment process.

Supervisors are advised to develop questions ahead of time and to ask follow-up questions based on the candidate's responses. Similar questions should be asked of each candidate to provide a basis of comparison and an opportunity to select the most qualified candidate. References shall be verified before the decision to hire a specific person is

finalized. As a matter of courtesy, candidates should be given a time-frame in which they can expect an employment decision and all candidates should be informed when the decision is made.

Selection

The requesting supervisor, after consultation with the Director of Athletics or his designee, makes a recommendation to hire the most qualified candidate. The Director of Athletics or his designee must approve the recommendation and clearance must be obtained from the University's Human Resources/Equal Opportunity department.

Detailed records are maintained on each applicant and materials related to the hiring process. The Director of Human Resources ensures that all appropriate forms are completed and processed. In addition, copies of all related materials are retained in the personnel file of the new employee. The Director of Human Resources maintains the personnel files for all employees. Files are confidential and locked.

Background Checks for New Hires and Transfer Student-Athletes

Purpose and Policy

Kansas Athletics constantly strives to select the most qualified employees to fill vacant positions and to provide a safe and secure environment for students, visitors, and employees and to protect its resources. Kansas Athletics believes that hiring qualified individuals to positions contributes to the department's overall strategic success. Background checks serve as an important part of the selection process. To this end, Athletics has expanded its hiring process, effective immediately.

All new full-time and volunteer candidates who have been selected for employment as well as student-athlete transfer students shall have a background check conducted as a condition of employment or acceptance of a financial grant-in-aid. Kansas Athletics reserves the right to conduct investigations at its discretion on other employees who do not fall in these categories. Kansas Athletics may use a third party vendor/administrator to conduct background checks. The type of information that can be collected as part of the hiring process can include, but is not limited to, a criminal background check, education, employment history, credit, driving, sex and violent offender registry check, and professional and personal references. This process is conducted to verify the accuracy of the information provided by the candidate and determine his/her suitability for employment or receipt of a financial aid package. Kansas Athletics will ensure that all background checks are conducted in compliance with the applicable federal and state statutes, such as the Fair Credit Reporting Act. Kansas Athletics reserves the right to make the sole determination concerning information or any employment decision arising out of the background check.

General Guidelines

1. The applicant or transfer student-athlete must authorize the background check. Job candidates shall complete the Kansas University on-line application form. For applicants for whom a credit history check is appropriate, an additional authorization form (compliant with the Fair Credit Reporting Act) must be completed. Transfer students and volunteer candidates must complete a consent form, available in the Human Resources Office. Finalists or transfer student athletes who refuse to authorize a background check shall not be hired by Kansas Athletics or offered a grant-in-aid (scholarship).

2. The Human Resources Director shall initiate any and all applicable background checks on the final applicant or transfer student.

3. Before verbally making an offer of employment to the successful applicant or a scholarship offer to a transfer student-athlete, the supervisor or head coach must inform the applicant or student that a background check will

be completed before an offer is extended.

4. Falsification of application materials, including failure to disclose criminal convictions, is grounds for disqualification from further consideration.

5. Background reports shall be treated as confidential and shall be retained in the employee's personnel file or in a separate student file in the Human Resources Office. All results of criminal and sex and violent offenders' convictions will be maintained in confidential files within the Human Resources Office.

6. Results of the background check shall be sent to the Human Resources Director who shall review the report. If the check is favorable, the Human Resources Director shall notify the hiring supervisor or coach that the candidate is approved and an offer of employment or scholarship may be extended.

7. If a background check is returned with unfavorable results, the Human Resources Director shall inform the Corporate Counsel. The Corporate Counsel shall convene a committee to review the results. This committee shall consist of the Faculty Athletic Representative, the Senior Associate Athletics Director, the hiring supervisor or head coach, and others at the discretion of the Athletics Director. The existence of a negative report or a conviction does not automatically disqualify an individual from employment or receipt of an athletic grant-in-aid. Relevant considerations may include, but are not limited to, the relationship between a criminal conviction or negative credit report to the responsibilities of the position that will be held, the age of the person at the time a crime was committed, the number of convictions, employment history since the conviction, evidence of rehabilitation and whether the sentence has been commuted or reversed. A relevant job-related conviction or credit history is grounds for disqualification of an applicant.

8. Any decision to accept or reject an individual with a conviction or negative background report is solely at the discretion of Kansas Athletics.

Temporary Positions

Requests for temporary employees, to assist Kansas Athletics during peak operations or to substitute for absent employees, require advanced planning and are processed through the Director of Human Resources. Written justification for the temporary hiring of an employee should be included. All requests for temporary hiring are to receive the prior approval of the Associate Director of Athletics for Internal Affairs.

Search Waivers

Direct appointments made without a search to a permanent position should be initiated only under exceptional circumstances. These circumstances include:

- Targets of Opportunity- rare opportunities to hire underrepresented group members or prominent individuals.
- Underutilization-To correct the statistical disparity between underrepresented group members and the percentage actually employed in the workforce.
- Emergency- An unexpected vacancy needs to be filled immediately due to factors essential to the business operation.
- Domestic Partner Accommodation- An employment accommodation for a domestic partner of a person hired as the result of a search.
- Acting/Interim- A limited term appointment until a search can be completed or for special circumstances.
- Promotion- A Kansas Athletics employee is moved from one appointment to another that has increased responsibility and may have an increase in pay and/or a new title that reflects a position change.
- Reorganization-Position reassignment based on the extensive realignment of the administrative structure of a

department.

Search waivers must be proposed by the Department Head, prepared by the Human Resource Director, and approved by the Athletics Director and EEO.

Female Coaches

It is the goal of Kansas Athletics that each of its women's sports teams employs at least one-female coach. While adhering to affirmative action practices, it is Kansas Athletics policy to implement the attainment of the goal by actively seeking out and encouraging applicants from qualified female candidates whenever coaching positions become available.

Internal Promotions

The Director of Human Resources will review recommendations for internal promotions based on individual job qualifications and written job descriptions and make appropriate recommendations to the Athletics Director for a final decision. Internal promotion recommendations must have the approval of appropriate supervisory personnel prior to review by the Director of Human Resources.

Other Recruitment Sources

There may be occasions when it will be appropriate to utilize other sources of recruitment such as: technical schools, employment and training services, job fairs, community colleges, or proprietary schools.

Employment of Relatives

A member of an employee's immediate family will be considered for employment if the applicant possesses all the qualifications for the position under consideration. An immediate family member cannot be hired, however, if the employment would:

1. Create a direct supervisor/subordinate relationship with a family member, unless supervision is of a functional nature; or
2. Create either an actual conflict of interest or the appearance of a conflict of interest.

These criteria will be considered when assigning, transferring, or promoting an employee. "Immediate family" includes: the employee's spouse, brother, sister, parents, children, step-children, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household.

Employees who marry or become members of the same household may continue employment as long as there is not:

1. A direct supervisor/subordinate relationship between the employees, unless it is of a functional nature; or
2. An actual conflict of interest or an appearance of a conflict of interest.

Should one of the above situations occur, Kansas Athletics should attempt to find a suitable position within the organization to which one of the affected employees may transfer.

The Director of Athletics, with approval from Chancellor, may grant exceptions.

Appendix 7

STAFF (601B)

601B Performance Evaluations

Updated 7/05

KUAC STAFF: PERFORMANCE EVALUATIONS

In support of Kansas Athletics high employment standards, staff members are encouraged to seek regular advice, counsel and feedback on their job performance. Although this feedback can be obtained from a number of sources, it should be sought primarily from the employee's immediate supervisor. Supervisors are encouraged to provide both positive and corrective feedback to assist the staff member in achieving his/her maximum potential on the job and in meeting performance goals and standards set by Kansas Athletics, the supervisor and the employee.

In addition to meeting or exceeding job performance standards, employees are also expected to display behavior consistent with Kansas Athletics policies and procedures. So that employees understand what is expected of them, it is the supervisor's duty to insure that staff members receive an appropriate orientation to job responsibilities and Kansas Athletics procedures, as well as related on-the-job training.

Supervisors are also responsible for initiating annual performance evaluations. These evaluations, besides discussing job performance or work-related shortcomings, should also offer suggestions for strengthening job performance and maintaining successful employment relationships. If problems are identified during the evaluation or at any other time of the year, they should be addressed promptly, directly and constructively.

Purpose of Review

The performance review should be conducted to achieve various purposes, including but not limited to the following:

1. To provide an opportunity for staff to present an organized overview of their activities and accomplishments;

2. To identify ways to enhance job satisfaction and performance;

3. To enable staff to identify career opportunities and to integrate these with the goals of the work unit;

4. To encourage individual initiative and creativity in the workplace;

5. To foster communication between supervisors and their staff; and

6. To provide a regular opportunity to build a record of performance for use in merit recommendations, indefinite appointment reviews, promotions and other personnel actions.

Evaluation Conferences

Evaluation conferences are scheduled annually to review each employee's progress relative to achieving the agreed-upon goals for the year. Employees are asked to self-evaluate themselves and then the supervisor will complete the evaluation form. The evaluation may include recommendations for performance improvement, a restatement of set goals and a timetable for achieving improved performance and/or goals. The employee and supervisor will set agreed upon goals for the coming year. A copy of the evaluation is retained for the employee's personnel file. Additional conferences may be scheduled as needed during the year to identify any existing problems and to make any modifications warranted in the identified goals.

At the completion of the evaluation review, all parties involved attest to the proceeding by signing a statement signifying that the review has been completed. Signatures do not denote approval of all comments within the document, but only that the evaluation form has been reviewed by all concerned parties. If the employee wishes to record agreement or disagreement with the written evaluation, he/she may submit a written statement, which is placed in his/her permanent file along with the evaluation.

Grievance Procedures

Staff members who disagree with the criteria or methods of performance review may file statements of their objections with the Director of

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Human Resources. A copy of all registered objections is to be included in the employee's permanent file, as well.

Appendix 7

STAFF (601C)

601C Coaching Performance Evaluations

Updated 7/05

KUAC STAFF: COACHING PERFORMANCE EVALUATIONS

The evaluation of coaching performance is an on-going process, conducted by the sport supervisor throughout the year and not just during the season of the coach's sport. The evaluation process is designed to assist the coach in identifying his/her strengths and weaknesses, and as such, is an effective communication tool between the Director of Athletics and the coach.

All formal evaluations to be used in recommending salary increases, continuing a probationary employee or invoking disciplinary action must be documented in writing. See Policies 401B, Budget: Salaries and Wages and 603A, Coaches and Administrators: Employment Contracts for additional information. Each Head Coach is responsible for assisting with the evaluation of the sport's assistant coaches.

Evaluation Conferences

Evaluation conferences are scheduled annually by the Sport Supervisor to review the head coach's progress relative to achieving the agreed-upon goals for the year. As a follow-up to each conference, the Sport Supervisor summarizes the meeting in a letter to the head coach. The text of the letter may also include recommendations for performance improvement, a restatement of set goals and a timetable for achieving improved performance and/or goals. A copy of the letter is retained for the coach's personnel file. Additional conferences may be scheduled as needed during the year to identify any existing problems and to make any modifications warranted in the identified goals.

At the completion of the evaluation review, all parties involved attest to the proceeding by signing a statement signifying that the review has been completed. Signatures do not denote approval of all comments within the document, but only that the evaluation form has been reviewed by all concerned parties. If the coach wishes to record agreement or disagreement with the written evaluation, he/she may submit a written statement, which is placed in his/her permanent file along with the evaluation.

Grievance Procedure

Should non-renewal of a coaching contract be recommended, the coach may request a review (within his/her contract guidelines) in order to present his/her views. Moreover, he/she must receive the appropriate termination notice, as required by his/her employment status. Also see Policy 601G, Kansas Athletics Staff: Termination in this Manual.

Appendix 7

STAFF (601D)

601D Benefits

Updated 7/05

KUAC STAFF: BENEFITS

Health and Dental Insurance

Kansas Athletics participates in a group health and dental insurance program. When an eligible employee is initially appointed, group health and dental insurance for the employee will begin on the first day of the month following his/her initial employment. When an employee terminates employment, the employee is insured with the group health and dental insurance through the end of the month the employee terminates. Federal regulations (COBRA) allow the terminated employee to continue health and dental benefits at their own expense. See the Director of Human Resources for more information.

Kansas Athletics health and dental insurance premiums are paid under the IRS premium conversion clause and are "pre-tax" deductions. Employees may request post-tax deductions, if desired.

Life Insurance

Kansas Athletics provides a Group Term life insurance policy for each benefit eligible employee. This insurance begins on the first day of the month following an employee's hire date and terminates at midnight on the last day of employment.

Accidental Death and Disability Insurance

Kansas Athletics provides accidental death and disability insurance for benefit eligible employees. The amount of coverage provided will be announced each year with the employee given the option of increasing coverage for him/her and/or his/her spouse by paying an additional premium.

Social Security

All employees are required to participate in the Social Security program. Kansas Athletics and each employee share in contributions to this program in accordance with federal rules and regulations.

Worker's Compensation Insurance

Kansas Athletics employees are covered under the worker's compensation insurance program maintained by Kansas Athletics. The purpose of this program is to compensate employees for work-incurred "accidental" injuries and "occupational diseases." Prompt reporting (within 24 hours of any work-related injury) to the Director of Human Resources is required for all on-the-job accidents.

IRS Section 125, "Cafeteria Plan"

This flexible benefits plan allows an employee to pay childcare and un-reimbursed medical expenses with "pre-tax" dollars. The benefit year is July 1 through June 30. Changes are not allowed during the benefit year except for IRS defined qualifying events. Additional information is available from the Director of Human Resources.

Retirement Programs

Participation by benefits eligible employees in Kansas Athletics retirement program is mandatory after twelve (12) months of continuous service. Previous participation by the employee in a public retirement program entitles the new employee to immediate eligibility. Contributions to this program are made by the employee (5.5 percent of gross monthly wages) and matched by Kansas Athletics (8.5 percent of gross monthly wages).

All employees may participate in Kansas Athletics voluntary retirement program. The employee makes total contributions to this program.

Appendix 7

Educational Benefits

As a leader in education, the University of Kansas encourages staff to increase their knowledge and skill levels through continuing education. In support of this, Kansas Athletics offers tuition reimbursements for certain job-related courses based on available funds.

In general, to receive approved tuition reimbursements the proposed course must provide skill or knowledge that will improve the employee's job performance, as well as meet the programmatic and operational needs of Kansas Athletics. This may include acquiring the skills and knowledge necessary for advancement and/or career development needs. The courses may be required by the supervisor as a part of the employee's job duties or may be authorized without specifically being required. Prior approval is required by the employee's supervisor and the Associate Director of Athletics/Internal Affairs.

Full-time athletics staff members who wish to participate in the University of Kansas Employee Tuition Assistance Program must apply to the university committee offering the program and must be selected to participate based on its standard criteria. Those staff members selected by the university committee will have their part-time tuition paid by Kansas Athletics. Deadlines for application to the university committee are published each semester in The Oread.

Employees are not to take academic courses for credit during their regular work schedule, without the prior approval of their supervisor and the Director of Athletics.

Additional Benefits

Additional benefits are available through payroll deduction. See Director of Human Resources for more information.

Kansas Athletics reserves the right to modify any benefit plans, except those established by statutory authority, at any time, with or without advance notice to the employees.

Appendix 7

STAFF (601E)

601E Holidays

Updated 7/05

KUAC STAFF: HOLIDAYS

Holidays and Discretionary Day Kansas Athletics staff members receive paid holidays established by Kansas Athletics, which generally are the same as those established for University of Kansas employees. A listing of holidays will be sent prior to the beginning of each new year. Full-time staff will be provided with an additional "discretionary day" for observance of a special occasion, or to accommodate those who desire to observe a religious holiday of choice. Employees must work for Kansas Athletics for six months before a discretionary holiday may be taken. The discretionary day must be used during the calendar year (January 1 - December 31) or it will be lost. State paid employees must take their discretionary day prior the date of the last payroll period for December.

Additionally, staff members may request time off from work to observe religious holidays which are not designated as University holidays. However, such time off must be charged to personal leave, earned annual leave or designated as time off without pay.

Part-time employees receive prorated holidays and pay according to their regular work schedules.

Accrual of Holiday Credits

Non exempt, benefit eligible employees required to work on any holiday are granted a compensatory day for the holiday.

Holiday Wage Compensation

When a designated holiday occurs during an employee's approved leave with pay, the day is counted as a holiday and not charged against the employee's sick or vacation leave.

Appendix 7

STAFF (601F)

601F Annual Leave

Updated 2/09

KANSAS ATHLETICS STAFF: VACATION AND SICK LEAVE

Kansas Athletics grants vacation leave to eligible employees as an opportunity for each individual to have a time for relaxation and recreation away from the job. The Payroll Coordinator is responsible for maintaining records of vacation entitlement.

I. VACATION LEAVE

Kansas Athletics grants vacation leave to eligible employees as an opportunity for each individual to have a time for relaxation and recreation away from the job. The Payroll Coordinator is responsible for maintaining records of vacation entitlement.

A. Non-Exempt Employees

Vacations are generally granted at times and in amounts requested by an employee. However, each supervisor has the authority to determine the number of employees within each classification and work unit who may be on vacation at any given time in order to maintain a legitimate business operation. A benefits eligible employee is entitled to vacation with pay earned, credited and accumulated as shown by the table below:

Years of Continuous Service	Monthly employees	Maximum accumulation
Under 5 years	8 hours per pay period	144 hours (18 working days)
5 years and Less than 10 years	10 hours per pay period	176 hours (22 working days)
10 years and Less than 15 years	12 hours per pay period	208 hours (26 working days)
15 years And over	14 hours per pay period	240 hours (30 working days)

A new monthly non-exempt employee is entitled to earn vacation credit from the first month of employment. Vacation leave cannot be granted until after it has been accrued.

The accrual rate is determined on the basis of hours worked in each pay period as described in the following table:

VACATION LEAVE EARNINGS SCHEDULE FOR NON-EXEMPT EMPLOYEES

Hours Earned Per Pay Period Based on Length of Service

Hours Worked Per Pay Period*	0-5 yrs.	5-10 yrs.	10-15 yrs.	Over 15
0- 19	0.00	0.00	0.00	0.00
20- 39	1.00	1.25	1.50	1.70
40- 59	2.00	2.50	3.00	3.50
60- 79	3.00	3.75	4.50	5.25
80- 99	4.00	5.00	6.00	7.00
100-119	5.00	6.25	7.50	8.75
120-139	6.00	7.50	9.00	10.50
140-159	7.00	8.75	10.50	12.25
160-	8.00	10.00	12.00	14.00

*Overtime worked and additional payment for holidays worked are not counted in determining vacation leave earned.

Maximum Accumulations

1. Non-exempt employees may accumulate the following maximum hours of annual leave: less than 5 years is 144 hours; 5 to 10 years is 176 hours; 10 to 15 years is 208 hours; 15 years or over is 240 hours .
2. Upon termination or resignation, non-exempt employees will be paid all unused annual leave.

B. Exempt Employees

Exempt employees are entitled to vacation leave with pay as follows (based on full-time service). Vacation leave for exempt employees on less than full-time appointment shall be reduced proportionately.

1. Vacation days accumulate at the rate of two days per month from the date of initial appointment.
2. Vacation days accumulate at the rate of two days per month with a maximum of twenty-two (22) days in any fiscal year.
3. Vacation days accumulate on the regular basis during the time a person is on leave with pay, but leave does not accumulate during the time an employee is on leave without pay.
4. Employees may accumulate a maximum of thirty-eight (38) working days of vacation leave.
5. Before taking vacation leave with pay, an employee must receive prior approval from the employee's immediate supervisor.
6. A maximum of 22 days (176 hours) will be paid to an employee upon termination or retirement.

II. SICK LEAVE

Sick leave is granted an employee for the necessary absence from duty because of personal or family illness, including pregnancy and recovery therefrom, adoption, initial placement of foster child, injury or legal quarantine.

Employee's family shall be limited to: persons related to the employee by blood, marriage or adoption and minors residing in the employee's residence as a result of court proceedings. Leave is also granted for the employee's or his/her family's personal appointments with a physician, dentist or other licensed health practitioner.

A. Notification and Use

Employees requesting sick leave must notify their supervisor as soon as possible. Sick leave, like vacation leave, cannot be granted until after it has been accrued. An employee may use vacation leave in lieu of sick leave but may not use sick leave for vacations. Excessive use of sick leave that seriously affects productivity may result in disciplinary action.

1. A department head may require an employee to furnish medical certification to verify necessary absence from work for PERSONAL illness or illness involving a member of the employee's FAMILY for absences of more than five days. The employee must notify his/her supervisor when calling in to use sick leave. The Director of Human Resources should be notified for absences of more than five days.
2. An employee who is chronically or habitually absent due to illness IS required to furnish a medical certification that verifies not only illness but also incapacitation that prevents the employee from performing his/her job. In addition, an employee under such procedure is required to furnish medical certification to verify necessary absence (sick leave) due to illness of a member of the employee's family. Sporadic or unpredictable absences not covered by medical certification will not be tolerated.
3. Adequate time (five working days) should be allowed for an employee to furnish medical certification. An exception to this would be the case where an employee was absent due to illness for more than five consecutive days. In such cases, medical certification is required to authorize the employee to return to work.
4. If a physician's statement required by the department head is not submitted within established time limits, the absence may be charged to leave without pay (unexcused).

The Payroll Coordinator shall maintain records on accumulated and used sick leave. Use of sick leave shall be reported monthly on the employee's time sheet. Sick leave balances are reported on the employee's pay stub. Discrepancies should be reported to the Payroll Coordinator.

A former employee who had unused sick leave at the time of separation from Kansas Athletics and who returns to Kansas Athletics employment in a permanent position within one year shall have the unused sick leave reinstated. This provision does not apply to persons who have retired from Kansas Athletics.

B. Retirement

An employee who is retiring (and is at least 55 years old) shall be paid for unused accumulated sick leave according to the

following schedule of service:

Years of Service	Accumulated Sick Leave	Days Paid
8 years or more	100 days or more	30 days
15 years or more	125 days or more	45 days
25 years or more	150 days or more	60 days

This compensation will be paid and included in the last paycheck and will be subject to normal withholding.

C. Non-Exempt Employees

Accrual is based on hours worked in each pay period as noted on the table below:

SICK LEAVE EARNING SCHEDULE FOR NON-EXEMPT EMPLOYEES

Hours Paid Per Pay Period*	Sick Hours Earned Per Pay Period
0- 19	0.00
20- 39	1.00
40- 59	2.00
60- 79	3.00
80- 99	4.00
100-119	5.00
120-139	6.00
140-159	7.00
160-	8.00

*Overtime worked and additional payment for holidays worked are not counted in determining sick leave earned.
Eight (8) hours of sick leave are earned for each pay period (on payroll at least 160 hours in the pay period). Sick leave is accumulated on an unlimited basis.

D. Exempt Employees

Exempt employees accrue sick leave in the amount of 8 hours per pay period. Sick leave is accumulated on an unlimited basis and paid out at retirement according to the chart listed in Section II.B above.

III. SHARED LEAVE

Shared leave may be granted to a benefits eligible Kansas Athletics employee if the employee or his/her family member is experiencing a serious, extreme or life-threatening illness or impairment or physical or mental condition which has caused, or is likely to cause, the employee to take leave without pay.
The definition of "family member" includes persons related by blood, marriage, adoption or court placed minors.

A. Eligibility to Apply

A Kansas Athletics employee is eligible to apply for Shared Leave if:

- the employee has exhausted all paid leave available for use including vacation leave, sick leave, and compensatory time credits;
- the employee has six (6) months continuous service;
- the employee has a satisfactory attendance record as determined by the immediate supervisor in consultation with the Director of Human Resources; and
- the employee is a non-state employee.

Steps to receiving shared leave time:

1. Submit a written request to the Director of Human Resources stating the reason(s) for requesting the leave, including the name(s) of family member(s), if applicable; sign and date the letter.
2. Attach a signed statement from a physician stating the nature of the illness.
3. The Director of Human Resources will review requests within one (1) work week of the request providing all pertinent information is provided.
4. Requests will be approved or disapproved by the Director of Human Resources in consultation with the immediate supervisor.

5. If approved, the Director of Human Resources will notify Kansas Athletics staff of the number of hours needed by the e donors. The employee's name will not be released. Potential donors should submit a written and signed statem Human Resource indicating their willingness to donate leave to the person approved for the shared leave and t be donated.

B. Eligibility requirements for donors

A benefits eligible Kansas Athletics employee shall be eligible to donate vacation or sick leave to another Kansas Athletics employe

- The donation of vacation leave does not cause the accumulated vacation leave balance of the donating employee to be l
- The donation of sick leave does not cause the accumulated sick leave balance of the donating employee to be less than 4
- The employee must be an Athletics paid employee.

Donors should review their vacation and sick leave status as it relates to retirement benefits prior to making a donation.
No employee shall be coerced, threatened, intimidated, or financially induced to donate shared leave. Any effort to improperly inc should be reported to the Director of Human Resources.
Leave cannot be transferred to any employee other than the employee for whom the leave was approved. All earned leave acquire has been approved for shared leave will be utilized prior to utilization of the donated shared leave.
Kansas Athletics State employees must utilize the University Shared Leave Program and can only donate leave time to other State

IV. Family Medical Leave Act (FMLA)

As further defined below, Kansas Athletics provides "eligible" employees with a job-protected leave of absence from active emplo family or medical reasons, and/or certain military family reasons.
Eligible Employees: Employees eligible for family and medical leave and/or military family leave ("FMLA") are those who: (a) ha Kansas Athletics for at least twelve (12) months, although the twelve (12) months need not be consecutive; and (b) have worked at during the twelve (12) month period preceding the date the leave commences.

A. **FMLA Leave:** An eligible employee may take up to a maximum of twelve (12) weeks of FMLA leave in a rolling 12-month p backward from the date of the leave relating to any one or a combination of the following reasons:

- For the birth of the employee's child and to care for the employee's child after birth, or for the placement of a child v adoption or foster care and to care for the child thereafter.
    - Leave for the birth or placement of a child for adoption or foster care must be taken within twelve (12) m of the birth or placement, and leave taken for these reasons must be taken in one continuous period intermittent basis).
    - Where two eligible spouses both work for Kansas Athletics, Kansas Athletics may require them to use a twelve (12) weeks between them. The proportion by which the spouses share the combined twelve would be determined by the spouses.
- To care for the employee's spouse, child, or parent, who has a serious health condition.
    -
- Because of the employee's own serious health condition, including but not limited to the employee's own pregnanc work-related illness or injury, which makes the employee unable to perform his/her job.
- For any "qualifying exigency" arising out of the fact that the employees spouse, son or daughter (of any age), or par or call to active duty status in support of a contingency operation as a member of the National Guard or Res
- Kansas Athletics uses the definition of "qualifying exigency" set forth in the applicable federal regulations, but in su exigency" must fall into at least one of the following 8 categories:

1. "Short Notice Deployment." An eligible employee will receive up to seven (7) days' leave for a short notice deployment (i.e. when the covered military member receives notice of an impending call or order to active duty with seven or fewer calendar days' notice before the deployment date);
2. To attend certain military events and related activities;
3. To address childcare and school activities related to the call to duty or call to active duty status;
4. To make financial and legal arrangements related to the call to active duty or call to active duty status;
5. To attend counseling for the covered military member or a qualifying family member, which counseling must be provided by someone OTHER THAN a health care provider for the employee himself or herself, and further provided the need for counseling relates to the call to active duty or call to active duty status;
6. To be absent for up to five (5) days per instance to spend time with a covered military member for short-term, temporary rest and recuperation leave during a period of deployment;
7. To attend certain post-deployment activities (generally within 90 days of the termination of the military member's active duty status); or to address issues that arise from a covered military member's death while on active duty status;
8. To pursue other activities related to the call to active duty or call to active duty status Kansas Athletics and the employee mutually agree i) qualify as exigencies; and ii) about which Kansas Athletics and the employee agree on the leave's timing and duration.

B. **Military Caregiver Leave:** An eligible employee who is the spouse, son, daughter, parent or next of kin of a "covered servicemember" in the regular armed forces, the National Guard or Reserves who is undergoing medical treatment, recuperation, or therapy, or is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness relating to that covered servicemember's covered service, may take up to a maximum of twenty-six (26) weeks of "Military Caregiver Leave" in a single 12-month period starting on the first day the eligible employee takes such Military Caregiver leave, and ending twelve (12) months later, to care for the servicemember.

- When two eligible spouses both work for Kansas Athletics, Kansas Athletics may require them to use a combined total of twenty-six (26) weeks between them to take Military Caregiver Leave. The proportion by which the spouses share the combined twenty-six (26) week period would be determined by the spouses.

C. Length or Amount of Leave:

- An eligible employee under Section A above may receive a maximum total of twelve (12) weeks of FMLA leave within a rolling twelve (12) month period (i.e., the immediately preceding 365-day period looking backward from the date of commencement of the leave). When it is apparent to Kansas Athletics that a leave qualifies for FMLA leave, it will be counted as FMLA and will be deducted from an eligible employee's 12-week leave period. In the case of a mutually-agreed "qualifying exigency" that is not specifically provided for under categories 1-8 of the qualifying exigency section above, all such mutually-agreed leave will be counted as FMLA and will be deducted from an eligible employee's 12-week leave period

- An eligible employee under Section B above may receive a maximum total of twenty-six (26) weeks of Military Caregiver Leave under the FMLA in a single twelve (12) month period starting on the first day the eligible employee takes such Military Caregiver leave, and ending twelve (12) months later. Where it is apparent to Kansas Athletics that a leave qualifies as Military Caregiver Leave, it will be counted as FMLA and will be deducted from an eligible employee's 26-week Military Caregiver Leave period.

- Any absence or leave of absence that qualifies for leave under the FMLA that also qualifies for leave (with or without pay) under other Kansas Athletics Policies (e.g., short-term disability leave, long-term disability leave, workers' compensation leave, vacation time), will be counted as FMLA leave, and will be deducted

from an employee's leave allotment under this policy and the FMLA.

- An employee who fails to return to work immediately following expiration of the authorized leave period, or who remains on leave for more than the applicable FMLA allotment, may be subject to termination under Kansas Athletics regular attendance and/or leave of absence policies.

D. Employee's Notification To Kansas Athletics:

- Any employee needing FMLA leave must follow Kansas Athletics (and/or the employee's Department's) usual and customary call-in procedures, absent unusual circumstances that prevent the employee from doing so. When no unusual circumstances justify such a failure, FMLA protection for the absence may be delayed or denied.

- Merely calling in "sick" without providing more information is not sufficient to trigger FMLA coverage for that absence, and such an absence may be subject to Kansas Athletics regular attendance and absenteeism policies and guidelines.

- Employees are obligated to respond to Kansas Athletics questions designed to determine whether a particular absence is potentially FMLA-qualifying. Failure to respond to Kansas Athletics reasonable inquiries regarding a leave request may result in denial of that request if Kansas Athletics cannot determine whether the leave is FMLA-qualifying.

- When the need for leave is foreseeable at least 30 days in advance, an employee who expects or anticipates taking leave provided under this Policy must notify Kansas Athletics of the date of the commencement and the expected duration of the leave at least thirty (30) days in advance of the leave. If the need for leave is foreseeable but with less than 30 days' notice to the employee, the employee must notify Kansas Athletics of the need for the leave as soon as is practicable. Upon written request by Kansas Athletics, the employee shall explain why the 30 days' notice is/was not practicable. In cases where the need for leave is foreseeable, an employee's failure to provide such advance notice may result in denial or postponement of the leave.

- An employee requesting foreseeable leave under this policy should submit a completed "Request for a Leave of Absence" form to the Director of Human Resources. Forms are available through the Director of Human Resources.

- When leave is not foreseeable, the employee is still required to meet the regular call-in procedures, absent unusual circumstances that prevent the employee from doing so. In the event of such unusual circumstances, the employee is required to provide notice of the absence as soon as possible under those unusual circumstances. Failure to give notice of the need for leave as soon as possible may result in a denial or postponement of the leave.

- When an employee seeks leave for a recurrence of an FMLA-qualifying reason for which Kansas Athletics has previously approved FMLA-protected leave, the employee must specifically reference the qualifying reason for the leave, or the need for "FMLA" leave, by name. If the employee has been previously certified for more than one FMLA-qualifying reason, the employee must inform the Director of Human Resources for which qualifying reason the particular leave is needed. Failure to provide such necessary information and/or to respond to Kansas Athletics inquiries to gather such necessary information may result in denial of FMLA protection if Kansas Athletics is unable to determine the FMLA's applicability to the particular absence.

- Employees who anticipate the possibility of taking family or medical or military family leave, or who have any questions about the application of this policy to their particular situation, are encouraged to contact the Director of Human Resources.

E. Obligation of Honesty and Good Faith:

- As with all dealings between employees and Kansas Athletics, employees are expected to provide truthful information to Kansas Athletics at all times. An employee who intentionally misrepresents facts or otherwise fraudulently obtains or continues leave under this Policy will be subject to corrective action, up to termination.

F. Certification:

- If an employee takes a leave of absence because of the serious health condition of the employee or the employee's covered family member, or for Military Caregiver Leave, or for a qualified exigency relating to a covered military member's active duty or call to active duty status, or for the birth or placement of the associate's child, Kansas Athletics requires the employee to submit to the Director of Human Resources a written certification demonstrating the need for the leave. The certification required will depend on the reason for the requested leave. The employee must provide this certification within fifteen (15) calendar days of receipt of Kansas Athletics request. Failure to provide such certification timely may result in a denial or delay of leave, and may subject the employee to discipline and termination for excessive absenteeism under Kansas Athletics attendance policies.

- If an employee takes a leave of absence because of the serious health condition of the employee or the employee's covered family member (other than Military Caregiver Leave), Kansas Athletics reserves the right to require a second (and possibly a third) opinion from another health care provider (at Kansas Athletics' expense) certifying the serious health condition of the employee or the employee's covered family member.

- For leaves taken because of the employee's own serious health condition, or the serious health condition of a covered family member, Kansas Athletics reserves the right to require periodic re-certification under appropriate circumstances.

- If an employee seeks leave because of a qualifying exigency that involves meeting with a third party, the Director of Human Resources may contact the individual or entity with whom the employee is meeting for purposes of verifying a meeting or appointment schedule and the nature of the meeting between the employee and the specified individual or entity. The Director of Human Resources may contact an appropriate unit of the Department of Defense to request verification that a covered military member is on active duty or call to active duty status.
- During the employee's leave, Kansas Athletics may also periodically inquire of the employee, or the employee may be required to periodically report to Kansas Athletics, as to the employee's intent to return to work and the expected return to work date.

- Return to Work Certification. As a condition of restoring an employee whose leave was occasioned by the employee's own serious health condition, Kansas Athletics requires all employees who take such leave to obtain and present certification to the Director of Human Resources from the employee's health care provider that the employee is able to resume work. The employee has the same obligations to participate and cooperate (including providing a complete and sufficient certification or providing sufficient authorization to the health care provider to provide the information directly to Kansas Athletics) in the fitness-for-duty certification process as in the initial certification or recertification processes.

    - The certification from the employee's health care provider must certify that the employee is able to resume work. Kansas Athletics requires that the certification specifically address the employee's ability to perform the essential functions of the employee's job. Kansas Athletics will provide an employee with a job description of the employee's job to be used for this purpose. The employee's health care provider must certify that the employee can perform the identified essential functions of his or her job. The cost of the certification (and any time or travel costs spent securing the certification) are the employee's responsibilities. Kansas Athletics may delay the employee's

restoration to employment until an employee submits an authentic and sufficient fitness-for-duty certification.

- It is the employee's responsibility either to furnish a complete and sufficient certification or to furnish the health care provider providing the certification with any necessary authorization from the employee or the employee's family member for the health care provider to release a complete and sufficient certification to Kansas Athletics to support the employee's FMLA request. This requirement applies in any case where Kansas Athletics requests a certification, whether it is the initial certification, a recertification, a second or third opinion, or a fitness for duty certificate, including any clarifications necessary to determine if such certifications are authentic and sufficient.

G. Benefits:

During FMLA leave, Kansas Athletics shall maintain the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. The employee will remain personally responsible for paying the employee's portion of the insurance premium.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

H. Paid Benefits During Leave:

- During a family or medical or military family leave provided under this policy, an employee will be required to use accrued paid leave benefits in the following order: sick leave, discretionary and holiday leave, and vacation leave. In addition, employees will receive their earned paid leave, and the leave will also be considered protected FMLA leave and counted against the employee's FMLA leave allotment. Any remaining leave under this Policy will be unpaid. In no event, however, will an employee receive more than the FMLA allotment available (generally twelve (12) weeks of FMLA leave in a rolling 12-month period, or in the case of Military Caregiver Leave, 26 weeks in a single 12-month period looking forward, starting on the first day the eligible employee takes such Military Caregiver leave).

- In the case of the birth or placement of a child by adoption or foster care, when the employee is not giving birth (i.e. time used for "baby bonding"), the employee will not be permitted to take sick leave and instead will be required to exhaust all earned vacation leave before the remainder of the leave becomes unpaid. Where an eligible employee is giving birth, the portion of the leave attributable to the pregnancy and/or birth, as distinguished from baby bonding time, is treated as the employee's own serious health condition, and pay is administered as described in the sections regarding the employee's own serious health condition above. Additional baby bonding time off (if any) taken by the birthing mother will then be treated as outlined in this paragraph.

- Once paid benefits are exhausted, unless the absence relates to the employee's own work-related serious health condition, and therefore may qualify for workers' compensation benefits, the leave will be unpaid.

- In the case of an employee's own serious health condition that **is job-related**, any qualification period that must be exhausted before the employee qualifies for worker's compensation will be deducted first from the employee's earned sick, then discretionary or holiday, and then vacation leave (if any), in that order. The employee will next receive any workers' compensation benefits for which the employee qualifies. When Kansas Athletics and the employee agree to do so, the employee may use a portion of accrued unused sick, then vacation leave (if any) in that order to make up the difference between worker's compensation benefits and the employee's regular base pay at the percentage necessary to make the employee "whole." In no event may an employee receive more than his/her regular base pay through this supplemental use of sick or vacation leave. If no sick or vacation leave is available or is exhausted, the employee will receive only the worker's compensation benefits (if any) for which the employee qualifies under applicable worker's compensation statutes. If the leave continues beyond that which is compensated by workers' compensation benefits, deduction from any earned sick then vacation leave(if any), in that order, will resume until all earned sick then vacation leave is exhausted. If worker's compensation, sick and vacation leave are exhausted before the FMLA leave is exhausted, the leave becomes unpaid. If the absence

continues beyond the twelve (12) week FMLA period, the employee may continue to receive workers' compensation benefits, but the FMLA leave will be exhausted as of twelve (12) weeks.

- Whether intermittent or continuous leave, qualifying absences attributable to the serious health condition of the employee's covered family member, or for the qualifying exigency arising out of the covered military member's being called to active duty or active duty status, or for Military Caregiver Leave, will be deducted from any earned sick (to the extent available under Kansas Athletics' sick leave policy for the reason occasioning the absence) then vacation leave (if any). After earned unused sick and vacation leave is exhausted, the leave will be unpaid.

- All absences that qualify as FMLA leave will count against an employee's twelve- (12) or twenty-six- (26) week allotment (whichever is applicable), whether or not the employee is concurrently eligible for and receives pay through another source (such as disability, workers' compensation, sick, or vacation leave) during part or all of his/her FMLA-qualifying absence.

- During the leave, an employee will accrue additional sick and vacation leave during any paid portion of the leave, but the employee will not accrue additional sick and vacation leave during any unpaid portion of the leave.

I. Intermittent or Reduced-Schedule Leave:

- Leave taken because of the employee's or a covered family member's serious health condition, or for Military Caregiver Leave, may be taken on an intermittent or reduced-schedule basis when medically necessary. When the intermittent leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly Kansas Athletics' operations. If an employee seeks leave on an intermittent or reduced-schedule basis, the employee will be required to submit a medical certification, as discussed above, which includes specific certification from the health care provider that the intermittent or reduced-schedule leave is medically necessary, and the likely duration and frequency of the episodes of incapacity necessitating the intermittent leave.

- When the intermittent leave is needed for planned medical treatment, Kansas Athletics may require an employee taking intermittent or reduced-schedule leave to transfer temporarily to an alternative available position for which the employee is qualified, with the same pay and benefits, or may temporarily modify the employee's current position, to better accommodate the employee's intermittent periods of leave.

- Leave taken because of a "qualifying exigency" arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or has been notified of an impending call or order to active duty in support of a contingency operation as a member of the National Guard or Reserves, may be taken intermittently, so long as the employee has provided appropriate notice and certification, as discussed above.

J. Compliance with Instructions and Restrictions:

- While on leave for the employee's own serious health condition, the employee is required to comply with any instructions given by the employee's health care professional and/or any restrictions placed on the employee's activities, and not to perform activities inconsistent with those instructions or restrictions. Engaging in activities inconsistent with any restrictions or instructions from the health care provider may result in denial of the leave and/or discipline up to and including termination of employment.

- While on leave, the employee is prohibited from performing services for Kansas Athletics, including but not limited to, checking and/or responding to voice mail and e-mail.

K. Job Restoration:

- Upon return from family or medical leave within the time allotted and upon providing any release to return to work required in accordance with this policy (see the **Certification** section of this Policy, above), the employee generally will be returned to the same or an equivalent position with no loss of pay or benefits that accrued prior to the leave of absence. Kansas Athletics may, however, deny job restoration to an employee if s/he can no longer perform the job, with or without reasonable accommodation; or if his/her job or position would otherwise have been eliminated; or if the employee would have been terminated if the employee had remained actively at work. Employees on approved leave status other than military leave (including FMLA leave) are subject to reduction in force the same as all other employees, based on the same (non-leave-related) criteria applied to all other employees.

- Additionally, under certain circumstances, certain "key employees" (defined as salaried, exempt employees who are among the highest paid ten (10) percent of Kansas Athletics' employees) may not be eligible to be restored to the same or an equivalent job at the conclusion of their leave. If applicable, Kansas Athletics will notify such employees of their "key employee" status and the conditions under which job restoration may be denied.

- To allow Kansas Athletics to make adequate scheduling arrangements and have work available for the employee upon returning to work, the employee must give at least 48 hours advance notice of his/her intent to return to work. Before being returned to work, an employee who is on a leave of absence as a result of his or her own serious health condition must also submit to the Director of Human Resources a health care provider's written certification that the employee is able to return to work (see the **Certification** section of this Policy, above). Failure to provide such certification may result in the delay or postponement of the employee's return to work and/or the assessment of unauthorized absence(s).

- An employee who does not return to work at the end of an authorized leave period or after exhausting his/her allotment under this policy and the FMLA may be subject to termination.

L. Non-Discrimination:

Kansas Athletics does not discriminate against employees or prospective employees who use FMLA leave or who exercise their rights under the FMLA. Additionally, Kansas Athletics does not consider the taking of FMLA leave to be a negative factor when making any employment decision, including but not limited to hiring, evaluation, promotion, demotion, transfer, selection for position elimination or Reduction in Force, or disciplinary action.

V. Military Leave

A Kansas Athletics employee (not temporary, emergency, or intermittent appointment) who is a member of a reserve component of the military service of the United States or with the State or National Guard may be granted leave with pay for the purpose of attending annual active duty for training with such component for a period or periods not to exceed a total of twelve (12) working days in any one calendar year. Additional paid leave may be granted if the Governor declares a State Emergency. Such leave will not be counted towards the employee's annual vacation. Any active duty for training purposes in excess of twelve (12) working days in a calendar year shall be charged to military leave without pay or, at the employee's request, to accrued vacation leave. Military leave is leave without pay for employees who are called or are otherwise commissioned into active duty in the Armed Forces. Upon return from military leave, an employee is entitled to be restored to a position equivalent in pay and status to the one held when the leave was granted. In order to be reinstated, the employee must notify the Athletic Director of his/her intent to return to work within 90 days of the release from active duty.

VI. Funeral Leave

Full-time benefits eligible employees may be granted funeral leave with pay upon the death of a close relative. Factors of relationships and necessary travel time will be considered in determining the proper amount of time that will be granted, but in no case will the time exceed six (6) working days. The supervisor and the Human Resource Director will act upon requests for funeral leave.

VII. Jury Duty/Court Appearance

Full-time benefits eligible employees shall be granted leave with pay for required jury duty and for a required appearance before, and at the direction of, the Kansas Commission on Civil Rights, the United States Equal Employment Opportunity Commission, or a court. An employee is not entitled to leave with pay when the employee is called as a witness on the employee's own behalf in an action in which the employee is a party.

Leave with pay may be granted to a full-time benefits eligible employee for an appearance before a court, a legislative committee

or other public body, if the granting of leave with pay is in the best interest of Kansas Athletics
If summoned or subpoenaed, an employee should notify his/her supervisor as far in advance of the date of required appearance as possible but in no event later than the next working day after receiving the summons or subpoena. Whether or not with pay, leave will be granted for any required appearance.

VIII. Leave of Absence (Non-medical)

Kansas Athletics may grant employees extended leaves of absence without pay under certain circumstances. Employees may be granted a leave of absence to attend to personal, professional or educational matters in cases in which Kansas Athletics determines that an extended period of time away from the job will be in the best interest of the employee and the employer. Requests for a leave of absence should be submitted to the supervisor at least thirty (30) days in advance, or if the need for leave was unforeseen the employee should give as much notice as is practical. The supervisors and/or the Athletics Director or Associate Director of the work unit will either approve or deny the request based on the merits of the request and notify the Human Resource Director. Employees on approved leave of absence may not perform work for any other employer during the period of that leave. Employees who fail to return at the conclusion of a leave of absence or fail to request an extension will be considered to have voluntarily terminated employment.

Appendix 7

STAFF (601G)

601G Termination

Updated 11/08

STAFF: TERMINATION

It is the policy of Kansas Athletics to handle the termination of any employee in a fair and consistent manner. "Termination" refers to an employee's discontinuance of service by either resignation or retirement, as well as the release of an employee by Kansas Athletics.

Resignation

A two (2)-week written notice is ordinarily expected from all employees who voluntarily terminate employment. However, at the option of either the employee or Kansas Athletics, employment can be terminated with or without notice and with or without cause at any time.

It is the policy of Kansas Athletics to only provide "going away" gifts to those individuals who retire from Kansas Athletics. The department may choose to provide the individual resigning with a departmental gathering.

Retirement

Kansas Athletics and KU recognize the high value of long-time employees and the importance of celebrating their contributions. The University annually hosts a retirement dinner to which the retiree and a guest will be invited to attend. In addition to the official campus recognition ceremony, departments at Kansas Athletics may choose to honor retirees with a department gathering and a “going away” gift. The retirement ceremony should be an opportunity for the retiring employee’s work colleagues to convey appreciation and good wishes. The gift should be a keepsake and may be personalized to the individual. The gift and its value should be appropriate for the retiring employee and his/her length of service with Kansas Athletics. Supervisors should not solicit their subordinates for a contribution for a retirement gift for another and may never solicit a retirement gift for themselves. Supervisors will coordinate with the Director of Human Resources for the ordering of the retirement gift.

Terminations

For some employees, generally coaches, an employment contract may be entered which governs the term of employment, including termination.

1. Termination Without Cause

For all employees who are not employed by contract, employment is at will. Employment at will means that Kansas Athletics or the employee can end employment at any time without cause. If Kansas Athletics elects to end employment of an individual without cause, the employee will receive two weeks notice and may be assigned other duties upon notice of termination.

2. Termination With Cause

An employee may be immediately terminated for inadequate performance (i.e. unsatisfactory performance, habitual failure to report to work, significant or repetitive violation of NCAA, Big Twelve Conference, local/state/federal laws, or Kansas Athletics/University laws and policies), or misconduct or other appropriate cause.

Discharge of an employee for cause may result from an employee's misconduct, documented incompetence, or failure to fulfill employment responsibilities and commitments. Misconduct, the first incident of which may result in immediate dismissal, includes, but is not necessarily limited to the following:

- Violation of NCAA, Kansas Athletics, Big Twelve Conference, or University guidelines.
- Drunkenness, including drinking during working hours, or being under the influence of liquor or drugs during working hours, or bringing intoxicants or drugs to work.
- Theft or dishonesty.
- Insubordination.
- Falsification of records, including time cards.

- Use of obscene, foul or abusive language toward another person, including the failure to treat fellow employees with courtesy and respect
- Giving or taking a bribe of any nature as an inducement to obtaining work or retaining a position.
- Threats of physical harm through violence to another person or threats to cause serious damage to public or private property.
- Failure to cooperate in any NCAA, Kansas Athletics, Big Twelve Conference or University investigation.
- Misuse of Kansas Athletics property, including but not limited to use of computers and/or cell phones Other serious misconduct Employees terminated for cause are not eligible for rehire.

3. Termination Due To Harassment, Discrimination, or Retaliation

Discrimination on the basis of sex, race, color, religion, national origin, age, disability, sexual orientation, status as a veteran, harassment, or retaliation because an individual has engaged in a protected activity is considered serious misconduct and subjects an employee to termination for cause.

Release

Release from employment may result from either or both of the following:

1. A reduction in the work force; or
2. Elimination of the job.

Kansas Athletics retains the right to adjust job positions for reasons of budgetary constraint. If possible, Kansas Athletics will assist the affected staff member in seeking transfer to other units of Kansas Athletics or the University or in seeking other employment, but Kansas Athletics does not assume the obligation to actually secure such employment.

Grievance Procedure

Any employee has the right to grieve what the employee perceives to be an unfair practice without fear of reprisal, abuse or other form of discouragement by management. Such unfair practice may be registered by the employee informally as an oral complaint, or officially filed in writing as a grievance. The grievance should be as specific as possible and include the date(s) of the occurrence; a brief description of the unfair practice(s); individuals involved; a recommended resolution of the unfair practice; and employee's signature. All grievances should be presented to the immediate supervisor within three (3) workdays of their occurrence. If the grievance is against the immediate supervisor, the employee may bypass the supervisor and present the grievance to the next higher level of supervision. In all cases a copy of a written grievance should be sent immediately to the Kansas Athletics Director of Human Resources.

The supervisor who receives the grievance should respond with a recommendation for resolution of the grievance within a reasonable period of time after receipt of the grievance. The employee may accept the supervisor’s proposed solution. The employee’s written acceptance of the supervisor's solution should be sent to the Director of Human Resources. Should the employee not accept the supervisor’s proposed solution, he/she may appeal to the Director of Human Resources. The Director of Human Resources will conduct a thorough investigation of the grievance and make recommendations for resolution to the Athletics Director or his/her designee. The decision of the Athletics Director or his/her designee will be final and binding on all parties.

The following issues will not be covered or processed under the grievance procedure:

- The selection and hiring of the workforce.
- Dismissal, suspension or demotion of an employee.
- Layoffs, including releases due to a reduction in the work force or elimination of the job.
- Management's authority to assign work to employees in accordance with their position description.

Kansas Athletics is committed to working with an employee to achieve an early and amicable resolution to perceived inequities. If an employee has questions about the grievance procedure, he/she should contact the Director of Human Resources.

Progressive Discipline

Although Kansas Athletics strives to maintain a satisfactory relationship with all employees, both the employer and employee must honor that relationship. When a personal conduct or performance problem cannot be appropriately resolved, disciplinary action may be initiated. Depending on the severity of the conduct of the employee and the advice of the employee’s supervisor, Kansas Athletics reserves the right to terminate an employee for cause or may opt to implement remedial measures for the employee to correct the problems before they adversely affect Kansas Athletics’ operations or other employees, students or members of the public. Certain infractions or misconduct may justify omitting one or more

steps, including moving to immediate termination. This policy explicitly recognizes, however, that some instances of misconduct or poor performance may properly result in a termination for cause without prior remedial measures.

1. The first step in the disciplinary process is counseling by the supervisor in order to correct the problem without resorting to more serious formal action. The counseling session should be reduced to writing and include:

- A review of the duties the employee is expected to perform and/or his/her personal conduct on the job (attendance, cooperation, etc.).
- An explanation of why the employee's personal conduct or job performance is not acceptable.
- An opportunity for the employee to explain or justify personal conduct or job performance.
- A discussion of ways to correct personal conduct or job performance.
- Development of a plan for improvement with a time frame (ordinarily thirty days) for further follow-up and review.

At the conclusion of the counseling session, or as soon as possible thereafter, the supervisor shall present a summary of the meeting to the employee for his/her signature. Signing the statement is an acknowledgement that the employee understands the areas for improvement and realizes that consequences may be warranted should improvement not be forthcoming. The employee may file responses for inclusion in his/her file. This written record shall be kept in the employee’s personnel file in the Human Resources office.

2. If counseling and a plan for improvement does not correct the problem within the time frame outlined in the counseling session, formal disciplinary action may be initiated by the supervisor in the form of a written reprimand, suspension (with or without pay), or dismissal. A supervisor has the authority to present a written reprimand to an employee at any time for cause. The written reprimand is presented to the employee and the employee is asked to sign and date it. The employee’s signature does not indicate agreement with the reprimand, only that he/she received a copy. A copy of the signed reprimand is sent to Human Resources for inclusion in the employee's personnel file. The employee may file responses to the reprimand for inclusion in his/her file.

The supervisor must make a recommendation through supervisory levels to the Athletics Director to suspend or dismiss an employee. The justification and reasons for such action will be thoroughly reviewed in accordance with applicable policy, procedure and law before proceeding with more severe disciplinary actions.

Equal Opportunity

No person will be discriminated against in employment because of race, religion, color, sex, age, national origin, disability, status as a military veteran, sexual orientation, or other unlawful reason. This policy applies to all terms, conditions, and privileges of employment and all policies of Kansas Athletics, including hiring, training, orientation, placement, employee development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, employee facilities, and termination.

It is the policy of Kansas Athletics to promote a productive work environment and to not tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment.

Exit Interviews

Employees are required to meet with the Director of Human Resources to ensure that all administrative details concerning termination, resignations, retirements, or releases are completed. The Director of Human Resources takes the following actions:

- Arranges for final payment of the employee;
- Explains any conversion benefits under the group insurance plans;
- Recovers or makes arrangements for repayment of any debts or obligations due the University or Kansas Athletics;
- Obtains a correct forwarding address.

The employee will return on or before his/her final day of employment all Kansas Athletics and University property which could include keys, cell phone, telephone calling card, parking pass, car rental cards, credit cards, calling cards and/or Wheel Club automobile.

The employee will be responsible for the replacement of property not returned and will be billed for charges that occur on and after the last day of employment. All expense and related reports must be completed and submitted prior to the employee’s departure.

The employee’s final paycheck shall include all wages earned though the last day of employment, and accrued, unused leave in accordance to the vacation policy as stated in Policy 601 F: Leave.

Appendix 7

STAFF (601H)

601H Staff Meetings

Updated 1/09

KANSAS ATHLETICS STAFF: STAFF MEETINGS

Kansas Athletics recognizes the value of maintaining open communication channels among its staff members. To generate such an environment and increase the effectiveness of overall Kansas Athletics administration, staff meetings are conducted on a regular basis. In order to accommodate the various levels of administration, meetings are conducted on a biweekly basis for all senior management staff; head coaches meetings are scheduled monthly. Individual department meetings are encouraged. In addition to formal staff meetings, University and Kansas Athletics memorandums may be employed to disseminate information of importance to Kansas Athletics staff.

Leadership Team Meetings

Leadership Team meetings are scheduled biweekly. Members of the Leadership Team include the Director of Athletics, the Senior Associate Director of Athletics, Associate Athletic Directors, the Faculty Athletic Representative, Corporate Counsel, and Chief of Staff. The primary purpose of these meetings is to plan Kansas Athletics objectives, address concerns related to its operation, review immediate activities, as well as preview upcoming events. In addition to a formal agenda, issues of major concern may be presented and addressed during the open discussion period of the meeting.

Management Team Meetings

Assistant Athletics Directors, Chief of Staff, and department directors attend monthly Management Team meetings. These meetings, conducted by the Senior Associate Athletics Director, are designed to provide and disseminate information to departments about aspects of Kansas Athletics planning, including policy, events, and operations. Input is solicited for review by the Leadership Team.

Kansas Athletics All- Staff Meetings

Every quarter, or more frequently as needed, the Director of Athletics calls full Kansas Athletics staff meetings. These meetings are designed to be a relaxed gathering where employees are recognized and information is presented to all employees. In addition, the meetings may also address specific topics relating to all employees of Kansas Athletics. Matters addressed at these meetings may include compliance certification, Kansas Athletics or University policies and procedures. Attendance at these meetings is mandatory. The Director or his designee may, in addition, call departmental meetings to discuss specific issues with specific departments.

Kansas Athletics Staff Communication

Kansas Athletics staff members are encouraged to use their appropriate chain of command to have a matter presented at a staff meeting. More specifically, a staff member who has a particular concern to be presented to the administrative staff should ask his/her supervisor to raise the issue at the next scheduled staff meeting. Individuals who attend the regularly scheduled meetings are responsible for conveying pertinent information to their support staff either through written memorandum or regular unit staff meetings.

Appendix 7

STAFF (601I)

601I Parking

Updated 07/05

KUAC STAFF: PARKING

The University of Kansas Parking Department administers and controls the University-wide parking program through the issuance of parking permits. All KUAC personnel must comply with University parking regulations. The regulations governing the registration, operation and parking of vehicles on the University campus are available in booklet form from the Parking Department, located at 1501 Irving Hill Road, phone 864-PARK or on-line at http://www.ku.edu/~parking/. Employees who are employed by KUAC for at least half-time, may arrange with the payroll coordinator to purchase their parking passes with pre-tax dollars and have direct withdrawal of the expense from their paychecks.

Athletic Event Parking

Parking for athletics events is coordinated by the Assistant Director of Athletics for Facilities and Events. Traffic flow and parking are controlled by game day management staff and supplementary security.

Additional information related to athletic event parking is contained in Policy 705B, Athletic Events: Parking.

Appendix 7

STAFF (601J)

601J Special Event Attendance

Updated 07/05

KUAC STAFF: SPECIAL EVENT ATTENDANCE

Throughout the year, special events and functions are scheduled to increase public awareness of the intercollegiate athletics program. Individuals specifically responsible for the operation of these functions are required to be in attendance as a part of their administrative responsibilities. Additionally, KUAC staff members are encouraged to attend as many sponsored events and functions as possible to demonstrate support for the overall athletics program.

When invitations are required for admittance to events or functions, they are distributed through the Director of Athletics' Office. Staff members are asked to assist the Director of Athletics in ensuring that each guest list is complete and includes all staff and coaches who should be in attendance. Therefore, Head Coaches or other senior staff members are responsible for submitting written invitation lists prior to each scheduled event.

Appendix 7

STAFF (601K)

601K Drugs & Tobacco

Updated 07/05

KUAC STAFF: DRUGS & TOBACCO

DRUG-FREE WORKPLACE

State law and the policy of the University of Kansas and KUAC prohibit the unlawful possession, use, manufacture or distribution of alcohol or drugs by students and employees on its property or as part of its activities. The University is committed to a program to prevent the illegal use of drugs and alcohol by students and employees. Any student or employee found to be using, possessing, manufacturing, or distributing controlled substances or alcohol in violation of the law on University or KUAC property or at University or KUAC events shall be subject to disciplinary action in accordance with applicable policies of the State of Kansas, the Board of Regents, the University of Kansas, and/or KUAC. For KUAC employees, KUAC will take appropriate personnel action for such infractions, up to and including termination. Students who violate this policy will be subject to sanctions, up to and including suspension or expulsion from the University. Students and employees are reminded that illegal manufacture, distribution, dispensing, possession or use of controlled substances may also subject individuals to criminal prosecution.

As a condition of employment, all employees of the KUAC shall abide by the terms of this policy statement and will notify KUAC of any criminal drug conviction for a violation no later than five days after such conviction. KUAC will initiate personnel action, up to and including termination, within thirty days of receiving notice of such conviction. Employees may also be required to satisfactorily participate, at their own expense, in a drug abuse assistance or rehabilitation program before being allowed to return to work. For purposes of this policy, "conviction" includes a finding of guilt (including a plea of nolo contendere or a diversion agreement) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes. The illegal use of drugs is not subject to the provisions of the Americans with Disabilities Act. The term "controlled substances" as used in this policy means those substances included in Schedules I through V as defined by section 812 of Title 21 of the United States Code and as further defined by regulation 21 CFR 1300.11 through 1300.15. The term does not include the use of a controlled substance pursuant to a valid prescription of other uses authorized by law.

SMOKING POLICY

It is the intent of this policy to provide a safer, healthier environment for all KUAC staff, students and visitors by placing limitations on smoking and chewing tobacco. KUAC has an interest in fostering health and safety awareness. Many individuals report discomfort when exposed to secondhand smoke. By acknowledging that smoking is a controllable hazard and by adopting a policy to restrict smoking, KUAC demonstrates its commitment to promoting a healthy and tobacco-free work environment. Smoking and chewing tobacco are not permitted in any area of Allen Fieldhouse, Horejsi Family Athletic Center, Anderson Strength Center, Parrott Athletic Center, Anschutz Sports Pavilion, and Wagnon Student Athlete Center. At Memorial Stadium, Hoglund-Maupin Stadium, Jayhawk Field and Super Target Field smoking and chewing tobacco are not permitted in any enclosed area or in the general seating area. A No-Smoking policy is implemented for the front entrances on the North and East side of Allen Fieldhouse; North side to Parrott Center and Wagnon Student-Athlete Center as well as the balcony area of Wagnon Student-Athlete Center; and the West side entrance to the Anschultz Pavilion/Anderson Strength Center. The outside smoking area for KUAC employees will be the patio entrance area between Allen Fieldhouse and the Parrott Center on the South side. The general public will be allowed to smoke in the front entrance areas during game events. Smoking areas must be at least twenty (20) feet from the entrance.

SMOKING POLICY DURING ATHLETIC CONTESTS

I. SMOKING POLICY: State law prohibits smoking in state owned buildings, including any area of Allen Fieldhouse, Wagnon Student-Athlete Center, Parrott Athletic Center, Anschutz Sports Pavilion, Horejsi Family Athletic Center, and Anderson Strength Center. Smoking is not permitted in any enclosed area or in the general seating area of Memorial Stadium, Hoguland Ballpark, Super Target Field or Jayhawk Field. For these venues, smoking will be permitted only on the exterior ramps or walkways behind the seating area.

II. Any individual found violating this policy will be asked to stop smoking by game management staff members.

Procedure: 1. Inform the individual of the smoking policy and ask the individual to stop smoking. 2. If the individual refuses, make the following statement. "My name is _____, I am a member of the KUAC Game Management staff. Your actions are disrupting the business of the athletics department and violating the state and/or University smoking policy. I am requesting you to leave the building. If you do not comply with my request, an officer will escort you from the building.

If the individual fails to comply, contact the game management supervisor who will ask the KU police to remove the individual for violation of K.S.A. 3721 (criminal trespass).

Appendix 7

STAFF (601L)

601L Hours of Operation

Updated 07/05

KUAC STAFF: HOURS OF OPERATION

HOURS OF OPERATION, OVERTIME CALCULATION

Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, with one hour allowed for lunch. Supervisors may schedule staggered lunch hours for those offices remaining open all day.

Overtime hours must be approved in advance by the supervisor. Overtime will be based on actual hours worked in a workweek (KUAC's workweek runs from Sunday through Saturday). Non-exempt employees will be paid overtime, at the rate of one and one-half times regular rate, after forty (40) hours worked.

Example: Employee A works 8:00am - 5:00pm, Monday through Friday, and then works 5 hours on Saturday. Employee A will receive 5 hours of overtime pay. Employee B works 8:00am - 5:00pm, Monday through Thursday, and takes a day of leave on Friday, then works 5 hours on Saturday. Employee B will be paid straight time for Monday - Thursday and Saturday, and paid leave for Friday. Employee B is not eligible for overtime pay.

If an employee works on a holiday, s/he may choose to be paid for hours worked or accrue Holiday compensatory time for hours worked. S/he must designate on timecard whether HCT (holiday compensatory time) or pay is wanted.

If an employee leaves KUAC and has accrued compensatory overtime he or she will be paid for any such time.

Exempt personnel are not eligible for overtime. Exempt employees will be expected to work the necessary hours required to be successful in all aspects of their job responsibilities.

DAILY OPERATING PROCEDURES Anschutz Pavilion is reserved for varsity athletics from 1 p.m. to 8 p.m. Monday through Friday, and all day Saturday and Sunday. Joggers and walkers may use the track area during the following hours: Anschutz Pavilion: 6 a.m. - 1 p.m. Mon-Fri 8 p.m. - 11 p.m. Mon-Fri (KUID required/OCT-MAR) Allen Fieldhouse : 6 a.m. - 6 p.m. Mon-Fri * NOTE: Physical education classes, recreation or athletics department activities have first priority and may pre-empt the jogging and walking activities at any time.

KUAC staff members will restrict workouts to time periods designated by the strength and conditioning coach.

The Athletic Department assumes responsibility only for its own activities and equipment when used by KUAC employees in the course of assigned activities.

The following prohibitions apply when using Allen Fieldhouse, Anderson Strength Center, Wagnon Student-Athlete Center, Parrott Athletic Center, Horejsi Family Athletic Center and Anschutz Pavilion:

1. No smoking at any time;

2. No shoes other than regulation basketball or tennis shoes are to be worn on the basketball or volleyball floor;

3. No bicycles, roller skates, skateboards or other wheeled devices are permitted inside these buildings;

4. No posters, fliers or other literature are to be posted unless prior approval by the Athletics Director or designee is received;

5. No athletics department equipment or materials may be used without prior approval;

6. Only persons authorized by the strength coach are permitted in the weight rooms.

Appendix 7

STAFF (601M)

601M Dress Code

Updated 07/05

KUAC STAFF: DRESS CODE

DRESS CODE

Employee dress should be neat in appearance and in a manner consistent with a professional atmosphere. Employees should be conscious of the impression made on faculty, staff, customers, contributors, vendors, visitors, student-athletes, students and other employees.

Business casual dress is acceptable for all staff members on a daily basis. Staff members who have meetings or other commitments that require more formal attire should dress appropriately.

It is the responsibility of the Athletics Director and supervisory staff to assure that the attire of all staff members is in compliance with this policy.

Appendix 7

STAFF (601N)

601N Use of Computers

Updated 07/07

STAFF: USE OF ELECTRONIC COMMUNICATION SYSTEMS

The communication systems, including telephone and computer resources, available to Kansas Athletics employees are owned by Kansas Athletics and may only be used for business purposes, subject to any exceptions listed below. All users of Kansas Athletics' communications systems are obligated to use the computers, the internet, e-mail, telephone systems responsibly, professionally, ethically, and lawfully.

Employees should not consider electronic communications to be either private or secure. Employees should not have any expectation of privacy in anything they create, store, send, or receive on the Kansas Athletics communication systems. E-mails and voice mails are stored and backed up on computer servers. In addition, e-mail may be stored indefinitely on any number of computers, including that of the recipient. Copies of messages may be forwarded to others either electronically or on paper. E-mail sent to incorrect usernames may be delivered to unintended persons.

Kansas Athletics reserves the right to monitor and review any and all aspects of its communications system, including, but not limited to, sites visited by employees on the Internet, chat groups and newsgroups, material downloaded or uploaded by users of the internet, and e-mail and voice mails sent and received by users. Activities of Kansas Athletics Internet users are logged, including visits to inappropriate sites (including gambling, pornographic, hate groups and fight sites), and reported to management personnel at Kansas Athletics as necessary.

Use of Kansas Athletics computer resources for any of the following activities is strictly prohibited:

- Sending, receiving, downloading, displaying, printing, or otherwise disseminating material that is sexually explicit, profane, obscene, racially or sexually harassing, fraudulent, defamatory, or otherwise unlawful;
- Sending, receiving, downloading, displaying, printing, or otherwise disseminating material related to gambling, drug use, doping, or steroid use;
- Sending, receiving, downloading, displaying, printing, or otherwise disseminating material that encourages hate groups, criminal activity or is of a violent nature;
- Disseminating or storing commercial or personal advertisements, solicitations, promotions, destructive programs (for example viruses or self-replicating code), political information, or any other unauthorized material;
- Wasting computer resources by, among other things, sending mass mailings or chain letters, playing games, or otherwise creating unnecessary network traffic;
- Using or copying software in violation of a license agreement or copyright;
- Installing or using encryption software on any computers without first obtaining written permission from the copyright or patent owner. You may not use passwords or encryption keys without the permission and the knowledge of your supervisor.
- Installing or using any password or encryption software that has the effect of locking out or inhibiting Kansas Athletics ability to monitor and review its computer systems, including individual computers;
- Violating any state, federal, or international law or any rule or regulation promulgated by the University, Kansas Athletics, the Big 12 Conference or the NCAA.

Exceptions to the business requirement above:

- Academic research. If a staff member plans any academic research that may violate this policy, the staff member must submit a request,

which includes a projected end-date, via email to the Associate AD/Student Support at least one week prior to beginning the research.

- Unsolicited inbound email (i.e., including spam or jokes). While staff members have no control over what comes into their email, they can, upon receipt of questionable email, ask their friends to respect the fact that they are not allowed to receive emails at work that may violate this policy.

All employees shall be expected to sign an acknowledgement of this policy at the time of their employment. Failure to comply with this policy and its guidelines shall be brought to the attention of management for appropriate action, which may result in disciplinary action, up to and including termination of employment. Violations of applicable laws or regulations (e.g., Computer Security Act, export control laws, copyright laws) could also result in criminal or civil prosecution.

Appendix 7

STAFF POLICIES (601O)

601O KUAC Staff: Employment Verification & Reference

Updated 04/05

EMPLOYMENT VERIFICATION AND REFERENCES

Employment verifications are the responsibility of the Human Resources Department. All inquiries regarding a former employee's employment at KUAC should be directed to the Director of Human Resources. Upon inquiry of any individual, the following information may be released for non-student employees only, without written authorization:

· The name of the employee

· Job description and duties

· Dates of employment

· Pay level

Under the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, personally identifiable employment information from student records may not be disclosed without the student's written authorization.

When asked for a reference on a present or former employee by a prospective external employer, supervisors may only provide employment verification as indicated above. Supervisors will not provide information to prospective external employers on an employee's work performance unless the present or former employee provides written authorization. The Director of Human Resources has reference release forms and must be contacted for reference information. All responses to employment inquiries, whether verification or references, will be truthful and straightforward and will relate to the employee's job performance and performance evaluations.

KANSAS UNIVERSITY ATHLETIC CORPORATION

AUTHORIZATION TO RELEASE INFORMATION

I, _____, authorize the release of information identified below to prospective employers upon their request for an employment reference:

___ Tardiness/absenteeism

___ Use of Leave privileges

___ Work relationships with co-workers and the public

___ Details concerning work habits

___ Quality of work performance (including ratings on performance evaluations)

I understand that the information released will be, to the evaluator's best knowledge, honest, accurate, and consistent with written performance evaluations.

_____

Employee signature

_____

Appendix 7

date

_____

Director of Human Resources

_____

date

Appendix 7

GA and Assistantship Positions 601P

(601P) GA and Assistantship Positions

Sept. 8, 2008

Effective 08/08

601P STAFF: GRADUATE ASSISTANTS AND ASSISTANTSHIPS

Kansas Athletics may provide positions for recent college graduates. These Graduate Assistant (GA) and Assistantship positions are limited term appointments but provide valuable experience to the recent graduate. All inquiries regarding GA or Assistantship positions should be directed to the Associate Athletics Director/Senior Woman Administrator.

Graduate Assistants:

Applicants for Graduate Assistant positions must be accepted into and enrolled in graduate school at the University of Kansas in order to be considered for an appointment. Appropriate progress towards completion of the graduate degree and good academic standing are requirements of all Graduate Assistants. GA positions are limited to a maximum of two years. Kansas Athletics contributes the following towards a GA's education: monthly stipend and payment of tuition, fees, and required course textbooks. No other benefits are provided.

GAs will coordinate their work schedule with their assigned supervisor, taking into consideration class schedule, department workload, expected assignments, etc. GAs are expected to work in their assigned department no more than 40 hours per week unless alternative arrangements are made with the supervisor. Should a GA work more than 40 hours, he/she shall be compensated at an overtime rate.

The following departments at Kansas Athletics are currently authorized GA positions:

Kansas Relays (1)

Athletic Training (6)

Compliance (1)

Men's Basketball (1)

Women's Basketball (1)

Williams Educational Fund (1)

Strength and Conditioning (2)

Facilities (1)

Ticket Office (1)

Business Office (1)

Administration (5)

- Senior Women's Administrator
- Project Management
- As assigned positions (e.g. Football, Sports Medicine, Williams Educational Fund, etc.)

Appendix 7

In addition, NCAA regulations permit GA Coach positions in two sports. Currently Football is authorized two GA Coach positions and Rowing is permitted one GA Coach position. Additional information regarding these graduate assistant coaching positions can be found in NCAA Bylaw 11.01.3.

Assistantship Positions:

Assistantship positions are for college graduates who need work experience in a specific area of their chosen field and are one year limited term appointments. Those filling these positions are paid a monthly stipend and receive health care and dental benefits. They are not eligible for any other benefits. Should the Assistant accept a full-time, benefits eligible position at Kansas Athletics, the one-year waiting period for the mandatory retirement plan shall begin at the start date of the new position. Assistants work a regular 40 hour work week in the department to which they have been assigned. Assistants are compensated at overtime rates for hours worked over 40 per week.

The following departments at Kansas Athletics are currently authorized an Assistantship position:

Athletic Training (1)

Media Relations (1)

Appendix 7

Personnel Files 601q

(601 q) Personnel Files

Sept. 8, 2008

Effective 1/08

STAFF: PERSONNEL FILES

Employee personnel files are maintained by the Human Resources Director and are considered confidential. Managers and supervisors other than the Human Resources Director may only have access to personnel file information on a need-to-know basis. A manager or supervisor considering the hire of a former employee or the transfer of a current employee may be granted access to the file. All authorized reviews shall be documented in the personnel file.

Personnel files must be reviewed in the Human Resources Office. Personnel files may not be taken outside of the Office. Upon his or her request, access to a current or former employee's file shall be permitted within three days of a written request for access.

Representatives of government or law enforcement agencies, in the course of their business, may be allowed access to file information. The decision to grant access shall be made at the recommendation of the Corporate Counsel in response to the request, a legal subpoena, or court order.

Appendix 7

Staff Advisory Committee 601r

(601r) SAC

Updated 2/09 601R

STAFF: STAFF ADVISORY COMMITTEE (SAC)

The Staff Advisory Committee's (SAC) purpose is to welcome, educate, and support new staff; to enrich the employment experience and create a sense of community for all at Kansas Athletics; to work to maintain an active and participatory line of communication within the Kansas Athletics' community; and, to provide a forum through which Kansas Athletics' staff can raise, discuss, and make recommendations to support Kansas Athletics' mission.

I. Policies

1. The activities of SAC shall not prejudice or discredit the interests of the University of Kansas or of Kansas Athletics.
2. SAC shall not endorse any commercial enterprise or candidate.
3. SAC shall not seek to direct the administration of Kansas Athletics or to control its policies.
4. SAC may cooperate with other community or educational organizations, provided that SAC representatives make no commitments binding SAC.

II. Membership

1. The following constituent groups at Kansas Athletics are authorized a direct SAC representative. The supervisor appointing the SAC representative is in parentheses following each position:

- Administration (Athletics Director); ex officio
- Administrative Assistants (Senior Women's Administrator);
- Anderson Family Football Complex (Sport Supervisor/Football);
- Assistant Coaches (Senior Associate Athletics Director);
- Business Office (Director of Business Operations);
- Compliance (Associate Athletics Director/Compliance);
- Equipment Room (Assistant Athletics Director/Equipment Services);
- Facilities (Associate Athletics Director/Facilities);
- Head Coaches (Senior Associate Athletics Director);
- Human Resources (Corporate Counsel); ex officio
- Marketing (Associate Athletics Director for Marketing);
- Media Relations (Associate Athletics Director/External Affairs);
- Strength and Conditioning (Head Team Physician);
- Student-Athlete Liaison (Senior Woman Administrator);
- Student Support Services (Associate Athletics Director/Student Support Services);
- Ticket Office (Assistant Athletics Director/Ticket Operations);
- Training Room (Director of Sports Medicine);
- Williams Education Fund (Associate Athletics Director/Development);

2. Members shall serve for one two year term. Terms of the members shall be staggered, with one-half of the members being appointed each year. Terms shall run from August 1 through July 30 of the following year. Should a member be unable to fulfill his/her duties during his/her term, a replacement shall be appointed by the appropriate Supervisor (listed above) and the replacement shall serve out the original term of appointment. No member, other than ex officio members, can serve more than two years in each five year period.

III. Duties of Members

1. All SAC members shall be expected to attend monthly meetings and participate in activities as endorsed and supported by SAC. Members are

further expected to convey information to or survey their constituent group as needed or requested by SAC.

2. SAC will seek internal and external activities in order to create departmental cohesion and to create a positive image within the community. Examples of such activities can include the following: community food drives; holiday giving tree; community service activities, including Habitat for Humanity; staff Spring Fling; staff Holiday Party; quarterly staff gatherings.

IV. Chairperson and Secretary

1. A Chairperson shall be elected annually at the August meeting. The Chairperson shall preside over all meetings of SAC. The Chairperson shall direct the monthly Employee of the Month voting. The Chairperson shall coordinate special staff events, including the annual holiday party as well as assist the Vice Chairperson with any set up for quarterly meetings.

2. A Vice Chairperson shall be elected annually at the August meeting. The Vice Chairperson shall preside over meetings in the absence of the Chairperson. In addition, the Vice Chairperson shall be in charge of ordering food and supplies and set up for the quarterly meetings.

3. A Secretary shall be elected annually at the August meeting. The Secretary shall prepare minutes of the prior meeting, shall prepare an agenda before each meeting, and shall keep a record book of all information for the Organization.

4. The representative from Media Relations shall oversee the preparation of a monthly employee newsletter which shall be distributed to all Kansas Athletics employees.

V. Employee Recognition

1. Employee of the Month.

• This awards program was designed as an alternative method of recognizing employees for their accomplishments and for performing their jobs in a manner which reflects the goals and mission of Kansas Athletics.

• Each month the SAC shall vote for an Employee of the Month. SAC members shall not inform the employee of his/her selection. Nominations for Employee of the Month may be submitted at any time by any Kansas Athletics' employee to any member of SAC. Any person nominated, should he or she not be chosen that month, shall have his/her name resubmitted for one additional month for the Employee of the Month award.

a. Eligible employees for the Employee of the Month award must be paid employees of Kansas Athletics or state paid employees assigned to Kansas Athletics.

b. Head coaches, members of Leadership and Management Team and unpaid students, and volunteer staff are not eligible.

c. Criteria for selection of Employee of the Month includes at least one of the factors listed below:

- Demonstrates professionalism and enthusiasm in the performance of responsibilities and daily interaction;
- Displays humanitarian efforts and is instrumental in improving morale;
- Demonstrates a commitment to his or her professional development;
- Willing to take initiative and to accept and carry out additional responsibilities beyond regular job assignments;
- Innovative problem solving; or
- Role model for advancing the goals and mission of Kansas Athletics.

2. Employee of the Year. At the January meeting of each year, SAC members shall vote for an Employee of the Year. The Employee of the Year recipient shall be chosen from the previous year's (January - December) winners of the Employee of the Month award. The winner shall be announced at an all staff gathering after the election.

Appendix 7

Work Related Injuries 601s

(601s) Work Related Injuries

Sept. 8, 2008

Effective 4/08

STAFF: WORK RELATED INJURIES

Kansas Athletics provides Workers' Compensation Insurance to cover the medical expenses for any employee who is injured while he/she is performing duties for the department.

Any employee who sustains an injury (other than one that requires general first aid) is required to report the incident to his/her supervisor and/or the Human Relations Director within 48 hours of the injury. Failure to follow this notification requirement will jeopardize the employee's rights to this benefit and subject the injured employee to bearing the costs of the injury from his/her personal health insurance.

Lawrence Memorial Hospital is the authorized provider for all medical services and Lawrence Orthopedic Surgery is approved for any orthopedic needs

Employees will be required to present a fitness for duty report from the attending physician before being allowed to return to work after an injury.

Employees must use their personal leave for any lost work time. For extended absences due to a work-related injury, workers' compensation extended disability payments are paid at the rate of 2/3 of an employee's gross average weekly wage beginning on the 8th day of the disability. In this situation, employees may elect to receive 100 percent of their salary by using their sick leave in addition to the 2/3 workers' compensation payment.

The Human Resources Director serves as the Workers' Compensation Plan Administrator. Any questions should be directed to that office.

Appendix 7

STAFF (602A)

602A NCAA & Conference Regulations Review

Updated 07/05

NCAA AND CONFERENCE REGULATIONS REVIEW

As mandated by the NCAA, the Chancellor of the University of Kansas ensures that an annual review of applicable NCAA and Big Twelve Conference regulations is conducted for all KUAC coaches, administrative staff members (as appropriate) and student-athletes.

RATIONALE

The University of Kansas is committed to conducting its overall intercollegiate sports program according to the official rules and regulations of the NCAA and the Big Twelve Conference. These rules and regulations impact the operations of the intercollegiate athletics program in three (3) main areas: intercollegiate athletic competition, activities affecting the amateur status of student-athletes, and the administrative and financial operations of KUAC.

Coaches are integrally involved in the above mentioned areas of KUAC operations, and as such, must be familiar with all rules which either directly or indirectly affect the administration of their particular sport including rules for the following: recruiting, eligibility, academics, athletically related financial aid, post season play, scheduling, and all other areas involving student-athletes. This is essential, not only to prevent coaches from committing violations themselves, but to enable them to instruct and monitor student-athletes in matters under the jurisdiction of the NCAA or Big Twelve Conference. Additionally, as KUAC staff members, coaches must abide by a diverse set of regulations which affect personal conduct, squad limitations, publicity, expense reimbursement, outside activities, etc.

Depending on their respective functions, athletic administrative staff members may also be affected by NCAA and Conference rules and regulations. In some instances, only a few regulations apply to a particular staff member's duties or areas of responsibility; however, a thorough knowledge of all the rules and regulations allows each staff member to function within a system of checks and balances, which helps prevent unintentional violations.

Although student-athletes are made aware of applicable NCAA rules and regulations prior to entering the intercollegiate athletics program, it is crucial that they are informed of newly passed legislation which affects them. They must also be reminded of the pre-existing regulations. An annual review not only provides the student-athletes with information concerning athletics participation, but also makes them aware of possible situations that could jeopardize their athletic and academic eligibility.

REVIEW AND EDUCATION FOR COACHES AND STAFF

The Director of Athletics believes that education of staff members, coaches and student-athletes regarding rules and regulations is vital to maintaining an athletics program that remains in compliance with NCAA and the Big Twelve Conference rules and regulations. The Compliance Office conducts an annual Certification of Compliance meeting with all KUAC staff each August. Policy and procedures of KUAC are outlined at this time with special emphasis on reporting of violations and rules education pertaining to NCAA and Conference legislation.

In addition, annual rules education sessions are scheduled with each Department within KUAC (e.g., Marketing, Equipment, Sports Information, etc.). During these educational sessions, new rules and/or additional interpretations of existing rules are emphasized. All administrative staff members are required to attend the meeting for their specific area.

Additionally, the Compliance Office circulates rules interpretations to staff members and coaches throughout the year and holds educational sessions each academic year with Head Coaches and designated staff members from each sport. Interpretations are provided to each sport and staff member, as appropriate, as a result of a specific question, published interpretations, etc.

REVIEW FOR STUDENT-ATHLETES

At the beginning of the academic year, and as needed throughout the year, the Compliance Office, with assistance from appropriate KUAC staff members, reviews applicable NCAA and Conference rules and regulations with student-athletes and their coaches. The student-athletes must attend this review session and complete the required forms prior to participating in any athletically-related activities. Generally, this review is held at the initial team meeting, with attendance being mandatory for each student-athlete. During the meeting, each student-athlete is required to sign the NCAA Student-Athlete Statement. Failure to attend the review or to sign this statement renders the student-athlete ineligible for intercollegiate athletics participation.

Appendix 7

Staff members are reminded that, in order for the sessions to be effective, the information presented must deal with issues involving student-athletes. Although many NCAA and Conference rules and regulations are inclusive of all sports, several rules and regulations are sport specific. Therefore, whenever possible, it is best to have teams meet individually so that rules related to that particular sport may be covered completely without introducing rules to all student-athletes which may not directly apply to their sport.

PROSPECTIVE STUDENT-ATHLETES

When recruiting prospective student-athletes, it is the coaches' responsibility to make sure the prospects are made aware of rules and regulations regarding permissible and impermissible recruiting activities. Head Coaches, with assistance from the Compliance Office, must monitor the mailing of brochures and informational publications to prospective student-athletes to ensure only approved materials are released. Included in the list of approved materials is The NCAA Guide for the College-Bound Student-Athlete, which is the official NCAA publication providing information to prospective student-athletes on recruiting rules and regulations. The Compliance Office has produced a video that reviews the rules surrounding eligibility, recruiting and financial aid. This video, which is updated annually, is available for Head Coaches to show prospects and their families during Official visits. This video may be shown to anyone during an unofficial visit.

ENFORCEMENT

Any violation of NCAA, Conference and/or University regulations regarding intercollegiate athletics may subject a coach, KUAC staff member or other University official to immediate disciplinary action up to and including termination of employment. Such actions are taken in accordance with appropriate University, Conference and NCAA policies and procedures.

Likewise, student-athletes found to have violated any NCAA, Big Twelve Conference and/or University regulation are also subject to possible disciplinary actions, which can include loss of eligibility or loss of scholarship. In addition, it is the policy of the University to cooperate fully with NCAA or Conference representatives whenever possible violations are investigated. (For additional enforcement information, see Policies 501, Student-Athletes: Conduct and Ethics and 600, KUAC Staff: Conduct and Ethics, in this Manual.)

Appendix 7

STAFF (602B)

602B NCAA Certification of Compliance

Updated 07/05

NCAA CERTIFICATION OF COMPLIANCE

Each year, the Chancellor of the University (the NCAA certifying Chief Executive Officer) is required to complete a Certification of Compliance for Institutions form with a Certification of Compliance for Staff Members of Athletics Departments form, certifying institutional compliance with all applicable NCAA rules and regulations. This form must be placed on file annually in the Director of Athletics' Office prior to September 15th in order to be eligible to enter a team or individual for participation in NCAA-sponsored meets and tournaments.

All continuing KUAC staff members, except clerical and facilities support staff, are required to sign the Certification of Compliance for Staff Members of Athletics Departments form, which affirms that all staff members have reported to the Chancellor of the University any knowledge of violations of NCAA legislation. The Director of Athletics may require other personnel to sign the form for internal use. The Compliance Office coordinates the completion of the form, including ensuring its timely execution, according to the following procedures:

1. The form is prepared in July and includes the typed name and title of all salaried KUAC staff members who are not employed on special payroll (or who are performing a regular staff function, even though they may not be classified as full-time staff), administrative and supervisory personnel, and returning coaches for all sports (regardless of the season of the sport).

2. Staff members are notified of the need for their signature by the September 15th signing deadline.

3. Each staff member identified on the form places his/her full signature (initials are not allowed) on the form and the date of execution, including the month, day and year. The signature must be executed by the staff member, not by a designee, and then initialed by a witness.

4. Once the form is complete with all required signatures, the Director of Athletics is given the original form.

5. The Director of Athletics reviews the form to verify its accuracy and ensure its completeness prior to conveying the original and one copy to the Chancellor of the University. The form remains in KUAC files for seven (7) years.

Appendix 7

STAFF (603A)

603A Coaches and Administrators: Employment Contracts

Updated 07/05

COACHES AND ADMINISTRATORS: EMPLOYMENT CONTRACTS

KUAC is committed to employing coaches and administrative staff members who are capable of performing in professional roles in an educational community where high standards of integrity and ethical behavior, as well as sportsmanship, are valued and expected (see Policy 101, Mission Statements & Philosophy).

All full-time coaches are hired by contract. Coaching contracts may vary in terms and duration, depending on the sport and the coaching position.

For additional information, see Policy 601A, KUAC Staff: Hiring, in this Manual.

EMPLOYMENT NEGOTIATIONS

KUAC is constantly in search of personnel who demonstrate a quality image in athletics, as well as promote academic success. In order to hire this type of individual, candidates may be recruited from other educational institutions. However, the University does not enter into negotiations with an individual who is under contract to another educational institution without first contacting that institution and securing permission. After negotiations have been completed, the selected candidate is not hired until he/she has been released from all contractual obligations to the first institution.

Likewise, if a staff member under contract to the University of Kansas or KUAC is contacted by another institution, he/she is expected to notify the Director of Athletics before entering into negotiations. Once negotiations have begun, the staff member is also expected to keep the Director of Athletics informed regarding the status of those negotiations, and to fulfill all contractual obligations prior to beginning employment with another institution.

COMMITMENT TO THE NCAA

The policies of KUAC regarding employment contracts reflect both the philosophy of the University and of the NCAA. All contractual agreements with athletics staff members are to contain a provision stipulating that the University or KUAC has the right to terminate an employment contract with any staff member found in violation of NCAA rules or regulations.

CONTRACT PROVISIONS

All contracts must be in compliance with the applicable rules and regulations of the University of Kansas, the Big Twelve Conference and the NCAA. The University and KUAC recognize their moral obligation, as well as their legal responsibility, to uphold all contractual agreements. Likewise, administrative and coaching staff members are expected to represent the University in a positive, professional manner, while abiding by all applicable University, KUAC, Conference and NCAA rules and regulations.

While contracts with individual staff members may vary according to duties and responsibilities, the sport or administrative area involved, and the budget and revenue- producing capability of the unit, they all must:

o State clearly all salary and benefit agreements, as well as funding sources; o Specify any special concessions or additional provisions that are to be included; o Stipulate the duration of the contract; and o Include an NCAA compliance clause.

CONTRACT RENEWAL/NON-RENEWAL

Employment contracts with coaches are reviewed annually. Multi-year contracts may be renewed prior to their expiration by the Director of Athletics, with the approval of the Chancellor of the University. The criteria used when evaluating the renewal of a coach's contract include, but are not necessarily limited to, the following:

1. NCAA and University rules compliance;

2. Student-athlete academic success;

3. Success on the field;

4. Success in public relations and fundraising;

5. Player relationships;

6. Administrative skills, including adherence to budget allocations;

7. Personality;

8. Integrity;

9. Loyalty to the University and KUAC;

10. Talent of the individual; and

11. Work ethics.

See Policy 601B, KUAC Staff: Administrative Performance Evaluations, and Policy 601C, KUAC Staff: Coaching Performance Evaluations, in this Manual for additional information. Individuals whose contracts are not being renewed are notified in writing by the Director of Athletics prior to the recruitment and hiring of replacement staff.

STAFF (603B)

603B Coaches & Administrators: Outside Employement & Promotional Activities

Updated 07/05

Printer-Friendly Format

E-mail this article

COACHES AND ADMINISTRATORS: OUTSIDE EMPLOYMENT AND PROMOTIONAL ACTIVITIES

KUAC professional staff members and coaches are expected to comply with both KUAC and NCAA rules and regulations related to outside employment and promotional activities. Moreover, the University and the NCAA have established certain policies requiring the prior approval and accurate reporting of athletically related outside employment, promotional activities, as well as related income.

KUAC requires that professional staff members request permission from the Director of Athletics prior to accepting outside consulting work. Request approvals are made at the Director of Athletics discretion taking into account the time required, the nature of the service, the potential for conflicts of interest and the contribution the activities may make to the professional advancement of the staff member. Additionally, each July, all professional staff will complete an Outside Income Agreement, reporting any athletically related outside income for the previous year and projecting outside income for the upcoming year.

RATIONALE

Head coaches and professional staff members, particularly in those sports which receive a great deal of media attention, are often asked to make public appearances or perform other services for charity, as a community service, or for additional compensation. These activities include, but are not limited to:

· Speaking to school and youth groups, sports associations and other organizations;

· Hosting radio or television shows;

· Participating as a commentator for postseason games;

· Coaching at sports clinics or summer camps; and

· Endorsing commercial products.

Coaches and professional staff members are encouraged to participate in such activities because they often present a unique opportunity for the individual to promote and clarify the goals of KUAC. However, it is essential that staff members not allow outside employment or speaking engagements to interfere with their KUAC job responsibilities.

GUIDELINES AND PROCEDURES

NCAA legislation specifies that professional staff members and coaches (i.e. full-time head and assistant coaches) must annually report in writing to the University Chancellor all athletically related income and benefits from sources outside the institution.

University and KUAC policy prohibits:

1. The use, directly or by implication, of the University's name or logo in the endorsement of commercial products or services for personal gain; and 2. The acceptance of outside compensation or gratuities from athletics shoe, apparel or equipment manufacturers in exchange for the use of such merchandise during practice or competition.

Coaches and KUAC administrators must be careful when accepting invitations for public appearances. Coaches and administrators are not allowed to use their official position for personal gain by engaging in commercial sponsorship or by endorsing products. Only those commercial endorsements or sponsorships that are approved in advance by KUAC as part of a KUAC or University sponsorship program are permitted. KUAC employees may not be associated with, employed by, nor sponsor or endorse any outside organization or product that, by its nature, may discredit the University.

Affiliation with outside associations that would place an employee in a conflict of interest situation is not permitted. Staff members may not participate in a commercial radio or television program when there is a relationship between a product or process being advertised and KUAC's intercollegiate athletics program. Additionally, staff members may not use the names of the University of Kansas, the Big Twelve Conference or the NCAA in any endorsement of a product or service, nor should any advertisement or endorsement imply or indicate a connection with KUAC or the University.

All staff members making public appearances in a professional capacity are expected to familiarize themselves with the guidelines concerning conduct and ethics, found in Policy 509, KUAC Staff: Conduct and Ethics, in this Manual. Additionally, prior to making speeches or statements, which contain information about Divisional policies or procedures, staff members should consult the Associate Athletic Director/External Affairs or the Director of Athletics. This ensures that all information is accurate and appropriate.

The Assistant Athletic Director for Compliance may be consulted to clarify or advise coaches and/or staff members concerning permissible outside activities.

If outside employment is agreed to in contractual form, the NCAA requires that the contract be reviewed by the Director of Athletics prior to signing. Staff members should schedule a meeting with the Director of Athletics to review any such document prior to completion of the agreement. Moreover, any such agreements currently in effect are not to be renewed at the end of the expiration of the current term (even if there is an "automatic renewal" clause) without first being reviewed by the Director of Athletics.

REPORTING ATHLETICALLY RELATED INCOME

All staff must report annually all athletically related income from sources outside the University to the Director of Athletics. As required by NCAA rules and regulations, this information is reported to the Chancellor. Each September, all coaches and professional staff members are required to do the following:

(a) Review their Outside Income Agreement for the previous year to verify the outside income reported and make any necessary changes; and

(b) Complete an Outside Income Agreement for the upcoming year projecting any athletically related outside income that they expect to earn. This Agreement is then forwarded to the Chancellor for approval. Sources of income include, but are not limited to:

· Annuities;

· Offices and directorships;

· Sports camps;

· Ownership interests;

· Speaking engagements;

· Television and radio programs;

· Complimentary ticket sales;

· Endorsements or consultation contracts with athletic shoe, apparel or equipment manufacturers;

· Housing benefits (including preferential housing arrangements);

· Country club memberships; and

· Consultations provided as an expert witness.

REIMBURSEMENT

In some instances, primarily speaking engagements, staff members may request reimbursement for travel and lodging expenses, as allowable under KUAC regulations. The staff member must follow normal expense reporting procedures, as designated in Policy 404B, Disbursements: Travel and Entertainment Expenses, in this Manual. Reimbursement is approved, provided the staff member follows the appropriate KUAC procedures and is not being reimbursed by the sponsoring organization, or receiving a fee.

STAFF (604)

604 Summer Camps

Updated 7/07

Printer-Friendly Format

E-mail this article

COACHES: SUMMER CAMPS

The University of Kansas and Kansas Athletics permit the use of their facilities by a variety of summer camps which are hosted by University of Kansas coaches. All athletic summer camps conducted on campus are considered to be private camps permitted to operate on a contractual basis, and, as such, are subject to the rules and regulations of the University and State of Kansas. In addition to University and State rules and regulations, summer camps must also comply with applicable Conference and NCAA guidelines (see 13.13 in the NCAA Manual for relevant sports camps and clinics regulations). With approval from the Athletic Director and a signed No Fee Agreement with KU Licensing, the word "Kansas", "KU", and/or "Jayhawks" may be used in camp titles.

Kansas Athletics personnel who wish to offer their skills or participate in summer camp programs utilizing residence halls, intercollegiate athletic facilities and other facilities of the University of Kansas (or if off-campus, a camp defined as a University of Kansas institutional camp by the NCAA) may do so provided that:

• The camp must be approved by the Director of Athletics and the sport supervisor.

• Kansas Athletics staff must manage the camp.

• The camp must be in compliance with all NCAA rules.

• Coaches must enter into a separate agreement with Kansas Athletics in order to sponsor a camp..

• Camps operated by Corporations substantially owned by a coach will be considered to be operated by the coach for the purposes of this policy.

• Kansas Athletics reserves the right to cancel a camp if it becomes clearly evident the camp will not be financially successful.

• It is understood that the camp director and Kansas Athletics are responsible for negotiating satisfactory housing arrangements with the university administration. Sport Supervisors will have relevant contact information. • Kansas Athletics vehicles may be used for summer camps according to guidelines and payment provisions in section 413 of this manual.

• The accident insurance deductible for vehicles used by the camp will be $250 and is the responsibility of the coach in case of an accident. An additional premium charge will be billed to the camp for the $250 deductible rate.

• Mailings may be sent by bulk mail but may not be made at the non-profit rate.

• Kansas Athletics shall receive 2% of the net proceeds from each camp utilizing on-campus facilities. Kansas Athletics shall receive 1% of the net proceeds from each camp not utilizing University of Kansas facilities. Net proceeds are defined as income less expenses excluding salaries of all Kansas Athletics personnel employed by the camp. Kansas Athletics' portion of the net proceeds will be used for the facilities and maintenance budget to hire part-time staff for camp facilities support.

• The camp director shall provide the sport supervisor and Chief Financial Officer with a detailed financial statement of all proceeds including salary compensation payments. Reporting and payment shall occur within 90 days from the last day of camp.

• The camp director shall indemnify and hold harmless the University of Kansas and Kansas Athletics from any claims or expenses incurred by KUAC on behalf of the camp. The camp director shall ensure that each camper sign a waiver and release form.

• The coach shall be responsible for the payment of any expenses incurred by the camp for the use of University or private facilities, supplies, equipment or support personnel.

• The camp director shall reimburse Kansas Athletics for the use all Kansas Athletics' supplies or equipment such as: long distance phone calls, postage, copies, paper, etc. Each camp director should compensate support staff (secretarial staff) for work done on the camp. At no time should Kansas Athletics support staff perform camp duties when Kansas Athletics business is pending. Camp duties may be performed after the workday or when all Kansas Athletics business is concluded; however, hours worked on camp matters cannot be considered overtime to Kansas Athletics.

• The Assistant Director of Athletics/Marketing must approve the solicitation of any corporate sponsors.

• Camp brochures must receive the approval of the Assistant Athletics Director of Media Relations as well as Associate Athletics Director for Compliance.

• Camp staff shall make any equipment and apparel orders, not Kansas Athletics staff (e.g. equipment managers). All invoices shall be made out to the camp, not to Kansas Athletics.

• The camp director shall provide, at camp expense, liability insurance coverage of a minimum of six million dollars ($6,000,000). In addition, Kansas Athletics recommends that camps provide Workers' Compensation insurance for their employees.

• Vacation will not be charged for Kansas Athletics coaches working their sport specific KU camp on campus. Additionally, coaches will not be charged vacation for working National Governing Body Development Camps or Recruiting Camps. Otherwise, vacation must be taken for any Kansas Athletics staff member, (except for trainers assigned by the Department of Sports Medicine), working camps who is financially benefiting from doing so.

• Camps are required to staff each camp with the recommended number of trainers as required by the Department of Sports Medicine.

• Camp Directors, in their discretion, may reduce or eliminate the camp fee for the child of a Kansas Athletics' staff member.

Private Camps

Kansas Athletics staff may not serve in any capacity (e.g. guest lecturer, consultant) in a privately owned camp, clinic or coaching school in which a high school, preparatory school, or two-year college athletics award winner is employed or participates. Kansas Athletics staff working permissible private camps (e.g. adult camps) will report one full day of vacation for each regular workday missed as a result of camp employment.

Athletic Sports Camps and Clinics Agreement and License to Use University Trademarks

THIS AGREEMENT is made on the ___ day of _____, 200___, by and between _____ (Head Coach) and Kansas Athletics, Inc. (Athletics).

WHEREAS, Athletics operates the intercollegiate athletics programs of the University of Kansas (KU), subject to the direction and control of the Chancellor of the University of Kansas; and

WHEREAS pursuant to Head Coach's Employment Agreement with Athletics Head Coach shall be entitled to operate sports camps in accordance with the policies of the University of Kansas and Athletics as approved by the Director of Athletics; and

WHEREAS Head Coach has acknowledged and agreed that Athletics shall receive a percentage of the net revenues derived from said camp and that percentage will be determined on an annual basis and specified in an annual camp contract that Head Coach shall sign with Athletics.

NOW, THEREFORE, in consideration of the mutual representations, agreements, and promises herein contained, the parties hereto agree as follows:

1. Approval. All camps and clinics must be approved by and subject to the approval of the Director of Athletics and the Sport Supervisor.

2. Compliance. All camps and clinics must be in compliance with all NCAA, University, and Kansas Athletics rules and policies including section 604 of the Kansas Athletics Policy and Procedures Manual. Head Coach must submit all necessary paperwork required by the Compliance Office for approval prior to the start of a camp or clinic.

3. Management. All camps and clinics must be managed and run by Kansas Athletics' personnel under the direction of Head Coach. Camps and clinics operated by a corporation substantially owned by a Head Coach are considered to be operated by the Head Coach for purposes of this Agreement.

4. Facilities and Housing. A request for the use of facilities must be submitted through the Compliance Office and receive approval from Compliance, the Sport Supervisor, and the Associate Athletics Director for Facilities. Any housing arrangements must be made by Head Coach though the appropriate University housing administrators.

5. Equipment and Supplies.

a. Requests for use of equipment must be made though the Assistant Athletics Director for Equipment Services. Charges may be assessed to the camp or clinic per Athletics' policy and rates.

b. Any camp mailings may be sent at a bulk mail rate, but may not be sent at the non-profit postage rate.

c. Any equipment and apparel orders must be made by camp staff and invoices shall be made out to the camp, not Athletics.

d. The camp or clinic must reimburse Athletics for the use of all Athletics supplies or equipment, including but not limited to long distance phone calls, postage, copies, and paper.

6. Sports Medicine. At a minimum each camp or clinic is to have a first responder available to provide emergency response services. Larger camps or clinics or those involving physical contact shall conform to the guidelines for trainers set forth by the Department of Sports Medicine. A cost for trainers and first responders shall be assessed to the camp or clinic. Use of any medical supplies or equipment by the camp or clinic shall also be assessed to the camp or clinic by the Department of Sports Medicine.

7. Indemnification. Head Coach agrees to release and hold harmless the respective officers, directors, representatives, members, agents, employees, coaches, or agents of the University of Kansas, Kansas Athletics, the State of Kansas and its Board of Regents, from any and all liability for negligence or any other claim, demand, action, judgment, loss, liability, cost and expenses (including without limitations, attorney's fees and costs) arising out of or in connection with the camp or clinic, including any claim arising out of or in connection with, whether directly or indirectly, any illness, injury, damage or loss to person or property that may be incurred or sustained during the camp, all activities associated with the camp, and while traveling to and from the site for the camp.

8. License Agreement.

a. Athletics agrees to allow Head Coach to utilize the trademarks such as the "Jayhawk Logo", "Kansas", "KU", and/or "Jayhawks" in camp or clinic titles for no fee. All designs must receive prior approval of the Director of the Trademark Licensing Program.

b. Head Coach agrees that he/she cannot sell sponsorships to offset camp expenses without the express approval of the Director of Athletics.

c. Sales of items related to or during the camp duration bearing University trademarks will be subject to standard licensing guidelines and royalty payments by the officially licensed vendor.

9. Term. The term of this agreement shall be one year.

10. Fees. Head Coach and the camp or clinic shall be responsible for the payment of any expenses incurred by the camp or clinic for the use of University, Athletics, or private facilities, supplies, equipment and/or support personnel. Head Coach agrees to provide a detailed financial statement listing income and disbursements within 90 days from the last day of each camp and/or clinic. Also at that time, Head Coach is to remit 2% of the net profits from all proceeds to Athletics. Net proceeds are defined as income less expenses, excluding payments to all Athletics personnel employed by the camp or clinic.

11. Insurance. Each camp or clinic must have general liability and participant legal liability insurance coverage in the amount of at least $2,000,000 individual and $6,000,000 general aggregate. Within ten (10) days prior to the camp or clinic, Head Coach will provide Athletics a "Certificate of Insurance" which names Kansas Athletics, Inc. as an additional insured.

12. Taxes. Head Coach agrees that he/she is solely responsible for the payment of any federal, state, or local taxes that may be levied against the camp or clinic.

13. Responsibility for Property in Facility. Athletics assumes no responsibility whatsoever for any property placed in any Facility for the purpose of the camp or clinic, and Athletics is hereby expressly relieved and discharged from any and all liability for any loss or damages to property that may be sustained by reason of the occupancy or use of any Facility or any part under this Agreement.

IN WITNESS WHEREOF, the parties have executed this agreement on the date first above written.

HEAD COACH KANSAS ATHLETICS, INC.

STAFF POLICIES (605)

605 Children in the Workplace

Nov. 1, 2007

Updated 07/06 605

CHILDREN IN THE WORKPLACE

Kansas Athletics values an atmosphere that fosters a healthy balance between workplace obligations and family issues. However, frequent recurring presence of visitors or family members during work hours is unsuitable for the following reasons: unnecessary distractions, decreased productivity, health and safety issues, and liability to the organization.

It is Kansas Athletics' policy that employees are not allowed to bring children into the workplace except as permitted by this policy. This policy is not intended to prohibit family members and children from attending sporting events or camps or to prohibit an incidental or brief visit.

- Children are not permitted in the workplace except under extremely unusual circumstances.
- A child who has an illness that prevents him/her from being accepted by a regular day care provider, particularly a child with an infectious disease, may not be brought to the workplace under any circumstances.
- At all times, children remain the sole responsibility of the parent. Parents must accompany their children at all times. The employee must not ask any other employee or student to supervise the child.
- The presence of the child cannot disrupt the work environment or negatively impact the productivity of the employee who brought the child or other employees or students.
- The employee's supervisor may direct the employee to remove the child from the workplace at any time if the supervisor determines that this policy has been violated, that health or safety risks are too great, or that the child's presence negatively impacts Kansas Athletics' interests.

When possible, departments should honor an employee's request for flexibility to meet unexpected family needs that may require the employee's attention during normal working hours. When workloads allow, Kansas Athletics encourages departments to cooperate with employees who wish to meet family responsibilities by using breaks or lunch hours, flexible schedules, adjusted hours or vacation leave.

Appendix 7

DAY TO DAY OPERATIONS (701A)

TRAVEL: INDIVIDUAL STAFF MEMBERS

Updated 09/06

Official travel is defined as that which is essential to transact Kansas Athletics business. Individual travel covers all approved travel by Kansas Athletics staff members on official Kansas Athletics business. Travel in this category includes such activities as recruiting, fundraising, and attendance at conferences and professional meetings. All travel expenses must be within budget constraints and be supported by the appropriate documentation for reimbursement purposes.

Information regarding the documentation and reimbursement of travel expenses is found within this policy and in Policy 404B, Disbursements: Travel and Entertainment.

Recruiting Travel

Travel expenses for recruiting purposes must be within each sport's budget and authorized **in advance** by the Sports Supervisor.

Individuals approved for recruiting travel are responsible for arranging their own travel itinerary with the assistance of the Travel Coordinator.

- Travel Advance for Recruiting

When drawing a cash advance for the purpose of travel, a staff member shall be required to estimate the cost of the trip and indicate such cost for both cash expenses and charge expenses on the "Cash Advance Request" form.

Cash advance requests must be submitted to the Athletics Business Office twenty-four (24) hours in advance of when the check is needed. These advance checks will not be cashed in the Athletics Business Office or in any other department.

Within five regular working days (Monday-Friday) after the traveler has returned, an expense report must be submitted to the Athletics Business Office. Any cash remaining from the advance must be returned at this time to Kansas Athletics. A subsequent trip request and cash advance request cannot be authorized unless an expense report and cash settlement has been made for a previous trip. The fact that a cash advance was not required or requested for a trip does not change the employee's responsibility to submit the expense report within five regular working days after return.

During extended periods of recruiting travel (sports with NCAA recruiting calendars), the staff member may request a cash advance for each departure and return to Lawrence. When this is not feasible, the advance may cover a period of up to one month. When completed, the expense report should coincide with the dates on the advance forms. In other words, if a staff member checks out advances for each week, reports should be completed for each week. A separate cash advance should be requested and a corresponding expense report filed for each trip made for any reason.

All advances must be settled prior to receiving additional funds. Money owed back to Kansas Athletics must be paid via cash or check. Credit card payments are not allowed.

A corresponding contact/evaluation sheet must be signed and attached to all expense reports for recruiting.

The same basic guidelines found in these instructions shall apply when a "Cash Advance Request" is approved, authorized, issued and settled for a purpose other than travel.

NCAA Documentation Requirements

Documentation of specific information about recruiting travel, including high schools visited, discussions with high school coaches and recruiting contacts made with prospective student-athletes, is required for all sports. The Compliance Office, in conjunction with each Head Coach, is responsible for monitoring recruiting travel documentation to ensure compliance with NCAA regulations regarding the following:

1. Contacts made by athletic staff members with prospective student-athletes or their relatives; and

2. Limitations concerning prospective student-athlete entertainment during contacts.

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See Policy 502A, Student-Athletes: Recruitment, for additional information.

Non-Recruiting Travel

Individual staff travel is approved for official purposes including, but not limited to, attendance at professional meetings, workshops and/or conferences. All official travel requests must be within the budgetary limitations of the sport or administrative area and subject to Kansas Athletics travel regulations.

Staff members may not claim expenses which are to be reimbursed by a source outside Kansas Athletics. Travel requests for professional or Kansas Athletics purposes must be approved by the individual's immediate supervisor **prior** to making travel arrangements. Approval is granted based on the availability of funds, time away from work and determined benefit to the athletics program.

Speaking Engagements

Staff members are encouraged to accept appropriate speaking engagements; however, every effort should be made to minimize or avoid any cost to Kansas Athletics. Reimbursement for expenses incurred in association with speaking engagements or while making public appearances as a representative of Kansas Athletics are limited and subject to the following limitations:

1. The purpose of the speech must concern some aspect of intercollegiate athletics, Kansas Athletics or the speech must be presented to a recognized sports association or organization.

2. If an honorarium is paid, the amount of expense reimbursement is limited to costs incurred by the speaker which are **in excess** of the honorarium.

3. Reimbursement for speaking engagements which require travel must be approved, in advance, by the Director of Athletics. Additionally, with the Director's approval, expenses incurred while attending a speaking engagement may be reimbursed, if the event centers around alumni groups and major athletics program contributors.

See Policy 603B, Coaches and Administrators: Outside Employment and Promotional Activities, in this Manual for additional information.

Travel Away from Home Community

Travel that keeps an employee away from home overnight is considered travel away from home community. Travel away from home includes hours worked when the work is performed during the employee's regularly scheduled hours of work. He or she is simply substituting travel for other duties. If the employee is regularly scheduled to work 8am to 5pm, Monday through Friday, travel time on a train, bus, airplane or in an automobile during these hours is considered part of the regular workday. If travel takes place outside this time frame, actual travel time is also considered compensable. For example, the non-exempt employee flies to Florida on Sunday for an event on Monday, but ordinarily has no duty hours on Sunday. The non-exempt employee would be paid for actual travel time on Sunday that occurs between 8am and 5pm.

Allowances And Documentation

Staff members are to use established, ethical business practices when traveling on official Kansas Athletics business. Travel reimbursements, as specified below, are limited to actual expenses incurred for transportation, meals, lodging and related business expenses that are allowable by Kansas Athletics policy. Staff members are responsible for all expenses of spouses or other dependents who may accompany them on trips. Original receipts are required for the following expenses:

1. Lodging;
2. Travel by commercial carrier (airplane, train or bus);
3. Registration fees;
4. Car rental;
5. Taxi or limousine service;
6. Parking or toll charges;
7. Gasoline charges; and
8. Banquet or entertainment meals (in excess of the maximum daily per diem).

Miscellaneous expenses are subject to approval and must also be supported by a receipt. Travelers are not reimbursed for alcohol, movies, magazines, car washes, shoe shines or other such personal expenses.

Spousal/Guest Travel

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It is the policy of Kansas Athletics that, when a spouse and/or children accompany an employee who is traveling on official business for Kansas Athletics, Kansas Athletics will not pay the travel expenses of the spouse and/or children. The Athletics Director must approve any exceptions to this policy, such as post-season tournament travel, in advance in writing.

When, pursuant to an approved exception, Kansas Athletics pays the travel expenses of the spouse and/or children, Kansas Athletics will report the following amounts as taxable income to the employee:

- Cost of transportation. An exception exists which apply to charter flights. If 50% or more of the charter flight capacity is filled by officials performing business functions at the post season event, then other individuals may fill the excess charter flight capacity without taxable consequences for the flight. Additional aircraft may not be chartered, however, if the official party can be accommodated in one aircraft and chartering a second aircraft is primarily for the purpose of accommodating non-official travelers under this exception.

- Additional cost for hotel room(s) - If the hotel cost is the same for one or two occupants, spousal lodging would not be considered taxable income

- Meals/per diem

- Other expenses including the value of admission tickets.

The University airplanes are State airplanes and are operated and financed with State funds. Consequently, University policy prohibits spouses and/or children on these flights because they do not have an official university business purpose for their travel unless they meet an exception to this rule, which must be approved in advance in writing by the Chief Business and Financial Planning Officer and by the Chancellor.

Air Transportation

All air travel is reimbursed at no more than the current, published coach fare rates. First-class air travel rates will not be paid, nor will expenses for the use of private or charter aircraft.

Employees are encouraged to take advantage of NCAA discounts when using USAir or American or special air travel arrangements (e.g., Super Savers, Ultra Savers, etc.) if they result in a net savings to Kansas Athletics, including the price of an extra day(s) lodging, meals or other additional costs.

Air travel arrangements are the responsibility of the traveler and may be made in one of the following ways:

1. The traveler (or his/her secretary) may make travel arrangements through an agency or airline of his/her choice. The employee is responsible for submitting payment and then requesting reimbursement by submitting an Expense Report, with all required receipts and flight coupon attached; or

2. Travelers may book reservations with contracted travel agencies and request direct billing to Kansas Athletics.

The Travel Coordinator must be notified immediately when travel plans are changed or canceled. **Canceled, non-refundable tickets or tickets ordered without a properly executed travel authorization, are the responsibility of the individual.**

- SuperSaver Fares

SuperSaver Fares are available when travel plans permit the traveler to stay over Saturday night. This plan should be used only if the Saturday night stay does not increase the overall cost of the trip.

- Airport Parking

Airport parking fees are reimbursable at any airport parking at no more than eighteen dollars per day.

Private Planes

Often times Athletics personnel have an opportunity to fly on a private plane for business purposes. Kansas Athletics insurance coverage is only valid for non-owned aircraft (i.e. not state airplanes) that have 12 or fewer seats (including the pilot(s).

- The policy does not require that 2 pilots be used on these type of airplanes of less than 12 seats.
- Kansas Athletics requires the owner of any aircraft that our employees utilize name Kansas Athletics as an additional insured. These certificates need only be filed one time per year. Kansas Athletics asks for a minimum of $8 million in coverage, although the minimum preferred is $10 million.
- If a team flies on a privately owned plane (i.e. men's golf will frequently fly), the insurance coverage must name Kansas Athletics as an additional insured.
- It is further recommended that if any employee flies on a charter of over 12 seats, that a certificate of insurance is still provided to Kansas Athletics.

University Plane

All use of the University Plane must be approved by Athletics Director prior to the flight date. The coaches or the respective administrative assistants may call to reserve the plane. Once the plane has been reserved, a flight request form must be filled out and brought to Athletics Director for signature of approval. If approved, Director's office will notify university that trip has been approved. If travel date subsequently changes, a second approval is not necessary.

Rail Travel

Employees are permitted to travel via rail transportation at standard coach accommodations when the journey is for less than four (4) hours. For continuous rail journeys requiring more than four (4) hours travel time, travelers are permitted to book one seat in a sleeping car or club car.

Accommodations superior to a standard lower berth may be approved, based on certification that the accommodation was the lowest first-class fare available at the time of reservation.

Private Automobile

Automobile transportation may be used to save time when common carrier transportation is not conveniently available to outlying areas, or to reduce expenses when two (2) or more Kansas Athletics employees are making a trip. Kansas Athletics employees needing transportation to a common destination should make every effort to use one automobile whenever feasible.

Gas receipts for rental cars or Kansas Athletics vans are reimbursed, personal or dealer cars are reimbursed at a per mile rate.

- Mileage Rates

Kansas Athletics Staff will receive the current IRS reimbursement rate of mileage for use of their personal cars when on official Kansas Athletics business. Mileage rate for staff using a courtesy car is 50% of the current IRS reimbursement rate per mile. Kansas Athletics Staff that have a courtesy car will only be reimbursed at the courtesy car rate, regardless if another car is used for the trip. For current mileage reimbursement rates, contact the Business Office or visit IRS website at www.irs.gov.

- Liability Insurance

Employees using their privately owned vehicles for Kansas Athletics -approved business must demonstrate proof of insurance for a minimum liability of $50,000/$1,000,000 and $5,000 in property damage or, in lieu thereof, a minimum of $100,000 of liability for bodily injury and property damage. A copy of a current Certificate of Insurance or copy of the insurance policy must be on file with the Business Office. A "No Fault" identification card is not acceptable.

Rental Cars

Rental car use at the least expensive rate available may be approved when no alternate mode of transportation is possible or practicable. The University permits the use of rental cars when there is a demonstrated cost savings over other modes of transportation, and use of the rental car is not strictly for convenience.

- Collision Insurance

Employees do not need to accept the Collision Insurance offered by the rental car agency when on official business. Kansas Athletics has insurance to cover this cost.

- Taxi and Limousine Service

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Taxi and limousine service expenses are approved on a limited basis when other local transportation methods are not readily available. Receipts are required for all trips.

Expense Reimbursement Rates

Kansas Athletics will pay the travel expenses for a staff member when transacting official business; when such travel has been approved; and when funds are available for this purpose. Travel expense reimbursements will be limited to the following maximum amounts and procedures:

A subsistence allowance for meals, tips, newspapers and other incidental expenses may be claimed by the traveler for a continuous business trip within the same day or an overnight trip based on the amount of time the person is actually away from his home station. Departure and return times must be listed on the expense report.

AMOUNT OF TIME

FROM	TO	ALLOWANCE	HIGH COST AREA
0 hrs. 00 min.	4 hrs. 59 min.	$ 0.00	$ 0.00
5 hrs. 00 min.	11 hrs. 59 min.	$15.00	$20.00
12 hrs. 00 min.	19 hrs. 59 min.	$22.00	$27.00
20 hrs. 00 min.	24 hrs. 0 min.	$35.00	$40.00

High cost areas are defined as New York City, Washington DC, Hawaii, San Francisco & Los Angeles. Washington DC includes the cities of Alexandria, Fairfax, & Falls Church & the counties of Arlington, Fairfax, and Loudon in Virginia, and the counties of Montgomery & Prince Georges in Maryland. New York City includes all locations in the counties of Nassau & Suffolk. Los Angeles includes all counties within Los Angeles and Orange counties.

Per Diem for foreign travel (outside the continent) will be handled on a case-by-case basis.

Subsistence Reduction

Meal expenses for entertainment of non-staff shall be paid on an actual-cost basis per establishment receipt. The staff member's meal shall be included on the receipt and reduction in the daily subsistence allowance shall occur. The reduction shall be according to the following rates:

	BREAKFAST	LUNCH	DINNER
REDUCTION AMOUNT	$7.00	$10.00	$15.00

And for high cost areas:

	BREAKFAST	LUNCH	DINNER
REDUCTION AMOUNT	$9.00	$12.00	$17.00

Subsistence shall also be reduced for banquet attendance, alumni meetings, and public relations functions when meals are served even when there is no expense to Kansas Athletics. When a meal is served during a trip of 12 hours or less, no subsistence claim shall be made.

Business Entertainment

Kansas Athletics recognizes the value of promoting its program not only to cultivate potential donors but also to interface with the general public and organizations having a public purpose. Kansas Athletics allows staff members, generally administrators and coaches, involved in official

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Kansas Athletics business which requires the entertainment of individuals outside the University, to incur reasonable entertainment expenses. Such expenses are subject to the approval of the Senior Associate Director of Athletics and must:

- Be reasonable
- Benefit Kansas Athletics
- Comply with all University, Conference and NCAA rules and regulations
- Comply with all expense reporting procedures.

An entertainment expense reimbursement will not be allowable when only Kansas Athletics employees comprise the group. However, the Athletics Director may authorize special exceptions to this policy. (i.e. team travel, post season events, etc.)

Documentation for reimbursement of entertainment expenses should include:

1. An original receipt (credit card receipt or actual imprinted receipt)
2. Name(s) of individual(s) entertained
3. Business affiliation of individual(s) entertained and relationship (established or proposed) to Kansas Athletics
4. Date of entertainment
5. Location (name of establishment and city)
6. Reason for entertainment (e.g. recruiting, fund raising, advancement of goodwill, etc.).

Expense reimbursement for transportation, lodging and related expenses for all types of Kansas Athletics travel is provided, based on the actual cost of reasonable, necessary and receipted expenses.

The reimbursement or payment of business meals and entertainment expenses is a privilege extended by the University and Kansas Athletics for the enhancement of legitimate business purposes. All Kansas Athletics staff members are responsible for ensuring that the privilege is not abused and that only legitimate purposes are served. Reimbursement for expenses is obtained by submitting an Individual Travel Voucher and all receipts to the individual's administrative assistant (if applicable). The administrative assistant is responsible for organizing the documents and submitting them to the Director of Business Operations.

Expense Reports for Travel Reimbursement

The Expense Report is used for all non-payroll payments to Kansas Athletics employees for travel expenses related to meals, lodging and mileage expenses. The traveler is responsible for initiating the form with his/her administrative assistant (if applicable) and submitting it to the Business Office for processing within five (5) days after the conclusion of the trip.

Expense Report back-up documentation must include the following items:

1. The back copy of the airline ticket (limited to a tourist class fare) for all airfare expenses (or copy of e-ticket);

2. The rental agreement for rental cars (Rental agency collision coverage is not required nor reimbursed; Kansas Athletics has blanket coverage.);

3. Receipts for taxis, parking, tolls and gas;

4. Itemized statement of hotel expenses (limited to moderately priced accommodations and excluding personal expenses and unapproved charges);

5. Receipts for miscellaneous expenses and a written explanation of each charge (Charges for shoe shines, laundry, movies, car wash and personal phone calls are disallowed.);

6. For recruiting travel, a completed copy of the Contact/Evaluation Log Sheet is submitted directly to the Compliance Office on a monthly basis;

7. For team travel, a Travel List/Meal Money Disbursement form;

8. For a prospective student-athlete official visit, an
    a. Official Recruiting Visit Entertainment Cash Advance form;
    b. Student Host Receipt/Instructions form;
    c. Official Recruiting Visit Record.

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Receipts And General Information

Original receipts are mandatory for the following items:

Lodging
Entertainment
Parking
Common Carrier, (i.e. planes, rental cars, taxis, limousines, buses and trains)
Tolls (i.e. bridges and turnpikes)
Gasoline used in rental cars or Kansas Athletics vehicles
Any other expense not listed below
Event tickets (i.e. high school and college events)
Event programs (i.e. high school and college programs)

No Receipts, No Reimbursement

Reimbursement will not be permitted if a receipt is required and the receipt is not turned in with the expense report. The explanation that a receipt was "lost" will not satisfy this requirement.

Travel expenses should be reported in chronological order, showing all dates and times of departure and return.

When it is apparent that an overnight stay existed and no lodging expense is claimed, an explanation is required.

When two or more department members are traveling together each must file an expense report. The subsistence allowance must be claimed on each individual report. One staff member may report all of the vehicle cost or lodging cost on a report if all persons traveled in one car or stayed together in one room. All others must explain the absence of these cost items on the individual expense reports.

Entertainment of another staff member is NOT a reimbursable expense. Entertainment expenses are only allowable when a NON-STAFF member is involved. EXAMPLE: Two staff members are traveling together and one pays the lunch bill for both. This is NOT an entertainment expense and cannot be submitted as such. The proper action would be for both staff members to claim appropriate subsistence allowances and to settle with each other as desired.

Registration Fees

When a staff member has received prior approval from the appropriate supervisor to attend a conference, seminar or official business meeting, the registration fees are reimbursed. However, all incurred costs, within reason, must be appropriately documented. Documentation may include the official printed materials listing fees covered by registration costs.

Incidental Expenses

In general, Kansas Athletics reimburses the traveler for expenses incidental to official travel (e.g. gratuities not to exceed 20%, telephone, typing, fax, etc.). A detailed accounting of such expenses with any available receipts must be included on the expense account report.

Non-reimbursable incidental travel expenses include, but are not necessarily limited to, the following:

1. Personal expenses (i.e., newspapers, toiletries, etc.);
2. Laundry and dry cleaning expenses;
3. Personal phone calls;
4. Alcoholic beverages; and
5. Any other items not specifically permitted.

Appendix 7

DAY TO DAY (701B)

701B Travel: Teams

Updated 10/08

TRAVEL: TEAMS

Kansas Athletics is committed to following all Conference and NCAA rules and regulations related to transporting student-athletes to and from practice and competition sites. Kansas Athletics rules take precedence when the NCAA does not address the issue at hand or when the NCAA rule is less stringent. Since team travel represents a major expense to Kansas Athletics, individuals involved in making such arrangements must strive to negotiate terms which are in the best interest of Kansas Athletics. Moreover, when warranted by travel party size and associated costs, transportation and lodging arrangements may be let out for bid.

Once the competitive schedule has been approved, each Head Coach should immediately begin to plan the team's home and away trips. Arrangements and travel itineraries for Kansas Athletics team travel for all sports are coordinated by the Travel Coordinator as requested by each sport's Head Coach. All travel arrangements and expenses are subject to the review and approval of the Associate Athletics Director/Internal Affairs. (See Policy 405B, Disbursements: Travel and Entertainment Expenses, in this Manual for financial arrangements related to travel.)

Official travel parties must be designated in advance by the sport's Head Coach and are subject to the approval by the Director of Athletics, with final approval granted by the Chancellor.

Travel Coordinator Responsibilities

The Travel Coordinator coordinates all travel arrangements, as requested by each Head Coach. All information should be submitted to the Travel Coordinator by the following deadlines:

- June 1, for all fall sports;
- August 15, for all winter sports; and
- December 15, for all spring sports.

Requests are processed in the order they are submitted with all timely requests honored before those submitted after the deadline. In general, the Travel Coordinator is responsible for the following travel arrangements:

1. Developing the travel itinerary;
2. Completing travel authorization paperwork;
3. Arranging for transportation, lodging and team meals.

Travel Itineraries Travel itineraries are developed by the Travel Coordinator based on the Away and Home Travel Planner forms submitted by the Head Coach. Each itinerary includes the following information:

1. Departure date and time;
2. Mode of transportation and name of carrier (e.g. airline, bus, charter company, etc.);
3. Lodging accommodations;
4. Telephone contact number at destination;
5. Anticipated time of return to campus.

Finalized copies of all itineraries are made available to Kansas Athletics staff on a weekly basis.

Team Travel Advances

Cash advances for team travel are issued to cover per diem meal, travel expenses and gas based on each team's travel allowance. A separate advance is required for each trip. The advance form must be signed by the person requesting the funds, his/her immediate supervisor and the Sport Supervisor. Cash advance requests must be submitted to the Athletics Business Office twenty-four (24) hours in advance of when the check is needed. These advance checks will not be cashed in the Athletics Business Office or other Kansas Athletics departments.

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Each team travel report requires an Itinerary, Official Team Travel List, Rooming List and Per Diem form signed and dated by those receiving the per diem funds. The Per Diem sheet should be signed at the time the funds are received.

o Security of Funds

Due to the high risk of carrying large amounts of cash while traveling, cash advances should immediately be converted to traveler's checks by the employee. In addition, while traveling, hotel safes should be utilized routinely to safeguard negotiable Kansas Athletics assets.

Reconciliation of Advances

All cash advances must be settled within five (5) days of the expenditure or conclusion of the trip, by completing an Expense Report form and submitting receipts (in chronological order) to the Kansas Athletics Business Office. The custodian of the funds is responsible for the settlement of the account. All accounts which have not been settled within ten (10) days are referred to the Director of Business Operations for resolution with no additional funds made available until settlement. Any expenditures over the advanced amount are reimbursed to the employee based on appropriate receipts.

Travel Accommodations

All expenses incurred by a sport's team when traveling must be within budgetary constraints and meet Kansas Athletics, Conference and NCAA guidelines. The Travel Coordinator is responsible for coordinating all travel accommodations. However, requests for commitment of funds over the approved budget are subject to the approval of the Director of Athletics. Depending upon team size, the amount of required travel and related costs (e.g. transportation, lodging, meals, etc.), all or part of the travel accommodations may be let out for bid, as described in Policy 404, Purchasing Procedures, in this Manual.

Transportation

The mode of transportation for team travel is selected by the Head Coach, based upon the following considerations:

1. Safety;
2. Expense;
3. Distance;
4. Availability; and
5. Number of travel days; with special consideration given to
6. Unusual circumstances, such as inclement weather, exam schedules, etc.

In general, chartered buses are used for team travel. Airline transportation is reserved for long distance travel (over 300 miles) and for travel to national meets and contests. All air travel is subject to Kansas Athletics' requirements. All special discounts (see "Air Transportation" in Policy 601A in this Manual for a listing of special discounts) should be used when available.

Ground Travel

Ground transportation must be utilized for all travel to destinations of 300 miles or less. Teams are not eligible to use air transportation for destinations within a 300 mile radius.

The Travel Coordinator orders all buses, vans and cars as needed. If not using a bus, Head Coaches are responsible for ensuring that vehicles are driven by approved drivers. Additionally, the Head Coach should be in the lead vehicle and within sight of all other vehicles in the traveling party. Team travel plans should include driver rotation and rest stops every four (4) hours.

Head Coaches are responsible for ensuring that the vehicle is cleaned before it is returned to the Motor Pool. Upon return, the mileage record and any vehicle problems should be reported to the Olympic Equipment Room.

Lodging

All lodging accommodations are ordered as listed by the Head Coach on the Home and Away Contest Planner forms. Normally, all lodging charges are billed directly to Kansas Athletics.

To minimize costs, all teams are required to assign two (2) players to a room. **Under no circumstances may more than one student-athlete be assigned to a bed.** Single room accommodations are used to accommodate an odd number of staff or student-athletes.

Student-athletes must stay with their teammates at the assigned lodging. Exceptions may be granted at the discretion of the Head Coach with

the approval of the Director of Athletics. Additionally, coaches and staff traveling with the team are also expected to stay at the assigned lodgings.

Telephones are to be shut off in all student rooms to comply with NCAA policy. In-room movies are to be shut off in all staff rooms to comply with Kansas Athletics' policy.

Meals

Student-athletes may be fed as a team or given a per diem meal allowance. The amount of the meal allowance must not exceed the maximum reimbursement for the meal permitted under regulations governing employee travel. Higher per diem rates may be granted based on the away site's locale. Coaches are encouraged to arrange team meals so that the student-athletes receive a balanced diet and are not tempted to skip meals. Kansas Athletics has set a 15% limit on gratuities unless the eating establishment requires a higher percentage for large groups.

Each student-athlete receiving a per diem must acknowledge receipt of the money by signing the Travel List/Meal Money Disbursement sheet. A Travel List/Meal Disbursement Sheet must account for each day of travel, and must specify each meal's cash allotment in the bottom section. It must also be signed and dated.

o Fourth Meal

As allowed by NCAA rules, a fourth meal may be permitted on game day. Should student-athletes be given cash in lieu of a purchased meal (i.e. group dinner) the rate is to be equal to the maximum amount permitted by Kansas Athletics travel regulations.

o Employee Meals

Employees traveling as part of the team party receive per diem for their meals, to a maximum equal to the meal allowance provided to student-athlete team members and not to exceed the maximum amount permitted by Kansas Athletics travel regulations (if eat team meals per diem for that meal must be subtracted).

Team Travel Requirements

In general, all team members must travel to and from an away event with their teammates, though exceptions may be granted. Any such exceptions are at the discretion of the Head Coach, with the approval of the Director of Athletics, the Senior Associate Athletic Director or the Associate Athletic Director/Senior Woman Administrator, as appropriate. Additionally, student-athletes 18 years of age or younger may not travel apart from the team without written parental approval.

When approval is granted to travel separately, the student-athlete must sign a Travel Release. This form releases Kansas Athletics from any liability or risk involved in the alternate travel plans.

Standards of Conduct

As representatives of Kansas Athletics, student-athletes are expected to conduct themselves in an honorable manner at all times. To ensure that each student-athlete knows what constitutes acceptable behavior, the Head Coach is responsible for setting standards of team conduct during trips. Specific conduct standards may include dress code, individual conduct, curfews and free time activities. Additionally, the Student-Athlete Handbook specifies in detail team travel rules and conduct expectations.

Team Entertainment

The Director of Athletics is authorized to approve reasonable entertainment expenditures for team members and official members of the traveling party. **All entertainment expenses must receive prior approval and be supported by receipts and a list identifying all participants.** Staff members' expenses for group entertainment are covered in travel party costs. However, employees are not reimbursed for individual entertainment expenses (e.g. movies, snacks, etc.).

Postseason Championship Travel

The NCAA Travel Handbook sets forth policies governing transportation to NCAA meets, tournaments and committee meetings. In general, the NCAA guarantees payment of round-trip transportation expenses for all qualified teams and individual competitors to the site of the competition. Ground transportation costs are submitted by the Travel Coordinator to the NCAA for reimbursement. All air travel reservations must be made through the NCAA Travel Service.

Employee Guidelines

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Certain benefits allowed by the NCAA to student-athletes are explicitly prohibited to employees despite their inclusion as a member of the official travel party. Except where specific exceptions are made within this policy, travel by individual employees is governed by Kansas Athletics' travel policy.

The following rules and regulations apply to expenses incurred by employees while traveling as an official member of the team's travel party:

1. The Director of Athletics or a Head Coach may be reimbursed for expenses incurred in the entertainment of officials of competing schools, as approved by the Chancellor.
2. Employees traveling with the team are not eligible for any per diem allowances for incidental expenses permitted by the NCAA for student-athletes.
3. Employees traveling with the team are not eligible for porter expenses for each day in transit.
4. Employees may not file individual expense reports for reimbursement of expenses associated with team travel. However, employees identified as "guests" traveling with a team may submit travel expenses, as provided in Policy 701A, Travel Individual Staff Members.

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DAY TO DAY (701C)

701C Travel: Prospective Student-Athletes

Updated 1/06

NCAA regulations permit member institutions to finance only one official campus visit, which may not exceed 48 hours for a prospective student-athlete. The Compliance Office, coaches and other staff members involved in recruiting visits are responsible for ensuring that all pertinent NCAA rules and regulations are strictly followed. The Head Coach or his/her designee is responsible for making arrangements for all official visits by prospective student-athletes with the assistance of the Travel Coordinator. Official visit travel and entertainment expenses are confined to the following benefits:

- Payment for actual round-trip transportation, by the most direct route, between the prospect's home and the campus; (The prospect may travel by personal car and be reimbursed mileage expenses or travel tourist class by air). If driving, the Official Recruiting Mileage Reimbursement form must be submitted to Business Office at least five working days in advance of trip. Attach mapquest printout to verify distance traveled. If done in a timely manner, check will be available when prospect arrives. If not, check will be mailed out following the trip.

- Under no circumstances is a Coach allowed to personally reimburse a prospect or prospect's parents and then submit for reimbursement. In an emergency situation, contact Sport Administrator who will be able to facilitate.

- Entertainment, which may not be excessive, for the prospect, the prospect's parents, legal guardians or spouse only within a 30-mile radius of the institution's main campus;

- Complimentary admissions to a campus athletics event for the prospect and the prospect's parents (or legal guardians) or spouse. Such admissions may provide seating only in the general seating area of the facility. Seating in the press box, bench area or VIP seating is prohibited.

- Housing and meals for the prospect and his/her parents, legal guardians or spouse on a scale that is comparable to a normal student's housing and meals.

Reimbursements for legitimate expenses associated with the official visit of a prospective student-athlete to the University are allowable if the Compliance Office approves the visit in advance and associated expenses are in compliance with the rules and regulations of the respective Conference and the NCAA. (See Policy 502A, Student-Athletes: Recruiting, for additional compliance information.)

Transportation, Meals and Lodging

The "48-Hour Recruiting Visit - forms packet" must be completed prior to any official visit. The packet includes, but is not limited to, all travel plan information, test scores(s) and transcript reviewed by Student Support Services, 48-Hour Visit form including a copy of the test score(s) and transcript for review by the Compliance Office, the five visit letter sent by the Compliance Administrative Assistant, coaches' check list, and student host information. These packets are available in the Compliance Office. When the 48-Hour Recruiting Visit Authorization form has been completed, the staff member may present the form to the Athletics Business Office and receive a check for the amount authorized. The NCAA has specific guidelines concerning reimbursable expenses and permissible lodging, transportation, entertainment, etc., for the prospective student-athlete and his/her parents/legal guardians or spouse. No other family members are involved. Permissible expenses include the following:

1. Actual round-trip transportation expenses by direct route from the prospect's home or school to the University by:
    a. Tourist or coach class airfare on commercial carrier;
    b. Private aircraft rates that are the established rates at the aircraft's home airport; or
    c. Personal car mileage at up to $0.40 per mile, Head Coach to decide based on each prospect.

2. Transportation to and from the airport to the University.

3. Necessary and reasonable meal costs incurred while traveling to and from the campus for the prospect only. It is not permissible to pay the meal and lodging expenses incurred in transit for the prospect's family or friends.

4. Cost of actual meals, not to exceed three per day, for the prospect, his/her parents or legal guardians, or spouse while visiting the University.

5. Accommodations for lodging in an on-campus facility or in a local (within 30 miles radius of campus) commercial facility at a scale comparable with that of normal student-life.

6. A maximum of $30.00 per 24-hour period to cover actual and necessary expenses, excluding the cost of meals and admission to campus athletic events, provided to a student host assigned to entertain a prospect, not to exceed $60.00.

Mileage Reimbursement

● The Official Recruiting Visit Mileage Reimbursement form must be submitted five (5) working days in advance of the visit for all prospective student-athletes requesting cash reimbursement for personal vehicle mileage. The form requires the signatures of the prospective student-athlete (can be signed when providing check) and the recruiting coach and documents the mileage travel (include printout of mapquest confirming mileage), the rate of payment per mile (up to .48 cents) and the total sum paid. Failure to submit the form in advance results in delayed payments. Under no circumstances is a Coach allowed to personally reimburse a prospect or prospect's parents and then submit for reimbursement. In an emergency situation, contact Sport Administrator who will be able to facilitate.

Direct Billing For Meals

Several local restaurants have agreed to provide direct billing of meal charges to Kansas Athletics. Coaches are responsible for ensuring that the requests of the restaurant's management are met in conjunction with each visit. In general, the following guidelines apply:

1. Prior to each visit, a Kansas Athletics staff member must call the establishment to verify that the meal may be charged.

2. **One** enrolled student-athlete host may receive a meal. Only the prospective student-athlete and **either** his/her spouse, parents or guardian may be included in the meal charges. Other guests may attend but are responsible for their own bills. This includes additional members of a team (i.e., enrolled student-athletes).

3. A Kansas Athletics staff member must be attendance and is required to show photo identification when signing the bill. The staff member must designate the student-athlete's name and the names of others whose meals were charged.

Direct Billing For Lodging

Several local hotels/motels have agreed to provide direct billing for lodging charges to Athletics. When making reservations, the Kansas Athletics staff member must verify that the lodging charges (e.g., room rates and taxes) may be billed directly. All other charges (movies, phone charges, etc.) are the responsibility of the prospective student-athlete. (Kansas Athletics has an agreement with local hotels to preclude a prospect from having any incidental expenses charged to the room.)

Entertainment

The Head Coach and/or Assistant Coach are responsible for ensuring that entertainment of prospective student-athletes is in compliance with Kansas Athletics, Conference and NCAA rules and regulations. The Compliance Office should be apprised of all entertainment plans prior to each visit to ensure compliance regulations are met. Entertainment of prospects is limited by the following NCAA rules and regulations:

1. Entertainment may be provided only to the prospect and the prospect's parents or guardians or spouse, and must take place on the campus or within 30 miles of the main campus.
2. Excessive entertainment is not permitted. Moreover, **prospects may not be given cash or the use of automobiles during their official visits.**
3. Complimentary admissions (via a pass list only), plus $30.00 per day to cover actual and necessary expenses, may be provided to student hosts assigned to entertain the prospects during an official visit. An additional $15.00 per day may be provided for each additional prospect the host entertains.
4. Complimentary admissions may be provided to a prospect and his/her parents or guardian or spouse for a campus athletics event. However, complimentary admissions may not be provided for a prospect's friends.
5. Souvenirs, such as shirts, photographs, jerseys, etc., are **prohibited** as gifts for the prospect or his/her friends and family. Such items and other souvenirs **may not** be purchased using the $30 in host money.

Student Hosts

Student hosts are selected and trained by the Head Coach or designated recruiting coordinator. In addition, the Compliance Office conducts annual Student-Athlete Host Seminars with each team to review NCAA rules and Kansas Athletics policy for official visits. Distribution of funds to the designated hosts must be documented on the Student Host Receipt/Instructions form which requires the signature of the student host.

Additionally, the host is required to report expenses related to entertainment of the prospect and to return any unused portion of the

entertainment allowance after the completion of the official visit. For more detailed information, see Policy 502A, Student-Athletes; Recruiting, in the Manual.

Cash advances for host expenses must be requested a minimum of five (5) working days in advance of the visit.

Reimbursement of Expenses

Upon completion of the official visit, an expense report is required to document all expenses and to reconcile the cash advance. The form must be signed by that individual responsible for coordinating the visit and his/her immediate supervisor prior to being submitted with all receipts to the Business Manager in the Athletic Business Office. A copy of the Official visit paperwork (Official Visit Recruiting Record, Student Host Receipts, Prospect Receipt) should be submitted to the Compliance Office as well. Additional documentation, if appropriate, may include the following:

1. If the prospect traveled by personal car, he/she may be reimbursed in an amount equal to the current IRS reimbursement rate per mile, which must be receipted on the Official Recruiting Visit Mileage Reimbursement form. Requests for cash reimbursements must be submitted a minimum of five (5) working days prior to the visit. For current mileage reimbursement rates, contact the Business Office or visit the IRS website at www.irs.gov.

2. Attach mapquest printout to verify distance traveled. If done in a timely manner, check will be available when prospect arrives. If not, check will be mailed out following the trip. Under no circumstances is a Coach allowed to personally reimburse a prospect or prospect's parents and then submit for reimbursement. In an emergency situation, contact Sport Administrator who will be able to facilitate.

3. If a student-athlete host receives the $30 per day in cash to cover entertainment expenses, as allowed by NCAA rules and regulations, the receipt of such monies must be documented in writing using the Student Host Receipt/Instructions form.

4. A coach who receives a cash advance to cover any entertainment expenses for a prospective student-athlete must also sign and acknowledge the Official Recruiting Visit Entertainment Cash Advance. All cash advances must be repaid and an expense report submitted within one and one-half (1 1/2) days following the conclusion of the visit.

5. Each prospective student-athlete should sign the Prospect Receipt Form at the end of his/her visit.

Unofficial Visits

Extreme care must be used to comply with Kansas Athletics, Conference and NCAA rules and regulations related to the activities of prospective student-athletes on unofficial campus visits. Unofficial visits are visits made at the expense of the prospective student-athlete and his/her family. A prospect may visit a member institution's campus at his or her own expense an unlimited number of times. There is no "entertainment" or expenditure of funds on a potential student athlete during an unofficial visit.

Per NCAA rules, the only benefit Kansas Athletics can make available to a prospect on an unofficial visit is a maximum of three (3) complimentary admissions to athletics events held on campus. In addition, prospects accompanied by staff members may be provided transportation to a practice or competition site within a 30-mile radius of the campus. **No other benefits may be provided.**

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DAY TO DAY (701D)

701D Travel: Travel Party

Updated 7/05

TRAVEL: TRAVEL PARTY

Authorized Travel Personnel on Team Trips

Team members (refer to Big Twelve manual for travel squad size for conference play)
Required coaching staff
Athletics Trainer(s) and manager(s)*
Media Relations Staff (as required)*
Athletic Administration (as approved by Athletics Director)
Sport Supervisor
Video Staff *
Academic Counselors*
Ticket Office*
Radio Network*
Team Physicians (regularly FB/MBB/WBB & as essential for other sports)

Football/Basketball (Additional Personnel)

Chancellor and spouse
Athletics Director and spouse
Spouse of Head Coach
Faculty Athletics Representative
Guest upon invitation of the Head Coach and Athletics Director *

*When space available

Guidelines For Post-Season Athletics Events

The Chancellor's Post Season Athletics Committee met on November 17, 1992, and established the general guidelines for post-season athletics event participation by the various constituent groups.

A. General Policy

If an athletics team and coaches receive a bid for post season competition and choose to participate, the Athletics Director will recommend to the Chancellor that the institution accept the bid. If the Chancellor concurs, participation by any of the groups outlined below in the post-season athletics event will be at the discretion of the Chancellor. Groups will be funded within the Big Twelve and/or NCAA expense allowances and in the order of priority as listed below unless otherwise directed by the Chancellor. The University desires maximum levels of participation consistent with the funds available.

The following groups (in prioritized order) will constitute the Official Party for the post-season athletics event activities:

1. Athletics team
2. Coaching staff
3. Essential athletics staff
4. Chancellor's group
5. Invited guests
6. Spirit squad
7. Band

B. Official Party and Travel Policies.

The following groups will be funded as described unless otherwise authorized by the Chancellor:

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1. The athletics team includes such varsity athletes, as the Head Coach deems necessary. Spouses of varsity athletes may be included at the recommendation of the Head Coach with the approval of the Athletics Director. Reimbursement may include a trip of 3-11 nights (depending upon event related activities, practice days, and The University of Kansas academic calendar), air transportation, lodging, meal allowances, and incidental allowances as prescribed by the Chancellor in conformity with Big Twelve and NCAA regulations.

2. The coaching staff includes all full and part-time team coaches. Spouses of the coaches and unmarried children living at home may be included at the recommendation of the Athletics Director with the approval of the Chancellor. Reimbursement may include a trip of 3 to 11 nights (depending upon event-related activities, practice days, and The University of Kansas academic calendar), air transportation, lodging, meal allowances, and incidental allowances as prescribed by the Chancellor.

3. Essential athletic staff. This group includes the Athletics Director and such Athletics support staff, as the Athletics Director deems necessary for the event. Spouses and unmarried children living at home of essential athletic staff may be included at the recommendation of the Athletics Director with the approval of the Chancellor. Reimbursement will be consistent with that of the coaching staff.

4. The Chancellor's Office. The minimum Chancellor's Group includes the Chancellor and such other members of the Chancellor's staff, as the Chancellor may deem appropriate. Reimbursement shall include a trip of 3 to 11 nights depending upon event related activities, team travel, other University of Kansas activities, air transportation, lodging, meal allowances and incidental allowances as prescribed by the Chancellor. Spouses and unmarried children living at home of the Chancellor's staff may be included as recommended by the Chancellor.

5. Invited Guests and Essential Personnel may include the Governor, the Chair of the Board of Regents, the NCAA Institutional Representative, the President of KUEA, the President of KUAA, the Chair of Kansas Athletics Advisory Committee, donors, and Chancellor's designees, along with spouses.

6. Spirit Squad and Band member participation will be determined by NCAA rules and alumni participation. Support by the Athletics Department will include transportation, meals and lodging consistent with NCAA expense allowances.

Guest Travel for Head Coaches

This policy applies to all Head Coaches who do not have an employment agreement that supersedes this policy.

Kansas Athletics will not pay the expenses for a Head Coach's guest to travel with the team during the regular season. However, if that individual travels with the team at no expense to Kansas Athletics, such travel would be permissible provided the supervisor has approved such travel.

For post-season championships each Head Coach may take one guest, at Kansas Athletics expense. Kansas Athletics will pay travel costs but not per diem until championship round. Kansas Athletics will pay per diem for championship round (e.g., Final Four, World Series, NCAA Championship).

The expenses that will be paid by Kansas Athletics for the Head Coach's guest include transportation, lodging (if necessary) and a subsistence allowance consistent with the Kansas Athletics policy. All guest travel expenses constitute taxable benefits to the Head Coach.

Kansas Athletics Staff Travel with Teams

Each team should provide to the appropriate sports supervisor, prior to the season's beginning, an official travel party list. If the Head Coach wishes to take additional Kansas Athletics personnel on any trip, the sport supervisor must approve that travel. In any situation where a Kansas Athletics staff member travels with the team, that staff member should have job responsibilities to assist the team or should arrange meetings with institutional personnel at the competition site in order to utilize the trip as professional development.

Postseason Championship Travel

The NCAA Travel Handbook sets forth policies governing transportation to NCAA meets, tournaments and committee meetings. In general, the NCAA guarantees payment of round-trip transportation expenses for all qualified teams and individual competitors to the site of the competition. Ground transportation costs are submitted by the Travel Manager to the NCAA for reimbursement. All air travel reservations must be made through the NCAA Travel Service.

Employee Guidelines

Certain benefits allowed by the NCAA to student-athletes are explicitly prohibited to employees despite their inclusion as a member of the official travel party. Except where specific exceptions are made within this policy, travel by individual employees is governed by

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Kansas Athletics travel policy.

The following rules and regulations apply to expenses incurred by employees while traveling as an official member of the team's travel party:

1. The Director of Athletics or a Head Coach may be reimbursed for expenses incurred in the entertainment of officials of competing schools, as approved by the Chancellor.

2. Employees traveling with the team are not eligible for any per diem allowances for incidental expenses permitted by the NCAA for student-athletes.

3. Employees traveling with the team are **not** eligible for porter expenses for each day in transit.

4. Employees may not file individual expense reports for reimbursement of expenses associated with team travel. However, employees identified as "guests" traveling with a team may submit travel expenses, as provided in Policy 701A, Travel Individual Staff Members.

Appendix 7

DAY TO DAY (702A)

702A Scheduling: Events

Updated 1/08

SCHEDULING: EVENTS

Schedules are constructed for all sports in order to provide competitive equity while remaining within budgetary constraints and applicable University, Conference and NCAA rules and regulations. All schedules are subject to the final approval of the Director of Athletics or the appropriate Program Administrator.

Rules and Regulations

As a member of the NCAA, as well as the Big Twelve Conference, the University of Kansas is bound by the rules and regulations governing playing and practice seasons. Specifically, the NCAA has established limitations on times and dates for athletically related activities to ensure that athletics participation does not limit a student-athlete's ability to secure a well-rounded education. (See Policy 702B, Scheduling: Practices, for information on athletically related activities.) Regulations governing practice and competition schedules per sport are contained in Bylaw 17 of the NCAA Manual.

The Big Twelve scheduling procedures conform to the NCAA guidelines; however, coaches are reminded that Conference games are to be scheduled and approved before the scheduling of any non-Conference event.

Declaration of Playing Season

In compliance with NCAA rules and regulations, each Head Coach is required to complete the sport's Declaration of Playing Season form and submit it to Compliance Office for compliance review and approval **prior** to the start of the season. This form includes information on traditional and non-traditional segments for the sport and lists any contest exemptions.

The NCAA permits a change in the declared playing season at any time, provided the change is documented in writing and on file in the Compliance Office.

Schedule Construction

The Head Coach of each sport is responsible for initiating and submitting a preliminary schedule of competitive events to the Sport Supervisor.

Deadlines for submitting preliminary schedules are set annually by the Sport Supervisor responsible for each program, with Head Coaches informed of the deadlines through Kansas Athletics memorandum. In addition to NCAA and Conference limitations, the following factors must be considered in the construction of schedules:

1. Income and expenses involved for each contest (as determined by any guarantee versus estimated costs) and the potential impact on the allocated budget;
2. Academic and holiday schedules (with special attention given to reading days and exam schedules);
3. Class absences required for each contest, including both home and away events;
4. Balance between number and spacing of home and away contests;
5. Caliber of opponents (balance between outstanding, average and weak);
6. Management of away competitions to minimize time away from campus and travel costs;
7. Availability of facilities for home contests;
8. Competition dates for other prominent sports, tournaments and meets and championship/bowl events;
9. Establishment of favorable reciprocal agreements and exiting commitments (see "Contracts for Events" below); and
10. Avoidance of conflicts with other home events.

The following information must be included on the schedule:

- Opponent;
- Place;
- Facility;

- Date/Time, and if it is an away event;
- Departure date/time;
- Day(s) of the week;
- Total classes to be missed; and
- Return date/time.

Schedule Approvals

All sports schedules are subject to the final approval of the Director of Athletics. Prior to submitting the final schedule for the Director's approval, the Sport Supervisor, as appropriate, analyzes each sport's schedule to ensure that the schedule does not require any student-athlete to miss an excessive number of class periods in any course. Sports Supervisors will provide copies to the Assistant Director Athletics/Compliance and the Associate Director of Athletics/Student Service for additional review. Once approved, copies of the schedule are distributed by the Sports Supervisor to Media Relations.

Schedule Changes

Once approved by the Director of Athletics, a sport's competition schedule is considered official, and may not be added to or changed in any manner without the change being reviewed by the Sport Supervisor in charge of the affected sport. In concert with the Athletics Director, they will evaluate the requested schedule change to determine how the date, time change and travel schedule may affect the student-athlete and the overall master schedule for the intercollegiate athletics program.

Cancellations

Cancellations of scheduled competitions are permitted, as circumstances require. The Head Coach, in conjunction with the Director of Athletics, has been granted the authority to cancel an athletic event after reviewing all available options.

As time permits, a written notification of the cancellation or any other change to the schedule is disseminated immediately by the Sport Supervisor to all Kansas Athletics staff.

Contracts for Events

It is the policy of Kansas Athletics to honor all provisions agreed to in contracts entered into by Kansas Athletics. A contractual document is required for all intercollegiate sports competitions whether or not a guarantee is involved. The Director of Athletics is authorized to execute standard, athletically-related contractual agreements on behalf of the University of Kansas. This may be delegated to sports supervisors, as appropriate. (See Policy 412, Business Contracts, for additional information.)

Copies of all contracts are kept on file with the Sports Supervisor. The Corporate Counsel must review all contracts.

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DAY TO DAY (702B)

702B SCHEDULING: PRACTICES

Updated 7/05

Practice schedules are formulated by individual Head Coaches within guidelines established by the University, Kansas Athletics, Conference and NCAA rules and regulations (See Bylaw 17, NCAA Manual). Furthermore, each Head Coach is expected to give appropriate consideration to budgetary limitations, as well as the fair and equitable use of facilities by all sports. The Compliance Office is responsible for monitoring compliance with all established guidelines.

Preliminary practice schedules are submitted to the Assistant Director of Athletics for Facilities and Event Operations a minimum of two (2) weeks prior to the start of each season (the exact due date is circulated to all Head Coaches via a memo from the Assistant Director of Athletics for Facilities and Event Operations). The Assistant Director of Athletics for Facilities and Event Operations, in conjunction with the sport's respective administrator, is responsible for compiling all practice schedules and constructing a master schedule to reserve required facilities.

Declaration of Playing and Practice Season

Each Head Coach is required to complete the sport's Declaration of Playing Season form and submit it to the Compliance Office for a compliance review. The completed forms are then filed with the Compliance Office. Each form includes information on the number of competition dates, scrimmages, exemptions, first and last practice, etc.

Playing and Practice Logs

Per NCAA Bylaw 17, student-athletes who participate in practice sessions must be enrolled as full-time students at the University of Kansas and be academically and athletically eligible to participate. Furthermore, student-athletes are prohibited from participating in more than 20 hours of athletically related activities per week and must be granted one (1) calendar day per week devoid of all countable athletic activities.

Countable hours must be recorded on a daily basis (not to exceed 4 hours per day) for each student-athlete, in team as well as individual sports. (See 17.02.1.1 for the definition of countable athletically related activities.) Record logs of countable hours are kept in each sport's main office and are submitted to the Compliance Office. The Playing/Practice Log Sheets require the signature of the Head Coach at the end of each recorded period. In addition, the log must be reviewed and signed by the Compliance Office. Exceptions to team countable athletically related activities should be listed on the reverse side of the log under "individual countable athletically related activities."

As deviations from the approved playing or practice schedule occur, the Head Coach is responsible for reporting the changes and the reason for the occurrence to the Compliance Office.

- Pre-Season and Holiday Break Periods

NCAA rules governing daily and weekly countable hour limitations are not imposed during pre-season practice which occurs prior to the first day of classes or the first scheduled contest (whichever is earlier), or during the academic year between academic terms when classes are not session. However, other NCAA and Kansas Athletics rules do apply to practice during these periods. Therefore, prior to the actual dates of any pre-season practices, Head Coaches must obtain the Director of Athletics' approval for scheduling during the above-mentioned time periods. Approvals are not granted retroactively. See Policy 504A, Student-Athletes: Housing, and 504B, Student-Athletes: Food Service, for additional information on scheduling requirements for pre-season and holiday break periods.

Conflicts

Scheduling conflicts are to be resolved by the Assistant Director of Athletics for Facilities and Event Operations. If necessary, the Associate Athletic Director/Senior Woman Administrator and the Senior Associate Director of Athletics may intercede to reconcile the conflict. Head Coaches dissatisfied with the resolution of the conflict may ask the Director of Athletics to intervene and provide a final determination of the resolution.

In general, when conflicts occur, priority is granted to each sport's team during its competitive season. Within the same season, conflicts are resolved through mutual agreement and concessions of the involved parties.

Specifically, student-athletes are not permitted to miss class time due to practice activities, except when related to an away-from-home contest in

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which practice is held "on the road."

Appendix 7

DAY TO DAY (703A)

703A Equipment: Athletic

Updated 7/05

EQUIPMENT: ATHLETIC

Kansas Athletics is committed to providing and maintaining all athletic equipment necessary for its sports programs. The Assistant Director of Athletics/Equipment oversees the equipment room. The Equipment Managers are responsible for coordinating equipment room operations, supervising equipment room personnel and ensuring compliance with all applicable University, Conference and NCAA rules and regulations.

Equipment room staff is responsible for the documentation, distribution and return of athletic equipment that is utilized by student-athletes. Following the initial distribution, any further equipment, including apparel, is available strictly on a one-for-one exchange basis. As stated in NCAA Bylaw 16.12.2.6, it is not permissible for a student-athlete to accept (without personal expense) athletic equipment, supplies, or clothing (i.e. tennis racquet, golf clubs, shirts, shoes, etc.) from a manufacturer or commercial enterprise. These items may be provided to the institution to be utilized by the team in accordance with Kansas Athletics normal policy for the issuance and retrieval of athletic equipment and apparel. However, at the end of a student-athlete's collegiate participation, it is permissible for him/her to retain some athletics apparel items (not to include equipment), as designated by NCAA rules and approved by the Director of Athletics.

However, student-athletes may be permitted to retain unusable apparel upon written permission of the Director of Athletics. Unusable apparel is defined as any athletic apparel which cannot be reused by other team members during subsequent seasons. The Equipment Room Apparel Release Request Form stating the reason for the request is submitted to the Compliance Office by the Head Coach and then the Director of Athletics for signatory approval of the release. The form is then filed in the equipment room and made available to state auditors upon request.

Equipment Room

The following services are provided by equipment room staff:

- Proper fitting and issuance of all athletic equipment;
- Time of exchange of practice clothing;
- Maintenance, repair or replacement of equipment to safety standards;
- Issuance of game uniforms;
- Maintenance of game equipment;
- Laundry services; and
- Visiting teams and officials' services (in cooperation with the Facility Operations and Events staff).

Operating Hours

General operating hours for the equipment room is Monday through Friday, from 10:00 a.m. to 5:00 p.m. Equipment room personnel provide extended practice and event coverage as follows:

- Football, all practices and competitions (home and away);
- Men's and Women's Basketball, all home games;
- Baseball and Softball (weekend laundry service);

Sports not designated to receive extended coverage are issued weekend game equipment prior to 4:30 p.m. on Friday.

Athletic Equipment Procurement

The Assistant Director of Athletics/Equipment or designated Assistant Equipment Manager is responsible for coordinating purchase order requests for the entire Kansas Athletics to include all intercollegiate teams.

All Kansas Athletics purchasing procedures are followed in the procurement of athletic equipment. Coaches are responsible for verifying

equipment on-hand prior to requesting additional equipment. When necessary, vendor meetings are scheduled for the ordering of specific items (i.e. new uniforms) by the Head Coach or Equipment Manager in order to review available merchandise and make order decisions regarding brand, material, color, design, logos, sizes, etc.

The request is then submitted by the he Assistant Director of Athletics/Equipment or Assistant Equipment Manager to the Chief Financial Officer, who reviews it to ensure that all required information is provided and approves the request based on available funds. Requests are then channeled to the Department of Purchasing, as indicated in Policy 404, Purchasing Procedures in this Manual.

Kansas Athletics assumes financial responsibility for only those items approved by the Chief Financial Officer and processed according to University and Kansas Athletics policies and procedures. Any purchase made or order placed outside the University's official purchasing system becomes the responsibility of the person making the commitment. General purchasing guidelines are as follows:

1. Equipment budgets are funded for bona fide items at levels to provide the safest quality equipment sufficient for each sport's requirements during the fiscal year.

2. All equipment requests must be submitted in punctual fashion, providing sufficient lead time to ensure receipt prior to each sport's season. Suggested order deadlines for seasonal sports are as follows:
    a. Fall Sports: April 1;
    b. Winter Sports: July 1; and
    c. Spring Sports: August 1.

    Early requests provide equipment suppliers a better opportunity to fill orders successfully from existing inventory.

3. Commonly used items (e.g. socks, sweats, towels, etc.) are ordered in bulk quantities by the Equipment Manager in the spring of each year.

4. All requisitions must include the following information:
    a. **Cost estimates**, including unit and total prices (Prices may be obtained through vendor's previous bids or dealer-suggested price). All price quotes must be signed by the vendor;
    b. **Exact manufacturer's specifications**, including any applicable descriptions and stock numbers; and
    c. **Suggested suppliers and bid sources.**

- Team Colors/Logos

The University of Kansas official team colors are:

PMS 293 Kansas Blue
PMS 186 Crimson
PMS 116 Yellow

All Athletics teams will wear exclusively **adidas** apparel, unless prior approval granted from Director of Athletics. Coaches are responsible for ordering the official colors and proper logos for all exterior uniform items worn. The equipment managers are available to assist in the selection and ordering of uniforms and will help to ensure proper use of team colors and logos.

Receiving and Distribution

All items are to be delivered to the designated Equipment Room and inventoried prior to distribution. The Equipment Managers are responsible for completing the required Receiving Report, inventory documentation and proper storage of all equipment.

Immediately upon receipt, all goods are to be verified against the Receiving Report by the Equipment Manager to ensure that all components are received in good condition and proper quantity. Receiving Reports are sent immediately to the Business Office to insure timely payment of accounts.

- Items Received by Coaches

Regarding athletically related equipment and apparel received at their homes or offices, coaches are responsible for reporting such equipment and apparel to their assigned Equipment Room for inclusion on the Inventory List. This directive is to be followed whether the item(s) was purchased or received free of charge for their personal use or the use of their teams. Non-compliance may result in appropriate disciplinary action, as determined by the Director of Athletics.

- Back Orders or Damaged Goods

When equipment is back ordered, the Equipment Manager is permitted to contact the vendor directly to check on the shipment's status. Damaged goods are reported via the Receiving Report with returns handled as designated by the vendor. (See Policy 404, Purchasing Procedures, in this Manual for additional information on the receipt of goods.)

Maintenance, Repair and Inventory

Athletic equipment is to be maintained in optimum condition at all times. The Equipment Room Staff is responsible for coordinating the on-going inspection of all athletic equipment and for coordinating repairs or ordering replacements, as deemed necessary.

The equipment room staff is responsible for conducting an annual inventory of expendable goods during the months of May and June. Inventory results are utilized in the budget preparation process for the upcoming fiscal year and as a means of identifying chronic abuse or loss of equipment.

Issuance of Equipment to Student-Athletes

Kansas Athletics provides only the highest quality equipment with optimum safety features to its student-athletes. Each Head Coach is responsible for scheduling the issuance of equipment with the appropriate equipment room. Student-athletes are eligible to receive equipment when they have achieved the following:

1. Academic clearance from the Associate Athletic Director/Student Services;
2. NCAA clearance from the Compliance Office;
3. Medical clearance from the Head Athletic Trainer; and
4. Athletic clearance from the Head Coach.

Prior to receiving equipment, all student-athletes are required to complete an Equipment Card, receive a locker assignment and complete fitting procedures. The Assistant Director of Athletics/Equipment and Head Coaches are responsible for educating the student-athlete as to applicable NCAA rules regarding equipment usage and its return.

Student-athletes are responsible for all athletic equipment and apparel issued to them. After the initial issuance of equipment, subsequent equipment items are available strictly on a one-for-one exchange basis. Furthermore, student-athletes are responsible for their own equipment when traveling.

It is an NCAA violation for the Equipment Room Staff to launder personal items of a student-athlete. Please restrict items put on the laundry pins to those issued by the Equipment Room.

- Equipment Issuance and Exchange

All new equipment issued from the equipment rooms must be scheduled prior to 2:00 p.m., Monday - Friday. Equipment exchanges are scheduled from 10:00 a.m. to 4:30 p.m. Practice gear is laundered and returned to the locker room by 10:00 a.m. the day after practice.

Equipment Return

Each student-athlete who is issued equipment is responsible for returning it in good condition (allowing for normal wear-and-tear), following criteria established by the Equipment Manager.

In general, all student-athletes are required to return their equipment within one (1) week after the close of their sport's season. All in-season equipment must be returned **before** the team can be eligible to receive practice clothes for off-season workouts. All off-season teams are required to turn in practice clothes items by the last day of spring semester classes.

Lost Equipment

Each individual is held responsible for all equipment that is issued for personal use. Lost, stolen and/or damaged (beyond normal wear and tear) equipment is charged to the individual student-athlete's account, as determined by the Equipment Manager. More importantly, **lost or stolen equipment is not replaced without the written approval of the Head Coach.**

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Any equipment that is not returned at the end of the season is billed to the student-athlete's account. Any outstanding charges may cause a student-athlete's account to have a hold placed on it and will not be allowed to register for the upcoming semester or receive additional equipment until the account is settled.

Laundry Services

The Laundry Rooms are supervised by the Equipment Managers and operated by student workers. The Equipment Managers are responsible for providing all laundry services. All items to be laundered are to be placed in the proper receptacles immediately following competitions or practices. Only items issued by the Equipment Room may be laundered by Equipment Room staff, in compliance with NCAA regulations. Personal items may not be laundered by Equipment Room staff.

The laundry room operates from 8:30 a.m. to 4:30 p.m., Monday - Friday. Additional laundry services (weekends/holidays) are scheduled by the Equipment Manager based on each sport's needs.

Appendix 7

DAY TO DAY (703B)

703B Equipment: Video

Updated 7/05

EQUIPMENT: ROCK CHALK VIDEO

Rock Chalk Video (RCV) is the video and multimedia production department for Kansas Athletics. The department is located in the Rock Chalk Video studio on the second floor, west side of Memorial Stadium. An ancillary office and studio is located in Allen Fieldhouse. The Director of Rock Chalk Video is responsible for overseeing all video operations and services for Kansas Athletics. Only video staff members who have been properly trained are authorized to use video equipment. RCV also shall maintain all multimedia content for kuathletics.com "Total Access" and any associated video content for Kansas Athletics website. RCV does not staff or purchase equipment for coaches "cut-up" video. The Director of RCV will advise individual sports concerning equipment purchases specific to their coaching needs, but each sport is responsible for its own coaches' video needs and equipment.

Video Services

All requests for video needs should be directed to the Director of Rock Chalk Video with appropriate advance notice. Appropriate advance notice is crucial to the completion of any project. This includes but is not limited to: Highlight Tapes, sport banquets, other banquets, reunions or gatherings that will need audio/visual content or support, commercials, interviews, national and local media requests, radio spots, and all video content for the videoboard in Memorial stadium.

The director of RCV will be responsible for scripting and producing all elements of the football game day videoboard production, Kansas Relays, and any live event at Memorial stadium. All sponsorships, video spots, and video requests must go through the director, and be approved by the Associate Athletic Director External Affairs for consideration for time during a production. Kansas Athletics does not recognize birthdays, anniversaries or allow marriage proposals on the videoboard.

Sports that desire a season highlight video or video services of any kind are required to meet with the Director of Video Services prior to their season to review desires and expectations for that season. All costs associated with travel of video personal to away events is the responsibility of the given sport. At present, no charge is assessed for labor or materials; however, there may be a charge for such services at a future date.

Any request for video services relating to recruiting in any way, must first be authorized by the compliance department.

Contract Services

RCV and its employees will fulfill the terms of the media contract with ESPN Regional as it relates to the shooting, logging, editing, writing and overall production of the following: 40 individual Jayhawk Minutes, Men's & Women's Basketball coaches shows, and any DVD/VHS authoring and production as it relates to Men's Basketball and Football season long videos. Kansas Athletics will work with the University to produce coverage for commencement. Kansas Athletics at present only charges the University hard costs for this event and not a usage fee, but this may change in the future. RCV video, in the spirit of cooperation with the University will also help produce certain videoboard elements for the University on a case by case basis at the discretion of the Director.

Staffing

The director will be responsible for hiring and overseeing all full-time, student and intern staff members of RCV, as well as hiring a capable freelance production crew to assist with video production on game days.

Request for Video

All video requests from local & national media outlets, private parties, and public companies shall be directed to the Director of RCV. RCV will handle all requests on a case-by-case basis. The cost of shipping these tapes will either be paid by RCV or the requesting entity at the discretion of the Director. Kansas Athletics does not make available copies of any sports athletic contests to the public, regardless of whether the contest was produced in house or by an outside entity. Video footage requests made by companies wishing to profit in any way from Kansas Athletics athletes or employees footage, will be handled on an individual basis and the Director will consult with appropriate parties (ESPN Regional, Associate AD for External Affairs) to determine if the request is something the department would like to pursue.

Duplication of Tapes

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RCV is not set up to be a duplication center; however, duplication services are completed as time allows for a limited numbers of tapes. Videotape duplication requests are to be submitted to the Director of Rock Chalk Video. Requestors are charged only for the cost of blank tapes used and associated sleeves. There is no charge if the requestor provides blank tapes. Duplication needs of over 30 tapes will generally be contracted out of house to a duplicator.

Appendix 7

DAY TO DAY (704A)

704A Facilities: Use

Updated 07/07

FACILITIES: USE

Policies and procedures governing Athletics use of athletic facilities are established and enforced through the efforts of the Assistant Athletics Director/Facilities and Event Operations. Athletics' staff members and student-athletes are expected to comply with all rules regarding facility use. Of primary importance are the prevention of injuries to student-athletes and spectators alike and the maintenance of facilities and equipment in optimal condition. Athletics administration is charged with the responsibility to review and determine the use of all of its facilities on an on-going basis.

The Assistant Athletics Director/Facilities and Event Operations coordinates the use of athletic facilities for the intercollegiate athletics program (with the exception of the weight training facilities, the athletic training facilities and the aquatic facilities). Athletics facilities are prioritized, according to facility and sport. Within the athletics program, in-season sports are given top priority with revenue sports granted highest priority. Inclement weather may require a revision of existing facilities' schedules.

Athletics controls the maintenance and use of all athletic facilities which are owned by the University but operated by Athletics. The Assistant Athletics Director/Facilities and Event Operations maintains a master schedule of all practice and event schedules and is responsible for disseminating notifications of any schedule changes. (See Policies 702A and 702B in this Manual for additional information.) Additionally, the Assistant Athletics Director/Facilities and Event Operations has developed a Home Game Management Manual for all sports. Specific information regarding facilities usage during home events may be found in this manual.

Outside Use of Athletic Facilities

Outside groups may be permitted to use Athletics facilities if the usage is viewed by the athletics department to be beneficial to the athletics department, university, or community and the usage does not negatively impact the use of these facilities for intercollegiate competition.

Examples of the events that are considered beneficial are events that would allow prospective students use of the facilities for special organized events/tournaments, such as the Sunflower State Games or Kansas State High School Activities Association state or regional championship events; special university events that require facilities with capacities met by our facilities; or university intramural championship events. However, the Department may refuse use of its facilities, if:

1. Scheduling conflicts occur (facilities are not available at the time requested);

2. The meetings or events sponsored solely by a non-University organization are strictly for political or religious purposes;

3. The nature of the activity is assessed to potentially cause serious disruption;

4. The purpose of the activity is prohibited by either federal, state or local statute, or University regulations; or

5. An event is assessed to potentially produce damage to the facility or endanger attendees.

Requests for the use of facilities by non-Athletics organizations are directed to the Assistant Athletics Director/Facility and Event Operations. Requests by coaches for non-camp (or team) related events must be made to both to the Assistant Athletics Director/Facilities and Operations as well as the Sport Supervisor.

The Sport Supervisor will be consulted about events using the same facilities as his/her sport and should provide input into the scheduling. All sport head coaches will be consulted about events using the same facilities as their sport and coaches should provide input to the Director of Athletics on the benefits, or lack thereof, of the outside event. Head coaches, however, will not make the final decision on outside groups' use of the facility. The Athletics Director will make the final decision regarding facility usage by outside groups.

Outside (Non-university) groups using the facilities for non-profit ventures will be charged an amount to cover the expenses (e.g., insurance, maintenance), in an amount as established in a fee schedule.. For-profit ventures will be charged an amount determined by a fee schedule as established by Athletics.

Facility use fees, not including insurance, may be waived for outside groups when the facility usage is related to pre-arranged promotional activities coordinated by the Kansas Athletics marketing office.

All outside groups are required to sign a Facility Use Agreement. As part of the Agreement, the group must provide Athletics within ten days of the signing of the Agreement and prior to the Activity a "Certificate of Insurance" which names Kansas Athletics, Inc. as an additional insured. This Certificate of Insurance shall list at a minimum the following coverages: General Liability insurance coverage and Participant Legal Liability coverage of $1,000,000 each occurrence; and $2,000,000 aggregate.

The Assistant Athletics Director/Facility and Event Operations presents the Facility Use Agreement and rental rates to the outside groups and discusses with them the requirements and details of the Agreement. All health, fire and other regulations applicable to the specific facilities must be observed by any group using its facilities. Any questions regarding issues in the Facility Use Agreement should be directed to the Corporate Counsel. Final approval of all Facility Use Agreements rests with the Director of Athletics.

The Director of Business Operations and the Assistant Athletics Director/Facility and Event Operations process billings related to facility usage. If an event is canceled, the sponsoring group may be responsible for set-up charges incurred by Athletics prior to the event's cancellation.

Non-university groups are required to use Athletics' concessionaire provider at their events. Use of the concessionaire must be approved by the Assistant Athletics Director/Facility and Event Operations.

Preparation of Facilities for Use

The Assistant Athletics Director/Facility and Event Operations ensures that all necessary preparations are accomplished for practices and competitive events that appear on the master facility schedule, as well as for approved non-Athletics events. The Assistant Athletics Director/Facility and Event Operations also coordinates the daily maintenance and preparation of each facility for scheduled events. To ensure appropriate set-up and preparation of event sites, the Assistant Athletics Director/Facility and Event Operations must have advance notice of requests (actual lead time requirements vary with the type of event).

The Assistant Athletics Director/Facility and Event Operations arranges for support staff to work scheduled events in order to monitor the facility's use and ancillary service performance. (See Policy 705D, Athletic Events: Staging, for additional information.)

General Rules for Facility Use

The following rules are in effect for the use of all athletic facilities:

1. Pets are not permitted inside any facility.
2. Fighting, rough-housing and abusive language or behavior are not tolerated.
3. Individuals may be held responsible for any damage to facilities and/or equipment beyond normal wear and tear.
4. Food and beverage consumption is limited to designated areas. Littering is prohibited. Smoking is prohibited in the facilities and within a 20 foot radius of the entrances to the facility.
5. Designated building entrances and exits must be used. Fire exits usage during non-emergencies or to permit access of non-eligible patrons may result in the removal of parties from the facility.
6. Athletics reserves the right to close any facility or to forbid use of its equipment without prior notice during emergencies.
7. Athletics reserves the right to eject or to refuse entrance to any individual judged as a potential danger to the general safety of its patrons.
8. Person(s) stealing or damaging personal or Athletics' property in any facility are subject to immediate ejection and prosecution to the full extent of the law.
9. Use of facilities under the control of Athletics is restricted to organizations and activities authorized by the Director of Athletics.

Safety Precautions

In order to ensure the personal safety of University students, staff and guests, requests for a facility's use are approved only if the planned use of the facility is within the limits of its seating capacity and its condition, as normally equipped. Posted safety and fire prevention regulations are to be followed, and all injuries, accidents, equipment failures, etc. are to be reported promptly to an Athletics Department Facility employee.

Cancellations

Should a sponsoring organization cancel an event, it must contact the Assistant Athletics Director/Facility and Event Operations immediately. The organization is liable for all costs incurred by Athletics, as provided for in the Facility Use Agreement.

Should an event be canceled due to circumstances beyond the control of Athletics or the sponsoring organization and Athletics agrees that it is impractical to proceed with the event, or should the University or State declare the campus or facility off-limits, Athletics is not liable to the

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organization nor is the organization liable to Athletics, except for reimbursement to Athletics by the organization for costs expended prior to the cancellation of the activity.

Hadl Auditorium- Video Equipment

1. When making reservations for Hadl Auditorium with the Athletics' Facilities office, please indicate whether you will need to use video equipment.

2. The video projection equipment in Hadl Auditorium may be used for coaches' clinics, summer camps, and other special events. The football video coordinator must be contacted in advance to authorize and train any potential users concerning the proper use of the A/V system.

Reserving Meeting Space

Athletics staff members who need to reserve meeting space for departmental meetings in the Dolph Simons Room, Hadl Auditorium, or the Anderson Strength Center meeting rooms must contact the Athletic Facilities office to reserve the meeting space. Contact 4-4210 for reservations. Reservations and use of the Jayhawk Den and the Naismith Room must be approved by the Director of Athletics. First priority for the use of Athletics' meeting rooms shall be given to meet Athletic department requirements. Should a room be available, second priority may be given to University approved and sponsored organizations requesting meeting space.

Appendix 7

DAY TO DAY (704B)

704B Facilities: Maintanance

Updated 7/05

FACILITIES: MAINTENANCE

Kansas Athletics realizes that its public image, as well as the safety of participating student-athletes and spectators, is greatly affected by the condition of its athletic facilities. Therefore, every effort is made to ensure that the University's athletic facilities are properly maintained at all times.

The Assistant Director of Facilities and Event Operations, oversees the maintenance and upkeep of athletic facilities and grounds.

Maintenance and Repair Requests

All required maintenance and repair needs must be reported to the Facilities and Event Operations in a timely manner. When possible, requests should be submitted on a routine basis to avoid the necessity for emergency service.

Work order requests for maintenance, service or repairs are submitted in writing to the Director of Facilities for scheduling with the General Maintenance Repair Technician, grounds crew, or University Facilities & Operations. The Director of Facilities is responsible for completing a University Work Order Request and submitting it to the University's Office of Facilities & Operations to initiate all services. He/she also monitors the completion of requested maintenance and repairs.

Repairs involving plumbing, air conditioning, electrical and sheet metal, heat, carpentry, painting, masonry, glass, mechanical and landscaping work are assigned to the appropriate Trade Shop by University Facilities & Operation

Janitorial Services

Kansas Athletics Office of Facilities and Event Operations has permanently assigned custodians for the routine maintenance and reporting minor repair of the Wagnon Student-Athlete Center, Allen Fieldhouse, and Parrott. Additionally, a "third shift" janitorial staff (i.e. 11:00 p.m. - 7:00 a.m.) is assigned to provide routine cleaning of all Kansas Athletics indoor facilities.

Kansas Athletics is responsible for providing an auxiliary crew to perform major cleanup following athletics events held in Allen Fieldhouse. This crew functions under the supervision of the Director of Facilities. All supplies for cleaning are provided by Kansas Athletics.

Field Maintenance

The Director of Facilities has developed specific criteria for the upkeep and maintenance of all Kansas Athletics practice and playing fields. Optimum playing and practice conditions require regular communication between the Director of Facilities and each Head Coach to ensure that all maintenance and repair requirements are met.

Equipment Maintenance

Kansas Athletics grounds crew operates a variety of equipment in order to maintain athletic fields and grounds. Following equipment usage, grounds crew staff are responsible for washing the equipment, greasing all fittings, repairing broken parts and changing the oil and filters, as necessary.

Additionally, all mechanical equipment (e.g. automatic watering systems, tractors, trucks, etc.) should be inspected every six (6) months for worn parts including blades, belts, spark plugs etc.

Facility Improvements - Special Projects

Kansas Athletics maintenance staff or the University's Facilities Operations Office handles repairs; repairs requiring outside contractors are processed using the University's purchasing procedures for vendor selection. (See Policy 404, Purchasing Procedures, in this Manual for additional information.) Whenever possible, allocations for major capital repair projects should be submitted with Kansas Athletics annual budget

request (see Policy 401A, Budget: Formulation and Policy 801, Expansion/Renovation of Facilities).

Repairs or improvements requested in order to meet/maintain safety requirements are handled on a priority basis, as well as necessary emergency repairs. Requests for facility repairs or improvements to an athletic facility are submitted to the University's Design & Construction Management Office for architectural design and associated cost estimates. The Office then determines whether the project will be completed by in-house staff or by an outside contractor.

Once a major repair project is approved, the Assistant Director of Athletics for Facility Planning, is responsible for overseeing the completion of the project.

Capital Budget Request

Major projects and capital improvements are submitted through the FY Capital Budget Request process which is initiated by the University Chancellor's Office annually. Projects prepared by Kansas Athletics are directed and approved by the Director of Athletics. Capital Budget Requests are prepared by the Assistant Athletic Director/Facilities Planning, Assistant Athletic Director/Facility Operations and Events, Associate Athletics Director/Internal Affairs and the Chief Financial Officer and approved by the Director of Athletics. (See Policy 801, Expansion/Renovation of Facilities, in this Manual for additional information.)

Appendix 7

DAY TO DAY (704C)

704C Facilities: Strength & Conditioning

Updated 7/05

FACILITIES: STRENGTH AND CONDITIONING

The Kansas Athletics strength and conditioning program is designed to enhance the physical well-being of its student-athletes through strength training, flexibility, anaerobic conditioning, nutritional consultation, sports-specific physiological analysis and rehabilitation. The Head Strength and Conditioning Coordinator manages the operation of the strength and conditioning programs and reports to the Senior Associate Athletics Director. Other strength and conditioning staff members are delegated responsibility for specific sports' training programs under the direct supervision of the Head Strength and Conditioning Coordinator.

All 18 intercollegiate sports teams are provided access to strength and conditioning training facilities. Based on physiological evaluations, the Strength and Conditioning Coordinator works closely with each sport's Head Coach to design individual programs for every student-athlete. In general, each student-athlete is encouraged to complete a prescribed number of training programs during each 12-month cycle.

Because student-athletes' physical well-being is essential to their success both as a student and as an athlete, Kansas Athletics takes responsibility for helping them reach and maintain their optimum physical condition. To achieve this goal, Kansas Athletics has established a comprehensive Strength and Conditioning Program to lessen the possibility of injury or re-injury. However, should an injury occur, Kansas Athletics is committed to the students' complete rehabilitation as well. It is important to remember that if a student-athlete has been injured, he/she must have clearance from the Director of Sports Medicine or an Athletic Trainer before working out.

The Strength and Conditioning staff provide the best program available while maintaining the highest safety standards.

All intercollegiate athletic teams have a strength and conditioning program designed specifically for the rigors of their individual sport. Each program addresses flexibility, strength, aerobic conditioning, anaerobic conditioning and body composition and are designed on an individual basis. These programs are then carried out under the direction of one of the Strength and Conditioning staff members and integrated into the team strength and conditioning program. Individual and team assessments are carried out periodically during the year. If a student-athlete wishes to further personalize his/her strength and conditioning program, he/she should make an appointment with the Head Strength and Conditioning Coach. A schedule of facility use times will be distributed to each coach at the beginning of each month. Priority is given to teams in season, then to preseason teams, lastly to post-season teams. All scheduled times are exact and will not be altered to accommodate student-athletes who arrive late.

Individual use of the Strength and Conditioning facilities may be arranged through and at the discretion of the Head Strength and Conditioning Coach. **At no time will scheduling of individual time supersede team use of the facilities.**

Weight Room Rules

The following Weight Room rules have been established for users:

1. A student I.D. is required.
2. Adhere to scheduled workout times.
3. Spotters should be used for all near-maximum-effort lifting.
4. Food or drink is not allowed in the facilities.
5. Tobacco or spitting is not allowed.
6. Shirt and shorts/sweats are mandatory. All attire must be deemed appropriate by the staff. Take care that no slogan or illustration on t-shirts is offensive to other student-athletes.
7. Athletic shoes are required. Flip-flops, sandals, muddy shoes and bare feet are not acceptable.
8. All weights and dumbbells must be returned to their proper racks. Weights are not to be left on the floor.
9. If a student-athlete wishes to use a weight belt, the student-athlete must provide his/her own.
10. Horseplay is not allowed.
11. No audio systems of any sort are allowed inside the Weight Room (i.e. tape/CD players, radios, etc.)
12. A member of the Strength and Conditioning staff or the student-athlete's coach must always be present for workouts in the Weight Rooms.

In the event of a disciplinary problem, the Strength and Conditioning staff has the authority to eject a student-athlete from the facilities.

Work Environment

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The work that takes place in the Weight Room is serious in nature, but at the same time it is hoped that student-athletes will feel comfortable in this environment and enjoy their workout sessions. The majority of their time in the Weight Room should be spent working to improve their strength fitness. Loitering and annoying others is a waste of everyone's valuable time.

All student-athletes who use the Strength and Conditioning facilities should do so productively. Student-athletes should arrive at their scheduled time, begin their workout program and go through the session with a positive attitude and a minimal waste of time if they are to obtain a quality workout. Student-athletes should approach each workout session as an opportunity to improve themselves so they can perform better at their sport.

Safety

Safety in the Strength and Conditioning facilities depends upon following weight facility rules. The Weight Rooms were established so student-athletes would have the opportunity to become **stronger and more injury resistant**. They are not places where injuries should occur.

Spotters serve two basic purposes: (1) To motivate or encourage a student-athlete to achieve maximum performance; and (2) to supervise the student-athlete's workout in order to make it safe for him/her. Student-athletes should **always** have someone spot them when performing exercises, such as the bench and incline presses and the squat. The spotter should be prepared to assist the lifter when the weight cannot be raised.

Student-athletes should be aware of other people around them when performing any exercise. If persons are in the way, there is always the possibility of dropping a weight on them or hitting them with a barbell. On machine exercises, spotters should have their hands clear of the machine before beginning to exercise.

If an injury should occur, a student-athlete should immediately contact the nearest Strength and Conditioning staff member. An Athletic Trainer will then be called to evaluate the injury. If the injury is severe, the Student Health Service or Emergency Room will provide treatment. **A Strength and Conditioning staff member must be contacted immediately if a student-athlete is injured while working out.**

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DAY TO DAY (704D)

704D Facilities: Security

Updated 07/05

FACILITIES: SECURITY

The security of all KUAC facilities and equipment is of utmost importance. Staff members are responsible for locking access doors to their areas at the close of each workday. A privately hired security firm is responsible for locking Wagnon Student-Athlete Center and Allen Fieldhouse at approximately 6:00 p.m., Monday through Friday. KUAC Staff is responsible for unlocking the complex at approximately 6:00 a.m., Monday through Friday.

TEAM USE

Student-athletes are not to be provided keys to any athletic facility. Head Coaches or their designees are responsible for unlocking the doors to the main arena of their corresponding facilities.

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DAY TO DAY (704E)

704E Facilities: Football Game Day

Updated 07/05

FACILITIES: FOOTBALL OPERATIONS

EVENT OPERATIONS STAFF

The Athletic Facilities/Events Office will convene a football game management meeting prior to each season to discuss football operations and any important issues prior to the season. The Director of Football Operations, KU Office of Public Safety, Lawrence Police Department, Kansas Highway Patrol, Douglas County Fire/Medical, KUAC Media Relations, Ticket Operations, Rock Chalk Video, Facilities & Operations, Williams Educational Fund, KUAC Marketing, ESPN Regional, Concessions, Training Staff, KUStore.com, Parking Services Department, and KU Band staff should be invited to attend. Prior to each home football game, the Facilities/Events Office will conduct a staging meeting with information pertinent to that particular game.

The Assistant Athletic Director of Facilities/Events for the Athletic Department is responsible for all game day operations. He will serve as game administrator and coordinate all game day operations. The Facilities/Event Management office will employ event staff, scoreboard operators, and timers for each game.

FACILITY SET-UP/CLEAN-UP

The Athletic Facilities/Events Office is responsible for preparation of the stadium for each game to include, set-up of the team bench areas, pass gate areas, and all game day signage. All post-game facility clean up is the responsibility of the Athletic Facilities Office and is coordinated by hiring ROTC campus branches to aid in this task. Athletic Training is responsible for providing team bench areas with water, cups, towels, blood kits, ice bags, tissue and treatment supplies. KUAC Media Relations is responsible for press box media area set-up.

TEAM ARRANGEMENTS VISITORS

Parking: The Athletic Facilities/Events Office is responsible for the coordination of parking for the visiting team travel party. A maximum of 4 charter bus parking spots are available. Vans and other vehicles can be accommodated with advance arrangements.

Tickets and Credentials: Visiting teams may operate a player pass list and receive tickets for player use according to NCAA and Big XII Conference rules. Ticket Office personnel from each visiting school should coordinate with the KU Director of Ticket Operations and act according to Big 12 Conference guidelines. Credentials and other parking for visiting teams should be requested through the KUAC Media Relations Office.

Practice Schedule: Each Friday prior to home games, the KU football team practices from 4pm to 5:30pm. Visiting teams can make practice arrangements through the Assistant Athletic Director of Facilities/Events around these times. A visiting team host will be assigned to greet and help each visiting team with any special needs during its time in Lawrence.

Locker Room: Visiting teams will use the visitor's locker room located on the East side of Memorial Stadium. The locker room has a training room area and a coaches' locker room area within the locker room. The visiting team will be provided ice, juice, water, towels and game day programs and will be assigned a KU trainer on game day. Special requests can be accommodated with advance notification. The Facilities/Events host/hostess is responsible for greeting visiting teams, providing necessary information and meeting special reasonable requests. Security will be provided on game day for the visiting team locker room area.

Team Bench Area: Visiting teams will use the East bench area at Memorial Stadium and enter and exit the field via the Southeast corner of the field. All NCAA and Big 12 Conference rule regarding sideline protocol will be enforced.

Video Taping: A location on the photo deck, 9th level of Memorial Stadium press box, is available for visiting team video taping needs.

Cheerleaders/Band/Mascot: Kansas Athletics guidelines restrict visiting team cheerleaders and mascots to the same side of the field as their own team. Visiting cheerleaders will be admitted at Gate C, 90 minutes prior to each game. Visiting bands should contact the KU Band Office for special accommodations in adherence with Big 12 Conference guidelines. Bands will be admitted via Gate C and should coordinate practice and game day times through the KU Band Office and the KU Athletic Facilities/Events Office. No live animals (e.g., mascots) are allowed in KU Athletics facilities.

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TEAM ARRANGEMENTS JAYHAWKS

Tickets and Credentials: Jayhawk football players and staff are provided complimentary admission for guests according to NCAA, Big 12 Conference and University guidelines. The Athletic Ticket Office is responsible for coordination of the pass list. The Jayhawk pass list should be available to the Athletic Ticket Office a minimum of two (2) hours prior to game time. All pass list individuals are required to show a valid picture ID and will be admitted 90 minutes prior to game time via Gate 2-3 entrance.

Practice Schedule: Each Friday prior to home games KU practices from 4pm to 5:30pm.

Locker Room: The Jayhawks will use the home locker room on the West side of Memorial Stadium. The locker room has a training room area and a coaches' locker room area within the locker room.

Team Bench Area: The Jayhawks will use the West bench area at Memorial Stadium and enter and exit the field via the Southwest corner of the field. All NCAA and Big 12 Conference rules regarding sideline protocol will be enforced. Video Taping: The KU football video services will have the opportunity to tape the game from the photo deck on the 9th level of the press box at Memorial Stadium.

Cheerleaders/Band/Mascot: KU cheerleaders and mascots will be admitted at Gate B, 90 minutes prior to each game. KU Director of Football Marching band should coordinate game day practices and performances through the Athletic Facilities/Events Office. Bands will be admitted via the Southwest concourse entrance approximately 60 minutes prior to game time with the traditional march down the hill.

OFFICIALS

Friday Film Session: Each Friday prior to a home contest the Head Referee will coordinate with the Assistant Athletic Director - Facilities/Events to have a room for film review. At this time, the Assistant Athletic Director will review any special items for game day, distribute parking passes and exchange pertinent information with the officiating crew.

Game Day Parking: Officials' game day parking passes will be in close proximity to the official game day locker room.

Locker Room: The officials' locker room is located on the Southeast side of Memorial Stadium. The Game Administrator will be responsible for greeting officials and reviewing any game day information upon their arrival to the stadium. The officials are provided with pre-game snacks and post-game drinks and meals on game day. Ice, towels and game programs are also provided.

Security: Security will be provided for the officials by KUAC from the time of arrival to the time of departure after the game.

BENCH CREW

Game Assignments: The Athletic Facilities/Events Office is responsible for contracting and paying certified and competent Bench Crew members for all games. These individuals will perform scoreboard and timing functions for each home game. Parking and credentials will be provided for individuals performing these functions. During the pre-game, appropriate bench crewmembers will meet with the officials in their locker room to review game day information per NCAA and conference guidelines.

MEDIA

Game Day Parking: Members of the media working any Jayhawk football game may request parking through the Media Relations Office. Parking for media is limited and will be distributed by the football media relations director to appropriate media outlets.

Credentials: All requests for media credentials must be processed through the Media Relations Office, specifically the KU football media representative. Members of the media may pick up Will Call credentials at the ticket office located on the West side of Memorial Stadium 3 hours prior to game time. Press Box Assignments: Press box seat assignments are the responsibility of the Media Relations Office. This area is reserved for working media and game day personnel.

Photography Sideline Access Areas: Photographers (still and video) may shoot from the designated media boundary areas at Memorial Stadium. Media are not allowed in either team's bench area or are to photograph private conversations between coaches, coaches and players, or coaches and officials. This includes any photography from behind the bench areas during time outs. The Big 12 Conference has strict sideline policies and the Kansas Athletic Department is committed to enforcing all sideline restrictions.

Post Game Locker Room Policies: Members of the Jayhawk football team and the head football coach will be available for interviews in the media area of the home locker room after a 10 minute "cooling off" period. The Media Relations Office is responsible for arranging all post game interviews. The Jayhawk locker room is closed to members of the media. Visiting teams may have a different locker room policy. Media members should contact the visiting team's Sports Information person for information on their policies.

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Television/Radio Arrangements: Local television and radio stations wishing to broadcast Jayhawk football should coordinate arrangements through the Athletic Facilities/Events and Media Relations Offices.

Park and Power/Hook-up Arrangements: Television stations must coordinate park and power schedules with the Athletic Facilities/Events Office. Parking for production and satellite trucks is located Southwest of Memorial Stadium in Lot #64.

SECURITY

KU Office of Public Safety: The KU Office of Public Safety is responsible for all security measures at Memorial Stadium on home football game days. The Director of Public Safety coordinates with the Lawrence Police Department, Douglas County Sheriff's Office, the Kansas Highway Patrol and other agencies to provide game day security for Memorial Stadium and all participants for each football game. Special requests are made through the Assistant Athletic Director - Facilities/Events.

Event Staff: Event staff personnel are used to secure all non-public entrances and other non-public areas during all Jayhawk football games. Event staff is also used as ticket takers, ushers, guards and supervisors to aid in crowd control and informational purposes.

Security: Private security services are used on Friday nights prior to each home KU football game for overnight stadium security.

SPORTSMANSHIP

Kansas fans pride themselves on a long tradition of good sportsmanship and conduct in (venue). KUAC appreciates and expect fan cooperation by supporting the players, coaches and officials in a positive manner. Profanity, racial or sexist comments or other intimidating actions are not tolerated and are grounds for removal from the building. Any spectator who interferes with the game by coming onto the court/field or throws objects onto the court will be removed.

KUAC has periodically had to remove fans from venues the past few years. The main offense has been intoxication. The protocol is for the event staff to report incident to their supervisor, who in turn contacts KU Facilities/Event Management personnel. If further steps are necessary the KU Office of Public Safety makes a contact and removes individual from the venue if necessary.

MEDICAL/TRAINING ROOM SERVICES

KU Training Room Services: Athletic Training Services is responsible for providing team bench areas with water, cups, towels, blood kits, ice bags, tissue and treatment supplies. Each locker room has an athletic training room within the main locker room area.

TICKETS/PASSES

Ticket Sales: Tickets for Jayhawk football games may be purchased prior to game day at the Athletic Ticket Office located in Allen Fieldhouse.

On Site Ticket Sales: Tickets for all Jayhawk football games will be on sale at the stadium ticket offices three hours prior to game time. Ticket offices are located on the West, North and Southeast sides of Memorial Stadium.

Will Call: All Will Call tickets may be picked up at the main ticket office on the West side of the stadium three hours prior to game time. Individuals must present picture identification and must pay any charges due when picking up will call tickets.

Pass Gate: The pass gate for all visiting team admissions will be via gate 32/33 on the Northeast side of Memorial Stadium. A photo ID will be required for all pass gate admissions. All pass gates open 90 minutes prior to game time.

Handicapped Seating: Handicapped and mobility impaired seating is provided at many locations of Memorial Stadium on the 3rd level concourse. Elevators to access these areas are available on both the East and West sides of Memorial Stadium.

EMERGENCY PROCEDURES

Emergency Evacuation Plan: The Assistant Athletic Director of Facilities/Events (Game Administrator) may in consultation with other university officials deem it necessary to evacuate the facility for safety reasons. Event Staff and emergency personnel will be notified to assist in clearing the facility in a safe and timely manner.

Threatening weather may require that the facility be evacuated. If the Assistant Athletic Director of Facilities/Events (Game Administrator) in consultation with other university officials deems it necessary, event staff and emergency personnel will be notified to assist in this evacuation. The entire emergency procedures manual will be reviewed and updated annually by the Director of KU Public Safety, the Lawrence-Douglas County Fire & Medical Chief and the Assistant Athletic Director - Facilities/Events.

Appendix 7

Emergency Numbers:

Emergency: 911 KU Public Safety (non emergency) 864-5900 KUAC Security 691-5227 Assistant Athletic Director of Facilities/Events 331-5329 Game Day Administrator (Press Box) 864-4808 Facilities/Event Management Office 864-4210

Appendix 7

DAY TO DAY (704F)

704F Facilities: Basketball Game Day

Updated 7/05

FACILITIES: BASKETBALL OPERATIONS

Event Operations Staff

The Athletic Facilities/Events Office will convene a basketball game management meeting prior to each season to discuss basketball operations and any important issues prior to the season. The Director of Basketball Operations, KU Office of Public Safety, Lawrence Police Department, Kansas Highway Patrol, Douglas County Fire/Medical, KU Media Relations, Ticket Operations, Rock Chalk Video, Facilities & Operations, Williams Educational Fund, KU Marketing, ESPN Regional, Concessions, Training Staff, KUStore.com, Parking Services Department, and KU Band staff should be invited to attend.

The Assistant Athletic Director of Facilities/Events for the Athletic Department is responsible for all game day operations. He will serve as game administrator and coordinate all game day operations. The Facilities/Event Management office will employ event staff, scoreboard operators, and timers for each game.

Facility Set-Up/Clean-Up

The Athletic Facilities/Events Office is responsible for preparation of Allen Fieldhouse for each game to include set-up of the court, team bench areas, pass gate areas, media room, post game interview areas, and all game day signage. All post-game facility clean up is the responsibility of the Athletic Facilities Office. Athletic Training is responsible for providing team bench areas with water, cups, towels, blood kits, ice bags, and other supplies. Media Relations is responsible for press row media area set-up.

Team Arrangements Visitors

Parking: The Athletic Facilities/Events Office is responsible for the coordination of parking for the visiting team travel party. The visiting team charter bus will be accommodated in close proximity to Allen Fieldhouse. Vans and other vehicles can be accommodated with advance arrangements.

Tickets and Credentials: Visiting teams may operate a player pass list and receive tickets for player use according to NCAA and Big XII Conference rules. Ticket Office personnel from each visiting school should coordinate with the KU Director of Ticket Operations and act according to Big 12 Conference guidelines. Credentials for visiting teams should be requested through the KU Media Relations Office.

Practice Schedule: Visiting teams can make practice and shoot around arrangements through the Assistant Athletic Director - Facilities/Events. A visiting team host will be assigned to greet and help each visiting team with any special needs during their time in Lawrence.

Locker Room: Visiting teams will use the visitor's locker room located on the Southwest corner of Allen Fieldhouse. The visiting team will be provided ice, drinks, water, towels and game day programs for the game. After each game, the visiting team will receive 25 lunches as a post game meal. Special requests can be accommodated with advance notification. The Facilities/Events host/hostess is responsible for greeting visiting teams, providing necessary information and meeting special reasonable requests. Security will be provided on game day for the visiting team locker room area and for the head coach of each visiting team institution.

Team Bench Area: Visiting teams will use the South bench area at Allen Fieldhouse and enter and exit the court via the Southwest corner of the court. All NCAA and Big 12 Conference rules regarding bench protocol will be enforced.

Video Taping: A location on 3rd level West side of Allen Fieldhouse is available for visiting team video taping needs.

Team Arrangements Jayhawks

Tickets and Credentials: Jayhawk basketball players and staff are provided complimentary admission for guests according to NCAA, Big 12 Conference and University guidelines. The Athletic Ticket Office is responsible for coordination of the pass list. The Jayhawk pass list should be available to the Athletic Ticket Office a minimum of two (2) hours prior to game time. All pass list individuals are required to show a valid picture ID and will be admitted 90 minutes prior to game time via the East lobby of Allen Fieldhouse.

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Locker Room: The Jayhawks will use the home locker room on the West side of Allen Fieldhouse. The locker room has a training room area and a ' coaches' locker room area within the locker room.

Team Bench Area: The Jayhawks will use the North bench area at Allen Fieldhouse and enter and exit the court via the Northwest corner of the court. All NCAA and Big 12 Conference rules regarding bench protocol will be enforced.

Video Taping: The KU basketball video services will have the opportunity to tape the game from the 3rd level on the West side of Allen Fieldhouse.

Cheerleaders/Band/Mascot: KU cheerleaders and mascots will be admitted at the Southeast pass gate doors of Allen Fieldhouse, 90 minutes prior to each game. Bands will be admitted via the Southeast pass gate doors of Allen Fieldhouse 90 minutes prior to game time.

Officials

Game Day Parking: Officials game day parking passes will be in close proximity to the official game day locker room of Allen Fieldhouse.

Locker Room: The officials' locker room is located on the Southeast side of Allen Fieldhouse, room 118. The Game Administrator will be responsible for greeting officials and reviewing any game day information upon their arrival to the Fieldhouse. The officials are provided with pre-game drinks and post-game drinks and meals on game day. Ice, towels and game programs are also provided.

Security: Security will be provided for the officials by Kansas Athletics from the time of arrival to the time of departure after the game.

Bench Crew

Game Assignments: The Athletic Facilities/Events Office is responsible for contracting and paying certified and competent Bench Crew members for all games. These individuals will perform scoreboard and timing functions for each home game. Parking and credentials will be provided for individuals performing these functions. During the pre-game, appropriate bench crewmembers will meet with the officials in their locker room to review game day information per NCAA and conference guidelines.

Media

Game Day Parking: Members of the media working any Jayhawk basketball game may request parking through the Media Relations Office. Parking for media is limited and will be distributed by the basketball media relations director to appropriate media outlets.

Credentials: All requests for media credentials must be processed through the Media Relations Office, specifically the KU basketball media representative. Members of the media may pick up Will Call credentials at the Wagnon Student-Athlete Center, directly West of Allen Fieldhouse 90 minutes prior to game time.

Press Row Assignments: Press row seat assignments are the responsibility of the Media Relations Office. This area is reserved for working media and game day personnel.

Photography Access Areas: Photographers (still and video) may shoot from the designated media boundary areas at Allen Fieldhouse. Media are not allowed in either team's bench area or are to photograph private conversations between coaches, coaches and players, or coaches and officials. This includes any photography from behind the bench areas during time outs.

Post Game Locker Room Policies: Members of the Jayhawk basketball team and the head basketball coach will be available for interviews in Hadl Auditorium after a 10 minute "cooling off" period. The Media Relations Office is responsible for arranging all post game interviews. The Jayhawk locker room is closed to members of the media. Visiting teams may have a different locker room policy. Media members should contact the visiting team's Media Relations person for information on these policies.

Television/Radio Arrangements: Local television and radio stations wishing to broadcast Jayhawk basketball should coordinate arrangements through the Athletic Facilities/Events and Media Relations Offices.

Park and Power/Hook-up Arrangements: Television stations must coordinate park and power schedules with the Athletic Facilities/Events Office. Parking for production and satellite trucks is located on the West side of Allen Fieldhouse.

Security

KU Office of Public Safety: The KU Office of Public Safety is responsible for all security measures at Allen Fieldhouse on home basketball game days. The Director of Public Safety coordinates with the Lawrence Police Department, Douglas County Sheriff's Office, the Kansas Highway

Patrol and other agencies to provide game day security for Allen Fieldhouse and all participants for each basketball game. Special requests are made through the Assistant Athletic Director - Facilities/Events.

Event Staff: Event staff personnel are used to secure all non-public entrances and other non-public areas during all Jayhawk basketball games. Event staff is also used as ticket takers, ushers, guards and supervisors to aid in crowd control and informational purposes.

Security: Private security firms are hired to provide overnight security services.

Sportsmanship

Kansas fans pride themselves on a long tradition of good sportsmanship and conduct in (venue). Kansas Athletics appreciates and expect fan cooperation by supporting the players, coaches and officials in a positive manner. Profanity, racial or sexist comments or other intimidating actions are not tolerated and are grounds for removal from the building. Any spectator who interferes with the game by coming onto the court/field or throws objects onto the court will be removed.

Kansas Athletics has periodically had to remove fans from venues the past few years. The main offense has been intoxication. The protocol is for the event staff to report incident to their supervisor, who in turn contacts KU Facilities/Event Management personnel. If further steps are necessary the KU Office of Public Safety makes a contact and removes individual from the venue if necessary.

Medical/Training Room Services

KU Training Room Services: Athletic Training Services is responsible for providing team bench areas with water, cups, towels, and other supplies. The Allen Fieldhouse training room is in close proximity to both home and visiting team locker rooms.

Tickets/Passes

Ticket Sales: Tickets for Jayhawk basketball games (when available) may be purchased prior to game day at the Athletic Ticket Office located in Allen Fieldhouse.

On Site Ticket Sales: Tickets for all Jayhawk basketball games (if available) will be on sale at the Fieldhouse ticket offices 90 minutes prior to game time. Ticket offices are located on the North and East sides of Allen Fieldhouse.

Will Call: All Will Call tickets may be picked up at the main ticket office on the East side of the Fieldhouse 90 minutes prior to game time. Individuals must present picture identification and must pay any charges due when picking up will call tickets.

Pass Gate: The pass gate for all working staff, concessions staff, band and cheer members is on the Southeast corner of Allen Fieldhouse.

Handicapped Seating: Handicapped seating is available on a first come, first served basis and is located on the arena floor level. Mobility impaired seating is provided on the 3rd level of Allen Fieldhouse. An elevator to access this area is available on the South side of Allen Fieldhouse. It is suggested that prior arrangements with the ticket office be made to ensure availability of the handicap or mobility impaired seating.

Emergency Procedures

Emergency Evacuation Plan: The Assistant Athletic Director of Facilities/Events (Game Administrator) may in consultation with other university officials deem it necessary to evacuate the facility for safety reasons. Event Staff and emergency personnel will be notified to assist in clearing the facility in a safe and timely manner.

Threatening weather may require that the facility be evacuated. If the Assistant Athletic Director of Facilities/Events (Game Administrator) in consultation with other university officials deems it necessary, event staff and emergency personnel will be notified to assist in this evacuation. The entire emergency procedures manual will be reviewed and updated annually by the Director of KU Public Safety, the Lawrence-Douglas County Fire & Medical Chief and the Assistant Athletic Director - Facilities/Events.

Emergency Numbers:
Emergency: 911
KU Public Safety (non emergency) 864-5900
Kansas Athletics Security 691-5227
Assistant Athletic Director of Facilities/Events 331-5329
Game Day Administrator (Press Row) 864-5153
Facilities/Event Management Office 864-4210

Appendix 7

DAY TO DAY (704G)

704G Alcohol Consumption and Tailgating

Updated 07/05

REGULATIONS GOVERNING THE USE OF ALCOHOLIC LIQUOR AT UNIVERSITY EVENTS

Under circumstances permissible by State Statutes and Regulations of the Alcoholic Beverage Control Commission, official University academic and administrative units and University affiliated organizations may serve alcoholic liquor at approved events in designated non-classroom areas on the University campus.

Alcoholic liquor service may only be provided at campus events which are related to legitimate functions of the University. Such events cannot be opened to the general public and only members of the sponsoring organizations, their spouses and invited guests may participate. Such events may not be of a commercial nature, but rather occasions which are luncheons, dinners or receptions in honor of certain individuals, and which occur in connection with official University events and/or fundraising activities for University programs.

The following guidelines will be observed in serving alcoholic liquor at approved University events and locations (except that the Regulations Governing the Use of Alcoholic Liquor in the Scholarship Suites at Memorial Stadium and during home football game fundraising events shall govern the use of alcoholic liquor in the Scholarship Suites and in designated parking areas immediately adjacent to Memorial Stadium):

- No liquor license will be held by the University of Kansas or by any units of the University. No sale of alcoholic liquor is permitted on the University campus.

- At all times, the serving of alcoholic liquor on the KU campus will be in compliance with the Kansas Liquor Control Act.

- All events on the University campus at which alcoholic liquor will be served must be approved by the Chancellor. A University unit or affiliated organization wishing to serve alcoholic liquor on campus must submit a detailed plan to the Provost for review prior to any public announcement, but in no case less than two weeks before the event. The Provost shall recommend to the Chancellor whether the event should be approved.

- Alcoholic liquor served at approved campus events must be provided by the group or organization hosting the event.

- The Kansas and Burge Union (Union) shall be the exclusive caterer of alcoholic liquor on campus. The Union shall provide all qualified personnel necessary for and have full control over dispensing alcoholic liquor at approved events. The Union may furnish, for a fee, all setups and services needed. The Kansas Union will adhere to the following definitions and regulations in its capacity as the caterer of alcoholic liquor:

- The terms used herein shall have the following meanings:

- Events, as used in this policy, shall mean prearranged functions not advertised to the general public and limited in attendance to members of the sponsoring organization(s) and their guests.

- Members -- Shall mean the basic makeup of the sponsoring organization.

- Guests -- Shall mean the spouse of a member of a sponsoring organization and/or invited personal friends of a member in attendance.

- The length of pre-dinner alcoholic beverage service shall be determined between the sponsoring organization and the Union. A service period of between one hour and an hour and a half is advised.

- It shall be a responsibility of the Union to designate those areas in approved buildings that have appropriate and adequate facilities for the service of alcoholic beverages and for control of the patrons to be served.

- No alcoholic beverages other than those served by the staff of the Union may be dispensed.

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- Members and guests of the sponsoring organization may not carry alcoholic beverages outside the area in which they are being served.

- The Union reserves the right to refuse alcoholic beverage service to any individual under the age of twenty-one or who appears to be intoxicated. Staff members in charge shall have this authority.

- Alcoholic liquor shall be defined as those beverages containing alcohol, including beer, wine, spirits, etc., but does not include cereal malt beverages. Unused quantities of alcoholic liquor shall remain the property of the host group or organization and will be removed from University property at the conclusion of the event. Nonalcoholic beverages and food must be provided at all events where alcoholic liquor is served.

- Use of alcoholic liquor is permitted only for approved events held in Allen Field House, Anschutz Sports Pavilion, the Art and Design Gallery, Continuing Education Building (Commons and Patio areas), Edwards Campus (designated areas), Green Hall (Rice Room), Hall Center for the Humanities (Watkins Home), James Naismith Society Room (Athletic Complex Expansion), the Kansas and Burge Unions, Lied Center, Lippincott Hall, Murphy Hall, Museum of Natural History, Robert J. Dole Institute of Politics, Spencer Museum of Art, Spencer Research Library, Spooner Hall, Summerfield Hall (School of Business Placement Center), Scholarship Suites or home football game fundraisers (Memorial Stadium and designated parking areas immediately adjacent to Memorial Stadium, in accordance with the following specific regulations for that location).

- Alcoholic liquor service shall be available from 10:30 a.m. until midnight daily.

Regulations Governing the Use of Alcoholic Liquor in the Scholarship Suites of Memorial Stadium and during Home Football Game Fundraising Events.

Alcoholic liquor will not be used, consumed, possessed or permitted near the premises or in Memorial Stadium except in accordance with the following policy:

- The only location in which alcoholic liquor is permitted in Memorial Stadium is in the Scholarship Suites.

- The only time that alcoholic liquor may be consumed in the Scholarship Suites is on home game days for the University's intercollegiate football team, during the period commencing two hours prior to kickoff, and ending two hours after the end of the football game (or one and a half hours after the game if the game begins later than 5 p.m.) The Chancellor, upon recommendation by the Provost, may approve exceptions to this time limitation, but requests for exceptions must be made in writing not later than two weeks prior to the event and will not be deemed approved unless written approval is granted prior to the event.

- The Chancellor, upon recommendation by the Provost, may approve written requests by Kansas Athletics to allow consumption of alcoholic liquor in the Scholarship Suites at other athletic related events, but such approval will be subject to all conditions specified in the approval by the Chancellor.

- Alcoholic liquor to be consumed in the Scholarship Suites shall not be brought into Memorial Stadium and the Scholarship Suites on game days. The only time alcoholic liquor may be brought into Memorial Stadium and the Scholarship Suites is during a designated period of time for stocking the bars in the suites. Kansas Athletics shall be responsible for advising the suite holders of the time during which they may stock their bars. Alcohol shall not be consumed in the Scholarship Suites during the designated periods for stocking the bars.

- If anyone attempts to bring alcoholic liquor into Memorial Stadium at any time other than the designated stocking times, it will be confiscated and disposed of.

- Kansas Athletics, suite holders, and their guests in the Scholarship Suites shall be responsible for ensuring compliance with this policy and all applicable laws and regulations governing consumption of alcoholic liquors, including but not limited to all laws governing age of consumption of alcoholic liquors.

- Each suite holder shall provide liability insurance and name Kansas Athletics, the University of Kansas, the Board of Regents and the State of Kansas as additional insureds. Such policy shall provide full liquor legal liability insurance coverage up to $1,000,000.

- Sale of alcoholic liquor in the Scholarship Suites is prohibited.

- Food and non-alcoholic beverages must be available in each suite during any times in which alcoholic liquor is available for consumption.

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- The only people permitted to consume alcoholic liquor in the Scholarship Suites are those people of lawful age for such consumption who possess a pass or ticket to sit in the Scholarship Suites.

- After the last home football game, each suite holder will be responsible for removing all alcoholic liquors. No alcoholic liquor will be stored in the Scholarship Suites or at any other site in the Stadium or on campus, at any time other than during the football season. Kansas Athletics will provide to the suite holders locked cabinets in which they may store their alcoholic liquor during the football season. As a condition of being permitted to use a Scholarship Suite, each suite holder must agree that the State of Kansas, the Board of Regents, the University of Kansas, and Kansas Athletics will bear no responsibility for loss of any alcoholic liquor the suite holder chooses to store in the suite.

- Suite holders will be required to remove all alcoholic liquor from their suites immediately following the final home football game of the season. Kansas Athletics shall be responsible for removing and disposing of any alcoholic liquor remaining in any suite after the last home football game of the season.

- On a limited basis, certain fundraising events to benefit KU programs have been approved. These fundraising events will be conducted in conjunction with home football games and will take place concurrent with traditional tailgating activities. As described in detail below, alcoholic beverages may be consumed during tailgating activities during the three hours preceding kick-off in designated parking areas immediately adjacent to, but not including, Memorial Stadium and the Campanile Hill. Not later than 30 minutes following kick-off, consumption of alcoholic beverages will end; remaining beverages will be transported off-campus following the end of the game. Alcoholic beverages will not be consumed in areas outside those designated by this policy. Sale of alcoholic beverages will be prohibited. This policy does not provide authority for University of Kansas organizations to serve alcohol as part of tailgate fundraisers. Containers of a capacity in excess of one gallon will not be permitted. The legal drinking age of 21 years will be enforced, and individuals consuming alcoholic beverages at tailgates will be responsible for their conduct and that of their guests. Food and non-alcoholic beverages must be available at any location where alcoholic beverages are consumed. Consumption of alcohol in conjunction with fundraiser tailgate activities will be permitted in lots 50, 52, 55, 58, 59, 60, 63, 64, 70, 91, 92, 93, 94, 95, and 124 as well as in designated areas up to 75 feet from these lots. Consumption of alcohol will not be permitted on city streets, including Mississippi, Maine, and 11th Streets, and J.R. Pearson Drive, and will not be permitted in lots north of 11th Street or east of Mississippi Street. The southern and western perimeters for alcohol consumption will be designated by a boundary line established by the University Public Safety Office in consultation with the KU Athletic Corporation.

- Failure to comply with this policy or any law governing the consumption of alcoholic liquor will result in loss of the privileges granted under this policy.

Approved by the Chancellor
March 1, 1988;

Amended July 22, 1988; November 16, 1993; August 31, 1994; November 12, 1996; November 6, 1998; March 22, 1999; July 6, 2000; August 29, 2001; January 8, 2002; August19, 2002; June 18, 2003.

Appendix 7

DAY TO DAY (705A)

705A Concessions and Novelty Sales

Updated 7/05

ATHLETIC EVENTS: CONCESSION OPERATIONS

The exclusive right to operate the food concession at regularly scheduled athletic events held in the various athletic facilities are negotiated with professional concessionaires. Such negotiations, which must be in the best interest of the University, are conducted by the Director of Athletics and Senior Associate Director of Athletics and approved by the University General Counsel's Office.

Kansas Athletics reserves the right to free and immediate access to all concessionaire records for the purpose of auditing gross sales reports at any time during the duration of the contract. Vendors who are granted exclusive rights to sell food at athletic events accept responsibility for the following:

1. Staffing (e.g. hiring, supervision, etc.) sales operations;
2. Operating in an efficient, courteous and business-like manner;
3. Offering at competitive prices licensed novelty items or food, candy and beverages which are fresh, wholesome and of the highest quality;
4. Maintaining sales booths and food service areas in a clean and sanitary condition; and
5. Adhering to all specific terms of the contractual agreement.

Food Concessions

The current food concession contract grants exclusive rights to Mid-America Concessions to sell a variety of quality food items, at mutually agreed upon prices. In return, Mid-America Concessions agrees to pay Kansas Athletics the amount by which sales exceed operating expenses and the negotiated management fee. The financial terms of the Agreement may be adjusted by mutual agreement of the parties to reflect change in operating costs, based on new policies or procedures, service or serving methods, or to comply with adjusted federal or state minimum wage laws.

Mid-America Concessions is required to submit operating statements to Kansas Athletics at agreed-upon "accounting periods" per calendar year. Mid-America is required to maintain books and records in accordance with generally accepted accounting practices. These reports are submitted for review by the Chief Financial Officer and Assistant Director of Athletics/Facility Planning. Kansas Athletics reserves the right to have free access to Mid-America's financial accounts pertaining to this contract and audit all operating statements at its expense.

As contractually agreed upon, Mid-America Concessions is responsible for providing the following services:

1. Qualified management and non-management employees to operate the concession service;
2. Payment of proper sales tax and processing of payroll accounts; and
3. Security for stored items.

Kansas Athletics is responsible for providing the following services at no added expense to Mid-America Concessions:

1. Utilities, including water, proper ventilation, and telephone service;
2. Janitorial supplies;
3. Pest extermination and control;
4. Purchase of required new equipment and/or replacement of worn equipment;
5. Maintenance and repairs including painting and decorating;
6. Fire and extended insurance coverage for the premises and equipment;
7. Payment of real and personal property taxes on the premises and equipment;
8. Sufficient storage space when available; and
9. Refuse removal.

Appendix 7

Concession Employees

It is the responsibility of the concessionaire to ensure that only authorized employees are admitted under the auspices of working an athletic event. The food concessionaire is responsible for securing employee parking permits and instructing employees on the appropriate entry procedures and gate location. Concession employees are admitted to the athletic events via a pass list.

Appendix 7

DAY TO DAY (705B)

705B Athletic Events: Parking

Updated 7/05

ATHLETIC EVENTS: PARKING

The University of Kansas Parking Department administers and controls the University-wide parking program through the issuance of parking permits.

All Kansas Athletics personnel must comply with University parking regulations. The regulations governing the registration, operation and parking of vehicles on the University campus are available in booklet form from the Parking Department, located at 1501 Irving Hill Road, phone 864-PARK or on-line at http://www.ku.edu/~parking/.

Athletic Event Parking

The University's Parking Department and the University Police Department assist in coordinating parking and traffic control for all athletic events. Game day parking attendants are hired to control entrance into reserved lots.

The Assistant Director of Athletics/Facility Operations and Events is responsible for allocation of priority parking within specific lots.

Approximately one month prior to the football, basketball and soccer seasons and at other times, as required, the Assistant Director of Athletics/Facility Operations and Events meets with the University Department of Parking Services to review parking requirements for scheduled events. The availability of University parking areas and the effective handling of traffic, as well as the public's safety, are objectively discussed during these meetings.

Factors determining the lot locations and allocation of reserved parking passes issued by the Kansas Athletics include the following:

- Patrons' season ticket purchases and donations history;
- Football, basketball and other sport needs;
- Accessibility needs of patrons;
- Visiting schools' needs; and
- University and Kansas Athletics needs.

In general, reserved parking passes are issued by the Facility Operations and Events Office to Kansas Athletics Staff and the Ticket Office, in conjunction with the distribution of tickets to season ticket holders.

Parking Operations

It is the intention of Kansas Athletics to provide parking spaces in reserved lots to major donors who are also season ticket holders for football and/or basketball. All other sports have free parking. Based on the athletic event and University parking requirements, student vehicles may be required to move from campus Commuter Parking Lots by the posted time on the day of an athletic event. Temporary signs are posted the week prior to the event, in lots to be vacated, indicating the event date and vehicle removal deadline. Students are informed of available alternate parking areas.

Handicap parking is available on a limited basis with the required handicapped sticker and vehicle registration plate.

Football & Basketball Parking

The Parking Department is responsible for ensuring efficient parking operations on game day. Attendants are stationed at the entrance of all reserved lots to ensure that only vehicles with proper parking credentials are permitted entrance.

- Donor Parking

Appendix 7

Patrons are required to make a donation to the Williams Educational Fund (WEF) to be considered for preferential parking. All funds go directly to the intercollegiate athletics programs. Parking permits are mailed with season tickets. (See Policy 903B, WEF, for additional information.)

- Media Parking

The Assistant Athletics Director/Media Relations provides the Assistant Director of Athletics/Facility Operations and Events with an approved list of media representatives and special guests prior to each season. Media representatives are responsible for requesting parking passes at the time they apply for press credentials.

Appendix 7

DAY TO DAY (705C)

Athletic Events: Music and Entertainment

Updated 7/05

ATHLETIC EVENTS: MUSIC AND ENTERTAINMENT

Pre-game and half-time ceremonies are planned to reflect the pride and loyalty of the student body, faculty, alumni and fans who attend intercollegiate football and basketball games. Special ceremonies are also planned to provide opportunities to honor campus organizations, alumni and local groups for their past or present achievements. Additionally, visiting teams and their representatives are routinely extended invitations to participate in half-time activities, and are to be shown respect at all times. Furthermore, every effort is made to ensure that the planned activities serve the purpose of enhancing the atmosphere and heightening the enthusiasm level of the spectators without creating a potential crowd control problem or disrupting the scheduled athletic event.

In recognition of the value provided by appropriate music and entertainment at selected athletic events, the Division of Athletics provides funding for the University of Kansas Marching Band, Pep Band, Mascots and Cheerleaders. However, the Director of Athletics retains the right to determine budget levels, as well as the type of music and entertainment presented at athletic events.

The Assistant Director of Athletics/Facilities and Event Management assists the Athletic Marketing staff in the coordination of all pre-game and half-time activities within University, Conference and NCAA guidelines. Appropriate management of such activities requires open and direct communication among all parties involved in their production.

Pre-Game and Half-Time Arrangements

All information related to music and entertainment activities is to be submitted to the Assistant Director of Facilities and Event Operations by a deadline designated prior to the beginning of each season. Before the athletics events schedule is finalized, the Assistant Director of Athletics/Facilities and Event Operations, Band Director, and Assistant Athletic Director/Marketing review proposed half-time programs for content, staging, timing and related requirements to ensure that programs are appropriate and meet Kansas Athletics standards. All ceremonies must adhere to established time constraints and are subject to the final approval of the Director of Athletics. All taped music is subject to the approval (from the Facility Operations and Events Office) prior to playing over the public address system. Tapes are monitored for appropriateness of language.

Arrangements for pre-game and half-time ceremonies for football and basketball include, but are not necessarily limited to, the following:

1. Review and approval of requests by outside groups to participate in pre-game and half-time activities
2. Preparation of timetables
3. Reservation of locker rooms for performers
4. Review of special needs and requests
5. Dissemination of instructions to participants (e.g. time constraints, program content, etc.)
6. Coordination with the public address announcer, event workers and other support personnel.

Football Events

Prior to the beginning of each season the Assistant Director of Athletics/Facilities and Event Operations, in coordination with the Assistant Athletic Director/Marketing and Director of Rock Chalk Video, establishes a schedule of activities for pre-game and half-time entertainment. The Director of Facility Operations and Events is responsible for making special arrangements for these scheduled activities. Such arrangements include informing all participants of pertinent information regarding their activity (i.e. time limitations, performance restrictions, dressing room assignments, etc.) However, the selection of musical entertainment for football games is the responsibility of the Band Director.

- Pre-game Activities

In general, pre-game activities for a 1:00 p.m. game begin at 12:40 p.m. with the conclusion of preliminary work-outs for both teams. On-field, the Kansas Marching Band then plays the Alma Mater and the National Anthem, with kick-off at 1:00 p.m.

- Half-time Activities

  In accordance with the Big Twelve Football Conference rules, the half-time period is limited to 20 minutes with 15 minutes reserved for entertainment. Half-time activities may include sponsored events, presentation of special guests and VIP's, or special entertainment.

  The Assistant Director of Athletics/Facilities and Event Operations ensures that all involved parties are aware of the schedule and related time constraints. In general, after any presentations, the Kansas Marching Band is given the remainder of the time to enter the field and perform. If an away team band attends the game and requests performance time, all efforts will be made to fulfill this request at half-time. If there is not enough time, the visiting band may perform pre-game, based upon the pre-established timeline. All performers must clear the field on time to allow for the return of the players. Time allocated for athletic sponsor activities (i.e. competitions, recognition, etc.) should be taken into consideration by the Band Director.

Basketball Events

The Director of Rock Chalk Video, the Assistant Athletic Director/Marketing and the Assistant Director of Athletics/Facilities and Event Operations are responsible for establishing a schedule for special pre-game and half-time entertainment for men's basketball home games. All special promotional activities must conform to applicable University, Big Twelve Conference and NCAA rules and regulations. Additionally, if the game is televised, staging and time requirements may be adjusted to allow for television production needs.

Due to space restrictions, Kansas Athletics does not allow visiting Pep Band performances at home basketball events. Allowances are made for special tournaments. Furthermore, a limitation is placed upon electronic noise makers and other instruments (e.g. drums, cymbals, etc.) during the playing of the game.

- Pre-game Activities

  In general, pre-game activities are limited to the playing of the National Anthem and the introduction of visiting and University of Kansas starters. However, on occasion special tributes or recognition may be included in the pre-game activities.

- Half-time Activities

  Half-time activities are limited to a 15-minute window of time and may include sponsored "Shoot-outs," presentation of special guests and VIP's, or special entertainment.

- Conference and Tournament Events

  When hosting NCAA, NIT or Conference basketball events, Kansas Athletics complies with the rules and regulations of the governing body controlling the event.

- Cheerleaders and Mascots

  Cheerleaders must stay within their designated area and perform routines within Big Twelve guidelines. All cheers are expected to be positive and encourage good sportsmanship.

Away Games

The Band Director and Cheerleading Coach are responsible for coordinating travel arrangements with the Travel Coordinator for their respective groups. All approved expenses are paid by Kansas Athletics.

Appendix 7

DAY TO DAY (705D)

705D Athletic Events: Staging

Updated 7/05

ATHLETIC EVENTS: STAGING

The Assistant Director of Athletics/Facilities and Event Operations is responsible for the staging of home athletic events to include both facility and game management operations. Assistant Director of Athletics/Facilities and Event Operations may delegate specific staging procedures to Kansas Athletics personnel designated as "Home Game Management staff." These individuals are responsible for carrying out assigned duties in an efficient and proper manner.

Effective game administration requires continual cooperation and clear communication among the individuals, departments and agencies involved. Furthermore, strict adherence to stated procedures is required to ensure the safety of all spectators and participants and to guarantee that operations run smoothly during athletic events. To facilitate the effective management of home athletic events, the Assistant Director of Athletics/Facilities and Event Operations has prepared Home Game Management Manuals for each sport (See Policy 704E, Facilities: Basketball Operations and Policy 704F, Facilities: Football Operations, in this manual). Individuals with managerial or support duties are responsible for familiarizing themselves with these manuals.

Preliminary Arrangements

As soon as the home game schedule is determined, the Assistant Director of Athletics/Facilities and Event Operations begins to make necessary arrangements for the successful staging of these events. Before arranging for various auxiliary services, attendance projections are developed for scheduled events. (See Policy 702A, Scheduling: Events, for additional information.) Staging requirements include (but are not necessarily limited to) the following:

1. Scheduling and supervision of ancillary personnel (e.g. ticket takers, gatekeepers, ushers, custodians, physicians and first aid personnel) and game management staff (e.g. officials, public address system announcers, scoreboard operators and statisticians);
2. Notifying concessionaires of scheduled events;
3. Arranging for police security and crowd control;
4. Arranging for transportation and traffic control;
5. Arranging for facility maintenance coverage with University Facilities & Operations;
6. Coordinating requests for special media services with the Media Relations Office;
7. Coordinating visiting and home team locker room requirements;
8. Coordinating pre-game and half-time events;
9. Coordinating Cheerleader, Mascot and Band performances with the Cheerleading Coach and Band Director;
10. Preparing and distributing the game day format and agenda; and
11. Coordinating complimentary admission operations with the Athletic Ticket Office;
12. Ordering of refreshments for team locker rooms and the press box; and
13. Preparing letters to visiting teams to be sent a minimum of one (1) month prior to the event.

Facilities Management

The Assistant Director of Athletics/Facilities and Event Operations coordinates facility requirements with the appropriate personnel. This is to ensure that all structural components of the required facility are in good working order (e.g. lighting, air conditioning, plumbing). The Assistant Director of Athletics/Facilities and Event Operations is responsible for overseeing the preparation of outdoor facilities for competition by the Groundskeeping staff, who performs such activities as lining the field, preparing the locker rooms, setting up the arena area, etc.

The Assistant Director of Athletics/Facilities and Event Operations ensures compliance with all applicable federal, state and local statutes, as well as University policies and procedures governing the operation of athletic facilities. This includes patron safety, fire prevention and food service requirements. For specific rules regarding facility usage, see Policy 604A, Facilities: Use.

In addition, the Assistant Director of Athletics/Facilities and Event Operations and and Home Game Management staff assist with University and non-athletic sponsored events held in athletic facilities, as requested, by the Director of Athletics.

Game Workers

The number of game workers (e.g. ticket takers, ticket sellers, parking attendants, ushers, door guards, program sellers, concessionaires, etc.) required for each event is determined by the size of the anticipated crowd. The Assistant Director of Athletics/Facilities and Event Operations determines the number and type of personnel needed and makes appropriate arrangements, as necessary, with Kansas Athletics personnel or the University for coverage, as follows:

1. Traffic control is provided by the University Office of Public Safety with parking administration handled by part-time ancillary parking staff (See #4).

2. Security coverage is arranged through the Office of Public Safety. Appropriate credentials, passes and/or arm bands are provided to the media and other game personnel for easy identification (however, careful scrutiny of credentials is still necessary). (See Policies 706B, and 705B for additional information regarding parking passes for events.)

3. Facility preparation and clean-up operations are coordinated through the Facility and Events Operations Department and assigned facilities staff workers, as required. Time-tables and schedules are developed by the Assistant Director of Athletics/Facilities and Event Operations for the effective preparation and clean-up of facilities prior to competitions.

4. The Office of Facilities and Event Operations has hired outside staffing firms to train and schedule ushers and ticket takers for all athletic events. The Athletic Ticket office hires and trains all ticket sellers.

5. Emergency medical services are provided as designated by the Team Physician/ Director of Athletic Medicine and arranged for by the Head Trainer.

6. Food service sales concessions are currently scheduled by Mid-America Concessions. See Policies 606A Athletic Events: Concessions and Novelty Sales for additional information.

7. Clock operators, announcers, audio supervisors, line men (for football), scorers and game supervisors are hired, trained and scheduled by the Assistant Director of Athletics/Facilities and Event Operations.

Officials

The Assistant Director of Athletics/Facilities and Event Operations ensures proper preparation of facilities for officials scheduled through the appropriate Conference office.

The Game Management staff is responsible for preparing adequate dressing and showering facilities for officials. Towels and complimentary game programs are to be placed in the locker room prior to the officials' arrival. The officials' locker room is kept locked while they are officiating the game.

Security is provided to all officials upon their entrance to and exit from the playing field or arena. Complimentary cold drinks and snacks are provided at half-time and post-game.

Press Box Operations

The Media Relations Office organizes press box operations for home athletic contests to include preparation and mailing of press credentials, compiling and distributing of statistical materials, filing post-game reports to media outlets, coordinating instillation of transmission facilities and arranging for statistical crews.

Additional information on press box arrangements is contained in Policy 707D, Media Coverage: Events.

Memorial Stadium Events

The University of Kansas football team plays its home games in Memorial Stadium. Management of home games in the Stadium, with a capacity of 50,250, requires the input and cooperation of all Kansas Athletics personnel, the University and the community, to ensure the safety and well-being of all patrons, as well as the smooth flow of operations at events. Although the Assistant Director of Athletics/Facilities and Event Operations has primary responsibility for the staging of football competitions, he/she may delegate specific tasks to the Home Game Management staff, as appropriate.

Allen Fieldhouse Events

Allen Fieldhouse is the site of home basketball games. With a seating capacity of 16,242 and the frequent occurrence of "sell-out" crowds, it is of utmost importance that appropriate staging procedures are followed when planning and executing events which are to be held in the Allen

Fieldhouse. The Assistant Director of Athletics/Facilities and Event Operations is primarily responsible for coordinating all Division of Athletics events; however, Game Management staff is delegated specific responsibilities.

Alcohol Control Personnel

Event Staff Personnel are responsible for inspecting all bags, blankets, coolers and any other containers of patrons entering an athletic event. Personnel are expected to behave in a positive and courteous manner, at all times. When necessary, security personnel may be asked to assist in the inspection of patrons' belongings. Alcoholic beverages are not allowed in any University facility and may be confiscated if discovered.

Appendix 7

DAY TO DAY (705E)

705E Postseason Competition

Updated 7/05

ATHLETIC EVENTS: POSTSEASON COMPETITION

Kansas Athletics encourages the appearance of its teams in postseason competition. However, every effort must be made to avoid scheduling postseason events in competition with University-scheduled examination periods.

Invitations to compete in postseason competitions must be approved by the Director of Athletics and relevant Kansas Athletics administrators. As appropriate, postseason competition invitations are presented to the University Chancellor for final approval. Once approved, the Senior Associate Director of Athletics or the Associate Athletic Director/Senior Woman Administrator, in conjunction with the Assistant Director of Athletics/Facilities and Event Operations, and other appropriate personnel, is responsible for the coordination of all aspects of postseason event operations. The Director of Athletics retains the right to approve the Official Travel Party list.

Preparations

When competition is approved, the following steps are taken:

1. The Head Coach submits a list of participating student-athletes to the Compliance Coordinator, who initiates the certification of eligibility and ensures that the paperwork needed to comply with NCAA rules and regulations is completed. (See Policy 502C Student-Athletes: Eligibility in this Manual for additional information.)
2. The Associate Athletic Director/Senior Woman Administrator informs Student Support Services of the upcoming competition requirements. Student Support Services staff requests faculty cooperation in the rescheduling of any exams and/or required assignments. However, it is the faculty member's prerogative whether to comply or disregard the request for cooperation.
3. The Academic Advisor and the Head Coach discuss academic commitments and the need for any rescheduling of classes or practices with the student-athletes.
4. The Head Coach instructs players that participation in tournament or postseason competition is an honor which requires additional effort both athletically and academically.
5. Arrangements for accommodations, transportation, etc., related to postseason competition are coordinated by the Head Coach and the Travel Coordinator in all sports. The Director of Business Operations assists with budgetary concerns, as well as oversees travel advances and the disbursements of travel funds. (See Policies 405C, Disbursements: Travel Expenses and 701B, Travel: Teams, in this Manual for additional information.)
6. Student Services assigns a Test Proctor to administer exams at the competition site, when necessary and as directed by the faculty.

Kansas Athletics Staff Responsibilities

The Senior Associate Director of Athletics, the Associate Athletic Director/Senior Woman Administrator, Associate Director of Athletics/Internal Affairs and the Director of Business Operations oversee all internal operations related to preparations for off-campus postseason competition. They are assisted by the following individuals as specified below:

1. The Media Relations Office coordinates requests for student-athlete or coach interviews, and oversees Kansas Athletics media and press requirements for the event.

2. The Ticket Office oversees additional ticket activities and sales operations related to the event.

3. The Athletic Development and Athletic Marketing Offices assist with entertainment, promotional activities and the identification of fund raising opportunities, as appropriate.

4. The Compliance Office is responsible for all NCAA and Conference compliance issues as they relate to postseason competition.

Student-Athlete Affidavit

In men's and women's basketball, an Agent Affidavit Form must be completed by all student-athletes participating in post-season competition. The Affidavit, sent to each participating student-athlete by the NCAA Postseason Championships Committee, certifies that the student-athlete has not entered into an agreement to be represented by an agent. A copy of the form must be delivered to each student-athlete to be certified as

eligible for post-season competition. The student-athlete must complete the form and swear to its validity before a notary public.

Kansas Athletics keeps all original affidavits on file in the Compliance Office. Affidavits are available for examination upon request by an authorized representative of the NCAA.

Hosting NCAA Postseason Competitions

The Office of Facilities and Event Management, in conjunction with the Director of Athletics and Sports Supervisor, is responsible for completing the required application paperwork in order to host NCAA and Conference Championship events.

If selected to serve as host, the Director of Athletics appoints the Assistant Director of Athletics/Facilities and Event Operations as the Tournament Manager. The Tournament Manager is responsible for ensuring that all requirements listed in the facility/site specifications are met. Additionally, the competition must be conducted and administered in accordance with the policies of the Conference and/or NCAA, as applicable.

Appendix 7

DAY TO DAY (705E)

705E Postseason Competition

Updated 7/05

ATHLETIC EVENTS: POSTSEASON COMPETITION

Kansas Athletics encourages the appearance of its teams in postseason competition. However, every effort must be made to avoid scheduling postseason events in competition with University-scheduled examination periods.

Invitations to compete in postseason competitions must be approved by the Director of Athletics and relevant Kansas Athletics administrators. As appropriate, postseason competition invitations are presented to the University Chancellor for final approval. Once approved, the Senior Associate Director of Athletics or the Associate Athletic Director/Senior Woman Administrator, in conjunction with the Assistant Director of Athletics/Facilities and Event Operations, and other appropriate personnel, is responsible for the coordination of all aspects of postseason event operations. The Director of Athletics retains the right to approve the Official Travel Party list.

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2. The Associate Athletic Director/Senior Woman Administrator informs Student Support Services of the upcoming competition requirements. Student Support Services staff requests faculty cooperation in the rescheduling of any exams and/or required assignments. However, it is the faculty member's prerogative whether to comply or disregard the request for cooperation.
3. The Academic Advisor and the Head Coach discuss academic commitments and the need for any rescheduling of classes or practices with the student-athletes.
4. The Head Coach instructs players that participation in tournament or postseason competition is an honor which requires additional effort both athletically and academically.
5. Arrangements for accommodations, transportation, etc., related to postseason competition are coordinated by the Head Coach and the Travel Coordinator in all sports. The Director of Business Operations assists with budgetary concerns, as well as oversees travel advances and the disbursements of travel funds. (See Policies 405C, Disbursements: Travel Expenses and 701B, Travel: Teams, in this Manual for additional information.)
6. Student Services assigns a Test Proctor to administer exams at the competition site, when necessary and as directed by the faculty.

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The Senior Associate Director of Athletics, the Associate Athletic Director/Senior Woman Administrator, Associate Director of Athletics/Internal Affairs and the Director of Business Operations oversee all internal operations related to preparations for off-campus postseason competition. They are assisted by the following individuals as specified below:

1. The Media Relations Office coordinates requests for student-athlete or coach interviews, and oversees Kansas Athletics media and press requirements for the event.

2. The Ticket Office oversees additional ticket activities and sales operations related to the event.

3. The Athletic Development and Athletic Marketing Offices assist with entertainment, promotional activities and the identification of fund raising opportunities, as appropriate.

4. The Compliance Office is responsible for all NCAA and Conference compliance issues as they relate to postseason competition.

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Kansas Athletics keeps all original affidavits on file in the Compliance Office. Affidavits are available for examination upon request by an authorized representative of the NCAA.

Hosting NCAA Postseason Competitions

The Office of Facilities and Event Management, in conjunction with the Director of Athletics and Sports Supervisor, is responsible for completing the required application paperwork in order to host NCAA and Conference Championship events.

If selected to serve as host, the Director of Athletics appoints the Assistant Director of Athletics/Facilities and Event Operations as the Tournament Manager. The Tournament Manager is responsible for ensuring that all requirements listed in the facility/site specifications are met. Additionally, the competition must be conducted and administered in accordance with the policies of the Conference and/or NCAA, as applicable.

Appendix 7

DAY TO DAY (706A)

706A Media Coverage: Staff Responsibilities

Updated 7/05

MEDIA COVERAGE: STAFF RESPONSIBILITIES

The Assistant Director of Athletics/Media Relations, reporting to the Associate Athletic Director/External Affairs, is responsible for the operation of the Sports Information Office, which serves as the primary media contact for Kansas Athletics. The Office responds to requests made by electronic and print media representatives for information and commentary on all aspects of the intercollegiate athletics program.

It is the Media Relations Office's primary objective to publicize all intercollegiate teams in the most professional manner possible while creating interest and enthusiasm for teams and events and also maintaining a reputation for credibility and integrity. To do this, the Office relies on a steady flow of information from and close communication with coaches, administrators and student-athletes.

The Assistant Athletic Director/Media Relations is charged with overseeing the Office and coordinating Athletic Communications staff assignments. Specific responsibilities and duties within the Office are delegated by the Assistant Athletic Director/Media Relations to the Associate and Assistant Directors, Interns and the Office Manager, and student assistants.

Responsibilities of the Media Relations Office:

The media-related responsibilities of the Media Relations Office are as follows:

- To write, edit, publish and/or disseminate all athletically-related material, in the following forms:
    1. Daily and weekly news releases and sports updates pertaining to individual student-athlete, coach or team activities;
    2. Event programs, as well as annual sports brochures for media and recruiting purposes;
    3. Current team and individual statistic compilations;
    4. Current and historical files for all sports, including information on teams, individual student-athletes and coaches; and
    5. Special interest stories related to student-athletes, coaches, teams or Kansas Athletics activities.
- To direct media activities at athletic events in the following ways:
    1. Serving as host to radio, television and print media representatives and providing all background information;
    2. Supervising credentials for sideline, press box and team practices;
    3. Coordinating publicity events and press conferences involving student-athletes, coaches and administrators;
    4. Providing requested materials to opponents' Sports Information Offices for both home and road games;
    5. Reporting contest results to media outlets;
    6. Supervising the gathering of required statistics at home contests;
    7. Coordinating the transmission of post-game information to the media;
    8. Overseeing the maintenance of information and archives for all sports;

9. Coordinating the advancing and staffing of away events; and
10. Assisting in the preparation of Conference and NCAA reports, as required.

- To provide additional services as required, to include the following:

1. Assisting student-athletes in gaining post-season academic and athletic honors and/or publicizing the receipt of such honors;
2. Managing the content of kuathletics.com
3. Providing student-athletes with interview guidelines;
4. Assisting student-athletes and coaches in preparing for scheduled interviews;
5. Coordinating individual interviews and media conferences;
6. Traveling with teams; and
7. Assisting the administration with public relations campaigns.

Responsibilities of the Coaches

Coaches are expected to cooperate fully with the Media Relations Office to achieve favorable media coverage and provide for the production of quality brochures, media releases and event programs for their sports. Coaches' home telephone numbers will be released to known media representatives, unless the coach requests in writing that his/her number be withheld.

The media-related responsibilities of Kansas Athletics coaches are as follows:

1. To coordinate the completion of individual student-athlete publicity information forms on an annual pre-season basis;
2. To abide by the Family Educational Rights and Privacy Act (FERPA) when releasing student-athlete information;
3. To participate in television, radio and print interviews, as requested;
4. To be courteous and cooperative with members of the media at all times, even during difficult situations;
5. To be honest when dealing with the media and to exercise sound judgement when commenting to the press on any topic;
6. To restrict press statements to their specific sport;
7. To honor all deadlines when submitting information for rosters, schedules, publicity questionnaires and athletic event information.
8. To be on time for pre-arranged interviews and return calls to media members in a timely fashion;
9. To schedule Picture Day (team and individual pictures);
10. To report away game results immediately after the conclusion of the game; and
11. To insure that student-athletes receive proper instructions and encouragement on appropriate interview techniques.

The University of Kansas receives a high degree of media coverage both regionally and nationally. Therefore, coaches are reminded to think carefully prior to answering media questions dealing with subjects such as specific student-athletes, injuries or controversial topics. Public statements or media releases regarding sensitive topics are to be approved by the Associate Director of Athletics/External Affairs of Athletics prior to release. For additional information, see Policy 705B, Media Coverage: Interviews, Press Conferences and Press Releases.

Privacy Rights of Student-Athletes

Appendix 7

All Kansas Athletics personnel are expected to comply with University and NCAA rules and regulations, as well as federal laws, regarding the release of personal information related to student-athletes and prospective student-athletes. Therefore, in accordance with University, NCAA rules and regulations and the 1974 Family Educational Rights and Privacy Act (FERPA), personal information about the student-athlete is not to be used or released unless the student-athlete has given his/her consent to the University for the release of such information for publicity use.

For specific information, see Policy 707B, Media Coverage: Interviews, Press Conferences and Press Releases in this Manual.

Release of Information

The release to the news media of all information must be coordinated through the Media Relations office.

Appendix 7

DAY TO DAY (706B)

706B Media Coverage: Interviews, Press Conferences & Press Releases

Updated 7/05

MEDIA COVERAGE: INTERVIEWS, PRESS CONFERENCES AND PRESS RELEASES

The University of Kansas' 18 intercollegiate athletics programs generate a high level of public interest and media coverage both regionally and nationally. Kansas Athletics is aware that its image directly affects the reputation of the entire University, and therefore urges all student-athletes, coaches and staff to exercise extreme caution when making any statements to the media. Specific policies and guidelines have been developed to assist student-athletes and Kansas Athletics personnel with the management of media interviews, conferences and reactions to specific news releases.

The Director of Athletics, working in conjunction with the Associate Athletic Director/ External Affairs and the coaches, is ultimately responsible for determining which types of information and commentary are appropriate for media release. Coaches and student-athletes retain the freedom to speak with media representatives without supervision, but are restricted from providing privileged information concerning Kansas Athletics and specifically its student-athletes.

Release of Student-Athlete Information

Kansas Athletics staff members are expected to comply with University, Conference, NCAA and Federal rules regarding the release of personal information concerning student-athletes and prospective student-athletes. As specified by these governing authorities, only the following information may routinely be released for legitimate purposes:

- Student-athlete's name and permanent address;
- Date and place of birth;
- Residency status, college, major and academic level;
- Most recently attended institution, dates of attendance at the University of Kansas, degree and awards received;
- Weight and height;
- History of participation in officially recognized sports and activities; and
- Citizenship.

In accordance with the 1974 Family Educational Rights and Privacy Act (FERPA), personal information about the student-athlete is not to be used or released unless the student-athlete gives his/her written consent to the University for the release of such information for publicity purposes. The written release is kept on file in the Director of Athletics Office.

- Release of Telephone Numbers

Student-athletes' are to be advised by their Head Coaches to request unlisted telephone numbers to discourage unsolicited phone calls. The Media Relations Office does not provide the student-athlete's number to representatives of the media. However, when appropriate, the Media Relations Office does arrange for student-athletes to return calls to members of the media at their expense.

- Prospective Student-Athlete Information

The Media Relations Office retains sole authority to release the names of prospective student-athletes following the receipt by the University of a National Letter of Intent. Any premature or unauthorized disclosure of this information may result in NCAA sanctions against the school. Media inquiries regarding any verbal commitments to the University should produce a "no comment" response by athletic staff members. Persistent inquiries should be referred to the Associate Athletic Director/Communications.

Interviews

The Media Relations Office serves as the primary clearinghouse for interview requests and is solely responsible for the coordination of student-athlete interviews with legitimate representatives of electronic and print media. Although all requests for interviews received by Kansas Athletics personnel should be referred to the Media Relations Office, coaches and administrative personnel have the right to schedule their own

interviews.

The Media Relations Office schedules interview sessions throughout the athletic season and academic year, based on media interest and intercollegiate athletics activities. In general, interview sessions for revenue sports are scheduled on a daily basis before or after practice, as designated by the Head Coach, with post-game interviews scheduled to follow the conclusion of each intercollegiate event. The Media Relations Office provides the following assistance with the coordination of interviews:

- Establishment of ground rules for interview, selection of location and formal introduction of participants;
- Preparation and release of background material relative to the interview;
- Appropriate guidance to individual(s) being interviewed with special focus placed on probable topics;
- Instruction to student-athletes regarding appropriate interview and media relations techniques;
- Coordination of interview process to insure the avoidance of conflicts with class time, as well as team or school activities; and
- Special assistance to student-athletes and Kansas Athletics staff who may have specific problems with the media.

Coaches and Student-Athlete Guidelines

All coaches and student-athletes are encouraged and expected to participate in outside media interviews in order to present a positive image of both the individual and the University. Telephone and in-person interviews of student-athletes are to be arranged through the Media Relations Office, at the convenience of both parties. Interview questions asked of student-athletes and coaching staff are to be answered honestly with tact and diplomacy.

Head Coaches are responsible for insuring that their student-athletes are instructed in the appropriate manner of addressing media representatives during interviews. While different guidelines may be required for different sports, coaches should include instruction on responding to both typical and high stress situations which may occur during or after a game.

Additional policies and guidelines concerning interviews are as follows:

1. All interviews which may address any controversial issues or a matter under investigation are subject to the prior approval of the Director of Athletics.

2. Post-game interviews are conducted after a normal ten-minute "cooling off" period. In all sports, win or lose, coaches and student-athletes should be available to the press following an athletic event.

3. Media representatives are to be advised that interviews with student-athletes may not interfere with classes, practice time or other scheduled activities.

4. Calls from media representatives are to be returned promptly, to insure that the "story" has appropriate comments from a University of Kansas coach or student-athlete.

5. "Off the record" comments are not guaranteed to remain "off the record." Questions of a sensitive nature should be referred to the appropriate administrator.

It is the Head Coach's responsibility to instruct his/her coaching and administrative staff regarding their responses to the media. Staff members should also be familiar with Media Relations Office policies. Coaching staff should be aware that they are expected to be courteous at all times--but they are not required to provide answers to all of the media's questions.

Press Conferences

Press conferences pertaining to the intercollegiate athletics program may only be called by the Media Relations Office at the direction of the Director of Athletics. In general, press conferences are scheduled on a sport-by-sport basis, depending on current media interest, with a regularly scheduled football and basketball press conference during the season. Coaches are not permitted to call their own press conferences.

Press Releases

The Media Relations Office is responsible for the writing, editing and distribution of all press releases pertaining to the intercollegiate athletics program at the University of Kansas. Media releases are routinely distributed for staff hires or changes, major athletic events and personality features, as well as other newsworthy issues and items.

Appendix 7

All releases are to be presented in a professional and newsworthy manner, providing appropriate statistical data, notes, quotes and other facts concerning the subject. Any staff member desiring to release an item to the public should notify the Media Relations Office of the issue to be covered and then assist the Office in insuring that the information to be released is factual, appropriate and serves to promote the best interests to Kansas Athletics and the University. Any press releases which may be of a sensitive nature requires the prior approval of the Director of Athletics.

Press releases are distributed on a daily basis, as dictated by the story's newsworthiness to standard local, regional and national news sources, as identified on the media list, and as deemed appropriate by the Associate Athletic Director/ External Affairs.

Appendix 7

DAY TO DAY (706C)

Media Coverage: Publicity Materials

Updated 7/05

MEDIA COVERAGE: PUBLICITY MATERIALS

Kansas Athletics produces publicity materials not only as a means of providing the media with vital information about the athletics program, but also to stimulate support for its athletics programs from the University, fans and surrounding community. The Media Relations Office is charged with the responsibility of producing professional publicity materials of the highest quality in compliance with University, Conference and NCAA rules and regulations.

Style Guide

In written materials, refer to the school as University of Kansas (not Kansas University). In a second reference to the university, KU may be used as an abbreviation. Use athletics department (not athletic department) and athletics director (not athletic director) in letters or publications.

KU plays basketball in Allen Fieldhouse (not Allen Field House). Teams that represent the University of Kansas are the Jayhawks (not Hawks or Lady Jayhawks).

KU plays in the Big Twelve or Big 12 Conference.

For printing needs, the KU colors are crimson and blue and can be achieved with PMS 185 Red, Pantone Yellow and PMS 287 blue.

Media Guides

The Media Relations Office is responsible for the production, within budget limitations, of annual media guides for each of the Kansas Athletics 18 intercollegiate sports programs. All media guides additionally serve as recruiting publications. Media guides are on sale to the general public through KUStore.com.

Criteria governing the publication of a media guide are as follows:

- The guide is formatted and sized according to individual sport requirements, with the majority of guides using the 8.5x11 inch format. The number of pages, use of photos, etc. is commensurate with the media's interest in the sport and budget constraints. The number of guides printed is determined by historical media requirements and Divisional needs.
- All production costs are derived from Kansas Athletics publications budget.
- The University's Purchasing and Printing procedures are observed in the production of media guides (see Policy 404, Purchasing Procedures, and Policy 406, Printing, in this Manual).
- The Media Relations Office develops publication timetables according to each sport's season and production requirements.
- Media guides are distributed by the Media Relations Office to coaches (including a designated number for recruiting requirements) and media outlets. Coaches are responsible for distributing the guide in compliance with NCAA guidelines.

Recruiting Brochures

As previously stated, each sport's media guide is produced within NCAA guidelines so that it may be distributed to prospective student-athletes, as allowed by the NCAA Recruiting Bylaw, Article 13. (For additional information on recruiting materials, see Policy 502A, Student-Athletes: Recruitment, in this Manual.)

Schedule Cards/Posters

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Schedules must be officially approved by the Director of Athletics prior to the printing of any schedule cards or posters. (See Policy 702A, Scheduling: Events in this Manual for additional information.) The Marketing Office is responsible for the production of schedule cards for all ticketed intercollegiate sports. Through a corporate relationship with Athletic Marketing, schedule posters are produced for specific selected sports.

Individual Game Programs

ESPN Regional, outsourced sales agent, is responsible for the production of day-of-game programs. All advertising must conform to University and NCAA guidelines. The Assistant Director of Athletics/Media Relations retains responsibility for editorial content of all game programs. The Director of Athletics retains the right of final approval of overall program content.

Photographs

The Media Relations Office is responsible for maintaining an active file of photographs and slides of student-athletes, members of the coaching staff and athletic administrators. In addition to posed team and individual photographs, game action sports photographs are included in the file for use in sport programs.

The Head Coach is responsible for scheduling photograph sessions for individuals and teams with the Media Relations Office. Photo days are scheduled to meet each sport's publication requirements. Coaches should ensure that the entire team is present at scheduled photography sessions and that team members arrive promptly and are appropriately dressed.

All photographs are the property of Kansas Athletics and are to be used for Division of Athletics purposes only. Copies of photographs are made available to members of the media upon request without charge. Internal use of file photographs is determined by mutual consent between the Media Relations Office and the individual requesting the photograph (coaches may not make direct requests to the University photographer for extra prints). Per NCAA regulations, photographs and/or slides are not provided to any student-athlete unless considered a part of an approved athletic award.

Appendix 7

DAY TO DAY (706D)

706D Media Coverage: Events

Updated 7/05

MEDIA COVERAGE: EVENTS

Kansas Athletics recognizes the importance and benefit of comprehensive print and electronic media coverage of its 18 intercollegiate sports programs. The Media Relations Office is responsible for providing appropriate assistance to legitimate media representatives who cover the University's sports programs so that they can perform their duties in a professional and timely manner.

The Assistant Athletic Director/Media Relations, in conjunction with the Associate Director of Athletics/External Affairs, is responsible for establishing guidelines for media coverage of intercollegiate athletic events.

Event Staffing

The Assistant Athletics Director/Media Relations is responsible for the coordination of staff coverage for all varsity events (home and away), as well as for assigning sufficient staff to meet the publicity needs of each program on a seasonal basis.

Staff members may be assigned primary responsibility for specific sport(s) (i.e. soccer, football, etc.) as well as receive individual coverage assignments, as they occur. Staff responsibilities related to event management may include, but are not limited to, the following:

- Reporting and recording results of events;
- Issuing press credentials to approved members of the media;
- Coordinating and monitoring activities in the press box and along the sidelines;
- Orientating security to media procedures; and
- Providing appropriate information and support services to any visiting team's Media Relations Office.

The Media Relations Office staffs both home and away contests for men's and women's basketball, and football. Arrangements for the reporting of scores for all sports are made on an event-by-event basis. The Head Coach is responsible for reporting all scores and highlights immediately following the conclusion of a competition that is not staffed by Media Relations Office personnel. The Media Relations Office is then responsible for releasing the results to approved media outlets.

Working Press Credentials

The Media Relations Office is responsible for issuing press credentials (e.g. sidelines passes) to approved members of the media (print and electronic). Press credential requests are prioritized by the Assistant Athletic Director/Media Relations, in conjunction with the Associate Director of Athletics/External Affairs.

Press credentials are only issued to individuals serving in an assigned working capacity for a legitimate news organization. Legitimate media agencies are considered to be one of the following:

- Newspapers, periodicals, radio and television stations regularly covering University of Kansas sports;
- Media representatives approved by the visiting Sports Information Director;
- Agencies affiliated with the University of Kansas;
- Representatives of television and radio networks/stations granted the right to televise or broadcast contests on a national or regional basis;
- National media agencies (print and electronic) covering a specific story on the University of Kansas athletics; and

- Media outlets within the region who do not regularly cover University of Kansas athletics (subject to availability).

Season media passes are issued to established "beat" reporters and photographers on a sport-by-sport basis.

Credential requests for individual games are to be submitted to the Media Relations Office, in writing on official letterhead, at least two (2) weeks in advance of the specific contest. Upon receipt and approval of the application, credentials are either held at the "Will Call" window or at the designated media entrance.

Coverage of Events

The Assistant Director of Athletics/Media Relations is responsible for establishing and distributing rules and guidelines which assist in controlling and maintaining order on the playing field and in the designated media area.

- Media Seating

  Only working media members are granted credentials and allowed access to designated media areas at various athletic events. An assigned seating chart is developed by the Assistant Athletics Director/Media Relations to insure orderly press box operations and assign prioritized seating, based on the media outlet's importance and size.

- Sideline and Floor Passes

  During any athletic contest, only photographers and television personnel with proper credentials will be allowed on the sidelines in football and soccer or on the floor for basketball. All other members of the media must operate from the designated media area.

- Away Games

  The Media Relations Office is responsible for obtaining working press credentials for members of print and electronic news outlets from the Kansas region who regularly follow University of Kansas teams on the road.

- Enforcement

  All media representatives are required to display proper credentials at all times during an event. Security personnel are authorized to remove any individual without proper credentials from a restricted media area.

Post Game Coverage

The designated Media Relations Office staff member assigned to the event coordinates post-game coverage of all home events. Post-game responsibilities include providing official statistics, arranging interviews with players and coaches, and providing general assistance to the media, as well as transmitting information to specified news agencies. Every effort is made to comply with the policies and requests of the individual Head Coaches.

Generally, post-game interviews begin after the traditional ten (10) minute "cooling off" period. Media representatives are permitted in the locker rooms at the discretion of the Head Coach.

Recordkeeping

It is the responsibility of the Media Relations Office to record, compile and maintain statistical and highlight data on all intercollegiate events. Additionally, final scores and statistics are reported to the Conference and the NCAA, as appropriate.

The Office maintains complete files on individual lettermen, as well as a daily "clip file" on Kansas Athletics. The student-athlete file contains a publicity questionnaire concerning past history, athletic and academic achievements, and personal information. These files are updated with statistics, photographs, feature articles and other materials as they become available.

It is against Kansas Athletics policy to reveal any non-public, personal information to the media without the prior consent of the student-athlete. (See Policy 707B, Media Coverage: Interviews, Media Conference and Media Releases, for further information on releasing information on student-athletes to the public.)

Athletic Archives

Appendix 7

At the end of each sport's season, archival data of a historical interest is retained and kept in the Media Relations Office or, upon request of the Associate Athletic Director/External Affairs, in the University's archives. Additional, comprehensive sport brochure files are maintained by the Media Relations staff.

Appendix 7

DAY TO DAY (706E)

706E Media Coverage: Television and Radio Programs

Updated 7/05

MEDIA COVERAGE: TELEVISION AND RADIO PROGRAMS

In order to increase public support for its intercollegiate athletics program, Kansas Athletics strives to maximize the benefits of the coverage it receives on television and radio. However, Kansas Athletics recognizes the need to closely monitor the scope of exposure received in order to ensure overall viability and appeal of continued media coverage.

The Director of Athletics, with consultation and input from the Senior Associate Director of Athletics and Associate Athletic Director/External Affairs, negotiates all television and radio contracts related to the coverage of Kansas Athletics events.

Television Contracts

The University of Kansas, as a member of the Big Twelve Conference, is a partner in several Conference-wide, men's and women's basketball television contracts with CBS Sports, Fox Sports, ESPN and ESPN Regional. Contracts for Big Twelve television rights are subject to the unanimous approval of the member institutions' Athletic Directors.

Other intercollegiate athletics teams may receive commercial or cable television coverage, based on national or local interest. Such telecasts are negotiated on an event-by-event basis. Kansas Athletics makes a continual effort to promote opportunities for appropriate coverage of all its intercollegiate athletics programs.

Radio Contracts

ESPN Regional holds all radio broadcast and advertising rights and is charged with expanding the Jayhawk Radio Network.

Coaches Shows

Kansas Athletics makes every effort to create television and/or radio show opportunities for its most visible Head Coaches.

Appendix 7

DAY TO DAY (707)

707 Marketing

Updated 7/07

MARKETING AND PROMOTIONS

The marketing and promotional activities undertaken by Kansas Athletics strive to enhance the established image of the intercollegiate athletics program and the University, as well as increase its revenue generating capabilities. The Assistant Athletic Director/Marketing, working in conjunction with the Associate Athletic Director/Administration and Associate Athletic Director/External Affairs, annually develops a comprehensive marketing plan which is designed to produce increased Kansas Athletics revenues through increased ticket sales. Corporate Sponsorships are outsourced to Host Communications. All marketing activities are conducted in a manner consistent with the University's educational environment and philosophy.

The primary marketing objective within Kansas Athletics is:

- A sport-by-sport effort to maximize ticket sales. Additionally, promotional activities are designed to provide a total entertainment package attractive to the majority of patrons. This requires careful coordination within Kansas Athletics and full cooperation of the coaches, teams, cheerleaders and band.

Marketing and promotional priority is given to sports identified as having the greatest income producing potential (e.g. basketball, football, and volleyball). Marketing and promotional activities include, but are not limited to, the following:

- Corporate Sponsorships (outsourced)
- Ticket Sales Campaigns
- Media Involvement
- Game Day Entertainment
- Arena and Stadium Signage Sales (outsourced)
- Souvenirs and Novelty Sales.

For additional information on ticket sales, souvenir and novelty sales, game day entertainment and game day programs see Policies 407B, 705A, 705C and 706C respectively, in this Manual.

Corporate Sponsorships

Host Communications is the contracted partner for all corporate sales. A primary objective of the Kansas Athletics marketing program is to generate sponsors for athletic events hosted by the University of Kansas. The benefits derived from these corporate sponsorships range from enhanced revenues, which offset Kansas Athletics expenses, increased media exposure and/or increased attendance at athletic events. Partnership packages may include many forms of sponsorship including television shows, the Jayhawk radio network, game tickets, game programs, arena/stadium signage and the public address system. Additionally, packages may include promotional giveaways, half-time events and VIP hospitality.

All corporate sponsorships solicitations are coordinated by Host Communications and are directed to appropriate firms (e.g. tobacco, alcohol or other harmful substance producers are not sought) and generally sold on the basis of sponsorship merit and opportunity to broaden consumer base. Sponsorship exclusivity may be granted to specific types of partners (e.g. financial and insurance concerns, soft drink vendors, etc.) based on the corporation's level of commitment to the program.

Sponsorship Policies

The Host Communications's project manager or program editor must approve sponsorship rates for athletics publications, including anything complimentary. The Athletics Director must authorize the sale of sponsorships in any athletics department publications. The authority may be delegated, but no solicitation can begin until such time as this permission has been granted.

Alcohol-Related Sponsorships

No sponsorship opportunities shall be provided, through in-arena/stadium signage or giveaways, to liquor stores, beer companies, or

establishments that exist primarily to serve alcoholic beverages, without written approval from the Director of Athletics. Sponsorship decisions concerning permissible establishments (e.g., restaurants that serve alcohol) shall be made by the Athletics Director. Any sponsorship on radio and television broadcasts by alcohol-related companies shall be limited to regular commercials as opposed to game feature sponsorships (e.g. Coors Starting Line-Up).

Souvenir and Novelty Sales

All merchandise sold in athletic facilities must be licensed with the University of Kansas National Licensing Program, which is administered by the Trademark Licensing Director. Samples of all products to be sold at any University of Kansas event must be submitted to the Trademark Licensing Director prior to each event.

Potential licensees (i.e. manufacturers and vendors) must submit products to the Trademark Licensing Director who approves and monitors the quality of items. Licenses may be revoked and unacceptable items confiscated at anytime should the products fail to meet the original licensing specifications.

Advertising Guidelines

Only approved logos for the University of Kansas are to be used in advertising. Additionally, all print and/or electronic advertising for Kansas Athletics sponsored events is coordinated by the Assistant Athletic Director/Marketing. The Assistant Athletic Director/Marketing is available to meet with each Head Coach to determine advertising priorities and costs. The advertising of certain special athletic events (i.e. summer camps, clinics, etc.) is the financial responsibility of the coach directing the event. Adherence to NCAA regulations regarding such advertising is the responsibility of the coach. However, the Assistant Athletic Director/Marketing reserves the right to evaluate and approve the specifications of all such advertisements, including the following aspects:

- Appropriateness of the advertisement
- Advertising medium
- Advertisement copy
- Size of the ad
- Cost of the ad
- Run dates.

Additional information specifically related to summer sports camps is located in Policy 604 in this Manual.

Student-Athlete Promotional Activities

Student-athletes are permitted to participate in promotional activities (per NCAA rules) provided the specific activity or project does not involve co-sponsorship, advertisement or promotion by a commercial agency other than through the reproduction of the sponsoring company's regular trademark or logo on printed materials such as pictures, posters or calendars.

The Compliance Office reviews all requests for the use of student-athletes in promotional activities to ensure compliance with NCAA regulations and oversees the utilization of the Promotional Requests of Student-Athlete form. Signatory approvals on this form satisfy the NCAA regulation requiring a signed release statement from the Director of Athletics, or his designee, the student-athlete and the charitable or educational agency representative.

Public Address and Message Center

Information for the public address and message center must be approved and submitted in writing to the Assistant Director of Athletics/Marketing at least twenty-four (24) hours prior to an event. Information for the public address and message center will be limited to the promotion of university-related events or information relating to the event. Exceptions will be made for promotion of corporate sponsorships with the approval of the athletics director.

Pre-Game and Half-Time Entertainment

Pre-game and half time activities at home athletics events must be approved by and coordinated with the Assistant Athletics Director/Marketing. Pre-game and half time activities shall not be used for the purpose of promoting other special interest, partisan political or religious causes. The athletics director shall have final authority to approve or disapprove any activity at athletics events.

Appendix 7

DAY TO DAY OPERATIONS - 708

TRADEMARK LICENSSING

Updated 3/08

TRADEMARK LICENSING

I. Background

The University of Kansas benefits from the public recognition of its names, symbols, logos, trademarks, servicemarks, designs, seals, or any combination of these ("Marks"). Federal, state, and common laws govern the University's rights to its Marks. In order to comply with and assure protection under trademark laws, the University of Kansas initiated a licensing program in 1978 and entered into a formal arrangement for a national program in 1982. Responsibility for the Trademark Licensing program now resides in Kansas Athletics. The program has four main objectives:

1. Protection of all Marks that relate to the University (or have come to be associated with Kansas Athletics or the University), and to ensure that the marks are used in a manner that is consistent with the mission of the University and reflects favorably on the University.

2. Promote the University in a consistent and uniform manner to protect the University's reputation, name, and image.

3. Produce revenue to pay for the expense of operating the program and for programs and scholarships at the University and in the University of Kansas Athletics Department.

4. Protect the consumer from deception or from faulty or inferior products and services bearing the University's Marks.

Any promotion referencing the University requires express written permission. The University legally protects its Marks and the institution's image through the licensing program. Unlicensed use of the Marks is subject to state and federal laws and use of the University's Marks without license or permission is strictly prohibited. Prior authorization of the use of the University's Marks will not be construed as an authorization of use in the future, nor will any prior course of conduct, use or infringement prohibit the University from enforcing any of its rights with respect to the Marks. Marks that are obsolete or replaced by updated Marks continue to be protected and owned by the University.

II. Administration of the Program

The University has assigned Kansas Athletics, Inc. (Kansas Athletics) the responsibility for the administration of the University's Trademark Licensing Program for all University of Kansas locations. The Trademark Licensing Director has the responsibility for the operational management of the Trademark Licensing Program. The director is responsible for implementing policies and procedures established by and with University and Kansas Athletics' representatives. The University Relations Art Director has been designated by the University to work in tandem with Kansas Athletics and the Trademark Licensing Director to implement The University's Graphic Identity Standards and Approved Artwork Guide. The University's Marks are comprised of logos, unique letter forms and color as they pertain to the Trademark Licensing Program.

The Trademark Licensing Program works with The Collegiate Licensing Company (CLC) to reach program objectives. CLC assists Kansas Athletics in protecting and controlling the use of all logos through its trademark licensing program. CLC represents more than 180 universities, bowl games and conferences (including the Big 12), as well as the NCAA licensing program. Based in Atlanta, CLC provides its member institutions the expertise, resources and experience necessary to maximize licensing revenue potential. Individuals or businesses interested in becoming licensed with The University of Kansas are encouraged to contact CLC (or at http://www.clc.com) for information on becoming a licensee and to start the process of becoming an officially licensed vendor.

III. Licensing Standards

The Trademark Licensing Director reserves the right to approve each use of the University's Marks. Licensees or those seeking permission will submit each proposed use, product, or design to the Trademark Licensing Office or its authorized agent, CLC (for commercial products), for approval prior to production and sale. The University's Marks are intended to present a positive and consistent image and may not be altered from the approved artwork guide in any way.

The University will not approve the use of its Marks on or to promote the following products: tobacco, illegal substances, sexually suggestive designs, religious affiliated products, political campaigns or promotions of political causes, promotions of gambling. Alcohol-related sponsorships that use University Marks must be approved in advance by Kansas Athletics. In addition, the University will not approve the use of its Marks with

other accompanying text or graphics that are judged to denigrate any group, including another college or university, or infringe on the rights of other known trademark owners. The University will not license products that do not meet minimum standards of quality and/or good taste or are judged to be dangerous or carry high product liability risks. The University will not approve the use of its Marks on any product or design that may violate NCAA rules. Designs incorporating jersey numbers, except on authentic or replica merchandise, photos or any other likeness of a current student-athlete, names of student-athletes, or nicknames of student-athletes will be evaluated on a case by case basis and are subject to all NCAA rules. The University's Marks cannot be used in promoting services or on a product in a way that could state or imply an endorsement by the University except that Kansas Athletics reserves the rights for promotional use through its media rights holder. The University reserves the right to prohibit other uses that it deems as inappropriate or inconsistent with the image and mission of an educational institution.

IV. Licensing Arrangements

A. Commercial Use

A license is required for any individual, organization, or company wishing to use the University's Marks for a commercial use or in its company name. The Trademark License Office must approve all commercial uses prior to production and sale. A standard royalty payment of 9% of the wholesale selling cost must be submitted for each item sold. In those instances where the manufacturer is the wholesaler and the retailer, the royalty rate will be based on 50% of retail cost, not wholesale value. A license is not required for advertisements promoting the sale of licensed products. Such advertisements, however, are limited to depicting the licensed product which is being advertised.

Limited term agreements may be granted to those private artisans engaged in the limited production and distribution of arts and crafts items (including, but not limited to fabric, leather work, glass, ceramics, paintings). This agreement shall be for a period of one year or less and the cost will be based upon the number of items produced and the production costs associated with the product. This license is handled directly with the Trademark Licensing Office and does not require an agreement with CLC.

The University of Kansas Alumni Association (KUAA) shall enter into a license agreement with the University for the use of any University Mark. Commercial uses of any Mark must be approved by the Trademark Licensing Office. Merchandise sold to and then resold by the Alumni Association to its membership as part of its fund-raising efforts will be exempt from royalties. However, all merchandise shall be produced by a current trademark licensee, and as such, sales should be reported each quarter along with its regular royalty report. If KUAA initiates a project which is unique and involves items which are not currently being produced by licensees, a separate agreement with KUAA, Kansas Athletics, and the vendor is required. Samples and artwork used must be submitted to the Trademark Licensing Director for approval prior to production.

B. Internal Use

Campus departments and offices may use the University Marks for nominative purposes pursuant to the current University of Kansas Graphic Identity Standards. The Art Director for University Relations approves all marks used for nominative purposes. Products created by a University department for resale or departmental promotional use which bear the Marks must receive prior approval of the Trademark Licensing Office and be produced by an officially licensed vendor.

Registered student, campus, or community groups desiring to use the University's Marks must submit all designs to the Trademark Licensing Office for approval prior to production. All designs must conform to established standards for use of the University's Marks as well as adhere to all University policies—including University Events Committee approval when necessary.

Only licensed vendors will be approved for the production and sale of products depicting the University Marks. The Office of Trademark Licensing keeps a list of all manufacturers who are licensed and will provide a copy of this list to any recognized department or organization of the University that wishes to obtain products for general distribution.

C. Special Events

Arrangements for special event T-shirts, merchandise, or departmental items should be coordinated through the Trademark Licensing Director to ensure that the manufacturers are officially licensed to use University Marks.

A rights fee may be charged a business sponsoring a promotion at any athletic event. This rights fee is paid to Kansas Athletics for the right to promote at its athletic facilities. A separate rights fee may be paid by the sponsoring business for the use of any Marks used in any manner during the promotion. Any fee shall be agreed upon and submitted prior to the beginning of the promotion period. A signed license agreement will be required that outlines the specifics of the promotion, promotion length, and detailed description of the proposed use of the marks. No agreements shall be signed that conflict with the Trademark Licensing Operating Agreement between the University and Kansas Athletics. Novelties, merchandise, or other goods used in an athletic promotion, which bear the University Marks, must be purchased from official licensees of the University.

Congratulatory messages using the Jayhawk Logo may be allowed with prior approval from the Office of Trademark Licensing for no fee.

V. Distribution of Revenues

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Net revenues are distributed in accordance with the Trademark Licensing Operating Agreement.

VI. Compliance

Persons or entities which use the University's Marks without permission are subject to civil and criminal penalties pursuant to trademark law. The University reserves the right to pursue any and all legal remedies and will take whatever measures necessary to protect its Marks from infringement.

VII. Definitions

Commercial use means a business undertaking with the intent to make a profit.

Infringement means unauthorized use of a trademark or servicemark that belongs to another, or use of a trademark or servicemark so similar to that of another as to cause the likelihood of confusion in the minds of the public as to the source (affiliation or sponsorship) of the product or service.

Licensee is an individual or company who enters into a Licensing Agreement.

Licensing is the process of obtaining legal permission through a Licensing Agreement from the University for the right to use the University Marks.

Registered Trademark means a trademark that has been registered with the federal government at the US Patent and Trademark Office or The Secretary of State for the State of Kansas.

Servicemark has the same meaning as a trademark, except that it identifies and distinguishes the source of a service rather than a product.

Trademark means a word, phrase, symbol or design, or a combination of words, phrases, symbols or designs, that identifies and distinguishes the source of the goods of one party from those of others.

University Marks and **Marks** are any and all names, logos, trademarks, servicemarks, word marks, insignias, designs, seals, or other images, whether or not registered, utilized by the University of Kansas.

7/08

KANSAS ATHLETICS PANDEMIC SPECIFIC RESPONSE PLAN

As a corporation closely affiliated with the University of Kansas, Kansas Athletics supports the mission of the University and will review, follow, and implement the University Operations Plan and its Pandemic Response Plan. The attached Response Guide Format and Response Matrix outline stages of pandemic influenza and Kansas Athletics responsibilities within each University enumerated stage.

University Response Guide Format

K.U.-Emergency Operations Plan	Non-emergency	**Level 1** Monitor/Standby	**Level 2** Alert	**Level 3** Emergency
W.H.O.- Pandemic Phases	**Level 1, 2, & 3** Inter-pandemic and Pandemic alert period.	**Level 4** Elevated pandemic risk	**Level 5** Pandemic Imminent	**Level 6** Pandemic
Situation	Human infections with a new subtype, but no sustained human-to-human spread.	• Small highly localized cluster(s) anywhere in the world with limited human to human transmission • No immediate danger but potential exists.	• Large cluster(s) with localized human to human spread. • Potential danger is real, may continue for an extended period of time and require resources in excess of those available locally	• Increased and sustained transmission in general and local population • Employees and students are in danger and/or facilities are at risk.
Primary Responses	Develop, approve and practice University-wide and unit-specific response plans	• Review/confirm response plan • Implement travel restrictions • Prepare for pandemic response on campus	• Prepare for social distancing. • Prepare for treatment of large numbers of ill students and fatalities • Prepare for extended interruption of services and operations	• Implement social distancing. • Provide treatment to large number of ill students and fatalities • Plan for recovery

UNIVERSITY RESPONSE MATRIX

UNIVERSITY OF KANSAS ATHLETICS PANDEMIC RESPONSE MATRIX					
	Non- emergency	KU - LEVEL 1 Monitor/ Standby	KU -LEVEL 2 Alert	KU - LEVEL 3 Emergency	RECOVERY
Unit	WHO - Level 1, 2 & 3 Inter-pandemic & Pandemic alert period	WHO - LEVEL 4 Elevated Pandemic Risk	WHO - LEVEL 5 Pandemic Imminent	WHO - LEVEL 6 Pandemic	RECOVERY
Leadership	Develop a plan for cancellation of events and travel; consider financial impact on customers with tickets to cancelled events; contribute to development and practice of system-wide plan	Review plans; communicate plans to stakeholders	Restrict travel; consider cancellation of events on Lawrence campus; plan for compensation of lost income from events (KA, employees, vendors)	Cancel events and travel	Resumption of events and travel
Community Support & Service	Confirm plans for utilization of facilities by health officials	Review plans with health officials	Prepare facilities for utilization	Provide facilities and support services	Transition facilities back to regular utilization; cleaning, repairs, etc
Essential Services & Operations	Identify staff and athletic services to be sustained during stages 5 & 6	Confirm staffing patterns for essential staff	Support essential staff with supplies and services	Support essential staff with necessary supplies and services	No action identified
Healthcare	Assist in development of public health messages	Assist in distribution of public health messages	Screening of student athletes & referral of symptomatic to SHS	Sports medicine personnel assist with care of all student patients	Monitor for next wave
Infection Control & Social Distancing	Identify safeguards & training needed to reduce infection	Monitor need to limit travel	In coordination with Provost & Public Health Officers, consider cancellation of events; screen traveling athletes	In coordination with Provost & Public Health Officers cancel events & travel	Consider resumption of events & travel; determine if refunds are provided for cancelled events

	Non- emergency	KU - LEVEL 1 Monitor/ Standby	KU -LEVEL 2 Alert	KU - LEVEL 3 Emergency	RECOVERY
Unit	WHO - Level 1, 2 & 3 Inter-pandemic & Pandemic alert period	WHO - LEVEL 4 Elevated Pandemic Risk	WHO - LEVEL 5 Pandemic Imminent	WHO - LEVEL 6 Pandemic	RECOVERY
Learning/Research Continuity	Ensure coordination of response with Provost's Office-athletics in concert with larger KU community; prepare tutoring/counseling shutdown	Monitor Provost's Office direction	Following decision from Provost's Office to shut down University; send communication to student-athletes, athletics staff & students' families (where feasible)	Following decision from Provost's Office to shut down University; send communication to student-athletes, athletics staff & students' families (where feasible); academic support prepare to re-engage	Resume academic support activities

Operational Communication	Record/distribute all cell phone numbers & email addresses to appropriate staff; develop communication system able to reach athletes, staff & coaches locally & while traveling	Confirm means of staying in communication with traveling students/staff; confirm communication channels with essential staff	Distribute information on cancellations & other responses to pandemic via website, voicemail, etc	Communicate with essential services personnel	Communication of resumption of normal activities
Public Information	Identify communication channels to be used if events cancelled	KA media relations assists in public & KA education	Communicate cancellations	Communicate communications	Communicate resumption of events & travel
Vaccination & Medication Destribution	Determine availability of athletic facilities for vaccination distribution. MOU agreed upon by General Counsel & Public Health	Develop a plan for converting facilities to vaccination/healthcare centers/ Location of facility: primary, Allen Field House. Clarification of need for alternative sites.	Begin transition to healthcare facility	Provide facilities & support services for vaccine distribution	Restore facility for normal use. Revisit & Refine plan; remain available for next wave of infection

Kansas Athletics' Specific Response Plan for Pandemic Outbreak

1. WHO Level 1, 2, 3 (Inter-pandemic)/KU (non-emergency level)

A. Leadership/Management Team

1. Develop a plan for cancellation of events and travel; Kansas Athletics shall follow the guidance of the university in determining cancellation of team travel and/or athletic events.
2. Consider financial impact on customers with tickets to cancelled events;
3. Contribute to development and practice of system-wide plan
4. Establish Emergency Leadership team:
   Athletics Director, Senior Associate Athletics Director, Senior Woman Administrator, Associate AD/Internal; Associate AD/External; Associate AD/Administration; Associate AD/Facilities; Head Team Physician; Corporate Counsel
5. Establish line of succession:
   1) Athletics Director
   2) Senior Associate Athletics Director
   3) Associate Athletics Director/External
   4) Associate Athletics Director/Internal
   5) Senior Women Administrator

B. Community Support and Service/Head Team Physician; Associate AD/External.

1. Work with University and Douglas County Health Department regarding utilization of athletic facilities by health officials.

C. Facilities and Operations/Associate AD/Facilities; Associate AD/Internal
1. Identify essential staff and services to be sustained during WHO levels 5 & 6.
2. Work with community leaders and Community Support Group regarding utilization of athletic facilities

D. Healthcare and Infection Control/Head Team Physician
1. Implement infection control policies and procedures that help limit the spread of influenza. Develop safeguards and training to reduce infection rates
2. Assist in development of public health messages
3. Identify necessary equipment and supplies.
4. Determine stockpile levels.
5. Identify at least three potential vendors for each necessary supply
6. Identify needed facilities for quarantine and mass vaccination dispensing sites
7. Participate in exercises of community's pandemic plan
8. Encourage student-athletes and staff to get annual influenza vaccine

E. Academic Support/Associate AD/Student Support; FAR
1. Work with Provost Office in concert with larger KU community
2. Develop plan to provide services remotely

F. Communications/Associate AD/External
1. Work with HR in developing communication system (email and telephone) able to reach student-athletes, staff and coaches locally and while traveling
2. Identify communication systems to be utilized for dissemination of information for cancellation of activities, classes, work, events
3. Establish emergency communication plan and revise regularly—plan should identify key contacts with local and state public health officials

G. Human Resources/Corporate Counsel
1. Work with each department to identify essential personnel
2. Identify personnel available and able to work from home
3. Identify personnel available for telephone support work

II. **WHO Level 4 (Elevated Risk) /KU Level 1 (Monitor/Standby)**
Includes all activities stated in prior levels

A. Leadership/Management Team
1. Review plans
2. Communicate plans to staff, student-athletes, ticket holders, public

3. Review insurance coverages

B. Community Support and Service/Head Team Physician; Associate AD/External
1. Review plans with university and public health officials
2. Designate staff to assist in university and public health programs

C. Facilities and Operations/Associate AD/Facilities; Associate AD/Internal
1. Confirm staffing with essential personnel.
2. Train essential staff on different jobs
3. In-service training on cleaning and disinfecting.
Contract with professional cleaning and disinfecting service if necessary
4. Work with community leaders and Community Support Group to determine needs for facility utilization
5. Develop plan for feeding quarantined students if necessary
6. Identify building ventilation systems

D. Healthcare and Infection Control/Head Team Physician
1. Take necessary steps to reduce the risk of exposure to influenza and implement appropriate controls including the following:

- encourage those who are sick to stay home;
- keep furniture/equipment/work surfaces clean and disinfected;
- do not share equipment (phones, desks, computers);
- minimize group contact in the workplace;
- avoid close contract with others—try to maintain a separation of at least six feet;
- provide tissues/trash receptacles and places and supplies to wash/disinfect hands;
- provide appropriate personal protective equipment.

2. Assist in distribution of public health messages
3. In-service training for Pandemic Flu, including use of respirators and surgical masks
4. Follow university, state, and county protocols for patient testing
5. Monitor need to limit travel
6. Develop policy for transporting individuals to hospitals
7. Develop isolated examination room(s)
8. Monitor those who have traveled to affected countries

E. Academic Support/Associate AD/Student Support; FAR
1. Monitor direction from Provost Office regarding classes
2. Review plans for providing services from remote location

F. Communications/Associate AD/External

1. Identify areas where phone banks can be set up
2. Assist in public, staff, student-athlete education
3. Disseminate information as requested by Healthcare and Infection Control Group, Leadership, or Facilities and Operations
4. Confirm means of staying in communication with traveling students/staff
5. Confirm communication channels with essential staff
6. Disseminate information from public health sources covering routine infection control (e.g. hand hygiene, coughing/sneezing etiquette), pandemic influenza fundamentals (e.g. signs and symptoms of influenza, modes of transmission)

G. Human Resources/Corporate Counsel
1. Monitor staff traveling from affected regions
2. Prepare a call-off policy
3. Update lists of those available to work from home and those available for telephone support work
4. Confirm staffing for essential operations

III. **WHO Level 5 (Pandemic Imminent)/KU Level 2 (Alert)**
Includes all activities stated in prior levels

A. Leadership/Management Team
1. Restrict travel
2. Consider cancellation of events on Lawrence campus
3. Establish plans for compensation of lost income from events
4. Establish plans for compensation of employees not able to work
5. Review content of communications

B. Community Support and Service/Head Team Physician; Associate AD/External
1. Work with public health officials and monitor public health warnings

C. Facilities and Operations/Associate AD/Facilities; Associate AD/Internal
1. Prepare facilities for utilization (cleaning, disinfecting, required supplies)
2. Reconfirm essential staffing requirements
3. Remain in contact with community leaders and Community Support Group to determine needs for facility utilization
4. Support essential staff with supplies and services

D. Healthcare and Infection Control/Head Team Physician
1. Begin transition to healthcare facility
2. Screen student-athletes and refer those symptomatic to SHS

3. Work with public health officials and monitor public health warnings
4. Identify high risk individuals for possible treatment with antivirals

E. Academic Support/Associate AD/Student Support; FAR
1. Monitor direction from Provost Office regarding classes
2. Following decision from Provost's Office to shut down classes, send communication to student-athletes, Athletics staff, and students' families regarding classes

F. Communications/Associate AD/External
1. Distribute information on cancellations and other responses to pandemic via website, voicemail, etc.
2. Advise employees and students where to find up-to-date and reliable pandemic information from federal, state, and local public health sources
3. Disseminate information from public health sources covering routine infection control (e.g. hand hygiene, coughing/sneezing etiquette), pandemic influenza fundamentals (e.g. signs and symptoms of influenza, modes of transmission)
4. Anticipate and plan communications to address the potential fear and anxiety of employees, student-athletes, and families that may result from rumors or misinformation
5. Announce closures as necessary
6. Establish Media Relations Center to coordinate press releases, manage news teams, and provide interviews

G. Human Resources/Corporate Counsel
1. Monitor staff traveling from affected regions
2. Review call-off policy
3. Confirm staffing for essential operations
4. Confirm staffing for telephone support work and those available to work from home
5. Activate call-off policy when required
6. Work with Healthcare and Infection Control to distribute necessary supplies to essential personnel

IV. **WHO Level 6 (Pandemic)/KU Level 3 (Emergency)**
Includes all activities stated in prior levels

A. Leadership/Management Team
1. Cancel events and travel
2. Activate compensation plans
3. Define prioritization of functions based on staff availability
4. Review content of communications

B. Community Support and Service/Head Team Physician; Associate AD/External
   1. Monitor community and University requirements and provide facilities as needed
   2. Work with public health officials and monitor public health warnings

C. Facilities and Operations/Associate AD/Facilities; Associate AD/Internal
   1. Provide facilities and support services as requested by community, University, and Athletics
   2. Support essential staff with necessary supplies and services
   3. Implement plan to feed quarantined students
   4. Shut down building ventilation systems if necessary

D. Healthcare and Infection Control/Head Team Physician
   1. Sports medicine personnel assist with care of all student patients
   2. Implement plan to transport individuals to hospitals as required
   3. Conduct mass immunizations when vaccine available
   4. Continue antiviral treatments
   5. Implement group isolation plans
   6. Arrange for additional medical waste pick ups and areas for waste storage
   7. Monitor health care workers

E. Academic Support/Associate AD/Student Support; FAR
   1. Following decision from Provost's Office to shut down classes, send communication to student-athletes, Athletics staff, and students' families regarding classes
   2. Monitor academic needs of each student-athlete to see what requirements necessary for course completions
   3. Prepare academic support for re-engaging in classes

F. Communications/Associate AD/External
   1. Ongoing communications with campus community regarding signs/symptoms, protocol for referral of suspected cases
   2. Continue communications as before
   3. Tell people if they have symptoms to stay home. Continue education of symptoms and prevention
   4. Announce closures as necessary

G. Human Resources/Corporate Counsel
   1. Assist with relocation of personnel to fill essential staffing
   2. Monitor staff availability

3. Encourage employees to report all influenza cases to their departments. Supervisors must notify Healthcare and Infection Control group of any reported cases

IV. **Recovery**

A. Leadership/Management Team
1. Resume events and travel
2. Review content of communications

B. Community Support and Service/Head Team Physician; Associate AD/External
1. Transition facilities back to regular utilization, making needed repairs, cleaning, etc.
2. Monitor for next wave

C. Facilities and Operations/Associate AD/Facilities; Associate AD/Internal
1. Transition facilities back to regular utilization, making needed repairs, cleaning, etc.
2. Restock necessary supplies
3. Prepare for next wave

D. Healthcare and Infection Control/Head Team Physician
1. Monitor and remain available for next wave
2. Continue monitoring and screening
3. Restore facility for normal use
4. Revisit and refine plans
5. Restock needed supplies

E. Academic Support/Associate AD/Student Support; FAR
1. Resume academic support activities

F. Communications/Associate AD/External
1. Communicate resumption of normal activities, including events and travel

G. Human Resources/Corporate Counsel
1. Notify staff of report/return to work procedures
2. Ensure staffing is complete

Appendix 7

LONG RANGE PLANNING (801)

801 Expansion/Renovation of Facilities

Updated 7/05

EXPANSION/RENOVATION OF FACILITIES

Kansas Athletics is committed to providing the finest facilities for its intercollegiate athletics programs. Therefore, the Director of Athletics, the Senior Associate Director of Athletics and the Assistant Athletic Director/Facilities Planning conduct an annual review of all facilities utilized by Kansas Athletics to determine their need for expansion or renovation. The Assistant Athletic Director/Facilities & Event Management is responsible for facilities inspections on a routine basis and discusses all identified problems with the Associate Athletics Director/Internal Affairs.

Head Coaches and administrative staff members may propose the expansion or renovation of a facility to the Assistant Athletic Director/Facilities Planning throughout the year. These proposals are reviewed and prioritized by the Assistant Athletic Director/Facilities Planning. Such determinations are based on the impact the improvements would have on the University and Kansas Athletics. In addition, the age of the facility, its compliance with federal and state laws, and the demand for the facility may also be taken into account when determining the necessity of improvements.

After determining project requirements and estimated costs, the Assistant Athletic Director/Facilities Planning, in conjunction with the Associate Athletics Director/Internal Affairs, submits recommendations for proposed projects to the Director of Athletics. The submission should coincide with annual budget preparations.

Funds for expansion and renovation projects may be derived from several sources, including Kansas Athletics operational funds, State bond issues and the Williams Educational Fund. The Director of Athletics and the Chancellor are responsible for determining the method of funding.

Once the project is approved, the Assistant Athletic Director/Facilities Planning serves as Kansas Athletics liaison for the completion of the project and oversees the project from planning to completion phase.

Appendix 7

LONG RANGE PLANNING (802)

802 Expansion/Curtailment of Programs

Updated 7/05

EXPANSION/CURTAILMENT OF PROGRAMS

Kansas Athletics intercollegiate athletics program may be examined periodically with regard to possible sports programs expansion or curtailment. New sports may be added or a present program may be expanded or curtailed based on an evaluation process using the following criteria:

- NCAA mandate;
- Title IX Compliance;
- National trends;
- Big Twelve Conference and NCAA sponsorship;
- Availability of facilities;
- Proximity and quality of available competition;
- Interest level of participants and spectators;
- Funding demands, including the related need for support staff and travel;
- Availability of quality coaches; and
- History of the sport at the University (e.g., a club sport, intramural sport or prior varsity sport).

The Director of Athletics evaluates and makes recommendations for a program's institution, expansion or curtailment to the Kansas Athletics Board of Directors. The recommendation should include the following information:

- Reasoning for the proposed change;
- Review of a particular sport's previous win/loss record;
- Review of a particular sport's previous financial history (i.e., expenses and revenues);
- Impact on facilities, as well as staffing; and
- Estimated cost savings or expense to be incurred.

The Chancellor of the University makes the final decision regarding the Board of Directors' recommendation.

Appendix 7

FUNDRAISING (901)

901 Institutional Advancement

Updated 7/05

INSTITUTIONAL ADVANCEMENT

The Kansas University Endowment Association (KUEA) was founded in 1891 as a private, non-profit corporation to encourage, receive, manage, and administer gifts to benefit the University of Kansas, its students, faculty, and staff. The Association is a tax-exempt organization as authorized under Section 501(c)(3) of the Internal Revenue Code. Contributions to the Association are fully deductible to the maximum extent allowed by law under the Internal Revenue Code Section 170(b)(1)(a)(IV). University fund-raising priorities are set by the University's administration and communicated to the Association's Executive Committee by the Chancellor. The Association is governed by a Board of Trustees, which, through the Association's staff, initiates and coordinates fund raising activities on behalf of the University. The Association is the official custodian of donor gift records and has fiduciary responsibility for assuring adherence to gift guidelines agreed upon by donors.

Institutional advancement at the University of Kansas is initiated largely through the efforts of the Alumni Association of the University of Kansas, the Kansas University Endowment Association, and the Office of University Relations. Advancement is central to the mission of each of these entities, which share information about the University--the achievements of its students, faculty, alumni and programs as well as its needs in the form of budgetary, programmatic and philanthropic support. Advancement also occurs in many ways as a natural consequence of academic life at the institution and the manner in which alumni and friends of the University express their loyalty and concerns. In addition, the visibility of intercollegiate athletics, the performing arts, and other campus events contributes to advancement.

The Alumni Association of the University of Kansas

The Alumni Association was established in 1883 "for the purpose of fostering a spirit of loyalty, friendship, commitment and communication among graduates, former students, current students, parents, faculty, staff and all other interested friends of the University of Kansas." As an independent, non-profit corporation, it is a tax-exempt organization as authorized under Section 501(c)(3) of the Internal Revenue Code of 1954. The Association is charged with promoting the general welfare and the educational interests of the University. Its Board of Directors establishes policies regarding the property, management, affairs, and activities of the Alumni Association. The Chancellor of the University has designated the Association as the official custodian of alumni records and the keeper of University traditions.

The Office of University Relations

The Office of University Relations is responsible for the development and release of information about the University to the news media, serving as the point of contact for the news media and other external groups. The office also has responsibility for the development and production of a wide array of publications and other forms of communication intended to disseminate information about the University, its programs, faculty, and students. The University Relations staff works closely with staff members from the Alumni and Endowment associations when appropriate.

Governmental Liaisons-Office of the Chancellor

Planning and coordinating institutional representations to statehouse agencies is the responsibility of personnel within the Office of the Executive Vice Chancellor for Public Affairs and Governmental Relations. Advancement of University purposes is promoted through ongoing contact with the Office of the Governor and other state executive agencies. Interactions with legislative agencies, committees and staff are also pursued on an ongoing basis. Official contacts with these public bodies are coordinated by liaison staff in the Executive Vice Chancellor's Office.

Current Institutional Advancement Policies

Coordinated efforts by the different organizations referred to above are vital for the successful initiatives and advancement of the University. The policies and practices of these organizations are intended to enhance coordination and to facilitate communication of a shared message and vision to alumni and friends of the University. Inquiries pertaining to policies or recommended practices should be directed to the Provost.

The Alumni Association and the Endowment Association have internal policies on advancement functions they perform. There are also institutional policies that focus on advancement activities. Because of the role the Alumni Association and the Endowment Association play in advancement, most institutional policies on advancement emphasize the relationship of University units to the associations. The primary policies are identified below. There are, of course, many standard procedures that are not defined by policy but are institutional in practice. These are discussed in a subsequent section of this document.

Appendix 7

Records Policy

The Alumni Association is the official custodian of University records of graduates, former students, and friends. The Association maintains records to enable the University to communicate with its alumni and friends. The records also exist for fund-raising and archival purposes. To help ensure timeliness and accuracy of records, information received via correspondence with alumni regarding address, career, and family changes must be forwarded to the Alumni Association. As part of its custodial responsibilities, the Association provides support services to administrators of schools/college and other units authorized to engage in advancement activities. (See University Policy Regarding Maintenance of Alumni Records, at end of section, which includes an initial list of authorized administrators and the procedures for assigning other administrators and/or alumni representatives.)

Fund-Raising Policy

All fund-raising activities on behalf of the University must be reviewed and endorsed by the appropriate University administrators, i.e., chairs, deans, vice chancellors, and the Provost prior to consideration by the Chancellor. Activities approved by the Chancellor are submitted to the Endowment Association for a feasibility review. (See University of Kansas Official Fund-Raising Policy at end of section)

Policy on Uses of Donated Funds

The Endowment Association will utilize its funds for the benefit of the University in accordance with donor requirements and governmental regulations, based upon appropriate University recommendations for such use. The use of Endowment Association assets to benefit an individual in a personal manner is prohibited. The Endowment Association may also solicit and administer funds for the benefit of tax-exempt entities, which are separate from, but related to the University, at the request of the University. (See The KU Endowment Fund Administration and Use Handbook, located in the office of the Associate Athletics Director/Administration or of the Williams Educational Fund.)

Communications Policy

The Office of University Relations coordinates all internal and external communications, including news releases, press conferences, publications and promotional initiatives, in behalf of the University.

Governmental Relations Policy

Contacts received by individual University faculty or staff should be reported to the Office of the Chancellor so that institutional responses can be coordinated by the liaison staff. Advancement of University purposes through both budgetary as well as other legislative contacts can be most successful if efforts are properly planned and coordinated. When requested to do so, faculty and staff are encouraged to provide expert testimony on proposed legislation before legislative bodies and to make every effort to accommodate such requests. In accordance with Board of Regents policies, such requests are to be reported by the campus liaison staff to the Executive Director of the Board.

Policy on Advisory Boards for Advancement Purpose

Any University unit or officially recognized campus organization wishing to establish an advisory board for purposes of advancement shall obtain approval for the formation of such a board from the Provost after having conferred with the appropriate unit head and vice chancellor. Permission should be obtained prior to contacting potential candidates for membership. Existing boards wishing to expand their membership should confer with the presidents of the Endowment and Alumni Associations.

Advancement is defined to include fund raising or activities related to the organization of "friends" groups. The term "board" means any formal group to be established by the unit or organization for purposes of advancement. This policy does not apply to professional groups organized for purposes of providing consultation on topics such as curriculum, recruitment, research or program development.

Institutional Advancement Practices And Guidelines

The following practices have proven effective and are strongly recommended when developing and implementing advancement programs:

- Alumni Records Practices: In addition to following the aforementioned policies, University schools/Colleges and units can use the following practices to further enhance and use alumni biographical records:
    - Newsletters and other publications should include response forms so that alumni may update their records and formally correspond with the Alumni Association.
    - Web sites should have prominent links to the Alumni Association's records department to allow for convenient electronic updating of biographical records.
    - Posting of lost alumni by class year should be encouraged on web sites, and when classmates help find these lost graduates, address information should be shared with alumni records.

- Returned mail with new addresses should be shared with the Association's records department, either by sending the original mail piece via campus mail or by sharing old and new address information electronically.
- Offices that have responsibility for monitoring certification or licensing records of graduates should forward updated information to the Alumni Association.
- All University schools/Colleges and units should emphasize to alumni the importance of membership in the Alumni Association and of providing addresses and news about their lives to the Association.
- Recognized University offices, which have signed the Confidentiality Agreement for Use of Alumni Information System, can view computerized biographical information on their alumni and former students maintained on the Alumni/Endowment records system. Access will include the ability to view, sort data, and print reports when software acquisition and programming are complete.

- Appointment and Use of Advisory Boards for Advancement Purposes: Advisory boards are effective when University schools/Colleges and units clearly define board mission and duties, carefully select board members, and apply their talents appropriately. The following practices will enable these boards to be more helpful:
  - Schools/Colleges and units must obtain approval from the Provost to establish advisory boards for advancement purposes prior to developing plans or selecting candidates for membership.
  - Administrators shall consult with the Alumni and Endowment associations before approaching prospective advisory board members.
  - In order to assure and coordinate optimum volunteer service by alumni and friends, schools and units shall confer with the Alumni and Endowment association presidents to review past and current University-related commitments of those individuals proposed for advisory board membership.
  - Administrators shall forward to the Alumni and Endowment associations the names of board members and the length of their terms so that the associations can coordinate and record their participation in local, regional and national events.
  - This policy does not apply to professional groups organized for the purposes of providing consultation on topics such as curriculum, recruitment, research or program development.
- Coordination of Events: Local, regional and national activities offer opportunities for institutional advancement. These opportunities also exist at professional meetings, where the Alumni and Endowment associations can coordinate with University administrators to host alumni. The following practices will increase the success of such gatherings:
  - Alumni Association staff should share information with administrators in late summer on the alumni events scheduled for the coming year.
  - Administrators should make early decisions on which alumni and professional meetings they or their representatives will attend during the academic year and share these plans with Alumni and Endowment association staff members. Faculty and staff should be encouraged to participate, as appropriate.
  - Administrators who want to conduct meetings in conjunction with Alumni Association activities should coordinate their plans with appropriate Association staff.
  - Once sites are determined, travel itineraries, including flight schedules, rental car arrangements, and hotel accommodations, should be shared among University administrators and Alumni and/or Endowment association staffs.
  - University administrators should work with appropriate Alumni Association staff to determine how non members of the Alumni Association might be included in activities and how they might encourage Association membership.
  - University administrators should work with appropriate Alumni and Endowment association staffs to develop a multi-year plan to visit target metropolitan areas.
  - Endowment Association staff and University administrators should take special care when visiting with alumni and friends of the University off campus to ensure that their appointments do not interfere with attendance at Alumni Association friendraising events. Staff and administrators should refer to the Alumni Association's External Affairs Calendar to assist with the coordination of events and activities.
- Advancement-Related Governmental Relations Practices: The Alumni Association assists the University through Jayhawks for Higher Education, a group consisting of several hundred alumni and friends statewide who communicate with the Kansas Legislature about the University's needs. Faculty, administrators and staff are often invited by alumni and friends of the University to provide information, meet with legislators or provide consultation. It is often difficult to differentiate between those activities, which are institutional advancement in nature, and those which are professional in nature, i.e., sharing of expertise on a topic. See Appendix C for a copy of the Regents policy governing interaction with the Legislature. This section emphasizes only the advancement aspects of Governmental Relations.
  - The Chancellor and key University administrators consult with the leaders of Jayhawks for Higher Education on legislative issues.
  - Ideas on advancement initiatives should be explored with deans and directors who will work with their respective vice chancellors in influencing the advancement agenda set up by the Chancellor.
  - As an independent organization, the Alumni Association is the advancement organization charged with taking the University's case to the Legislature. The Association follows all reporting requirements regarding lobbying efforts. The President of the Association is a registered lobbyist.
- Publications Practices: The Alumni and Endowment associations produce independent publications to communicate with Alumni Association members, donors, and other interested University constituents. The associations coordinate with the Office of University Relations on these projects when appropriate. They also work with University Relations to produce news releases regarding alumni events and donor news. University schools/Colleges and units work with the Office of University Relations to ensure that all

communications with alumni and friends maintain consistent standards of quality in editorial content and design. The following practices will help enhance the effectiveness of these school/College and unit publications:

- Newsletters should be distributed at least twice a year, at regular intervals.
- Stories should focus on the University's mission of teaching, research and public service and should include appropriate information on donors and alumni events, particularly when such stories heighten awareness of student and faculty involvement with alumni.
- When appropriate, stories should emphasize the distinction between the Alumni Association's friend-raising role and the Endowment Association's fund-raising role.
- As stated above, newsletters should provide response forms for alumni to provide records changes to the Alumni Association and should highlight the advantages of Alumni Association membership.
- Information on alumni received by schools and units in the process of preparing newsletters should be shared with the Alumni Association.

- Endowment Fund Administration Practices: The availability of privately-contributed resources for University faculty, staff and students is the result of effective advancement activities. Proper stewardship of the Endowment's resources can enhance the potential for increased support.
  - Upon the establishment of a restricted Endowment fund, Endowment staff will provide to the appropriate University employee who is identified to recommend disbursements from the fund - the Fund Account Representative - appropriate information to guide the use of such fund resources.
  - All responsible parties should make a concerted effort to responsibly use available resources for the best benefit of the University, in the discretion of the Fund Account Representative, in keeping with donor restrictions.
  - Deans or administrators should communicate with Endowment development officers about fund-raising objectives.
  - Departmental and Endowment publications and news releases should publish articles about notable uses of Endowment funds or establishment of new funds when appropriate.
  - Because student scholarships are the most popular donor-provided resources, and because these resources are often highly scrutinized by donors and the media, scholarship funds deserve special attention to ensure they are used as effectively as possible. In addition to the above stewardship activities for all Endowment funds, the following activities are emphasized for scholarship resources:
    - Upon the establishment of a restricted scholarship, staff of the Endowment Association will provide the Office of Admissions and Scholarships and the appropriate dean or administrator with the name of the scholarship, the funding level, general and specific restrictions, and any specific expectations of the donor. Note: Scholarships and fellowships may only be paid to aid in the pursuit of study or research and must not require the performance of any work-related duties.
    - Any payment made for teaching, research or services required as a condition for receiving it, regardless of whether it is denoted as a scholarship, is compensation and must be handled through the payroll process.
    - The scholarship administrator or the school/department responsible for such restricted scholarship should communicate with the Office of Admissions and Scholarships in a concerted effort to use available scholarship resources on an annual basis in keeping with the needs of students who meet the various criteria for scholarships.
    - Deans or administrators should encourage scholarship recipients to communicate their appreciation to donors. The Endowment Association maintains information, such as preferred names, which will be helpful in communicating with donors.
    - Underutilized Endowment resources represent a lack of fiduciary responsibility to fulfill donor intent. When chronically underutilized funds are identified, the Endowment may seek the counsel of appropriate University administrators, other than the specified Fund Account Representative, to assist in ensuring the best use of contributed funds.
- Alumni Recognition: The presentation of special honors and awards to recognize the accomplishments of alumni and friends serves as an effective cultivation tool in the advancement process.
  - The Alumni Association currently offers three categories of awards on behalf of the University. The University of Kansas' highest award for alumni achievements "for the betterment of society and in behalf of humanity" is the Distinguished Service Citation; the Fred Ellsworth Medallion honors "individuals who have provided unique and significant service to the University"; and the Mildred Clodfelter Alumni Award recognizes "sustained volunteer service to the University at the local level."
  - Academic programs and units also recognize individual alumni through a variety of awards. These are awarded in the name of the unit as an entity within the University. The following practices will enhance the effectiveness of awards as an advancement initiative.
  - Written guidelines and selection criteria on each award, along with the use of a selection committee, are important in conveying the significance of an award and ensuring appropriate selections. They should be maintained as public documents in the Office of University Relations. Schools/Colleges and units also should share lists of awards with the Alumni and Endowment Associations.
  - After selection and awarding such honors, schools and units should notify the Alumni Association to assure honors are recorded in biographical records, and the Office of University Relations, which will assist in public announcements of the awards.
  - University Relations staff are available to assist units in developing news releases.
  - The design of plaques, certificates and other awards should reflect the importance of the award but should not be extravagant. Staff members at the Office of University Relations are available for consultation.

- Donor Recognition: The proper recognition of donors for their support of the University is important in the advancement process. Effective donor recognition can encourage additional gifts and prompt others to contribute. The following practices will serve to enhance donor recognition activities.
    - Schools/Colleges and units should thank donors through letters from administrators, faculty, students, fellow alumni, and others; through stories in newsletters and other publications; and by hosting donors, their families and associates on campus or at other events and activities as appropriate.
    - All schools and units should take care to avoid providing quid pro quo premiums to donors. The Internal Revenue Service has specific guidelines limiting the practice of providing donors with "gifts" or "premiums" in return for a charitable contribution. Unit administrators must confer with staff of the Endowment Association prior to the initiation of such practices.
    - All schools and units should coordinate donor recognition activities and events with the Alumni Association, the Endowment Association, and the Office of University Relations to ensure that donors' wishes are respected. The Alumni and Endowment associations may have personal information on donors which will make the recognition particularly meaningful to the donor.
    - When alumni are invited to campus to receive special recognition, it is helpful to coordinate plans with the Endowment Association and the Alumni Association, as these organizations may also wish to visit with the donor. Such coordination can help make the campus visit more successful.
- Fund Raising: All advancement activities have the potential of enhancing the generosity of alumni and friends of the University. In this context, all members of the University share in creating conditions favorable to fund raising. The Endowment Association, however, is directly responsible for fund raising on behalf of the University. Administrators, faculty and alumni also assume important roles in fund raising. The following practices are supportive of effective fund raising for the University.
    - Deans and directors should work closely with the development officer assigned to their unit by the Endowment Association in assessing and prioritizing needs of the unit, setting goals, and planning and implementing fund-raising initiatives.
    - The Endowment Association development officer is available to assist in complying with the Fund-Raising Policy.
    - When participating in activities that are primarily for alumni and purposes of "friend" raising, care should be exercised to avoid any perception of fund raising. If fund raising is to occur in conjunction with alumni activities, the fund-raising function should be carefully planned and coordinated with staff from the Endowment and Alumni Associations.
    - All charitable gifts for the benefit of the University, both unrestricted and restricted to particular programs and special purposes, are to be made to The Kansas University Endowment Association. Care should be exercised when discussing with donors their preferences for use restrictions of gifts. Typically, the donor's preferences are well within the capability of the institution to carry out. On occasion, however, the use conditions of a gift may not be appropriate or may be unnecessarily restrictive. The Endowment Association is responsible for negotiating appropriate gift conditions and its staff should be involved early in discussions on potential gifts.
    - Potential donors often are not aware of the gift and fund type options available to them for contributing to benefit the University. Endowment Association staff members are available to provide expertise on charitable gift options such as cash, appreciated securities, gifts-in-kind, bequests, life insurance, real estate, trusts, and other gift instruments.
    - To the extent that donor records are made available to appropriate University personnel, such information is strictly confidential and remains the property of the Endowment Association.

University Of Kansas Policy Regarding Maintenance Of Alumni Records

The Alumni Association of the University of Kansas is the official custodian of the biographical records of all University alumni and the provider of all mailing lists, labels, directories, and direct access and inquiry of alumni records. The Alumni Association maintains a computerized records system that is updated daily and, in cooperation with the Endowment Association, has developed detailed procedures for the maintenance and dispersal of alumni records.

The KU Alumni Information and Records System is able to provide to any recognized University office the following information about alumni: home and business addresses, telephone and fax numbers, e-mail addresses, and a variety of selections and sorts such as academic discipline, class year(s), geographic area, gender and birth, nickname, professional name and married names for alumni, etc. Information products, including up-to-date mailing labels and/or printed directories, are made available to units upon request for any authorized University purpose. Authorized administrators also may view the biographical information about their alumni from their own computers and, when software acquisition and programming is complete, will gain the ability to sort data and print reports. The following procedures will help ensure that the Alumni Association's comprehensive records system is accurate and serves both the University and its alumni well.

1. Because maintaining alumni biographical records and mailing lists at the unit level is a costly duplication of effort, units that currently are keeping individual address records of alumni are asked to discontinue the practice and forward their records to the Alumni Association for incorporation within the central data base.
2. Any address changes or updated biographical information should be forwarded to the Alumni Association immediately upon receipt to ensure that records are as accurate as possible.
3. The Alumni Association and the Endowment Association regularly request address corrections of all alumni. Departments should refrain from requesting address corrections on second, third, and fourth class mailings in order to avoid unnecessary duplication of payment for address corrections.
4. Offices requesting information should provide two weeks' notice whenever possible.

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Adherence to these procedures is important for several reasons. The University is under ongoing pressure to reduce expenditures that are not directly related to the academic mission. Using a single alumni database allows the institution to conserve resources. A single database also would reduce the frustration alumni experience when their requested biographical record changes are not shared by academic units with the central data base. A centralized, accurate, and complete alumni information and records system is an essential component of an effective University advancement program.

Policy adopted January 1979; updated in 1987, 1994, and 2000.

Authorized Administrators Having Authority To Request Output Of Alumni Records

All Kansas Alumni and Endowment association administrative staff are authorized to request alumni records information. All those administrators listed below have authority to request output of alumni records and are encouraged to assign other administrators from their respective areas to this list. Any alumni records information being requested on behalf of an academic unit, intercollegiate athletics and/or student organizations by an alumni representative must be approved by one of the administrators listed below. However, a University agency or unit can designate an alumnus/a as an official alumni representative for future requests. For example, any of the Greek affiliated organizations can have an official alumni representative designated through the Director of the Student Organizations and Leadership Development Center. To gain authorization, one must receive in writing the Director's authorization and for a specified time period, i.e., July 1, 2000, to June 30, 2001.

Application For Access To Database Form:
http://www.provost.ku.edu/application_for_access_to_database.htm

Kansas Athletics Employees Permitted To Request Lists
Director of Intercollegiate Athletics
Associate Director(s) of Intercollegiate Athletics
Director of the Williams Fund

Policy On Development Of University-Approved Fundraising Projects

The following describes official University of Kansas policy governing the development of university-approved projects requiring private support and the required procedures for clearing all funding sources prior to any approaches seeking private support.

The Kansas University Endowment Association is the designated and officially recognized university-related foundation charged with the responsibility of encouraging, soliciting, and managing private resources contributed for the benefit of The University of Kansas, its students, faculty and staff. The Association must be consulted regarding any private fund-raising efforts. All requests by University of Kansas students, faculty, staff, and University-related organizations for private fund-raising support, and the assistance of The Kansas University Endowment Association in securing that private support, must come first to the attention of the Chancellor through the normal administrative channels of the University. Requests for fund-raising activities for the benefit of the University of Kansas or for any University-related organization by faculty, staff, students, alumni, or persons shall then be submitted in writing by the Chancellor of The University of Kansas to the President of the Endowment Association who will, with the assistance of the Executive Committee of the Endowment Association, approve or deny the request. The Kansas University Endowment Association shall be the final arbiter in assessing the likelihood for private fund-raising success and in approving approaches to funding prospects including individuals, corporations, and foundations.

The Chancellor's request to the Executive Committee of The Kansas University Endowment Association, as described in the previous paragraph, shall include:

1. Definition of the proposed fund-raising activities and goals of the project.
2. An outline of the need and purpose for which private support is sought.
3. A statement of the approximate date on which the solicitation is proposed.
4. A list of the funding sources to be approved as prospects for solicitation or a reference to an existing and clearly defined list such as those maintained by the Alumni Association for a particular school, department, unit or group.
5. A budget plan to support the solicitation or proposal if needed.
6. The Chancellor's assigned institutional priority for the project.

Solicitations to, discussions with, or requests for private support from any private foundation (regional, family, or non-corporate foundation) must be approved by the Endowment Association before the proposal is submitted to the foundation.

These general guidelines are developed to facilitate, coordinate, and ensure success of solicitations by members of the University family on all campuses of The University of Kansas and are meant to ensure that prospects are not solicited on an uncoordinated basis to the detriment of other projects pending with individuals, corporations, organizations, or private foundations.

Interaction With Legislature And Other State Agencies

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Excerpted from the KANSAS BOARD OF REGENTS POLICY AND PROCEDURES MANUAL, July 1995, Section G, General Policy

Legislative Appearances and Committee Hearings

Legislative Committees often request faculty and administrators to provide expert testimony on proposed legislation which may or may not affect the Regents and higher education. Faculty and administrators should make every effort to accommodate such requests, and shall notify the Executive Director of the Board of the invitation so that the Board Office will be aware of such appearances.

Legislative Requests and Proposed Legislation

The Board must approve all requests made to the Legislature for funds, programs, changes in legislation and new legislation affecting the Board and the Regents institutions. Requests for legislation shall be submitted to the Board for consideration and inclusion in the Regents annual legislative proposals no later than the November meeting of the Board. Emergency situations may warrant special exceptions, but to the extent possible, no request for legislation during the ongoing legislative session will be considered after the March meeting of the Board. (5-14-87)

Once approval has been granted, all institutions are authorized to work for these requests and each institution is expected to support the entire request. Conversely, all are prohibited from requesting or working for additional legislation or funds.

Legislation proposed by others than the Board may still have an effect on the operation of the Regents system. When such legislation is proposed, it shall be the duty of the Board to make a decision as to whether the position of the Board is that of support, non-support, or opposition.

Information Requests from Other State Agencies

System wide Requests: Requests to Regents institutions for system wide information from other state agencies or other branches of state government are expected to be transmitted through the office of the Board. Regents institutions receiving requests directly from other state agencies or branches of state government should advise the requesting party of this policy and advise the office of the Board of the request. When time limitations do not allow sufficient time for transmission of responses through the Board office, responses may be submitted directly to the requesting party with copies to the Board office. (11-20-81)

University-Specific Requests: Requests for information related specifically to a university should be sent directly to the requesting party, with a copy to the Board office.

Attorney General Opinions

Any institution or employee seeking an opinion from the Attorney General must do so by making a request through the office of the General Counsel of the Board.

Commission on Governmental Standards and Conduct Opinions
Any institution or employee seeking an opinion from the Commission on Governmental Standards and Conduct should do so by making a request through the office of the General Counsel of the Board. (10-17-91)

Appendix 7

FUNDRAISING (902)

902 Fundraising

Updated 7/05

FUNDRAISING

Kansas Athletics solicits financial support for its intercollegiate athletics program in accordance with University, Conference and NCAA rules and regulations. Annual fundraising efforts are managed by the Williams Educational Fund staff with assistance from the KUEA. Additionally, Kansas Athletics staff and coaches are expected to be integrally involved in cultivating financial support through the support of alumni and friends.

All fundraising activities including, but not limited to, letters, events, sales and booster-related efforts must be coordinated by the Associate Director of Athletics/Development approved by the Director of Athletics.

Williams Educational Fund

The Williams Educational Fund (WEF) serves as the umbrella organization for Kansas Athletics various fundraising organizations. The Associate Athletics Director/Development is responsible for coordinating the operation of the WEF, including the activities of Friends Clubs (support groups) and the WEF. Support for Kansas Athletics activities is generated through personal contact with and solicitation mailings to alumni, parents, friends, corporations and foundations.

The Associate Athletics Director/Development is responsible for developing an annual "game plan" to identify prospective donors, encourage continued support, plan the solicitation and implementation process for fundraising activities and establish an activities and events calendar. Membership development techniques include personal visits to canvass as many donors and prospective donors as possible, direct mail campaigns and phone-a-thons. Membership service also includes receptions for donors, bus trips and/or tailgate parties.

The WEF also organizes special fundraising drives and activities (e.g. golf outings, dinners, auctions, raffles, etc.) for the specific needs of Kansas Athletics, including capital projects.

Gifts and Donations

As allowed by the KUEA the WEF may receive gifts and donations of money, securities, real property and personal property intended to benefit Kansas Athletics. Depending on the donor's instructions, a gift or donation may be designated as unrestricted, temporarily restricted or permanently restricted.

1. An unrestricted designation applies to any gift which may be used for the general good of Kansas Athletics. Unrestricted gifts or donations may be used by Kansas Athletics for any purpose as approved by the Director of Athletics.
2. Temporarily restricted net assets are those whose use by Kansas Athletics has been limited by donors to a specific time period or purpose.
3. Permanently restricted net assets have been restricted by donors to be maintained by Kansas Athletics in perpetuity.

The KUEA reserves the right to accept or refuse any gift or donation that may be offered.

- Planned or Deferred Giving

  The WEF, in close coordination with KUEA, participates in planned or deferred giving through the donor's purchase of life insurance, bequests, trusts, stocks, etc. The donor is required to list the KUEA as policy owner and/or beneficiary with all dividends and interest earned going to the WEF. The Athletic Development staff works closely with the benefactor to insure that each giving plan is in the best interest of the University of Kansas and the donor.

- Gifts-in-Kind

  Gifts-in-kind are accepted by the WEF with the approval of the Director of Athletics. The value of the gift is based on the donor's invoice and fair market value, as determined by Kansas Athletics. The acknowledgement letter serves as a receipt for the gift.

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- Endowed Scholarships

  The endowed scholarship fund provides an on-going source for student-athlete scholarship awards for generations by drawing from the annual income of an endowment, leaving the principal in reserve. Individuals wishing to endow a scholarship may do so in the name of a relative or special friend.

  The WEF actively solicits donors to establish endowed scholarship programs to meet the educational needs of student-athletes. Additionally, WEF members may designate on their pledge cards their desire to have their donation restricted to the Scholarship Fund.

- Annual Giving

  The annual giving program is administered by the WEF staff through WEF membership campaign. See Policy 903, WEF, in this Manual for additional information.

- Corporate Gifts

  The WEF staff solicits support from corporations to include matching gifts for donors and the donation of goods or services. Corporate matching gifts are credited to the KUEA account designated by the individual donor whose gift is being matched, unless otherwise designated by the corporation. Also the University solicits major gifts from corporations.

All the above gifts are acknowledged as cash contributions with an acknowledgement letter and a receipt returned to the donor.

Appendix 7

FUNDRAISING (903)

903 Williams Educational Fund

Updated 7/05

THE WILLIAMS EDUCATIONAL FUND

The need for a student-athlete scholarship program at KU was recognized early at KU. The Outland Club was organized by Dick, Skipper, and Odd Williams in 1949. The Williams Family was responsible for raising more than $2 million for athletic scholarships between 1949 and 1973. In 1973, the Outland Club became known as the Williams Educational Fund to honor the Williams family for its commitment to Kansas Athletics.

The Williams Educational Fund (WEF) is the fundraising arm of Kansas Athletics whose primary mission is to generate funds for the overall operation of the University of Kansas Athletics Program.

To achieve this mission, the WEF staff strives to develop an on-going fundraising program which incorporates annual giving, capital projects, endowed scholarships, planned and deferred giving, capital campaigns, gifts-in-kind, matching gifts and corporate solicitations. (See Policy 902, Fundraising for additional information.) Monies generated are used to fund scholarships for qualified student-athletes, the improvement of athletics facilities and the enhancement of all sports programs.

The WEF operates according to guidelines set forth by the KUEA. In addition to KUEA rules and regulations, all fundraising efforts must comply with applicable University, Conference and NCAA rules and regulations. All donations made to the WEF are processed and managed according to NCAA guidelines governing booster organizations.

WEF Support

The Associate Athletic Director/Development is responsible for coordinating the operation of the WEF. Support for fundraising programs is cultivated by direct (meetings or phone calls) or indirect (advertising or mail) contact with alumni, parents, friends, corporations and foundations.

Coaches and senior administrative staff members are encouraged to participate in fundraising efforts and identifying prospective donors for the athletics program. Fundraising options are discussed in Policy 902, Fundraising, in this Manual.

Special Events

The WEF Office also sponsors special fundraising events and activities (e.g. golf outings, dinners, auctions, raffles, etc.) for the specific needs of Kansas Athletics, including capital projects.

Head Coaches and administrators are encouraged to submit names of individuals to be invited to these events.

Mailing Calendar

The Development Staff formulates a monthly mailing calendar for sending solicitation letters, publications, brochures, newsletters, invitations, etc. in a timely manner.

Gift Acknowledgements

All gifts are acknowledged with both a receipt and a thank you letter.

WEF and Friends Clubs

The Associate Athletic Director/Development is responsible for coordinating the fundraising activities for the Division of Athletics including the activities of Friends Clubs and the WEF.

Organizational Structure

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The Assistant Athletic Director/WEF serves as the Executive Director of the WEF and, in conjunction with the Associate Athletic Director/Development, is responsible for coordinating WEF activities.

Tax Information

Kansas Athletics is a nonprofit organization that is exempt from taxation under Section 501[(c)(3) of the Internal Revenue Code. Since the Corporation is a non-profit organization, donations to the WEF may be considered charitable contributions for tax purposes.

The enactment of the Technical Corrections and Miscellaneous Revenue Act of 1988 includes a subsection which allows eighty percent (80%) of the annual contribution to the WEF to be considered a "charitable contribution," even if the donor receives the benefit of preferential treatment (e.g. priority seating, parking, etc.). The enactment of this subsection in combination with prior tax laws establishes and defines the deductibility of an annual WEF contribution.

As allowed by current tax regulations, gifts of monetary value for which the donor receives no benefit in return are fully deductible. As always, donors are advised to consult their tax advisor concerning their particular situations.

Matching Gifts Program

The KUEA has information on companies which have matching gift programs for eligible employees. Restrictions vary among companies, and a given matching program may change periodically. Donors should be advised to check with their company's personnel or benefits office to determine if the company has a program to match gifts for athletics. To activate the matching gift program, the appropriate corporate form must be submitted with the member's personal gift.

WEF Membership

Membership to the WEF is open to any individual (alumnus, parent, friend, etc.) who contributes a minimum of $100.00 in support of University of Kansas' intercollegiate athletics program. Memberships are paid on an annual basis with renewal based on the fiscal year (i.e. July 1 - June 30). **Donors may request in writing that their names and/or the amount of their donations be held in confidentiality.**

Membership levels and benefits for annual giving are announced on an annual basis and may be revised as approved by the Director of Athletics. Current membership levels are as follows:

Category	Contribution
Champion	$25,000 or above
All-American	$10,000
Legends	$5,000
MVP	$2,500
Rock Chalk	$1,000
Jayhawk	$500
Crimson & Blue	$250
Outland	$100

Donors may designate on their pledge cards the donation's use for one of the two categories listed below:

1. Unrestricted use
2. Scholarship Fund

Membership Benefits

The University of Kansas appreciates the support of its WEF members. To demonstrate this appreciation, the University allows members to receive benefits (e.g. reserved seating priorities, parking privileges, etc.) based on each member's priority point accumulation. The WEF staff, in conjunction with the Director of Athletics, establishes benefits and priorities in accordance with the policies and procedures of the University. These benefits are reviewed each year and published in an annual WEF brochure which is available and applicable to all members. In order to provide members the optimum benefits, the WEF continually "fine-tunes" its priority points system to address WEF members' needs. **Benefits are non-negotiable.**

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The Director of Ticket Operations has direct responsibility for the assignment of all tickets. Seating guarantees are granted with the understanding that donors gain the privilege of annually purchasing season tickets based on their accumulated points and the availability of tickets. Specifically, priority points are used for granting priority seating beginning winter season 2004 at men's and women's basketball games, and beginning in 2005 at football and volleyball and also for baseball box seats. The priority point system will also be used to determine seating priorities at post-season contests. See Policy 408D, Ticket Distribution for additional information.

All members, including those at the Outland level, receive invitations to WEF activities, newsletters and special mailings, and participate in the ticket priority point system. Priority points are granted based on each donor's level of giving, length of membership, years of KU employment, membership into KU Alumni Association, Chancellor's Club and K-Club, and history of ticket purchases. Additional benefits are dependent on the level of membership, as noted below.

Champion
Travel with the Jayhawks
Special donor reception
Media guides
Donor reception
Membership pin
Membership decal
Invitation to WEF activities
Special sports mailings
Program recognition*
Post season and parking priority #1

All-American
Special donor reception
Media guides
Donor reception
Membership pin
Membership decal
Invitation to WEF activities
Special sports mailings
Program recognition*
Post season and parking priority #2

Legends
Media guides
Donor reception
Membership pin
Membership decal
Invitation to WEF activities
Special sports mailings
Program recognition*
Post season and parking priority #3

MVP
Donor reception
Membership pin
Membership decal
Invitation to WEF activities
Special sports mailings
Program recognition*
Post season and parking priority #4

Rock Chalk
Membership pin
Membership decal
Invitation to WEF activities
Special sports mailings
Program recognition*
Post season and parking priority #5

Jayhawk
Membership decal
Invitation to WEF activities
Special sports mailings
Program recognition*

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Post season and parking priority #6

Crimson & Blue
Invitation to WEF activities
Special sports mailings
Program recognition*
Post season and parking priority #7

Outland
Invitation to WEF activities
Special sports mailings
Program recognition*
Post season and parking priority #8

* Members may make a written request for confidentiality of their donations to the Assistant Athletic Director/Development. The identity of the donor will not be publicly disclosed unless required by state or federal law.

As per current IRS regulations, members are permitted to claim a portion of their donations as tax deductible. (See "tax information" above, in this policy.)

Expenditure of WEF Funds

All requests to the WEF for monies from unrestricted accounts and any expenditure of monies originated by the WEF are subject to the approval of the Director of Athletics.

Accounting Procedures

Checks or deeds of gifts made payable to the WEF (or to properly designated funds within Kansas Athletics) become the property of the WEF and are housed in Endowment accounts designated for the use of Kansas Athletics unless donors provide written instructions to the contrary. All deposits are processed by the Coordinator of Gift Processing in accordance with The KU Endowment Fund Administration and Use Handbook. Every deposit must be accompanied by a completed Official Receipt and a copy of all correspondence to and from the donor. Each donation received is posted to appropriate Endowment records.

In-house computer updates are performed on a daily basis by the WEF staff, who also maintain information on the status of pledges, gifts and membership accounts. The WEF Staff also prepares acknowledgement letters and receipts.

An annual audit of WEF accounting records is conducted by a certified public accounting firm as part of the financial audit of Kansas Athletics. In addition, the books and records of the WEF are open to review by Kansas Athletics.

FUNDRAISING (904)

904 Margin of Excellence

Updated 7/05

MARGIN OF EXCELLENCE

Kansas Athletics network of Friends Clubs is coordinated by the Associate Athletic Director/Development under the umbrella of the Williams Educational Fund (WEF). Friends Clubs within Kansas Athletics have been established to benefit the various sports programs.

These clubs are organized to promote a specific athletic program through special events, programs and social activities. In addition to raising money, the clubs bring many members and guests to Jayhawk events. A donation through a Friends Club to the WEF counts towards the priority points system and other WEF membership benefits as described in Policy 903, WEF, in this Manual.

Each individual associated with a sport's Friends Club organization is responsible for upholding all University, Conference and NCAA rules and regulations related to outside support of the intercollegiate athletics program. The Associate Athletic Director/Development, in conjunction with the Compliance Office, the Faculty Athletics Representative and coaches, ensures that information concerning such rules and regulations is made available to members of these booster organizations.

All fundraising activities including, but not limited to, solicitation appeals, correspondence, events, sales and booster-related efforts must be coordinated and approved by the Associate Athletic Director/Development.

Organization

Before any sport organizes a Friends Club, written permission must be obtained from the Director of Athletics. A proposal must be submitted listing all relevant information concerning the group or club. Items to be covered include the following:

1. Name of the organization
2. Person(s) in charge of the administration of the organization
3. Cost of joining, including different levels, if appropriate
4. Procedure for collection of monies
5. Benefits of membership (e.g. shirts, posters, tickets, meetings, mailouts, etc.)
6. How the associated start-up costs are to be handled (i.e. between the sport's budget and monies raised)
7. If items are made available for sale to members, the names of such items and their costs; as well as procedures for the purchase of items and method of payment
8. Proposed by-laws, organizational structure, etc.

Fundraising Accountability

All Friends Club fundraising activities (e.g. clinics, etc.) must be approved **prior** to the activity by the Associate Athletic Director/Development and the Assistant Athletics Director/Compliance. Approved activities are included on Kansas Athletics Master Calendar of Events.

All funds raised by a Friends Club or the WEF on behalf of a sport are deposited in a WEF Margin of Excellence account. Each check must be accompanied by a memo listing the name of the member (donor), the amount of the check and a description of benefits for which the person is entitled, if any. Any funds deposited from the sale of items must have a full explanation attached.

- Acknowledgements

  Within each Friends Club, the Head Coach, or his/her designee, is responsible for acknowledging gifts personally and providing membership services related to the specific club. The WEF Office also acknowledges each gift with a thank you note and a receipt.

- Summary of Accounts

  The KUEA provides the Director of Athletics with a summary of all active accounts. Each account summary is reviewed by the Chief Financial Officer. Account summaries are then distributed to the Head Coaches for review. The Business Manager is available to assist with obtaining additional information from the KUEA, as necessary.

Use of Funds

Requests for the use of Friends Club funds must be submitted to the Associate Athletics Director/Internal Affairs and approved by the Sport Supervisor. All such requests must be in compliance with KUEA fiscal guidelines and NCAA regulations. (See Policy 404D, Disbursements: Margin of Excellence Accounts, in this Manual for additional information.)