

ECU ATHLETICS  
OPERATIONS AND PROCEDURES MANUAL



## Athletics Hall of Fame

### References:

Hall of Fame Nomination Form is [here](#)

Hall of Fame Members can be found [here](#)

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### 1. General

The Department of Athletics Hall of Fame was initiated in 1974 to honor those individuals who have by direct participation in East Carolina University intercollegiate athletics brought outstanding recognition to themselves and to the University.

The Hall of Fame is established to pay tribute and give the highest recognition to former athletics letter winners, coaches, administrators, and others who have made exceptional contributions to the athletics program at this University. The Hall of Fame is authorized by and operates under the authority of East Carolina University. The business and affairs of the Hall of Fame are administered by the Hall of Fame Committee as specified in the Hall of Fame Bylaws.

## **2. Schedule of Dates and Deadlines**

January – April	Announcement of solicitation for nominations
May 1	Deadline for receipt of nominations
June 1	Completion of nominee briefs by ECU Director of Athletic Media relations
June	Meeting of Hall of Fame Committee at the call of the Chair of the Committee for the purposes of electing inductees
July 15	Election of inductees completed, recognition plaques, medals, etc. ordered
Fall Semester	Designated Hall of Fame Football Game – Induction Ceremonies announced at least six weeks prior to the designated Hall of Fame football game

## **3. Expenses**

All expenses, as determined by the Committee, will be the financial responsibility of the Department of Athletics. The Department of Athletics may structure a special event around the Hall of Fame induction weekend, which could generate revenue and further recognition for the ceremony. All revenue generated through such a planned event would revert to the general Department of Athletics budget.

## **4. Bylaws Amendments**

The Hall of Fame Bylaws may be amended by majority approval of the ECU Board of Trustees upon petition by any Trustee or upon recommendation of the Chancellor. A majority of the Hall of Fame Committee may petition the Chancellor to recommend amendments to the Bylaws to be presented to the ECU Board of Trustees for review and approval.

## Athletics Human Resources

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### 5. Introduction

Athletics Department personnel are classified in one of three categories: EHRA (Exempt from the State Human Resources Act), SHRA Non-exempt (Subject to the State Human Resources Act) and SHRA Exempt. ALL employees are subject to University regulations governing vacation leave, sick leave compensatory leave, and normal business hours. These regulations are a part of State law and may not be altered at the discretion of the supervisor.

The Athletics Department strives to provide equitable salaries and wages to its staff in compliance with University guidelines. Staff members with budgetary responsibility make annual salary and wage recommendations for the staff they are assigned as the employees' immediate supervisor. The Athletics Director is responsible for approving all salary and wage increases to include any such projections in the annual budget. Recommendations for salary and wage increases are submitted to Human Resources, where they are processed for approval in accordance with University, UNC System and Office of State Human Resources (OSHR) policies and guidelines. All salary increases which require Chancellor, President, or Board of Governors (BOG) approval are not official until such approval is obtained.

For budgetary purposes, salaries, and wages for all EHRA, SHRA, graduate assistants, and other hourly support personnel are covered in the designated area or sports budget.

#### 5.1. EHRA Staff

EHRA refers to those State employees who are exempt from the State Human Resources Act. Coaches and administrators are examples of EHRA non-faculty employees. EHRA non-faculty staff generally consists of employees whose responsibilities include executive, managerial, and/or administrative duties, or whose positions require an advanced educational degree or specific experience level within the designated area of responsibility and authority. Specific job descriptions outline the conditions of employment for EHRA staff positions within the Athletics Department. EHRA staff members are paid bi-monthly.

The Athletics Director determines all salary increases for EHRA employees in accordance with UNC System and University guidelines and policies. The total of annual increments for all EHRA employees cannot exceed the state legislated increase without prior approval in accordance with applicable North Carolina legislative, OSHR, UNC System and University guidelines. Justification for the difference in raises may be based on merit, the cost of living, market rate, retention, or other factors at the discretion of the Athletics Director.

##### 5.1.1. Administrative EHRA Staff

EHRA administrative employees are hired on "at will" appointments and can be dismissed with 30 days' severance if service with the University is one year or less, 60 days' severance if service to the University is 1-2 years or with 90 days' severance if employed longer than two years. No specific cause for dismissal is required for "at will" appointments.

## **5.2. Coaching Staff**

Most coaches are hired based on the terms of a Letter of Offer/Appointment. New appointments are for twelve (12) months. Annual employee agreements following the initial agreement will correspond with the sport's season unless approved by the Athletics Director. Each coach will receive a Letter of Offer/Employment that details employment specifications. The letter requires the signature of the coach and Athletics Director.

Multiple year agreements, as permitted/specified by UNC System policies, can be executed as determined by the Athletics Director with Chancellor and Board of Trustee approval.

## **5.3. SHRA Staff**

An SHRA employee is an employee subject to the State Human Resources Act. Employees designated as support staff, clerical and service personnel, and some administrative staff are identified as SHRA employees. The University's Division of Human Resources determines the status of each SHRA position. Pay rates are based on the State job classification system that considers detailed job knowledge, experience requirements, and job responsibilities.

The workweek for SHRA employees is 40 hours, with office hours varying with different State agencies and institutions. All time away from the office during the normal work schedule for SHRA employees is to be charged to leave (annual, sick, or compensatory). Supervisors do not have permission to grant an employee time off without it being charged to leave. If there is no leave available, the employee will not be paid for the time off.

The University's Human Resources Procedures Manual and specific job descriptions outline the conditions of employment for SHRA staff positions within the Athletics Department. SHRA employees are paid bi-monthly. Recommendations for annual increases are made across the board based on the State legislated increase.

North Carolina Legislature approves salary increases through the State's budget. Each individual receives an increase according to the parameters issued by the Legislature, UNC Office of the President, and East Carolina University (i.e., percentage of current salary) provided that adequate funds are available.

Additional information regarding Human Resources Policy and Procedures can be found [here](#).

## **6. Hiring Procedure**

When a position becomes available within the Athletics Department, or it becomes necessary to create a new position, the Athletics Human Resources Office must be contacted. Upon approval of the position, this office will provide guidance as to the proper procedures to be followed in accordance with applicable Federal, State, UNC System, OSHR and University policies and guidelines.

For the hiring of athletics personnel, university, state, and federal guidelines for recruitment must be followed so that continuity and departmental effectiveness can be maintained. All actions will require Human Resources and Office of Equity and Diversity (OED/EEOC) approval according to University Personnel Recruitment Guidelines.

### **6.1. Criminal Background Check**

To help provide a safe learning and work environment for our students, staff and faculty, the ECU Human Resources Office requires a satisfactory criminal background report for any applicant who is not a current ECU employee and who has also been selected as a final candidate of choice for any SHRA, Clinical Support Services (CSS) and non-teaching EHRA position vacancy at ECU.

### **6.2. EHRA Recruitment Procedures**

EHRA recruitment procedures and applicable exceptions must be followed for requests to fill any EHRA position as defined in accordance with university EHRA Recruitment Compliance Process Policy (found [here](#)).

The Standard EHRA recruitment procedure posting period for EHRA non-faculty positions (staff and coaches) is a minimum of fourteen (14) days. The time frame for advertising a position may be substantially shortened in very rare situations for high profile coaching positions (i.e., football, basketball, baseball) if a waiver is granted by the University OED/EEOC office. In all instances, the process for hiring will be followed in accordance with institutional policy.

Compliance documentation required in all EHRA standard searches includes a requisition, screening report, and compliance report. A minimum of three (3) applicants should be interviewed on campus by the search committee. A minimum of three (3) search committee members is required for a standard search. The ECU Human Resources Office will post position advertisements approved by the Athletics Human Resources Office, ECU Human Resources Office and the OED/EEOC office for standard recruitment.

A modified EHRA recruitment procedure must be followed for 1) any EHRA position in which the appointment's duration will be greater than three days and in which the FTE will be less than .75; 2) an EHRA position in which the appointment's duration will be greater than three days, but less than 190 calendar days; or 3) Fellow positions. The minimum posting period for a modified search is seven (7) calendar days. A search committee is not required for a modified search. A requisition and compliance report are required and at least one individual must be interviewed.

Positions in which the appointment period is three days or less do not require posting.

For additional procedural details for conducting a selection process for any EHRA position please contact the Athletics Human Resources Office.

New EHRA employees must schedule an appointment with appropriate Athletic Human Resource Office staff persons, prior to, or no later than, the first day of reporting to the job to review proper procedures for becoming an employee of the State of North Carolina as well as the Athletics Department. The new employee must complete and submit the online portion of the federal I-9 required form to the ECU Human Resources Office on or before their first day of work. Employees who do not submit a completed I-9 as required will not be permitted to start until this form is completed.

### **6.3. SHRA Recruitment Procedures**

The East Carolina Department of Human Resources has the responsibility for establishing recruitment and selection policies and procedures for SHRA positions at East Carolina University. These policies are within the guidelines set forth in the North Carolina State Personnel Manual and in adherence with the University Equal Employment Opportunity and Affirmative Action policies.

SHRA job announcements are posted on the ECU website for a minimum of 5 working days and include a closing date which indicates the last date that applications will be accepted.

All applications for SHRA position vacancies are completed on the ECU website. If an applicant contacts the department, he/she should be immediately referred to the Department of Human Resources. The hiring department will evaluate the credentials of all applicants and select those applicants who appear most qualified to be interviewed. A minimum of three (3) applicants must be interviewed for each vacancy. Each candidate must be treated equally, and it is strongly recommended that a structured set of questions is asked of each candidate.

Once the hiring recommendation is submitted to the Department of Human Resources, it must be reviewed and approved by the OED/EEOC office and a ECU Human Resources Office Employment Counselor. Only the ECU Human Resources Office is authorized to extend an offer of employment to a person who will occupy an SHRA position. Any salary negotiations will be handled by the ECU Human Resources Office based upon consultation with the Athletics Department.

#### **6.4. Probationary Period for SHRA Employees**

When offers for employment are extended to a person, it is with the condition that the initial period of employment will be considered a probationary period of twelve months.

The probationary period is an essential extension of the selection process and provides the time for effective adjustment of the new employee or elimination of those whose performance will not meet acceptable standards. Employees who are on probation are not eligible to apply for other positions on campus, except within their home department.

A work plan must be developed for the new employee within 30 days from date of employment. During the probationary period, the supervisor has a responsibility to work on an on-going basis with the employee in counseling and assisting the employee to achieve a satisfactory performance level. Progress of the employee should be reviewed during discussions between the employee and the supervisor. At the end of the probationary period, a performance evaluation must be completed based on the work plan which was established with this employee during his/her first month of employment.

#### **6.5. Temporary and Contract Employees**

From time to time, it may be necessary to hire temporary or contractual employees. Recruitment and hiring of these employees will follow university recruitment policies and guidelines for these categories of employees. Approval must be obtained through the Athletics Human Resources Office prior to any commitment being made to a potential employee.

#### **6.6. Volunteers**

In accordance with University, NCAA and Athletics Department guidelines, individuals may volunteer their services working with the Athletics Department. A volunteer agreement must be fully executed, and satisfactory background check completed prior to volunteer coaches or office staff beginning their service to athletics. Please contact the Athletics Human Resources Office for more information.

Further information and details regarding the University's volunteer policy is available [here](#).

#### **6.7. New Staff Orientation Process**

New EHRA and SHRA staff are required to attend the next regularly scheduled university and department orientation education session after their start date in the new position. Times and dates can be obtained through the Athletics Human Resources Office.

Within one week of employment, coaches should communicate with ECU's NCAA Compliance Office staff to confirm passing the most recent academic year coaches recruiting exam. If the most recent academic year exam has not been previously passed, staff must schedule with the compliance office to take the exam prior to any off campus recruiting activity.



## **6.8. Parking**

An ECU parking permit is required to park in all on-campus parking locations. Employees may purchase a parking permit through PiratePort. A variety of options are available and must be renewed on an annual basis.

## **6.9. ECU 1Card**

The ECU 1Card is the official photo ID card for East Carolina University. All students, staff and faculty need this card whenever they are asked to show university identification. While the ECU 1Card is required for identification purposes and entrance into selected Athletics facilities, other accounts linked to the card are optional. Employees can obtain an ECU 1 Card from the Main 1 Card Office located at G-521 Old Cafeteria Complex.

## **7. Office Hours**

Normal office hours for University employees are from 8:00 AM to 5:00 PM with one hour for lunch unless otherwise notified by the Athletics Director. All SHRA employees are expected to maintain these hours unless otherwise approved, or directed, by their supervisor with approval by the Athletics Director and the Athletics Human Resources Office.

It is realized some EHRA staff members travel a great deal during certain periods of the year, thus interrupting a regular office schedule. However, when personnel are not traveling, office hours should be set and maintained for the convenience of student-athletes, administrative staff, general public, and media.

The University, as authorized by the State Personnel Commission, will observe a minimum of eleven (11) holidays. Prior to the beginning of a new calendar year, the ECU Human Resources Office will announce the exact dates of the holidays to be observed by University employees during the following year.

## **8. Expectations of Conduct and Performance**

All staff are expected to perform job duties and responsibilities in a manner that reflects the highest ethical and professional standards, while remaining in compliance with all laws, regulations and policies of ECU Athletics, the University, UNC System, NCAA, and the state of North Carolina.

### **8.1. Nondiscrimination**

East Carolina University is committed to equality of opportunity and does not discriminate against applicants, students, employees, or visitors based on race/ethnicity, color, creed, national origin, religion, sex, sexual orientation, age, veteran status, political affiliation, genetic information or disability.

This nondiscrimination policy covers admission, readmission, access to, and treatment and employment in university programs and activities, including, but not limited to, academic admissions, financial aid, any services and employment. Any act by a university employee or student of reprisal, interference, restraint, penalty, discrimination, coercion, retaliation, or harassment against an employee or student for using the applicable policies responsibly interferes with free expression and openness and violates university policy.

Accordingly, members of the university community are prohibited from acts of reprisal and/or retaliation against those who file complaints, are involved as witnesses, or otherwise try to responsibly use university policies.

## **8.2. Confidentiality**

ECU Athletics staff has access to information which is, in many cases, sensitive. Any such information--be it verbal, written, faxed, photographic or electronic -- is considered "privileged" and staff are responsible for ensuring the privacy of this information. Furthermore, Athletics staff should be aware of the environment they are in when discussing work-related information. All staff must sign the East Carolina Confidentiality Agreement at orientation. This form is also available in the Athletics Human Resources Office. Failure to adhere to the rules of this agreement will result in disciplinary action.

## **8.3. ECU Computer, Network, and Communication Systems Use**

ECU Athletics makes available computing and networking resources-- including computer hardware and software, computer-based files and data, and all networks including the Internet-- to authorized users for purposes consistent with the mission, goals, and objectives of ECU Athletics.

Staff should keep in mind that ECU computing resources are to be used for business purposes only and should periodically review ECU's policies for acceptable use of its computer, network, and communications systems, available [here](#).

## **8.4. Harassment and Discrimination**

Harassment of any individual for any reason, including harassment based upon an individual's age, color, disability, ethnic or national origin, gender, race, religion, class, institutional status, sexual orientation, or gender identity, is not acceptable at East Carolina University. ECU defines harassment as the creation of any hostile or intimidating environment in which verbal or physical conduct is severe or persistent enough to cause significant interference with a staff member's work, education, or on-site living conditions. If at any time you feel that you have been harassed or discriminated against, contact Athletics Human Resources immediately for further assistance.

For more information regarding these procedures or any provision of ECU's harassment policy, contact the Office of Equity and Diversity (OED/EEOC).

## **8.5. Personal Relationships/Employment of Related Persons (Anti-Nepotism Policy)**

ECU has adopted [policy](#) concerning the concurrent employment of related persons. This policy, consistent with the principle that University employees and prospective employees shall be evaluated on the basis of individual merit, without reference to considerations of race, sex, religion or national origin, or any other factors not involving personal professional qualifications and performance, is designed to avoid the possibility of favoritism based on family or personal relationship, shall be observed with respect to institutional personnel who are not subject to the State Personnel Act.

## **8.6. Substance Abuse**

### **8.6.1. Alcohol**

The use of alcohol is allowed for staff above the legal drinking age. Staff should not drink on the job unless it is permitted as part of a work function (e.g., Holiday Party, Hall of Fame, donor event, etc.). Alcohol consumption at job related functions should be limited. Any alcohol abuse is a violation of departmental and university standards of conduct and could lead to suspension or termination. Staff members are to follow all North Carolina laws and regulations regarding alcohol consumption.

### **8.6.2. Drugs**

Substance abuse is detrimental to a staff member's health and may jeopardize safety and performance in the workplace. For these reasons, the unauthorized use, possession, storage, manufacturing, distribution, or sale of illegal drugs is prohibited. If any violation of this policy is discovered, please be aware that suspension and/or termination are likely.

## **8.7. Arrest and/or Conviction for Criminal Acts**

Any arrest or DUI citation must be reported to your supervisor and the Executive Associate Athletics Director/Internal Operations within five (5) business days. Each situation is addressed individually, and any disciplinary action will be determined by the Athletics Director and/or his or her designee.

## **8.8. Gambling**

Gambling on any sporting event is a violation of NCAA and ECU policies. This includes bets, wagers, or providing information to a person placing a bet or wager. Violation of this policy results in automatic termination. Please consult the ECU Athletics NCAA Compliance Office for more information on the types of wagering that are permissible or impermissible.

## 8.9. Social Media Guidelines

ECU Athletics does not prohibit staff from maintaining accounts with various social media platforms. As an ECU Athletics staff member, you are a representative not only of ECU Athletics, but of the entire University community. For this reason, we require you to adhere to the following standards for social media use to help promote a positive image of East Carolina Athletics. These guidelines apply to the various social networks including, but not limited to, Facebook, Twitter, Instagram, TikTok, and/or other social media platforms. Failure to adhere to these guidelines can result in corrective action to be determined by the staff member's supervisor in conjunction with Athletics Human Resources:

- Everything is public
  - There is no such thing as a 'private' social media site; what you post is public information available to a large audience, even if your account is private. Search engines can turn up posts years later even if you remove them. Be cognizant that what you post today can affect you in the future.
- Be respectful
  - If readers see your affiliation with East Carolina University and ECU Athletics, they may read your words as representing the University and the Athletics Department, even if you provide a disclaimer saying your views are your own. As a general rule, be respectful and do not post anything you would be uncomfortable saying in a public setting.
- Be transparent about your role at ECU
  - If you participate in or maintain a social media site on behalf of the University, clearly state your role and goals. Strive for accuracy, correcting errors quickly and visibly. If you have questions about whether it is appropriate to write about certain material, contact the Assistant Athletics Director for Media Relations (Athletic Social Media Coordinator).
- Maintain confidentiality
  - Do not post confidential information regarding ECU staff, students, or current or prospective student-athletes and their families. Use good ethical judgment on what would be considered sensitive information.
- Protect your identity
  - Don't provide personal information about yourself or others that scam artists and identity thieves might steal.
- Respect university time and property
  - University computers and work time are to be used for university-related business. It's appropriate to post at work if your comments are directly related to accomplishing work goals but maintain your personal site on your own time using non-ECU computers.
- Adhere to NCAA Regulations
  - There are several NCAA regulations pertaining to social media of which ECU Athletics representatives need to be aware. Please reference the most recent NCAA legislation or consult the Compliance Office if you have any questions.
- Avoid Criticism

- The American Athletic Conference (AAC) prohibits criticism of officials by coaches, administrators, and/or student-athletes. In general, it is good practice to leave all criticism of others off social media.
- Be mindful of tone
  - Most likely your followers/friends are from various backgrounds with different jobs, beliefs, and personalities. Updating your status with a general statement (i.e., opinions on politics, religion, etc.) may seem harmless to you, but others may read it in a different light. You do not need to analyze all the potential misinterpretations of every post, just be aware of the possibilities.
- Respect the privacy of others
  - Some people are more active on social media than others. Keep this in mind when tagging your friends in posts or photos. Do not post anything that can harm others.

### **8.9.1. Accountability**

Be cognizant that what you post today can affect you in the future and maintain your personal sites with the same integrity as you would an ECU account. You are also held accountable for posts that you ‘retweet’ or ‘like’ on someone else’s page. For more information on the topics covered in this section, please refer to the Social Media Guidelines for Communicators available [here](#). Further information on the University's social media policy is available [here](#).

## **9. Sick Leave**

All full-time, permanent SHRA and EHRA employees who work, or exhaust paid leave for one-half or more of the regularly scheduled workdays in any month shall earn sick leave for the full month at the rate of 8 hours per month, or 96 hours per year.

A part-time permanent SHRA employee, who is employed on a continuing basis for a fixed number of hours each week, in a permanent budgeted position, for as much as half-time, shall earn sick leave on a pro rata basis if they work one-half or more of the scheduled workdays in a month.

Sick leave is cumulative indefinitely. It may be applied to retirement on a pro-rata basis in accordance with retirement plan guidelines, but employees will not be paid for unused sick leave upon termination.

## **10. Annual Leave**

Annual leave guidelines may be found [here](#)

## 11. Compensatory Time Off for SHRA Employees

This guideline has been reviewed by the ECU Office of Human Resources and Leadership Team and is in compliance with the Office of State Human Resources policy manual. There have been adaptations made for the Athletics Department to allow flexibility in the OSHR policies to meet their specific needs.

The employee must receive supervisor and budgetary approval prior to working overtime (OT). An employee with supervisor approval who physically works more than 40 hours in a given week (Sunday – Saturday) is eligible for overtime pay (1.5 hours per hour worked over 40).

Overtime worked must be reflected on the timecard for the week the work is performed. All timecard approvals are due at the end of each pay period. Both the employee and supervisor are accountable for the information submitted on timecards with their approvals.

University guidelines direct that time will be granted to take time off for overtime worked as compensatory (comp) time. This comp time is subject to all comp time rules. All comp time accumulated must be taken prior to any vacation leave. It is recommended that comp time be used within the 30-day period immediately following the month accumulated. However, comp time may be taken beyond the 30-day period.

Based upon departmental need and work load the supervisor will determine if the overtime will be either be converted to compensatory (comp) time or paid. The amount that becomes comp time is subject to all comp time policies. All comp time accumulated must be taken prior to any vacation leave.

(Example: If an employee earns overtime in week 1 of the month and it is determined that the overtime should be fully paid out for that time, vacation time may be used later in the month. If the employee is not paid out for the overtime in week 1, the overtime hours convert to comp time, and vacation leave may not be used later in the month until all comp time has been used. The converted comp time must be used first.)

With extenuating circumstances due to workload, special projects, events, etc., with Athletics HR review and approval by supervisor, overtime hours may be paid out the pay period after the time is earned. If approved, the employee will be paid out for that overtime pay on the next available paycheck. These hours to be paid are not categorized as comp time.

Official university business travel by SHRA employees must receive approval in advance by their supervisor. Only actual hours worked (as approved by the supervisor) may be accounted for on timesheets. Travel (plane or ground) is considered work time and included in hours worked for a travel day.

(Example: An employee who has headquarters in Raleigh leaves for Asheville on Sunday afternoon at 2:00 p.m., and arrives in Asheville at 7:00 p.m.:

- The 3-1/2 hours traveled between 2:00 p.m. and 5:30 p.m., are hours worked and must be included in the total hours worked within the workweek. If the total hours worked exceeds 40 per week, the employee is to be compensated in accordance with the State's overtime time-off policy.
- The 1-1/2 hours traveled between 5:30 p.m. and 7:00 p.m. are not considered as time worked for the purpose of determining total hours worked. However, it shall be considered as time earned and may be given as time off on straight-time basis.)

Any comp hours not used within 12 months of accrual will be paid out at the end of the 12 months. If an employee's comp time balance is at 240 hours, any comp time accrued will be paid as earned until the balance falls below 240 hours.

Any overtime work should be completed in the employee's normal work location or other approved location, with advanced supervisor approval. The university is currently working to develop a university wide tele-work policy. Until the time this policy is completed, all work should be performed at the employee's normal workstation.

The employee and supervisor are subject to personnel disciplinary action for abuse or mismanagement of this [guideline](#).

## **12. SHRA Time Sheets/EHRA (FSLA Exempt Time Record) Leave Sheets**

All SHRA employees are required to enter time worked into their Kronos timecard; EHRA employees are required to report leave taken in their Kronos timecard. Upon completion, these timecards must be reviewed and approved by the immediate supervisor. A supervisor is not authorized to permit paid time off without it being charged to leave. Both the employee and supervisor are accountable for the accuracy of the timecard.

SHRA and EHRA timecards must be approved by employee and supervisor each pay period by the second business day following the end of a pay period. Best practice is to have all approvals obtained on the first business day following pay period end.

Employees are expected to submit accurate information and are subject to applicable North Carolina, UNC System and University guidelines for reporting any leave.

## **13. Payrolls**

East Carolina University employees are paid on the 1st and 15th of the month through direct deposit. If the 1st or 15th falls on a weekend or holiday, employees will be paid on the previous normal business day.

Student and SHRA temporary time worked is reported by the worker through Kronos and submitted to the supervisor for approval.

Contractual workers payrolls are prepared by the Athletics Business Office.

Dual employment paperwork is signed by appropriate Athletics personnel and forwarded to the employees' primary institution for payment.

University employees employed by another department and working occasionally in Athletics are processed through the Athletics Human Resources Office. Employees must obtain prior permission from their home department before beginning occasional employment in Athletics.

## **14. Conflict of Interest, External Activities for Pay, and Secondary Employment**

### **14.1. Conflict of Interest and External Activities for Pay (EHRA)**

The [UNC Policy Manual and Code](#) and [ECU Regulation on Conflicts of Interest, Commitment and External Professional Activities for Pay](#) requires all EHRA employees to annually complete a COI disclosure and, if applicable, EPAP. ECU has created an online app to enable employees to easily complete their COI disclosure and for EHRA employees to submit a notice of intent to engage in external professional activities for pay (EPAP). This online COI and EPAP app is available at the employee's PiratePort available at [www.pirateport.ecu.edu](http://www.pirateport.ecu.edu).

To assist employees with completing their COI/EPAP disclosures, ECU has the following documents available: [Categories and Examples of Potential Conflicts](#) | [ORIC](#) | [ECU](#).

### **14.2. SHRA Secondary Employment**

An SHRA employee may hold a second job with a private employer or enter self-employment during off duty hours only if approved in writing by the department head through the completion of Approval for Secondary Employment form. If approved, the department head should periodically review the situation to ensure that there are no adverse effects during the time of secondary employment. The second job must not be connected in any way with the employee's University job or be in conflict of interest with the University. Also, outside employment must not in any way interfere or hinder the job performance of the employee as judged by the supervisor or department head. Approval of secondary employment may be withdrawn at any time should such employment prove to adversely affect an employee's performance or be in conflict of interest to the University. Any employee requests for approval of secondary employment and support documentation therein shall be treated confidentially for all purposes.

## **15. Workplace Attire**

The standard dress code for East Carolina Athletics staff is business casual unless you work with a sport or support group (e.g., Athletic Training, Equipment). This is a general overview of appropriate business casual attire. No dress code can cover all contingencies; therefore, staff members are expected to exert a certain amount of judgment in the clothing they wear to work.



### **15.1.Meetings**

Administrative staff attending meetings and functions with individuals outside of the Athletics staff should wear business attire unless otherwise identified by the meeting organizer.

### **15.2. Paint It Purple Fridays**

Staff members are always encouraged to show their ECU Pirate pride at work. Staff members are encouraged to wear their ECU Purple and Gold apparel, especially on Paint it Purple Fridays.

### **15.3. Dress Code for Work Related Settings**

In work related events and activities where athletics staff wear sporting gear (sportswear) or footwear (athletic), such gear should be the brand of the current Athletics Department apparel and footwear agreement provider.

As indicated in ECU's current footwear, apparel and uniform agreement, athletics coaches and administration staff should use and wear adidas products whenever engaged in any official team event and any other athletics activities for which such attire is appropriate, including games and practice sessions, recruiting, traveling, being filmed by motion picture or video tape, posing for photographs, work related events/activities and conducting or participating in sports camps or clinics.

To the mutual benefit of the employee and the athletics department, athletics department employees may purchase products, through established avenues between the athletics department and the apparel and footwear provider, which may provide for discount purchasing of the apparel and footwear provider's products. Purchases are to be limited to use by the employee and their immediate family only. Immediate family includes the employee, his or her spouse and dependent children. Purchases are subject to internal audit review.

Staff should use good personal judgment when deciding what to wear, but overall decisions on what is considered presentable is at the discretion of the supervisor. Staff is expected to consult with their supervisor regarding what is appropriate attire.

## **16. Performance Evaluations**

### **16.1.EHRA Staff**

Supervisors are responsible for administering annual performance evaluations. East Carolina University Athletics is committed to nurturing a culture of comprehensive excellence and service. To accomplish this, we strive to provide each member of our staff with clear performance goals, ongoing coaching and feedback, professional development, and recognition for exceptional work.

The performance review gives employees and managers an opportunity to reflect on the past year, celebrate successes, learn from our challenges, and plan for our future. EHRA performance evaluations are forwarded to Athletics Human Resources to be reviewed and then filed into the staff member's personnel file.

## **16.2. SHRA Staff**

SHRA performance evaluations are completed through the People Admin system as directed by the University.

## **17. Taxability of Awards and Gifts**

Gifts, rewards, or awards may be provided to ECU staff for work-related achievements and/or recognition, marking special contributions and achieving major milestones such as years of service, promotion, departure, or retirement.

Complimentary tickets issued to staff for personal use will be taxed for any game that is deemed a "SELL OUT". If you choose not to use your tickets for any of the games, please return your tickets to the ticket office by the Monday before the game so they can be sold. If you return your tickets to the Athletics Ticket Office by the deadline day, you will not be taxed for that game should it become sold out.

The Internal Revenue Service classifies many awards to staff as taxable income subject to W-2 reporting and tax withholding.

## **18. Mobile Communications Device Allowance**

The purpose of this program is to allow approved university employees an allowance for the use of their personal MCD's to conduct official university business. This enables departments to maintain contact throughout both business and, if appropriate, during non-business hours (e.g., for events and activities, recruiting, on call/emergency purposes in evenings or on weekends)

The Athletics Department Mobile Communication Device Allowance" guidelines established for participation in this benefit apply to all employees who have been approved to receive a stipend allowance to use mobile communication devices as part of their normal work duties. Participants must have a valid business reason for participating in the program.

Participants in the program will receive a compensation amount based upon previous cellular phone usage or anticipated usage. Participation in the "Athletics Department Mobile Communication Device Allowance" program must be approved by the Athletics Director or his/her designate. Requests for consideration to participate in this program should be made to the Athletics Human Resources office.

## **19. Employment Separation**

Should an individual separate from employment with the ECU Athletics Department, or transfer to another state agency, employees should meet with their supervisor to begin the exit process and finalize job related matters prior to separation. Employees will be given the opportunity to complete appropriate records (e.g., Kronos timecards) and sign all release documentation working with the Athletics Human Resource area. All issued keys and inventory of equipment will be returned to the office of the Senior Associate Athletics Director for Internal Operations. All issued complimentary tickets will be deactivated in the ticket system and will no longer be valid.

The individual's office should be cleared of personal effects and files of work-related information left in good order.

It is the policy of East Carolina University that individuals give at least two weeks' notice before leaving a position so the department area can begin recruitment for a replacement. If an individual terminates employment, a lump sum payment will be made for any unused vacation/annual leave the employee has earned, not to exceed 240 hours (part-time employees will be prorated based on the amount of time worked). If an employee has more than ten years of service, a prorated payment for longevity will be paid. Individuals may have rights to continue certain benefits and insurance plans after the termination date. If the employee accepts a position at another state agency, all unused sick, vacation/annual, and community service leave may be transferred to the new agency if the new agency is willing to accept these balances. Longevity is not paid out when transferring to another state agency.

Exiting employees should contact the ECU Benefits area in the ECU Human Resources Office for detailed questions related to retirement, health and other benefits related information.

All the above procedures must be completed prior to the release of the final paycheck.

## Autograph, Non-Profit & Charitable Organization Guidelines

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### 20. General

The Department of Athletics and student-athletes are committed to support of philanthropic organizations, community activities and worthy causes. The NCAA and the University encourage a well-rounded education inclusive of community service. These guidelines have been established to allow the Department of Athletics to support these service initiatives in a fair and consistent manner. NCAA rules and regulations will be applied to all requests.

### 21. Autographs

Organizations/individuals seeking autographs and/or autographed items for auctions, prizes or “give-away” items, etc. are required to follow the autograph request guidelines found [here](#).

All equipment and apparel purchased by the Department of Athletics becomes the property of the State of North Carolina and therefore cannot be "donated" to any organization, including other state entities. Sideline passes, game day team meals, locker room access and other similar "fan experience" packages are not available to organizations for auctions, raffles, prizes, “giveaways”, etc.

### 22. Non-Profit & Charitable Organizations

- 22.1. Student-athletes annually provide thousands of volunteer hours to support various organizations, community events and educational activities. Organizations who desire to have student-athletes provide support with their projects may contact the Community Service Coordinator at 252-737-4472. Student-athletes are limited to a thirty-minute radius drive to the activity location and may not be engaged in the administration, management, or collection of any funds.
- 22.2. The Department of Athletics may provide selected tickets to support non-profit community organizations and activities. Tickets are subject to availability and administrative approval. To request tickets, organizations must complete and submit a ticket donation request using the form located [here](#)
- 22.3. Each sport and/or coaching staff may select one contest per season to provide public awareness in support of a recognized national program conducted by a professional coaches association or a conference-wide initiative. Fundraising, money collection, auctions, etc. may not be performed at any athletic event.
- 22.4. Exceptions to these guidelines, as approved by the Director of Athletics, may be made for an athletically related initiative, (e.g., for a catastrophic event to assist a fellow conference or UNC system institution after devastation caused by a natural disaster).

22.5. Advance written permission of the University is required for an organization to use or associate the University through use of the University name, logos, slogans, colors, mascot, trademarks, service marks and other indicia related to the University, its programs and services, and its athletics teams with any fundraising event or promotion. For additional information contact University Marketing at [logoreview@ecu.edu](mailto:logoreview@ecu.edu).

22.6. The University does not permit sales of merchandise of any sort, distribution of political or promotional materials and/or solicitation of funds on university property. This includes all University operated parking lots and athletics facilities, before, during or after University athletics contests

## Awards

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### 23. General

The following awards will be presented to qualifying student-athletes by the ECU Department of Athletics:

- Scholar Athlete Awards
- Varsity Athletics Awards
- National or Conference Awards
- Individual Special Recognition Awards
- Tournament Awards
- Team Awards
- ECU Athletics Hall of Fame

All awards provided to student-athletes in recognition of their athletic accomplishments in their sport must be reported to the Office of Compliance on an annual basis. All awards must meet the NCAA's legislated cost, the permissible awarding entity, requirements, etc. These awarding requirements are outlined in Figures 16-1 thru 3 in the NCAA Division I Manual.

Nominations for conference, NCAA, and any outside organizations/associations awards should be coordinated through the Senior Associate Athletics Director/Administration and SWA, who will be the point person to collaborate with staff and office areas needed to complete the nomination documentation. The Senior Associate Athletics Director/Administration and SWA will also coordinate administrative approval of nominees from the Leadership Team.

### 24. Scholar-Athlete Awards

Student-athletes are recognized throughout the year for their exceptional achievements in academics, leadership, and community involvement. It is in the spirit of accomplishment that they are honored for excellence both on and off the field of competition.

#### 24.1. University Recognition

##### 24.1.1. Breakfast of Champions

The annual Breakfast of Champions recognizes outstanding student-athletes for their unparalleled commitment to academics, athletics, and community involvement. Several postgraduate scholarships are also awarded, as well as the current year's All-Academic team, and the Outstanding Female and Male Scholar-Athletes of the Year are announced.

##### 24.1.2. The Outstanding Female and Male Scholar-Athlete of the Year

This is the highest academic honor given to an individual female and male student-athlete. The individual female and male student-athletes who demonstrate the highest level of commitment to academics, athletics, and community involvement is presented this award.

### **24.1.3. Kristi Overton Outstanding Freshman Award**

The Kristi Overton Freshman Scholar-Athlete Award was created to honor an outstanding student-athlete from the state of North Carolina who has excelled during their freshman year at ECU. The award winner is honored for their outstanding athletic ability, academic achievement, and service to the community.

### **24.1.4. Pat Draughon Postgraduate Scholarship**

The Pat Draughon Postgraduate Scholarship Award was established by the Draughon family to honor a student-athlete who displays outstanding character, dedication, loyalty, persistence, and the spirit of competition on and off the field.

### **24.1.5. Walter and Marie Williams “Spirit of the East” Award**

The prestigious “Spirit of the East” Post-eligibility Scholarship Award is presented to a student-athlete who demonstrates outstanding commitment to the spirit of East Carolina University. Recipients exemplify the qualities of dedication, loyalty, persistence, and the spirit of competition on and off the field.

### **24.1.6. All-Academic Team**

The All-Academic Team is comprised of a junior or senior student-athlete from each sports team who possess the highest cumulative GPA, exemplifying a commitment to academic achievement.

### **24.1.7. Athletic Director’s Honor Roll**

The Athletic Director’s Honor Roll is announced after every fall and spring semester. The members of the honor roll are student-athletes who achieved a 3.0 GPA the prior semester.

## **24.2. Conference Recognition**

The American Athletic Conference confers its academic awards on an annual basis. The awards are divided into two general categories: 1) Post Graduate Scholarship Awards and 2) Academic Awards Without Stipend. Selection of award recipients is based on consideration of scholastic performance and athletic ability. In some cases, service to the community and institution is also considered.

## **24.2.1. Postgraduate Scholarship Awards**

### **24.2.1.1. AAC Institutional Scholar-Athlete Scholarships**

Twenty student-athletes (10 males, 10 females) will each receive a post-graduate financial scholarship. Monies awarded should normally be used within two years unless the Academic Affairs Committee grants an extension.

### **24.2.1.2. AAC Basketball Scholar-Athletes of the Year**

Two basketball student-athletes (one male, one female) will each receive a post-graduate financial scholarship. Monies awarded should normally be used within three years unless the Academic Affairs Committee grants an extension.

### **24.2.1.3. AAC Football Scholar-Athlete of the Year**

One football student-athlete will receive a post-graduate financial scholarship. Monies awarded should normally be used within two years unless the Academic Affairs Committee grants an extension.

### **24.2.1.4. AAC Scholar-Athletes of the Year**

The Academic Affairs Committee will annually select two student-athletes (one male, one female), from among the twenty conference institutional Scholar-Athlete Scholarship recipients, the two conference Basketball Scholar-Athlete of the Year recipients, and the conference Football Scholar-Athlete of the Year recipient, who will each receive an additional post-graduate financial scholarship. Monies awarded should normally be used within two years unless the Academic Affairs Committee grants an extension.

### **24.2.1.5. Michael Traghese Postgraduate Leadership Award**

Two student-athletes (one male, one female) will receive a scholarship of \$5,000 each. Monies awarded should normally be used within two years unless the Academic Affairs Committee grants an extension.

## **24.2.2. Academic Awards Without a Stipend**

### **24.2.2.1. AAC All-Academic Football Team**

Each institution may annually submit an unlimited number of nominees. The Academic Affairs Committee will review the nominees and the Conference will announce the recipients annually in February.



#### **24.2.2.2. AAC All-Academic Team**

Each institution may annually submit an unlimited number of nominees. The Academic Affairs Committee will review the nominees' qualifications and the Conference will annually announce the recipients in July.

#### **24.2.2.3. Scholar-Athlete Sport Excellence Awards**

The Faculty Athletic Representatives will annually recognize one student-athlete from each sport sponsored by the conference. Each institution may annually nominate one student-athlete per sport. The Conference will announce the recipients via a press release in July and will provide each student-athlete selected with an award in recognition of this honor.

#### **24.2.2.4. Team Academic Excellence Awards**

The Conference will annually recognize the team in each Conference-sponsored sport with the highest GPA for the preceding academic year. The Conference will announce the recipients via a press release in July and will provide each team selected with an award in recognition of this honor.

For further information on any of the American Athletic Conference Awards, please refer to the conference website at: <http://theamerican.org/>

### **25. NCAA and National Awards**

Annually, the NCAA and other organizations and associations recognize current and former student-athletes, coaches, administrators, and supporters for exceptional achievements in athletics, academics, leadership, community involvement and their contributions to society. In addition to recognition of achievement, these awards may also include scholarship grants. The Department of Athletics will annually monitor and submit qualified nominations for these awards.

### **26. Awards Received by Athletics Teams**

Any team trophy or award received by an officially sponsored department or sport must be reported to the Media Relations Office within forty-eight hours of the receipt of the award. When reporting an award, the following information must be included:

- Type of award (plaque, trophy, certificate etc.; first place, etc.).
- Name of Tournament/Meet/Accomplishment/Award.

The trophy or award must be presented to the Director of Athletics within seventy-two hours of receipt and will be placed in an appropriate location for display.

## 27. Championship and Post-Season Rings

The Department of Athletics ring program is intended to recognize a conference championship and/or significant national accomplishment. Rings will be provided in accordance with the standard pricing structure and approved budget, as well as department of athletics, university, conference, and NCAA regulations.

Ring designs should be developed within the established pricing structure with input from the head coach. Rings must be approved by the team's Sport Administrator and the final list of recipients approved by the Director of Athletics prior to being ordered. Based on the criteria in these guidelines, student-athletes, coaches, and essential personnel are eligible to receive a championship/post-season ring upon recommendation by the Head Coach to the Sport Administrator and Director of Athletics. Additional rings may be available for purchase upon approval of the Director of Athletics.

To be eligible to receive a ring the individual must be academically eligible to participate during the regular season and in the championship/post season game/tournament, a current good standing member of the team (not under team, department, university, conference or NCAA suspension, disciplinary action, probation etc.) and was eligible to compete at least half of the regular season and in the championship/post season events.

The sport's equipment manager will coordinate the design and ordering process for delivery of the rings in a timely manner. A maximum of one ring per academic year may be received. (If team/Individual wins both/multiple regular season or tournament or individual championships or bowl participation, a maximum of one ring will be received)

Eligibility for a ring is earned as follows:

For Teams:

- Winning the regular season championship or post-season tournament championship.
- Significant national accomplishment. (To be recommended on a case-by-case basis by the athletics executive leadership team to the Director of Athletics for the final decision.)
- Bowl rings: It is the option of the Head Football coach, with approval of the Director of Athletics, to include a bowl ring in the Bowl gift items offering within departmental and NCAA parameters for such items.

For Individuals:

- Winning an individual conference championship. (e.g. An individual athlete wins the Cross-Country conference meet and team does not win team championship)
- Significant national accomplishment. (To be recommended on a case-by-case basis by the executive leadership team to the Director of Athletics for the final decision)
- **An individual can receive a maximum of one ring per year.** (i.e., individual wins both indoor and outdoor individual track event. Or student-athlete wins both an individual event and the team wins the championship. (For example, golfer is a medalist and golf team wins the championship).

- Individual student-athletes who participate in multiple sports and who win multiple championships in the same academic year will be eligible to receive a championship ring for both sports (Indoor and Outdoor Track is considered one sport).

## **28. Varsity Athletics Letter Award**

The Varsity Athletics Letter Award will consist of the following:

- First year award - ECU letter jacket
- Second year award - blanket
- Third year award - watch
- Fourth year award - senior ring

The varsity athletics letter award is based on selected criteria per sport (which are listed in Section 8.06) and given in recognition of outstanding achievement while a member of an ECU intercollegiate varsity team, varsity cheerleading or dance squad. Within 15 days of the end of a sport season, the head coach of each sport will submit the names and credentials of those student-athletes qualified to receive a varsity athletics letter award, to the Associate Athletics Director for Internal Operations and Sport Administrator.

Once awards are ordered and delivered, the Head Equipment Manager will issue the awards to each head coach who will distribute the award the following academic year, except for graduating seniors.

Freshmen, sophomores, and juniors with athletics eligibility remaining and seniors who have exhausted eligibility but not graduated will receive their letter award upon return to East Carolina University the following fall semester.

Graduating seniors will be notified when their senior award is available to receive. Awards may be picked up at the department of athletics or can be shipped to the address provided by the individual receiving the award.

### **28.1. Criteria for Lettering**

To earn a letter, the following criteria must be met:

Years 1-3 awards

- Must be eligible to compete as defined by NCAA legislation, departmental and university guidelines, and regulations.
- Utilized a season of competition in the sport pursuant to NCAA legislation
- Has abided by sport team rules and policies and in good standing with the team
- Has not brought negative attention to the university through various actions or behavior
- Been a contributing member of the team through athletic performance and participation, academic performance and/or community service participation, and meets additional participation criteria as established by Head Coach of each sport (see 8.06.2)
- Must be eligible to return to East Carolina University the next fall semester in good standing with the team, including academic performance, and eligible to compete within departmental, university, conference and NCAA guidelines and regulations.

#### Year 4 senior award

- Must have been eligible to compete in final season of eligibility as defined by NCAA legislation, departmental and university guidelines and regulations.
- Utilized a season of competition in the sport pursuant to NCAA legislation
- Has abided by sport team rules and policies and in good standing with the team
- Has not brought negative attention to the university through various actions or behavior
- Been a contributing member of the team through athletic performance and participation, academic performance and/or community service and a good standing member of the team for a minimum of two years or, meets senior single year participation criteria as established by Head Coach of each sport (see 8.06.2)
- Finishes eligibility in good standing with team, including academically eligible for the following semester after eligibility is completed or have graduated from the university.

Student-athletes sustaining an injury/illness in an academic year that results in a medical disqualification will receive a letter/participation award in the academic year in which the injury/illness occurred if the above criteria have been met. Thereafter, such student-athletes will only receive the fourth-year award (ring) upon graduation.

A student-athlete will receive the first-year award (letter jacket) for the year in which he/she first letters in a sport regardless of the year of participation. Thereafter, the letter award will be based on years of eligibility remaining. For example, a transfer student received a letter jacket in his/her first year of participation at ECU and has one year of eligibility remaining. Upon lettering the next year, the student will receive the fourth-year award (senior ring). A student-athlete may qualify for up to a maximum of four (4) annual letter winner awards.

Unique situations for consideration to receive a senior ring award should be requested by the Sport Administrator and/or Head Coach to be reviewed on a case-by-case basis by the department of athletics executive leadership team and recommended to the Director of Athletics for the final decision.

#### Cheer Squad/Mascot

Cheer Squad members/Mascot must meet the following criteria to be eligible to receive a letter award:

- Comply with academic guidelines for cheerleading squad participation.
- Participate in football and men's basketball events and attend appearance commitments as scheduled
- Comply with coaches practice attendance policy.

Compliance with the above-mentioned criteria with completion of three full years as cheerleader, the Cheerleader/Mascot will receive first year award (letter jacket). After four years a framed letter is received.

## Dance Team

Dance Team members must participate for three years in order to receive a letter award. Upon completion of three years of participation meeting the academic guidelines, coaches practice attendance policy, and game, event and appearance expectations the dance team member receives a framed letter.

### **28.1.1. Team Letter Award Criteria**

#### **28.1.1.1. Men's Basketball**

Years 1 - 4 A contributing member of the team through athletic performance and participation, academic performance and/or community service and a good standing member of the team at the completion of the regular season and post season competition.

#### **28.1.1.2. Baseball**

Play in an intercollegiate game, in good academic standing per the expectations of the ECU Baseball program, represent yourself and the university in a positive manner

All letter award recommendations are subject to the discretion of the Head Coach

#### **28.1.1.3. Women's Basketball**

Years 1 - 4 A contributing member of the team through athletic performance and participation, academic performance and/or community service, a good standing member of the team at the completion of the regular season and post season competition and not have any disciplinary issues throughout the academic year.

#### **28.1.1.4. Football**

Year 1 120 Plays or 20 Quarters or Make a positive contribution to the success of the football team on the game or practice field.

Year 2 120 Plays or 20 Quarters or Make a positive contribution to the success of the football team on the game or practice field.

Year 3 120 Plays or 20 Quarters or Make a positive contribution to the success of the football team on the game or practice field.

Year 4 or Senior A contributing member of the team through athletic performance and participation, academic performance and/or community service, a good standing member of the team. Must graduate to receive the year 4 letter award.

The Head Coach recommends for final decision who will be award recipients. The Head Coach maintains the ability to recommend to award or withhold a letter award based on extenuating factors.

#### **28.1.1.5. Men's and Women's Cross Country**

- Year 1 Participate in Conference Championship Meet
- Year 2 Participate in Conference Championship Meet
- Year 3 Participate in Conference Championship Meet
- Year 4 A contributing member of the team through athletic performance and participation, academic performance and/or community service and a good standing member of the team at the completion of the regular season and post season competition

The Head Coach maintains the ability to recommend to award or withhold a letter award based on extenuating factors.

#### **28.1.1.6. Men's Golf**

- Years 1 - 4 Participate in one (1) event & finish the season academically eligible

#### **28.1.1.7. Women's Golf**

- Year 1 - 4 Participate in two (2) events of events

#### **28.1.1.8. Soccer**

- Year 1: Play in 5 games
- Year 2: Play in 5 games
- Year 3: Play in 5 games
- Year 4: A contributing member of the team through athletic performance and participation, academic performance and/or community service and a good standing member of the team at the completion of the regular season and post season competition.

#### **28.1.1.9. Softball**

- Year 1 Participate in 20% of game for position players or 10 pitching appearances
- Year 2 Participate in 20% of game for position players or 10 pitching appearances
- Year 3 Participate in 20% of game for position players or 10 pitching appearances
- Year 4 A contributing member of the team through athletic performance and participation, academic performance and/or community service and a good standing member of the team at the completion of the regular season and post season competition.

#### **28.1.1.10. Swimming and Diving**

Year 1	Participate in 25% of meet schedule
Year 2	Participate in 25% of meet schedule
Year 3	Participate in 25% of meet schedule
Year 4 or Senior	A contributing member of the team through athletic performance and participation, academic performance and/or community service and a good standing member of the team at the completion of the regular season and post season competition.

#### **28.1.1.11. Tennis**

Year 1	Play in 25% of yearly competitions
Year 2	Play in 25% of yearly competitions
Year 3	Play in 25% of yearly competitions
Year 4	A contributing member of the team through athletic performance and participation, academic performance and/or community service and a good standing member of the team at the completion of the regular season and post season competition.

#### **28.1.1.12. Men's and Women's Track & Field (Indoor and Outdoor)**

Year 1	Participate in Conference Championship Meet
Year 2	Participate in Conference Championship Meet
Year 3	Participate in Conference Championship Meet
Year 4	A contributing member of the team through athletic performance and participation, academic performance and/or community service and a good standing member of the team at the completion of the regular season and post season competition

The Head Coach maintains the ability to recommend to award or withhold a letter award based on extenuating factors.

#### **28.1.1.13. Volleyball**

Year 1	Compete in 25% of sets played
Year 2	Compete in 25% of sets played
Year 3	Compete in 25% of sets played
Year 4	A contributing member of the team through athletic performance and participation, academic performance and/or community service and a good standing member of the team at the completion of the regular season and post season competition

The Head Coach maintains the ability to recommend to award or withhold a letter award based on extenuating factors.

**28.1.2. The athletics media relations office is responsible for verification of participation of each student-athlete submitted to receive a letter award in accordance with criteria established above**



## Branding and Trademark Licensing

### References:

[East Carolina University Athletics Style Guidelines 2019](#)

ECU Image [PRR](#)

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### 29. General

The wide reach and visibility of the Department of Athletics requires that the department always present a consistent, high-quality image. The implementation of brand standards ensures that all departmental advertising and promotional material displays, uniforms, team apparel, equipment, facilities, and other athletics representations share a common look consistent within University branding and marketing efforts. By implementing a unified identity, the Department of Athletics seeks to project a professional and consistent image. This results in strengthening the ECU brand locally, regionally, and nationally. The goal of the athletics trademark licensing and branding efforts is to increase the positive perception of the University brand and as well as all the products that make up that brand.

All units within the Department of Athletics are required to adhere to the branding and identity standards. The official University logotypes, name, word marks, the Pirate Club mark and the athletics spirit marks are the only identifiers approved for use. No team or administrative areas may create or use any logos, marks, or graphics other than the approved identifiers to represent the University. The University name, logotype and word mark are officially registered trademarks. Official versions of the artwork must be used with the appropriate registration symbol accompanying.

### 30. Athletics Brand

Where appropriate or possible ECU should be featured. When it is neither feasible, nor preferred because of limited space applications, the primary icon must always be used as the visual identity.

The ECU Pirate branded marks must be used as displayed in these guidelines and Athletics Style Guide. Any other pirate representation (skulls, crossbones, skeleton, clip art pirates, etc.) must not be used to represent or associate with the university and/or the athletics program.

The Marketing and Licensing Office staff, working with designated athletics administrative staff and/or University Marketing Office staff, as applicable, will review any special requests from departmental or sports-related areas to use marks/graphics/terms/group names, etc. representing athletics and the University. (Examples: Student Pirate Club, Minges Maniacs, The Boneyard, Friends of Baseball, etc.).

The Athletics Style Guide should be used by staff for guidance as to how to properly use identifiers to ensure brand consistency. The guide may be found at the [ECU Trademark Licensing Office website](#) or a print version can be obtained through the ECU Marketing and Licensing Office.

The Athletics Style Guide can be found in the link at the top of this document under References.

### **31. Facilities, Stadiums, and Events**

When using identifiers in and around athletic facilities, the primary icon and/or word marks should appear in the most prominent (primary) and/or permanent locations that are most visible to the public and/or potential positive television camera angles.

Primary and secondary identifiers can be used in secondary locations for specific uses and in non-external public areas with non-permanent uses. All verbiage should appear in either the Matrix Extra Bold font or University Gotham font. All items must receive administrative approval prior to production. The legacy mark should only be used in areas such as the Hall of Fame and/or other identified traditional areas.

The “Pirate State of Mind” secondary mark may be used for football mid-field and basketball center court placements.

All stadium, field, facility signage, scoreboards, banners, etc. must adhere to the graphic standards described in this document, Athletics Style Guide, conference guidelines or as otherwise established by the University.

### **32. Apparel, Equipment, Awards/Gifts, and Other**

The primary identifiers are preferred as leads in visible primary locations and in all uses for game/event related and official team related apparel, equipment, travel items, awards, practice gear, etc. The primary word identifiers should be used in visibility locations, as appropriate. All items must receive administrative approval prior to production.

### **33. Uniform Design Standards**

The primary identifiers are to be featured on all athletic uniforms and official game coaches’ and sideline apparel. All team uniforms and official Department of Athletics apparel including, warm-up wear, travel wear, practice gear, and team equipment/cases/bags, etc. must have administrative approval before production.

Game uniform decorations should comply with style guidelines color specifications. Any special design graphic requests (such as tone on tone, etc.) are to be made through the Equipment Office staff for submission to the Licensing Office for review and administrative approval.

- 33.1. Game jerseys should display “ECU” in the athletics font in the primary front chest location. In addition, the primary icon should be displayed in a prominent location on the game uniform. Prominent location/locations will be determined based upon the sport uniform.
- 33.2. Matrix Extra Bold number font (created with adidas), in one or two colors, is designated as the number font to be used for team uniforms.

33.3. Game headwear should display the primary icon and/or primary word mark in the primary location on caps, visors, helmets, etc.; secondary identifiers can be used in secondary locations. This includes coaches' and sideline staff game day headwear.

33.4. For Baseball:

33.4.1. At least one game hat must display the primary icon on the front primary location.

33.4.2. Other game hats may display the ECU logotype mark (secondary identifier) as shown in the athletics style guidelines on the front with the primary icon on the back/side of the hat.

33.4.3. Batting helmets should display the primary icon in the front primary location in accordance with uniform designs standard guideline as written above.

33.4.4. The home white jersey only; may display "Pirates" in the official matrix extra bold font on the primary front chest location. The white jersey can only be worn at home and in conjunction with the game cap displaying "ECU". The primary icon should be displayed in a prominent location on the white jersey. When on TV (regular season or tournament), if at all possible, a jersey with "ECU" should be worn vs. the white jersey. When wearing a jersey for special appearances (community service etc.) a jersey with "ECU" should be worn.

Non-traditional and fashion trend dominated color uniforms, with administrative approval, are acceptable for wear. Examples would be the occasional use of a unique uniform, like those that support initiatives such as breast cancer or honoring the U. S. military. Although acceptable for special situations, the utilization of colors outside of the primary color palette is not intended for long-term use. ECU colors dominated uniforms should be worn in all post season contests.

### **34. Publication and Promotion Material Approval**

To create a unified appearance and to maintain consistency in all publications, whether print or electronic, published and distributed by the University, all athletic related publications, stationery, etc., including all promotional and marketing athletics publications (print and electronic), whether paid for with state or non-state funds, must adhere to the graphic standards described in this document and Athletics Style Guide. Gotham font is to be used for all text (body) content.

The university image regulations also require a common editorial style. As an institution of higher learning, we have a responsibility to use language properly. All University marketing, promotional publications and advertising will adhere to the standards of the University style guide found [here](#).

### **35. Athletics Department Advertising**

All Athletics Department related advertising and promotion materials must be approved in advance through the Licensing Office.

### **36. Branding and Positioning Identifier**

The Department of Athletics may adopt marketing themes, positioning statements and special promotional efforts (anniversary celebrations, etc.) in its marketing and branding efforts. These statements and associated graphics should utilize official identifiers and the athletics fonts. The Department of Athletics Marketing and Licensing Office will serve as the clearinghouse for approvals for use of any positioning identifier.

### **37. Camps and Clinics**

For guidelines concerning use of the university name and/or graphics for ECU Athletics Camps and Clinics see [here](#). Once logged in to Teamworks, click on Files.

### **38. Electronic Signature Templates**

Approved email signatures must be used by all athletics staff on official athletics communications. Templates for email signatures can be obtained from the ECU Athletics Marketing Office.

### **39. Media References, Statistics, and Use of Abbreviations**

“ECU” is the preferred reference followed by “East Carolina” for use by announcers, on scoreboard displays, statistic abbreviations, etc.

For television in-game and studio graphics, the primary icon is preferred followed by “ECU” and “East Carolina” (in official logotype/font) based upon space limitations and context. E. Carolina, East Caro and other abbreviations are not acceptable.

For newscast (television) and newspaper graphic displays the primary icon is preferred followed by an “ECU” primary word mark and then “East Carolina” logotype identifier based upon space limitation and context.

### **40. Promotional Items**

In order to protect the university’s license agreements, marketing agreements and graphic identity standards, promotional items must be designed and reviewed for compliance with these agreements and standards. In addition, these items can only be purchased from vendors who are licensed by the University to produce ECU-trademarked items. A list of these vendors/licensees is available [here](#) and/or through the Department of Materials Management. Failure to comply with these guidelines may result in the Department of Materials Management rejecting payment for these items.

In support of these regulations and guidelines, designs for promotional items incorporating University marks must be submitted for review and receive approval prior to production. If revisions are required, design assistance must be provided. All promotional product items must be submitted for approval before being produced.

Promotional use designs for athletics identifiers by University departments and organizations outside of the athletics department must be submitted by using the online form [here](#). Contact University Publications at 252-328-6037 for more information. This process is to be applied each time an order for a promotional item is placed, whether the item is a new production or a reorder that had been approved previously.

#### **41. Stationary**

All Department of Athletics areas must follow the standard formats established for letterhead, business cards, office forms, envelopes, email signatures and other items.

Certain statements are required on University printed pieces. All publications must carry a recycling statement, if printed on recycled paper, and all publications, whether printed with state or non-state funds, must carry a statement regarding the source of funding (see [University Image Guide](#)).

All employee recruitment pieces must carry a nondiscrimination statement. All publications promoting an event must carry an ADA statement. Please see the [Guidelines for Promotional Projects](#) for more information.

#### **42. Student-Athlete Recruitment Publications**

All publications designed for recruiting students (e.g., brochures, flyers, posters) must comply with NCAA, conference and ECU guidelines and be submitted to, reviewed, and approved by the Office of Compliance, along with the Licensing Office for proper name and graphic use, before it may be printed and distributed. Each publication will be reviewed for appropriate use of the athletics and university identifiers, fonts, and proper use of photographs.

#### **43. Student Organizations – Club Sports**

Designs must be submitted by using the online form [here](#). Specific guidelines for Club Sports are available by contacting the ECU Licensing Office or Club Sport staff Coordinator. Only registered student organizations can use official university marks to associate with East Carolina University.

#### **44. Videography**

The university and athletics image standards apply to promotional video (including highlight and recruiting) productions. In particular, the use of color, typography, and rules governing use of marks must also be applied to promotional videos. The Department of Athletics' Video Office offers video production services for promotional videos for the athletics program.

#### **45. Web/Internet/Social Media/Mobile Apps Standards**

[ECUpirates.com](http://ECUpirates.com) is the official web site for ECU athletics. [www.ECUPirateClub.com](http://www.ECUPirateClub.com) is the official web site for the ECU Pirate Club. These are the only official sites representing ECU athletics. Designated athletics and Pirate Club staff coordinates all content for the Department of Athletics and the Pirate Club web sites and coordinate official department social/new media entities (twitter, etc.). All sports and/or administrative areas shall work through the designated administrative staff for administrative approval before creating social media sites to ensure a consistent display. This includes recruiting-related web pages, social media sites and mobile applications. University and Department of Athletics guidelines along with NCAA guidelines for social media, internet, and mobile applications must be followed.

#### **46. Writing Style Guide**

The university Image Standards publication addresses writing style for university publications. This information can be found [here](#).

#### **47. Trademark Licensing**

The University has a trademark licensing (licensing) program to protect the use of its name and marks by ensuring that products bearing the University's marks are properly controlled. To accomplish this, the University has established formal licensing procedures that also enable the institution to share in the benefits derived from the commercial use of both its name and symbols.

The licensing program also is designed to establish a cooperative relationship with licensees and retail outlets to assist in the further development of the market for "officially licensed products of ECU." The licensing program includes a wide selection of licensees who offer an attractive array of quality officially licensed products that support the University.

All University departments and organizations may use the University's name and marks. Under the direction of the Director of Athletics, the Trademark Licensing administrator, in consultation with other University officials, administers the licensing program. The University's athletic teams prominently display the marks to the public. This display provides a key platform in stimulating the sale of ECU "officially licensed products."

#### **48. University Registered Trademarks**

The University owns the exclusive intellectual property rights to its name, logos, slogans, colors, mascot, trademarks, service marks, and other indicia related to the University, its programs and services, and its athletic teams (collectively, the "marks"). The University owns all rights to the marks, and they may not be used for any purpose without the advance written permission of East Carolina University.

Such uses include, but are not limited to, commercial use, advertising and promotion, marketing, product manufacture and sales, fund-raising, sponsorship, and services. The university will actively enforce its intellectual property rights against unauthorized uses of the marks that infringe upon its legal rights and/or

interfere with the business of authorized licensees and/or sponsors. The University will also act to prevent unauthorized uses of the marks that misappropriate or leverage the University's goodwill and reputation, including in any manner that is likely to cause confusion as to University's affiliation, endorsement, sponsorship, approval, or otherwise.

For questions regarding the use of the University's marks, please refer [here](#) and [here](#).

The University licensed logos, seals, mascot, etc. are the official trademarks of the University. The Department of Athletics will use no other logo or mascot, except those officially [licensed](#) logos approved by the University. With approval from the Executive Associate Director of Athletics for Administration, the identifiers may be adapted to fit a particular sport and other special needs.

#### **49. Products for Retail Sale**

Parties interested in producing products for retail sale associated with the University should contact the University's licensing agency. Additional information can be found [here](#). The Trademark Licensing office serves as the central unit for all approvals for retail and promotional products.

## Budgeting

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### **50. General**

The Athletics Department budget is administered by the Athletics Business Office, under the direct supervision of the Executive Associate Athletics Director/Internal Operations. All requests for athletics funds shall be directed to the Athletics Business Office. Under no circumstance may a separate account be established by coaches or administrative staff for any athletics funds.

### **51. Budget Preparation**

The Athletics Business Office staff, in consultation with the Executive Associate Athletics Director/Internal Operations is responsible for researching, projecting, and calculating the annual Athletics budget. During the research phase of budget development, the Athletics Business Office staff will send a memorandum (generally in February) to all department heads and head coaches requesting their input for the new budget. If desired, department heads and head coaches may present their budget needs in a meeting with their direct supervisor and the Athletics Business Office staff. If no meeting is requested, a detailed needs-based budget request is submitted prior to the March deadline. After a detailed draft is completed, the Athletics Business Office staff and the Executive Associate Athletics Director/Internal Operations will present the proposed budget to the Director of Athletics for review and departmental approval. Upon departmental approval, copies of the proposed budget will be presented to the Vice-Chancellor for Administration and Finance for approval.

### **52. Budget Management**

Once the budget is approved, the Athletics Business Office staff will prepare a written copy of each department's budget and submit it to the department head and/or head coach. During the year (August-May), the Athletics Business Office staff will produce and electronically deliver a monthly "Budget Status Report" for each department or sport and forward an electronic copy to the Sport Administrator, and the department head or head coach. After review, any questions should be directed to the Athletics Business Office staff.

At the first Board of Trustees meeting of the fiscal year, the approved budget is provided to the Trustees. In subsequent meetings, a "budget to actual" report is provided for the Trustees.



### **53. Expenditures**

Each varsity sport and supporting program within the Athletics Department is assigned a separate and identifiable budget (Org.). Within each budget there is a line-item breakdown, which identifies the specific areas and amounts from which there can be expenditures (Account). All expenditures must be within the assigned budgeted line item unless prior approval is received from appropriate Athletics Business Office staff. A completed Athletics Department Purchase Requisition (Form 06) approved by the respective Sport Administrator must accompany all requests for budgetary expenditures unless a ProCard is to be used (see section 3.05) and must be submitted to the Athletics Business Office for approval. No purchases may be made prior to appropriate administrative approval. Failure to follow proper procedures may result in the individual assuming payment liability. Additionally, no agreements shall be signed by any Athletics Department staff that does not have approved signature authority.

### **54. ProCard Expenditures**

The ProCard program is administered by the Office of Materials Management on campus. The ProCard is a VISA credit card issued by the Bank of America with very restrictive purchasing guidelines. Prior approval is required for purchases that exceed \$500. An Athletics Department Purchase Requisition form must be signed by the supervisor or sport administrator and submitted to the Athletics Business Office for approval. If approved, it will be stamped, "PROCARD", in green ink, signed by appropriate Athletics Business Office staff and returned. Once the purchase is completed, the original stamped Purchase Requisition should be attached to the Bank of America ProCard statement and the supporting information and submitted to the Athletics Department ProCard reconciler. A copy of the information should be maintained indicating prior approval.

The Office of Materials Management has issued a limited number of ProCards for use by the Athletics Department and they are distributed generally to select administrative support staff. Every card is reconciled monthly by an appointed Athletics Department staff member and then approved by appropriate Athletics Business Office staff. A monthly review of all ProCard statements is also performed by the ProCard office located within the Office of Materials Management.

### **55. Restricted Monies**

Restricted monies, which are donated through the East Carolina University Educational Foundation, Inc. (Pirate Club) for a specific sport, may be utilized to augment that specific sport's budget. Requests for expenditures of restricted monies must be approved by appropriate Athletics Business Office staff, the Senior Associate Athletics Director/Pirate Club Executive Director, and the respective Sport Administrator and must conform to all departmental purchasing procedures.

## **56. Special Fundraising Projects**

The Leadership Team, upon a written request from a head coach and in consultation with the respective Sport Administrator, may approve, a "special project" fundraising for the fiscal year. The Leadership Team and Sport Administrator will consider the project and provide a written response to the head coach as to the Leadership Team's final decision regarding the requested fundraising project.

## **57. Concessions**

The Athletics Department currently contracts with Aramark Dining Services for the operation of all Athletics Department concession services. The Senior Associate Athletics Director for Internal Operations will work with Aramark in determining and approving the concession pricing schedule on an annual basis. The Athletics Department and Aramark have the sole rights to the sale of concessions at athletics events, concerts or other sponsored entertainment which occurs in Athletics Department facilities, including, but not limited to Dowdy-Ficklen Stadium, Minges Coliseum, Clark-LeClair Stadium, Max Joyner Stadium and Johnson Stadium. A complete financial statement is to be prepared at the end of the fiscal year, listing all receipts from sales at concessions, all expenditures, and the percentage margin of profit. A copy of this report shall be kept on file in the Athletics Business Office.

## **58. Apparel and Product Sales**

The University has designated the Dowdy Student Stores as the exclusive official vendor for licensed apparel and products at campus events.

The Athletics Department has contracted with the Collegiate Licensing Company to serve as the official licensing agency for ECU.

## Competition Scheduling

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### 59. General

The scheduling of all conference competitions will be controlled by the conference and conference scheduling will take precedence over non-conference contests. In the scheduling of Athletics contests with non-conference opponents, coaches must consider potential missed class time, cost of travel, quality of opponent and conference policies. All non-conference competitions, with the exception of football and basketball, should be scheduled with opponents that require no more than three hundred (300) one-way travel miles. Any proposed contest outside the 300-mile travel limit must have the expressed consent of the Sport Administrator and the Executive Associate Athletics Director/Internal Operations or the Director of Athletics.

All schedules must be approved by the Sport Administrator and the Executive Associate Athletics Director/Internal Operations or the Senior Associate Athletics Director for Administration/SWA, as applicable. Football, and Men's and Women's Basketball scheduling is the sole responsibility of the Director of Athletics with the assistance of the Executive Associate Athletics Director/Internal Operations, the Senior Associate Athletics Director for Administration/SWA and the Football and Men's and Women's basketball coaches as directed.

No class time shall be missed at any time for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest. Departure from campus for an away event should be scheduled in accordance with reducing to a minimum missed class time. Any exceptions to this policy require approval from the Compliance Office and the respective Sport Administrator.

## 60. Travel Squad Size

The maximum travel size squads per current policy are as follows:

Sport	Regular Season AAC Student-Athlete Travel Limit	AAC Championship (Maximum)
Baseball	27	27
Softball	20	20
M. Basketball	15	15
W. Basketball	15	15
Men's Cross Country	9	9
Women's Cross Country	9	9
Football	70	70
M. Golf	8	6
W. Golf	8	6
Soccer	22	22
Swimming	30	Maximum squad size of 24 total competitors (e.g. 18 competitors with divers counting as 1/2)
Tennis	10	10
M. Indoor Track & Field	32	32
W. Indoor Track and Field	32	32
M. Outdoor Track & Field	34	34
Volleyball	15	N/A
Lacrosse	32	32

- Total numbers do not include administrators and other support staff. Additional members of the travel party beyond the above require the approval of the Sport Administrator.
- Regular season student-athlete travel squad numbers listed are for conference games only. Non-conference competition travel squad numbers are at the discretion of the head coach with approval from the Sport Administrator
- Total travel party numbers for the Conference and NCAA Championships will be determined per the requirements set forth in the respective Championship Manuals
- Travel to away competition by those who are injured and unable to participate will be handled on a case-by-case basis and will be made at the discretion of the head coach with approval from the Sport Administrator.

## **61. Procedure**

Scheduling contacts, excluding football, are initiated by each sports head coach. Head coaches must coordinate with the Associate Athletics Director/Internal Operations in conjunction with the Associate Athletics Director for Compliance and the sport administrator for the given sport.

Factors considered in contacting universities for potential contests are:

- Conference requirements.
- Quality level of opponent.
- Budget allocations.
- Dispersion throughout schedule of home and away contests.
- Number of classes missed by the student-athlete and University exam schedules.
- Travel mileage parameters (see Travel); and
- Home schedules of other sports competing in the same season.

## **62. Scheduling Form**

Before schedule is officially released through Athletics Media Relations the procedures in the “Athletics Scheduling Form” on Teamworks must be completed and approved by the Executive Associate Athletics Director/Internal Operations.

## Compliance

### References:

ECU Athletics Compliance Manual (under revision)

NCAA Division I Manual may be found [here](#)

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### 63. Principles and Objectives of Rules Compliance

East Carolina University is a voluntary member of the National Collegiate Athletic Association, Division I level and complies with all applicable NCAA Division I rules and regulations in the operation of its intercollegiate athletics program. The full Constitution and Bylaws of NCAA Division I may be found at the site identified in the Reference section set out above.

These rules and regulations carry the full weight of any standard operating procedure of the Department of Athletics and are expected to be followed as if fully set forth in the Standard Operating Procedures Manual.

The Department of Athletics is committed to the strict adherence of NCAA rules by utilizing various monitoring procedures. The entire University community – Department of Athletics staff, all student-athletes, University administration, other University personnel and East Carolina supporters - share in the responsibility of rules compliance.

### 64. Athletics Compliance Manual

The areas covered by the ECU Compliance Manual as they relate to specific NCAA By-Laws are as follows:

- **Procedures Related to Regulations Governed Bylaw 11**
  - Head Coach Control
  - Coaching Staff Declarations
  - Outside Income

- **Procedures Related to Regulations Governed Bylaw 12**

- Sports Agents
- Requests for Student-Athlete's Appearances 12.5
- Employment & Sport Lessons – Student-Athletes
- Employment – Noninstitutional Camp/Clinic
- Employment – Student-Athletes
- Fee-For-Lesson Instruction

- **Procedures Related to Regulations Governed Bylaw 13**

- ACS – Recruiting Activity Reporting
- ACS – Logging Off-Campus Recruiting
- ACS – Recruiting Activities Statement
- Logs – Contacts & Evaluations
- Expense Reports
- Telephone Calls – Documenting
- Official Visits
- Unofficial Visits
- Cash Advances – Recruiting Related
- Expense Reports – Recruiting Related
- Summer Workouts – Incoming Student-Athletes
- Complimentary Admissions – PSAs & Coaches
- Camps and Clinics
- NLI Signing

- **Procedures Related to Regulations Governed Bylaw 14**
  - Certification of Eligibility
  - Preliminary Evaluations – First Time in College
  - Preliminary Evaluation Request – Transfer
  - Registering with the NCAA Eligibility Center
  - Participation Prior to Certification
  - Participation Records – ACS
  - Outside Competition – All Sports Except Basketball
  - Outside Competition – Basketball
  - Transfers – Into ECU
  - Transfers – Out of ECU
  - Transfer Release Denied
  - Hearing Opportunity Procedure for Denied Permission to Contact
- **Procedures Related to Regulations Governed Bylaw 15**
  - Scholarship Budgets
  - Requesting Initial Athletic Awards
  - Scholarship Renewal, Nonrenewal, Reductions & Cancellations
  - Notification of Hearing Opportunity
  - Monitoring of NCAA Team Requesting Initial Athletic Awards
  - Summer Athletics Aid
  - NCAA Student-Athlete Opportunity Fund
  - Squad List Preparation
- **Procedures Related to Regulations Governed Bylaw 16**
  - Occasional Meals
  - Participation Award Reporting
- **Procedures Related to Regulations Governed Bylaw 17**
  - Declaration of Playing Season
  - Reporting CARA
  - Logs – Countable Hours/Playing Season
  - Logs – Summer Workouts (Football)
  - Logs – Summer Workouts (Men’s Basketball)



- **Other Compliance Policies**
  - Interpretations
  - Rules Education
  - Reporting Rules Violations
  - Investigation of Alleged Violations
  - Eligibility Effects
  - Determination of Penalties
  - Disclosure of Violations
  - Investigation of Alleged Violations
  - Eligibility Effects
  - Determination of Penalties
  - Disclosure of Violations
  - Waivers
  - Compliance Reviews
  - Compliance Organizational Chart

## Complimentary Ticketing

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### **65. Introduction**

The purpose of this policy is to establish fair and consistent guidelines for issuance of complimentary tickets to an event sponsored by ECU Athletics for which there is an admission charge. All complimentary tickets are based on availability and subject to change.

### **66. General Statement**

The Athletics Department is committed to allocating and distributing complimentary tickets to athletic events in a fair and equitable manner. All procedures are consistent with ECU, conference, and NCAA rules and regulations, and have been developed with the best interest of the ECU intercollegiate athletics program in careful consideration.

These procedures apply to those sports for which admission is charged by the Athletics Department such as football, men's and women's basketball, and baseball. Events that do not require tickets (excluding special events) are volleyball, soccer, cross country, golf, swimming and diving, track and field, softball, lacrosse, and tennis.

When used properly, complimentary tickets are excellent public relations and recruiting tools; however, misuse can result in extensive loss of revenue, as well as administrative and NCAA sanctions. Therefore, it is essential that the recipients of complimentary admissions understand the constraints placed on their distribution.

### **67. Authorization of Complimentary Admission**

The Athletics Director is vested with the overall responsibility for the receipt, control, and sale of tickets to Intercollegiate athletic events involving East Carolina University, in fulfilling administrative responsibility for the handling of tickets, The Athletics Director may delegate such duties as deemed appropriate, but the overall responsibility shall remain with the Athletics Director.

## **68. Student-Athlete Complimentary Admission**

Student-athletes are permitted up to four (4) complimentary tickets to the sport in which the individual participates, regardless of whether the student-athlete competes in the contest (NCAA Bylaw 16.2.1.1). Student-athletes can request complimentary admissions to their guests by accessing the Assistant Coach Systems (ACS) program through their PiratePort account. The ACS link is located under the Student Life subsection. Once their guests have been submitted via ACS, stubbed tickets are distributed through a pass list for individuals designated by the student athlete. Individuals on the pass list must show proper identification and sign for their complimentary admission (NCAA Bylaw 16.2.1.2 and NCAA Bylaw 16.2.1.2.1).

Student-athletes attending sporting events other than their own sport can receive a free ticket via a pass list (NCAA Bylaw 16.2.1.3). They may also receive a ticket the same way a regular fulltime student would.

If a team makes an NCAA tournament, conference championship, or bowl game, each team member is permitted to receive up to six (6) complimentary tickets (NCAA Bylaw 16.2.1.1.1). All postseason ticketed events will be handled on a team by team-by-team basis. All procedures will be determined by the Executive Director of Ticket Operations with the approval of the Athletics Director or his/her designee.

## **69. ECU Student Complimentary Admission**

### **69.1. ECU Student Pirate Club**

All full-time, fee-paying students that join the Student ECU Pirate Club are entitled to one (1) complimentary football season ticket. This season ticket will be general admission and the located in Sections 20-31 in Dowdy-Ficklen Stadium. The Student ECU Pirate Club member is also entitled to one (1) complimentary ticket to each men's basketball game on a space available basis. Men's basketball tickets are distributed on a game-by-game basis.

### **69.2. Full-Time Students**

Full-time students who have paid their student fees are entitled to one (1) complimentary single game ticket to football, men's and women's basketball, and baseball games based on availability. Tickets are available the week of the event for football and men's basketball and available the day of the event for all others. Students must present their 1Card when picking up their tickets.

### **69.3. Part-Time or Non-Fee-Paying Students**

Students who do not pay the student athletics fee or who are considered part time do not receive complimentary tickets.

### **69.4. Current Student-Athletes**

All current student-athletes are entitled to one complimentary ticket to all ticketed regular season athletics events in sports in which they do not participate. Student-athletes must show proper identification to receive their complimentary ticket.

## **70. Prospective Student-Athletes and High School Coaches Complimentary Admission**

### **70.1. Official Visit**

A prospective Student-Athlete of an official visit may be allowed **six (6)** complimentary tickets to a home athletics event. Tickets will be distributed through a pass list at the designated event (NCAA Bylaw 13.6.7.2).

### **70.2. Unofficial Visit**

The prospective student-athlete on an unofficial visit may be allowed three (3) complimentary tickets to a home athletics event. Tickets will be distributed through a pass list at the designated event (NCAA Bylaw 13.7.2.1).

### **70.3. Nontraditional Family Exception**

For unofficial visits, if a prospective student-athlete is a member of a nontraditional family (e.g., divorce, separation), the institution may provide up to two additional complimentary admissions to the prospect to accommodate the parents accompanying the prospective student-athlete (e.g., stepparents) to attend home athletic events (NCAA Bylaw 13.6.7.2.1 & 13.7.2.1.1).

### **70.4. Student-Host**

For official visits, each prospective student-athlete (PSA) can be accompanied by a student host. Each student host is allowed one (1) ticket with the prospective student athlete. It is the coach's responsibility to inform the Athletics Ticket Office in advance that there will be a host with the prospect. The sport will add the student host to the PSA complimentary admission form (with the PSA they host). All are issued a stubbed ticket via the pass list at Gate 3 of Dowdy-Ficklen Stadium for football events, the pass gate at Minges Coliseum for men's and women's basketball events, and Gate 3 of Clark-LeClair Stadium for baseball events, (NCAA Bylaw 13.6.7.5).

### **70.5. ECU Coaches**

Coaches are also allowed complimentary tickets with the prospective student athlete. Coaches must notify the Athletics Ticket Office in advance that they will be accompanying the prospective student-athlete.

### **70.6. Recruit Form**

Is the responsibility of a coach who invited the prospective student-athlete to complete the complimentary ticket request form for recruits. These are available online at [www.ecupirates.com/compliance](http://www.ecupirates.com/compliance) and in the Athletics Ticket Office. The Office of Compliance must approve and sign ALL ticket request forms prior to the event for proper admission (see supplements). The completed form is to be kept on file in the Athletics Ticket Office.

## **70.7. High School/Prep/Junior College Coaches**

The coaches are allowed two (2) complimentary tickets to any regular season ticketed event that East Carolina University hosts if there are tickets available. Tickets are on the first come first serve basis and only available on the day of the event at the designated pass gate. Coaches must show their high school/prep/junior college coaches' card. If the game is sold out, the university may attempt to provide "standing room only" tickets for coaches attending the game. Coaches are not allowed any complimentary post season tickets. All postseason tickets and special events tickets must be purchased like a regular paying customer.

## **70.8. Band Recruits**

The university marching band is entitled to 12 complimentary tickets. These tickets are the sole responsibility of the band director. If these tickets are used for a high school recruit, they must be treated as an unofficial visit and a recruit form must be completed. The band recruit shall receive his or her tickets through a pass gate.

Please see the complete Complimentary Admissions information [here](#).

## **71. Coaches Complimentary Admission**

### **71.1. Head Coach**

Each head coach is allowed a specific number of tickets per game or tickets equal to the number of family members living at home, whichever is greater. Each head coach is also allowed twenty-five (25) complimentary tickets for development purposes. It is the responsibility of the head coach to document all complimentary tickets distributed under these development guidelines. The head coach may choose to do this via a pass list at the selected game or event (Exception: the Head Coach has ticket requirements written into his/her contract).

### **71.2. Assistant Coach**

Each assistant coach is allowed a specific number of tickets per game or tickets equal to the number of family members living at home, whichever is greater. Assistant football coaches are also allotted four (4) development tickets to be in the upper deck at Dowdy-Ficklen Stadium. It is the responsibility of the assistant coach to document all complimentary tickets distributed under these development ticket rules. The assistant coach may choose to do this via a pass list at the selected game or event.

### **71.3. Graduate Assistant**

Each graduate assistant coach is allowed two (2) complimentary tickets per game in the sport in which they coach. Graduate assistants are not allowed any additional tickets unless approved by the Athletics Director or designee. Graduate assistants may not receive complimentary tickets to any sport except the sport they coach.

#### **71.4. Volunteer Coach**

Each volunteer coach is allowed two (2) complimentary tickets to home athletics contests in their sport only. They may not receive any additional tickets (NCAA Bylaw 11.01.5)

The head coach is ultimately responsible for the conduct of assistant coaches, volunteer coaches, and graduate assistants. Each head coach is responsible for ensuring that all the coaches and graduate assistants know the rules and regulations regarding who was allowed to receive complimentary tickets. Complimentary tickets are to be only used for family, close friends, and development purposes. Complimentary tickets are not to be provided to prospective student athletes, current student athletes, or to potential prospects or players' parents. Tickets are not to be exchanged for goods and services of any kind.

### **72. ECU Athletics Department Staff Complimentary Admission**

Complimentary tickets are based on availability. Should there be a "sold out" situation with any home event, the Athletics Department reserves the right to include the value of the tickets in the employee's income or recall the tickets except for tickets for development purposes below.

#### **72.1. Director of Athletics**

The East Carolina University Athletics Director shall be entitled to complimentary tickets per game for any ticketed event. The Athletics Director may require single game tickets for development purposes. Complimentary tickets for the Athletics Director are approved by the Chancellor or his/her designee.

#### **72.2. Full-Time Staff**

All full-time athletics staff members are allowed two (2) complimentary tickets per game or tickets equal to the number of family members living at home, whichever is greater.

#### **72.3. Graduate Assistants and Interns**

Graduate assistants and interns that will be working football games are allowed two (2) football tickets per game if they are working every home game. If they are working on a game-by-game basis they are entitled to two complimentary football single game tickets, if requested by the department head. Graduate assistants and interns are not provided tickets in men's basketball, women's basketball, or baseball. The department head can request individual game tickets for games that the graduate assistant or intern will be working. They will be provided two single game complimentary tickets if the request is approved. Requests are to be submitted to the Athletics Director or designee for review and approval.

#### **72.4. Part-Time Staff/Student Workers**

Part-time staff and student workers may be permitted two (2) tickets to the game or event in which they are working only. If they are not working in the event, they are not provided complimentary tickets. These tickets are provided on a game-by-game basis and must be requested by the department head in charge of the individual and approved by the Athletics Director or designee.

## **73. Contractual Obligations**

The Athletics Department will have certain contractual obligations for a set number of single game or season tickets. Each complimentary ticket that is given to a business or individual who has a written contract with the East Carolina University athletics department must have the specified number of tickets set forth in the formal contract. Ticket locations are subject to priority seating or seating locations determined by the Executive Director of Ticket Operations.

### **73.1. Game Day Sponsors**

Official game day sponsors are entitled to several single game tickets for the game they are sponsoring based on the contractual agreement. Game day sponsor contracts are managed by Playfly. A copy of the game day sponsor contracts will be kept on file in the Playfly Office and made available upon request to the Executive Associate Athletics Director for External Operations.

### **73.2. Licensing**

The Executive Associate Athletic Director /Internal Operations is entitled to ten (10) complimentary tickets for collegiate licensing agreements and development activities.

### **73.3. Marketing and Trade Contracts**

Marketing contracts are the responsibility of the Assistant Athletics Director for Marketing and Sales. Marketing contracts will be kept on file in the Marketing Office. Most trade contracts are handled through the Assistant Athletics Director for Marketing and Sales. However, some trade agreements may be executed by other senior staff members and a copy of the agreement must be kept on file and in their office.

### **73.4. Media Contracts**

Media contracts are the responsibility of Playfly. Media contracts will be kept on file with Playfly with access granted to the Executive Associate Athletic Director/External Operations.

### **73.5. Official Apparel Provider**

The official apparel provider for each sport is entitled to the number of complimentary tickets stated in the contract agreement with the athletics department.

### **73.6. Pouring Rights**

The official pouring rights holder is entitled to the number of complimentary tickets stated in the contractual agreement with the athletics department.

## **74. Complimentary Admissions For Development**

### **74.1. Marketing**

The Marketing Office receives eight (8) complimentary football season tickets for development opportunities. The Assistant Athletics Director for Marketing and Sales is responsible for knowing who has received these tickets and the purpose for them. A list of these recipients shall be kept on file in the Marketing Office. Any unused tickets are to be returned to the Athletics Ticket Office after each game.

### **74.2. Media Relations**

The Media Relations Office receives eight (8) complimentary football season tickets for any development opportunities. The Assistant Athletics Director for Media Relations is responsible to know who has received these tickets and the purpose for them. A list of these recipients shall be kept on file in the Media Relations Office. Any unused tickets are to be returned to the Athletics Ticket Office after each game.

### **74.3. ECU Pirate Club**

The ECU Pirate Club receives twenty-two (22) complimentary football season tickets for development opportunities. The Executive Associate Athletics Director/Revenue Generation; Pirate Club Executive Director is responsible for knowing who has received these tickets and the purpose for their distribution. A list of those recipients shall be kept on file in the ECU Pirate Club Office. Any unused tickets are to be returned to the Athletics Ticket Office after each game.

### **74.4. Other Requests**

All complimentary ticket requests must be submitted in writing to the Athletics Director or designee. Each request should be made using the COMPLIMENTARY TICKET REQUEST FORM which is available in the Athletics Ticket Office. This form will include who is receiving the complimentary tickets, that purpose for receiving them, how many tickets are to be received, and whether they are for this season or for a particular game. This form must be signed by the individual requesting the tickets, the Athletics Director or designee, and event by the Athletics Ticket Office employee who fulfilled the order. Complimentary tickets will not be allocated or printed until approved by the Athletics Director or designee.

### **74.5. Special Circumstances**

Should a situation arise with minimal notice and an employee of the department needs to request complimentary tickets and the Athletics Director or designee is not available for signed approval, the following exceptions will be permitted:

- An email from the Athletics Director or designee
- A phone conversation approving the release of complimentary tickets
- An in-person approval from the Athletics Director or designee when a request form is not available.



These special circumstances are only to be approved between the Executive Director of Ticket Operations and to the Athletics Director or designee.

## **75. Group Ticket Requests for Complimentary Admissions**

All group ticket requests should be submitted to the Athletics Ticket Office. Only non-profit groups will be considered for complimentary tickets. Final approval of all group ticket requests is made by the Athletics Director or designee.

### **75.1. High School**

High school teams that include students who are sophomore and younger may request complimentary group tickets through the Athletics Ticket Office. High school teams must request tickets using the Group Pass List which can be found [here](#). Teams will be directed to the Pass Gate of the sport they are receiving tickets to, and the complimentary admissions will be administered using the Group Pass List.

ALL COMPLIMENTARY GROUP TICKET REQUESTS WILL BE DETERMINED ON A CASE-BY-CASE BASIS AND WILL ONLY BE FILLED IF THERE IS AVAILABILITY

## **76. ECU Athletics Department Complimentary Admission**

The Leadership Team will annually review and recommend for approval by the Athletics Director a listing of complimentary admissions for various groups.

## **77. Miscellaneous Complimentary Admissions**

### **77.1. Contests**

All contests will be administered through the Marketing Office. Contests must be approved by the Athletics Director or designee. Rules and regulations, the number of tickets, and who is eligible for the contest shall be on file in the Marketing Office.

### **77.2. ECU Pirate Club Kids Club**

All ECU Pirate Club Kids Club members (attained through a \$25 donation to the ECU Pirate Club; limited to children 13 and under) are entitled to one (1) complimentary football single game ticket. This ticket is good only for the designated "Kids Club Game". The designated game is determined by the ECU Pirate Club and in the Marketing Office at the beginning of football season. Kids Club members are also entitled to one (1) complimentary single game ticket to a designated "Kids Club Game" in men's basketball, women's basketball, and baseball. Each designated game is determined at the beginning of the specified season by the ECU Pirate Club and Marketing Office. The Kid's Club member must be accompanied by an adult to receive their complimentary ticket.

### **77.3. Gift Certificates**

Gift certificates are distributed through the Athletics Ticket Office with the approval from the Executive Director of Ticket Operations. A copy of who receives the gift certificates will be kept on file in the Athletics Ticket Office. The gift certificates are to be redeemed at the Athletics Ticket Office only. The Athletics Ticket Office will keep the actual redeemed gift certificate on file in the Athletics Ticket Office. Gift certificates can be single game tickets or season tickets. Gift certificates are specific to a sport, a year, and a specific number of tickets.

### **78. NCAA Operating Bylaws**

Many sections of the NCAA bylaws reference distribution of athletics tickets in some manner. The current version of the NCAA Division I Manual can be found [here](#).

### **79. Conference Tournaments and Game Management**

The Athletics Department will adhere to all conference requirements for hosting a conference tournament as well as the specific conference requirements set forth for home event management.

### **80. Will Call Tickets**

All tickets placed in will call must be prepaid or have guaranteed payment accompanying the tickets. Payment is final regardless of ticket pick up. There are no refunds for tickets regardless of reason. Each ticket carries a statement of policy regarding refunds, conduct codes and other regulations printed on the ticket.

## ECU Marketing and Promotions

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### **81. Purpose**

The Department of Athletics Marketing Office's objectives are to develop and implement the marketing/promotional themes and campaigns for the department and its sports, to create and enhance the positive image and perceptions toward the University and Department of Athletics of the general public including the student body, and most importantly, to stimulate ticket sales and secure advertising to meet the Department of Athletics' needs. The Marketing Office is a major revenue producing division of the department. All marketing strategies for the Department of Athletics will be developed through the office of the Assistant Athletics Director for Marketing and Sales.

### **82. Marketing Department Functions**

#### **82.1. Schedule Posters and Schedule Cards**

All schedule cards, schedule posters, and other promotional schedule materials will be developed and distributed through the Athletics Marketing Office.

#### **82.2. Brochures**

All promotional brochures will be developed through the Athletics Marketing Office. Recruiting, media, and All-American type brochures will be developed through the Media Relations Office in coordination with the Athletics Marketing Office. Brochures for ticket information will be developed through the Athletics Marketing Office. Brochures for auxiliary groups will be coordinated between the respective Sports Administrator and the Associate Athletics Director for Internal Operations.

#### **82.3. Advertising**

All advertising for the Athletics Department and its individual sports will be coordinated by the Athletics Marketing Office. This includes newspaper, television, radio, billboards, videos, posters, etc. No athletics staff member is to approach any media outlet concerning advertising unless provided prior approval from the Athletics Marketing Office.

Advertising for programs, yearbooks, media guides, etc., is not to be solicited for any purpose without prior approval from Playfly.

#### **82.4. Sponsorships**

Sponsorships for all materials, promotions, tournaments, and other Department of Athletics events, excluding Pirate Club inventory, will be coordinated through Playfly. Example: staff members are not to contact a sponsor for an East Carolina athletic team's tournament or event without consulting Playfly, which will coordinate the plan of action for securing the sponsorship.

#### **82.5. Media Contact**

All media contacts, other than actual interviews, will be done either through the Media Relations Department or Athletics Marketing Office. The Athletics Marketing Office will contact the media only for promotional/advertising purposes. To better understand the difference in Media Relations contact and Athletics Marketing contact, the Media Relations Office will release factual information such as statistics, press releases, versus the Marketing Office placing an advertisement in the newspaper.

#### **82.6. Distribution of Promotional/Public Relations Materials**

The Athletics Marketing Office will do all distribution of promotional materials. Recruiting materials for individual sports are the responsibility of each head coach. If asked, the Athletics Marketing Office will be glad to assist through suggestions to individual sports. Compliance with the NCAA regulations for recruiting promotional materials lies with each individual head coach.

Distribution through mailing lists of promotional paraphernalia will be done only through the Athletics Marketing Office. Mailing lists for such items as E-Mail circulation should be copied to the Athletics Marketing Office for communication purposes.

Distribution or posting on or off campus, of materials promoting/advertising the Department of Athletics events, promotions, teams, and support organizations is not to be done without approval from the Athletics Marketing Office.

The general policy pertaining to coupons and promotional materials at East Carolina University athletics events is as follows:

- Businesses and/or organizations outside the East Carolina University Department of Athletics are not permitted to issue (i.e., distribute or hand-out) coupons or promotional material at East Carolina University Athletics events, unless it is approved by Playfly in conjunction with a sponsorship.
- If anyone issues materials at an athletics event without proper authorization, the material will be confiscated, and the individual(s) will be asked to leave the premises.

#### **82.7. Electronic Signs**

- Scoreboards -- Messages for scoreboards at athletics events will be cleared through the Athletics Marketing Office in conjunction with Playfly. The Athletics Marketing Office will place messages on the scoreboards on a priority basis. Certain contract restrictions pertain to these signs and the Department of Athletics must abide by those stipulations.

- Electronic Sign (located at corner of Greenville Boulevard and Charles Blvd.) -- All requests for messages will be approved by the Athletics Marketing Office in conjunction with Playfly, as the message center is controlled by Playfly.

#### **82.8. Special Events**

Special tournaments and other such events will be coordinated through the Athletics Marketing Office. A tournament director will be named by the Director of Athletics to coordinate all event activities through the office of the Executive Associate Athletic Director/Internal Operations.

#### **82.9. Soliciting Businesses/Organizations/Media**

Coaches will not contact businesses, organizations, or media in efforts to solicit sponsorships or advertising, exposure, or appearances without contacting the Athletics Marketing Office, which in turn coordinates solicitation with the Pirate Club, media relations and Playfly. In most instances the Athletics Marketing Office will make the contact or will coordinate the proper approach to try to receive optimum benefit. If a coach is approached for a solicitation, the coach should promptly alert the Athletics Marketing Office and notify the solicitor to work with the Athletics Marketing Office. For media contacts, the Athletics Marketing Office would not have to be contacted.

Coaches' shows and camps are not a responsibility of the Athletics Marketing Office. Coaches' shows will be coordinated through the contracted marketing firm (Playfly). If asked, the Athletics Marketing Office will cooperate in any way possible with leads, ideas, and suggestions, but will not conduct open solicitations for this area.

## Equipment

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### **83. Guidelines**

The Department of Athletics is committed to providing and maintaining all athletic equipment necessary for successful sports programs. Every sport is assigned to a specific equipment manager and equipment room in which the sport will store and secure its equipment. The Director of Athletic Equipment is responsible for overseeing equipment room operations under the supervision of the Associate Athletic Director for Internal Operations. The Director of Athletic Equipment, and Assistant Equipment Managers under the supervision of the Executive Associate Athletics Director/Internal Operations, directly manage equipment operations and ensure compliance with all applicable University, conference and NCAA rules and regulations.

All members of the Department of Athletics staff with assigned specific duties regarding the purchasing, ordering, maintenance, or storage of team sports equipment are directly responsible to the Director of Athletic Equipment for these activities. Staff, whose work involves a single sport, will work in conjunction with the Director of Athletic Equipment in coordinating inventories as well as equipment purchases for that sport.

### **84. Athletic Equipment Procurement**

The Director of Athletic Equipment and Assistant Equipment Managers are responsible for coordinating within Department of Athletics guidelines and available budgets the purchase requests for all sports with input from the head coach. All University and State purchasing procedures shall be followed in the procurement of athletic equipment with additional special ordering procedures in place for adidas products. (See section 5.03 of this policy). All equipment and apparel is to be ordered, received, and inventoried by the equipment staff. By way of illustrative example, this includes, but is not limited to such items as baseball/softball equipment, tennis racquets, golf clubs, and other equipment.

Any purchase made or order placed outside of the University and/or Department of Athletics official purchasing system or this policy shall become the financial responsibility of the individual making the purchasing commitment.

### **85. Ordering, receiving, and Invoicing Process for Adidas Equipment**

The equipment staff, within Department of Athletics guidelines and available budgets, is responsible for ordering all athletic equipment from adidas with the approval of the Sport Administrator and head coach. Each sport is assigned a budget to acquire adidas products at wholesale cost. All adidas orders are submitted approximately (9) months in advance of a July 1 delivery.

If budgeted funds are approved for administrative departments to order adidas apparel, the Director of Athletic Equipment will contact the department head to view samples and submit adidas orders

approximately nine (9) months in advance of a July 1 delivery. The equipment room will receive and inventory all products prior to distribution. Once all products are received, invoices will be received and paid from the appropriate budget.

Each year, adidas will submit samples and line-art of apparel to be ordered. Individual sport meetings will be scheduled to meet with the adidas representative and view the samples. With the approval of the Sport Administrator and the head coach, the equipment staff will submit the order directly to adidas and the order costs will be deducted from the respective sport's budget.

Upon receipt of the delivery, it is checked against the original order by the equipment staff and any discrepancies are reported directly to adidas for adjustments and corrections.

Fill-in supplies are to be ordered by the equipment staff as needed. Once a sport or department reaches its maximum operating equipment budget, the equipment staff will communicate this information directly to the head coach and Sport Administrator prior to placing any additional orders.

Any requests for adidas products for a special event or for a donation shall be sent to the Director of Athletic Equipment and for approval from the Office of Compliance.

## **86. Head Coach Responsibility**

Head coaches or their designees are responsible for verifying equipment on hand by utilizing the ACS Inventory System prior to requesting additional equipment. When necessary, samples and/or vendor meetings are scheduled for the ordering of specific items by the Director of Athletic Equipment, to review available merchandise and make order decisions regarding material, color, design, logos, sizes, etc. Coaches must contact their Sport Administrator and assigned equipment staff prior to obtaining apparel, footwear, or other equipment from retail channels. All reimbursement requests for apparel, footwear, or equipment must be pre-approved by the Sport Administrator and Director of Athletic Equipment. Each coach is responsible for assisting the equipment staff in providing appropriate services within NCAA guidelines and is expected to do the following:

Assist with inspection of safety equipment used by student-athletes to ensure that optimum safety standards are maintained.

- Designate game day uniform requirements to allow sufficient time for preparation of uniforms.
- Ensure each student-athlete returns equipment by established deadlines.
- Ensure each student-athlete returns complete uniforms after each game in order to facilitate laundry service.
- Inform equipment room staff immediately when a student-athlete is no longer a team member.
- Provide an accurate initial and game day roster for the issuance of equipment.

## **87. Receiving and Distribution**

All items are to be delivered to the designated equipment room and inventoried prior to distribution. The equipment staff is responsible for completing the required inventory documentation using ACS equipment inventory control software and properly storing all equipment. Immediately upon receipt, all goods are to be verified against the receiving copy of the Requisition Form by the equipment staff to ensure all items are received in good condition and proper quantity.

### **87.1. Items received by coaches**

Coaches are responsible for reporting athletically related equipment and apparel to their assigned equipment room for inclusion on the ACS equipment inventory control software. This requirement is to be followed whether the item(s) was purchased or received free of charge for their personal use or use of their team.

When equipment is received by an athletics staff member from a supplier, it is to be channeled through the Director of Athletic Equipment where it is to be placed in the inventory. The equipment will be properly marked and made ready for issue to the sport or office. No equipment will be issued by any coach that has not been accepted and inventoried through the office of the Director of Athletic Equipment.

### **87.2. Coaches Agreements**

Some coach's contracts provide for special agreements with equipment manufacturers. Each coach is responsible for consulting with their assigned equipment staff to place orders and add equipment to the ACS equipment inventory control software that is procured under an individual coach's agreement.

### **87.3. Back Orders or Damaged Goods**

When equipment is back ordered, the equipment staff will contact the vendor directly to check on the shipment's status. Damaged goods are to be reported via the receiving copy of the Requisition form with returns handled as designated by the vendor.

### **87.4. Administrative/Staff/Donor Apparel**

Each administrative department has the option to request budgeted funds to place an order of adidas products for their staff. If approved, orders will be placed during the adidas ordering timeline referenced within this policy. This product selected is for working purposes and should be in line with work-related activities. Each department is responsible for documenting apparel distributed to athletic staff. This documentation will be referenced each year when placing new adidas orders for athletic staff. Any equipment, apparel and footwear for staff not immediately distributed upon receipt will remain in the equipment room inventory and is the responsibility of the equipment staff.



These items are to be included in the ACS equipment inventory control software and stored in the equipment room.

## **88. Inventory**

All equipment will be inventoried using the ACS equipment inventory control software. All coaches, staff, and student-athletes will be assigned a barcode for tracking purposes. In addition, all equipment will be assigned a barcode. All equipment issued will be scanned to ensure that inventory control and best practices are met.

At the conclusion of each sport season, an equipment inventory will be completed to assess the quantities and condition of existing equipment. This inventory will be supervised by the Director of Athletic Equipment in conjunction with the head coach and equipment manager for that sport. The results of these inventories will be used to determine the specific equipment needs for the ensuing season, to determine the equipment to be reconditioned, and to determine a listing of equipment which will be disposed because it is not usable. No new equipment will be ordered until this inventory has been completed.

The equipment staff is responsible for conducting bi-annual inventory audits of expendable goods, typically in January and June.

Capital goods are inventoried according to the standards established under University Policy.

All equipment rooms' keys and pass codes will be strictly limited to the equipment staff. All requests for keys or pass codes for access will be managed by the Director of Athletic Equipment. All equipment rooms will operate with a locked door policy with the majority of business being conducted from the issue window. The addition of an alarmed security system employed after normal work hours, allows for a secure equipment room to ensure inventory control and best practices are used. Student-athletes will only be allowed in equipment rooms when escorted by a member of the equipment staff. The Director of Athletic Equipment should be contacted in case of any emergency.

## **89. Maintenance and Repair**

All athletic equipment is to be always maintained in optimum condition. The equipment staff is responsible for coordinating the on-going inspection of all athletic equipment and for coordinating repairs or ordering replacements, as deemed necessary. Student-athletes are responsible for the daily inspection of their equipment and for reporting any defective equipment immediately.

## **90. Equipment Issued to Student-Athletes**

The Athletic Department 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 manager and for providing the equipment staff with a list of scholarship student-athletes eligible to receive equipment.

The head coach, compliance staff, and equipment staff are responsible for educating student-athletes regarding applicable NCAA rules regarding equipment usage and its return.

Student-athletes are eligible to receive equipment only after they have received clearance from the compliance staff. Under no circumstances will the equipment staff issue equipment without a clearance form from Compliance. The equipment staff will reference the rosters on Teamworks maintained by the compliance staff.

The equipment room staff is responsible for the documentation, issuance and return of athletic equipment distributed to student-athletes. NCAA Bylaw 16, states that it is not permissible for a student-athlete to accept (without personal expense) athletic equipment, supplies, or clothing (e.g., tennis racquet, golf clubs, shirts, shoes, etc.) from a manufacturer or commercial enterprise. These items may be provided by the institution to be utilized by the team in accordance with accepted practices for issuance and retrieval of athletics equipment.

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. The equipment staff will notify the head coach of any abuse related to equipment.

The equipment staff will not be liable for injuries to non-East Carolina University student-athletes. Therefore, under no circumstances will protective equipment such as helmets or shoulder pads be loaned to non-East Carolina University student-athletes.

## **91. Equipment Return Policy**

Each student-athlete issued equipment is responsible for returning it in good condition (allowing for normal wear and tear), following criteria established by the equipment staff.

Uniforms are to be returned to the equipment staff after each game or an agreed upon time between the equipment manager and the head coach.

In general, all student athletes are required to return their equipment at the conclusion of their sport's season. Everyone is held responsible for all equipment issued. Lost or stolen equipment is not replaced without the written approval of the head coach. Student-athletes will be invoiced, and a hold may be placed on his/her account for not returning their equipment by the established deadline.

Student-athletes withdrawing from the University or dropped from the roster are required to return all athletic equipment. Coaches should immediately advise the equipment staff when a student-athlete has been dropped from a team and assist with the return of athletic department equipment. Equipment must be returned no later than two (2) weeks following the student-athlete's drop from the team roster.

At the end of a student-athlete's collegiate eligibility, it is permissible for him or her to retain approved athletic apparel items, as designated by NCAA rules as approved by the head coach, as well as to purchase used equipment at the fair market value of each item.

## **92. Special Equipment Situations**

### **92.1. New Uniform Request**

Requests for new uniform designs are to be made to the Director of Athletic Equipment ONE year before the uniforms are needed. This allows adequate time for design, order placement, and proper budgeting

### **92.2. Student Managers**

Employed student managers are expected to work before and after practices and games in the equipment room. They will assist the equipment manager with laundry, packing equipment, and other duties assigned by the equipment staff.

### **92.3. Loaning of Equipment**

The loaning of equipment within the Department of Athletics is permissible; however, the loaning of equipment outside the unit is strictly prohibited without the consent of the Executive Associate Director of Athletics/Internal Operations. Supplies and equipment that are purchased by the Department of Athletics are the property of the Department and not of the particular sport.

### **92.4. Embroidery and Screen Printing of University Marks**

The use of East Carolina University trademarks and logos must follow university and department of athletics standards. Athletics guidelines for proper use of marks can be found in the athletics identity guidelines and style guide. University guidelines for the use of “institutional” marks can be found at [Branding | ECU Branding | ECU](#)

### **92.5. Office and Facility Equipment**

All office equipment purchased with Department of Athletics funds is the property of the department and is therefore not to be relocated without prior authorization. This is also the policy regarding equipment used by various teams for practice or game operations. Under no circumstances is property to be disposed without prior written authority of the Executive Associate Athletic Director/Internal Operations, regardless of its condition. It is the duty of the unit responsible for various pieces of equipment or property to report any missing items.

All computer equipment and software packages are to be prior approved for purchase through the Director of Technology. Upon approval, Department of Athletics purchasing procedures must be followed (see Purchasing).

## Gameday Operations

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### 93. Introduction

The Athletics Operations and Facilities area, under the direction of the Executive Associate Athletics Director/Internal Operations, is responsible for the staging of home athletic events to include both facility and game operations management. The Executive Associate Athletics Director/Internal Operations may delegate specific staging procedures to East Carolina University Athletics personnel designated as “Game Operations Staff.” These individuals are responsible for performing assigned duties in an efficient and proper manner.

### 94. Preliminary Arrangements

Upon release of ECU home game schedules, necessary preparations for the successful staging of these events will begin. Staging requirements include but are not limited to:

- Scheduling and supervision of ancillary personnel (ticket takers, ushers, custodians, etc.) and game management staff (officials, scoreboard operators, clock operators, etc.)
- Notification of concessionaires
- Police Security and crowd control
- Transportation and traffic control
- Facility maintenance with University Facilities & Operations
- Visiting and Home Team requirements
- Coordination of admissions operations with Athletic Ticket Office
- Communication with visiting team to include distribution of visiting team guides and additional pertinent information
- Coordination of game day officials
- Game day credentials and access passes

### 95. Facilities Management

The Executive Associate Athletics Director/Internal Operations coordinates facility requirements with appropriate personnel. All facilities are expected to be maintained to ensure all structural components of the facility are in good working order (lighting, heating and air, plumbing, etc.). Athletics game fields and courts are to meet NCAA and conference guidelines. Practice and game fields and courts are to be maintained to provide high quality, attractive facilities that support the safety and well-being of student-athletes.

Athletics facilities are to follow all applicable federal, state, local, and Homeland Security requirements, as well as University policies and procedures. Such compliance includes patron safety, fire prevention, physical structure, and the operation of any emergency management action plans needed. The Executive Associate Athletics Director/Internal Operations and Game Operations Management staff will assist with

University and non-University sponsored events held in athletic facilities as requested by the Athletic Director.

## **96. Media Relations Operations**

The Athletics Media Relations Office is responsible for game-day media operations for all ECU Department of Athletics home athletic competitions. This includes the administration of the press box or press row areas, photography and video areas, oversight of statistical crews, and set up and breakdown of the press box or press row areas. Athletics Media Relations is also responsible for the operation of a Media Hospitality area when applicable.

The Athletics Media Relations Office is responsible for the supervision of all media related activities during home games. Duties include, but are not limited to:

- Preparation, arrangements, and operation of working media areas in all venues at all ECU athletic contests.
- Establishing and maintaining phone lines.
- Assembling and managing statistical crews and distribution of statistical information during events when appropriate.
- Post-Game Operations, which include but are not limited to coordinating media access to locker rooms, post-game media interviews/conference and reporting scores to appropriate media outlets and NCAA.
- Photographer and media management with Executive Associate Athletics Director/Internal Operations and Game Operations staff.
- Distribution of media credentials.
- Distribution of game-day programs and/or pertinent information (rosters, statistics, game notes) for each home game in conjunction with IMG and Athletics Marketing.
- Supervising all Media areas.
- Supplying a seating chart for the media area at all games where designated press seating is available.
- Supplying official scorers for all games.
- Supplying game-day rosters for media areas and public distribution as appropriate.
- Coordination and management of food and beverage offering for media and designated working staff.

### **96.1. Other Home Athletic Events**

The Athletics Media Relations Office is responsible for providing appropriate support for other events as necessary. This may include, but is not limited to, conference, and NCAA events and tournament events.

## **97. Game Workers**

The number of game workers (ticket takers, parking attendants, ushers, concessionaires, etc.) required for each event is determined by the size of the anticipated crowd. The Executive Associate Athletics Director/Internal Operations determines the number and type of personnel needed and makes appropriate arrangements with University personnel for coverage as follows:

- The Game Operations Management staff may hire outside staffing firms to train and schedule ushers and ticket takers for all football and men's basketball games and other events as appropriate. Outside staffing firms may also be hired for parking control of football, men's basketball, and baseball games and other events if needed. The Game Operations Management staff trains and staffs ushers and ticket takers for all other athletic events while the Athletic Ticket Office hires and trains all ticket sellers.
- Security coverage is arranged through ECU Athletics Game Operations Management in accordance with the Office of Public Safety at East Carolina University.
- The North Carolina Highway Patrol and the Office of Public Safety at East Carolina University arrange traffic control in consultation with Executive Associate Athletics Director/Internal Operations.
- Facility clean-up is performed by University Facility Services. For sporting events with larger attendance, an outside staffing firm may be hired to assist.

## **98. Officials**

The Executive Associate Athletics Director/Internal Operations ensures proper preparation for all officials scheduled through The American Athletic Conference or the appropriate assigning organization. The American Athletic Conference provides a Certified Assigner for all sports for which the conference is responsible for designation of game officials. The Certified Assigner will work directly with the Executive Associate Athletics Director/Internal Operations or his/her designee for contact arrangement with each set of officials. The Executive Associate Athletics Director/Internal Operations or his/her designee will then ensure Game Operations Management staff is responsible for providing adequate dressing facilities accompanied by necessary essentials prior to arrival of the officials. Security is provided to all officials upon their entrance and exit from the playing field or arena and the officials' locker room is kept locked during the game. Complimentary beverages and snacks are provided at half-time and post-game for game officials, and an attendant will be always available during pre-game, in-game, and post-game for officials of all ECU Department of Athletics hosted sporting events.

## Marketing – Playfly (Television and Radio)

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### 99. General

All aspects of the Department of Athletics multi-media rights, excluding Pirate Club inventory, are contracted, and supervised by Playfly with the approval of the Director of Athletics or his designee. This includes radio, television, and video activities. Playfly provides contractual marketing services in the following manner:

- Radio & Television
- Broadcast Talent
- Coaches Shows and Endorsements
- Corporate Partner Programs
- Signage
- Game Day Events & Hospitality
- Printing & Publishing
- Specialized Media
- Managing Websites
- Rivalry Series

### 100. Radio Network

The official radio outlet for East Carolina University is the Playfly Pirate Sports Network, operated in its entirety by Playfly. The Playfly Pirate Sports Network is coordinated through and by the General Manager of Pirates Playfly Sports Marketing for East Carolina University Athletics. It is the responsibility of the General Manager of Pirates Playfly Sports Marketing for East Carolina University Athletics to coordinate telephone lines at all event locations as necessary for Playfly Pirate Sports Network broadcasts. With approval from the Director of Athletics, it is the decision of Playfly to name talent for the Pirate Playfly Sports Network and to determine those athletics events which will be broadcast.

#### 100.1. Radio Rights

Playfly maintains rights for all radio broadcasts of Playfly Pirate Athletics events, via the Playfly College Pirate Sports Network, the official voice of Pirate Athletics.

#### 100.2. Visiting Team Radio Outlets

Any opponent of East Carolina University will have one free radio outlet, either a one-station arrangement or one official network, as designated by the visiting team's Department of Athletics, stipulated within the contract for the specific game.

## **101. Television**

The General Manager of Playfly for East Carolina University Athletics will act as the liaison between the Department of Athletics and all television personnel for production of live or delayed local television events involving East Carolina University Athletics. The Director of Athletics oversees the granting of television rights for any and all events. Monetary decisions as related to television are also handled by the Director of Athletics.

### **101.1. Television Rights**

The General Manager of Pirates Playfly Sports Marketing for East Carolina University will have rights of negotiation with any television station desiring to telecast an East Carolina University athletics event, home or away, live or delayed. An appropriate rights fee will be determined at the time written approval takes place. Permission from the conference must be granted in writing prior to Playfly's discussion with opponents, sponsors and/or station officials. Failure to adhere to this policy will automatically result in any telecast attempts being declared null and void.

### **101.2. Visiting Team Television Rights**

Any visiting opponent team that has a television station(s) that desires to telecast an event from East Carolina University live or delayed, will notify East Carolina of this desire, prior to any discussions with the station(s) itself.

Unless otherwise stipulated within the game contract, all visiting television stations must obtain written permission from the conference and the Director of Athletics to telecast the game, live or delayed, with a rights fee to be determined and stated within the written permission. Any attempt to telecast an East Carolina University athletics event without adhering to the proper established procedures will make the attempt null and void.

## **102. Video**

The Director of Technology and Video Services directs video productions in conjunction with Playfly and the Athletics Marketing Office as budgeted for the purposes of promoting East Carolina University Athletics events and/or highlighting seasonal and special events. The format decision is made in consultation with the Director of Athletics, the Executive Associate Athletics Director/Revenue Generation; Pirate Club Executive Director and the Director of Playfly for East Carolina University.

Further, as budgeted by the department, the Director of Technology and Video Services will coordinate television commercials for all sports as directed. Any additional video productions (recruiting tapes, highlight tapes, commercials, etc.) approved by the Sport Administrator and budgeted through a respective sport, will also be coordinated through the Director of Technology and Video Services.



**103. Radio Commercials**

Radio commercials as budgeted by the Marketing Office are produced through the Director of Technology and Video Services.

**104. Coach's Show (Radio or Television)**

The Director of Technology and Video Services and staff, in conjunction with Playfly, directs and operates all aspects of the head football and head basketball coach's television show, including production, taping, screening, and editing. The Director of Athletics must approve all decisions relating to the specifics and internal management of the shows.

## Media Relations

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### 105. Release of Information

All Department of Athletics information must be released through the Media Relations Office. No coach may announce program or department-specific information to media outlets (traditional and/or online) without properly informing the Assistant Athletic Director for Media Relations or that sport's designated media relations representative so a relevant awareness plan (release via email and posts on ECUPirates.com, the department's official website, and associated social media platforms) can be prepared. Noteworthy information should be released in an accurate and prompt manner to maintain departmental credibility.

This policy pertains to the release of any sport schedule which has been approved under the provisions set forth in Department of Athletics operating procedure, 2.01 A "Scheduling." Athletic schedules will be completed and approved by the respective Sport Administrator and the Associate Athletic Director for Internal Operations and provided to the Media Relations Office for distribution, posting and printing (if applicable). No schedule will be accepted by the Media Relations Office and considered official until signed and dated by the appropriate Sport Administrator.

The Media Relations Office is responsible for posting schedules on ECUPirates.com and for distribution to media outlets. All changes in times and dates will be in writing (hard copy or email) to the respective Sport Administrator, the Executive Associate Athletics Director/Internal Operations and the Assistant Athletic Director for Media Relations as far in advance of the event as possible.

### 106. Pre-Event Publicity

All contacts with the media regarding upcoming events will be made through the Media Relations Office to avoid duplication of contacts by coaches and others. No coach shall contact a member of the media concerning pre-event publicity.

Through its daily rapport with print, online and electronic outlets, and via efforts to keep ECUPirates.com and associated social media platforms as updated as technically possible, the Media Relations Office will create awareness of upcoming ECU events and games for all internal and external audiences and constituencies. Personal advance contact will be made in time for highlighting outstanding performances of teams and/or individuals, or to present feature story ideas that will add to the interest of the upcoming event.

### 107. Event Coverage and Result Reporting

Each sport is assigned a staff member from the Media Relations Office to cover said sport on a regular basis. All event results must be channeled through the Media Relations Office for distribution to all media outlets and posted on a timely basis on ECUPirates.com and associated social media platforms.

All home events that require real-time and/or software-based statistical compilation or have print, online or electronic media outlets attending will be staffed by a member of the Media Relations Office.

All away events, especially those that include Olympic sport program participation, require communication in advance between the coach, staff member assigned to the event and the hosting institution's media relations office in order to coordinate reporting the results from the event site by the coach to the staff member. The required information will be discussed prior to the trip so that at the time of the report, the coach is prepared with all items required by the Media Relations Office. All away events will have results reported by the Media Relations staff to all media members and posted on ECUPirates.com and associated social media platforms. All events must be reported regardless of the outcome of the game or match.

### **108. Interview Requests**

As the official liaison between all department personnel (administrators, coaching staff, and student-athletes) and the media, the Media Relations Office is responsible for the scheduling and coordination of all interview requests. While traditional post-practice and post-game interview availability windows will be stressed to media outlets as preferred vehicles, there will be occasions where requests (in-person or telephone) fall outside of competition times and venues.

Student-athletes are advised to not conduct interviews without authorization or prior consent from the Media Relations Office. As a matter of convenience for their own schedule(s) and to accurately evaluate/log media interest and participation, coaches are strongly encouraged to forward any interview requests received independently immediately to the Media Relations Office for screening, scheduling, coordination, and execution.

Student-athletes are prohibited from conducting live interviews unless they are conducted immediately following competition on the network broadcasting that event or involve a special circumstance determined as significantly beneficial to East Carolina University by the Media Relations Office.

### **109. Pre-Season Publications and Game Programs**

Publications that contain appropriate and relevant pre-season information for media use and/or student-athlete recruitment are prepared by the Media Relations Office in either traditional print or online digital form. Every effort will be made to provide accurate information with an aesthetically pleasing presentation.

The Media Relations Office is responsible for the production (printing and/or online delivery) of all media guides for varsity sports at East Carolina University. Media guides should be completed for distribution (to the media) and posting (on ECUPirates.com) two weeks prior to the opening day for a particular sport. All copy for media guides (i.e., bios, outlooks, etc.) will be generated by the Media Relations Office.

Game programs for football, basketball and baseball home events are coordinated through IMG College with ancillary support from the Media Relations Office and the Athletics Marketing Office. Programs will follow the format as provided by Playfly.

#### **110. Student-Athlete Questionnaires**

Every student-athlete is required to complete an East Carolina University Student-Athlete Questionnaire provided by the Media Relations Office. No student-athlete is exempt from completing a questionnaire. The information provided will generate information for media guide/website biographies and serve as a valuable resource and preparation tool for radio/television personnel and for networks broadcasting ECU events. The questionnaire will also be placed in the student-athlete's permanent Media Relations file. Student-athletes not completing a questionnaire are at greater risk for omission from publications and other marketing or promotional materials, thus significantly reducing the opportunity for individual and program exposure.

The Media Relations Office will provide each coach with the appropriate number of questionnaires for his or her team. It is then the coach's responsibility to ensure questionnaires are completed and returned to the Media Relations Office. A deadline for completed questionnaires will be established and the coach will be notified in writing.

#### **111. Media Credentials**

Working media credentials for all athletics events at East Carolina University must be obtained through the Media Relations Office. When a member of the media desires credentials to an athletics event, he/she should be referred to the Assistant Athletic Director for Media Relations or assigned staff member responsible for that particular sport.

#### **112. Gameday Operations**

The Media Relations Office is responsible for regular and post-season game-day media operations at all athletic home events. Detailed responsibilities can be found in the section on Gameday Operations.

#### **113. Individual Competitive Awards Nominations**

The Media Relations Office coordinates all individual competitive awards nominations for student-athletes, who through their past performance in intercollegiate competition warrant such recognition at East Carolina University. The staff works with the respective head coach and supplies relevant information to appropriate media contacts, respective voting panels and establishes applicable digital or online strategies for increased awareness. Any allocation of additional funds (that exceeds seasonal promotional line items) must be approved by the Director of Athletics. For additional information, please see the section on Awards.

## Pirate Club

### References:

East Carolina University and East Carolina University Educational Foundation, Inc. Agreement  
East Carolina University Educational Foundation, Inc. By- Laws [www.ecupirateclub.com](http://www.ecupirateclub.com)

East Carolina University Educational Foundation, Inc. Courtesy Car Manual.  
<http://www.ecupirateclub.com/sports/2016/11/1/courtesy-car-program.aspx>

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### 114. Mission

The East Carolina University Educational Foundation, Inc., d/b/a the Pirate Club, is an IRS registered Section 501-C-3, whose mission is to be the friend-raising and fund-raising arm of East Carolina University's Division I athletics program representing the highest standards of honesty and integrity. By conducting an annual fund, raising endowments, and executing capital campaigns in support of student-athlete scholarships, athletic facility enhancements and other programmatic needs, the Pirate Club seeks to bring positive recognition to East Carolina University and the region it serves through a competitive athletics program.

### 115. General

The primary purpose of the Pirate Club is to provide private financial support for the Department of Athletics scholarships, programmatic needs, and facilities for the various varsity sports at the University. These contributions are generally in the form of memberships in the organization, with each contributor receiving various benefits, depending on the amount of the contribution. Please see <http://www.ecupirateclub.com/> for the current benefit levels.

### 116. Limitations On Solicitation of Funds

No coach, club, organization, or component of the Department of Athletics is permitted to solicit funds in the name of ECU Athletics without approval of the Pirate Club and the Director of Athletics.

### 117. Solicitation of Contributions

#### 117.1. Annual Giving/Non-Restricted Gifts

These funds are given by friends and supporters of the Department of Athletics who wish their support to go into the general scholarship area to be awarded to the various sports at the discretion of the Director of Athletics.

### **117.2. Restricted Gifts**

The foundation is the only approved organization permitted to solicit funds on behalf of ECU Athletics. If a head coach or department would like to initiate a special fundraising initiative, they are required to present the initiative to their Sport Administrator. The Sport Administrator will present the request to the Executive Team for consideration and departmental prioritization. All agreed upon priorities will further require approval by the Director of Athletics and the President of the Pirate Club Executive Board.

### **117.3. Corporate and Foundation Gifts**

These funds are given through the Pirate Club by corporations or foundations and directed to the athletics program. These gifts do not include sponsorship opportunities. Please see Section 6 - SPONSORSHIPS.

### **117.4. Matching Gifts**

Many corporations and companies match their employees' contributions to charitable foundations, which enable gifts to be increased accordingly.

### **117.5. Endowment Gifts**

This is a program available for donors interested in establishing a scholarship endowment. A fund of this type is an excellent way to perpetuate the name of a person who has committed significant support to the Pirate Club.

### **117.6. Gifts-in-Kind**

These contributions of products, merchandise, equipment, or services in support of the athletics program, must have the prior approval of the Executive Director of the Pirate Club as acceptable gifts.

## **118. Other Means of Contributions**

Contributors may elect to give real estate, securities, fully funded life insurance policies, or monies through trusts and bequests, subject to approval of the Executive Director of the Pirate Club.

## **119. Sponsorships**

The Department of Athletics and the Pirate Club welcome the involvement of corporations and foundations in support of various athletic sponsorship opportunities. These sponsorship opportunities are not tax deductible under current IRS regulations.

## **120. PCI Compliance**

The Director of Athletics expects that all Pirate Club operations be in compliance with the all requirements of GAAP and PCI which requires specific controls to be in place, including: (1) appropriate user access, and (2) business continuity planning. These controls ensure that there is no risk for unauthorized access to sensitive information which could lead to security breaches, which could have a financial, legal, and reputational risk. The existence of a business continuity plan prevents the interrupt operations.

## **121. Courtesy Car Program**

The Department of Athletics' Courtesy Car Program purpose is to assist the Department of Athletics in promoting its Division I sports programs. The vehicles are provided to coaches and key department staff and administrators to meet the vital demands of recruiting, public appearances, business meetings, and other needs requiring transportation.

The program is under the supervision of the Director of Athletics and is administered by the Pirate Club. The success of the Courtesy Car Program is dependent upon excellent communication between those staff members operating courtesy cars and their respective car dealers. A positive relationship between the departmental staff member and the car dealer is imperative. Responsibility and professionalism are expected of all staff members receiving this benefit. Only the Director of Athletics or his designee will have the authority to determine those coaches and staff members assigned to this program. Any concerns or problems should be directed to the designated Courtesy Car Program Coordinator.

## **122. Executive Committee and Responsibilities**

The Pirate Club is led by an Executive Committee that provides leadership in four broad areas. This listing is illustrative of their potential areas of involvement and is not all inclusive.

### **122.1. Operational**

- Adjustment of Pirate Club giving levels and required donations
- Guide reseating process and communication
- Real Estate Management
- Long range and strategic planning participation

## **122.2. Fiscal Management**

- Annual Budget Approval
- Investment Oversight
- Endowment Spend Policy
- Planned Giving asset acceptance
- Ensure proper asset allocation and respect of donor intent
- Participate in the Annual Audit and Governance Process

## **122.3. Fund Generation**

- Identification of potential donors
- Direct Fundraising through solicitation of contacts and connections

## **122.4. Human Resources**

- Participate in Pirate Club Staff Search Process
- Identification / Election of Pirate Club Leadership
- Participation in high level University Search processes
- Participation in Hall of Fame member selection

Additionally, the Executive committee of the Pirate Club is tasked with fulfilling the other responsibilities as set forth in the University operating agreement and Pirate Club By-laws.

## **123. Internal Controls**

The Director of Athletics expects periodic review of Pirate Club revenue processes to ensure compliance with University policies and procedures and to determine whether adequate internal controls exist and are working as intended. Internal controls include: (1) documented policies and procedures, (2) proper segregation of duties between collections, deposits, and reconciliations, (3) proper oversight to include authorization, review, and approval, (4) physical safeguarding of assets and money, (5) adequate documentation, and (6) compliance with the University Cash Management Plan and with the Statewide Accounts Receivable Program.



## Purchasing

### Purchasing References

North Carolina Purchasing and Contract: [www.pandc.nc.gov](http://www.pandc.nc.gov)  
NC Executive Order #24 – see Sect. 4.1 [download \(nc.gov\)](#)  
ECU Guide to Materials Management [Materials Management](#) | [Materials Management](#) | [ECU](#)

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#### 124. General University Guidelines

All equipment and supplies to be purchased using Athletics Department funds must be routed through the Office of Materials Management. The Athletics Department is required to utilize the services of the East Carolina University Purchasing Office for such activities, which include the preparation of bid requests and purchase orders for all equipment and supplies.

The Athletics Department may use the Purchasing Office to order any items that appear on State contract and may opt to do so whenever it is advantageous pricewise.

The Athletics Department is not responsible for any charges of goods or services billed without the use of a Purchase Order or ProCard without prior approval. Any order placed without the use of a Purchase Order or ProCard is the responsibility of the individual placing the order and the vendor accepting the order.

#### 125. State Guidelines for Purchase Orders

A Purchase Requisition should be completed in its entirety, with all pertinent information (color, sizes, quantities, item description and unit prices). When the requisition has been approved by Athletic Business Office staff, a Purchase Order is prepared, and the request is implemented into the Purchase Order and Requisition Tracking (PORT) system by designated Athletics Department personnel. (Current Athletics Department procedure requires purchase order requisitions to be imputed into the PORT system by select personnel in the Athletics Business Office or by the Director of Athletic Equipment). The Athletics Business Office retains copies for use in payment of the invoice and for reference files.

## 125.1. General Guidelines

The Athletics Department complies with university purchasing policies and procedures. A listing of these procedures may be found at the Office of Materials Management's website at [Purchasing | Materials Management | ECU](#)

Orders not processed via the ProCard must be submitted as a requisition through PORT to the Office of Materials Management for a Purchase Order prior to placing the order. This regulation covers all supplies, materials, printing, equipment, and services.

Orders which exceed \$5,000.00 are subject to the bid process unless the items are on a state contract or are a sole source purchase. The Athletics Department is required to provide justification to the Office of Materials Management for sole source purchases.

The Athletics Department is responsible for providing all pertinent order information with PORT requisitions for the Office of Materials Management to determine if exemptions apply. This may be provided in the "Internal Notes" section of a requisition or as an attachment in PORT.

## 125.2. ProCard

The ProCard, with a pre-approved dollar limitation per transaction and per day, is a credit card type of alternate payment method issued by the Bank of America and used by the Athletics Department. When using the Athletics Department-issued ProCard, all University ProCard policies and procedures will apply. The ECU ProCard User Guide is available [here](#)

### 125.2.1. Authorized Transactions

- Membership and Organization Dues
- Subscriptions
- Registrations/Fees (All ECU Travel policies apply)
- Publications
- Postage
- Advertising
- Certifications
- Supplies (Examples: Office and Lab Supplies, Consumables)
- Software, computer accessories, and peripherals
- Licenses
- Equipment
  - Office equipment
  - Exercise equipment
  - Lab equipment

Regardless of how the equipment is obtained through funding, if the equipment has a power source it must be certified by an appropriate safety standard if not UL listed

- Travel (with authorizations)

### **125.3. Purchase Orders**

The original requisition is forwarded to the Office of Materials Management ([Purchasing | Materials Management | ECU](#)) where a purchase order is created and sent to the vendor. Refer to the Office of Materials Management's manual for a listing of the specific steps to be followed in the bid process here.

Purchases exceeding \$5,000.00 require a requisition and a quote to be sent to the Office of Materials Management. Athletics Department staff will work with Materials Management purchasing specialists to draft the specifications for the bids. The head coach and or Sport Administrator (with assistance, as needed from the Director of Athletic Equipment or his designee) may inform vendors of the bid process. The Office of Materials Management will post and/or send the bids to vendors and the vendors must submit those bids directly back to the Office of Materials Management. All vendors should be directed to the Office of Materials Management for any questions regarding the bid process or a specific bid. At no time should an individual discuss the bid with a vendor during the bid process.

If the lowest bid/quote is not acceptable to the coach and or Sports Administrator, he/she must attach a written explanation to the Purchase Requisition stating why the lowest bid/quote is unacceptable and which vendor is preferred. This explanation will be reviewed by Materials Management and the Athletic Business Office staff before a final purchasing decision is rendered.

### **125.4. Reimbursement of Personal Funds Used**

When the purchase amount is less than \$500.00, a staff member may use personal funds for a purchase. The staff member will be reimbursed by submitting a purchase requisition with himself/herself as the payee. All receipts must accompany the purchase requisition. The Athletics Department will not be responsible for reimbursement of any amounts more than \$500.00 unless approved by the Athletics Director or the Athletic Business Office.

## **126. Purchase of Sports Equipment and Uniforms**

The Director of Athletic Equipment and Assistant Equipment Managers are responsible for coordinating within Athletics Department guidelines and available budgets the purchase requests for all sports with input from the head coach. All University and State purchasing procedures shall be followed in the procurement of athletic equipment with additional special ordering procedures in place for products contracted with the Athletics Department such as "official" footwear, apparel, uniform, and equipment agreements.

At the end of each sport season, the Director of Athletic Equipment or his designee and the head coach of the sport as appropriate, will complete an inventory of all equipment necessary for the conduct of that sport and submit a list of all equipment requested for the coming season to the Athletic Business Office. The Director of Athletic Equipment will prepare bid requests and subsequently inform the departmental staff member who requested the bid. Bid quotations are designed for economic efficiency; however, there may be occasions where service potential or expedient delivery may preclude a lower bid. Upon the decision on which firm will receive an Athletics Department bid, the Athletic Business Office will be notified by the Office of Materials Management.

A copy of the purchase order will be sent to the Equipment Manager to be used for receipt of the equipment. All equipment and apparel is to be ordered, received, and inventoried by the equipment staff. The Equipment Staff receiving the merchandise will sign the delivery notice and return it to the Athletics Business Office to confirm receipt of goods. No invoice will be processed for payment until the Equipment Manager has verified receipt of all billed items. A copy of the Equipment purchase order will also be sent to the Head Coach and Sport Administrator for their records. In addition, all uniform purchases must have the prior approval of the Athletics Director, or his designee, regarding replacement schedules, design, color selections, logo/name use, and other applicable criteria. Authority to purchase athletic apparel is delegated to the Director of Athletic Equipment only.

#### **127. Printed Materials**

Items such as stationery, envelopes, and business cards must be approved by the Executive Associate Athletics Director/Internal Operations. All Purchase Requisitions for orders of these items must be accompanied by a sample and submitted to the Executive Associate Athletics Director/Internal Operations. Upon approval, the Purchase Requisition is forwarded to the Director of Athletic Business for budgetary approval and processing. No letterhead or envelopes may deviate from the approved design or be personalized. For print jobs exceeding \$5,000, competition and the bid process will be required. It is critical that sufficient time be provided for the Office of Materials Management's bidding requirements and print vendor delivery times to ensure printing is performed in a timely manner. Any work regardless of costs provided by University Printing and Graphics (UP&G) does NOT require bidding or the Office of Materials Management's approval.

#### **128. Emergency Purchases**

The purchase of any item, which cannot be obtained through any of the preceding methods due to an identifiable emergency, must be referred to the Athletics Business Office. All emergency purchases must be approved in advance, if possible, or payment may be refused.

If an emergency occurs during a weekend or any other non-scheduled workday, an item needed may be purchased by using personal funds and request reimbursement or charged at a local equipment or supplies vendor with the understanding that a confirming purchase order will be issued on the next scheduled workday. It is the responsibility of the person making the purchase to inform the Athletics Business Office of this emergency purchase.

Under no circumstances are athletics employees to charge items or services (other than emergency purchases) in the name of the ECU Athletics Department without an approved Purchase Order or ProCard purchase request. If prior approval is not obtained, the person making the purchase and the vendor filling the order assumes full responsibility for payment.

## **Scheduling and Use of Athletic Facilities**

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### **129. Introduction**

In general, the Executive Associate Athletics Director/Internal Operations, in conjunction with the appropriate coaches and Operations staff, coordinates the use of facilities controlled by the Department of Athletics. Of primary importance is ensuring safety of student-athletes and spectators, while continually maintaining facilities and equipment in their optimal condition(s). Departmental staff members and student-athletes are expected to comply with all rules regarding facility use.

### **130. Athletic Department Scheduling Procedures**

#### **130.1. ECU Teams and Staff**

##### **130.1.1. ECU Athletics Facilities**

ECU Athletics Facilities should be scheduled through Teamworks

##### **130.1.2. Minges Natatorium**

The College of Health and Human Performance schedules the use of Minges Natatorium. Contact Angela Lamson at lamsona@ecu.edu for additional information

#### **130.2. Visiting Teams**

##### **130.2.1. Pre-Game Preparation**

The head coach of each sport will be responsible for the following arrangements for the visiting team prior to a contest:

- Arrange with the Executive Associate Athletics Director/Internal Operations for dressing room space and shower facilities
- Arrange with the Executive Associate Athletics Director/Internal Operations for requests for areas for practice prior to contests
- Notify the opposing coach of the starting time, where the visiting team is to dress and practice, and the specific site of the contest
- Be certain that all equipment and supplies (e.g., ice, towels etc.) are on hand and provided for the opponent's use (Refer to the visiting team guides for each sport)
- Arrange for the visiting team to be met upon their arrival and directed to facilities they will be using

### **130.2.2. Practice Time**

- Practice time for the visiting team will be arranged when requested pending available facility time and American Athletic Conference regulations
- If a visiting team makes a last-minute request for practice time, such time cannot be guaranteed. All such requests are handled through the Executive Associate Athletics Director/Internal Operations

## **131. Non-Athletic Department Scheduling Procedures**

### **131.1. Facilities Available for Rental Purposes**

#### **131.1.1. The following facilities are available for rental purposes pending the approval of the Executive Associate Athletics Director/Internal Operations**

- Dowdy-Ficklen Stadium
  - Club Level
  - Field
- TowneBank Tower
- Murphy Center
  - Harvey Hall
  - Multipurpose Room
  - Williams Strength Center
- Minges Coliseum
- Smith-Williams Center
- Williams Arena
- Clark-LeClair Stadium
- Williams-Harvey Teams Building
- Max R. Joyner Family Softball Stadium
- Johnson Stadium
- Hight Football Practice Field
- Bate Foundation Track
- Multipurpose Turf Field

All requests for use of any Department of Athletics' facility for any purpose, except for summer camps, which are discussed in Chapter 9, shall be submitted on Teamworks to the Executive Associate Athletics Director/Internal Operations for approval. All requests should be submitted as far in advance as possible but no less than two weeks prior. Priority for use of any facility shall be given to the ECU intercollegiate sport, or sports, in their championship season(s). Approval and coordination for use of all Athletics' facilities is made by the Associate Athletics Director/Internal Operations.

The Executive Associate Athletics Director/Internal Operations and the Operations Staff ensure all necessary preparations are accomplished for practices and competitive events that appear on the facilities' schedules. The Game Operations staff handles the daily maintenance and preparation of each facility for scheduled events.

The Executive Associate Athletics Director/Internal Operations will arrange for support staff to work scheduled events. This will ensure efficient monitoring of facility use and to oversee any ancillary services.

## **132. Rules for Use**

### **132.1. The following rules are in effect for Departmental use of athletics facilities**

- Consumption and/or the sale of alcoholic beverages must be pre-approved and follow university and departmental alcohol policies and guidelines
- Smoking (use or possession of a lighted cigarette, lighted cigar, lighted pipe, or any other lighted tobacco product) must not occur within the no smoking areas as designated in accordance with [university policy](#)
- Animals are prohibited on University property with some exceptions. The University policy can be found [here](#)
- Fighting, roughhousing, and abusive language and/or behavior are not tolerated.
- Individuals will be held responsible for any damage to equipment beyond normal wear and tear.
- Food and beverage consumption is limited to designated areas. Littering is prohibited.
- Designated building entrances and exits must be used. Use of fire exits during non-emergencies or to permit access of non-eligible patrons may result in the removal of parties from the facility.
- The Department reserves the right to close any facility or forbid use of its equipment without prior notice during emergencies.
- The Department reserves the right to eject or to refuse entrance to any individual judged to potentially endanger the general safety of other patrons.
- Person(s) stealing or damaging personal or University property in any facility are fully subject to immediate ejection and prosecution of the law.

## **133. Maintenance, Repairs, and Construction**

### **133.1. Request for Maintenance and Repairs**

All requests for maintenance or repairs to existing facilities must be forwarded to the Associate Athletics Director/Internal Operations. Requests for alterations or additions to, existing facilities must be submitted to the Executive Associate Athletics Director/Internal Operations for approval and coordination.

Requests for emergency repairs during non-working hours should be called to campus security after notification to Executive Associate Athletic Director/Internal Operations. Emergency repairs during working hours will be reported to the Executive Associate Athletic Director/Internal Operations.

- Executive Associate Athletics Director/Internal Operations: (252) 814-6050
- East Carolina Campus Security: (252) 328-7687

East Carolina University Facility Services will perform most repair maintenance and construction of existing facilities. The Executive Associate Athletics Director/Internal Operations will forward all work orders to Facility Services for repairs, maintenance, alterations and construction. East Carolina University Facility Services, in coordination with the Executive Associate Athletics Director/Internal Operations, will work to contract outside services if necessary. In all instances, it shall be the responsibility of the Executive Associate Athletics Director/Internal Operations to see that all such services are carried out satisfactorily.

Requests are given a priority rating that depends upon the safety and welfare of students, the loss of a workstation, the magnitude of the facility's use, the expansion and growth of the sport, and the aesthetics of the area.

### **133.2. Major Repairs**

Requests for major repairs or improvements to an athletics facility are reviewed by the Leadership Team and approved by Director of Athletics. For safety purposes, emergency repairs are initiated as soon as possible. Whenever possible, allocations for major repair projects should be requested during the annual budget preparation in March of each year for projects for the following fiscal year.

Once a major repair project is approved, the Executive Associate Athletics Director/Internal Operations oversees planning, estimating, design, construction, and inspection until the project is complete.

### **134. Keys**

Keys for all facilities shall be requested through the Executive Associate Athletics Director/Internal Operations. No facility keys are to be duplicated. When a facility key is issued, the individual is directly responsible for the key and is responsible for returning it to the Executive Associate Athletics Director/Internal Operations upon their separation from the Department.



## Sports Camps/Clinics

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### 135. General

East Carolina University recognizes the benefit of allowing coaches to utilize University facilities to benefit athletic training programs for youths. There is also a recognized benefit for the University regarding the recruitment of qualified students. [The East Carolina Athletics Private Camp/Clinic Manual](#) outlines the necessary requirements and procedures that must be followed to ensure that all identified risks have been either eliminated or appropriately mitigated regarding private athletic camps. Failure to follow all requirements of the Private Camp/Clinic manual may result in the loss of the privilege to conduct camps or utilize University facilities.

## Sports Medicine

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### **136. General**

The Sports Medicine Division is responsible for the prevention, recognition, treatment, and rehabilitation of injuries, illnesses, and conditions which occur to student-athletes in the Department of Athletics while participating in supervised activities.

### **137. Personnel**

Sports Medicine personnel consist of the Team Physician, Sports Medicine Fellow, licensed athletic trainers, and other healthcare providers including orthopedic surgeons, physical therapists, and a chiropractor. Medical care by Sports Medicine personnel is performed under the direction of the Team Physician.

The Assistant Director of Athletics/Medical Services is responsible for the organization and administration of health care for the student-athletes in intercollegiate athletics, cheerleading, and dance. This includes supervising the licensed athletic trainers in their duties of providing care to the intercollegiate student-athletes. The Assistant Director of Athletics/Medical Services answers directly to the Senior Associate Athletic Director/Student Services concerning any aspects of the organization and administration of the unit, and directly to the Team Physician concerning any medical decisions within the Athletic Training program. The Team Physician has final authority on all medical decisions. All members of the Department of Athletics staff engaging in the training, conditioning, coaching or supervision of University student-athletes should work in close consultation and cooperation with the Sports Medicine Division.

### **138. Function**

The athletic training staff provides the injured or ill student-athlete with immediate care until the services of the Team Physician or other medical persons can be obtained, should such medical attention be necessary. In the case of any severe or prolonged injury and in the absence of the Team Physician or his/her designee, the student-athlete will be referred to the Student Health Center or to an appropriate medical specialist as is deemed most applicable by the staff athletic trainer present.

If a student-athlete is injured in an organized activity at which there is no host athletic trainer present, the coach must evaluate the severity of the injury and, if necessary, seek immediate medical assistance, and should immediately report the injury to the staff athletic trainer assigned to their team and/or the Assistant Director of Athletics/Medical Services. The coach must also ensure that the injured student-athlete reports to the athletic trainer responsible for that sport as soon as possible.

As an integral part of the total medical care of the student-athlete, the athletic training staff assists in the prevention, immediate care, and/or rehabilitation of injuries and conditions of the student-athletes. The athletic training staff plans, organizes, and administers tests, measurements, and therapeutic modalities as prescribed by the Team Physician and referring consultants.

### **139. Facilities**

The Athletic Training facilities are intended solely for use by University student-athletes and members of visiting teams in evaluating possible injuries and treating defined injuries. Use of the facilities by persons not on current athletic team rosters or not directly connected with the University is discouraged and is authorized only by the Assistant Director of Athletics/Medical Services or his/her authorized representatives.

The facilities are always locked except when in use under the direct supervision of a member of the athletic training staff. Under no circumstances is a student-athlete, or any patient who is being treated with any of the modalities, to be left in the athletic training facilities unattended. Any patient receiving treatment will be kept under observation by an athletic training staff member.

### **140. Health Clearance**

All students who anticipate participating in the intercollegiate athletics program must receive medical clearance in accordance with NCAA Bylaw 17.1.5. It is the specific responsibility of each individual head coach to submit to the Assistant Director of Athletics/Medical Services or the athletic training staff member assigned to their team a complete list of all potential athletics squad members and tryout candidates in a timely manner prior to the beginning of his/her first formal practice or tryout session. This list will have each member's full name, address, and Banner ID number. Once medical clearance has been obtained from the Team Physician, it is understood that the student-athlete is medically eligible to participate in any sport during that academic year.

### **141. Medical Expenses**

Permissible medical expenses are outlined in NCAA Bylaw 16.4. The Department of Athletics maintains a certification of insurance coverage as detailed in NCAA Bylaw 3.2.4.8 and will assume (to the limit of the athletics accident insurance policy) the financial responsibility for the payment of expenses incurred for the examination, treatment, or rehabilitation of a student-athlete injured while participating in a supervised practice, strength and conditioning session, authorized intercollegiate contest or traveling to and from such a contest by authorized transportation. For all medical claims meeting the criteria as a covered event, billing will first go through the student-athlete's primary insurance. Once the primary insurance company has paid up to their limit, the claim balance will be filed with the Department of Athletics' accident insurance company. Any remaining balances will be paid by the Department of Athletics. For a covered injury, there will be no out-of-pocket expense by the student-athlete or holder of the primary insurance policy. A description of procedures for payment of medical expenses may be found [here](#).

If a determination is made that a student-athlete needs surgery and the student-athlete elects to have the surgery performed by a provider who is not affiliated with ECU Sports Medicine, the Department of Athletics will not pay for any travel costs to the operating physician unless approved by the Senior Associate Athletics Director/Student Services. Payment for actual services will be covered under the limits of the athletics accident insurance policy.

Student-athletes who suffer a covered injury as defined by the Department's Athletic Accident Insurance Policy and are removed from their sport roster prior to discharge of care for the injury may continue to receive medical care by the athletic training staff and physicians or have medical care for that injury paid for up to the limits of the insurance policy.

#### **142. Dental Care**

Whenever possible, the emergency and routine dental care associated with athletics dental injuries will be cared for by the Team Dentist. All dental referrals shall be made by the Team Physician or member of the athletic training staff.

The Department of Athletics will not be responsible for payment of normal dental care, such as temporary fillings due to dental caries, cleaning, gum infections, or any other dental problems not directly related to an athletics injury to sound natural teeth. Payment for such services, however, may be available through the NCAA Student Assistance Fund.

#### **143. Glasses and Contact Lenses**

Routine eye examinations and eyewear (glasses and contacts) used while participating in intercollegiate athletics will be covered through ECU Athletics. Appointments for examinations or for refills of contact lenses must be made by a member of the athletic training staff. The cost of eyewear not used during athletic participation will not be covered by the Department of Athletics but may be available through the NCAA Student Assistance Fund.

#### **144. Referral to Medical Specialists**

If, in the opinion of the Team Physician or other affiliated medical provider, a student-athlete should be referred to a medical specialist for consultation, the following procedures will be followed:

- Referral information will be processed by the Assistant Director of Athletics/Medical Services or by one of the athletic training staff.
- The athletic training staff will make an appointment with the consultant designated by the Team Physician. Arrangements for transportation to the consultant's office, if the student-athlete cannot provide his/her own, will be made by the athletic training staff.

Any deviation of the above without prior approval of the Assistant Director of Athletics/Medical Services will be at the expense of the student-athlete. At no time will the Department of Athletics be responsible for the payment of such medical consultant(s) unless this procedure is followed. Student-athletes are not permitted to seek medical attention without consulting the Team Physician and/or the Assistant Director of Athletics/Medical Services and assume the Department of Athletics will pay for

such medical attention. Coaches are not allowed to make direct referrals. Final return to play decisions will be made by the Team Physician.

#### **145. Drug Testing**

For a complete description of the University Drug Education, Screening, Counseling and Testing program, visit [here](#).

All student-athletes are subject to NCAA Drug Testing. More information on this policy can be found [here](#).

#### **146. Medical Non-Counters, Hardship Waiver Petitions, and Five-Year Extension Waivers**

See the [NCAA Manual](#) for information related to Medical Non-Counters (NCAA Bylaw 15.5.1.3), Hardship Waiver Petitions (NCAA Bylaw 14.2.4), and Five-Year Extension Waivers (NCAA Bylaw 14.2.1.5).

Forms for requesting the changes in status listed above may be found [here](#).

#### **147. Medications**

The storing, dispensing, and delivery of prescription and non-prescription medications is performed in accordance with North Carolina law.

#### **148. Medical Care and Sport Coverage**

All rostered student-athletes are afforded equitable access to Sports Medicine personnel without regard to gender or scholarship status. Appointments should be coordinated through the athletic trainer assigned to the student athlete's sport.

A licensed athletic trainer is assigned to each NCAA sponsored sport, cheerleading, and dance. The athletic trainer provides onsite coverage or is available within 3-5 minutes for all in-season, out-of-season, and non-traditional season events considered countable athletically related activities for all sports with the exception of tennis, men's and women's golf, dance, or cheerleading practices. A licensed athletic trainer is onsite for all home contests. A licensed athletic trainer will also travel with their assigned team for all sports except men's and women's golf and tennis. In most situations, the host institution will provide medical coverage for those sports.

For voluntary weight-training or conditioning activities, a licensed athletic trainer may be present onsite or available within 3-5 minutes. Strength and conditioning staff are certified in First Aid and CPR, and the department adheres to the requirements as set forth in NCAA Bylaws 13.11.3.8.3 and 13.11.3.10.4.

The athletic training staff is not responsible for evaluation, treatment, or rehabilitation for any injury or condition that occurs outside of supervised activity. However, such care may be provided at the direction of the team physician.

Department of Athletics staff and families may be seen by the Sports Medicine physicians solely at the discretion of the treating physician. It is recommended that all staff members identify a primary care physician in accordance with their insurance policy.

#### **149. Communication**

The athletic trainer assigned to a specific sport will be expected to provide the head coach regular written updates regarding the medical status of the student-athletes as it relates to their participation unless the student-athlete has revoked consent to do so. Any changes in status that occur after the written injury report has been submitted will be communicated as quickly as possible to the head coach or a member of the coaching staff if the head coach is not available.

The athletic trainer will provide the coaching staff information regarding any special medical considerations which may affect the safety of the student-athletes on the roster. This includes, but is not limited to, sickle cell trait status, diabetes, asthma, and ADHD.

The head coach or a designated member of the coaching staff is expected to provide accurate information to the assigned athletic trainer regarding times and locations of any countable athletics-related activity or any times when the athletic trainer may be expected to be in attendance (e.g., team meetings). Any changes to the schedule should be communicated to the team athletic trainer as quickly as possible once the change has been made. Failure to communicate information to the athletic trainer may result in the activity having no medical coverage.

#### **150. Nutrition and Supplements**

The Department of Athletics utilizes the services of a registered dietician to assist student-athletes and coaches on healthy nutrition choices. The dietician is available for individual and/or team counseling. Student-athletes may be referred to the dietician by the team physician or may elect to go on their own volition. Appointments with the dietician should be made by a member of the athletic training staff.

NCAA Bylaw 16.5.2(g) allows for an institution to provide permissible nutritional supplements to a student-athlete for the purpose of providing additional calories and electrolytes. Permissible nutritional supplements do not contain any NCAA banned substances and are identified by the following classes: carbohydrate/electrolyte drinks, energy bars, carbohydrate boosters, and vitamins and minerals. The Department of Athletics does not advocate the use of nutritional supplements other than those allowed by NCAA Bylaw 16.5.2 (g) or prescribed by a physician for a medical condition. Student-athletes are reminded that taking nutritional supplements, even those purchased over the counter, may result in a positive drug test which affects eligibility status. The Director of Sports Nutrition acts as the department resource for banned drugs and nutritional supplements as mandated by NCAA Bylaw 3.2.4.7. Under no circumstances should a coach or Department of Athletics staff member recommend or purchase a nutritional supplement for a student-athlete without first obtaining approval from the Director of Sports Nutrition. The Department of Athletics will not purchase nutritional supplements for coaches or staff.

## **151. Mental Health Services**

The Sports Medicine staff utilizes the services of the ECU Center for Counseling and Student Development and the ECU Student Health Center for the evaluation and treatment of student-athletes with mental health issues. Appointments may be scheduled by the student-athlete or by a member of the athletic training staff, and after-hours emergency care is available.

## Strength and Conditioning

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### 152. General

The Strength and Conditioning program offers supervised weight training regimens to all student-athletes. Student-athletes must follow all Williams Strength and Conditioning Center guidelines in order to participate in the Strength and Conditioning program. Each student-athlete is held accountable by the Director of Strength and Conditioning, his or her respective coaches, and associated Strength and Conditioning staff members for all actions of the student-athlete while in the Strength and Conditioning Center.

The Strength and Conditioning program is structured to prescribe specific off-season, pre-season, and in-season training programs to all sports programs within the Department of Athletics. The Director of Strength and Conditioning and/or staff will meet with head coaches of each sport to discuss specific objectives as applied to each training phase. Sport coaches will be permitted to observe workouts in accordance with Office of Compliance guidelines.

Schedules for team use of the Strength and Conditioning Center will be determined based on individual student-athlete academic and practice schedules within each team. Every effort will be made to accommodate each team and the specific time request of head coaches, but the final decisions concerning team workout times will be approved by the Director of Strength and Conditioning. Holiday schedules and various academic break schedules will be adjusted to best suit the needs of all athletic teams and the adjusted schedule(s) will be posted.

Student-athletes must always be supervised by a member of the Strength and Conditioning staff during training sessions. Any training beyond scheduled lifts must be approved by a member of the Strength and Conditioning staff. Every student-athlete will be educated about the proper balance between training and recovery.

A list of eligible student-athletes must be provided to the Director of Strength and Conditioning and medical clearance must be obtained through the Sports Medicine program before any strength workouts may begin. Only those student-athletes who are declared eligible to participate in practice or competition are eligible to use the Strength and Conditioning Center. It is the responsibility of the Director of Strength and Conditioning and staff to always maintain discipline and order in the Strength and Conditioning Center.

A Strength and Conditioning staff member must be always present in the weight room when the weight room is open for use. If a Department of Athletics staff member enters the building after normal hours of operation, the staff member is responsible for all other individuals who might enter the facility; therefore, staff members should secure the doors both when arriving and departing.



### **153. Facility Use Policy and Regulations**

The basic facility use schedule of the Strength and Conditioning Center shall be determined and approved by the Director of Strength and Conditioning. All Head Coaches will submit their respective schedule requests to the Director of Strength and Conditioning for approval and specific areas of use.

Program schedules, which are conducted by the Strength and Conditioning Center staff, shall be the priority use of the entire facility. All groups who are granted use privileges of the Strength and Conditioning Center will be accountable for conducting their respective programs in strict compliance with Strength and Conditioning Center guidelines. No keys may be duplicated nor passed to other individuals for use under any circumstances. The Strength and Conditioning Center may not be used by any group or individual at any time other than during assigned, approved times.

Additional rules and guidelines may be implemented at the discretion of the Director of Strength and Conditioning and/or the Executive Associate Director of Athletics/Internal Operations. Present rules and guidelines include:

1. Use of a Spotter is required when indicated by a staff member.
2. Return all weights to storage areas upon completion of workout.
3. Be on time and always give maximum effort.
4. Be coachable and teachable.
5. No horseplay.
6. Maintain a positive spirit and attitude.
7. Wear approved workout attire and shoes.
8. Use of cell phones and tobacco products is prohibited.

## Student-Athlete Development

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### **154. General**

The Student Development Program is designed to enhance the experience of the student-athlete in our university setting. The primary goals are (1) to support the efforts of every student-athlete to earn a degree, (2) to provide assistance for the student-athlete in the development of values, with emphasis on the qualities of leadership, (3) to enhance the interpersonal relationships and communication skills of the student-athlete, (4) to facilitate the fulfillment of career and life goals of each student-athlete, and (5) to safeguard the academic integrity of the University by ensuring compliance with all rules of the University and the NCAA.

### **155. Student-Athlete Handbook**

The expectations of the Department of Athletics for student-athletes are set forth in the Student-Athlete Handbook, which may be found [here](#). Student-athletes are expected to honor the expectations, behaviors and actions as set forth in the specific topics in the handbook.

## Student-Athlete Experience

### References:

University Student Code of Conduct: [Student Conduct Process | Version 16 \(Current Version\) | Policies, Rules and Regulations \(ecu.edu\)](#)

ECU Student-Athlete Handbook (see Teamworks Files)

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### 156. Appeals Procedures

#### 156.1. Discipline or Termination from a Squad

It is the policy of the Department of Athletics that a head coach has the authority to remove any student-athlete from his/her athletics team and/or use disciplinary measures for failure to comply with training and conduct rules. However, should a student-athlete feel that termination or disciplinary action was given without a thorough or fair assessment and wishes to appeal a disciplinary action; he/she shall contact the respective Sport Administrator to discuss the situation. Information will be solicited from the student-athlete, head coach, and other involved parties, if applicable, before deciding. Should the student-athlete wish to appeal the decision of the Sport Administrator, the Director of Athletics will hear the appeal and issue a final decision.

#### 156.2. Transfer Request

If a student-athlete wishes to obtain permission to contact another institution to transfer, it is the Department of Athletics' policy that each request will be handled on a case-by-case basis. Student-athletes who wish to obtain permission to speak to another institution must have a completed Roster Change/Permission to Contact Request Form submitted by the head coach or sport administrator to the Office of Compliance. This form should be completed in its entirety (e.g., scholarship information, transfer release, current roster status, etc.) by the Head Coach and obtain the signature of his/her Sport Administrator (if approved) and the student-athlete. The student-athlete's signature verifies that he/she accepts the outlined conditions pertaining to their permission to contact request.

In addition to the above, the following apply: (1) there will be no "blanket releases" to Division I institutions. (2) all permission to contact requests must receive the approval of the sport's head coach and the sport administrator as this information is facilitated by the Office of Compliance. (3) student-athletes will receive an email confirmation from the Office of Compliance when their respective request(s) is approved or disapproved.

### **156.3. Transfer Release Denied**

If a head coach, after consulting with their sport administrator, denies permission to contact the requested institution(s), the Director of Athletics (or his designee) will discuss the situation with the head coach and sport administrator. The Director of Athletics (or his designee) will then make the final decision. If the head coach's denial decision is upheld, the student-athlete is informed that he/she will be provided a hearing opportunity from the Office of Compliance.

### **156.4. Hearing Opportunity Procedure for Denied Permission to Contact**

Student-athletes whose permission to contact request is denied, as detailed above, are notified of their hearing opportunity in writing from the Office of Compliance. Upon receipt of this written notification, the student-athlete is required to provide a written request to initiate the hearing opportunity responsive to this notification within seven calendar days. The institution is obligated, under NCAA legislation, to conduct the hearing and provide written results to the student-athlete within 15 business days upon receipt of the request. Student-athletes must be provided the opportunity to actively participate in the hearing (e.g., in-person or via telephone). Failing to comply with these mandates will result in an automatic approval of the student-athlete's permission to contact request. The hearings will be heard by the institution's Academic Success Committee (ASC). The ASC is a 12-member committee appointed by the Chancellor and chaired by the institution's Faculty Athletics Representative. Per NCAA legislation, only nonathletic department members will participate in these hearings

### **156.5. Reduction or Cancellation of Athletics Grant-In-Aid**

A student-athlete whose athletics aid is reduced or canceled for the next academic year will receive official notification from the Student Financial Aid Office. The appeal process information will be provided to the student-athlete at that time. A student-athlete wishing to appeal a reduction or cancellation of a grant in aid decision must notify the Student Financial Aid Office in writing within two weeks after receipt of the notification letter. Prior to the beginning of the academic year, a hearing will be conducted by the Student Scholarships, Fellowships, and Financial Aid Committee. The decision of the Committee is final.

A student-athlete whose athletics aid is reduced or canceled during the period of the award will also be provided written notice of an opportunity for a hearing. The appeal hearing will be scheduled as soon as possible after receipt of the student-athlete's written appeal.

## **157. On-Campus Housing**

The coaching staff and student-athletes will abide by all policies and procedures of the University Campus Living Office which may be found here. The Department of Athletics will designate one individual to serve as the Housing Liaison, managing the housing process for all sports. The Housing Liaison will be the single point of contact for the coaches and Campus Living for all on-campus housing space requests and assignments. Head coaches may deal directly with the Housing Liaison or designate a staff member to facilitate this process adhering to the following procedures:

All freshmen are required to live on campus. Housing requirements for upperclassmen will be dictated by the policies of each individual sport.

Each year new forms and guidelines will be distributed by the Housing Liaison to all sports during January for the following academic year. Requests will be made for each sport and this process will proceed as needs change throughout the spring. There will be deadlines for requests and assignments that will be communicated to the respective sports through the Housing Liaison. The Housing Liaison will forward approved lists to Campus Living and provide updates to the coaches upon notification from Campus Living. This routing process will continue until all updates are complete and students are assigned.

Additionally, all on-campus housing needs during summer school, pre-season and post-season, and off-campus housing during times when the dorms are closed (Christmas Holidays, breaks, etc.) will be arranged by the Housing Liaison for sports with needs during these periods.

### **158. Dining Services**

Dining services are provided by the food service company (currently Aramark) which is under contract with the University. First year student-athletes, residing on campus and receiving a full grant-in-aid are required to participate in the meal-plan program. All other student-athletes receiving board as a part of their grant-in-aid may select a meal plan or receive payment for board.

All NCAA regulations are followed regarding board allowances for student-athletes. Special catering services or food service orders (recruiting activities, media luncheons, and award banquets) are secured by purchase order through the Athletics Business Office.

### **159. Student-Athlete Annual Surveys**

All graduating student-athletes and those that have exhausted their eligibility are provided with the opportunity to evaluate their experience at the conclusion of each spring semester. The Senior Associate Athletics Director/Administration and SWA administers an online questionnaire that is provided to each student-athlete (the student-athlete is also provided with the opportunity to have a one-on-one interview with the Faculty Athletic Representative (FAR) and is also provided with a 1-800 number to report any issues anonymously). The results of this survey are confidential and are provided to the Senior Associate Athletics Director/Administration and SWA. A summary of the findings to the Director of Athletics for possible action.

All eligible student-athletes are provided the same opportunity and procedures to evaluate their experience on an annual basis.

## **160. Promotional Activities**

All student-athletes must obtain prior written approval from the Director of Athletics or Director of Compliance to participate in a non-institutional promotional activity. Written approval must also be signed by the respective head coach. Prior to participating, the student-athlete and promotional agency must sign a statement of agreement after reading the NCAA requirements for such participation. After all signatures are obtained on the Promotional Activities Involving Student-Athletes form it is maintained on file in the Office of Compliance.

## **161. Social Media**

The University has adopted a specific use [policy](#) regarding social media. In general, the University does not routinely monitor social media sites, but reserves the right to access any University social media site to investigate issues that are reported or discovered to enforce applicable federal, state, University of North Carolina Board of Governors, and University laws and policies.

In response to concerns or complaints, University administrators may examine profiles on social networking sites that are being used to conduct university business and use information found in formal or informal disciplinary proceedings.

The Department of Athletics engages a private service provider to monitor daily student-athlete, coaches, and staff social media accounts. This service provides daily activity reports of public student-athlete & staff social media accounts (Twitter, Facebook, Vine, Instagram, Pinterest, etc...) which contain strategic “keywords” or photos which are deemed vulgar, obscene, or inappropriate and/or include any reference to alcohol, drugs, sex, illicit behavior, threats, weapons, recruiting, the NCAA and anything academically related (i.e., class attendance, cheating, instructional/professor comments, etc.).

If a student-athlete displays consistent or habitual abuse (three or more incidents within relatively close succession), that individual’s coach is informed of the violations via email including a copy of the posts. If inappropriate online behavior continues after a first offense, the specific Sport Administrator is notified. For all coaching and staff issues, the content is forwarded to the Director of Athletics.

If there is deemed to be an imminent and/or potentially dangerous threat that poses a security and welfare risk to the individual and/or others on campus or in the community, the coach, Sport Administrator, Director of Athletics, ECU Office of Communications & Public Affairs and ECU Police will be notified immediately for intervention engagement.

## **162. Commitment to Diversity, Inclusion, and Gender Equity**

Among the core values of the Department of Athletics are a commitment to diversity, inclusion and gender equity among our student-athletes, coaches, and administrators. We seek to maintain an inclusive culture that fosters equitable participation for student-athletes and career opportunities for coaches and administrators from diverse backgrounds. Diversity and inclusion improve the learning environment for all student-athletes and enhance excellence within our department.

We will enable programming which sustains foundations of a diverse and inclusive culture across dimensions of diversity including, but not limited to age, race, sex, class, national origin, creed, educational background, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation, and work experiences.

### **163. Hazing**

North Carolina General Statute 14.35 defines hazing as, "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." It is unlawful for any student in attendance at any university, college, or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. Any violation of this section shall constitute a Class 2 misdemeanor with the maximum punishment being 60 days in jail.

In accordance with the above NC General Statute, hazing is not permitted or tolerated. All acts of hazing by any organization, member, and/or alumni are specifically forbidden. The University sanctions for hazing include: (1) Persons - normally, not less than disciplinary probation for one academic year, nor more than permanent separation from the University; (2) Organizations - not less than suspension of privileges for one academic year, nor more than indefinite disbanding of the organization.

### **164. Sexual Harassment**

Sexual harassment and discrimination are illegal and endanger the environment of tolerance, civility, and mutual respect that must prevail if the university is to fulfill its mission. The University is committed to providing and promoting an atmosphere in which employees can engage fully in the learning process. Further, amorous relations between a student and a university employee who is responsible for supervising or evaluating the student, or between an employee and the person supervising that employee, may derogate the merit principle of supervision and evaluation.

#### **164.1. The following constitute sexual harassment:**

- Making verbal remarks or committing physical actions that propose to people of either sex that they engage in or tolerate activities of a sexual nature in order to avoid some punishment or to receive some reward.
- Singling out people of either sex and creating or attempting to create a hostile university or working environment or otherwise attempting to harm or harming people because of their sex.
- Continuing verbal or physical conduct of a sexual nature when the person or persons the conduct is directed toward has indicated clearly, by word or action, that this conduct is unwanted.
- Sexual discrimination consists of actions that subject employees or students to unequal treatment based on their sex.
- Consensual amorous relationships in which one person is responsible for supervising or evaluating the other create conflicts of interest because they impair or reasonably can be expected to impair the professional judgment of the supervisor.

**164.2. It is the responsibility of members of the university community to strive to create an environment free of sexual harassment and discrimination and free of unprofessional bias in the supervision and evaluation of students and employees.**

- **It is against the policies of the University for its employees or students to propose to other employees or students that they engage in or tolerate activities of a sexual nature in order to avoid some punishment or to receive some reward.**
- It is against the policies of the University for its employees or students to create a hostile university or workplace environment for an individual or group because of the individual's or the group's sex.
- It is against the policies of the University for its employees or students to subject other employees or students to unequal treatment on the basis of their sex.
- It is against the policies of the University for its employees or students to continue verbal or physical conduct of a sexual nature when the employees or students of the University toward whom such conduct is directed indicate clearly, by word or action, that such conduct is unwanted.
- It is against the policies of the University for any employee of the University to engage in consensual amorous relationships with students or other university employees whom the employee is or will be supervising or evaluating.
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**165. Employment of Student-Athletes**

NCAA regulations allow student-athletes to obtain on- or off-campus employment. Earnings from such employment are exempt and are not counted in determining the student-athlete's cost of attendance or financial aid limitations provided:

- The student-athlete's compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of publicity, reputation, fame, or personal following that he/she has obtained because of athletic ability.
- The student-athlete is compensated only for work that is actually performed; and
- The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services.

**165.1. Non-Institutional Camp Employment**

A student-athlete may be employed in any sports camp or clinic provided they are only paid for work actually performed and at a rate commensurate with the going rate for such services. In addition, a student-athlete who only lectures or demonstrates at a camp/clinic may not receive compensation for their appearance at the camp/clinic. The Non-institutional Camp Approval Form must be completed and returned to the Office of Compliance for prior approval.



## **165.2. Employment of Student-Athletes**

**165.2.1. Student-athletes are notified at their beginning and end-of-year team meetings that they must complete the ECU Athletics Employment Form. This document begins with the student-athlete information and the head coach's approval. The form is then forwarded by the student-athlete to the employer for completion of the Employer Information and Student-Athlete Employment Information sections before being submitted to the Office of Compliance**

**165.2.2. Upon receipt of the form, the Office of Compliance staff will review the form to ensure that all necessary information has been completed and that the student-athlete will be paid the going rate for the position**

**165.2.3. Once all information has been verified, confirmation of the approval is given to the student-athlete via email**

## **166. Pregnancy**

The Department of Athletics is committed to the personal health and development of all student-athletes and to the educational mission of the University. We strive to provide an environment that respects all pregnancy and parenting decisions and urges all participants to work cooperatively toward degree completion. This policy sets forth the protections that are provided for pregnant and parenting students, including those with pregnancy related conditions. It also prohibits retaliation against any student or employee who complains about issues related to the enforcement of this policy. We will protect every student-athlete's physical and psychological health, and their ability to complete their education.

### **166.1. Federal Laws**

Title IX of the Education Amendments of 1972 bars discrimination on the basis of sex, which includes the guarantee of equal educational opportunity to pregnant and parenting students. This means that student-athletes cannot be discriminated against because of their parental or marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom. In addition, a student's medical information may be protected by other federal laws, and our institution adheres to all federal laws

#### **166.1.1. Compliance with Federal Law**

- The Department of Athletics will only require a pregnant or parenting student-athlete's physician to certify physical and emotional fitness as a condition for participating in athletics when such certification is required of student-athletes who experience other temporary disabilities
- The Department of Athletics will allow a pregnant or parenting student-athlete to fully participate on the team, including all team-related activities, unless the student-athlete's team physician or other medical caregiver certifies that participation is not medically safe

- Medically necessary absences from team activities due to pregnancy shall be considered excused absences
- No coach or athletic department personnel shall suggest to any student-athlete that his or her continued participation on a team will be affected in any way by pregnancy or parental or marital status
- The Department of Athletics will not allow a hostile or intimidating environment on the basis of pregnancy or parental status to exist. Acts or statements that are hostile towards pregnancy or parenting or shun or shame the student-athlete because she is pregnant or parenting, will not be tolerated. Such conduct prevents an individual from effectively participating in, or denies a person the benefits of, the educational opportunities provided by the University.
- The Department of Athletics will not permit the use of any written or verbal contract that requires a student-athlete to not get pregnant or become a parent as a condition of receiving an athletics award
- The Department of Athletics will provide health benefits for pregnancy, including counseling, physical examinations, medical treatment, surgical expenses, medication, rehabilitation and physical therapy expenses and dental expenses, to the same degree that student-athletes who experience other temporary disabilities are provided these benefits within the limitations of the insurance policy. The University Department of Athletics medical coverage policy for student-athletes can be obtained from the Department Insurance Coordinator or the Assistant Director of Athletics for Medical Services.
- Our pregnant and formerly pregnant students who wish to continue to participate in athletics are entitled to assistance and rehabilitation on the same basis as such assistance is provided to student-athletes with other temporary disabilities.

#### **166.1.2.Assistance to Student-Athletes**

- The Department of Athletics will help the pregnant or parenting student-athlete plan for his or her continued academic progress in accord with the university's education mission.
- The Department of Athletics will help the student-athlete return to their sport after pregnancy and during parenting, if the student-athlete so desires.
- The Department of Athletics will assist the student-athlete to access the pregnancy and parenting support resources that are available to all ECU students.
- The Department of Athletics will publish this policy in the Student Athlete Handbook, make this policy available to student-athletes and their families on-line, and provide specific education on this policy for all student-athletes and their families upon request.
- The Department of Athletics, in conjunction with the team physician, Assistant Director of Athletics for Medical Services, certified athletic trainers, Senior Woman Administrator, and any others as designated by the Director of Athletics, will regularly review student-athlete pregnancy and parenting cases as they occur to monitor compliance with this Policy.

#### **166.1.3.Reporting**

- The Department of Athletics will not require any student-athlete to reveal pregnancy or parenting status. The department will work to create an environment which encourages the student-athlete to voluntarily reveal her pregnancy and his or her parenting status, in order for the institution to provide optimal support for physical and mental health with professional health care. The coach's attitude towards pregnancy and parenting is pivotal in creating such a safe environment

- No Department of Athletics personnel will publicly release personally identifiable health information about pregnancy without written, timely authorization from the student-athlete.
- When a student-athlete reveals her pregnancy or parenting status to athletics personnel, they should direct the student-athlete to the policy. They should reiterate the department's protection of the student-athlete's team membership status and financial aid. Athletics personnel should refer the student-athlete to the team physician, to the student-athlete's personal physician, or to a University-designated representative trained in providing information about pregnancy and parenting support options.
- Athletics personnel who suspect that a student-athlete is pregnant may report their concerns to the team physician or to a university-designated representative trained in pregnancy and parenting support options.
- Teammates of a pregnant student-athlete may report their concerns to the team physician or to a university-designated representative trained in pregnancy and parenting support options.

#### **166.1.4. Enforcement and Non-Retaliation**

- Any member of the Department of Athletics found to have violated this policy by threatening to withhold or withholding athletics participation or an athletics award, by harassing a student-athlete on the basis of pregnancy or parenting status, or by breaching medical confidentiality, will be subject to disciplinary action up to and including discharge or expulsion from the University. The Department of Athletics will also take appropriate remedial action to correct the situation.
- Any member of the Department of Athletics who becomes aware of conduct that violates the policy should report the conduct to the appropriate official, such as the Director of Athletics, the University Attorney's office, the Title IX Compliance Officer, the Faculty Athletics Representative, or the Equal Opportunity Officer. The Department of Athletics and University will make every effort to prevent public disclosure of the names of all parties involved, except to the extent necessary to carry out the investigation.
- Retaliation is specifically prohibited against anyone who complains about pregnancy or parental status discrimination, even if the person was in error about the lawfulness of the conduct complained about. The Department of Athletics will take steps to prevent any retaliation against the individual who made the complaint.

## Technology

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### 167. General

All Athletics Department employees are expected to use the department's technology resources in a responsible manner including adhering to the University's Information Technology Policies which can be found [here](#). These policies cover social media use, network regulations, password regulations, antivirus regulations, computer use, web content regulations and more.

### 168. Office Phone

The University uses the Cisco Voice over IP telephone system (VOIP), which has capabilities such as a transfer, forwarding, conference calls, and many more. Below is the link to the University's Cisco Phone Self Care Portal which has user guides, FAQs and troubleshooting tips [here](#). If after looking on the website, you still need assistance, call the ITCS Help Desk at 252-328-9866.

All office telephones are the property of the University and are not to be moved or removed from an office without prior approval from the Executive Associate Athletics Director/Internal Operations.

Student-athletes are not authorized to use departmental telephones for personal long-distance calls. This would be a direct NCAA violation and could result in suspension of eligibility of a student-athlete and termination of the employee.

### 169. Mobile Phone

The Athletics Department does not issue mobile phones to employees. However, some employees do receive a stipend. Regardless of whether you receive a stipend, if you are using your mobile phone for work purposes i.e., receiving work emails, calendar, contacts, you are subject to the University security guidelines and standards which can be found [here](#).

Should you need assistance configuring your mobile email, instructions for both Android and iPhones can be found [here](#) or call ITCS Help Desk at 252-328-9866.

### 170. Computers and Tablets

Each full-time employee is issued either a laptop or desktop computer that is owned by the University. All software upgrades, installation, deletion and/or changes to said computer need to be coordinated through the Director of Technology. All computers are the property of the University and desk top computers are not to be moved or removed from an office without prior approval.

## **171. Purchasing Technology**

Prior to purchasing any new technology, employees must receive prior approval from both their supervisor/sport administrator and the Director of Technology. This ensures that new purchases are compatible with existing technology and fit within operational budgets.

### **171.1. Purchasing a Computer/Tablet**

Prior to purchasing a new computer or tablet, employees must submit for approval a Computer Purchase Authorization form. (See attached) New computers necessary for normal, daily office work are funded through the Video & Technology budget and are prioritized based on need and age of computer being replaced. Computers requested for a specialized function or that are not mission critical can be purchased out of a sport/unit budget. Prior approval is needed regardless of the budget.

If purchasing a tablet, mobile data plans are not included and are the responsibility of the individual

### **171.2. Purchasing Printers and Business Hubs**

Before purchasing a new printer or business hub, employees must consult with the Director of Technology to ensure compatibility and proper procedure. Preapproval is needed from Sport Administrator and/or supervisor as well as the business office.

## **172. Repairs and Maintenance**

Should an employee require assistance with a computer, tablet or printer, he/she should start by calling the Director of Technology. This includes network issues, email problems, and computer maintenance. If the Director of Technology is unable to fix/correct the problem, he/she will direct you to the ITCS Help Desk.

Issues with office phones and mobile phones should be directed to the ITCS Help Desk by calling 252-328-9866.

If there is a problem with a Business Hub, it will depend on the vendor for that specific hub. The Athletics Department uses two vendors, CopiServ and Systel. The contact information can be found on the side of the hub. Because these are outsourced units, all maintenance requests need to start directly with the vendor. Should you have questions as to which vendor services your hub, contact the Executive Associate AD/Internal Operations.

## **173. Returning University Property**

Upon discontinuation of use or separation from the Athletics Department, university property and signed Property Assignment Form must be returned to your supervisor. The human resource coordinator will provide you with the form during your exit interview.

## Travel

### References:

NC Office of Budget and Management: <https://www.osbm.nc.gov/>

ECU Travel Office: [Travel Office](#) | [Financial Services](#) | [ECU](#)

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### 174. Introduction

All Department of Athletics travel is subject to availability of budgeted funds and in accordance with university guidelines, must be approved before travel may begin. In order to allow sufficient time for obtaining approvals, requests for in-state and out-of-state travel should be initiated at least two weeks in advance of departure. Approval for travel abroad (out of the country) should be requested four weeks prior to departure. An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business and expending personal funds. Services deemed unnecessary or unjustified in the performance of official business are not acceptable under this standard. Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience.

Non-state employees traveling on state business, whose expenses are paid or reimbursed by the State of North Carolina, are subject to these regulations, including statutory subsistence allowances, to the same extent as are state employees. Travel expenses for members of a non-employee's family are not reimbursable. No travel advances will be made to non-state employees.

*For additional information, review the Travel Manual which can be found [here](#):*

### 175. Team Travel

#### 175.1. Travel Advances

Procedures have been established for the purpose of providing advance money to coaches and/or administrative staff for team travel, official visits, vacation per diems for student-athletes and occasional meals ONLY through the Athletic Imprest Fund.

##### 175.1.1. Steps to Receive a Travel Advance through the Athletic Imprest Fund

- The Pre-Travel Authorization and Travel Advance Form is located on the Accounts Payable [website](#)
- The completed travel advance form should be submitted to the Athletic Business Office a minimum of two days prior to the departure date
- The traveler and traveler's supervisor must sign the form. The traveler is responsible for obtaining the signature of his/her supervisor

- After the supervisor has signed the form, if the travel involves recruiting, official visits, vacation per diems for student-athletes, or occasional meals the form must be submitted to the Office of Compliance for approval
- The Athletic Business Office will review and approve the advance request and a check will be written to the traveler

**175.1.2. For team travel, all cash advances must be accompanied by a Travel Authorization Form listing all team members who are traveling including student-athletes, coaches, and support staff (athletic trainers, media relations, etc.) with the amount required for the trip. Any changes or additions to the official party must be approved by the sport administrator**

**175.1.3. The traveler assumes total responsibility for any cash advances until receipts documenting expenditures and any unexpended cash are submitted to the Athletic Business Office, closing out the advance. The Travel Authorization/Reimbursement for Travel Form must accompany these receipts and must be submitted within seven (7) days of the return date. Failure to repay a travel advance with 30 days of the trip may result in a deduction from the traveler's paycheck and the traveler may not be eligible for future travel advances from the university**

**175.1.4. The Travel Authorization/Reimbursement for Travel Form must be completed accurately**

- After the trip has concluded, a Travel Authorization Reimbursement for Travel Form should be completed
- Assistant coaches must have the head coach sign their expense report, signifying that the head coach has seen it and approved the expenditures
- Head coaches must have their sport administrator sign the expense report. If the sport administrator is not available, another sport administrator may approve the expense report to expedite the reimbursement process
- If a per diem was provided to the student-athletes, a Meal Expense Form for Team must be signed by all persons receiving money. In addition, the form must be signed by two Athletics staff members confirming that they witnessed the distribution to each person
- The traveler is responsible for providing all necessary information, documentation, and receipts
- A copy of the travel itinerary must be submitted
- All receipts must be taped on a full-size sheet of paper
- Receipts must be arranged in chronological order
- Original receipts and backup documentation are required with the travel reimbursement package. If originals are not available, please attach a signed and dated memo explaining why originals were not included in the travel package.
- Any expenditure that was direct billed, paid by ProCard, or paid by direct payment through ECU must be listed on the form but is not to be counted in the expenditure totals
- All unexpended cash (or a check made out to the ECU Imprest Fund) and receipts must be returned with the Travel Authorization/ Reimbursement for Travel form.

Be sure to hand deliver any funds directly to an Athletic Business Office employee for processing. Do not leave cash unattended.

- Send all requests for reimbursement to the Athletic Business Office for processing.
- Any travel received in the Athletic Business Office 30 days or later past the trip end date must include a memo on letterhead stating the reason for the delay. The memo must be signed by the traveler, supervisor, Sport Administrator, Athletic Business Office, and Director of Athletics
- If no cash advance was obtained, please allow adequate time for the Athletic Business Office and Compliance to process prior to submitting the request to the Travel Office. If the Travel Office receives the travel 30 days after trip end, the same memo as stated above will be required

## **175.2. Team Transportation**

All team travel will be by Athletic Department owned vehicles, charter bus, charter plane, and/or commercial flights unless approved by the Executive Associate Athletics Director/Internal Operations. Travel arrangements will be dictated by competition schedules and approved by the appropriate Sport Administrator. In the interest of safety, when a Department of Athletics staff member is transporting student-athletes on a day in which there is no athletic competition, the driver is limited to drive no more than 10 hours (current Commercial Driver's License hour restriction). On days in which a competition is held, the driver is limited to no more than 6 hours of driving. All Team Travel arrangements, except for football travel, will be made through the Department of Athletics approved travel agency using procedures as set forth by both the Department of Athletics and the travel agency.

All arrangements for a specific trip will be listed on the Travel Authorization (Form 02), and the form must be completed accurately. In the event of an emergency, this is a primary source used to locate a traveling team.

Departure from campus for an away event should be scheduled in accordance with reducing to a minimum missed class time. No class time shall be missed at any time for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest. Student-athletes who are injured or unable to participate for any reason will not be permitted to travel with the team without prior approval from the Sport Administrator.

Any Travel Authorization request which exceeds the maximum travel squad parameters will require prior written approval of the Director of Athletics.

Should a student-athlete be unable to travel with scheduled team transportation, or request alternate transportation, to or from a sporting event location (city, state), provided by a parent, immediate family member or legal guardian, written approval from the head coach and sport administrator, including completion of the "Unconditional and Full Assumption of the Risk, Release, Hold Harmless Agreement and Covenant not to Use", must be executed. This approval must be obtained prior to team departure (exceptions may be appropriate with post-season events) for the scheduled event. The head coach is responsible for all members of the traveling party regardless of transportation mode.



Upon completion, the Travel Authorization Form is submitted to the Executive Associate Athletics Director/Internal Operations for approval. The form is then sent to the Director of Athletic Business for review and approval. Once approved, the Office of Compliance will verify the eligibility of the listed student-athletes. After verification, a copy is forwarded to the Student Development Office for notification of classes that will be missed. The original is then submitted to the respective Sports Administrator for final approval and is maintained on file in that office. Upon approval of the travel party, there is to be no variance without prior approval from the appropriate Sport Administrator.

Priority for use of vans and/or cars will be given to teams in-season and traveling to a scheduled event. Use of vans for other reasons (practice, recruiting, observing) shall be approved by the Associate Director of Athletics for Internal Operations.

All drivers of University or Athletic Department owned vans or cars must be University or State of North Carolina employees and properly licensed to operate said vehicle. Graduate students who are non-residents will be required to meet their own state's requirements for the necessary license.

If a University Transit bus is utilized, meals should NOT be provided for the driver.

The head coach of the traveling team must adhere to the following procedures prior to the start of a team trip:

- Submit a list of persons in the official traveling party on a Travel Authorization
- Ensure any changes in the traveling party have prior approval of the Sport Administrator prior to leaving campus.
- Sign for the vehicles.
- Be responsible for the vehicle(s) and the conduct of persons driving or traveling in all vehicles.

In case of a mechanical breakdown, every effort should be made to have the extent of the repair immediately estimated. If the problem can be repaired in a timely manner, arrangements should be made to either wait for the repair to be made or proceed to the team's destination in the best manner possible and pick up the vehicle upon returning home or to the next destination. A vehicle should never be left behind unless it is necessary. All accidents require completion of all paperwork with an appropriate local law enforcement official and must be immediately reported to the Executive Associate Director of Athletics for Internal Operations.

### **175.3. Team Arrangements**

The Executive Associate Athletics Director/Internal Operations will have final approval of all travel accommodations for all sport teams for away contests.

All airline reservations by commercial carriers or charter airlines and bus charters must be approved by the Executive Associate Athletics Director/Internal Operations. Preliminary information on hotel availability and cost will be provided by the head coach or designee. This information will then be presented to the Director of Athletic Business for budgetary review and cost approval. When approved, the expenditure should be charged to the ProCard. In either case a copy should be forwarded to the head coach for confirmation and a copy placed in the team travel file.

Should any restaurant, hotel, airline, or group transportation company require a deposit, it is the responsibility of the Travel Office to inform the Athletic Business Office to have a check issued and forwarded to the vendor or have the expenditure charged to the ProCard. Notation of such transaction should be stated on the purchase order or noted on the ProCard receipt.

It is highly recommended for the person making team travel accommodations to follow-up on these arrangements at least three days prior to a team departing the campus to assure reservations are confirmed.

#### **175.4. Team Meals**

If a meal is provided for an athletic team, coaches and associated staff are expected to eat with the team. Should a coach or staff member choose not to eat the team-provided meal, no reimbursement for the meal will be provided to the employee unless there is an approved justification included to indicate business purpose for the separate meal.

##### **175.4.1.Meals in conjunction with a home competition**

All student-athletes are permitted to receive meals at the institution's discretion beginning with the evening before competition and continuing until they are released by institutional personnel at the conclusion of the contest. An institution shall not provide cash to student-athletes in lieu of meals during this time. An institution, at its discretion, may provide a meal or cash (not to exceed \$15), but not both, to student-athletes at the time of their release by institutional personnel. If cash is provided, each student-athlete must sign that they received the funds, and two athletic staff members must sign that they witnessed the distributions

##### **175.4.2. Meals in conjunction with an away-from-home competition**

An institution may provide meals to student-athletes in conjunction with away competition pursuant to one of the following options:

- All student-athletes are permitted to receive a pregame and/or postgame meal as a benefit incidental to participation in addition to regular meals (or meal allowances). An institution, at its discretion, may provide cash, not to exceed \$15, in lieu of a postgame meal; or
- All student-athletes are permitted to receive meals at the institution's discretion from the time the team is required to report for team travel until the team returns to campus. If a student-athlete does not use team travel to return to campus, he or she may receive meals, at the institution's discretion, up to the point he or she is released from team-related activities by institutional personnel. An institution shall not provide cash to student-athletes in lieu of meals under this option before their release. An institution may provide a meal or cash, (not to exceed \$15), but not both, to a student-athlete at the time of his or her release by institutional personnel, regardless of whether he or she uses team travel to return to campus

If cash is provided, each student-athlete must sign that they received the funds, and two athletic staff members must sign that they witnessed the distributions.

#### **175.4.3. Nutritional Supplements**

An institution may provide permissible nutritional supplements to a student-athlete for the purpose of providing additional calories and electrolytes. Permissible nutritional supplements do not contain any NCAA banned substances and are identified according to the following classes: carbohydrate/ electrolyte drinks, energy bars, carbohydrate boosters and vitamins and minerals. Permission to provide these supplements requires the prior approval of the Director of Sports Nutrition, ECU's resource for NCAA banned drugs and the use of nutritional supplements

#### **175.4.4. Fruits, Bagels, and Nuts**

An institution may provide fruit, nuts, and bagels to a student-athlete at any time.

#### **175.4.5. Vacation Period Expenses**

The institution may provide the cost of room and board to student-athletes (during official institutional vacation periods) in the following circumstances set forth below. If an institution does not provide a meal to its student-athletes under such circumstances, a cash allowance may be provided (except for the permissible additional meal as described below), not to exceed the amount provided by the institution to institutional staff members on away trips:

- Student-athletes who are required to remain on the institution's campus for organized practice sessions or competition during the institution's official vacation period. If the student-athlete lives at home during the vacation period, the cost of room and board may not be provided by the institution, other than to permit the student-athlete to participate in team meals incidental to practice sessions; or,
- Student-athletes who return to campus during the institution's official vacation period occurring during a regular academic term (not including vacation periods between terms) from institutional competition. Under such circumstances, room and board expenses may be provided beginning with the student-athlete's arrival on campus until the institution's regular dormitories and dining facilities reopen. If the student-athlete lives at home during the vacation period, the cost of room and board may not be provided by the institution; or
- Student-athletes who return to campus during the institution's official vacation period between regular academic terms (e.g., summer-vacation period) from institutional competition that occurs at the end of the institution's playing and practice season or a segment thereof. Under such circumstances, room and board expenses may be provided for not more than a 48-hour period, beginning with the student-athlete's return to campus. If the student-athlete lives at home during the vacation period, the cost of room and board may not be provided by the institution

An institution may provide an additional meal (as opposed to the cash equivalent) to student-athletes to meet nutritional needs as a benefit incidental to participation during each day of any vacation period, provided the student-athlete is required to remain on campus to be involved in practice or competition.

The Office of Compliance must approve the above student-athlete meals/per diems request. To make this request, please use the *Vacation Period Meal Request* spreadsheet that is provided by the Office of Compliance. The list of student-athletes must be alphabetical by last name and the

section on meal/per diem daily meal plan must be completed. Please attach this form to the cash advance request form.

## **176. Individual Travel Procedures**

### **176.1. Arrangements**

All Individual Travel arrangements may be made through the Department of Athletics approved travel agency using procedures as set forth by both the Department of Athletics and the travel agency. If the individual has a ProCard, they can arrange their own travel or use the travel agency. All travel arrangements should be made either through the travel agency or via individually assigned University ProCards. Individuals traveling on official business who are not provided a courtesy car, or a stipend will be reimbursed at the existing State reimbursement rate (currently \$0.585 per mile) for use of a private vehicle if no state vehicle is available for travel. Individuals provided courtesy cars or a stipend as a benefit of employment will be expected to use the car provided or their personal car, if provided a stipend, for all travel within a 250-mile radius of campus unless granted an exception by the Sport Administrator or the Executive Associate Athletics Director/Internal Operations.

An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business and in expending personal funds. Excess costs, circuitous routes, delays or luxury accommodations, and services unnecessary or unjustified in the performance of official business are not acceptable under this standard. Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience.

Effective July 1, 2016, all individual travel must be processed through the Online Travel Request System that can be accessed through Pirate Port. For step-by-step instructions, refer to the Travel Procedures Manual or contact the travel resource individual in the Athletic Business Office. A link to the manual can be found in the Resource Section in the lower right corner within the Travel Request System. For all individuals traveling off campus, each employee must complete, or have prepared for them, their own travel request form with prior approval to travel and appropriately recorded and documented receipts. Even if no funds are being requested, the approval to travel must be obtained prior to the trip.

Advances for individual travel are no longer available through the Athletic Imprest Fund. Individual travel advances will only be available through the Travel Request System. To be eligible for an advance, the employee must have a salary of \$50,000 or less. Travel advance requests cannot be submitted for less than \$200.00 and must not exceed 80% of the estimated cost of the trip. A travel advance request should be received by the Travel Office at least 14 calendar days before a traveler departs on their trip. If it is submitted any less than 14 calendar days prior, the Travel Office may not be able to process it before the traveler leaves. An online travel advance must be signed off in the Authorization section and the Expense and Budget Approval section before it is submitted to the Travel Office. The Travel Office will process a travel advance and a direct deposit or check will be issued no more than five working days prior to the date of departure. Advances must be deducted from the reimbursement request on the travel expense report that is to be submitted no later than 30 days after the travel period. No future travel advances will be processed until any open travel advances

are reconciled. Failure to submit a final travel reimbursement against a travel advance within 30 days of the return date is subject to the amount of the advance being paid back to the University through payroll deduction. Detailed instructions regarding travel advances can be found in the Travel Procedures Manual.

Rules governing travel associated with post season events, such as bowl games are covered by additional specific regulations. Two or more people cannot travel under one advance. For example, one person cannot pay for all the hotel rooms at a conference. The exception would be if two employees are staying in the same room, one may pay the bill and claim it on his/her expense report, while the other employee simply states on their expense report “stayed in same room with ...” Each employee must claim their own individual expenses.

## **176.2. In-State Travel**

The following rules and regulations govern in-state travel. The expense account to be used when the travel is processed is determined based on the traveler’s destination (in-state, out-of-state, or foreign). Staff (and coaches with the prior approval of the Sport Administrator), may be allowed one day of travel prior to the beginning of a conference and/or one day of travel after the conclusion of a conference. If more days of travel are requested for reimbursement, documentation must be attached to justify the extra travel days. If the justification is lower airfare, documentation from the Department of Athletics approved travel agency is required indicating the amount of money that would be saved. The amount of savings must be enough to justify all additional hotel and meal expenses that would be incurred.

### **176.2.1.NOTE: IF NO TRAVEL CASH ADVANCE WAS OBTAINED, COMPLETE ALL STEPS BELOW. IF A CASH ADVANCE WAS OBTAINED, BEGIN WITH THE 3<sup>RD</sup> BULLET POINT**

#### **The online Travel Request Form must be completed accurately**

- Complete Section One of the Online Travel Request Form in the Travel Request System that can be accessed through the Pirate Port.
- Section One is to be completed prior to the departure date. Be sure to put the departure time and date and return time and date in Section One. The traveler’s and the supervisor’s signatures and dates signed are also required prior to the departure date. If the travel involves recruiting, the form must be signed by the Office of Compliance. The Athletic Business Office approval is required as the final signature to complete prior approval.
- After the trip has been completed, complete the Online Travel Request Form
- Assistant coaches must have the head coach sign or initial their expense report, signifying that the head coach has seen it and approved the expenditures
- Head coaches must have his/her supervisor sign the expense report
- Lunch is not reimbursable on one-day trips. If the traveler departs prior to 6:00 am due to meeting time and travel time, the traveler may receive breakfast. If the traveler departs prior to 5:00 pm and returns home after 8:00 pm due to the time the meeting ended and the travel time home, the traveler may receive dinner reimbursement. Traveler’s and supervisor’s signatures are required in Section Two. If recruiting is involved, the requests must also be routed to the Office of Compliance for approval. All requests must be routed to the Athletic Business Office for approval

- The traveler is responsible for providing all necessary information, documentation, and receipts
- A copy of the airline itinerary, if applicable, must be submitted
- All receipts must be taped onto a full-size sheet of paper
- Receipts must be arranged in chronological order
- Original receipts and backup documentation are required with the travel reimbursement package. If originals are not available, please attach a signed and dated memo explaining why originals were not included in the travel package
- Any expenditure that was direct billed, paid by ProCard, or paid by direct payment from the University, must be listed on the form, but is not to be counted in the expenditure totals
- All receipts must be uploaded into the Online Travel System. The completed Online Travel Request Form must be printed, and the original receipts must be returned with the printed Travel Request Form. If any unexpended cash is remaining from an advance, please contact the Athletic Business Office
- Send all requests for reimbursement to the Athletic Business Office, allowing sufficient time for processing and submission to the Travel Office within the 30-day time frame
- Any travel funds received in the Travel Office 30 days or later past the trip end date must include a memo on letterhead stating the reason for the delay. The memo must be signed by the traveler, supervisor, Sport Administrator, Athletic Business Office, and Director of Athletics. Please allow adequate time for the Athletic Business Office and Compliance to process prior to their submitting the request to the Travel Office

### **176.3. Out-of-State Travel**

The following rules and regulations govern out-of-state travel. Staff (and coaches with the prior approval of the Sport Administrator), may be allowed one day of travel prior to the beginning of a conference and/or one day of travel after the conclusion of a conference. If more days of travel are requested for reimbursement, documentation must be attached to justify the extra travel days. If the justification is lower airfare, documentation from the Department of Athletics approved travel agency is required indicating the amount of money that would be saved. The amount of savings must be enough to cover all extra hotel and meal expenses that would be incurred

### 176.3.1. Steps to processing Out-of-State Travel

**NOTE: IF NO TRAVEL CASH ADVANCE WAS OBTAINED, COMPLETE ALL STEPS BELOW. IF A CASH ADVANCE WAS OBTAINED, BEGIN WITH BULLET POINT 3.**

**The Online Travel Request Form must be completed accurately.**

- Complete Section One of the Online Travel Request Form in the Travel Request System that can be accessed through the Pirate Port
- Section One is to be completed prior to the departure date. Be sure to put the departure time and date and return time and date in Section One. The traveler's and the supervisor's signatures and dates signed are also required prior to the departure date. If the travel involves recruiting, the form must be signed by the Office of Compliance. The Athletic Business Office approval is the final signature required to complete the prior approval
- After the trip has been completed, complete the Online Travel Request Form
- Assistant coaches must have the head coach sign or initial their expense report, signifying that the head coach has seen it and approved the expenditures
- Head coaches must have his/her supervisor sign the expense report
- Lunch is not reimbursable on one-day trips. If the traveler departs prior to 6:00 am due to meeting time and travel time, the traveler may receive breakfast. If the traveler departs prior to 5:00 pm and returns home after 8:00 pm due to the time the meeting ended and the travel time home, the traveler may receive dinner reimbursement. Traveler's and supervisor's signatures are required in Section Two. If recruiting is involved, the requests must also be routed to the Office of Compliance for approval. All requests must be routed to the Athletic Business Office for approval
- The traveler is responsible for providing all necessary information, documentation, and receipts
- A copy of the airline itinerary must be submitted
- All receipts must be taped onto a full-size sheet of paper
- Receipts must be arranged in chronological order
- Original receipts and backup documentation are required with the travel reimbursement package. If originals are not available, please attach a signed and dated memo explaining why originals were not included in the travel package
- Any expenditure that was direct billed, paid by ProCard, or paid by direct payment from the University, must be listed on the form, but is not to be counted in the expenditure totals
- All receipts must be uploaded into the Online Travel System. The completed Online Travel Request Form must be printed, and the original receipts must be returned with the printed Travel Request Form. If any unexpended cash is remaining from an advance, please contact the Athletic Business Office
- Send all requests for reimbursement to the Athletic Business Office, allowing sufficient time for processing and submission to the Travel Office within the 30-day time frame
- Any travel received in the Travel Office 30 days or later past the trip end date must have included a memo on letterhead stating the reason for the delay. The memo must be signed by the traveler, supervisor, Sport Administrator, Athletic Business Office, and Director of

Athletics. Please allow adequate time for the Athletic Business Office and Compliance to process prior to their submitting the request to the Travel Office

#### **176.4. Foreign Travel**

The following rules and regulations govern all foreign travel. All foreign travel must have the prior approval of the Director of Athletics. No airline tickets, registration fees, or travel advances will be processed until the Director of Athletics has approved the foreign travel. Currency exchange rates must be attached to the reimbursement form. Conversion calculations must also be shown on all backup documentation. Use the following [web address](#) for currency conversion

Prior to foreign travel, the traveler should contact the Office of Research Compliance Administration at 328-9473 to receive export control briefing.

##### **176.4.1.Steps to Process Foreign Travel**

**NOTE: IF NO TRAVEL CASH ADVANCE WAS OBTAINED, COMPLETE ALL STEPS BELOW. IF A CASH ADVANCE WAS OBTAINED, BEGIN WITH BULLET POINT 3.**

**The Online Travel Request Form must be completed accurately.**

- Complete Section One of the Online Travel Request Form in the Travel Request System that can be accessed through the Pirate Port
- Section One is to be completed prior to the departure date. Be sure to put the departure time and date and return time and date in Section One. The traveler's and the supervisor's signatures and dates signed are also required prior to the departure date. If the travel involves recruiting, the form must be signed by the Office of Compliance. The Athletic Business Office approval is the final signature required to complete the prior approval
- After the trip has been completed, complete the Online Travel Request Form
- Assistant coaches must have the head coach sign or initial their expense report, signifying that the head coach has seen it and approved the expenditures
- Head coaches must have his/her supervisor sign the expense report
- Lunch is not reimbursable on one-day trips. If the traveler departs prior to 6:00 am due to meeting time and travel time, the traveler may receive breakfast. If the traveler departs prior to 5:00 pm and returns home after 8:00 pm due to the time the meeting ended and the travel time home, the traveler may receive dinner reimbursement. Traveler's and supervisor's signatures are required in Section Two. If recruiting is involved, the requests must also be routed to the Office of Compliance for approval. All requests must be routed to the Athletic Business Office for approval
- The traveler is responsible for providing all necessary information, documentation, and receipts
- A copy of the airline itinerary must be submitted
- All receipts must be taped onto a full-size sheet of paper
- Receipts must be arranged in chronological order



- Original receipts and backup documentation are required with the travel reimbursement package. If originals are not available, please attach a signed and dated memo explaining why originals were not included in the travel package
- Any expenditure that was direct billed, paid by ProCard, or paid by direct payment from the University, must be listed on the form, but is not to be counted in the expenditure totals
- All receipts must be uploaded into the Online Travel System. The completed Online Travel Request Form must be printed, and the original receipts must be returned with the printed Travel Request Form. If any unexpended cash is remaining from an advance, please contact the Athletic Business Office
- Send all requests for reimbursement to the Athletic Business Office, allowing sufficient time for processing and submission to the Travel Office within the 30-day time frame
- Any travel received in the Athletic Business Office 30 days or later past the trip end date must have included a memo on letterhead stating the reason for the delay. The memo must be signed by the traveler, supervisor, Sport Administrator, Athletic Business Office, and Director of Athletics. Please allow adequate time for the Athletic Business Office and Compliance to process prior to their submitting the request to the Travel Office

#### **176.5. Recruiting**

In addition to the requirements imposed by the above provisions of the travel policy regarding in-state, out-of-state and foreign travels, if the activity involves recruiting of a prospective student-athlete, the following additional provisions apply:

##### **176.5.1. On-Campus Recruiting**

All recruiting activity performed by qualifying coaching staff members must be recorded in ACS monthly.

The Official Visit Summary (Form 05) must be used to document cash given to a student-host for entertaining recruits. The original copy of this form should be forwarded to the Office of Compliance and a copy attached to the expense report supporting the request for advance money.

When a recruit's meals are paid with an Athletic fund cash advance, the names of staff members and recruits receiving the meals must be listed on the front of the receipt, or if space is not available, listed beside the receipt.

A Purchase Requisition must be sent to the Athletic Business Office prior to the official visit with the name of the recruit, names of accompanying parents/guardians, and date(s) of room nights. Once a final invoice is received it will be sent to the head coach for his/her approval and returned to the Athletic Business Office for payment.

All incidental charges made at hotels or restaurants shall be the responsibility of the person making the charge, with the Athletic Department assuming no liability unless a purchase order was requested

## **176.5.2. Off-Campus Recruiting**

Online Travel Requests for approval of travel related to off-campus recruiting shall be routed to the Office of Compliance. The request must be made at least 48 hours prior to travel to allow for the processing procedure.

## **176.5.3. ACS – Logging Off-Campus Recruiting**

- Travel Request Authorization: An online travel request form must be completed and signed by the recruiter and the supervisor prior to engaging in any off-campus recruiting activities. This form must be submitted for approval to the Office of Compliance and then for processing by the Athletic Business Office
- The online travel request form must be submitted regardless of whether an advance is requested
- All permissible off-campus recruiting activity must be logged into ACS prior to the submission of the online travel request form
- Upon completion of the recruiting travel, the online travel request form is submitted to the Athletic Business Office for review and then it is forwarded to the Office of Compliance for approval. Please note that travel reimbursements will not be approved until the associated recruiting activity has been successfully inputted into ACS

If recruiting in multiple locations, please state what type of recruiting was conducted in each locale. Please state recruiting locations by day. If recruiting at an event, please provide printed information containing event name, dates, and location.

## **176.6. Guidelines for Specific Travel Situations**

### **176.6.1. Registration**

The traveler can submit a Purchase Requisition for a Direct Payment by the Athletic Business Office to the organization, or the fees may be charged to his/her departmental ProCard. Registration fees (competitions, conferences, etc.) are not paid from the Imprest Travel Fund. Please allow four weeks for the Direct Payment to be processed. Documentation must clearly show if a meal is included with any registration. If a meal is provided in the registration cost, whether that person attends or not, unless there was a meeting conflict or traveler has a note that they are under a doctor's care, the meal will not be reimbursed as per diem to the traveler. Regardless of how the registration was paid, please indicate the source on your Travel Reimbursement form. Also, please attach all back up documentation related to registration with the Travel Reimbursement.

### **176.6.2. Lodging**

Lodging should be booked through the Athletic Department's approved Travel Agency or may be booked by the individual if a University issued ProCard is utilized for payment. The hotel will be paid using the University ProCard. Upon arrival, the traveler will have to provide their own form of payment for incidental charges. Lodging is reimbursable at the single rate with a maximum rate of \$159.00, plus appropriate state and local taxes. The rate of \$159.00 is the maximum rate

that the Department of Athletics will reimburse the traveler unless special circumstances exist, and it has been approved in advance by the Sport Administrator or the Executive Associate Athletics Director/Internal Operations. The hotel bill must clearly note that the rate is the single rate. If the hotel bill does not clearly indicate that the rate charged is the single rate, the traveler must provide additional documentation to confirm the single rate. In cases where the double rate is less than or equal to the single rate, the double rate will be reimbursable if an explanation of these charges is written on the hotel bill showing the room rate.

In cases where two university travelers are sharing a room, one traveler should submit the original bill with their reimbursement request and the other should submit a copy of the bill. Both travelers should attach a note explaining that the room was shared, and each traveler must claim half of the room charge per night on their reimbursement. If one of the travelers actually paid for the room, they can be reimbursed the full amount. A note stating that fact should be attached to the expense report.

In cases where the university employee is traveling with their spouse or another individual and the double rate is charged, the single rate is the amount that will be reimbursed.

At check out, you will need to obtain a receipt for room and tax charges that has the last four digits of the University ProCard or the credit card to which the room was charged. The hotel bill must be itemized and indicate the rate per day including relevant taxes. A zero balance must be shown on the hotel bill. The receipt should be provided to the Athletic Department's approved Travel Agency upon return if that office booked the travel.

The original hotel bill is required as a receipt for reimbursement. If the original bill is not available, a memo explaining why the original is not attached must be included with the reimbursement request. The traveler should sign and date the memo. An e-mail to this effect is satisfactory as well.

### **176.6.3. Meals**

In accordance with the State of North Carolina Guidelines, the following are the per diem allowances for meals in effect as of the date of July 1, 2021): Please check for the current rates and guidelines [here](#).

Lunch may be reimbursed when it is pre-planned as part of the meeting agenda and is included in the registration fee. Lunch may be reimbursed when incurred as entertainment for a business purpose and appropriate documentation is provided.

**NO ALCOHOLIC BEVERAGES ARE REIMBURSABLE EXCEPT FROM FOUNDATION FUNDS. PURCHASES MUST HAVE A VALID BUSINESS PURPOSE AND APPROPRIATE APPROVAL.**

All meal expenses must be paid by the traveler and reimbursed on a Travel Reimbursement form. No meals can be pre-paid by the university unless they are included in a registration fee and a meeting is involved. Meals that are a part of a conference, meeting, etc. must be excluded from the subsistence expense on the travel reimbursement, even if the traveler did not participate.

A **continental breakfast** is not considered a full breakfast; reimbursement for breakfast is allowed. A **buffet breakfast** is considered a full breakfast; reimbursement for breakfast is not allowed. A **reception** is not considered dinner; reimbursement for dinner is allowed.

#### 176.6.4. Hotel Expenses

##### 176.6.4.1. Allowable Expenses

- Internet (with accompanying memo stating business purpose)
- Local phone only
- Parking
- Receipt must show the detail of all charges. A receipt that indicates “cash payment” is not sufficient
- Room
- Taxes

##### 176.6.4.2. Non-Allowable Expenses

- Hotel spa/fitness center
- Laundry services
- Long distance phone charges
- Movies
- Room service

#### 176.7. Other Travel Information

##### 176.7.1. Allowable Expenses (Receipts Required)

- Entertainment Meals (when not claiming per diem) – A detailed receipt must show the name of the business and location, the names of guests entertained, plus the payee’s name, along with the business purpose of meeting. The detailed meal receipts **MUST** list the actual meals purchased. For additional information, see “Tips” below
- Game admissions and programs
- Gas – For rental vehicles and university vans. Refueling at rental car agency is not permitted
- Parking charges
- Rental Vehicles: Reimbursement is not allowed for additional cost of insurance offered by vehicle rental agencies. This includes but is not limited to LDW (Loss Damage Waiver), CDW (Collision Damage Waiver), PAI (Personal Accident Insurance), SLP (Supplemental Liability Protection), etc. The University Travel policy specifically states that reimbursement is not allowed for such charges. The State of North Carolina Motor Vehicle Insurance policy insures rental vehicles up to a value of \$40,000 and rental trucks up to a value of \$60,000 without specifically having to report and add such vehicles to the policy. However, for any private passenger or truck rentals over these values, for any vehicle over 10,000 GVW(gross vehicle weight), or for any rental of 30 days or more, the traveler should contact ECU Risk Management and Insurance at 252-328-2010 to add coverage for the rental vehicle **before** renting the vehicle. Collision damage coverage is also provided by the State policy **unless** the employee is traveling outside of the United

States, Canada, Puerto Rico or territories or possessions of the United States. Personal Accident and other supplemental coverages are considered personal insurance and employees choosing to pay for this coverage will not be reimbursed

- Taxi/Shuttle to Hotel or conference center
- Tips – Tips for meals are allowable up to the State 20% maximum of total cost (food, drinks, and tax). You may be reimbursed up to a total of \$8.00 per trip for airport bags and/or hotel bags. Tips for taxi drivers are allowable up to 15% of the base fare. Private company bus drivers are limited to a maximum of \$50.00 daily for services provided. All other tips are not reimbursable
- Tolls (including any administrative charges)

#### **176.7.2. Non-Allowable Expenses**

- Alcohol
- GPA devices for rental cars
- In-room movies
- Maid tips
- Meals for University Transit bus drivers
- Newspapers
- Personal laundry
- Room service
- Snacks
- Tips more than 20%, including tax, on meals. See “Tips” in Section 3.7.1
- Traffic/parking violation/towing tickets
- Transportation to meal locations is not reimbursed unless it is for entertainment purposes
- Valet tips

#### **176.8. Convention/Clinic Travel**

If traveling to a convention or clinic, the traveler must attach to the reimbursement request a copy of the program outline or meeting agenda/itinerary. If this agenda/outline shows meals provided at no additional cost, there can be no claim for such meals and therefore no per diem for those meals will be allowed. This applies to all individual travel reimbursements. Should no agenda outline be provided, the traveler must declare a lack of agenda on the travel reimbursement form. Traveler may then claim normal per diem allowed under existing travel policy.

#### **176.9. Receipts**

All receipts must show complete payment information whether cash or credit/debit card. “Balance Due” or “Total Due” receipts are not acceptable. Zero balance receipts are required, and generic receipts are not acceptable.

**176.10. Rental Cars**

Use of vehicles provided by private rental car companies is restricted to the preferred vendors of the Department of Athletics (currently Enterprise and National car rental companies) unless otherwise approved by the Travel Office. Should a rental vehicle not be available from one of the preferred vendors, the traveler will be expected to use the services of the department travel agency to secure the most economical rental.

All vehicles that are rented in Pitt County, or surrounding counties, must have prior approval from the Associate Director of Athletics for Internal Operations or the Executive Associate Athletics Director/Internal Operations.

**176.11. Procedure for Use of Travel Agency Services**

The Department of Athletics has engaged the services of a designated travel agency, currently Anthony Travel, to secure the most economical travel for coaches and administrators. A specific written procedure which sets forth the specific steps that must be followed in using this service may be found in the Appendices and is labeled “Steps for requesting and booking travel”.