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**SUBJECT: INTERCOLLEGIATE ATHLETICS – GENERAL OPERATIONS**  
**GUIDE**

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- B. Injuries or illness not occurring during active practice or competition are not the responsibility of the University, and cost of medical care is a personal expense of the student-athlete.

**ARTICLE TWELVE**  
**THUNDERBIRD ATHLETIC CLUB**

The Thunderbird Athletic Club (TAC) is a support organization made up of individuals and organizations who raise and contribute funds or products to the Athletic Department. Under the Southern Utah Development Office, the TAC receives contributions for the purpose of supporting the activities of the Athletic Department and its student-athletes.

**ARTICLE THIRTEEN**  
**PERSONNEL POLICIES**

**Section 1. Affirmative Action**

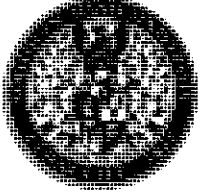
The University's Affirmative Action policy applies to operations of the Athletic Department. The policy is administered by the Affirmative Action Officer with the assistance of all University administrators.

**Section 2. Personnel Policies and Practices**

- A. The employment of coaches holding faculty status is governed by the provisions of University policies for faculty.
- B. The employment of all other staff employees in the Athletic Department is governed by the policies and procedures stated in staff policy documents.
- C. The Director of Athletics and all head coaches serve at the pleasure of the President and may be terminated without cause at any time. Assistant coaches serve at the pleasure of the Head Coach and may be terminated without cause at any time with the concurrence of the President.

**APPENDIX A**  
**ELIGIBILITY REQUIREMENTS AND TRANSFER RULES**

**Section 1. Eligibility Requirements**



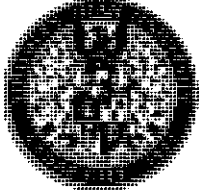
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**SUBJECT: INTERCOLLEGIATE ATHLETICS – GENERAL OPERATIONS**  
**GUIDE**

---

To maintain their eligibility and scholarship/financial aid/grant-in-aid the student-athlete must meet the requirements of the NCAA as well as the requirements of Southern Utah University as listed below.

- A. The student-athlete shall be enrolled for a minimum full-time program of studies which shall not be less than 12 semester hours. If the competition takes place between terms, the student-athlete shall have been so registered in the term immediately preceding the date of competition or, for an entering or returning student, shall be accepted for enrollment as a regular, full-time student for the immediate succeeding regular term. If the competition and/or practice takes place before the start of fall semester all freshmen and transfer students must be formally accepted at the university and meet all NCAA requirements for entering freshmen or transfer students before they can practice or compete. (NCAA manual Bylaw 14.1)
- B. In order for a student to become eligible or to remain eligible for intercollegiate competition, he/she shall be enrolled in an academic program leading to a recognized degree and shall be making normal progress towards graduation, both quantitatively and qualitatively. To be eligible for intercollegiate athletic competition, a student shall comply with SUU credit hour and cumulative grade point average (GPA) requirements (counting all acceptable college credits attempted) based on 4.00 grading system with 0=F, 1=D, 2=C, 3=B, 4=A.
- C. Entering freshmen must meet the NCAA Initial-Eligibility Clearinghouse requirements. To maintain eligibility they are expected to be in good academic standing (as determined by item D). First semester probation students may be given a hearing at the discretion of the Faculty Athletics Representative (FAR) to review eligibility and scholarship/financial aid/grant-in-aid. All student-athletes with consecutive second semester probations will lose eligibility and will be given opportunities for hearings to review continued eligibility and scholarship/financial aid/grant-in-aid.
- D. "Eligibility for competition for a midyear transfer student-athlete, for a student-athlete subsequent to the student-athlete's first academic year in residence, or after the student-athlete has utilized one season of eligibility in any sport at the certifying institution shall be determined



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**SUBJECT: INTERCOLLEGIATE ATHLETICS – GENERAL OPERATIONS**  
**GUIDE**

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by the student-athlete's academic record in existence at the beginning of the fall term or at the beginning of any other regular term of that academic year, based upon:

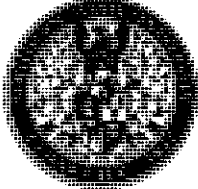
1. Satisfactory completion, prior to each fall term, of a cumulative total of academic semester or quarter hours equivalent to an average of at least 12 semester or quarter hours during each of the previous academic terms in academic years in which the student-athlete has been enrolled in a term or terms, OR
2. Satisfactory completion of 24 semester or 36 quarter hours of academic credit since the beginning of the previous fall term or since the beginning of the certifying institution's preceding regular two semesters or three quarters."

E. The student-athlete can lose their eligibility and scholarship/financial aid/grant-in-aid if: (NCAA manual Bylaw 15.3.4.1)

1. The student-athlete renders himself or herself ineligible for intercollegiate competition by not following the above academic criteria;
2. The student-athlete fraudulently misrepresents any information on an application, letter of intent or financial aid agreement;
3. The student-athlete engages in serious misconduct warranting substantial disciplinary penalty;
4. The student-athlete voluntarily withdraws from a sport for personal reasons.

**Section 2. Transfer**

- A. Junior College transfers must meet the requirement as stated in the current NCAA Manual. The grade point averages and units of credit earned are defined therein. In cases where the student-athlete is transferring with less than 30 units of work, SUU requires a high school transcript.
- B. Rules governing transfers from four year degree granting institutions are defined in the NCAA Manual.



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**SUBJECT: INTERCOLLEGIATE ATHLETICS – GENERAL OPERATIONS  
GUIDE**

---

**TRAVEL POLICY AND REGULATIONS -- INDIVIDUAL AND TEAM**

**Section 1. Application of Regulation**

Each member of the Athletic Department is responsible for compliance with SUU travel regulations. This policy summary applies to all funds disbursed by SUU for Athletic Department travel, regardless of the source of such funds. In the case of assistant coaches or other athletic department personnel, the immediate supervisor or coach also must approve the travel authorization and reimbursement. All travel authorizations and reimbursement requests must be approved by the Director of Athletics. Willful falsification of a travel authorization or reimbursement form will be cause for termination.

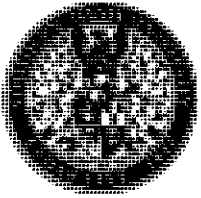
The University has a corporate credit card program with American Express. Members of the Athletic Department with good credit ratings are issued the cards as a convenience for University-related travel. The card holder is responsible and liable for the charges on the credit card. Reimbursement fraud will be cause for termination.

**Section 2. Definitions**

- A. "Travel" means a trip away from the SUU campus.
- B. "Travel time" means the amount of time away from SUU's campus.
- C. "Out-of-state" travel means a trip beyond the borders of the State of Utah.
- D. "End of trip" means when the person returns to SUU.
- E. "Travel authorization" means authority to travel on University business upon completion and approval of the authorization form.
- F. "Travel reimbursement" means application for payment of approved travel expenses at the end of trip.
- G. "Credit Card" means the corporate credit card issued to the full-time coach.

**Section 3. Procedure for Trip Requests**

- A. As a general rule, submit travel authorization form 12 days prior to the trip.



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**SUBJECT: INTERCOLLEGIATE ATHLETICS – GENERAL OPERATIONS**  
**GUIDE**

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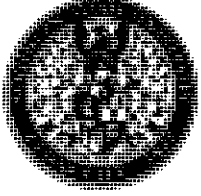
**NOTE:** Once the competition schedule is finalized, all team travel authorizations can be prepared and submitted.

- B.** The request for a state vehicle (if desired) must be made at the time the travel authorization is submitted.
- C.** A tentative trip itinerary must be made at the time that the travel order is submitted. If actual travel for the submitted travel authorization is not within the confines of the trip itinerary then only receipts for the itinerary will be accepted.
- D.** Travel must be within the limits as stated on the travel authorization. Reimbursements will only be made for travel expenses authorized on the travel advance and incurred during the requested time span.

**Section 4. Charges and Reimbursements**

- A.** Per diem will be paid according to the current allowable rate by the University.
- B.** The only expenses that should be charged on the credit card and that are reimbursable are meals, lodging, parking, entry fees, game tickets, taxi, bus telegrams, and telephone calls. Receipts must be presented for everything claimed. If someone is treated to a meal (coaches, players) on a trip then a receipt is needed to claim reimbursement for that expense.
- C.** Transportation: State-owned vehicles should be used whenever available. The state-owned vehicle will be charged to the budget of the requesting party at the current charge rate. Mileage on personal automobiles will be reimbursed at the current rate that is allowed. Courtesy vehicles will be reimbursed at the actual expenses incurred, receipts must be turned in for gasoline, oil and the necessary expenditures of transportation. Rental vehicles must be requested on the travel authorization and approved prior to the trip.
- D.** Frequent flyer credits and other reimbursements accrue to the athletic department not to individual sports or coaches.

**Section 5. Procedure Following Trips**



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**SUBJECT: INTERCOLLEGIATE ATHLETICS – GENERAL OPERATIONS**  
**GUIDE**

---

All receipts must be submitted within 48 hours after the trip or on Monday after the trip if on a weekend or the day following a holiday trip.

**Section 6. Out-of-State Travel**

- A. State-owned automobiles and personal-owned vehicles used for out-of-state travel while on official business must be approved on the travel authorization form.
- B. Rented or out-of-state courtesy vehicles are allowed for transportation.

**Section 7. Procedure for the Use of University Vehicles**

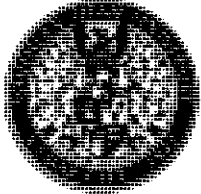
- A. Objective: The objective of the University is to provide maximum use of vehicles for authorized, official University business based upon the availability of vehicles.
- B. Regulations: Motor Pool has established criteria and procedures for using state vehicles. Athletics staff are encouraged to learn the regulations and comply with them.
- C. Personal Use of SUU Vehicles: Vehicles may not be used for personal activity.

**Section 8. Team Travel**

- A. Only team members, coaches, trainer, student managers, the team physician, publicity staff, and appropriate athletic department personnel (hereafter referred to as the team traveling unit) may be charged to a team travel authorization. Only the team traveling unit may be included in any hotel and restaurant receipts submitted for reimbursement.
- B. A list of the names of persons in the team traveling unit and their titles must be attached to each authorization requesting reimbursement for team travel.

**Section 9. Official Paid Visit of Recruits**

- A. NCAA rules govern how recruits are entertained and housed while on campus.
- B. The Athletic department arranges meals, lodging and air transportation (as needed and allotted by sport) for visiting recruits.



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**SUBJECT: INTERCOLLEGIATE ATHLETICS – GENERAL OPERATIONS**  
**GUIDE**

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- C. In the event that university facilities for prospective student-athletes are not available, then facilities must be used according to the list of allowable alternative facilities approved by the Director of Athletics.
- D. All meals must be authorized by the Associate Athletic Director, with receipts turned in to the Associate Athletic Director that includes the number of people served and the amount. Two coaches may accompany the recruit(s).
- E. Receipts from all other expenditures of recruiting visits must be turned into the Associate Director of Athletics following the official visit.
- F. Appropriate forms pertaining to travel and expenses for student visits must be obtained from the Office of the Director of Athletics. The completed forms are to be filed with the Director of Athletics.

**APPENDIX C**

**SOUTHERN UTAH UNIVERSITY ATHLETIC DEPARTMENT**  
**COURTESY CAR POLICY**

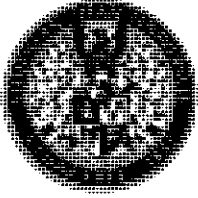
**Section 1. Approval of Courtesy Cars**

The use of courtesy cars (complimentary vehicles) by Athletic Department personnel for business purposes is viewed as a gift-in-kind to the Thunderbird Athletic Club. When travel expenses are reimbursed on the basis of actual use of gas, oil, and so forth, courtesy cars can provide substantial savings to the University. The University does not guarantee a courtesy car to any employee of the Athletic Department. It will, however, approve equal opportunity for any member of the Athletic Department staff to negotiate with regional or local automobile dealers to provide such courtesy cars in exchange for benefits to the dealers stipulated in Section 4. All such individual arrangements are subject to approval by the Director of Athletics. Responsibilities of the assignee for such cars and limitations for their use are also set forth in Section 2. A list of Athletic Department personnel using courtesy cars will be submitted quarterly to the Development Office.

**Section 2. Responsibility of Coach or Staff Member**

The coach or staff member using a courtesy car must abide by the following:

- A. The coach or staff member must keep the car clean and in good appearance.



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**SUBJECT: INTERCOLLEGIATE ATHLETICS – GENERAL OPERATIONS**  
**GUIDE**

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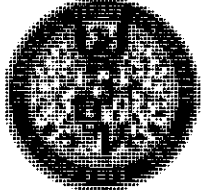
- B. The coach or staff member is responsible for repair and payment of any damage done to the car by accident or negligence. This will include paying the deductible amount on collision insurance in the event that repair costs are more than the deductible amount.
- C. When the car is returned to the dealer for exchange, it will be clean inside and out.
- D. The automobile will be returned to the dealer at the agreed-upon mileage for exchange.
- E. If the dealer desires, the car will be returned to the dealership for periodic checks.
- F. The car is provided for the use of the coach or staff member and should not be driven by a family member except in emergency.
- G. Dealer stipulations on mileage, maintenance and care will be the responsibility of the coach.
- H. A log will be maintained in the vehicle to record University and personal use. Personal mileage is taxable income, according to IRS regulations.
- I. When the vehicle is turned in or each quarter, the log will be turned in to the Controller's Office.

**Section 3. Insurance Coverage on Courtesy Cars**

The University will provide insurance coverage on courtesy cars provided for members of the Athletic Department if the vehicle is properly licensed according to State risk management regulations. (Dealer plates do not constitute proper licensing.) Individuals who use vehicles with dealer plates must provide the dealer written evidence of collision, comprehensive, and liability insurance on the vehicles promptly upon assignment of such vehicles. The liability insurance limits must be a minimum of \$100,000/\$300,000 for bodily injury and property damage, and \$100 deductible for collision.

**Section 4. Benefits to Automobile Dealers in Courtesy Car Program**





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**SUBJECT: INTERCOLLEGIATE ATHLETICS – GENERAL OPERATIONS  
GUIDE**

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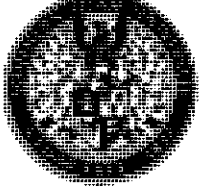
Receive the equivalent of a contribution which includes corporate sponsorship.

APPENDIX D  
ATHLETIC EQUIPMENT: PURCHASES, MAINTENANCE, RESPONSIBILITY

Section 1. Equipment and Equipment Management

The following policies and procedures are applicable to equipment owned by the Athletic Department and to management of the equipment room.

- A. Primary responsibility for storage, maintenance, security, and inventory of athletic equipment for the Athletic Department is vested in the head coach of each sport. Current inventories must be filed annually with the Associate Athletic Director.
- B. Student equipment managers will report directly to the appropriate head coach.
- C. Athletic equipment purchase requests must be initiated through and by the head coach or his designee.
- D. Under no circumstances are coaches to initiate purchases directly with vendors regardless of quantity. Unauthorized purchases become the financial responsibility of the individual placing the order.
- E. All items purchased with SUU funds become property of SUU.
- F. In determining what orders are to be placed, several items must be considered: last year's inventory, past experience, money available in each sport's equipment budget, and a projection of the number of athletes expected to participate in next year's program.
  1. Orders will be typed and will include the following information: quantity, brand name (if one is preferred), style, colors, and sizes. Lettering and numbering instructions will be given if applicable. Where possible, catalog numbers and current prices will also be stated. These orders will be signed by head coach of the sport. All coaches must apply the NCAA Constitution policy as it pertains to the use of commercial logos which may appear on wearing apparel.

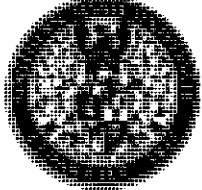


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**SUBJECT: INTERCOLLEGIATE ATHLETICS – GENERAL OPERATIONS  
GUIDE**

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2. Orders will be submitted to the Associate Athletic Director for processing and final approval. The head coach will notify the business office in writing as to which bid to accept.
  3. All unauthorized purchases that bypass the financial process shall be the sole responsibility of the coach.
- G. The Purchasing Office will give the Associate Athletic Director copies of purchase orders issued. These are kept in a current file for reference when goods are received.
1. New equipment is received following normal University procedures and is to be examined to see that it is in proper order. Quantity, style, sizes, colors, numbering and lettering must match specifications on the purchase order. Any deviation from the original order will be reported to the vendor and the Purchasing Office for correction.
  2. Goods received are checked in by circling each item received on the purchase order. The date received and the initials of the person checking in that item are written above that item on the purchase order for later reference.
  3. The equipment room will be responsible for expediting delivery of purchase orders from vendors.
  4. Copies of completed purchase orders are placed in files marked "Orders Closed" for each sport. These files are used for later reference.
- H. All equipment for each sport will be stored in one designated area, where possible.
1. Storage areas (shelves, cabinets, racks, etc.) will be labeled as to their contents.
  2. Only equipment in usable condition will be stored. All other equipment will be disposed of according to University regulations. No staff member will make verbal or written commitments to provide obsolete equipment to groups or individuals.



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**SUBJECT: INTERCOLLEGIATE ATHLETICS – GENERAL OPERATIONS  
GUIDE**

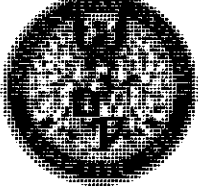
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- I. Equipment will be checked periodically to insure that it is in proper and safe working order.
  1. Clothing will be repaired or replaced when torn or worn.
  2. Uniforms and practice gear will be laundered when necessary.
- J. Within thirty (30) days after the end of a sport's season, an inventory of that sport's equipment and clothing will be taken by the head coach or his designee, listing the name of the item, whether it is new or used, and any other relevant information such as sizes or present condition. Only usable items will be listed.
  1. When the inventory is completed, one copy is forwarded to the Associate Athletic Director, one to the head coach of the sport, and one is retained in the equipment room.
- K. Only articles that are SUU property will be accepted for laundering. Athletic laundry facilities are not for personal use.
- L. The Student Equipment Manager will complete a check list for each sport. Before each trip, using his check list, he will consult with the head coach of the sport to ensure that correct and complete equipment is taken on the trip.
  1. Coaches are responsible for submitting travel lists one day in advance to allow the equipment room ample time to have travel gear available.

**Section 2.**

**Student Manager**

The responsibility for appointing student managers rests with the head coach, in consultation with the Associate Athletic Director. Student managers are responsible to the head coach.



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**SUBJECT: INTERCOLLEGIATE ATHLETICS – GENERAL OPERATIONS**  
**GUIDE**

---

**APPENDIX E**  
**GUIDELINES FOR THE ATHLETIC TRAINING PROGRAM**

The athletic training program at Southern Utah University is dedicated to the prevention, care, and rehabilitation of athletic injuries. The following guidelines will be adhered to:

**Section 1. Injuries and Treatment**

- A. All injuries must be reported to the trainer immediately. Student-athletes must arrive on time for all treatments, taping, and appointments.
- B. In case of injury or accident contact the Head Athletic Trainer. If for any reason the trainer cannot be notified of the occurrence of a serious emergency, contact Campus Public Safety for necessary action.
- C. All doctor's appointments are made through the trainer. Any costs incurred without proper authority will be the responsibility of the student-athlete. Medical costs of non-athletic injuries will also be the responsibility of the student-athlete.

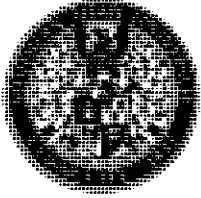
**Section 2. Policy for Injured Athletes**

- A. All athletes are expected to attend all meetings and practices unless specifically excused by the trainer and the coach. Injured athletes must report to the trainer daily. If an injury prohibits an athlete from practicing, he/she must receive treatment during practice time.
- B. Whenever deemed necessary, all incurred injuries should be examined by the team physician, not the school health services, in order that the team physician may provide advice on the extent of the injury and necessary treatment.

**Section 3. Athletic Physicals**

Pre-competition physical examinations are required for all athletes participating in any intercollegiate sport.

- A. It is the responsibility of the head coach of each individual sport to, through the Head Trainer, set up sports physical examinations. Each coach must notify the Trainer when athletes of his given sport are available for examination. This should be done as soon as a team



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**SUBJECT: INTERCOLLEGIATE ATHLETICS – GENERAL OPERATIONS**  
**GUIDE**

---

roster has been finalized (1 month prior to start of competitive schedule.)

- B. Each coach must give the Trainer a full list of names of all athletes who are to be cleared for participation in their given sport.

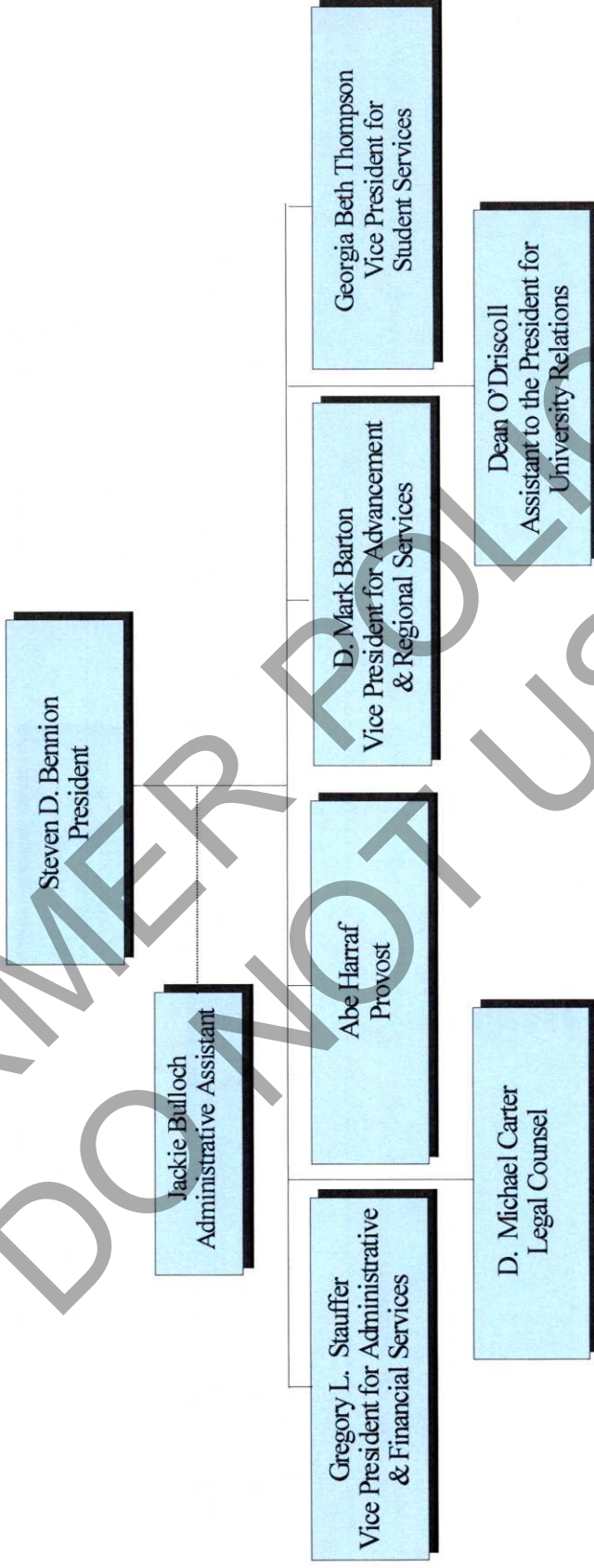
FORMER POLICY  
DO NOT USE

APPENDIX F  
FLOW CHARTS

FORMER POLICY  
DO NOT USE

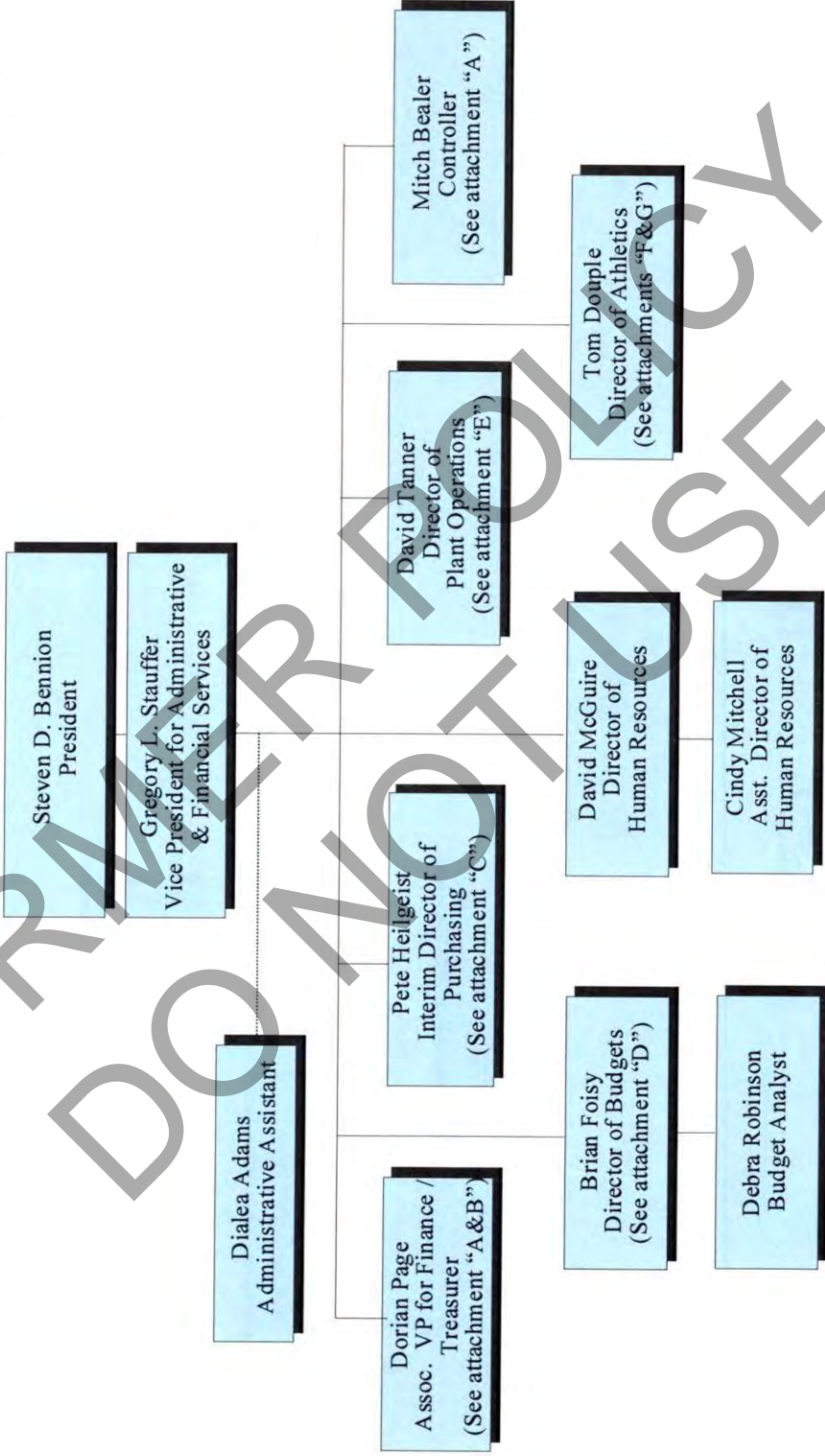
# Southern Utah University

## President's Council Organizational Chart



# Southern Utah University

## Administrative & Financial Services Organizational Chart

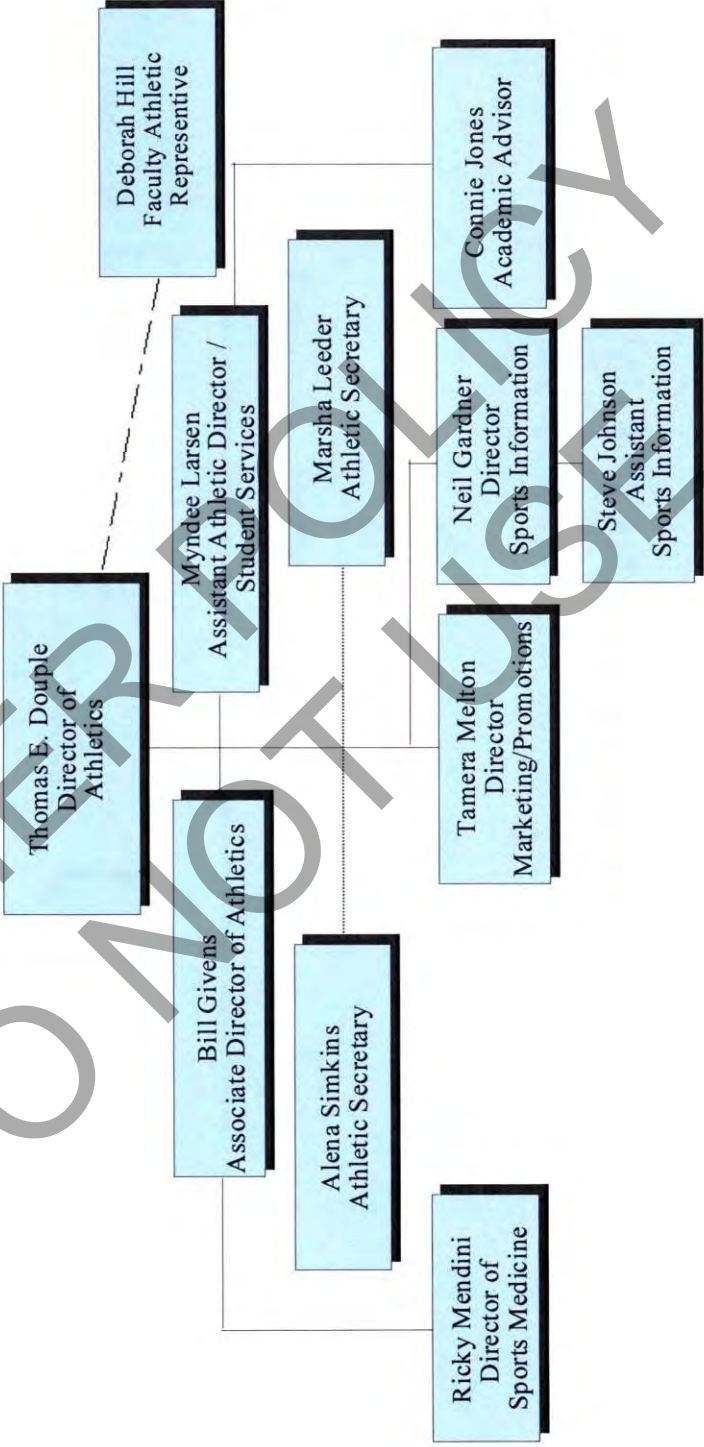




# Southern Utah University

## Administrative & Financial Services Organizational Chart

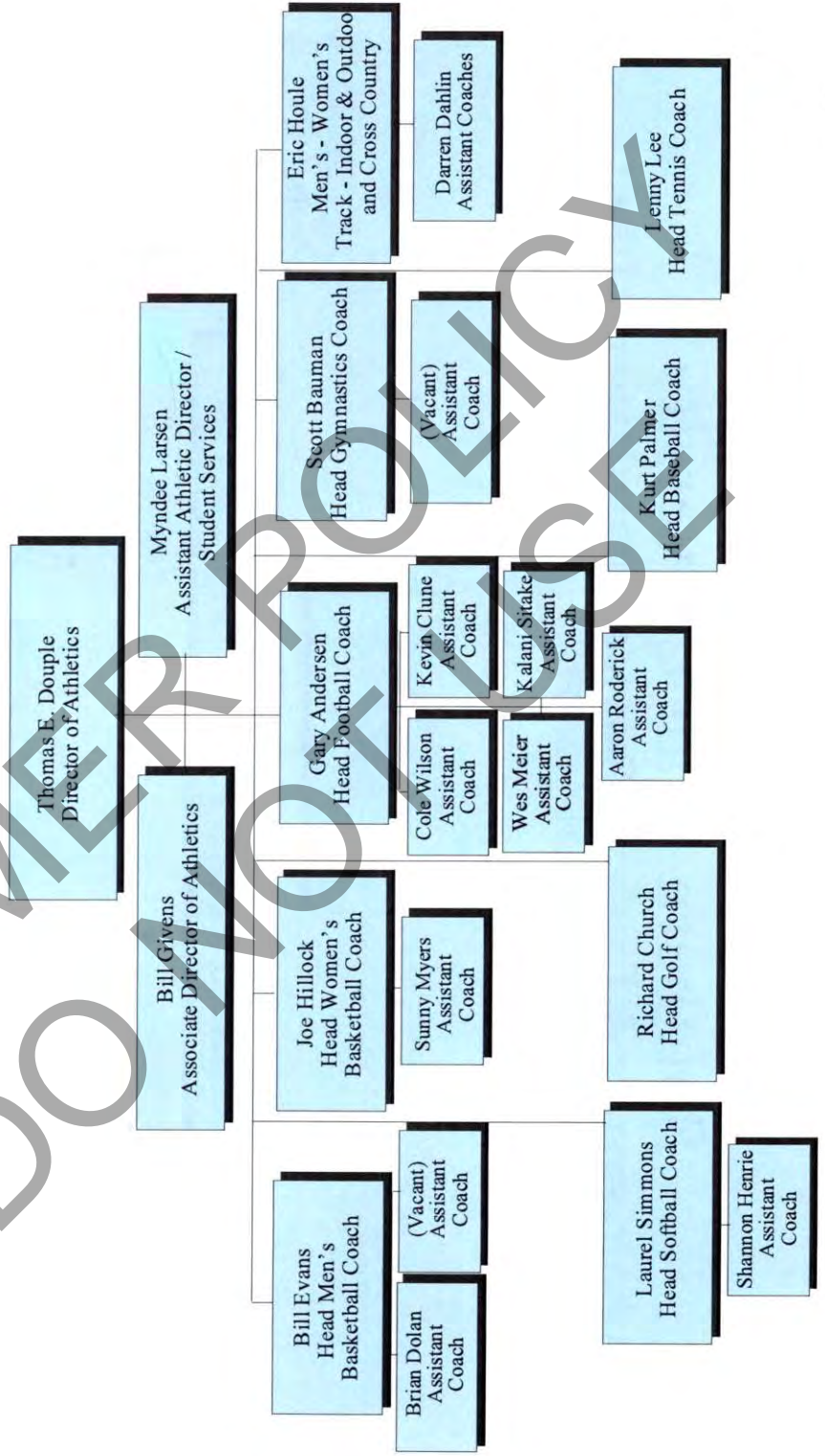
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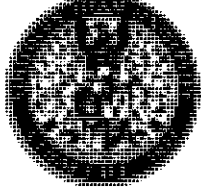


# Southern Utah University

## Administrative & Financial Services Organizational Chart

Attachment "G"





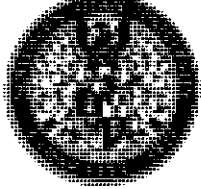
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**SUBJECT: INTERCOLLEGIATE ATHLETICS – GENERAL OPERATIONS**  
**GUIDE**

---

**APPENDIX G**  
**FINANCIAL-AID AWARD PROCEDURE**

- Section 1. Team Coaches**  
Coaches shall:
- A. Select athletes,**
  - B. Set award amounts,**
  - C. Prepare and issue Award Recommendations,**
  - D. Originate team rosters and give them to the Assistant Athletic Director.**
- Section 2. Assistant Athletic Director**  
The Assistant Athletic Director shall:
- A. Finalize team rosters,**
  - B. Serve as liaison with the Financial Aid Department,**
  - C. Supply to Financial Aid:**
    - 1. Team Rosters, including amounts and sources of awards,**
    - 2. Copies of Athletic Aid Recommendations,**
    - 3. Discontinued-aid lists,**
    - 4. Change-In-Aid Requests.**
- Section 3. Student-Athletes**  
Student-athletes shall:
- A. Sign and return award recommendations to the Assistant Athletic Director,**
  - B. Complete and file Federal Financial Aid Applications,**
  - C. Furnish Student Aid Reports and supporting documents to the Financial Aid Department,**
  - D. Sign Athletic Financial Aid Contracts and return them to the Assistant Athletic Director.**



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**SUBJECT: INTERCOLLEGIATE ATHLETICS – GENERAL OPERATIONS**  
**GUIDE**

---

- Section 4. Financial Aid Department  
Financial-aid personnel shall:
- A. Prepare and issue Athletic Financial Aid Contracts,
  - B. Prepare and issue Notices of Intent Not to Renew or to Reduce Support,
  - C. Evaluate financial-aid documents and package financial-aid awards,
  - D. Allocate athletic-aid amounts between budget categories,
  - E. Input awards into university computer record system,
  - F. Monitor awards to assure eligibility and regulatory compliance,
  - G. Supply to Assistant Athletic Director:
    - 1. Copies of Athletic-award work sheets,
    - 2. Athletic-aid reports

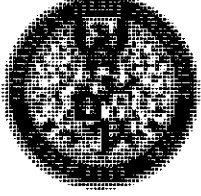
**APPENDIX H**  
**SPORTS CAMPS POLICY**

Section 1. Purpose of the Policy  
To set policy for sports camps operated as a contract-based service from separately incorporated coaches who agree to fulfill the purposes of sports camps as set forth below.

Section 2. Scope  
This policy applies to all sports camps sponsored by the Department of Intercollegiate Athletics.

Section 3. Purpose of Sports Camps  
Sports camps are sponsored by the Department of Intercollegiate Athletics for the following purposes:

- A. Advancing SUU and its intercollegiate athletic program among youth of elementary and secondary school age;
- B. Marketing of the University among prospective SUU students;
- C. Generating additional compensation for coaches and support staff;



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**SUBJECT: INTERCOLLEGIATE ATHLETICS – GENERAL OPERATIONS**  
**GUIDE**

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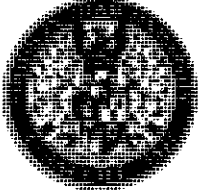
- D. Generating funds for the athletic department through collection of a camp fee and also to generate funds for campus auxiliary services and Cedar City businesses.

**Section 4. General**

- A. Sports camps will be held on campus, in University facilities, and should use the auxiliary services of SUU whenever possible. Under some circumstances, private housing may be used. The policies and procedures of all auxiliaries will be upheld by all sports camps personnel.
- B. As a general rule, camps should be offered during the months of June, July, and August, and must be authorized and approved by the Athletic Director and supervised by the coach sponsoring the camp.
- C. The basic operating philosophy will be to have camps that enhance the image, student recruiting, and public relations of SUU and of the athletic program.
- D. Sports camps must be conducted as a completely self-support enterprise, and the level of quality and professionalism should reflect positively on the institution.
- E. Literature produced for sports camps shall indicate both the name of the coach sponsoring the camp and the name of Southern Utah University, and shall be reviewed and approved in accordance with the publications guidelines of the University.

**Section 5. Format**

- A. Each coach may choose to sponsor a sports camp as a separately incorporated individual. Sponsoring a sports camp implies agreement with the purposes and procedures set forth in this policy.
- B. Coaches who wish to sponsor a sports camp will declare to the Athletic Director by January 1, each year:
  - 1. the number of camps desired;
  - 2. the preferred dates of each camp; and
  - 3. the number of participants expected at each camp  
(Scheduling must be done one year in advance in most cases.)



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**SUBJECT: INTERCOLLEGIATE ATHLETICS – GENERAL OPERATIONS  
GUIDE**

---

C. Responsibilities:

1. The Athletic Director will:
  - a. Coordinate with the Associate Athletic Director to compile a schedule of camps and notify each coach regarding the approved camp.
2. The Associate Athletic Director will:
  - a. Schedule the camp through the Campus Scheduling Office and coordinate with the Division of Continuing Education regarding housing, dates, and campus facilities.
3. The coach shall:
  - a. Establish rates or cost of service, equipment, or products.
  - b. Advertise the camp.
  - c. Collect fees, account for, and report number of participants, fees charged, and total gross receipts for the camp to the Athletic Director for approval and submit to the University cashier a copy of such approved report along with the deposit of the appropriate net fee according to the fee payment schedule, in Athletic accounts.
  - d. coordinate arrangements with Resident Living, Food Service, and other campus agencies, as necessary.
  - e. Assume responsibility for corporate, financial, and tax liabilities on income received. Net revenues and expenditures belong to the corporation.

Section 6. Fee Payment Schedule Charged by the University

- A. For any athletic department camp, the institution's liability insurance will be provided and all facility and athletic department equipment utilized, will be included as rental in the fee provided by each coach.
- B. A program fee of 2% of gross receipts or \$250, whichever is greater, will be paid to the appropriate sports camp account within thirty days of the conclusion of the camp.