



Universidad de Puerto Rico
Recinto Universitario de Mayagüez
JUNTA ADMINISTRATIVA

CERTIFICACIÓN NÚMERO 04-05-089

La que suscribe, Secretaria de la Junta Administrativa del Recinto Universitario de Mayagüez de la Universidad de Puerto Rico, **CERTIFICA** que en reunión ordinaria celebrada el 2 de septiembre de 2004, este organismo aprobó el siguiente ***POLICIES AND PROCEDURES MANUAL*** del **Departamento de Actividades Atléticas**, la cual forma parte de esta certificación.

Y para que así conste, expido y remito la presente certificación a las autoridades universitarias correspondientes bajo el Sello de la Universidad de Puerto Rico, a los diecinueve días del mes de octubre del año dos mil cuatro, en Mayagüez, Puerto Rico.


Joanne R. Savino
Secretaria

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Anejo



UNIVERSITY OF PUERTO RICO
Mayagüez Campus
Chancellor Office
Athletic Department

Policies and Procedures Manual

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Preface

This manual on policies and procedures has been prepared by the Athletic Department for the purpose of clarifying the policies set out by the department as they relate to individuals involved in the program. It is an overview of our policies and mission and is in no way intended to cover all questions, which may arise. Hopefully, it will clarify areas of maximum concern and give a better understanding of the objectives and procedures set forth by our department at the University of Puerto Rico at Mayagüez. In part it will provide all personnel with pertinent information relative to their respective duties and responsibilities and afford general information related to University regulations and procedures.

Within this context, the Athletic department operates its programs by requiring the trust and support of the institutional administration, student-athletes, coaches, the student body, and the faculty professors. The frame of responsibilities includes:

A. Institutional Administration

The administration established guidelines and programs delineated to pursue excellence and equality in all aspects of academic affairs, budget, financial aid opportunities, facilities, program offerings and education for student-athletes and the total student body.

B. Student-athletes

The student-athletes should delineate efforts to fulfill their roles as students and athletes accomplishing the excellence strived for by the general regulations of the University, the athletic program, and the student body. It is the responsibility of the student-athlete to cooperate fully with the University, his/her academic program and with athletic personnel in all educational matters.

C. Coaches

The coaches should look for the best training opportunities in their specific sports. They should insure the best attention and academic guidance for their student-athletes while seeking the well-being and social direction necessary for personal success.

D. Student Body

The Athletic Department has as one of its objectives to provide the university's student body with highly competitive athletic teams while they provide equal opportunities to all in becoming part of these teams. The student body must demonstrate respect and excellent behavior in following these teams.

E. Professors

The major purpose of the student-athlete at the University is to pursue an education of excellence and complete a baccalaureate degree. The Athletic Department has a sincere interest in the general welfare and academic development of every athlete. The program promotes the use of academic advisors and counselors by the student-athletes. In addition, the administration has designated a Faculty Athletic Representative to provide academic follow-up and a liaison among the students and the academic community. These strategies provide support in the highly stressful academic and athletic environment in which the student-athlete must perform.

F. The Athletic Department

The program is highly committed to the high principles and objectives of the University System, the "Liga Atlética Interuniversitaria" (LAI), and the National Collegiate Athletic Association (NCAA). All activities of the program will be governed by the rules and regulations of these organizations. It is the responsibility of the Athletic Department to insure that all the individuals involved in the program are treated with fairness and provided with equal opportunities to excel.

Overview

A. Mission

The Athletic Department at the University of Puerto Rico at Mayagüez has, as part of its mission, the promotion of student participation in intercollegiate sports as part of the total educational process at our university. The department also stimulates the academic and personal growth of the student-athlete and considers him/her an integral part of our student body and university life.

B. Objectives of the Department

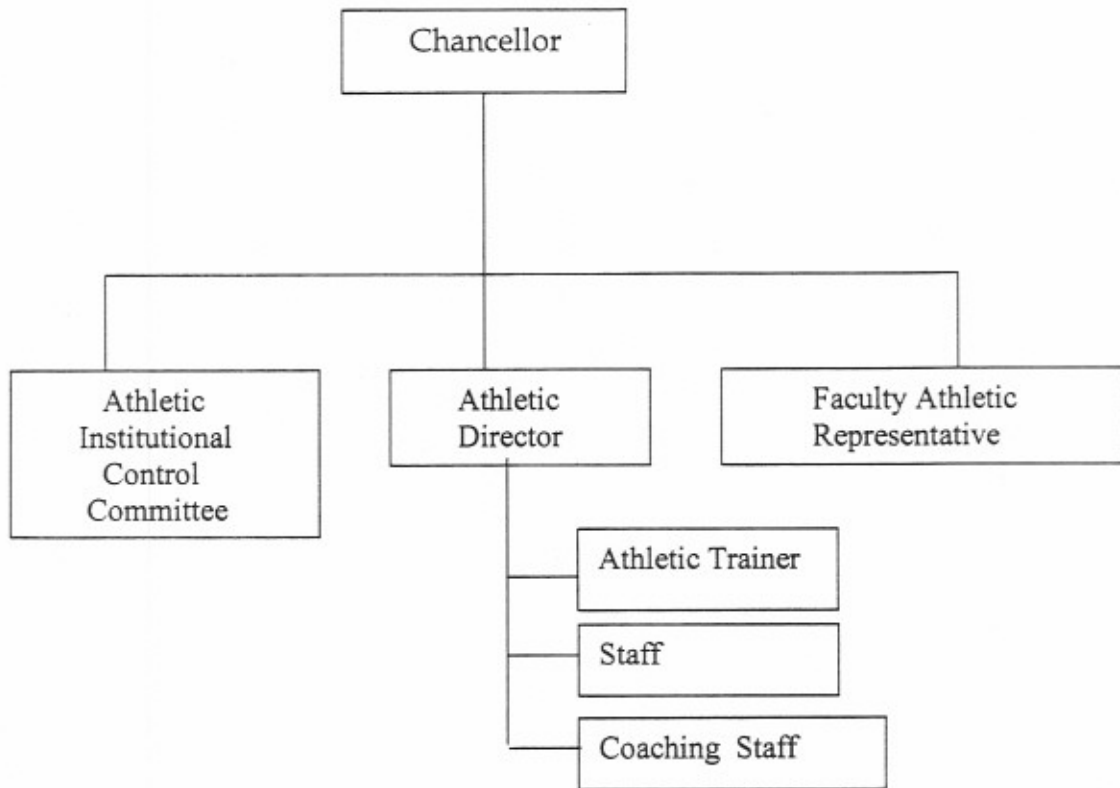
The participation in any collegiate sports program must be motivated by the search of educational, physical, social, and emotional benefits of its students and staff. The Athletic Department should provide an educational and moral environment that promotes the integral development of the population it serves. The Department must service all athletically qualified student-athletes without concern for their gender or race.

Some of the prime objectives are as follows:

1. Promote the academic and athletic development of its student-athletes.
2. Stimulate the student-athletes to complete a baccalaureate degree.
3. Provide proper academic and athletic monitoring.
4. Promote the physical and emotional well-being among its student-athletes.
5. Promote the environment for the growth and development of its students and staff.
6. Provide intramural activities for the general student population.
7. Provide a quality program open to scrutiny.

The Athletic Department follows the rules and regulations established by the University of Puerto Rico, the NCAA, and the LAI. These rules provide a guide for institutional control and order for the excellence of the program. The university community must base all actions taken in the program on just decisions open to scrutiny.

C. Organization



D. Sports Participation

Women's and Men's Sports

Basketball	Cross Country Running
Cheerleading	Judo
Softball	Swimming
Table Tennis	Tennis
Track & Field	Volleyball
Weight Lifting	

Men's Sports

Baseball
Soccer
Wrestling

Job Descriptions

A. Athletic Director

1. Reports directly to the Chancellor.
2. Directs and supervises the administration of the men's and women's athletic programs and all administrative, operational, and business functions of the Athletic Department in accordance with the policies and procedures established by the University guidelines.
3. Prepares the budgetary requirements and distributes allocations. Supervises the overall management and control of the approved fiscal year operating budget for the Department.
4. Recruits and provides for the selection, organization, and supervision of the staff. Delegates specific responsibilities to insure efficient and productive operation of all administrative, business, fiscal, and athletic activities of the department.
5. Oversees the compliance of all aspects of the athletic program with relation to the University, the LAI, and the NCAA rules and regulations.
6. Plans, develops, and consults with the Athletic Institutional Control Committee those specific policies, procedures, programs, and methods designed to implement general athletic philosophy and policies of the program to be recommended to the Chancellor.
7. Coordinates with the FAR for all meetings and academic monitoring.
8. Organizes, directs, and participates in activities which will promote the University and the Athletic Program.
9. Strives to enhance the communication and relationships with all parties who either directly or indirectly have some association with or interest in the Athletic Department.
10. Serves on committees representing the Athletic Department.
11. Supervises the scheduling of all intercollegiate athletic events.
12. Maintains effective liaison with athletic program across the country.
13. Oversees any fund raising activities of the department.
14. Assumes other duties, responsibilities, and relationships that may be assigned by the Chancellor.

B. Athletic Trainer

1. Responsible for carrying out the administrative policies as set forth by the Athletic Director related to the sports medicine section.
2. Coordinates with the Athletic director the selection of student trainers.
3. Supervises the work of the student trainers.
4. Responsible for the development and implementation of student-athlete records for the sports medicine section.
5. Responsible in cooperation with the equipment custodian for the evaluation of all medical and rehabilitative equipment.
6. Assists the Athletic Director in the preparation of the athletic medicine budget.
7. Scrutinizes the monthly budget summaries to develop priorities for the purchase of supplies.
8. Brings all expenditures and commitments to the attention of the Athletic Director to insure that funds are available.
9. Coordinates with the Medical Center all student-athlete medical problems.
10. Coordinates with the Athletic Director all medical services for the student-athletes.
11. Assigns the student trainers with sports coverage duties.
12. Administers the Athletic Training Room
13. Evaluates and provides rehabilitation to athletic injuries incurred by the student-athletes.
14. Submits a report every semester on the status of the athletic injuries and the functioning of the training room.
15. Performs additional related duties assigned by the Athletic Director.

C. Athletic Extracurricular Supervisor

1. Supervises athletic and recreational activities sponsored by the Athletic Department.
2. Submits reports on all activities supervised.
3. Assists in organizing athletic and intramural activities offered by the department.
4. Participates in the set up of all activities sponsored by the department.
5. Responsible for the equipment used in all sports activities under his/her supervision.
6. Aids in preparing any reports or information related to activities offered by the department.
7. Supervises student assistants.
8. Complies with the rules and regulations of the University, the LAI, and the NCAA.
9. Prepares intramural tournaments according to the areas assigned by the Athletic Director.
10. Assists in preparing budgetary needs related to his/her area of supervision.
11. Keeps an inventory on the equipment under his/her supervision.

D. Athletic Assistant

1. Reports directly to the Athletic Director.
2. Assists the Athletic Director in the preparation of reports, requisitions, and any other information required.
3. Assists the Athletic Director in administrative duties.
4. Serves as a liaison between the Athletic Department and other administrative offices of the institution.
5. Prepares travel plans within Puerto Rico.
6. Assists in overseeing all activities.

E. Faculty Athletic Representative

1. Reports directly to the Chancellor.
2. Responsible that all student-athletes comply with eligibility bylaws established by the NCAA and the LAI.
3. Requests periodic academic reports related to the progress and status of the student-athletes.
4. Responsible in ensuring compliance with relation to eligibility, financial aid, recruiting, and other benefits with regards to NCAA bylaws.
5. Participates in any institutional investigations related to rules violations.
6. Makes contact with student-athletes periodically to orient, advise and inform them about their rights and responsibilities.
7. Advises the Chief Executive Officer (Chancellor) in areas related to athletics and the NCAA.
8. Represents the Institution at the NCAA.
9. Participates actively in the Athletic Institutional Control Committee.
10. Informs the Faculty community on NCAA related business and bylaws.

F. Compliance Officer

1. Along with other university personnel, oversees and serves as a control for the compliance with the rules and regulations of the NCAA and the LAI.
2. Monitors all athletic programs related to NCAA objectives.
3. Identifies and reports to the CEO and the Athletic Director any situation related to non-compliance with NCAA bylaws so that appropriate action be taken.
4. Evaluates, investigates, and informs any possible cases of non-compliance.
5. Informs and surveys staff, student-athletes, and interest groups on the NCAA bylaws applicable to the program.
6. Overviews all personnel with relation to their role in rules compliance.
7. Coordinates all actions related to compliance.
8. Assists the Athletic Director and the CEO with administrative compliance related to the athletic program.
9. Represents the institution at meetings, seminars and conventions related to compliance in NCAA business.

G. Senior Woman's Administrator

1. Assists in the administrative duties related to the well-being of the female student-athletes.
2. Assists in the development and implementation of an action plan that promotes equity.
3. Serves as a spokesperson on the needs and interest of the female contingency in the Athletic Program.
4. Serves as advisor to the SAAC.
5. Assists in rules education and compliance among student-athletes, coaches, and staff.
6. Analyzes all sport related subjects where women are concerned.
7. Represents the institution at seminars and meetings related to rule compliance.

H. Head Coach

1. Responds directly to the Athletic Director.
2. Arranges in conjunction with the Athletic Director the following: scheduling of games and practices, budgeting and purchase of equipment, travel arrangements, gathering and distribution of sports information, and public relations.
3. Accompanies the team to all competitions.
4. Maintains complete and adequate records, statistics, and other information of the student-athletes.
5. Supervises all personnel involved with the team.
6. Responsible for the selection, distribution, maintenance and care of all equipment issued.
7. Provides technical expertise and sound educational methods so as to aid the student-athletes in improving their performance.
8. Maintains self-control in all institutional activities.
9. Organizes, supervises, coordinates, and evaluates practice sessions and related activities with attention to the student-athlete's academic, mental and physical well being.
10. Responsible for the conduct and welfare of all staff associated with their sport.
11. Participates in Athletic Department functions.
12. Maintains effective interpersonal relationships with students and staff.
13. Uses appropriate means of motivation emphasizing values and acceptable behavior.
14. Keeps informed of modern trends in their sport.
15. Keeps in contact with area high school coaches for the recruitment of prospects.
16. Follows all NCAA and LAI rules and regulations related to recruitment, financial aid, practice sessions, eligibility, and general conduct.

17. Scouts opponents when necessary.
18. Follows University standards related to admissions, academic progress, conduct, and other procedures.
19. Checks regular class attendance and academic progress of the student-athletes.
20. Counsels the students and assist them in getting further aid.
21. Reviews with the squad the rules on eligibility for participation.
22. Reviews NCAA and LAI rules regularly.
23. Assures that people of 'athletic interest' are knowledgeable on rules and regulations.

I. Assistant Coach

1. Reports to the Head Coach.
2. Assists and participates in daily practice sessions, contest preparation, competition, and off-season training.
3. Engages in scouting opponents.
4. Prepares and participates in clinics.
5. Performs other duties required by the Head Coach.
6. Evaluates individual performances, assists individual team members in improving their performance, and makes recommendations to the Head Coach regarding participation.
7. Responsible for all NCAA and LAI rules and regulations.

J. Secretarial Staff

1. Performs all secretarial services of the Athletic Department.
2. Answers the telephone and questions of students, faculty, and the community.
3. Arranges appointments for the staff.
4. Arranges meetings, reservations, and travel.
5. Records, transcribes, and duplicates the minutes of department meetings.
6. Files of correspondence.
7. Receives, distributes, and provides information.
8. Greetings to visitors.
9. Prepares reports, vouchers, forms, letters, or special documents.
10. Performs incidental inputting, recalling, and updating of information.
11. Performs other related duties of the position.

Procedures

A. Admissions

The University of Puerto Rico at Mayagüez admits its students using an admissions index derived from the result of the College Board Test and the GPA earned from their high school studies. Each academic department establishes its Minimum Admission Index based on the desired academic preparation and the number of student space that is available. All students are admitted into a baccalaureate degree program. The Admissions Index of each department is certified and established by the Administrative Board of the University. The academic departments belong to one of four Colleges: Agriculture, Business Administration, Engineering, and Arts & Sciences.

All students that get admitted to the University of Puerto Rico at Mayagüez must comply with the minimum Admissions Index of their chosen department of study. To learn about the process and their option, students must contact the Admission's Office. The Admission's Office is in charge of the following activities.

1. Receive and process all applications according to the eligibility criteria.
2. Offer orientation regarding the eligibility criteria.
3. Compile, maintain, and update statistical data regarding admissions and serve as a facilitator to the academic community that needs this information for tuition evaluation and other reasons.
4. Enforce University admission's regulation.
5. Serve as a consultant to the Administrative Board regarding admission indexes.

B. Financial Aid

All Financial Aid reviews and distributions are processed by the Financial Aid Offices of the University of Puerto Rico at Mayagüez under the administrative programs thereof. The Athletic Director meets with the Director of the Financial Aid Office for processing and evaluation of all aid received by the student-athletes.

Student-athlete's parents or legal guardians are responsible of all expenses of their siblings' college education. There are, however, various means of financial assistance available to the student-athlete. As per NCAA bylaws, a student-athlete shall not receive any financial aid other than those administered by the institution if the aid has any relationship whatsoever to their athletic ability. Financial aid awards should not exceed the cost of attendance (tuition and fees, room and board, books and supplies, transportation, and other expenses). Grant-in-Aid refers to the maximum amount of institutional aid that a student participating in intercollegiate athletics can receive as established by NCAA Legislation (tuition and fees, room and board, books). The student, if qualified, may be awarded and athletic grant-in-aid, work-study, PELL allocation, and various other institutional or private awards.

❖ Types of Financial Aid

Athletic Grant-in-aid

The Coach will meet with the Athletic Director on a yearly basis to determine the number and type of aid available by sport according to NCAA bylaws and the Athletic Department's budgetary allowance. The type of Athletic Aid available is either, tuition and fees, room, board, or a combination of these. After each Coach is informed of the allotted amount of aid available for his sport, he/she will inform the Athletic Director of the distribution of the aid amongst his/her athletes with the proper justification.

An Athletic Grant-in-Aid contract is awarded for one term or a maximum of one year. The student-athlete may have this award renewed each term or yearly during the time he/she is a regular (full time) student as an undergraduate with eligibility remaining according to NCAA rules. The student shall be informed of and shall receive an athlete financial aid agreement and renewal/no renewal letters from the Office of Financial Aid on or before July 1 prior to the new academic year.

The awarding, termination, or reduction of an athletic grant is made on the recommendation of the Coach. Non-renewal or reduction must be based on the conditions set forth by the NCAA regulations. Recommendations for termination or reduction are addressed to the Athletic Director.

If the Institution decides not to renew or reduce the athletic grant for the ensuing academic year, the institution shall inform the student-athlete of the decision and provide the opportunity for a hearing on the matter before the agency making the award. The Financial Aid Office shall establish reasonable procedures for a prompt hearing and will not delegate

the matter to any other office. Due process shall be offered. Hearing results and recommendations shall be forwarded to the Athletic Institutional Control Committee.

Federal and State Grants

All students should apply for financial aid to state and federal programs to determine their eligibility and their need. PELL Grants, SEOG, Merit (Honorary Academic Awards), State, and Military awards and loans are exempt from NCAA regulations. All other financial aid moneys including employment earnings and grants, which are athletically related, are countable by the NCAA total admission allocation.

C. Eligibility Certification

Procedures for determining satisfactory progress of student-athletes for competition in NCAA events have been established by the Registrar's Office and the Athletic Department. These procedures were derived following University and NCAA rules and regulations.

- The Athletic Director forwards a list of student-athletes by sport to the Registrar's Office at the beginning of each semester.
- The Registrar's Office reviews satisfactory progress and academic standing of the student-athletes to determine academic eligibility according to Bylaw 14.4 using the **Worksheet for Certifying Satisfactory Progress and Continuing Eligibility**. The requirements according to Bylaw 14.4 are as follow:
 1. Student-athletes must maintain good academic standing to be eligible for intercollegiate competition [Bylaws 14.01.2.1 and 14.02.5]. Student-athletes on academic probation cannot participate.
 2. After their first year of residence (or term of residence for a midyear transfer student) or their first season of competition, student-athletes who wish to compete must meet the following eligibility requirement based on their academic record at the start of the fall term. The student-athlete must:
 - Be enrolled in not less than 12 semester hours and have; satisfactorily completed a total number of academic credit hours equal to an average of at least 12 credit hours per term for each term enrolled, or satisfactorily completed 24 semester or 36 quarter hours since the beginning of the previous fall term.
 - Seventy-five percent of the hours earned used to meet satisfactory progress must be earned during the regular academic year; no more than 25 percent of those hours may be earned during the summer.

The Registrar and the Athletic Director discuss the result of the evaluation of satisfactory progress and academic standing of the student-athletes. The Registrar submits the report of eligibility to the Athletic Director and any other pertinent official.

D. Academic Supervision

Once student-athletes are admitted to the University of Puerto Rico at Mayagüez, they must report to a freshmen orientation week during which they undergo procedures with the rest of the freshmen student body. During this time they receive orientation from their academic department heads, general counselors, and the Athletic Director. They also take placement exams, register for classes, and acclimate themselves for the semester term to come.

Students admitted at the University of Puerto Rico at Mayagüez enter a degree oriented program and are assigned academic advisors who guide them in the completion of their degree. Registration is monitored by the academic departments. The Athletic Director and the Faculty Athletic Representative (FAR) orient the student-athlete on the credit hours and satisfactory progress requirements necessary for eligibility. The FAR continuously monitors GPA and credit completion. Additionally, the FAR distributes a semester academic progress report to be completed by the professors of student-athlete's on-going courses. Any student-athlete who has academic problems will be interviewed and referred to the appropriate university service for additional orientation and aid. These include the academic advisor, the University Counseling Center, the different tutoring services offered by Academic Departments, and the Psychological Services offered by the Office of the Dean of Students. These services are offered to the student body as a whole.

F. Disciplinary Actions

Permanent status staffs are subject to University Labor Regulations determined through collective bargaining. Procedures for evaluation and disciplinary actions are established and presented elsewhere.

Coaches are considered temporary staff and are supervised directly by the Athletic Director. The Athletic Director will evaluate their performance in a yearly fashion for possible contract renewal. Additionally, student-athletes will evaluate the coach's performance at the end of the academic year through the use of a **Coach's Evaluation Questionnaire**. Any alleged grievance that is presented during the on-going year will be evaluated following the procedures presented in the *Disciplinary and Grievance Procedure of Coach's Conduct*.

Minor student-athlete disciplinary actions will be the responsibility of the Coach of the sport practiced by the student. Major infractions will be evaluated following the *Grievance Procedure for Student-athlete's Conduct*.

F. Recruiting

Recruiting is an indispensable element in the success of any athletic program. The Athletic Department stands for a commitment to achievement in every phase of the student-athletes' life. This commitment begins on the first recruiting contact and prevails throughout the association between student and department.

Recruiting Guidelines

1. Believe in a strong compliance program
2. Know the rules and regulations of the LAI and the NCAA particularly those related to eligibility and recruiting.
3. Be sure that people of "athletic interest" (contributors, fans, alumni) are aware of the recruiting rules. Any time they contact any athlete or assist in any way in the recruitment they are classified as people of "athletic interest" and, as such, the department is held accountable for their actions.
4. Regular meetings with the coaches and staff will be conducted by the Athletic Director and the Faculty Athletic Representative to review the rules.
5. All coaches of NCAA sports will take the Coach's Certification Exam offered by the NCAA during the month of May. The coaches must pass the exam to be able to recruit prospective student-athletes.
6. Because the rules are often complex, the authorized personnel should contact the national offices for rules interpretation.
7. Any coach or staff member knowingly breaking the rules in an attempt to gain recruiting advantage will be disciplined by the Athletic Department and may include termination of contract.

Administration

A. Travel

The Athletic Director or his Assistant will arrange travel within the island of Puerto Rico once the scheduling of competitions is established at the beginning of the academic year. All travel arrangements will be made using University vehicles and, only in extreme situations, will rented vehicles be used. Purchase of food on extended trips will be calculated using the amount allocated by University administrative rules and will not exceed the permissible amount established. Arrangements for overnight stays will be processed through University regulations by submitting three bids on the cost of the stay and the University will select the hotel.

Travel outside the island will be arranged by the Athletic Department in conjunction with the assistance of the coach of the sport, which travels. Airline tickets and hotel selection will conform to University regulations for selection of sites and purchase of trips according to the lowest bidder. Food purchase will be based on the permissible monetary allotment for trips outside the island. Any funds that are not used will be returned to the University funds.

B. Budget

The annual budgetary request is submitted on November of the previous fiscal year. Requests are based on an analysis of the expenses related to travel, purchase of equipment and materials, salaries, compensations, office needs, maintenance contracts, and other miscellaneous needs that might arise. The budget petition discussed with the appropriate administrative officials and justified to the last penny.

Budget allotment is distributed in July of the fiscal year. The Athletic Director will distribute the funds according to his/her proposal and to the funds allotted. The distribution is divided in to basic areas; salaries and compensation, and operational costs. Any funds remaining at the end of the fiscal year will be compromised in the purchase of equipment or materials for the next fiscal year through an accounting process permitted by the University rules.

The Athletic Department has been assigned by the University Budget Office various accounts where outside funds are deposited as donations to the Athletic Department. These funds are perpetual in nature and can be utilized throughout the year. General accounting reports on expenditures and donations are made on a yearly basis. The Athletic Director will be the person responsible if any accounting errors are reported.

C. Scheduling

Scheduling for competition within the LAI league is determined at the end of the academic year prior to the next year of competition. Scheduling dates, sport's participation, and teams to compete against are determined at this time. Coaches meet with other team coaches by sport to prepare the scheduling. The Athletic Directors and administrators of the league will then approve the scheduling. Changes can only be made with the approval of the parties involved.

Scheduling for competition outside the island with Division I or II teams will be arranged between the coaches of the respective teams and approved by the Athletic Director. Competition is determined by the NCAA rules and the availability of funds for travel expenses.

D. Personnel Policies

Permanent staff is governed by personnel policies established through the University rules and regulations. These policies are determined by collective bargaining and are subject to approval by the University Board of Trustees and the union representing the university employees. These policies are presented elsewhere.

Coaches are governed by the term of their contracts and the responsibilities exposed in their contracts and presented previously. They must sign an agreement with relation to outside income and with relation to their knowledge of NCAA and LAI rules and regulations. Any disciplinary or grievance evaluation will be conducted following the procedures related to Coach's Conduct found in the Appendix.

All personnel must represent the University with the highest standards of conduct. Any deviance from this norm is against policy. The University does not take into account race or gender in establishing their personnel policies.

Other Groups

A. Student Athlete Advisory Committee

The mission of the SAAC is to enhance the total student-athlete experience by promoting student-athlete welfare and fostering a positive image. Also part of the mission is the integration of the student-athletes to the whole student body and the community in general.

The members of the campus SAAC have the opportunity to address issues affecting student-athletes at their institution. In order to do this they should:

- Promote communication between the Athletic Administrators and the student-athlete.
- Disseminate information related to their endeavors.
- Provide feedback and insight into the athletic department issues.
- Build a sense of community within the athletic program involving all athletic teams.
- Organize community service offerings.
- Create a vehicle for the student-athlete representation on campus wide committees.
- Promote a positive student-athlete image on campus.

The student advisory board is comprised of student-athlete representatives. One student-athlete is selected from each team and serves a one-year term. The delegates select the directive positions of the board. The president of the board is part of the disciplinary committee that investigates student-athlete's grievances.

B. Booster Clubs

The Club serves as the official fund-raising arm of the Athletic Department. Contributions will be solicited from the alumni and friends of the program in support of athletics. These contributions are deposited in a donation account assigned by the Budget Office of the University. The contributions are donations given by free will and no retribution is associated with these contributions. No other club will be permitted to solicit funds in the name of the Athletic Department.

In the interest of good public relations, and in order as to maximize the efforts of the Club, all athletic staff members should be prepared to attend meetings of this club as requested by the Athletic Director. The Athletic Director is the direct liaison with the club and will receive all funds.

The Athletic Director must make all solicitation of funds through the Club or directly. All funds will be deposited in a general donation account with proper recording and accounting of the gifts and their source. Gifts are limited to monetary amounts to be distributed by the Athletic Director to all sports sponsored by the University.

C. Athletic Institutional Control Committee

The mission of the AICC shall be to formulate policies for fostering and promoting the athletic interests following the rules and regulations of the University, the NCAA, and the LAI. The AICC will oversee, monitor, and evaluate all facets of the Athletic Department to ensure compliance of the rules and harmony with the philosophy and goals of the institution.

Duties

1. Revise the institutional policies regarding the development of the Athletic Department.
2. Monitor rules compliance of the NCAA and all the requirements for full incorporation.
3. Recommend institutional policy to the Chief Executive Officer regarding the Athletic Department.
4. Disseminate across campus information regarding the Athletic Department.
5. Monitor services and offerings related to the student-athletes like; scholarships, admission standards, registration, medical services, academic support and others.
6. Revise and analyze reports regarding rules violations, rules investigations and periodical audits.

Members

Athletic Director – Mr. Héctor Figueroa

Faculty Athletic Representative – Dr. Karen I. Soto

Senior Woman's Administrator – Prof. Marta Mora

Compliance Officer – Mr. Francisco M. Cintrón

Registrar – Mrs. Briseida Meléndez

Computer Center Assistant Director – Mrs. Sylvia Pabón

Director of Financial Aid – Mrs. Annie Rodríguez

Director of Admissions – Mrs. Norma Torres

Secretary – Mrs. Marilyn García

Appendix