



Northern Michigan University

Policies and Procedures Manual for the
Athletic Council

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I. General Roles and Responsibilities of the NMU Athletic Council

The Athletic Council is advisory to the Athletic Director and to the President of the University on matters pertaining to intercollegiate athletics. Final authority on changes of policy governing the operation of the intercollegiate athletic program rests with the President. The advisory and administrative responsibilities of the Council are:

1. To insure that the intercollegiate athletic program is conducted in conformance with the philosophy, rules and regulations of Northern Michigan University and the rules and regulations of intercollegiate athletic conferences and organizations in which the University holds memberships. (~~See Appendix I~~) (See NMU Student Code, NMU Athletic Code, NCAA Division I/II Manuals). **INSERT HYPERLINKS TO THESE**
2. To establish institutional eligibility rules with presidential approval and insure that student-athletes conform with these rules and those established by national intercollegiate athletic organizations and conferences in which the University holds membership. **????**
3. To approve all intercollegiate athletic schedules, taking into consideration the academic calendar of the University.
4. To review policies relating to student-athlete scholarships.
5. To approve recommendation for athletic awards and special athletic events. (~~See Appendix II~~) **(See Guidelines for Athletic Awards and Special Athletic Events)** **INSERT HYPERLINK TO THIS DOCUMENT**
6. To make recommendations regarding invitations to participate in post-season games or meets.
7. To appoint or elect members to Council standing committees each ~~September~~ **April** and establish ad hoc committees as the need arises.
8. To advise on special problems related to the operation of the intercollegiate athletic program.
9. ~~To make a written annual report to the President.~~ **review and provide suggestions for Athletic Council annual report prior to submission of the committees annual report to the President. FAR will draft initial report. FAR will submit annual committee report to the President prior to the end of each fiscal year.**

10. To review the budget for intercollegiate athletics in order to ensure that the budget support the program in conformance with Athletic Program Policy, and to make recommendations regarding the budget to the president.
11. To review the recruitment and selection procedures for Athletic Department personnel and to assist in the recruitment and selection process when called upon **???? Is this HR**. The Athletic Council will not be responsible for the evaluation of personnel in the Intercollegiate Athletic Program.
12. To assist the FAR in conducting exit interviews of graduating student-athletes.
13. Provide support to the university athletic department through attendance at scheduled athletic contests and events as schedule permits.
14. To participate on search committees for athletic department personnel as requested.

II. Roles and Responsibilities of the Athletic Council Chair/Faculty Athletics Representative

Faculty Athletics Representative (FAR) (Defined): The term “faculty Athletics Representative” derives from NCAA usage and denotes the perceived need on the part of the athletics programs. Thus, whether the individual is appointed by the chief executive officer or is elected by the faculty, those who hold this position are designated faculty athletics representatives. Faculty athletics representatives provide oversight and advice in the administration of an institutional athletics program. The working relationship between the chief executive officer and the faculty athletics representative is a critically important determinant of the effectiveness of the faculty athletics representative in contributing to the local control of the intercollegiate athletics program. (Faculty Athletics Representative Handbook, p. 9, 1998)

Relationship between FAR and CEO: The basis of this relationship should be a model of institutional control in which significant responsibilities for administration and oversight are assigned to the faculty athletics representative, as well as to the director of athletics. It is important that the CEO recognize that the range of activities and the scope of responsibilities of the faculty athletics representative elevate this position above the level of the typical faculty service appointment and it is recommended that those who hold this position have permanent tenure. Faculty athletics representatives are as effective as their CEO empowers them to be, both in terms of the responsibilities assigned and the

extent of institutional support provided. (Faculty Athletics Representative Handbook, p. 9, 1998)

To be an effective advisor, the faculty athletics representative must be knowledgeable regarding the athletics program and must develop time and attention required to attain this familiarity. To be useful in this role, the faculty athletics representative should have access to information regarding all aspects of the program. To ensure this access, the faculty athletics representative needs to carry authority from the CEO, and this authority should be recognized on all campus venues. (Faculty Athletics Representative Handbook, p. 10, 1998)

The duties of the Faculty Athletics Representative focus on administration, NCAA compliance and eligibility, student-athlete academic issues, and student-athlete welfare

1. Administrative Duties and Responsibilities

- a. Advise the President **monthly** on matters of intercollegiate athletics, providing a voice that reflects the traditional values of the faculty and which is rooted in the academic vision and mission of the institution.
- b. Serve as chairperson of the presidential committee, the Athletic Council.
- c. Represent the institution to the NCAA and to current athletic conferences to which the university affiliates (GLIAC, CCHA); serve as a delegate to the annual NCAA convention and attend any special meetings of the NCAA; serve as the institutions voting designee in the absence of the president.
- d. Serve as a member of institutional, conference, and NCAA committees that influence policies and procedures regarding athletics programs.
- e. Participate on search committees for senior athletics department administrators and head coaches.
- f. Conduct an annual evaluation of the compliance coordinator.
- g. Periodically review appropriate records to ensure that decisions related to admissions, academic advising, and evaluation of academic performance and the extent of academic support services is consistent with the primary academic vision and mission of the institution.
- h. **Participate in discussions that result in the creation of the athletics department budget and have the ability to request detailed information regarding the departments budget.**

i. Together with the athletics administration, ensure that appropriate standards of student-athlete conduct are established (for both on- and off-campus behavior), clearly communicated and consistently enforced.

j. Provide periodic reports regarding matters of academic integrity, academic preparation and performance of student-athletes, rules compliance or violations, and other matters related to the intercollegiate athletics program.

k. Review and approve final varsity team rosters and game schedules.

l. Serve as a voting member of the NMU Athletics Hall of Fame Committee.

m. Be available to conduct FAR responsibilities and duties during summer months as needed.

2. Compliance

a. Together with the president and director of athletics, develop a comprehensive plan for the institutional control of athletics and ensure that appropriate and explicit assignments of responsibility, authority, and **ACCOUNTABILITY** are made.

b. Assume joint responsibility with the director of athletics **and the department compliance coordinator** for ensuring compliance with all NCAA, conference and institutional rules; maintain oversight, **with consultation from the director of athletics and the department compliance coordinator**, of compliance-related activities undertaken within the athletics department and coordination of the compliance-related activities of campus units located outside the athletics department.

c. Monitor and assess, **in conjunction with the director of athletics and the departments compliance coordinator**, the effectiveness of the compliance practices of the athletics department.

d. Serve as a member of the athletics compliance committee.

e. **Oversee and administer coaches compliance certification examinations on an annual basis**. Ensure that all certifications for both initial and continuing academic eligibility have been performed correctly, and with adequate documentation.

f. Maintain current knowledge regarding the NCAA and conference rules related to academic eligibility, transfer requirements, and restrictions and enforcement procedures.

g. Attend annual regional rules seminars **(or participate in such events that are conducted via conference calls)**.

- h. Make requests of the NCAA staff regarding rules interpretations.
- i. Ensure that the institution has in place effective mechanisms for evaluating whether student-athletes have met all of the academic eligibility requirements for practice, financial aid and intercollegiate competition established by the NCAA, the conference, and the institution.
- j. Be involved in the preparation of requests for waivers or appeals from NCAA regulation or process; be involved in conference decisions regarding waivers of conference eligibility requirements, especially academic requirements. Any appeal to restore the eligibility of a student athlete shall be submitted in the name of the institution by the faculty athletics representative (or CEO or director of athletics). The faculty athletics representative (along with the CEO and director of athletics) must be a signatory of institutional appeals to the NCAA Administrative review panel. In addition, the faculty athletics representative must be part of any telephonic call regarding the Administrative Review Panel. (Faculty Athletics Representative Handbook, p. 7, 1998).
- k. Review periodic audits of the athletic department; conduct periodic reviews of the mechanisms used to monitor the hourly and weekly limitations on athletically related activities.
- l. Conduct periodic reviews of records for accuracy and to ensure appropriate and complete documentation.
- m. Participate in investigations in which minor, secondary, or major rules violations may have been committed; report all secondary and major violations to the NCAA; be involved in the preparation and review of written reports of infractions that are made to the conference or to the NCAA.
- n. The faculty athletics representative (or CEO, director of athletics, or senior woman administrator) must appear before the membership to the appropriate division to devent a request for a waiver of divisional membership criteria. (Faculty Athletics Representative Handbook, p. 7, 1998).

3. Education

- a. Contribute to the continuing education of faculty and other members of the university community by providing information and insight about NCAA or conference processes, pending legislation, or related issues.
- b. Report to appropriate university bodies regarding the operation of the athletics program. Serve as a member of the Presidents Council.

- c. Serve as a conduit of information to and from the faculty and the athletics program. Provide reports to the academic senate as deemed necessary.
- d. Participate in rules education efforts at Northern Michigan. Attend athletics department meetings. Participate in introductory meetings for all university varsity athletic teams.
- e. Ensure that individuals performing certifications are fully aware of relevant NCAA legislation and interpretations.

4. Student-Athlete Welfare

- a. Monitor and help maintain the personal welfare of student-athletes; review information regarding the academic well-being of the student-athlete.
- b. Promote balance between academics, athletics and the social lives of student-athletes, which affords opportunities to enjoy the full range of collegiate experiences available to student generally.
- c. Assume an advisory and reporting role with respect to the academic preparation and performance of student-athletes; ensure that academic services are available to student-athletes.
- d. Be aware of the academic credentials of the entering student-athletes, the academic attainment of continuing students and the rates at which student-athletes graduate from the institution.
- e. Have direct contact with student-athletes on a systematic and periodic basis; serve as an independent source of support and advice to student-athletes.
- f. Be alert to conditions that affect the health of student-athletes and ready to aid in referral to appropriate university resources.
- g. Participate in new student-athletic orientation activities.
- h. Facilitate student-athlete participation on athletics boards and committees.
- i. Meet on a regular basis with the Student Athlete Advisory Committee.
- j. Conduct and review the results of exit interviews with student-athletes.
- k. Coordinate the nominations process for NCAA post-graduate scholarships.
- l. Discuss conference schedules of contests to assess their impact on academic welfare of student-athletes.

m. Review travel and competition schedules to minimize missed class time for student-athletes.

n. Review athletics scholarship cancellations or reductions which might inappropriately limit opportunities for student-athletes to complete their degrees.

o. Attend end of season athletic award and recognition banquets as available.

III. Roles and Responsibilities of the Athletic Council Secretary

1. The Athletic Council Secretary will be elected annually by the committee membership. The secretary may serve consecutive terms.
2. The Athletic Council Secretary will serve as a member of the Executive Committee.
3. The Athletic Council Secretary will take minutes at all Athletic Council meetings and disseminated all minutes to the membership and the President in a timely manner.
4. The secretary will solicit agenda items from the membership prior to each meeting of the Council. The secretary will prepare and disseminate the agenda and all supporting materials at least THREE days prior to all Council meetings.

A. Standing agenda items will include:

1. Chair report
2. Secretary Report
3. Athletic Director Report
4. Compliance Officer Report
5. SWA Report
6. Financial Aid Report
7. Registrars Report
8. Executive Committee Report
9. Old Business
10. New Business
11. Good of the Order

IV. Roles and Responsibilities of the Athletic Council Executive Committee

1. The Executive Committee of the NMU Athletic Council will meet a minimum of one time in between the meetings of the full Council.

A. During Executive the Committee Meetings the committee will:

- a. Set the agenda for the next full Council meeting.
- b. Request documents and materials for next full Council meeting.
- c. Review and discuss items of interest to the NMU Athletic Council