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I. Introduction

1. Preface and Acknowledgements

This Athletic Department manual has been prepared by the Associate Athletic Director of Rajotte University, Shawn Rajotte, for the purpose of clarifying information on the University, its Athletics Department, the Tri-State Athletic Conference, the Fall 2024 season, and the policies and procedures of the department as they relate to all staff members involved. This manual is provided to give all personnel important information relative to their duties and responsibilities, as well as to overall University regulations, policies and procedures. The manual is created, reviewed, and updated by the Athletic Directors and Athletics Department Staff, and distributed by hardcopy, digital copies, and is also provided online through the Rajotte University website. This manual is an overview of our policies, procedures, philosophy, and purpose, all of which are expected to be adhered by the staff. It is in no way intended to cover all issues and questions that may be faced within the department, and anything not covered should be taken up with the appropriate athletic department manager or director. With this manual, we feel that all staff will be better informed, and it will create better understanding and communication within the department, to achieve the department's objectives efficiently.

We would like to thank all those involved in developing this manual, and other members of the University that aid in the everyday processes of the Athletics Department and University. Special thanks to Athletic Director Dr. Dina Gentile, and The Tri-State Athletic Conference members for guiding us in the creation of these policies and procedures. Finally, we would also like to thank all coaches, student athletes, and students, for inspiring us every day to positively contribute as much as we can, and make an impact on the lives of those around us.

II. Basic Details

1. Location Of Institution

Rajotte University is located in the town of Pittsfield, Massachusetts. Established in the late 1700's, Pittsfield is one of the largest towns in Western Massachusetts. It is the county seat for the Berkshire county, and is considered the "heart" of the Berkshire Mountains. The town is known for its successful businesses, green initiatives, and arts and culture appreciation. The population is mostly retired people and single millennials, who are mostly looking to startup businesses or go to college. There has been an increase of millennials in the town by almost 30% in the past few years, and that number continues to grow. The town also puts an emphasis on education, with multiple public schools, and a community college alongside Rajotte University. In general, there is a very strong sense of community and value on education and the arts in this town. It is a very successful town that continues to grow, and Rajotte University would like to be a part of that growth, and provide higher education, while also giving back to the community.

2. Institution Type

Rajotte University is a federally funded, private university. It is an academic institution that primarily offers higher education qualifications at undergraduate and postgraduate levels to prepare students for professional careers. Our programs range from liberal arts to industry-specific trades, and are designed to give diverse opportunities to all members. Rajotte University also is dedicated to providing significant research each year, and strives to create new sources of knowledge and potential breakthroughs to both the public and government. The university is a member of the NCAA, as a Division III school, which follows the guidelines and regulations of the NCAA in all programs offered. We are a school that focuses on high standards of academics, the development of our students and faculty, and the success and growth of all our athletic teams, and student-athletes as well. This university is an institution that continues to advance our prestigious programs, while giving back to the community and those around us in the process, which is something we take pride in every day.

3. Institution Size

Rajotte University is one of the largest schools in Western Massachusetts. We have about 10,000 students each year, and continue to grow. The campus itself is 700 acres, and has multiple facilities and almost 30 dorm halls and buildings, with plenty of room to expand on. We have about 1,000 educational staff members and faculty, as well as 150 athletic department staff members, which allows for all students to be attended to and provided with the highest quality of education and athletic services. We have 10 different schools of study, as well as many different departments within each section, and professions. The athletics department has many different sections and professions within it, all working closely with the 14 different athletic teams on campus. We strive to provide adequate spacing, housing, facilities, and staffing to accompany all campus and student needs.

4. Characteristics of Student-Athletes

Rajotte University has around 700 student-athletes each year, all of which come from diverse backgrounds, and are very talented in what they do. All student athletes live on campus throughout the year, and are involved in many of the programs Rajotte University has to offer. We have student athletes from all over the world, and although many come from the New England/New York areas, we have athletes from across the United States, and many more from different countries, including Canada, Spain, Korea, and Australia. We pride ourselves in having some of the smartest, and athletically talented students in all of Division III sports. The average SAT score of our student-athletes is 1200, and the average GPA of student-athletes here is a 3.3, with a 3.5 being the average student-athlete's GPA out of highschool that comes to Rajotte University. We strive for high academic standards, while also setting up each student-athlete for success. Each student-athlete that comes to Rajotte University usually has a significant amount of experience in the community service area, as that is something we promote at the school, and require each athletic team and students to participate in during their time here.

We look for talented student-athletes to bring to Rajotte University, both athletically, and academically, as well as those who look to make a difference in the community around them. These are the types of athletes that we develop at Rajotte University, and are proud to call our students.

5. Facilities

Rajotte University offers the highest of quality facilities to our athletic staff, student athletes, and other students and staff as well. Each team is assigned a facility for games and practice to ensure that everyone has equal opportunity to practice, play, and succeed. The facilities are all assigned management teams, and are frequently updated and taken care of by this group. The list of facilities, along with the assigned teams is given below:

Clifton Stadium: A state of the art football field with both home and away bleachers that seat 1000 people, sideline benches and amenities, locker rooms, a large LED scoreboard. A media/press box, concessions, and a large storage building. The field is used for soccer and football games, as it is equipped with netting/fencing backstops, goal posts and soccer goals, and has the markings for both sports. Football and both men's and women's soccer are assigned to this field. When games overlap, or inclement weather happens the teams can be placed in Patrice Arena, or Nyack Field for soccer.

Saratoga Field: A large turf field with home and away bleachers that seat 700 people, sideline benches and amenities, a press box, netting/fencing backstops, a large LED scoreboard, storage shed, and concessions. Can be equipped with nets, both field hockey and lacrosse, and has the markings for both. Field hockey plays and practices here in the fall, while men's and women's lacrosse practice and play here in the spring. In the cases of overlapping games, or inclement weather, teams can play in Patrice Arena, or Nyack Field.

Patrice Arena: A large indoor arena with two fields that can be used for indoor soccer, lacrosse, field hockey, baseball, softball or football. Mainly used as a practice facility, with bleachers at both fields that seat a combined 500 people, locker rooms, two scoreboards, field goals, potential for nets, and markings to be placed, concessions, and storage. Intramural sports are also frequently played here, and it is used mainly during the colder months. The sports listed above practice or play here when their main field is taken or being used.

Martin Field: A large field used for baseball and softball. Comes equipped with fencing around the outside, a large LED scoreboard, baseball diamond and bases, pitching mound, batting cages, storage shed, a press box, and home and away bleachers that can seat 700 people. Baseball and softball both play and practice here in the spring. If there are issues with scheduling or weather, and the field becomes available for either team, they can use Patrice Arena.

Boston Center: Includes a large indoor gymnasium for volleyball and basketball equipped with home and away bleachers that seat 1500, a large LED scoreboard, wooden polished floors, basketball hoops and markings, a workout room/gym, locker rooms, classrooms/offices, an elevated track, nets for volleyball, and a smaller gymnasium, as well as a large storage center/room with athletic equipment for intramural teams. The workout rooms and gyms are used heavily by all athletic teams, and strength and conditioning programs. The men's and women's basketball and volleyball teams use both available gymnasiums during the fall and winter seasons for practices and games, if the gymnasium isn't available, teams can use Colonie Center.

Rajotte Rink: A large building with two ice rinks for ice hockey. One main rink one smaller rink, home and away bleachers that sit 800, a press box, boards and glass, penalty boxes, a large LED scoreboard, concessions, locker rooms, and a zamboni/storage garage. Intramural hockey is offered, and is mainly played on the smaller rink. Both the men's and women's hockey teams play and practice here during the winter season, with the small rink being mainly used for practice.

Nyack Field- A large turf field designed for field hockey, lacrosse, and soccer games. It is used for practices and extra games. It has home and away bleachers that seat 700, a large LED scoreboards, abilities to equip nets, markings for both sports, and backstop netting. Also contains a press box, concessions, and small storage shed. Field hockey, lacrosse, and men's and women's soccer use this field for practice or games when other facilities aren't available.

Colonie Center- A large indoor gymnasium, with basketball hoops, indoor tracks, wood floors, athletic department offices, and sport science and management classrooms. Also contains concessions, home and away bleachers that seat 1000, and a large LED scoreboard. Used mainly for extra volleyball and basketball games, and basketball and volleyball practices.

6. Athletics Program

Here at Rajotte University, we offer a wide variety of NCAA Division III sports to both males and females, and look to have a diverse, and successful athletic experience with every student. Each team is a member of the Tri-State Athletic Conference (TSAC). We are constantly looking for ways to improve and expand our horizons in the athletic programs we offer. The programs we offer can be looked at in depth on Rajotte University's website, and include as follows:

Men's Soccer - Men's soccer plays during the Fall season at Rajotte University. They mainly play at Clifton Stadium.

Women's Soccer- Women's soccer plays during the Fall season at Rajotte University. They mainly play at Clifton Stadium.

Field Hockey- Field hockey is a women's team that plays during the Fall season at Rajotte University. They mainly play at Saratoga Field.

Men's Volleyball- Men's volleyball plays during the Fall season at Rajotte University. They mainly play at the Boston Center Gymnasium.

Women's Volleyball- Women's volleyball plays during the Fall season at Rajotte University. They mainly play at the Boston Center Gymnasium.

Football- Football plays during the Fall season at Rajotte University. They mainly play at Clifton Stadium.

Men's Basketball- Men's basketball plays during the Winter season at Rajotte University. They mainly play at Boston Center Gymnasium.

Women's Basketball- Women's basketball plays during the Winter season at Rajotte University. They mainly play at Boston Center Gymnasium.

Men's Ice Hockey- Men's ice hockey plays during the winter season at Rajotte University. They mainly play at Rajotte Rink.

Women's Ice Hockey- Women's ice hockey plays during the winter season at Rajotte University. They mainly play at Rajotte Rink.

Baseball- Baseball is a men's team that plays during the spring season at Rajotte University. They mainly play at Martin Field.

Softball- Softball is a women's team that plays during the spring season at Rajotte University. They mainly play at Martin Field.

Men's Lacrosse- Men's Lacrosse plays during the spring season at Rajotte University. They mainly play at Saratoga Field.

Women's Lacrosse- Women's Lacrosse plays during the spring season at Rajotte University. They mainly play at Saratoga Field.

7. Educational philosophy

Rajotte University puts education first, in front of athletics, as the highest priority for all students. We take pride in our high academic standards, and believe that it is absolutely essential for all students, including student-athletes, to get a quality education that will advance them in their pursuit for a career, and lead to success. We as a University have the responsibility to use all resources necessary to provide both the best education for each student, and an athletics environment that gives each athlete the opportunity to compete to the fullest of their abilities. We also believe that the student-athletes have the responsibility to acknowledge that their major purpose at the University is to pursue an education and a degree. They must also acknowledge that to do this they must have high academic standing, must attend class, and complete assignments regularly. Each program and administrator within both the athletics department and school have the responsibility as well to guide these students on the right path, and aid them in excelling academically. We think that coaches are especially influential in the lives of all student-athletes, and that they should promote academics as a priority, as well as aid the student in creating an athletic experience that doesn't interfere with their academic courses. We follow all NCAA academic standards and regulations as well, to make sure all athletes, both current and recruited are keeping good academic standings and meeting these NCAA requirements.

8. Athletic Philosophy

Rajotte University is committed to having a prestigious athletics program year-after-year. All staff members should have a say and contribution towards improving the athletics department, and creating a quality athletics experience for all those involved. We seek top level employees as heads of our departments, and look for skilled members who want to make a difference in the fields of sport medicine, fitness, sports information, public relations/marketing, facility/event planning, academic advising/counseling, and overall sport management. Each department is expected to work together efficiently, and will be given the proper resources to do so. All student-athletes should be given the highest of quality athletics experience, without hindering their educational experience. Each athlete should be given the chance to better themselves, through experienced coaches, physical trainers, academic advisors, and counselors. Academic excellence should be promoted as a priority for these athletes, with advisors monitoring their grades and progress, and counselors available to help these student athletes as well. Good ethics and social standards are set for all staff and athletes, with mandatory meetings and workshops to cover guidelines and rules on ethics and social responsibility, as well as frequent community service trips for all teams. The Athletics Department is responsible for producing successful teams each year, that provide the best experience for all those involved, especially the student-athletes. Rajotte University Athletics should continuously provide a prestigious, successful, academically focused, socially responsible, and safe environment for all members and participants. There is great pride that goes into our athletics programs and we feel that should continue for years to come.

9. Team/Unit Objectives

The three most essential and important objectives for Rajotte University Athletics are reputation, community relations, and learning outcomes. We as a University strive for excellence in both academics and athletics, and are proud of the prestigious programs and experiences we offer, as well as our commitments to enhancing the lives of those around us. It is important that we continue this tradition well into the future, to ensure that our school is well known for the good that it does throughout the community and in the lives of all students, athletes, and faculty. All staff members should be committed to promoting the values and reputation of the university, as well as helping keep it in good standing through their own contributions. We want people both inside and outside the university and Athletics Department to see what our values are, and how we are beneficial to people's lives. This being said, an important component of our reputation is our community relations. We expect each athlete and team to volunteer/contribute to at least 3 community service events per year. The Athletics Department has a major emphasis on community service, and helping out within the Pittsfield community. All athletic department staff members are expected to help organize and participate in these community service events. We also look to donate to local charities in hopes of helping out those in need, and giving back to the community in any way possible. We would like to show the benefits of having our college in the Pittsfield area, and want to have good, constructive relationships with the community around us.

Finally, as said in the educational philosophy, we strive to provide the highest standard of education for all students at the university. We want each student and student athlete to learn the most that they can from coming here, and want our programs, especially our athletic ones, to teach important life lessons and benefit the participants in a way that helps them now and later on in life. We want every program to be used to its maximum potential, and teach the students useful and important lessons and skills to be used throughout their collegiate and professional careers. It is expected that all coaches and staff attempt to provide these types of lessons through their teaching, and give the best learning experience to all students and athletes. *(See page 41).*

10. Conference Alignment/Details

Rajotte University is a proud member of the Tri-State Athletic Conference (TSAC). The Tri-State Conference consists of four teams spread across three states, Vermont, Massachusetts and Maine. The purpose of this conference is to provide a multitude of quality athletic experiences to student-athletes who are a part of our member institutions. The Conference comprises of colleges from New England, whose missions and shared values are all similar. TSAC prides itself on providing an atmosphere where both quality and equality are prominent. The institutions believe the benefits that athletic participation provides are a significant value to an educational experience, while also teaching important life lessons. As a Division III conference, TSAC encourages our students to volunteer their time in their school's community, and give back to the those who support them. This conference recognizes the need to formulate fair play using NCAA rules and regulations as well. TSAC is committed to supporting our athletes in their effort to attain excellence by providing all teams with the appropriate and equal opportunities to succeed. The end goal is to have successful, dedicated, and hardworking teams throughout our conference, while promoting academics and charitable contributions throughout the communities the conference is a part of.

The schools included in the conference are Rajotte University, Whitcomb University, Santoro University, and Heffernan State University. Rajotte University's Associate Athletic Director, Shawn Rajotte, is the Conference Commissioner for the Tri-State Athletic Conference. Whitcomb University, located in Stowe, Vermont, has Dane Whitcomb as their Associate Athletic Director, who is also the Assistant Commissioner for TSAC. Santoro State University Athletics in Worcester, MA, and has Brendan Santoro as their Associate Athletic Director, who is also the Conference Secretary for TSAC. Finally, Heffernan State University (Bangor, Maine) has the TSAC Web Developer, Zachary Heffernan, as their Associate Athletic Director.

A full list of conference details and procedures are given in the appendix, Pages 42-45.

III. Policies

1. Fiscal Management & Procedures

a. Purchasing

Purchases of goods or services are processed through the University's financial system and are to be preceded by either a Purchase Requisition, then Purchase Order (*page 9*) provided to the vendor by the Athletics Department, or a check request. We at Rajotte University acknowledge a bidding process. The bidding process ensures effective competition among suppliers. In the bidding process, 3 or more vendors must be contacted in order to get the best price. Staff members are responsible to submit a "wish list" by April 1st of the previous fiscal year to receive consideration for all needs and purchases for the team. The purchased items will be decided on by the Athletic Director in relation to the needs of all programs, and directly coordinated under Rajotte University and NCAA rules and regulations. Check requests, purchase orders and requisitions must all be filled out properly (as detailed in the following pages) and orders must go through the business office last before being sent to the vendor for delivery. Purchases must be made by the appropriate persons and within the assigned budget of each program. Each purchase requisition or check request does not signify a contractual relationship between the party and the external seller, but rather serves as an internal document to set aside the funds for the purchase. Any illegal or unethical purchases not within the budget or rules and regulations of the NCAA and Rajotte University will be taken extremely seriously, and punishment will be dealt swiftly to those involved.

b. Check Requests

Check requests should be used for all types of requests for payments of non-Purchase Order goods and services, and to individuals not corporations. These check requests go through the same process and form of a purchase requisition, but are checked off for "staff" instead of "vendor". These must be used for appropriate business purchases only, under the appropriate persons with the authority to purchase. Check request forms must be filled out completely, and properly for the purchase to be authorized by the business office. Each request must be submitted by June 30th of the same fiscal year to be authorized and reimbursed, and a receipt of the purchase must be provided. (*The check request form is found on page 10*).

c. Requisitions

Purchase requisitions are forms used to notify the department of items it needs to order. This form serves as the start for the bidding process, and precedes the purchase order. These are used when working with non-individuals, and go through the same form and process as a check request, but are listed under vendor, not staff. These purchases must be made by appropriate personnel, and within the rules and regulations of Rajotte University and the NCAA. The following purchase requisition form must be filled out completely and properly for the purchase to be authorized by the business office. Each request must be submitted by June 30th of the same fiscal year to be authorized and reimbursed, and a receipt of the purchase must be provided. (*The requisition form is found on page 11*).

Purchase Order
Rajotte University



P.O. # _____

Vendor
Information: _____

Description: _____

Deliver To: _____

Date Read: _____

Staff/Vendor Info: _____

Description of Item(s)	Quantity	Price

Delivery Date: _____

Requested By: _____ **Account #** _____

Approved By: _____

Staff/Vendor Info: _____

☒ *Vendor*
☐ *Staff*

Description of Item(s)	Quantity	Price

Delivery Date: _____

Requested By: _____ Account # _____

Approved By: _____

2. Personnel Responsible to Athletics

Rajotte University is committed to hiring the most experienced and dedicated staff possible. We assure that each section of our athletic department is managed efficiently and effectively by our staff, with a wide range of jobs and positions across our department. We practice non-discriminatory hiring and changing in jobs within the department, and want a highly diverse, and successful staff. Each employee is evaluated yearly, and changes within departments are made accordingly to these evaluations. Changes are decided on between department heads and the Athletic Director, as well as with the input of all staff members. The positions within the athletic department, along with the department flow chart are given below.

Hiring Plan: The following positions will be hired and needed for the department to run efficiently. The Athletic Director and Associate Athletic Director positions are filled but their job descriptions are listed below, along with the rest of the department.

Athletic Director- The Athletic Director is responsible for the overall management of the intercollegiate athletics program within the policies, procedures and guidelines established by Rajotte University, the Tri-State Athletic Conference and the NCAA. They report to the President of Rajotte University, and supervise all management positions within the Athletics Department. They are responsible for the supervision and management of staff, student-athletes, finances, facilities, public relations, promotions, and the overall well-being of the department and its stakeholders.

Associate Athletic Director- The Associate Athletic Director is responsible for directly overseeing the Department operations and assisting the Athletic Director with the overall management and control of the Department. Attends to daily athletic operations, planning, and oversight. This position is responsible for the supervision of all positions below them, and works with all sections of the department to manage all needs and tasks performed by this staff. They directly report to the Athletic Director, and serve as their counterpart, assisting with tasks and managing the department when the Athletic Director cannot.

Academics Director/Advisor -

The Academics Director/Advisor's job is to assist students in their growth and development by creating substantial educational plans which are compatible with their athletics schedule, academic major, and other important needs. The advisor is expected to maintain frequent personal contact and meetings between themselves and the student. It is expected that this advisor also serves as a bridge between the academics environment and the athletics department, and participates in constant, clear communication. They are responsible for reporting to the President of the University, as well as to the Athletic Director or Associate Athletic Director.

Executive Director -

The Executive Director of the organization is responsible for overseeing executive business decisions of the athletics department. These decisions include, but are not limited to, fundraising, financials, marketing, public relations, promotions, sales, and game operations. They are responsible for overseeing the directors of marketing/promotions, sales, public relations, game operations, and the treasurer/financial manager. They report to the Associate Athletic Director, and the Athletic Director, and do not make decisions necessarily on all of their responsibilities, but oversee them, and work with the athletic directors to make these decisions.

Compliance Officer:

The role of the compliance officer is to make sure that Rajotte University Athletics and its student athletes are conducting all activities in full compliance with all RU, NCA, and TSAC rules and regulations. They determine if rules and regulations are broken and report them to all parties involved.

Behavioral Officer:

The behavioral officer is responsible for overseeing any rules or regulations violations within the school by student-athletes or staff members. They look at violations of substances and abuse, discrimination, harassment, and hazing. Unlike the compliance officer, they determine the punishments for these violators, working with the Athletic Directors.

Sports Information Director:

The Sports Information director is responsible for promoting student-athletes and the Athletic Department to the public, helping to attract notice to both, and distributing information on the school's athletics to the public and within the university as well. They are responsible for managing and overseeing the departments of marketing/promotions, and public relations as well, providing the information to these departments to distribute amongst the public. They are also responsible for collecting data and keeping record of all statistics, results, and information of all athletics teams and players. They report to the Athletic directors.

Sports Medicine Director:

The sports medicine director is responsible for maintaining and organizing medical supplies for the treatment of injuries, and equipment for rehabilitation. They oversee the all medical records of the student-athletes, and organize any safety precautions or measures within the athletic department, keeping in contact with local doctors, EMS crews, and hospitals. They oversee the management of the athletic trainers and strength and conditioning coaches as well. They report to the Athletic directors.

Head Coaches:

The Head Coach of a Rajotte University Athletic team is responsible for teaching student athletes

how to become better at their particular sport, while instilling the values of RU Athletics. They will set up and call offensive and defensive plays during games and managing all student-athletes on the team, as well as assistant coaches. They are responsible for managing their particular sport towards a successful season, while directing the student-athletes in a way that legally and morally aligns with all NCAA, TSAC, and RU rules and regulations. They are also responsible for recruiting and scouting players. They will organize practices with the team in a way that works efficiently with the student-athlete's academic schedules, and will work closely with the athletic directors to overlook game schedules and traveling, as well as general management of the team. *(Recruiting, Scouting, and Coaching info can be found on pages 21 and 24.)*

Assistant Coaches:

The assistant coach is responsible for assisting the head coach with organizing their specific sports team. They assist with conducting practices, motivating students, scouting and recruiting students, and instructing student athletes in game strategies and techniques. They are responsible for helping manage their particular sport towards a successful season, while helping direct the student-athletes in a way that legally and morally aligns with all NCAA, TSAC, and RU rules and regulations. They report directly to the head coach.

Facilities Manager:

The Facilities Manager is responsible for maintaining the facilities and grounds used by the athletics department. They direct maintenance, custodial, and groundskeeping staff and oversee the upkeep of equipment, structures, and supplies of all athletic facilities. They are also responsible for setting up and managing each venue or facility for every game, practice, or event, keeping schedules of all events, and keeping the venues clean, safe, up-to-date on rules and regulations, and running efficiently. They report to the athletic directors. *(More info on page 22).*

Secretary:

The Secretary of the Athletic Department assists with and maintain calendars, schedules and meetings associated with building, prepares and distribute correspondence, letters, memos, files, records, reports, charts and other forms related to department functions. They also assist with bookkeeping, place and track supply orders, and compile data for RU, TSAC, the NCAA, or other regulatory organizations. They provide assistance for the Athletic Directors, which may include phone coverage, greeting/reception duties, data entry, preparing correspondence, filing, and copying.

Counselors:

Rajotte University counselors assist student-athletes or anyone in need within the University. They act as advocates for people's well-being, and serve as emotional support. They are there to

support any students or staff with their concerns or emotional needs, and are a key piece in keeping a positive mental health environment at the college. Counselors are responsible to listen to concerns about academics, sports programs, and emotional/social problems. These counselors report any incidents or major concerns to the athletic directors, but are responsible for confidentiality of the people who see them.

Head Athletic Trainer:

The Head Athletic Trainer diagnoses and treats injuries under the direction of licensed doctors or other health-care professionals. They prevent injury through the use of different equipment, recognize and evaluate injuries, and provide emergency care to all student-athletes. They are on the sidelines of every game, ready to provide any medical assistance needed for a team. They also can be seen during practice and during normal University hours for any athletic medical care. They are in close contact with school doctors and nurses, and report to the Sports Medicine Director.

Strength and Conditioning Coaches:

Strength and Conditioning Coaches are responsible keeping athletes fit and for helping improve athletic performance, which means improving athlete's speed, strength, agility, stamina, power, or whatever else is needed for their particular sport. They develop systematic training programs for both teams and individual athletes, working closely with head coaches, and reporting to both the head coach and the Sports Medicine Director.

Equipment Manager:

The Equipment Manager is in charge of maintaining, ordering and inventorying equipment and apparel. They are responsible for cleaning, managing, and maintaining equipment, such as all athletic uniforms and gear of each specific athletic team. They are responsible for providing clean, safe equipment for the teams to use each game and practice, and to keep stock of the equipment when it comes in. There will be multiple equipment managers to be present at every athletic game to aid in the distribution and (if needed) fixing of all equipment. They work directly with the head and assistant coaches to manage equipment and keep an orderly inventory for each team. *(More information on equipment management is found on page 23.)*

Financial Manager/Treasurer:

The Treasurer oversees all aspects of financial management, working closely with other members of the Athletic Department, especially the Executive Director, to safeguard the department's finances. The Treasurer is responsible for general financial oversight, fundraising efforts, and helping organize budgeting and financial resources. They make sure the department is always on track with its money and financial assets, and is using them efficiently, within all rules and regulations

Video/Tech Coordinator:

The Video/Technology Coordinator manages the department's applications and use of technology. They evaluate the use of technology, manage the university website, and are responsible for camera, broadcasting, and other tech efforts during all athletics games. They are responsible for collecting video and pictures during each game, and also assist with any technology issues within the department. They work directly with the sports information director.

Social Media Manager:

The Social Media Manager is responsible for managing social media accounts, social media marketing campaigns and day-to-day social media activities including developing relevant content, and managing current developed online content. They work directly with the video/tech coordinator to develop and manage this content and these accounts.

Marketing & Promotions Director:

The Marketing and Promotions Director is responsible for marketing plans, and the selection of advertising media. They plan advertising and promotional campaigns for the University athletics teams and athletes, and direct advertising, promotions, and marketing staff. They work with the Executive Director and the Sports Information Director to develop these marketing and promotion plans.

Public Relations Director:

The Public Relations Director is responsible for gaining and maintaining support from the public for the University Athletics Department. They use media and communications to build, maintain and manage the reputation of the department. They reach out to the local community to get opinions, and coordinate special community events, especially the required community service events done by the athletics teams. They work closely with the marketing and promotions director, the sports information director, and the executive director.

Director of Sales:

The Director of Sales is responsible for managing the sales department, analyzing sales data, working with customers and customer complaints, analyzing budgets, and determining ways to improve the selling process. They are responsible for distributing and selling athletics merchandise, game tickets and other in-game items, and coordinating the selling and buying of school apparel and goods for the public. They work directly with the Executive Director.

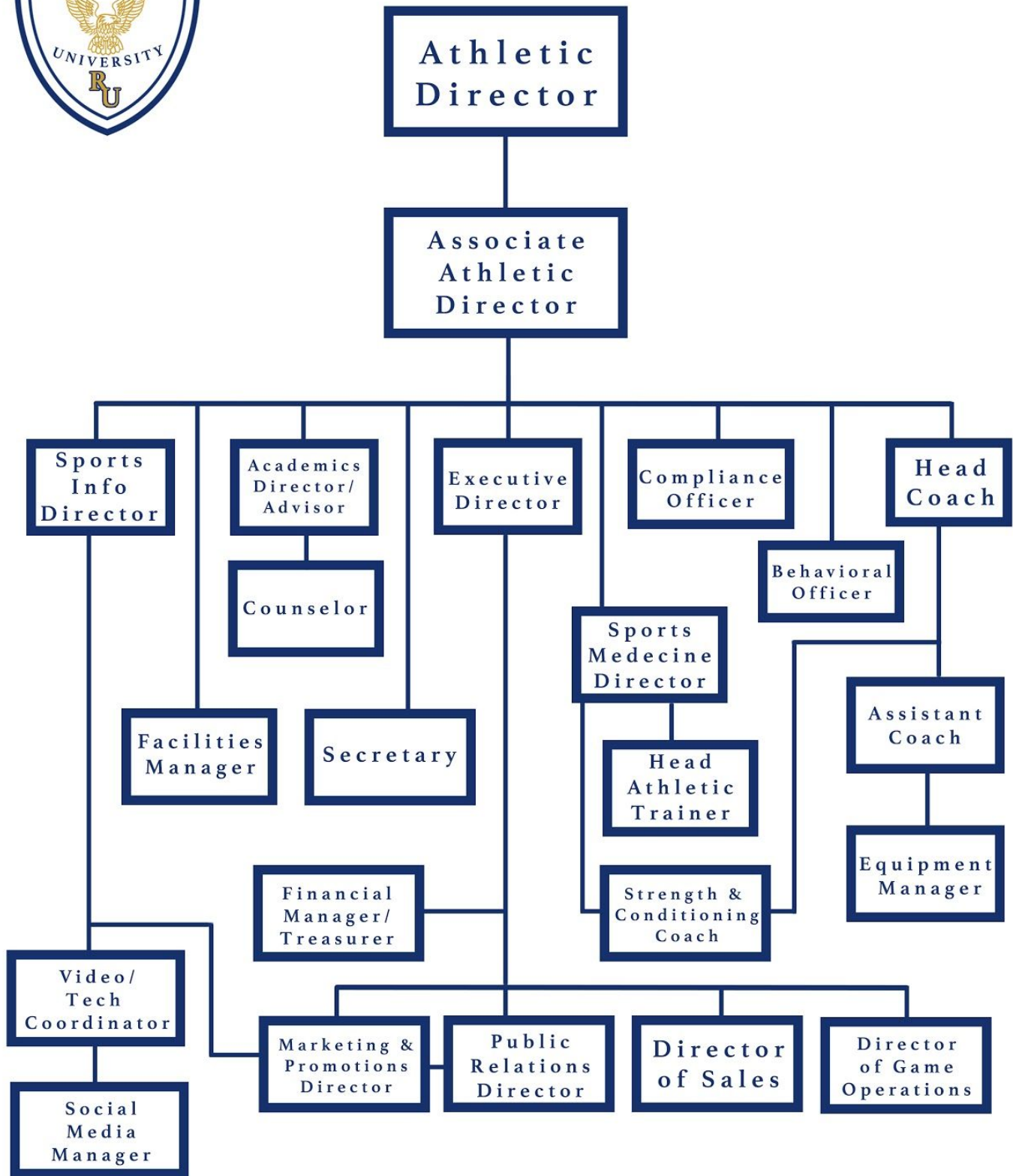
Director of Game Operations:

The Director of Game Operations is responsible for the leadership and management of all intercollegiate Athletic contests, and serves as lead event manager and supervisor of event staff. They supervise every game and coordinate pre, during, and post-game activities and events. They are responsible for game-to-game management, and direct the contest management staff. They report directly to the executive director, and work with many of the departments as well.

(The Organizational Flow Chart is found on the next page, 17. Policies that apply to these positions can be found in the rest of this section III).



RAJOTTE UNIVERISTY ORGANIZATIONAL CHART



3. Eligibility and Academic Requirements of Athletes

Rajotte University takes eligibility and academic requirements very seriously. As a Division III school, athletes are not required to register with the NCAA Eligibility Center, instead Rajotte University sets its own standards. Athletes are required to have graduated high school with 16 core courses completed, three years of English, two years of math (Algebra 1 or higher), two years of natural or physical science (including one year of lab science if your high school offers it), three additional years of English, math or natural or physical science, two years of social science, four additional years of English, math, natural or physical science, social science, foreign language, and religion or philosophy. They must have had a GPA of at least a 2.5, an SAT combined score of 850 or an ACT sum score of 70. Student-athletes at Rajotte University are required to maintain at least a 3.0 GPA each year. And must be registered for the minimum 15 credits of courses each semester to play. Students must be in good standing academically and behaviorally to play. Any serious violations of school, TSAC, NCAA, or legal regulations/laws will result in player suspension or probation. They must have passed random drug tests done before and/or during the season as well. Players who do not meet these requirements at least a month before the pre-season starts for their sport will not be eligible to play for the next season. *(Behavioral Provisions are found on pages 25-27 , More information on eligibility is found in the appendix, pages 46-48 .)*

4. Program Policies

a. Preseason

Rajotte University starts the preseason check-in on August 20th. Students in fall sports are expected to be on campus and check-in with the school and their teams on this date. This check-in date allows athletes and teams ample time to train and practice before the regular season starts. Students that check in on August 20th will receive housing and normal meal plan access. Each team will play 2 preseason contests in the month before their regular season starts (August, October, February), which is the beginning of the next month. They will play teams that are not played during the regular season in their sport. These opponents must be out-of-conference opponents. These games will go through the same process, set-up, management, and regulations that a regular season game undergoes, with the exception of student workers not being present. Pre-season games will have to be played a minimum of a week before their first regular season game to give coaches and athletes time to fully prepare for the regular season. Coaches are expected to run practices during this time, and all athletic department staff members outside of coaches of non-fall sports, are expected to be present on campus starting August 20th.

b. Scheduling

Scheduling for each season will be done by at least the end of the previous season. All scheduling is done by the Athletic Directors, with the input of all staff members involved, especially the Coaches, Secretary, Director of Game Operations, Sports Information Director,

Facilities Manager, Academic Advisor, Equipment Manager, and all upper-level management. This input allows everyone to be on the same page, and coordinate and organize a better schedule. The secretary will be responsible for keeping the schedules on record, distributed, and updated after they are initially made. Schedules will be compiled on calendars and spreadsheets, with both individual teams, and overall RU athletics schedules available. (*Schedules can be found on page*). When scheduling, each team must have 22 game spots scheduled, 2 preseason, 6 conference, 13 non-conference, and 1 playoff placeholder. During the scheduling process, it is important to arrange schedules for each sport which will provide the most equitable practice opportunities and competition possible within the rules of Title IX (See page 28), and within the respective sports budgets. The scheduling must adhere to applicable RU, TSAC, and NCAA regulations, and provide the fewest number of class absences possible for student-athletes. The scheduling will be done to limit games right before or after school breaks, and during the school week. Home games and away departures must be scheduled as late in the day as possible to avoid conflicting with class schedules. Students are responsible for notifying professors in advance if they are missing class. It is important to note that classes cannot be skipped to attend practices. Games must be scheduled with at least a day break in between, and cannot be played on Sundays, Mondays, or Fridays. Home and away games must be balanced, or close to balanced, within a 2 game differential. All regular season games must be played during the school year.

c. Length of Season

As detailed above, each team must have a particular amount of games set aside for each season, 2 preseason, 6 conference, 13 non-conference, and 1 playoff placeholder. There are three sport seasons at Rajotte University, fall, winter, and spring. Fall starts in August for the preseason, and ends in november for the postseason. Winter starts in October for the preseason and ends in February for the postseason (With the school-wide winter break taking place through the month of January). Spring starts in February for the preseason and ends in May for the postseason. men's and women's soccer, football and field hockey play in the Fall season, men's and women's hockey, men's and women's volleyball, and men's and women's basketball play during the Winter, and baseball, softball, and men's and women's lacrosse play during the Spring. Each team plays a minimum of 21 games during the season (2 preseason, 19 regular season) and can play up to 5 postseason games (2 Conference, 3 NCAA). Coaches may not schedule practices outside of these designated season dates.

d. Number of Contests

As detailed above, there are 22 spots for games reserved per team (2 preseason, 6 conference, 13 non-conference, and 1 playoff placeholder). Each team plays a maximum of 26 games with 5 playoff games being possible in the postseason. Each team will play a minimum of 22 games if they get knocked out in the first round of the conference playoffs, as every TSAC team makes the playoffs. Every team should have an equitable and fair amount of home and away games, within a differential of two of each other.

e. Squad Size

Each team must have a roster size that falls within the minimum and maximum sizes for each sport. Each team will have one head coach and one assistant coach along with the designated player roster sizes. The sizes of rosters for each sport goes as follows:

Men's Soccer: Minimum: 20, Maximum: 27 - Includes minimum 2 goalies

Women's Soccer: Minimum: 20, Maximum: 27 - Includes minimum 2 goalies

Field Hockey: Minimum: 20, Maximum: 27 - Includes minimum 2 goalies

Football: Minimum: 60, Maximum: 70 - Includes minimum 2 quarterbacks and 2 kickers

Men's Volleyball: Minimum: 12, Maximum: 17

Women's Volleyball: Minimum: 12, Maximum: 17

Men's Basketball: Minimum: 13, Maximum: 20

Women's Basketball: Minimum: 13, Maximum: 20

Men's Ice Hockey: Minimum: 20, Maximum: 25 - Includes minimum 2 goalies

Women's Ice Hockey: Minimum: 20, Maximum: 25 - Includes minimum 2 goalies

Baseball: Minimum: 23, Maximum: 30 - Includes minimum 2 catchers

Softball: Minimum: 23, Maximum: 30 - Includes minimum 2 catchers

Men's Lacrosse: Minimum: 30, Maximum: 40 - Includes Minimum 2 goalies

Women's Lacrosse: Minimum: 30, Maximum: 40 - Includes Minimum 2 goalies

f. Team Travel

During the event of an away game, all teams will travel using US Coachways charter bus services. Bus services must be booked in advance, and must be confirmed at least 48 hours before departure time. Teams will leave at least 4 hours before game time to allow for ample travel time, and should arrive at least 2 hours before the game. Teams will be responsible for keeping buses clean and orderly during their trips. If teams cannot use Rajotte University's dining hall for meals before the game, they will be provided boxed breakfasts, and will also be provided boxed lunches. The Rajotte University Dining Hall is open weekdays 7am-8pm and weekends 7am-7:30pm. For dinner, teams should use meal money if they have the opportunity. Teams will have a minimum of 2 meal money opportunities per month. There will be no overnight/lodging opportunities for the 2023 season, with the exception of NCAA tournaments, which the NCAA will pay for and regulate. All rules and regulations that apply to the team during a home game, and in general on the RU campus, apply the same when traveling, positive conduct is expected of all players on the trip. Personal vehicles/transportation is not permitted and students may not drive to these games. Student-athletes traveling with the team must be eligible, healthy, and approved to travel with the team prior to the trip. Team travel itineraries must be posted and available for all students to see at least a week prior to travel, in order for students to prepare and notify their professors in advance.

g. Personnel Travel

The same rules that are discussed above apply to personnel as well during all travel games. All coaches are responsible for their team and their behavior during trips. The coaches distribute designated meal money, boxed meals, and itineraries. Coaches must submit a check request and receipts for all non-meal money purchases made on the trip, and must be within the rules of purchasing. No alcohol, tobacco, or drugs may be purchased or consumed by anyone on these trips. All meal money not used on trips must be returned to the business office within 48 hours of the end of the last game, along with receipts for the meals. Coaches are also responsible for confirming travel information with the bus company 48 hours prior. All staff members normally at a home game (with the exception of student workers) are required to travel with the team, including medical staff. No one outside of team staff, designated personnel, and players are permitted to travel with the team.

h. Scouting

Coaches of each team will be responsible to travel to scout other college teams. During these trips, coaches will provide their own transportation. Any expenses within the purchasing rules may be submitted under a check request with receipts of purchases. If the head coach cannot go to a scouting trip, then the assistant coach is required to go. Coaches scout to better their teams, and look at what other teams are doing with their programs. Each scouting trip provides the opportunity to look for potential transfer students as well. Coaches will look at colleges and contact players who they think could get better playing time, and fit in with their program at Rajotte University. (NCAA transfer rules are found on pages 47-50.)

i. Officiating

Every home match will be required to have one main referee and two assistant referees. During away games, the home school will provide their own officials. Referees are not in contact with the school, but are appointed by the assignor of the TSAC. Referees are paid through stipends based on mileage and a base salary. The stipend is mailed directly to the referee from the university's athletics budget (See page 38). Every official will have a greeter to meet them at on campus and direct them to the game. Each referee has the same qualifications, as picked by the assignor. Officials must be present at least an hour before game time to prepare for the game. Any issues with officials that is deemed a violation of RU, TSAC, or NCAA rules must be taken up with the assignor, and will go through an investigative process to determine any wrongdoing by anyone involved, in which punishment/discipline will be handed out accordingly. It is expected that all officials are fair and ethical, and do their job to keep games within the rules, and will get compensated accordingly with the rules.

j. Supervision of Competition

Each home game must be supervised by the appropriate persons. All coaches of a team must be present for each team's match unless otherwise excused for medical, familial, or other

obligational reasons. At least one equipment managers for that team must be present for each game, along with at least one athletic trainer. With the supervision of athletic trainers, there must be a certified EMT crew available and present for each match, for the availability of emergency medical service. The Sports Information Director, video/tech coordinator, or someone from their section of the department must be present for each game as well. The director of game operations or someone from their section of the department must be present at each match as well. Student workers will be hired to work jobs such as camera duty, broadcasting the game, and other game operation management duties. Campus police and/or a security team will be present at each game for safety needs. Designated officials, one head referee and two assistants must be present as well. All matches must be signed off and approved by associate athletic directors prior to the match (*the contracts for the 2023 season can be found on pages 51 - 108 with a blank example on page 109*). For NCAA playoff games and championships, all previously stated persons must be present, and the

k. Facility Use, Maintenance, and Control

The Facilities Manager is responsible for managing schedules of events at each facility. Teams will all get fair and equal usage of each designated facility, as delegated on pages 3-5. Each team will contact the facility manager to book practice times. In the initial season scheduling process for games, each team will be given fair and equal use of each facility, and if two teams that use the same facility play on the same day, they will play at times at least three hours apart so they do not overlap usage. Unless otherwise booked, the gyms at Boston Center may be used by the general public. Other facilities are designated for athletic team use only during their booked times. No one team may reserve an entire workout room or practice facility for just that team, if another athletic team wants to use it as well. Most facilities at RU have multiple fields of play of gyms, so over-reservation of facilities isn't an issue. All facilities being used by non-staff members must have a supervising personnel member on site during the time of usage. RU athletic teams are priority for each facility usage, but usage of non-RU athletic teams can happen if the facility is not reserved, and must be approved by the athletic directors, with appropriate regulations and compensation in place for usage. During this usage by another team, the facility manager will govern the usage of the facility, working with the athletic teams and staff just as they would for a normal RU game. The facility manager or one of his crew members is expected to be at every single game and practice to supervise. Facilities are expected to be cleaned after every event, and prepped properly before each event. Facilities Managers are responsible for this cleaning and prep, as well as month inspections of facilities, to keep them updated and safe. Facility maintenance such as lighting, playing field maintenance, and other aspects are put into the budget, and facility managers are expected to use these funds, along with currently purchased equipment and tools to keep the facilities updated, clean, safe, and ready for every event. Storage at each facility is also expected to be used by each athletic team and their equipment managers, who work closely with the facilities manager. The security and safety of each facility is aided by the campus police or assigned security team, but is also the responsibility of the equipment manager to lock up and keep check of who is using each facility.

l. Equipment Purchasing

All purchases of equipment must fall within purchasing rules found on page 8. Coaches of each team will submit a “wish list” of all equipment needs the year prior to the season needed. The bidding process comes into play with all equipment purchases. If equipment is needed at any time during the season, a purchase requisition and purchase order are needed. All equipment purchases must be within the team’s budget.

m. Maintenance of Equipment

The equipment managers are responsible for the maintenance of all equipment. They are responsible for cleaning, repairing, and preparing equipment for every game and practice. They work directly with the coaches to determine the equipment needs of each team and work with the equipment accordingly. All equipment should be in good shape and safe for athletes to use. If equipment is beyond repair, new equipment can be bought through the process listed above. Any funds needed to repair or clean equipment is listed in the budget, and it is expected that purchasing rules are followed the same.

n. Storage of Equipment

All athletic equipment is stored within the appropriate athletic facilities, to where the equipment is used. Player’s equipment can be stored in designated player equipment lockers at each facility. A continuous inventory of all athletic equipment must be maintained. This helps keep track of all University property, and helps keep designated equipment in order and organized to be easily found and used. Equipment managers are responsible for making sure that all new equipment is logged in inventory records prior to being issued. The organization and distribution of said inventory is the responsibility of the designated equipment managers. A record of repair, inventory quality, and inventory needs is the responsibility of these equipment managers as well.

o. Issuance of Equipment

Athletic equipment may only be issued to student athletes if they are eligible under rules of behavioral provisions (pages 25-27), and are eligible to play in a game. All equipment and supplies issued to student-athletes, managers and coaches must be documented by the equipment manager in their inventories, including both date of issuance and return. Each person issued equipment is responsible for maintaining good quality of the equipment, and will be charged for lost, stolen, or damaged equipment. Any equipment not returned at the end of the season is also charged to that person. While traveling, anyone issued equipment is responsible for returning the same equipment after the trip is over. Equipment managers have the right to disallow any borrowing or usage of equipment if they feel the user is using the equipment irresponsibly. Head coaches or the athletic directors should be notified if this is the case. Teams should get fair usage of the equipment, and coaches need to contact the equipment manager to use or borrow any equipment, which is under delegation of the equipment manager to hand out and organize what is used.

p. Recruiting

Head coaches are responsible for recruiting new prospective students into their programs. This is to ensure future players and success in their respective programs. Coaches are required to travel to different high schools to recruit potential athletes. If the head coach cannot make it then an assistant coach shall go. All travel expenses will be paid through the university, under check requests, and follows the same process as a scouting trip would (see page 21). In-person, off-campus contact with recruits should not be made with a prospective student-athlete or the student-athlete's relatives or guardians until the prospective student-athlete has completed their sophomore year in high school. Coaches can attend games of student athletes in the years prior to their junior year, but cannot be in contact with them or their relatives or guardians. Any visits to the prospects school during school hours must be approved by the prospect's school before it happens. Telephone calls to students are also permitted after their sophomore year of highschool, as long as it is within knowledge of the RU athletics department. Contact of the prospect of any kind is not permitted before or during any practice or games the prospect is a part of. The prospect must be released from the practice or game before contact is to be made. Coaches may be in contact with the prospect's relatives or guardians during competition or practices.

1. Campus

No more than one official campus visit may be funded by the university while the prospective student is in high school. Another funded visit may come after October 15th after the prospect has completed high school. A prospective student-athlete may not have an official visit earlier than January 1st of the prospect's junior year in high school. Lodging and meals may be provided for the student by the university. A prospective student-athlete may visit the campus at their own expense an unlimited number of times, and may make unofficial visits before January of their junior year in high school, but may not be in contact with a coach about it. Entertainment may also be provided to the prospect and his relatives/guardians as long as it is not excessive, past what a normal student at the university would receive, and is within a 30 mile radius of the campus.

2. Overnight Visitations

During an official visit, a prospect may not be on the campus for more than 48 hours. A prospect on an official visit should be provided lodging and meals as regular students normally do. Local commercial facilities may be used but only in a way that is comparable to normal student life and only within a 30-mile radius of the campus. Prospects can stay overnight with a student host, who will be compensated for meals, entertainment, etc. up to \$40 a day. Prospects may also stay in hotels, paid for by the university.

(All other questions that may arise on recruiting may be answered on pages , , or).

q. Uniforms

All Rajotte University Uniforms will be supplied by one of the major suppliers of the NCAA (Adidas, Nike, or Under Armour). The home jerseys shall have navy blue as their main color, with gold as a secondary color, and white trim. All home jerseys will have white numbering and lettering of the player's names on the back and front. All other equipment such as helmets, pants and socks should follow the same color scheme. Away jerseys shall have white as their main color, navy blue as their secondary, and gold trim. All away jerseys will have have blue numbering and lettering of the player's names on the back and front. All other equipment such as helmets, pants and socks should follow the same color scheme. Practice jerseys and warm up outfits should follow similar color schemes, but in different shades/tones. The RU logo should be visible and present on each uniform in at least 2 places (jersey, helmet, pants, etc). The NCAA logo should be present and visible in at least one place on the uniform as well. No athlete is permitted to wear other uniforms during games, unless there is written permission from the NCAA and RU athletic director. All uniforms must be ordered in the amount of the maximum roster size to be able to have extras, or fit all players. Alternate jerseys will be used, at most, half the time the home jerseys are, and will only be used at home games. Soccer goalies will different colored jerseys than the rest of the team. All uniform choices must be discussed between the coaches and equipment managers. Equipment managers are responsible for uniform inventory, cleaning, and distribution.

r. Behavioral Provisions

1. Substance and Abuse

Each student-athlete will be annually required to sign a drug-test consent form to be eligible to play. There will be random drug tests annually for student-athletes. The substances banned from usage of student-athletes include stimulants, anabolic agents, diuretics and other masking agents, street drugs, peptide hormones and analogues, anti-estrogens, and beta-2 agonists use other than inhalation. Other procedures that are banned or limited include blood and gene doping, local anesthetics other than those medically needed and permitted, and manipulation of urine samples. Athletes that test positive for performance enhancing substances will be automatically declared ineligible for an entire year of play and will be suspended from the athletic program for an entire year. Any second offense of PED's will result in full ineligibility and suspension for the rest of the athlete's college career. A positive test under the street class category of drugs will cause a student-athlete to be eligible for 50% of the athletic season in the sport(s) they participate in. A second offense in this class will cause the loss of a full year of athletic eligibility. Drug test tampering will result in a two year athletic suspension and ineligibility. If athletes do not show up for drug testing, they will be charged as if they tested positive for a PED. Student-athletes have the option to appeal the suspension and/or provide a second sample to be tested if they're tested positive the first time. Any positive tests will be recorded and the NCAA, coaches, the compliance officer, behavioral officer, and athletic directors will be notified. If multiple players

on a team are found using the same substance, the entire team could forfeit their season. All staff members and personnel are expected to abide by these same rules of substance abuse. *(Any further questions on substances and abuse may be found on pages , , or in the appendix).*

2. Discrimination

Rajotte University promotes an atmosphere of respect and sensitivity to the dignity of every person. Discrimination absolutely must be refrained from in respect to all Rajotte University policies, educational and athletic programs, activities and employment opportunities. Discrimination shall not occur on the basis of age, color, disability, gender, national origin, race, religion, creed or sexual orientation. We at Rajotte University promote an atmosphere of diversity amongst all our athletic teams and staff members. We will not discriminate when hiring our personnel, recruiting our student-athletes, or on a day-to-day basis as well. All members of the University are expected to uphold this policy every single day. There is a zero tolerance policy, and any reported discrimination will be reviewed by the athletic director's, compliance and behavior officers. Any cases of discrimination that are deemed as so, will result in the accused person(s) being suspended a week without pay, or a week from competing in athletic competition. They will also be required to take anti-discrimination courses provided by the school, and do 15 hours of community service. Any repeat offenders will be suspended indefinitely. The TSAC, NCAA, and RU are all strongly against discrimination, and implement anti-discrimination courses each year for all members to take.

3. Harassment

Harassing, assaulting, bullying, or anything that verbally or physically degrades another person will not be tolerated at Rajotte University. Sexual harassment, harassment of LGBTQ members, or any harassment of others based on age, color, disability, gender, national origin, race, religion, or creed is completely unethical and there is zero tolerance for it here at RU. Any accusations of harassment will be reviewed by the athletic director's, compliance and behavior officers. If the accused person(s) is found to have harassed anyone, they will be suspended indefinitely from their job, or from their athletic program. Serious cases of harassment will be reported to the authorities. It is expected that every employee and athlete respects all members of RU and helps create and maintain a safe, and supportive atmosphere. The TSAC, NCAA, and RU are all strongly against harassment, and implement anti-harassment courses each year for all members to take.

4. Hazing

Hazing is defined by the NCAA as “any act committed against someone joining or becoming a member or maintaining membership in any organization that is humiliating, intimidating or demeaning, or endangers the health and safety of the person. Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities. Hazing creates an environment/climate in which dignity and respect are absent”. Rajotte

University and the Tri-State Athletic Conference have a zero tolerance policy against hazing. Any student who participates in the hazing or is present for it and doesn't attempt to stop/report it will be punished, and punishments are based on the severity of the situation. There is a minimum of a suspension, anti-hazing courses, and probation. Illegal activities in the event of a hazing incident are all reported to local police, who we work closely with, and collaborate with to decide punishment. Those found directly responsible will serve suspension from residence halls, and from the athletics program for a set period of time. Those indirectly involved who do not report the incident will receive probation, need to take anti-hazing courses, and will have to do community service. It is expected that all members of an athletic team are treated with dignity and respect, and that athletic programs facilitate an atmosphere of respect and success. The TSAC, NCAA, and RU are all strongly against hazing, and implement anti-harzing courses each year for all members to take.

s. Program Evaluative Process

Semi-annually, there will be an evaluative form given to all coaches, athletes, and members of each team to give any comments and provide feedback on how the team's doing, and what their needs are. All forms will be reviewed by the athletic directors to determine the needs of the team, and address these needs in the most efficient way possible. The athletic directors will work with the team to figure out what needs to be changed, updated, fixed, etc. all within the budget and RU rules and regulations. The needs of all teams will be taken into consideration during this process, and no team will be left out or given an unfair advantage. All members of a team will be required to fill out this form which are all confidential, and cannot be shared with other members of the team. **This form can be found on page .**

t. Coaches Evaluative Process

Just as the program evaluative process, forms will be given out to the entire team. These forms will be given out annually to review all coaches on each team (both head and assistants). All team members and other coaches will make comments and provide feedback on each coach, and their attitudes/performance during the season. All forms will be reviewed by the athletic directors, who will determine what is needed of the coaches, and if there are changes that need to be made. This feedback will then be provided to the coaches, who will have an annual evaluation meeting with the athletic directors. Each member of the team must fill out these forms, which are all confidential, and cannot be shared with other members of the team. **This form can be found on page .**

u. Gender Equity Philosophy

Gender equity is the process of allocating resources, programs, and decisions fairly to both males and females without any discrimination on the basis of sex. Any imbalances in the benefits available to either gender must be addressed as well. This requires ensuring that both genders have access to a full range of opportunities to achieve all benefits that come from participating in

sports. All resources given to both sports must be allocated in a way that is fair and proportionate to the athletic participation of both genders. Each team should be happy with how resources and opportunities are allocated, in a way that they would be comfortable with switching said opportunities and resources with the opposite sex's same sport team (ie. men's ice hockey would be comfortable switching their resources/opportunities with the women's ice hockey team and vice-versa). Rajotte University is committed to gender equity amongst all athletic teams and throughout the entire campus. All members of the Athletic Department are responsible for the equitable distribution of resources and opportunities. Discrimination based on sex will not be tolerated, and anyone found doing so will be subject to punishment stated in the discrimination policy on page 26.

v. Title IX Philosophy

Title IX of the Education Amendments of 1972 is "a federal law that prohibits sex discrimination in any educational program or activity at any educational institution that is a recipient of federal funds." Athletics and other extracurricular student activities are considered to be educational programs under this law. Title IX also prohibits all forms of sexual discrimination in federally funded educational institutions. Being a federally funded institution, and one that is a Division III school under the NCAA, that believes in equitable and fair practices for all genders, we follow and comply with Title IX strongly and completely throughout all programs, and the entire school. Under Title IX we make sure that athletic participation, scholarships, and other benefits including equipment and supplies, scheduling, travel, coaching, locker rooms, facilities, medical and training facilities and services, publicity, recruiting, and support services are all equitable and delivered in a fair manner so that no gender has an unfair advantage. Each year we make sure that all sports programs are equal to the enrollment ratios of males and females which happens to be 50/50, so our athletics program has 7 male teams and 7 female teams. We provide funding, resources, and opportunities in proportion to the ratios of male and female athletic participation, which is 4.58% (229/5,000) for males, and 3.72% (186/5,000) for females.

1. Analysis Budget Allocation Based on Athletic Participation

The budget is allocated based on the athletic participation rates of males and females in the school, and will be divided amongst teams based on their needs that fit within an equitable manner proportionate to participation. The overall budget is \$450,000, split by proportion of males and females in RU sports (\$248,310 for males and \$201,690 for females) and it is allocated as follows:

Men's Soccer: 27 players - 11.79% of the male athletes - **\$29,275.75**

Women's Soccer: 27 players - 14.52% of the female athletes - **\$29,285.39**

Field Hockey: 27 players - 14.52% of the female athletes - **\$29,285.39**

Football: 70 players - 30.57% of the male athletes - **\$75,908.37**

Men's Volleyball: 17 players - 7.42% of the male athletes - **\$18,424.60**

Women's Volleyball: 17 players - 9.14% of the female athletes - **\$18,434.47**

Men's Basketball: 20 players - 8.73% of the male athletes - **\$21,677.46**

Women's Basketball: 20 players - 10.75% of the female athletes - **\$21,681.68**

Men's Ice Hockey: 25 players - 10.92% of the male athletes - **\$27,115.45**

Women's Ice Hockey: 25 players - 13.44% of the female athletes - **\$27,107.14**

Baseball: 30 players - 13.10% of the male athletes - **\$32,528.60**

Softball: 30 players - 16.13% of the female athletes - **\$32,532.60**

Men's Lacrosse: 40 players - 17.47% of the male athletes - **\$43,379.75**

Women's Lacrosse: 40 players - 21.50% of the female athletes - **\$43,363.35**

A. Participation Rates for Males

Males make up 50% of the university's enrollment, with 5,000 males at the school. 229 males participate in varsity sports here at RU, making their participation rate 4.58% or 229/5,000. Males make up 229/415 student-athletes on campus, or 55.18% of all student athletes.

B. Participation Rates for Females

Females make up 50% of the university's enrollment, with 5,000 females at the school. 186 females participate in varsity sports here at RU, making their participation rate 3.72% or 186/5,000. Females make up 186/415 student-athletes, or 44.82% of all student athletes.

C. Proportion of Budget Awarded to Male Sports

Male sports are awarded 55.18% (or \$248,310/\$450,000) of the budget. They are awarded this because they make up 55.18% of all student athletes.

D. Proportion of Budget Awarded to Female Sports

Female sports are awarded 44.82% (or \$201,690/\$450,000) of the budget. They are awarded this because they make up 44.82% of all student athletes.

E. Comparison of Participation Rates of Males & Females and Proportion of Budget Awarded to Males & Females

Male sports are awarded 55.18% (or \$248,310/\$450,000) of the budget. They are awarded this because they make up 55.18% of all student athletes. Female sports are awarded 44.82% (or \$201,690/\$450,000) of the budget. They are awarded this because they make up 44.82% of all student athletes. The budget is awarded proportionately the same as the participation rates in the fact that the ratio of males/females in RU athletics is the same proportion that the budget is split (55.18/44.82).

w. Social Media

1. Harassment, Discrimination, Bullying, Hazing

No student, faculty, staff, or any member of Rajotte University should harass, discriminate, bully, or haze others on social media, and they should not be a subject of harassment, discrimination, bullying, or hazing on social media. We want to facilitate a safe environment here at Rajotte

University, both on campus, and online. Any person who should be the subject of, or see harassment, discrimination, bullying, or hazing on social media should report it to the athletics department, behavioral officer, or other authority figure on campus. Any reports will be reviewed, and if it is found to be a case of any of the above, the person(s) involved will face punishment under the behavioral provisions listed on pages 25-27.

2. Student-Athlete Account Conduct

Although Rajotte University is not directly responsible for, nor controls the content on students accounts, it is expected that student-athletes maintain an appropriate, and well managed social media account if they allow the account to be seen by the public. Student-athletes may make their accounts “private” where no one except their own chosen followers can see their posted content, but they must be responsible for monitoring who follows them, and who can see their content. Rajotte University will monitor any student accounts that are public and/or follow coaches, staff members, or other university accounts. Since student-athletes must properly represent Rajotte University on and off campus, it is expected that they do the same on social media. Any content posted that violates provisions listed on pages 25-27 will be punished under the same rules, and be asked that the student takes the content down. Content showing the use of substances will automatically result in a drug test as listed on page 25, and will cause the student athlete to be suspended the length of time it takes to get the results back, from which more punishment may be dealt out. Any other content posted deemed harmful or in bad taste in representing the school may be asked to be taken down.

3. Rajotte University Accounts

Rajotte University Athletics and all teams are expected to have social media account that distribute information on each team and promote each team and its athletes. Each account is expected to be run by RU athletic’s social media manager, in effort with members of the team, the video/tech coordinator, and the sports information director. Each account is expected to be kept up-to-date, positive, and in accordance with the same rules listed for a student account above. Any violations of these rules will result in punishment for the responsible person(s) as detailed above. These accounts will serve as communication services with the public as well, promoting the school’s athletics, and keeping good standing with the community. Games, special announcements, community service work, and anything else notable should be promoted through these accounts. They are to not be used for personal use, and if this occurs, the person(s) found accountable will be suspended one year from using social media accounts for the school.

IV. Fall 2023 Scheduling Duties

1. Master Schedule

The following pages will provide the master schedule for all Fall sports at Rajotte University for the 2023-2024 season. Each month is listed on each page. All schedules are final, and playoff spots are listed for the overall conference, along with the start date of the NCAA playoffs.

August 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20 Pre-Season Check In	21	22 MS (H) 12PM MU (Scrimmage)	23	24 FH (H) 1PM TU (Scrimmage)	25	26 MS (A) 1PM CU WS (H) 1PM CU (Scrimmages)
27	28	29 WS(H) 2PM PC (Scrimmage)	30 FH (A) 2PM PC (Scrimmage)	31	1	2

September 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4 Labor Day	5	6 1st Day of School	7 MS (H) 4PM MIT WS(H) 7PM TU	8	9 MS(H) 4PM KU FH(A) 12 PM ASU WS (H) 7PM MIT
10 Grandparent's Day	11	12 WS (A) 4PM KU	13	14 MS (A) 4PM SSU WS (A) 7PM SSU	15	16 Homecoming MS(H) 4PM HSU WS(H) 7PM HSU FH (H) 2PM HSU
17	18	19	20 MS(H) 7PM LIT FH (A) 7PM FSU WS (H) 4PM FSU	21	22	23 MS (A) 12PM SU WS (A) 3PM SU FH (H) 12PM SU
24	25	26 MS (A) 4PM McU WS (H) 4PM ASU	27	28 FH(A) 6PM DU MS(A) 4PM FC	29	30 MS (H) 4PM WU WS (H) 7PM WU FH (A) 4PM WU

October 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 MS(A) 5PM TU WS (H) 7PM HC FH (H) 6PM NSU	4	5 FH(H) 6PM HC MS(H) 6PM ASU WS(A) 5PM MnU	6	7 MS (A) 12PM WU WS (A) 3PM WU FH (H) 12PM WU
8	9	10 MS (H) 4PM DU WS (A) 7PM DU FH (H) 4PM MC	11	12 FH (A) 4PM LIT	13	14 FH(A) 4PM DAU WS(A) 7PM NSU
15	16	17	18 MS (A) 6PM NSU	19 FH (H) 4PM FC WS (A) 4PM FC	20	21 MS (H) 12PM SU WS (H) 3PM SU FH (A) 12PM SU
22	23	24 MS (A) 6PM MSU	25	26	27	28 MS(A) 7PM MC
29	30	31 Halloween MS (H) 4PM DaU WS (A) 7PM DaU FH(A) 4PM MSU	1	2	3	4

November 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31 Halloween	1	2 WS(A) 7PM McU FH(H) 5PM MnU	3	4 MS(A) 4PM HSU WS(A) 7PM HSU FH(A) 4PM HSU
5	6	7 Election Day FH Semi-Finals 7pm (Seed 1 vs Seed 4 @Seed 1 Home), (Seed 2 vs Seed 3 @Seed 2 Home)	8 MS Semi-finals 4pm WS Semi-finals 7pm (Seed 1 vs Seed 4 @Seed 1 Home), (Seed 2 vs Seed 3 @Seed 2 Home)	9 FH Finals 6PM (Winner of 1vs4 against winner of 2vs3 @ higher seed home)	10	11 Veteran's Day MS Final 3PM WS Final 6PM (Winner of 1vs4 against winner of 2vs3 @ higher seed home)
12	13	14	15 1st NCAA Playoff Game	16	17	18
19	20	21	22	23 Thanksgiving	24	25
26	27	28	29	30	1	2

2. Team Schedules -The schedules of each individual Fall sport are given below:

2023 Men's Soccer Schedule

DATE	OPPONENT	LOCATION	TIME	RESULT	CONF REC	OVERALL REC
08/22/23 x	MacNeill University	Pittsfield, MA (H)	12:00 PM			
08/26/23 x	Chabot University	Brockton, MA (A)	1:00 PM			
09/07/23	Moynihan Institute of Technology	Pittsfield, MA (H)	4:00 PM			
09/09/23	King University	Pittsfield, MA (H)	4:00 PM			
09/14/23	Sinitsky State University	Danbury, CT (A)	4:00 PM			
09/16/23 # *	Heffernan State University	Pittsfield, MA (H)	4:00 PM			
09/20/23	Lumpinski Institute of Technology	Pittsfield, MA (H)	7:00 PM			
09/23/23 *	Santoro University	Worcester, MA (A)	12:00 PM			
09/26/23	Mchugh University	Bristol, CT (A)	4:00 PM			
09/28/23	Furtado College	Watertown, MA (A)	4:00 PM			
09/30/23 *	Whitcomb University	Pittsfield, MA (H)	4:00 PM			
10/03/23	Tucker University	Lewiston, ME (A)	5:00 PM			
10/05/23	Arcadipane State University	Pittsfield, MA (H)	6:00 PM			
10/07/23 *	Whitcomb University	Stowe, VT (A)	12:00 PM			
10/10/23	Demers University	Pittsfield, MA (H)	4:00 PM			
10/18/23	Nacho State University	Rockport, MA (A)	6:00 PM			
10/21/23 *	Santoro University	Pittsfield, MA (H)	12:00 PM			
10/24/23	Mathes State University	Biddeford, ME (A)	6:00 PM			
10/28/23	Merritt College	Greenwich, CT (A)	7:00 PM			
10/31/23	Dacosta University	Pittsfield, MA (H)	4:00 PM			
11/04/23 *	Heffernan State University	Bangor, ME (A)	4:00 PM			
11/08/23 !	Playoff Semi-Finals	-	4:00 PM			
11/11/23 !	Playoff Finals (Winners of 1v4, 2v3)	-	3:00 PM			
11/15/23 !	NCAA Playoff Game #1	-	-			
	Key: * = Conference Game # = Homecoming ! = Playoff Game x = Scrimmage			TOTAL:		

2023 Women's Soccer Schedule

DATE	OPPONENT	LOCATION	TIME	RESULT	CONF REC	OVERALL REC
08/26/23 x	Chabot University	Pittsfield, MA (H)	1:00 PM			
08/29/23 x	Putnam College	Pittsfield, MA (H)	2:00 PM			
09/07/23	Tucker University	Pittsfield, MA (H)	7:00 PM			
09/09/23	Moynihan Institute of Technology	Pittsfield, MA (H)	7:00 PM			
09/12/23	King University	Westerly, RI (A)	4:00 PM			
09/14/23	Sinitsky State University	Danbury, CT (A)	7:00 PM			
09/16/23 # *	Heffernan State University	Pittsfield, MA (H)	7:00 PM			
09/20/23	Fournier State University	Pittsfield, MA (H)	4:00 PM			
09/23/23 *	Santoro University	Worcester, MA (A)	3:00 PM			
09/26/23	Arcadipane State University	Pittsfield, MA (H)	4:00 PM			
09/30/23 *	Whitcomb University	Pittsfield, MA (H)	7:00 PM			
10/03/23	Houriham College	Pittsfield, MA (H)	7:00 PM			
10/05/23	McNamara University	Middletown, RI (A)	5:00 PM			
10/07/23 *	Whitcomb University	Stowe, VT (A)	3:00 PM			
10/10/23	Demers University	Glastonbury, CT	7:00 PM			
10/14/23	Nacho State University	Rockport, MA (A)	7:00 PM			
10/19/23	Furtado College	Watertown, MA (A)	4:00 PM			
10/21/23 *	Santoro University	Pittsfield, MA (H)	3:00 PM			
10/31/23	Dacosta University	Rehoboth, MA (A)	7:00 PM			
11/02/23	McHugh University	Bristol, CT (A)	7:00 PM			
11/04/23 *	Heffernan State University	Bangor, ME (A)	7:00 PM			
11/08/23 !	Playoff Semi-Finals	-	7:00 PM			
11/11/23 !	Playoff Finals (Winners of 1v4, 2v3)	-	6:00 PM			
11/15/23 !	NCAA Playoff Game #1	-	-			
	Key: * = Conference Game # = Homecoming ! = Playoff Game x = Scrimmage			TOTAL:		

2023 Field Hockey Schedule

DATE	OPPONENT	LOCATION	TIME	RESULT	CONF REC	OVERALL REC
08/24/23 x	Tucker University	Pittsfield, MA (H)	1:00 PM			
08/30/23 x	Putnam College	Wickford, RI	2:00 PM			
09/09/23	Arcadipane State University	Bar Harbor, ME	12:00 PM			
09/16/23 # *	Heffernan State University	Pittsfield, MA (H)	12:00 PM			
09/20/23	Fournier State University	Amherst, MA (A)	7:00 PM			
09/23/23 *	Santoro University	Pittsfield, MA (H)	12:00 PM			
09/28/23	Demers University	Glastonbury, CT (A)	6:00 PM			
09/30/23 *	Whitcomb University	Stowe, VT (A)	4:00 PM			
10/03/23	Nacho State University	Pittsfield, MA (H)	6:00 PM			
10/05/23	Houriham College	Pittsfield, MA (H)	6:00 PM			
10/07/23 *	Whitcomb University	Pittsfield, MA (H)	12:00 PM			
10/10/23	Merritt College	Pittsfield, MA (H)	4:00 PM			
10/12/23	Lumpinski Institute of Technology	Norwalk, CT (A)	4:00 PM			
10/14/23	Dacosta University	Rehoboth, MA (A)	4:00 PM			
10/19/23	Furtado College	Pittsfield, MA (H)	4:00 PM			
10/21/23 *	Santoro University	Worcester, MA (A)	12:00 PM			
10/31/23	Mathes State University	Biddeford, ME (A)	4:00 PM			
11/02/23	McNamara University	Pittsfield, MA (H)	5:00 PM			
11/04/23 *	Heffernan State University	Bangor, ME (A)	12:00 PM			
TBA	-	-	-			
TBA	-	-	-			
11/07/23 !	Playoff Semi-Finals	-	7:00 PM			
11/09/23 !	Playoff Finals	-	6:00 PM			
11/15/23 !	NCAA Playoff Game #1	-	-			
	Key: * = Conference Game # = Homecoming ! = Playoff Game x = Scrimmage			TOTAL:		

3. Budgetary Plan

A. Men's and Women's Soccer, Field Hockey Budgets:

HOME BUDGET:

DATE	TEAM	OPPONENT	TIME	Student Workers	Officials	Food	Lights	Maintenance	Total
08/22/23	MS	MacNeill University	12:00 PM	---	\$750	Boxed Lunch	---	---	\$750
08/24/23	FH	Tucker University	1:00 PM	---	\$600	Boxed Lunch	---	---	\$600
08/26/23	WS	Chabot University	1:00 PM	---	\$750	Boxed Lunch	\$500	\$300	\$1,550
08/29/23	WS	Putnam College	2:00 PM	---	\$750	---	\$500	\$300	\$1,550
09/07/23	MS	Moynihan Institute of Technology	4:00 PM	\$192.50	\$750	---	---	---	\$942.50
09/07/23	WS	Tucker University	7:00 PM	\$192.50	\$750	Boxed Dinner	---	---	\$942.50
09/09/23	MS	King University	4:00 PM	\$192.50	\$750	---	---	---	\$942.50
09/09/23	WS	Moynihan Institute of Technology	7:00 PM	\$192.50	\$750	Boxed Dinner	\$500	\$300	\$1,742.50
09/16/23	FH	Heffernan State University	12:00 PM	\$192.50	\$600	Boxed Lunch	---	---	\$792.50
09/16/23	MS	Heffernan State University	4:00 PM	\$192.50	\$750	---	---	---	\$942.50
09/16/23	WS	Heffernan State University	7:00 PM	\$192.50	\$750	Boxed Dinner	\$500	\$300	\$1,742.50
09/20/23	WS	Fournier State University	4:00 PM	\$192.50	\$750	---	---	---	\$942.50
09/20/23	MS	Lumpinski Institute of Technology	7:00 PM	\$192.50	\$750	Boxed Dinner	---	---	\$942.50
09/23/23	FH	Santoro University	12:00 PM	\$192.50	\$600	Boxed Lunch	\$500	\$300	\$1,592.50
09/26/23	WS	Arcadipane State University	4:00 PM	\$192.50	\$750	---	---	---	\$942.50
09/30/23	MS	Whitcomb University	4:00 PM	\$192.50	\$750	---	---	---	\$942.50
09/30/23	WS	Whitcomb University	7:00 PM	\$192.50	\$750	Boxed Dinner	---	---	\$942.50
10/03/23	FH	Nacho State University	6:00 PM	\$192.50	\$600	Boxed Dinner	\$500	\$300	\$1,592.50
10/03/23	WS	Houriham College	7:00 PM	\$192.50	\$750	Boxed Dinner	---	---	\$942.50
10/05/23	MS	Arcadipane State University	6:00 PM	\$192.50	\$750	Boxed Dinner	---	---	\$942.50
10/05/23	FH	Houriham College	6:00 PM	\$192.50	\$600	Boxed Dinner	---	---	\$792.50
10/07/23	FH	Whitcomb University	12:00 PM	\$192.50	\$600	Boxed Lunch	\$500	\$300	\$1,592.50
10/10/23	MS	Demers University	4:00 PM	\$192.50	\$750	---	---	---	\$942.50
10/10/23	FH	Merritt College	4:00 PM	\$192.50	\$600	---	\$500	\$300	\$1,592.50
10/19/23	FH	Furtado College	4:00 PM	\$192.50	\$600	---	---	---	\$792.50
10/21/23	MS	Santoro University	12:00 PM	\$192.50	\$750	Boxed Lunch	\$500	\$300	\$1,742.50
10/21/23	WS	Santoro University	3:00 PM	\$192.50	\$750	---	\$500	\$300	\$1,742.50
10/31/23	MS	Dacosta University	4:00 PM	\$192.50	\$750	---	---	---	\$942.50
11/02/23	FH	McNamara University	5:00 PM	\$192.50	\$600	Boxed Dinner	\$500	\$300	\$1,592.50
								GRAND TOTAL:	\$34,012.50

AWAY BUDGET:

DATE	TEAM	OPPONENT	TIME	Departure Time	Meals	Transportation	Total
08/26/23	MS	Chabot University	1:00 PM	9:00 AM	Box Lunch	\$325	\$325
08/30/23	FH	Putnam College	2:00 PM	10:00 AM	Box Lunch	\$325	\$325
09/09/23	FH	Arcadipane State University	12:00 PM	8:00 AM	Meal Money Lunch (\$360)	\$325	\$685
09/12/23	WS	King University	4:00 PM	12:00 PM	Box Lunch, Meal Money Dinner (\$600)	\$325	\$925
09/14/23	MS	Sinitsky State University	4:00 PM	12:00 PM	Box Lunch, Meal Money Dinner (\$600)	\$325	\$925
09/14/23	WS	Sinitsky State University	7:00 PM	3:00 PM	Box Lunch, Dinner	\$325	\$325
09/20/23	FH	Fournier State University	7:00 PM	3:00 PM	Box Lunch, Dinner	\$325	\$325
09/23/23	MS	Santoro University	12:00 PM	8:00 AM	Meal Money Lunch (\$360)	\$325	\$685
09/23/23	WS	Santoro University	3:00 PM	11:00 AM	Meal Money Lunch (\$360)	\$325	\$685
09/26/23	MS	Mchugh University	4:00 PM	12:00 PM	Box Lunch, Dinner	\$325	\$325
09/28/23	MS	Furtado College	4:00 PM	12:00 PM	Box Lunch, Dinner	\$325	\$325
09/28/23	FH	Demers University	6:00 PM	2:00 PM	Box Lunch, Meal Money Dinner (\$600)	\$325	\$925
09/30/23	FH	Whitcomb University	4:00 PM	12:00 PM	Box Lunch, Dinner	\$325	\$325
10/03/23	MS	Tucker University	5:00 PM	1:00 PM	Box Lunch, Dinner	\$325	\$325
10/05/23	WS	McNamara University	5:00 PM	1:00 PM	Box Lunch, Dinner	\$325	\$325
10/07/23	MS	Whitcomb University	12:00 PM	8:00 AM	Meal Money Lunch (\$360)	\$325	\$685
10/07/23	WS	Whitcomb University	3:00 PM	11:00 AM	Meal Money Lunch (\$360), Box Dinner	\$325	\$685
10/10/23	WS	Demers University	7:00 PM	3:00 PM	Box Lunch, Dinner	\$325	\$325
10/12/23	FH	Lumpinski Institute of Technology	4:00 PM	12:00 PM	Meal Money Lunch (\$360), Box Dinner	\$325	\$685
10/14/23	FH	Dacosta University	4:00 PM	12:00 PM	Box Lunch, Dinner	\$325	\$325
10/14/23	WS	Nacho State University	7:00 PM	3:00 PM	Box Lunch, Dinner	\$325	\$325
10/18/23	MS	Nacho State University	6:00 PM	2:00 PM	Box Lunch, Meal Money Dinner (\$600)	\$325	\$925
10/19/23	WS	Furtado College	4:00 PM	12:00 PM	Box Lunch, Meal Money Dinner (\$600)	\$325	\$925
10/21/23	FH	Santoro University	12:00 PM	8:00 AM	Box Lunch	\$325	\$325
10/24/23	MS	Mathes State University	6:00 PM	2:00 PM	Box Lunch, Dinner	\$325	\$325
10/28/23	MS	Merritt College	7:00 PM	3:00 PM	Box Lunch, Dinner	\$325	\$325
10/31/23	FH	Mathes State University	4:00 PM	12:00 PM	Box Lunch, Meal Money Dinner (\$600)	\$325	\$925
10/31/23	WS	Dacosta University	7:00 PM	3:00 PM	Box Lunch, Dinner	\$325	\$325
11/02/23	WS	McHugh University	7:00 PM	3:00 PM	Meal Money Lunch & Dinner (\$960)	\$325	\$1,285
11/04/23	FH	Heffernan State University	12:00 PM	8:00 AM	Meal Money Breakfast & Lunch (\$600)	\$325	\$925
11/04/23	MS	Heffernan State University	4:00 PM	12:00 PM	Meal Money Lunch & Dinner (\$960)	\$325	\$1,285
11/04/23	WS	Heffernan State University	7:00 PM	3:00 PM	Box Lunch, Dinner	\$325	\$325
						GRAND TOTAL:	\$18,680

B. Contest Management

1. Cost Application

a. Transportation

All Rajotte University Athletic teams will travel using US Coachways Charter Bus Services. Each trip per team will cost \$325. *(More information found on pages 20-21)*

b. Meals

Each team will get a boxed breakfast, lunch, or dinner (free from the dining hall) if they cannot make it feasibly to the dining hall. Each team will get two meal money opportunities a month to buy a meal during their away game trips, with all team members getting \$8 for breakfast, \$12 for lunch, and/or \$20 for dinner. *(More information found on pages 20-21).*

c. Lodging

There will be no lodging opportunities for the 2023-24 athletics season during away game trips. If a team makes it to the NCAA tournament, the NCAA will take care of cost and manage the lodging. *(More information found on pages 20-21).*

d. Management

All members expected to attend each game (found on page 21-22) will get paid their set salaries for the hours worked, along with the student workers, who will each earn \$11 an hour, with typically 5 student workers for each match. The maintenance of the playing area and lights for the venue are covered weekly at a cost of \$500 for lights and \$300 for maintenance.

e. Officials

Each match will be required to have one head referee (paid \$300 a match) and two assistant referees (\$225 each a match). The exception to this is field hockey, which will have two main referees paid \$300 each for the match. *(More information can be found on page 21).*

f. Scouting

Scouting is not covered as a part of contest management, but comes out of the athletics budget for transportation, meals, and lodging costs. *(More information can be found on page 21).*

g. Pre-Season

Each preseason match will be regulated and treated like a normal game, with the exception of student workers, who will not be on campus at this time. *(More information can be found on page 21-22).*

V. Appendix

Team/Unit Objectives are based off the following study:

Perceptions of Intercollegiate Athletic Goals and Processes: The Influence of Personal Values

***Galen Trail
Iowa State University***

***Packianathan Chelladurai
The Ohio State University***

This research assessed the direct and indirect influences of personal values on the importance attached to intercollegiate athletic goals, and approval of various processes in intercollegiate athletics. Students and faculty of a large Mid-western university responded to a questionnaire consisting of Schwartz's Value Scale (SVS), and Trail and Chelladurai's Scale of Athletic Department Goals (SADG) and Scale of Athletic Department Processes (SADP). Structural Equation Modeling procedures showed that the model of goals fully mediating the relationship between personal values and processes was more tenable than alternate models. Further, the Power values were positively associated with importance ratings of athletic performance goals such as Winning, Financial Security, Visibility/Prestige, and Entertainment. Universalism values were positively associated with student developmental goals such as Health/Fitness, Academic Achievement and Careers. Managers of intercollegiate athletics would do well to link their emphases on specific processes and decisions to the relevant values held by critical stakeholders to engender support of the program.

CONFERENCE DETAILS



Conference Administrators

Conference Commissioner : Shawn Rajotte – Rajotte University (Pittsfield, MA, Blue and Gold)

Assistant Commissioner : Dane Whitcomb – Whitcomb University (Stowe, VT, Green and Black)

Secretary : Brendan Santoro – Santoro University (Worcester, MA, Red and Black)

Website Development : Zack Heffernan - Heffernan State University (Bangor, ME, Blue and White)



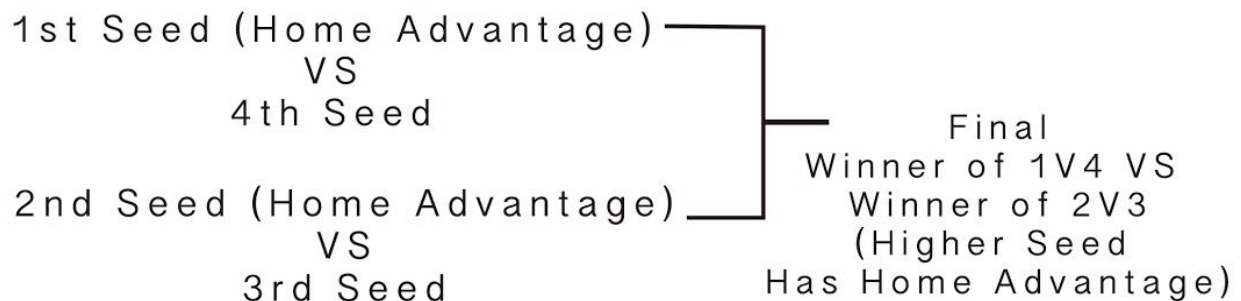
Rajotte University: Tri-State Athletic Conference Tie Break and Playoff Information

Tie Break Procedure:

1. Best Overall Conference Record (Points)
2. Head-To-Head
3. Goals Against (least)
4. Coin Toss

Win: 3PTS Loss: 0 PTS Tie: 1PT

Format:



Dates:

Men's Soccer Semi Finals-
November 8th, 4PM
Women's Soccer Semi Finals-
November 8th, 7PM
Field Hockey Semi Finals-
November 7th 7PM

Men's Soccer Final-
November 11th, 3PM
Women's Soccer Final-
November 11th, 6PM
Field Hockey Final-
November 9th, 6PM



Rajotte University:
Non-Conference Opponents-

ASU- Arcadipane State University
CU- Chabot University
DaU- DaCosta University
DU- Demers University
FC- Furtado College
FSU- Fournier State University
HC- Horihan College
KU- King Univeristy
LIT- Lumpinsky Institute of Technology
MC- Merritt College
McU - Mchugh University
MIT- Moynihan Institute of Technology
MU- Macneil University
MSU- Mathes State University
PC- Putnam College
SSU- Sinitsky State University
TU- Tucker University

Conference Travel Grid

	Rajotte University	Heffernan State University	Whitcomb University	Santoro University
Rajotte University		5hrs, 40mins 364 Miles	3hrs, 33mins 204 Miles	1hr 45mins 99 Miles
Heffernan State University	5hrs, 40mins 364 Miles		5hrs, 11mins 265 Miles	4hrs 6mins 265 Miles
Whitcomb University	3hrs, 33mins 204 Miles	5hrs, 11mins 265 Miles		3hrs 25min 200 Miles
Santoro University	1hr 45mins 99 Miles	4hrs 6mins 265 Miles	3hrs 25min 200 Miles	

14.1 General Eligibility Requirements.

14.1.1 Postseason and Regular-Season Competition. To be eligible for regular-season competition and NCAA championships, the student-athlete shall meet all applicable NCAA and Division III eligibility requirements.

14.1.1.1 Ineligibility for Use of Banned Drugs. A student-athlete who is found to have used a substance on the list of banned drugs, as set forth in Bylaw 31.2.3.2, shall be declared ineligible for further participation in postseason and regular-season competition in accordance with the ineligibility provisions in Bylaw 18.4.1.5.1. *(Adopted: 1/10/90 effective 8/1/90)*

14.1.2 Validity of Academic Credentials. As a condition and obligation of membership, it is the responsibility of a member institution to determine the validity of the information on which the eligibility of a student-athlete is based. Therefore, it is the responsibility of a member institution to determine whether a transcript is valid for purposes of applying appropriate NCAA legislation to the eligibility of a student-athlete when the institution receives notification, or otherwise has cause to believe, that a student-athlete's high school, preparatory school or two-year college transcript is not valid.

14.1.3 Student-Athlete Statement.

14.1.3.1 Content and Purpose. Before participation in intercollegiate competition each academic year, a student-athlete shall sign a statement in a form prescribed by the Management Council in which the student-athlete submits information related to eligibility, recruitment, financial aid, amateur status, previous positive drug tests administered by any other athletics organization and involvement in organized gambling activities related to intercollegiate and professional athletics competition under the Association's governing legislation. Failure to complete and sign the statement shall result in the student-athlete's ineligibility for participation in all intercollegiate competition. Violations of this bylaw do not affect a student-athlete's eligibility if the violation occurred due to an institutional administrative error or oversight, and the student-athlete subsequently signs the form; however, the violation shall be considered an institutional violation per Constitution 2.8.1. [D] *(Revised: 1/10/92 effective 8/1/92, 1/14/97, 2/19/97, 12/5/14)*

14.1.3.2 Administration. The following procedures shall be used in administering the statement: *(Revised: 8/4/89, 12/5/06, 4/13/10)*

- (a) each statement shall be administered individually to each student-athlete by the athletics director or the athletics director's designee before the student's participation in intercollegiate competition each academic year;
- (b) each athletics director and head coach in the sport in which the student-athlete participates shall sign each statement as required by the prescribed form;
- (c) each athletics director and head coach in the sport shall sign the affirmation of eligibility form; and (Revised: 4/11/06, 8/3/06)
- (d) each statement shall be kept by the athletics director and shall be available for examination on request by an authorized representative of the NCAA.

14.1.3.3 Institutional Responsibility—Notification of Positive Test. The institution shall promptly notify in writing the NCAA vice president for student-athlete affairs regarding a student-athlete's disclosure of a previous positive test for banned substances administered by any other athletics organization. (Adopted: 1/14/97 effective 8/1/97)

14.1.4 Drug-Testing Consent Form.

14.1.4.1 Content and Purpose. Each academic year, a student-athlete shall sign a form prescribed by the Management Council in which the student consents to be tested for the use of drugs prohibited by NCAA legislation. Failure to complete and sign the consent form before competition shall result in the student-athlete's ineligibility for participation (i.e., practice and competition) in all intercollegiate athletics. (Adopted: 1/10/92 effective 8/1/92, Revised: 1/16/93, 1/10/95 effective 8/1/95, 1/14/97, 4/13/10)

14.1.4.2 Administration. The following procedures shall be used in administering the form (see Constitution 3.2.4.6): (Adopted: 1/10/92 effective 8/1/92, Revised: 4/13/10)

- (a) the consent form shall be administered individually to each student-athlete by the athletics director or the athletics director's designee each academic year;
- (b) the athletics director or the athletics director's designee shall disseminate the list of banned drug classes to all student-athletes and educate them about products that might contain banned drugs. All student-athletes are to be notified that the list may change during the academic year, that updates may be found on the NCAA website (i.e., www.ncaa.org) and informed of the appropriate athletics department procedures for disseminating updates to the list; and
- (c) the consent forms shall be kept on file by the athletics director and shall be available for examination on request by an authorized representative of the NCAA. [D] (Revised: 12/5/14)

14.1.4.3 Effect of Violation. A violation of Bylaw 14.1.4 or its subsections shall be considered an institutional violation per Constitution 2.8.1; however, the student-athlete's eligibility shall not be affected provided the student-athlete signs the consent form. (Adopted: 4/13/10)

14.1.5 International Student-Athlete Form.

14.1.5.1 Eligibility Form. The eligibility of an international student-athlete shall be certified on a form approved by the Management Council and must be completed before practice or

competition. The completed form shall be maintained on file at the institution with other eligibility documents and shall be available for examination upon request by the NCAA staff, and, if the institution is a member of a conference, an authorized conference representative. [D]
(Adopted: 1/10/95 effective 8/1/95 for those student-athletes first entering an NCAA institution on or after 8/1/95, Revised: 1/10/05)

14.5 Transfer Regulations.

14.5.1 Residence Requirement—General Principle. A student who transfers (see Bylaw 14.5.2) to a member institution from any collegiate institution is required to complete an academic year of residence (see Bylaw 14.02.10) at the certifying institution before being eligible to compete for or to receive travel expenses from the member institution (see Bylaw 16.8.1.2), unless the student satisfies the applicable transfer requirements or receives an exception or waiver as set forth in this section. (Revised: 1/10/91 effective 8/1/91, 5/7/10)

14.5.1.1 Fulfillment of Residence Requirement in Night School. When a student transfers to a member institution and is required to fulfill a residence requirement before being eligible to participate in competition, it is permissible for the transfer student to meet the requirement by attending an institution's night school, provided the following conditions are met:

- (a) the night school has regular terms (semesters or quarters) that are the same as the institution's day school;
- (b) the student is enrolled in a minimum full-time program of studies during each night term counted; and
- (c) the student is considered by the institution to be a regularly matriculated student in each term.

14.5.1.2 Disciplinary Suspension. A student who transfers to any NCAA institution from a collegiate institution while the student is disqualified or suspended from the previous institution for disciplinary reasons (as opposed to academic reasons) must complete one calendar year of residence at the certifying institution. (Revised: 1/14/97 effective 8/1/97)

14.5.1.2.1 Exception. A student who transfers to the certifying institution and meets the requirements of the two-year nonparticipation exception set forth in Bylaws 14.5.4.2 or 14.5.5.1.3 is not required to complete one calendar year of residence. (Adopted: 1/16/10 effective 8/1/10)

14.5.1.3 Championship Eligibility. A transfer student who is required to fulfill an academic year of residence (see Bylaw 14.02.10) shall not be eligible to participate in any NCAA championship that occurs during the academic year of residence or during the vacation period immediately following the academic year of residence. (Revised: 1/9/06 effective 8/1/06)

14.5.1.4 Foreign Institution Transfers. A transfer student from a foreign collegiate institution (college, university or two-year college), except one entering as an exchange student (Bylaw 14.5.1.4.1), shall comply with the one-year residence requirement set forth in Bylaw 14.5.5.1.

14.5.1.4.1 Foreign Exchange Student Exception. A student who transfers to the certifying institution shall be immediately eligible if the student is enrolled in the certifying institution for a specified period of time as a foreign exchange student participating in a formal and established

educational exchange program (e.g., sponsored by the U.S. Department of State, Rotary International, the Ford Foundation, the Institute of International Education) recognized by the institution's academic authorities. (Revised: 7/22/08)

14.5.2 Conditions Affecting Transfer Status. A transfer student is an individual who transfers from a collegiate institution after having met any one of the following conditions at that institution:

- (a) The student was officially registered and enrolled in a minimum, full-time program of studies in any quarter or semester of an academic year, as certified by the registrar or admissions office and attended class; (Revised: 1/9/06)
- (b) The student attended a class or classes in any quarter or semester in which the student was enrolled in a minimum full-time program of studies, even if the enrollment was on a provisional basis and the student was later determined by the institution not to be admissible;
- (c) The student is or was enrolled in an institution in a minimum full-time program of studies in a night school that is considered to have regular terms (semesters or quarters) the same as the institution's day school, and the student is or was considered by the institution to be a regularly matriculated student;
- (d) The student attended a branch school that does not conduct an intercollegiate athletics program, but the student had been enrolled in another collegiate institution before attendance at the branch school;
- (e) The student attended a branch school that conducted an intercollegiate athletics program and transfers to an institution other than the parent institution;
- (f) The student reported for a regular squad practice (including practice or conditioning activities that occurred before certification), announced by the institution through any member of its athletics department staff, before the beginning of any quarter or semester, as certified by the athletics director. Participation only in picture-day activities would not constitute "regular practice;" or
- (g) The student participated in practice or competed in a given sport even though the student was enrolled in less than a minimum full-time program of studies.

14.5.3 Conditions Not Constituting Transfer Status. Unless otherwise covered by conditions set forth in Bylaw 14.5.2, a student-athlete is not considered a transfer under the following enrollment conditions:

14.5.3.1 Summer School, Extension Courses or Night School. The student has been enrolled in or attended classes only in a summer school, extension course or night school, unless the night school is considered by the institution to be a regular term (semester or quarter) the same as its day school, the student is enrolled for a minimum full-time load in this regular night term, and the student is considered by the institution to be a regularly enrolled student.

14.5.3.2 Second Campus of Institution. The student is in residence at an institution's campus that is not in the same city as the institution's main campus, provided the campus at which the student is in residence does not conduct an intercollegiate athletics program, classes on the campus are

taught by the same instructors who teach classes on the main campus, the credits received by all class enrollees are considered as regular credits by the institution's main campus, and the degrees awarded to all students come from the institution's main campus.

14.5.3.3 Academic Exchange Program.

A student participates in a regular academic exchange program between two four-year institutions that requires a participant to complete a specified period of time at each institution, and the program provides for the student-athlete to receive at least two baccalaureate or equivalent degrees at the conclusion of this joint academic program.

14.5.4 Two-Year College Transfers. A student who transfers to a member institution from a two-year college or from a branch school that conducts an intercollegiate athletics program must complete an academic year of residence (see Bylaw 14.02.10) unless the student qualifies for a transfer exception as set forth in Bylaw 14.5.4.1. (Revised: 1/10/92, 4/14/06, 5/7/10)

14.5.4.1 Exceptions. A student who transfers to the certifying institution shall be immediately eligible if: (Revised: 1/10/91 effective 8/1/91, 1/13/98 effective 8/1/98, 1/12/99 effective 8/1/99, 10/22/03, 1/10/05 effective 8/1/05, 1/9/06, 4/14/06)

(a) The student has never practiced nor competed in intercollegiate athletics; (Revised: 1/9/06, 1/14/15)

(b) The student transfers from a two-year college or from a branch school that conducts an intercollegiate athletics program without having been enrolled full time at a four-year collegiate institution and would have been academically and athletically eligible had he or she remained at that institution. A student-athlete who has exhausted his or her athletics eligibility at the two-year college may use this transfer exception if the student-athlete was otherwise academically or athletically eligible for competition at the two-year college; or

(c) The student transfers from a four-year institution to a two-year college, and then to the certifying institution, provided the student either would have been athletically and academically eligible, at the time of transfer to the certifying institution (see Bylaw 14.5.2), had he or she remained at the previous four-year institution or he or she successfully completed at least 24-semester or 36-quarter hours of transferable-credits.

