

DEPARTMENT OF ATHLETICS  
POLICIES AND  
PROCEDURES  
MANUAL



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## **I. Introduction**

### ***Mission statement***

The mission of the Athletic department is to provide a program that is educationally safe, sound and productive. This file has been developed to provide a guide to the policies and procedures of the Athletic department. It provides a framework in which all members of Al Akhawayn community can best work together for the benefit of our overall athletic program. Athletes and community members are obligated to be knowledgeable and supportive of these policies and procedures.

### ***Philosophy***

The athletic program is an integral part of the overall educational process at AUI. Through sports, students are taught the value of hard work, leadership, discipline, team building and sportsmanship. We will provide every student athlete an environment to achieve not only athletic success but lay the foundation for success in life as well.

The Athletic department seeks to hire highly qualified coaches, charging them with the unique opportunity to teach positive lifetime skills and values to all their athletes. In order to ensure that athletes are prepared for the commitment and personal sacrifice needed to be successful in athletics, coaches must help them develop and understand the roles that desire, dedication, and self-discipline play in reaching individual and team goals.

While striving for victory is the nature of athletic competition, it is only one criterion when determining a season's success. Guiding a team to reach its maximum potential and an athlete to reach his/her maximum potential are the ultimate goals. Along with this comes emphasis on good sportsmanship, which includes being modest in victory and accepting in defeat.

### ***Purpose***

The purpose of the Athletic department is to provide an educational experience in and through sports for the student-athlete. Specifically the purposes of the program are:

- To provide an opportunity for each individual to pursue excellence.
- To provide in a variety of sports, competitive experiences at appropriate skill levels up to and including national competition.
- To encourage each student to grow as a person, as a scholar, and as an athlete.
- To encourage students to desire activity as a meaningful and essential part of life.
- To provide students with opportunities for leadership through involvement in the program.

## ***Objectives***

The objectives of the Athletic department are:

- To provide an opportunity for each student-athlete to strive for excellence through proper athletic competition.
- 
- To offer a diverse athletic program which provides competitive experience on the regional, national and international level
- 
- To provide wholesome entertainment and recreational opportunities for students, faculty, alumni, and members of the University community, etc.
- 
- To assure that the athletic program is evaluated in terms of the educational goals and objectives of the University.

## ***Goals***

The goals of the Athletic department are:

- To keep the welfare of the student-athlete as the central concern in the development of the program.
- 
- To remain a part of the educational mission of the University.
- 
- To accommodate as many athletes as staffing, budget and facilities permit.
- 
- To have a competitive athletic program.
- 
- To annually assess the athletic program for continuous improvement.

## **II. General Organization and Personnel**

Statement of Procedures

### ***Administration***

The administrative structure of the department of Athletics at Al Akhawayn University is outlined in this section. Information on the Director of Athletics, Administrative Assistant, Fitness supervisor, Facilities and Intramural Supervisor and Lifeguards are below.

#### **Director of Athletics**

The Athletic department is under the direction of the Director of Athletics. The Director of Athletics oversees all aspects of the Athletic Department. The Director of Athletics

designates certain areas of responsibility to members of the athletic administrative staff or to the coaching staff.

### **Assistant to the Athletic Department**

The Athletic Department Assistant provides clerical support for the Director of Athletics in coordinating the day-to-day operations of the Athletic Office. The Secretary reports directly to the Director of Athletics.

### **Fitness supervisor**

Fitness supervisor role is to successfully manage the fitness center by developing a comprehensive program

### **Athletic Facility; equipments and Intramural Supervisor**

The Athletic Facility Supervisor is responsible for coordinating the set up of athletic facilities for special events and the maintenance activities of athletic facilities and equipment. He supervises gyms and coordinates intramurals in order to ensure safety, appropriate behavior of participants. He also coordinates with the ground and maintenance department and official team leaders. He undertakes annual inventory of all departmental movable equipment and supplies

### **Lifeguards**

The Lifeguard creates and maintains a safe swimming environment for everyone. The Lifeguard is responsible for ensuring the safety of the facility patrons by preventing and responding to emergencies. The Lifeguard also performs the task of swimming pool instructors in AUI swimming school.

### **Coaching Staff**

AUI Athletic department strives to achieve self-sufficiency in term of coaching official team. Up to know with the exception of Volleyball, Basketball and swimming, all AUI official teams are coached by the Athletics staff.

### **Assistant Coaches**

Coach practice sessions or workouts as assigned: may be assigned to work with specific groups or student-athletes on regular basis.

### **Office Hours**

The office hours of the athletic are from 8:00 a.m. to 2:00 p.m. and from 4:00p.m.to10:00 p.m. Monday through Friday, and during weekends from 12:00 to 10:00 p.m.

### **Coaches Evaluations**

Prior to the conclusion of each team's season the Athletic Director will conduct an annual athletic evaluation of each coach. (Appendix A).

## **Code of Ethics**

Commitment to the student-athletes:

- Coaches shall put the welfare of their student-athletes above all else while maintaining professional relationships with them.
- Coaches shall encourage the student-athlete to exhibit sportsmanship at all times.
- Coaches shall always remember that their players are student-athletes and not make demands that could compromise the student-athletes' academic pursuits.

Commitment to the institution:

- Coaches shall behave in such a way that they shall bring credit to their profession and themselves.
- 
- Be professional and accept responsibility for your actions.
- 
- Help each students' athlete reach his full potential

## **III. Students Athletes**

### ***Institutional membership***

Al Akhawayn University is a member of the national federation of universities sports in the ministry of higher education.

Some sports teams such as rugby and tennis are also members of national sports federation and participate in the national championship.

Please find below varsity teams that take part in the Moroccan Universities championship:

#### **Varsity Sports:**

Soccer Men Women

Volleyball Men Women

Basketball Men Women

Handball Men

Swimming

Tennis

Table tennis

Rugby

Track & Field

Water polo

## ***Student Athlete Contract***

Students must read and sign this contract in order to participate in sports at Al akhawayn University. A sample contract is available in the Appendix B.

## ***Student-Athlete Grievance and Dismissal Procedures***

### **Student-Athlete Grievance Procedure**

When a student-athlete has a grievance against his or her coach, the following are the procedures that must be done:

- The student-athlete must first set-up a meeting with the coach or coaches involved to try to come to an agreement.
- If, after the meeting, the student-athlete is not satisfied with the outcome, he or she may speak to the Director of Athletics
- The Director of Athletics may elect to set up a meeting with the coach(es) and the student-athlete.
- If a decision is not reached at this meeting, the student athletes will be out of the team

## ***Policy for Dismissing Student-Athletes from a Team And/ Or Filing a Compliant***

### **Against a Student-Athlete**

The following are the policies and procedures for coaches who wish to dismiss a student athlete from a team during the season and/ or file a complaint against a student-athlete for improper conduct:

- Coach must first file a written complaint and submit it to the athletic the Director of Athletics about the student-athlete detailing the incident or incidents which led to the dismissal from the team;
- The Director of Athletics will review the complaint.
- The Director of Athletics may elect to call a meeting with the coach or coaches involved and/or the student athlete;
- The Director of Athletics can either uphold the dismissal or reinstate the studentathlete, if the issue has been resolved;
- The student-athlete has the right to appeal the dismissal;
- In extreme cases, the case may be forwarded to the Vice President of Student affairs for further review.
- Once a final decision has been rendered, the student-athlete will be notified in writing. A copy of the letter will be kept in the student-athlete's file

## ***Team Dismissal Appeals Process***

When a student-athlete is dismissed from a team by a coach, the student will have the option to appeal the decision. Below is the process for appealing a team dismissal:

- Upon dismissal from a team, a student-athlete who wishes to appeal such a decision may submit a written letter of appeal to the Director of Athletics within 4 days of the dismissal.
- The Director of Athletics will request information regarding the dismissal from the head coach of the team.
- After reviewing all of the information, the Director of Athletics may make a decision to uphold the dismissal or meet with the parties involved for mediation.
- If the student-athlete is not satisfied with the decision of the Director of Athletics or if the mediation process has yielded no results, a hearing may be requested by the student-athlete.
- During the hearing process a committee will examine all material presented by all parties. The committee will be comprised of the Director of Athletics, , Students athletes representative and vice president of students affairs involved with the case. After hearing all information, the committee will render a decision. The decision of the committee will be final. The student athlete will be notified in writing of the Committee's decision.

### ***Voluntary Team Withdrawal***

Any student-athlete who wishes to voluntarily leave a team may do so at any time. The Student-athlete must first inform/ his or her coach. Next, the student-athlete must set up an appointment and meet with the Athletic Director. At this meeting, the student will be asked to explain the reasons why he wants to leave the team. Any student who excessively misses team activities will be considered to have left the team and will be required to meet with the Athletic Director and the coach.

## **IV. Official Teams Travel Policy**

### ***Overseas Team Travel***

International trips must be submitted for approval 3 months in advance. A complete travel projects must be prepared including estimated cost of trip, schedule of events and what funding sources will be utilized for the international trip. All international travel representing AUI must be approved in advance by the Director of Athletics and Vice President of Student affairs.

When planning a team overseas trip to participate in an international sports tournament, the Athletic department will pay all team members participation fees. Students should arrange and purchase their air travel to the intended destination. When a visa is required students also pay for visas fees.

The athletic department will pay the flight tickets for students that demonstrate financial constrain and only if approved by AUI president.

Teams may also undertake fundraising activity that will allow them to pay for flight ticket.

## ***Team Travel Nationally***

Travel requests should be submitted as soon as possible to allow sufficient time for processing. One week should be allowed for travel requests to go through all required channels. The department assistant will retain a copy of the request.

- When University Van is not available for way games, we will resort to bus rental.
- To optimize expenses, when the university van and van rental are used the same day for different activities. The university van shall be used for short distances and bus rented for long distances

## ***General Team Travel Guidelines***

The following policies must be adhered to by all students throughout the entirety of any trip or related travel.

Policies

- All athletic team travel must be approved in advance by the Director of Athletics.
- Bus requests must be submitted to the Assistant to the Athletic Director as far in advance at least one week in advance.
- No alcoholic beverages are allowed during team travel.
- Teams within three hours of travel time will make the trip the day of competition. A staff accompanying the team or individual is not required
- Teams staying overnight must be accompanied by an athletic department staff members or an AUI staff members approved by the athletic director
- Teams or individual must not schedule friendly games outside 100 kilometers. Friendly away game that are beyond 100 kilometers must be approved in advance by the athletic Director
- Student athletes are eligible for meals and accommodations for away trip for official games but not for friendly games

## ***Team and Individual Travel Requests***

### **Meals**

160 DH a day

Breakfast	=	20 (Shall leave before 8 AM)
Lunch	=	70 DH (shall leave before 11 AM)
Dinner	=	70DH (shall leave before 5 PM)

### **Hotels**

Lodging	=	Max 300 night/person (based on 2 persons per room)
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## ***Expense Reports***

Expense reports for staff travel must be completed and turned into the Athletic office as soon as possible upon returning to campus. The normal turn-around time for submitting expense reports is 48 hours. Appropriate receipts must be attached to the expense report.

## ***Transportation***

Travel requests should be submitted as soon as possible to allow sufficient time for processing. One week should be allowed for travel requests to go through all required channels. The department secretary will retain a copy of the request.

- When University Van is not available for way games, we will resort to bus rental.
- To optimize expenses, when the university van and van rental are used the same day for different activities. The university van shall be used for short distances and bus rented for long distances.
- Student-athletes are not permitted to drive their own vehicles to transport themselves, or other student-athletes, to any away athletic contests when they are representing AUI Athletic Department unless approved in advance by the Director of Athletics.
- The athletic department will provide cash for the purchase of gas and high way fees. The driver needs to pay in cash and obtain a receipt for purchase.

## **V. Students Athlete Uniforms**

The procedures listed below will be followed regarding the issuance of athletic equipment:

- Official teams coach should submit the team rooster to the Athletic department before Midday the day after the last training session hours before the contest
- Uniforms and track suit will be collected by the student's athlete the day of the contest and within at least half hour of a contest on campus and submit his student ID card.
- For way games uniforms and track suit shall be collected by the student's athlete the day of the away game and within at least half hour of a team departure and submit his student ID card.
- For overseas travel uniforms and track suit shall be collected by the student's athlete within 3 Days of a team departure
- Students need to return the uniform and track suit at least 24 hours after the contest or 24 hours upon arrival if the contest is scheduled on Friday, the uniform should be returned the next Monday of the contest.
- Any student not returning his uniform within the allowed time will be revoked from the next practice session and will pay 100 Dhs Fine.
- If the student fails to return them after the next practice, he will be fined 600 MAD for teams jerseys and 800 DH for teams track suit. The will be deducted automatically from his cash wallet account
- Uniforms, warm-up suits are to be worn and used only for practice and competition that is conducted under the direction of the Athletic Department.

- Team competition uniforms are replaced every two years. Replacement uniforms for the current uniform style are purchased as required as needed to replace a worn-out pair of shorts, skirt, kilt, pants, or jersey.
- Water sports athletes will receive one cap per athlete per year for each team on which they participate
- Track suit uniforms are replaced every three years
- An inventory of the uniforms will be conducted by the facility supervisor prior to the end of the semester.

<b>UNIFORM</b>	<b>ADDENDA</b>
<p>I understand that I have signed out a uniform from the Athletic department If the uniform is not returned or is returned in unacceptable condition, or is not returned prior to the date required, the following action will be taken.</p>	
<p>1. The student will be billed for the uniform 600 Dh for teams jerseys and 800 Dhs for track suit directly deducted from cash wallet</p>	
<p>2 The student will be billed 100 Dh fine if the uniform is not returned 24 hours after the last contest and he will be revoked from his team next training session.</p>	
<p>I (student) _____ understand my responsibility for the uniform being loaned to me and the consequences for not taking good care of it and the timely return of the uniform.</p>	
Student	Signature _____
	Date _____

## **VI. Student Athlete Disciplinary Action and Penalties**

The Athletic department has established a tradition of ethical conduct at all levels of university life. In accordance with this tradition, all student-athletes associated with the intercollegiate athletics program are expected to represent the University in an honorable manner at all times. AUI general policies are applied during away games. Students who violate the code of conduct will sit in front of a disciplinary committee and appropriate sanctions will be applied. The use, misuse and abuse of alcohol, tobacco and other drugs are considered by the athletic department as a major offence. It is meant to support AUI general policy regarding substance use.

Coaches are required to make the rules and regulations to their team members at the initial meeting of each year.

## **VII. Student Athlete Academic Responsibilities**

The Department of Athletics makes every effort to offer a program that assists each student athlete in being in a good academic standing and maintain an academic GPA equal or higher than 2.0. Students who are not in a good academic standing will not be allowed to join AUI official teams. Student-athletes, however, must assume ultimate responsibility for their academic endeavors while attending the University

AUI athletic department will assist student's athletes who are not in a good academic standing by offering tutoring classes offered by student's athlete's peers

### ***Excused Absence Policy***

- Student's athlete who will miss classes due to the participation in an athletic event should get the excused absence form from the athletic office at least 72 hours before the day he will miss the class.
- He needs to fill in the form and submit it to the athletic director for signature
- Students athletes should give the form to faculty and get it signed by them certifying that the faculty give the students permission to miss the class
- After getting the approval of faculties, students athlete need to submit the form signed by the faculty to the athletic office.

### ***Competition during the Examination Period:***

Normally, competitive games will not be permitted during the time of examinations schedules. The athletic Director, in his discretion, may make exceptions if the importance of the event and alternative provisions for examinations justifies such action. Normally teams will be given permission to compete in tournaments during exam periods when faculty should be notified of such competition and give their approval

The Department of Athletics shall provide a list of all student-athletes with specific conflicts to the faculty. It is the responsibility of each student-athlete to arrange for alternatives to scheduled exams and faculty should have approved it

## **VIII. Awards Ceremony for Student's Athlete:**

AUI Athletic department organizes each end of the semester three types of recognition:

- Graduating student's athletes,
- Students with the best academic performance
- Jubilee

The following procedures are followed to select Student's athletes eligible for the athletic awards ceremonies

- The Athletic Award ceremony committee will examine all students' athlete files. The committee will be comprised of the Director of Athletics, Students athletes' union and team's coaches.
- Being part of an AUI official team does not guarantee an award.
- The Award committee has the right to eliminate a student's athlete from the list
- The award committee decisions are final

## **IX. Athletic Financial Aid**

### ***Athletic Scholarships***

Athletic scholarships are awarded based upon an evaluation of the existing application by the athletic director based on recommendations made by the head coach of each respective sport. Upon recommendations for award amounts, the Vice president of student's affaires approves the award amount to be offered to the student-athlete. Athletic scholarship are granted only to students who will represent Al Akhawayn University in the Moroccan universities championship or in Universities international sports tournament

### ***Renewal of Athletic Scholarships***

Athletic scholarships, are awarded for no longer than one year, and can be renewed annually. If a coach wishes not to renew an athletic scholarship, a written notice must be sent to the Director of Athletics by April 30. After an analysis and a deep scrutiny of the coach notice by the athletic Director and a final decision not to renew the scholarship is taken. The athletic Director should notify the vice presidents of student's affaires who will advise the financial aid office. The Notification of renewal, increase, or cancellation of an athletic award will be sent to the student-athlete by June 30.

### ***Part Time Job in the Athletic Department***

Only student's athletes are eligible to part time job in the athletic department. Only in the case when the number of required part time job position cannot be taken by student athlete that student from general student population can get a part time position in the athletic department: please find below procedure for part time job at the athletic department:

- Both the University and the Department of Athletics are aware that participation in varsity athletics makes exceptional demands upon a student-athlete's time and energy. Consequently, Student athlete applying for part time job in the athletic department shall not follow the financial aid academic eligibility for part time job. To be eligible for part time job at the athletic department , students athlete should have at least 2.5 in cumulative GPA
- The athletic department will send the department part time job needs to the financial aid office.
- Student's athlete who wishes to apply for part time job at the athletic department should apply at the financial aid office.

- The financial aid office shall send the list of students athlete who applied for part time job at the athletic department
- The athletic department will select candidate from the list
- The athletic department shall notify the financial aid office of the candidates selected.

The athletic department reserve the right to offer job employment for students who offers new fitness class and students applying for swimming instructor in Al akahwayn swimming school .the eligibility requirement needed for normal part time job does not apply for these types of positions

### ***Employment Guidelines***

The student-athlete is expected to behave responsibly and perform job duties to the best of his/her ability. A student-athlete might be dismissed from a position because of a poor attitude or job performance. The following rules apply to all types of student-athlete employment

1. The student-athlete must perform useful work.
2. The rate of pay must be the regular rate paid for such duties.
3. Hours paid must equal actual hours worked.
4. Payment in advance of hours worked is not permitted

### **X. Student Athlete Medical Policy**

All student athletes must provide a medical aptitude certificate that proves that they are fit take part in AUI training sessions and the Moroccan Universities championship. However as a student's athlete, by joining AUI official teams , they recognize and acknowledge that there are certain risks of physical injury and agree to assume the full risk of any injuries, including death, damages, or loss which I may sustain as a result of participating in any and all activities connected with, or associated with, sports teams activity.

Therefore, AUI is released and discharged for any all claims, including but not limited to, death, damage, injuries or Loss to which student may have, or which may accrue on account of participation in the sports activities.

All injuries related to participation in AUI athletic activities are covered by the university insurance

### ***Emergency Procedure at Home Competitions or Practices***

In the event of a medical emergency the following procedures shall be followed:

- The coach or assistant coach shall inform the sports complex control desk 2022

- The control desk officer should get in touch with AUI health center :2055
- He shall also call the athletic Director \*2015
- The coach or assistant coach will stay with the injured athlete. Until transportation is under control.

### ***Catastrophic Event***

Whenever a catastrophic accident, emergency situation, severe or fatal injury occurs, the Attending staff will contact the parties in the following order

- Security department :0535862222
- the athletic director.0675400023

## **XI. Event and Game Operations**

### ***General Facility Management Principles***

AUI athletic facility management is organized by the facility supervisor. Ground and maintenance assist in big events requiring big game set up.

### ***Indoor Setups***

Setups for basketball and volleyball events typically take place at least two hour before the scheduled competition in order to allow at least one hour for warm-ups. General responsibilities during facility preparation include mopping the floor, rolling out sideline covers, setting up scorers' tables and team benches, testing timing devices and scoreboards, running out bleachers, and placing trash receptacles around the facility.

### ***Event Management***

AUI athletic event management is organized and directed by the Director of Athletics and Assistants to the Athletic Director. Assistance is provided by a variety of sources including coaches, Facilities supervisor, graduate assistants, student workers, and other administrators. SRU police also provides support in this area.

### ***Facility Cleanups***

Indoor event cleanups follow the conclusion of events. Exact time of the cleanups depends on needed use of the particular facility. Indoor cleanups include rolling up sideline covers, cleaning up and removing scorers' tables and team benches, disconnecting timing devices and scoreboards, cleaning, mopping, and running in bleachers, and removing trash receptacles from around the facility.

## **Physical Plant**

The Ground and Maintenance Department is responsible for the care and maintenance of all sports facilities. The Assistant Athletic Director/Administration and the supervisor of a athletic Facilities Operations is the department's liaison with the ground and maintenance. All requests for maintenance, repair or improvement to athletic facilities must be forwarded to the Athletics Director. In the event of a facility emergency that occurs during the evening or on a weekend, the security department (2222) may be Contacted

## **XII. Purchasing Procedures**

### **Purchasing**

All purchases must be approved in advance on a properly submitted requisition form.

Any and all purchases requiring a bid (greater than 2000 MAD) will be forwarded to the Purchasing Department which will seek out the lowest bid unless provided with bids attached to the requisition. The Director of Athletics must approve emergency purchases in advance.

Note: Failure to follow the purchasing guidelines for the Department makes student club members liable for any purchases made.

The purchasing procedures for the Department of Athletics have been established in accordance with the University purchasing policies and procedures.

In general, all Departmental purchases (i.e., supplies, equipment and services) from other outside vendors, using either University or club budget must be approved in advance using an Athletic Department Purchase Request Form.

- No purchase order, either verbally or by letter, is to be placed with any supplier, without first obtaining requisitions authorization from the Director of Athletics
- Authorized personnel are to use the Purchase Order Form provided by the Athletic Office.
- The purchase order should indicate the exact description, style and/or model, numbers, and sizes.
- Upon completion of the form, it is submitted to the Athletic Office for approval. The purchase order is approved when the requisition has the signature of the Director of Athletics After approval, the purchase order will forwarded to the Vice president of students affaires for final approval
- After the approval of the Vice president of financial affairs and if necessary the university president , the request shall be processed in a period less than a month

### **Purchase requiring less than 2000 Dhs**

Students and staff can purchase equipment from outside vendors when the amount of purchase does not exceed 2000 Dhs Subject to the approval of the Athletic Director

### **Extraordinary purchase**

Sometimes the athletic department wants to purchase materials that are not available in the national market. Thus, a university employee or a student can purchase from international vendors and provide a receipt and fill in the athletic department reimbursement form Subject to the approval of the Athletic Director, as well as the Vice President for Students Affairs

#### **Emergency Purchases**

All purchases, including emergency orders, must have prior authorization from the Director of Athletics or Assistant to the Athletic Director.

#### **Defective product:**

If a product is determined to be defective, or not operating as anticipated, Al akhawayn university Athletic department will request replacement. The defective product will be returned to the suppliers and need to be replaced within 30 Days.

#### **Returns and exchange**

If the athletic department receives a product deemed inferior in quality or does not meet the requirement of the order the item will be returned to the vendor.

### **XIII. Security of the Building**

AUI sports complex is open during the academic year from 8:00 a.m. to 10:00 p.m. (Monday – Friday), and weekend and vacation days from 12:00 to 9:00 p.m. unless there is an athletic event/special event taking place in the building. The building is secured by security officer working with the athletic department.

#### **Security**

Security is the responsibility of each employee of the Department of Athletics. Some Guidelines are listed below:

1. Lock appropriate gates and doors.
2. Be certain facility is secured at closing time.
3. Protect all equipment from vandals.
4. Do not assume someone else will lock up.
5. Report lost keys to the facilities and intramural supervisor

#### **Keys**

All keys will be issued by the facility supervisor. Keys may not be duplicated, and must be returned upon termination of employment. Each employee must complete and sign a key inventory form.



**Al Akhwayn University Athletic Department  
Coaches Performance Review and Evaluation**

**Coach:** \_\_\_\_\_ **Sport(s):** \_\_\_\_\_

**Date of Evaluation:**

**Rating Scale:** 5=significantly exceeds expectations, 4=Above Expectations, 3=At Expectations, 2=Below Expectations, 1=Unsatisfactory, NA=Non-Applicable

**FULFILLMENT OF PROFESSIONAL RESPONSIBILITIES: RATING** \_\_\_\_\_

**Administrative Abilities:**

1. Annually submits goals and objectives in a timely fashion to The Athletic Administration \_\_\_\_\_
2. Aids the department in scheduling of games, contests, Matches, and tournaments \_\_\_\_\_
3. Cooperates with Athletic Administration in developing and administering assessment tools and providing positive input for overall success of AUI Athletic Program \_\_\_\_\_

**Coaching Abilities:**

1. Assists student-athletes in reaching their fullest potential \_\_\_\_\_
2. Demonstrates the ability to teach fundamentals and analyze and correct errors \_\_\_\_\_
3. Maintains discipline in a firm and friendly manner \_\_\_\_\_
4. Develops good team spirit and morals \_\_\_\_\_
5. Provides an environment that makes participation enjoyable for the student-athletes \_\_\_\_\_
6. Contacts and attracts quality new students student-athletes \_\_\_\_\_
7. Retention of recruited student-athletes on team \_\_\_\_\_
8. Presents a positive role model for student-athletes \_\_\_\_\_

**Team Athletic Performance**

1. Conduct well organized practice \_\_\_\_\_
2. Has helped me to improve as a student-athlete \_\_\_\_\_
3. Sets reasonable team rules and guidelines \_\_\_\_\_

**OVERALL RATING:** \_\_\_Significantly Exceeds Expectations \_\_\_Above Expectations \_\_\_At Expectations \_\_\_Below Expectations \_\_\_Unsatisfactory

**Person conducting Evaluation:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Athletic Director's Final Evaluation:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMMENTS:**

**Areas of Strong Competence:**

**Areas in Need of Improvement:**

**Other Comments:**

## Student Athletic Contract

Participation in athletics is a serious commitment. Therefore, students must read and sign this contract in order to participate in sports at Al akhawayn University. This contract must be signed and returned to the athletic office. you are making a commitment to yourself, your teammates , your coach (es) and AUI . In order for each athlete to reach his/her potential, to improve his/her own skills and performance, and for the team to establish camaraderie, it is essential that all team members be present at all practices and all meets.

1. 2 unexcused absences will result in dismissal from the team.
2. The coach will determine which absences will be excused.

a. Planned absences such as medical appointments will be presented to the coach in writing prior to the date of absence.

b. Unplanned absences such as illness and family emergencies will be discussed. It is the athlete's responsibility to contact the coach in person or by phone in a timely manner. An e-mail regarding all absences shall also be set to the Athletic Director prior to the absence.

Absences will be automatically recorded as unexcused, unless the coach determines otherwise.

I, the undersized student, understand and agree to abide by the above rules and regulations. I also acknowledge the physical risks involved as a result of participation in sports.

Student's name:

Team: \_\_\_\_\_

Signature:

Date: \_\_\_\_\_