

Utah Tech University Policy

328: Athletic Staffing



- I. Purpose
- II. Scope
- III. Definitions
- IV. Policy
- V. References
- VI. Procedures
- VII. Addenda

I. Purpose

- 1.1 The Athletic Program at Utah Tech University (“the University”) strives to help students to define, shape, and achieve educational and life goals, contributing to the University’s personalized and excellent teaching in a learning environment where all students can become passionate about their individual educational endeavors. Athletic teams and programs are designed to fuel students’ desire for achievement both in the classroom and on the field or court.
- 1.2 The Athletic Program’s core values are: 1) integrity; 2) academic success; 3) compliance with National Collegiate Athletic Association (NCAA), conference, and University regulations; 4) competitiveness; 5) fiscal responsibility; and 6) positive deportment of coaches and athletes.

II. Scope

- 2.1 This policy applies to all paid and volunteer positions within the University Athletic organization, be they full-time or part-time positions, with or without pay.

III. Definitions

- 3.1 ***Athletic Administrative Positions:*** staff positions within the Athletic organization responsible for coordination of programs and department functions “off the court/field.” Such positions include, but are not limited to: Executive Director of Athletics, Associate/Assistant Athletic Directors over a variety of functions (compliance, internal and/or external operations, media relations. etc.), Senior Women’s Administrator (SWA), and various staff coordinators, specialists, athletic trainers, seasonal/temporary positions (see Policy 310), and seasonal/temporary volunteers responsible for daily operations and program needs within the

department.

- 3.2 ***Athletic Coaching Positions:*** staff positions within the Athletic organization responsible for coordination of programs and functions “on the court/field.” These include sport head coaches, sport assistant coaches, and sport volunteer coaches.
 - 3.2.1 Head coaches have ultimate responsibility for their teams and are hired or appointed, as well as supervised, by the Athletic Director.
 - 3.2.2 Assistant Coaches assist Head Coaches in their duties and are hired or appointed by the Athletic Director and supervised by Head Coaches.
 - 3.2.3 Volunteer Coaches assist Head Coaches and Assistant Coaches in their duties on an unpaid basis. Volunteers are not employees of the University, but the Athletic Director retains the right to approve individuals involved in such activities.

IV. Policy

- 4.1 All Athletic Administrative positions and Athletic Coaching positions are governed by this policy, with duties of each position listed in the associated job description on file with Human Resources.
 - 4.1.1 Executive Director of Athletics will direct the Intercollegiate Athletic Program, including fundraising, promotion of programs, and supervision of the Athletic Program and its staff. This position is ultimately held responsible for the success of the Athletic Program.
 - 4.1.2 Head Coaches are responsible for achievement of a successful Athletic Program, through recruitment, coaching, training, and developing a team, as defined by:
 - 4.1.2.1 Personal and program integrity;
 - 4.1.2.2 Academic success of student-athletes (as demonstrated by satisfactory progress towards degree, GPA, and graduation rates);
 - 4.1.2.3 Compliance with NCAA, Conference, and University rules and regulations;
 - 4.1.2.4 Athletic competitiveness, including win/loss record;
 - 4.1.2.5 Fiscal responsibility, including maintaining non-deficit

spending of team budgets and complying with University financial practices and policies;

4.1.2.6 Personal department, as well as the department of Assistant Coaches, Volunteer Coaches, and the Athletes under their direction.

4.1.2.7 Head Coaches are also required to perform administrative functions such as participating in continuing-education programs regarding NCAA and conference rules; organize game schedules; arrange team travel to games; supervise assistant/volunteer coaching staff; assist with team and individual statistics collection and sports information dissemination when necessary; and assist in fundraising and other game management as assigned by the Athletic Director.

4.2 Hiring procedures for all Athletic personnel will coordinate with Human Resources (see Policy 305) and include formal consideration of candidates' commitment and capabilities to abide by NCAA rules. During the hiring process for Athletic Program personnel, candidates for all coaching positions will be asked, and NCAA enforcement staff will be contacted, to determine whether an individual has been involved in past NCAA rules violations.

4.3 Full-time athletic administrative positions and coaching positions are benefit-eligible (see Policies 301 and 343) and will be job classified based on the Department of Labor Fair Labor Standards Act (FLSA) as governed by Policy 351. Persons holding these positions will be treated as professionals with an understanding that duties must be fulfilled and successful performance may require work at all hours of the day, on weekends, and during national holidays.

4.4 All athletic administrative and coaching positions are "at-will" and may be terminated at any time, with or without cause. Hiring and continuation of employment are at the discretion of the Athletic Director and University President.

4.5 Coaches' additional assignments in the Athletic Program and/or in other areas are also held "at-will", with continued employment in all areas contingent on continuation of the coaching assignment.

4.6 Athletic Program personnel employment agreements will be established on an annual basis, according to the following schedule:

4.6.1 Administrative Positions: July 1 – June 30

4.6.2 Coaching Positions (full-time, part-time, and volunteer):

4.6.2.1 Cross Country, Track, Football, Soccer, and Volleyball: January 1 – December 31

4.6.2.2 Basketball and Swimming: May 1 – April 30

4.6.2.3 Baseball, Golf, Softball, and Tennis: July 1 – June 30

4.6.3 If additional sports are added, the Athletic Director shall set the schedule of appointment and it shall be added to this policy as an editorial revision.

V. References

5.1 University Policy 301: Personnel Definitions

5.2 University Policy 305: Hiring

5.3 University Policy 343: Benefits and Payroll Deductions

5.4 University Policy 351: Job Classification

VI. Procedures

6.1 Athletic personnel who are granted a written contract will have their conditions of employment, including compensation, set forth in that contract.

6.1.1 Where a coach or administrative employee is hired under a written contract, that contract will be interested by the terms of this policy. If the contract is materially inconsistent with this policy, the specific contract terms will supersede this policy.

6.2 Compliance with the law, NCAA rules and regulations, conference rules and regulations, and University policy are understood conditions of employment, and violation may result in disciplinary action up to and including termination of employment.

6.3 Athletic Administrative positions and Athletic Coaching positions must receive approval from the Executive Director of Athletics and Executive Director of Human Resources before contracting to perform additional assignments at the University. If such assignment is in an academic capacity, the approval of the appropriate dean is also required and, if teaching, will be maintained to standards of instruction set forth in Academic Policy.

VII. Addenda – N/A

Policy Owner: Executive Director of Human Resources
Policy Steward: Athletic Director

History:

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