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TO: Dr. Monty Sullivan
LCTCS President
THROUGH: Dr. Chandler LeBoeuf
Interim VP of Education
Governmental and Public Affairs Officer

FROM: Dr. Amber Blair
Executive Director of Student Compliance, Equity, and Governance

DATE: March 21, 2024

SUBJECT: Review and Advisement: Revisions to LCTCS Policy #2.019 – Athletic Programs

Received
APPROVED
4-10-24
LCTCS BOARD OF SUPERVISORS

FOR BOARD REVIEW AND ADVISEMENT

Recommendation: Staff recommends that the Board accept for review and advisement the revisions to LCTCS Policy #2.019 - Athletic Programs

Background: The LCTCS recognizes the need to update LCTCS Policy #2.019 - Athletic Programs. There have been several revisions to the LCTCS Policy #2.019 - Athletic Programs to address feedback from the CFO/CAO/CSAO functional groups regarding financial sustainability, annual reporting, and use of volunteer coaches and boosters. It was approved by the PACC on March 12, 2024. The colleges are simultaneously working on revised athletic codes of conduct.

Fiscal Impact: N/A

History of Prior Actions: Original Adoption December 11, 2019

Benefits to the System: These revisions will ensure that each institutional program is financially sustainable and compliant with all applicable statues, policies, and national affiliate regulations such as those enumerated by the National Junior College Athletic Association (NJCAA).

Handwritten signature of Monty Sullivan

Approved for Distribution to the Board
Dr. Monty Sullivan

4-10-24

Date

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 2.019

Title: ATHLETIC PROGRAMS

Authority: Board Action

Original Adoption: 12/11/2019

Effective Date: TBD

Last Revision: TBD

The Louisiana Community and Technical College System (LCTCS) recognizes that athletic programs not only enhance learning, but also serve as an opportunity for students, faculty, staff, and the community to share in the college experience. As the ultimate authority for authorizing all athletic programs, the LCTCS Board of Supervisors supports student participation in sports and athletics; however, LCTCS institutions must ensure that each program is financially ~~sustainable-self-sustaining~~ and compliant with all applicable statutes, policies, and national affiliate regulations such as those enumerated by the National Junior College Athletic Association (NJCAA). ~~Sections of this policy draw heavily from the NJCAA Bylaws and Policy Handbook.~~

Definitions

Coach: An employee who represents the college on behalf of the athletic department, including but not limited to, instructing individual/team sport skills, providing strategy, and coaching against competition on game day, providing video and/or statistics, scouting opponents, recruiting, providing fitness training for a sport team or an individual athlete. All coaches, regardless of classification (head, assistant, part-time) are subject to all NJCAA regulations and limitations.¹

~~**Outgoing Coach:** A coach whose contract is expiring, or has expired, shall be subject to all NJCAA regulations and limitations.²~~

~~**Incoming Coach:** A coach where an agreement (either verbal or written), has been made, but whose contract has not yet begun, shall be subject to all NJCAA regulations and limitations.³~~

Booster⁴: Group or individual which assists a college athletic program in any way, including, but not limited to equipment purchases, awards, in-kind gifts, recruitment expenses and grants in aid.

Proposing a New Athletic Program

¹ NJCAA Bylaws, Article VII, Member College Sport Policies and Guidelines

² NJCAA Bylaws, Article VII, Member College Sport Policies and Guidelines

³ NJCAA Bylaws, Article VII, Member College Sport Policies and Guidelines

⁴ NJCAA Bylaws, Article VI, Grants-In-Aid and Recruitment

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LCTCS institutions proposing a new athletic program must first submit a proposal to the LCTCS President and the LCTCS Board of Supervisors. The LCTCS Board of Supervisors must approve the proposal before the athletic program may be established. All new programs will commence on the club level, be sustained for one year, and be National Junior College Athletic Association (NJCAA) compliant (or applicable national affiliate) before advancing to the next appropriate level.

Each proposal will include supporting documentation to indicate ~~self~~-sufficient funding sources, compliance with Title IX and with any appropriate national affiliate (NJCAA). Submissions must also include a description of how the program will support the mission of the institution. The Louisiana Board of Regents operating budget form related to athletic programs may be used to provide financial information although alternative forms may be used.

Financial Affairs of Athletic Programs

On an annual basis and no later than November 1, all LCTCS institutions with intercollegiate athletic programs must submit a copy of the Equity in Athletics Disclosure Act (EADA) survey compliance report to the LCTCS President and the LCTCS Board of Supervisors. Each submission must demonstrate financial, Title IX, and appropriate national affiliate (NJCAA) compliance (see Appendix A for reporting requirements). This survey should include information regarding expenses, revenues, and fund sources of their athletic departments, both in aggregate and for individual sports. Member colleges will report the expenses, revenues, and fund sources of their athletic department, providing aggregate data and individual sport data to the LCTCS Board Office. This should annual report should include all athletic budgets and coaching staff salaries for all coach types, as defined by the NJCAA, and all related fund accounts, which may include Foundation accounts including Foundation accounts. See LCTCS Policy 5.029 Foundation Support of System and College Endeavors and LCTCS Policy 5.030 Acceptance of Private Contributions by Colleges.

Volunteer Coaches & Boosters Organizations

~~The use of volunteer coaching staff is strictly prohibited. The~~ The use of volunteer coaching must be approved by the college and must follow the colleges established process for vetting volunteers. Any affiliation with non-college athletic focused organizations without the LCTCS Board of Supervisors approval is prohibited. This policy shall also apply to any existing agreements, either written or implied. ~~Additionally, the use of any college logos or trademarked symbols by non-college entities without the expressed written permission of the college is prohibited.~~

~~The financial records of boosters and similar organizations which assist athletic programs must be open, available, and accounted for by college officials. All transactions of a booster organization or individual which assists a college athletic program in any way, including but not limited to, equipment purchases, awards, in-kind gifts, recruitment expenses, and grants-in-aid, must be approved through the standard financial approval procedures (purchasing, gift acceptance, financial aid, etc.) of the college as authorized or approved by the appropriate operating procedures. LCTCS President. All booster funds used for grants-in-aid must be administered by the college through the office, department, or division which administers financial funds for enrolled students. A Booster may not give money directly to a student-athlete and may not provide assistance in excess of the~~

terms of a Letter of Intent in compliance with Article VI, Section 1.B.1.a. of the NJCAA Bylaws. While direct compensation to a student athlete generally comprises their amateur status, NJCAA regulations and state law provide that student-athletes may lawfully receive compensation for the use of their name, image, or likeness.

Board's Rights to Discontinue a Program and Reassign Personnel

In the event of a program's failure to maintain acceptable financial standards or repeated compliance violations, the LCTCS Board of Supervisors reserves the right to discontinue any athletic program or sport should it be deemed in the best interest of the student body, the college, or the LCTCS, including the repeal of any associated athletic fees.

Deliberate violation of any law, regulation, rule, by-law, policy or constitutional provision of the State of Louisiana, the LCTCS Board of Supervisors, the NJCAA, or any other governing authority may result in suspension without pay and/or termination of contract for athletic personnel. In addition, the LCTCS Board of Supervisors specifically reserves the right to assign, transfer, reassign, or otherwise change the contractual terms for ~~assigned athletic college~~ personnel.

APPENDIX A

Requirements of the Athletic Compliance Report

On an annual basis, all LCTCS institutions with intercollegiate athletic programs must submit a Compliance report that includes a copy of their EADA report to the LCTCS President and the LCTCS Board of Supervisors by no later than November 1. The Athletic Compliance Report provides colleges with an opportunity to demonstrate fiscal stability and compliance with Title IX and with NJCAA rules and regulations. Sections of this template for the Athletic Compliance Report draw heavily from the NJCAA Policy Handbook.

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Financial

Member colleges will report the expenses, revenues, and fund sources of their athletic department, providing aggregate data and individual sport data to the LCTCS Board Office. This should include all athletic budgets and coaching staff salaries for all coach types, as defined by the NJCAA, and all related fund accounts, which may include Foundation accounts~~including Foundation accounts.~~

Title IX

Member colleges shall provide an attestation of compliance with Title IX requirements, including compliance with the LCTCS's and the Louisiana Board of Regent's Title IX policies. This section should demonstrate the college has timely and adequately investigated and responded to allegations of misconduct, mistreatment, and violations of Title IX.

Adherence to NJCAA Bylaws and Policies

~~Member colleges shall provide an attestation of compliance with NJCAA's bylaws and policies and report an incident of non-compliance.~~

Student Welfare and Safety

Member colleges shall explain actions taken to ensure the welfare and safety of student-athletes. This section should include an explanation of how it has complied with NJCAA recommendations regarding welfare and safety and include results of any student surveys on the subject.

Membership Dues

Member colleges shall provide the date it remitted membership dues, coaches' association dues (if opt in), region dues, and applicable championship participation fees. The member college must demonstrate timely annual submission of dues.

Website

The website section shall provide attestation of compliance with NJCAA requirement that, "Member colleges should have up-to-date information on their institution's website. This information should include contact information including a staff directory with phone numbers and email addresses as well as current rosters and schedules. Rosters should include all pertinent information (e.g., the number, name, position, year in school, and high school or hometown.) Schedules should include date, time, location, and site. Scrimmages/exhibitions should also be noted. This information should be updated prior to the first contest. All NJCAA website requirements for roster, schedule, and statistics must also be followed."

Submission of Statistics and Scores

Member colleges shall either submit evidence of or provide an attestation, by sport, that all statistics and scores were timely submitted to the NJCAA.

Uniforms and Equipment

Member colleges shall provide an attestation of compliance with NJCAA sport guidelines for uniform and equipment requirements.

Game and Site Sportsmanship and Behavior

Member colleges shall provide an attestation of having all guidelines located in the NJCAA Sportsmanship Code and sports rules for proper sportsmanship.

Facilities and Game Day Operations

Member colleges shall provide an attestation of having played all contests at facilities that meet or exceed all NJCAA specifications and that are free of dangerous conditions.

Diversity, Equity, and Inclusion (DEI)

~~Member college athletic programs will abide by the college's DEI policies and practices shall provide an attestation that it has conducted a review of the DEI policies and practices of its athletic programs.~~

Standing with Academic Accrediting Body

Member colleges shall attest that it is a member in good standing with their accrediting body.

Student-Athlete Eligibility

Member colleges shall attest that student-athletes have affirmed their awareness of eligibility and drug-testing requirements.

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All transactions of a booster which assists a college athletic program in any way, including but not limited to, equipment purchases, awards, in-kind gifts, recruitment expenses, and grants-in-aid, must be approved through the standard financial approval procedures (purchasing, gift acceptance, financial aid, etc.) as authorized or approved by the appropriate operating procedures.. All booster funds used for grants-in-aid must be administered by the college through the office, department, or division which administers financial funds for enrolled students. A Booster may not give money directly to a student-athlete and may not provide assistance in excess of the terms of a Letter of Intent in compliance with Article VI, Section 1.B.1.a. of the NJCAA Bylaws. While direct compensation to a student athlete generally comprises their amateur status, NJCAA regulations and state law provide that student-athletes may lawfully receive compensation for the use of their name, image, or likeness.

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Signature: W. Chandler LeBoeuf
W. Chandler LeBoeuf (Apr 3, 2024 14:25 CDT)

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Amber A. Blair (Apr 3, 2024 14:26 CDT)

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Review and Advisement - Revisions to LCTCS Policy 2.019 - Athletic Programs

Final Audit Report

2024-04-03

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