

Competition Scheduling

RESPONSIBILITY FOR COMPLETION:

- Athletic Director
- Associate Athletic Director for Sports
- Associate Athletic Director for Facilities/Event Management
- Coaches
- Student-Athletes

VERIFICATION OF COMPLETION:

- Deputy Associate AD

SUBMITTED TIME FRAME:

FORMS:

- Authorization to Travel Form

PROCEDURES:

The head coach and sport administrator meet annually with the Director of Business Operations to review Budget and Scheduling. Review includes prior fiscal year actuals as well as future budget and scheduling concerns. The review also includes coordination with facilities scheduler.

Each program is encouraged to schedule the NCAA maximum number of contests allowed each year. This included the maximum number in the championship and preseason segments if appropriate. Programs have been offered the opportunity to schedule foreign or extended domestic trips if they have raised the necessary fund to support the trip.

Competitions will not be scheduled during exam periods for each academic term except when:

- a. No actual class or testing will be missed
- b. The CAA conference requires the team or individual student-athlete to compete
- c. The team or individual student-athlete has qualified for NCAA post-season competition.

The student-athletes receive the scheduling policies and procedures in writing in the Student-Athlete Handbook and in the monthly Compliance Newsletter.

Mason encourages its coaches to make a reasonable effort to allow student-athletes to observe their religious holidays without penalty.