Through a series of resolutions, the Board of Trustees has established a general administrative policy and structure for the operation of an Intercollegiate Athletics Program for State-operated campuses. This memorandum summarizes these resolutions and provides an overview of the University's Intercollegiate Athletics Policy.

The [University] policy governing intercollegiate athletics, adopted by the Board of Trustees in 1967 and amended in 1973, demonstrates the commitment of the Board to intercollegiate athletics (IA) as an important part of the University's physical education, recreation, and athletic programs. The policy, as amended, recognizes the value of intramural and recreational programs, and "endorses intercollegiate athletics programs that contribute to [the University's] fundamental objective of offering all students the best possible educational and living experiences." (Trustees' Resolution 73-112.)

In 1971, the Board established the student activity fee to provide broad support for a variety of programs, activities, and publications of benefit to the campus community (Resolution 71-90). In 1973, the Trustees stated that athletics should be funded "in part normally through [the University's] state operating and capital construction budgets, but supplementary funds, such as those from student activity fees or Faculty-Student Association activities, may be used for such activities." (Resolution 73-112.) Athletic programs, both intramural and intercollegiate, have received significant financial support from the proceeds of this fee.

While Trustee policy endorses IA programs and provides for their administration, it neither prohibits nor advocates a level of competition as defined by the National Collegiate Athletic Association (NCAA). Campuses can choose the level of competition (Division I, II, or III) that best fits the academic mission of the institution. The Board's cautionary note expressed the intent that campus fiscal and student personnel policies should not be "distorted to accommodate such programs" and that the
campus should not "provide or honor student subsidies based primarily on a student's athletic ability." (Resolution 73-112.)

Using these broad policy statements from the Board and regulations from the NCAA (Resolution 84-170), a campus president is authorized to develop an IA program that meets the campus' needs. The issues of competition level, sources of funds, size of the intercollegiate athletics budget, balance between men's and women's teams, and the proportion of funds allocated to IA from each funding source are decided by campus administrators with the advice of an intercollegiate athletics board.

**Intercollegiate Athletic Boards (IAB):** When a campus operates an Intercollegiate Athletics Program, the Board of Trustees' policy (Resolution 84-170) provides for the formation of an Intercollegiate Athletics Board to monitor, review, and recommend policy for the Program. The IA Board is responsible to and reports to the campus president. The membership of the new IA Board includes students, administrators, and faculty, and is structured to comply with the NCAA regulations for such boards.

Guidelines for the establishment and conduct of the IA Board have been approved by the Board of Trustees and are attached as part of Resolution 88-79 (Attachment I).

**The Funding of Intercollegiate Athletics:** Funds for the operation of intercollegiate athletics can continue to be allocated from state appropriations; from funds such as auxiliary service corporations, voluntary contributions, fundraising, advertising, and gate receipts; and from student activity fees. Regardless of the source, all funds must be included as part of the budget prepared by the intercollegiate athletics board and approved by the president. The funds are to be managed according to fiscal and accounting procedures issued by the Vice Chancellor for Finance and Business (Attachment II).

As an alternative to the appropriation of a portion of the student activity fee for intercollegiate athletics, the campus president is authorized to request approval from the Chancellor for a campus intercollegiate athletics fee charged to all undergraduate students (Resolution 88-219). It is expected that such a fee would replace the allocations to intercollegiate athletics from the student activity fee, although the student government may continue to support the program through the student activity fee if it chooses to do so. The guidelines for seeking approval of the fee are attached (Attachment III).

**Changing the Levels of Intercollegiate Athletics Competition:** The University Board of Trustees has authorized the Chancellor to approve proposals for changing the level of athletic competition. The NCAA recognizes several levels of competition, and its regulations state certain minimum criteria for facilities, athletic grants-in-aid, team size, etc. This policy of the Board (Attachment IV) requires the submission of a campus plan to the Chancellor for approval before the upgraded IA program can be implemented.
Questions regarding this summary of IA policy should be directed to Dr. J. Norman Hostetter, Associate Vice Chancellor for Student Affairs (518-443-5139) or Dr. William J. Murabito, Assistant Vice Chancellor for Student Affairs (518-443-5121).

Frank G. Pogue

Attachments

This memorandum for information to:

Presidents, Community Colleges
Deans, Statutory Colleges
President Coll
Provost Nesheim
MEMORANDUM

May 24, 1988

To: The Board of Trustees

From: Jerome B. Komisar, Acting Chancellor

Subject: Approval of Intercollegiate Athletics Board Guidelines and Authorization for Intercollegiate Athletics Fee

I recommend that the Board of Trustees adopt the following resolution:

Resolved that the Guidelines for the Establishment and Conduct of the Campus Intercollegiate Athletics Board at State-operated campuses of State University of New York (copy on file in the Office of the Secretary) be, and hereby are, approved and adopted; and, be it further

Resolved that the Chancellor be, and hereby is, authorized to prepare for consideration by the Board of Trustees at a subsequent meeting, in accordance with the provisions of the State Administrative Procedure Act, a proposed regulation to establish at the option of each State-operated campus, an intercollegiate athletics fee in accordance with the following:

1. The request for approval shall be submitted to the Chancellor or designee by the chief administrative officer and shall include evidence of campus support based upon widespread consultation with students and faculty, pursuant to a written consultative process prepared by the chief administrative officer, which may include, but not be limited to, a campus referendum or a vote by appropriate governance body(s).

2. The intercollegiate athletics fee shall be effective for the 1989-90 academic year and thereafter and shall not exceed $30.00 per semester per full-time student. Part-time students will be charged on a pro-rata basis. The fee proceeds shall be deposited in an appropriate State University account and shall be administered in accordance with State University policy; and
3. The chief administrative officer shall assure equitable athletic opportunities are available in the intercollegiate athletics program to all qualified individuals.

Background

At the direction of this Board (Resolution 84-170), Guidelines for the Establishment of Intercollegiate Athletics Boards were developed in accordance with policies of the National Collegiate Athletic Association (NCAA) and the National Junior Collegiate Athletics Association (NJCAA). These Guidelines follow NCAA and NJCAA constitutional requirements and prescribe procedures for the operation of the campus intercollegiate athletics boards and have been reviewed with the Council of Presidents.

The proposed authorization for the establishment, at the option of each State-operated campus, of an intercollegiate athletics fee is presented in order to respond to the demonstrated need for increased stability in the funding of intercollegiate athletics. Any changes in the $30.00 ceiling will require further Board action.
Guidelines for the Establishment and Conduct of the Campus Intercollegiate Athletics Board at State-operated Campuses of the State University of New York

May 24, 1988

The SUNY Board of Trustees policies provide for the formation of campus boards of athletic control (hereinafter referred to as the Intercollegiate Athletics Board) to monitor, review, and recommend policy for the intercollegiate athletics programs. These operational guidelines are promulgated to assure compliance with University policies and the policies of the National Collegiate Athletic Association (NCAA) or the National Junior Collegiate Athletic Association (NJCAA).

GUIDELINES

I. Name

The Board of Athletic Control shall be called the [campus name] Intercollegiate Athletics Board, hereinafter referred to as the Board. The Board is responsible to and reports to the campus president.

II. Duties

The Board shall conduct appropriate reviews and engage in such other activities as will enable it to advise the campus president on such intercollegiate athletics program matters as:

a. Planning for intercollegiate athletics participation on that campus and in conferences;

b. Funding for intercollegiate athletics (see Section IV);

c. Standards and policies for student participation in intercollegiate athletics;

d. Preparation of an annual report for the intercollegiate athletics program; and

e. Other matters appropriate to its purview referred to it by the campus president.

III. Membership

A. Members

1. To ensure compliance with policies of the NCAA or NJCAA, as applicable, faculty and administrators combined shall comprise the majority of the voting membership of the Board;

2. To ensure adequate student representation, no less than one-third of the voting membership of the Board shall be students, including at least one male and one female member from the campus intercollegiate athletics teams and at least one student representative who is not a member of an intercollegiate athletics team.
3. To be eligible for voting membership on the Board, the following requirements must be met:

a. The administration and faculty members shall be full-time employees of the institution as defined by regulations of the NCAA or NJCAA, as applicable; at least one faculty member shall be from an academic discipline other than physical education.

b. The student members shall be enrolled full-time in the institution, in a degree program, and be in good academic standing when appointed to the Board, and must remain in full-time enrollment and in good academic standing while serving as members.

c. The alumni members shall be holders of a degree from the campus where they are appointed to the Board.

4. The number of voting members of the Board shall be set initially by the campus president; thereafter, the number shall be specified in the Board's Bylaws (See Section V).

B. Selection of members

1. Faculty and student members of the Board shall be appointed by the campus president after consultation with appropriate governance bodies.

2. Administrative and other members of the Board shall be selected by the campus president.

3. Both the chair of the Board and the institution's voting delegate to the NCAA or NJCAA shall be appointed by the campus president and must be faculty members or administrators.

4. Non-voting members of the Board may be appointed at the discretion of the campus president.

C. Tenure of members

1. Each Board shall include as part of its Bylaws a delineation of the length of term for members.

2. To ensure ample continuity when new members are appointed, the initial appointees to the Board shall be assigned staggered termination dates by the campus president.
IV. Funding of Intercollegiate Athletics

A. Preparation of Budget

1. The Board shall formulate the annual intercollegiate athletics budget and recommend it to the campus president for approval.

2. The annual budget shall include all available and expected funds for intercollegiate athletics from any and all sources and shall set forth total expected expenditures for intercollegiate athletics.

3. Budgets are expected to be based upon the preceding year's final budget, with increases or decreases dependent upon changes in enrollment, fee increases, inflation, and changes in the intercollegiate athletics program.

4. In the event that actual allocations and receipts from any and all budget sources fall short of or exceed such budgeted amounts, the Board shall revise its budget accordingly and recommend the revised budget to the campus president for approval.

B. Disbursement of Funds

1. All funds identified by the Board for support of the intercollegiate athletics program shall be deposited into such account(s) and administered in accordance with fiscal and accounting procedures as shall be issued by the Senior Vice Chancellor.

2. Total expenditures from the established account(s) shall be in conformance with the approved budget.

3. All intercollegiate athletics accounts are subject to University audit procedures.

V. Board Operations

Each Board shall adopt its own Bylaws, subject to approval by the campus president.
To: Campus Business Officers
From: William H. Anslow
Subject: Intercollegiate Athletics Program
Fiscal and Accounting Procedures

On August 23, 1989, we received approval from the Office of the State Comptroller to administer the Intercollegiate Athletics Program under the auspices of the University's Income Fund Reimbursable program.

Attached are the Fiscal and Accounting Guidelines as approved by OSC. These guidelines require the following actions to be taken by each campus:

1. Establish per diem rates and procedures for team travel expenses in accordance with the local intercollegiate athletics board and approval of the campus president.

2. Establish guidelines for the administration of the Intercollegiate Athletics cash advance account.

3. Establish written internal control procedures governing the assignment and specific use of the American Express State University Intercollegiate Athletics corporate credit card.

4. Submit documentation and justification to the Vice Chancellor for Finance and Business or Senior Vice Chancellor for prior review and approval for the establishment of an Intercollegiate Athletics agency account, if necessary. A specific list of the types of expenditures that will be processed through the agency account is required by the Office of the State Comptroller.

Each campus's team travel expenditure guidelines shall be transmitted to SUNY Central Administration Office of Finance and Business. Central Administration will submit the campus guidelines to OSC to be utilized for review of Intercollegiate Athletic IFR expenditures.
The contract with the American Express Credit Card Company for the State University Intercollegiate Athletics Corporate Credit Card is expected to be finalized imminently. American Express credit card applications are expected to arrive on campus the last week in August. Further instructions regarding the corporate credit card program will be forwarded under separate cover.

Also, enclosed are sample guidelines for American Express Card Internal Control Procedures and the University at Buffalo’s draft Internal Control Procedures for the Intercollegiate Athletics Cash Advance account.

If you have any questions concerning the Intercollegiate Athletics Program, please contact Joanne Fazioli at (518) 443-5178.

cc: Vice Presidents for Student Affairs
    Campus Athletic Directors
    Dr. Hostetter
    Mr. Lupo
    Ms. Jordan
    Mrs. Fazioli
I. General

The campus Intercollegiate Athletics Board formulates the annual intercollegiate athletics budget and recommends it to the campus president for approval. The budget shall include all available and expected revenues for intercollegiate athletics from any and all sources and shall set forth all expected expenditures for intercollegiate athletics (See Section IV(A) of the "Guidelines for the Establishment and Conduct of the Campus Intercollegiate Athletics Board at State-operated Campuses of the State University of New York").

Funds for the intercollegiate athletics program may be assigned from State appropriations, from private donations, from the student activity fee, from an intercollegiate athletics fee and from funds generated by activities directly related to the intercollegiate athletics program.

II. Fiscal and Accounting Procedures

Any State-operated campus that participates in intercollegiate athletics is required to establish an income fund reimbursable (IFR) account for the purpose of monitoring and controlling the non-State fiscal operations of the program. This account is not subject to administrative or maintenance and operations overhead charges. The campus business officer is responsible for the financial administration of this program and should develop specific accounting an
budgeting procedures to administer the program as necessary. It will also be necessary to establish an agency account in the campus-related foundation or Auxiliary Service Corporation to handle certain expenditures as defined elsewhere in these procedures.

Revenue and expenditure items within the intercollegiate athletics income fund reimbursable account will be processed in accordance with the following procedures.

A. Revenue

The campus president will make the final determination of the amount of any State appropriations to be allocated to the intercollegiate athletics program.

Revenue in support of the intercollegiate athletics program shall include but not be limited to: season ticket sales, an agreed-upon allocation from the student activity fee, intercollegiate athletic fees, gate receipts, guarantees, radio and television broadcast revenue, gifts and grants, concession sales and program sales. Gifts and grants made to a campus foundation specifically for intercollegiate athletics may be retained by the foundation until the funds are needed to meet expenditures of the intercollegiate athletics program budget. All revenue generated by the
Intercollegiate Athletics Program will be deposited to the intercollegiate athletics income fund reimbursable account.

B. Expenditures

Typical expenditures for intercollegiate athletics from State appropriations and IFR funds may include but not be limited to: salaries, wages, and employee benefits; grants-in-aid; equipment purchases; officiating expenses; team travel and subsistence; association and conference dues and expenses; social functions; pre- and post-season competition; award ceremonies; travel and expenses; insurance; equipment maintenance; supplies and materials; other-related expenses; and direct administrative, maintenance, and operating expenses. Expenditures can be made from State appropriations, the IFR Account or the Agency Account in accordance with the budget as approved by the campus president. Allocation and expenditures for intercollegiate athletics from State appropriations must be recorded in the specifically designated accounts provided for that purpose in the appropriate functions as described by the SUNY Finance Bulletins.

1. Coaching Staff Salaries and Employee Benefits

The appointment of coaches and their staffs must be consistent with established University policy and appropriate union contracts. Current employees can be assigned responsibilities relative to the intercollegiate athletics program either as a part of their basic duties, on released time, or on an extra-service basis. Such
appointments can be made to State personnel lines. However, campuses should allocate budgets and record the salary expenses separately between the intercollegiate athletics accounts and other accounts, in proportion to the division of an individual's effort. Credit-generating instructional activities should normally be budgeted and their expenses recorded in the appropriate State-operating I&DR accounts.

Coaches may be hired as independent contractors on a very limited, part-time basis, subject to satisfactory arrangements for liability coverage and pursuant to union agreements. Questions about such contracts should be referred to the Office of Employee Relations and Personnel. Such contracts can be paid from the IFR account or State-appropriated funds.

2. OTPS Purchases

Intercollegiate athletics program purchases of equipment, supplies, and other items will be made in accordance with State University's purchasing rules and regulations as outlined in State University's Administrative Procedures Manual, Item 300.

3. Officiating Expense

Payment for officials of intercollegiate athletics events (umpire, referees, etc.) will be made through a State voucher where possible.
4. Travel Expenses

Intercollegiate Athletics team travel will be accommodated through the combined use of the State vouchering system, cash advance system and State University’s Intercollegiate Athletics corporate credit card as follows:

a. When traveling with teams, coaches may be paid for travel expenses at team rates through the team reimbursement process. At other times, coaches may receive travel reimbursement up to amounts authorized by the appropriate State contract.

b. Team travel expenses will be made according to per diem rates and procedures developed by the local intercollegiate athletics board and approved by the campus president.

c. Cash advances of up to $2,500 per team trip may be made to coaches to pay for team meal expenses while in travel status, parking fees, tolls and other miscellaneous travel expenses.

d. Most intercollegiate athletic contests requiring overnight accommodations are scheduled in advance. For these team trips, prior arrangements are expected to be made with hotels, motels, etc. that will allow for the payment of team room accommodations via State voucher. In those instances where a hotel, motel, etc. will not accept a State voucher as payment for team room and board accommodations, the use of the assigned State University
Intercollegiate Athletics American Express credit card is authorized.

e. Each campus may apply to the American Express Credit Card Company for a State University Intercollegiate Athletics corporate credit card. The campus will establish written internal control procedures governing the assignment and specific use of the credit card. The credit card is to be used only for approved team travel expenses where such expenses cannot be readily accommodated through either a State voucher or cash advance.

5. Grants-in-Aid

Grants-in-aid to athletes must be administered in strict compliance with NCAA/NJCAA rules and regulations, and must be supported exclusively from non-tax funds which shall not include unrestricted endowment income of the State University of New York. Non-tax funds for support of grants-in-aid are such revenues that come from gate receipts, guarantees, broadcast revenue, gifts and grants to intercollegiate athletics and concession and program sales.
C. Agency Account Expenditures

Although most expenditures will be made from State appropriations and IFR IFR Accounts, certain other expenditures will have to be made from an agency account. Expenditures from an agency account should be limited to only those items which cannot be readily processed through State accounts. All proposed agency accounts require the prior review and approval of the Vice Chancellor for Finance and Business or the Senior Vice Chancellor. Sufficient documentation must be provided to justify establishment of the agency account. The campus business officer is responsible for the financial administration of the intercollegiate athletics program and should develop specific accounting and budgeting procedures to administer the program as necessary.

Funds for the payment of intercollegiate athletic expenditures from agency accounts will be advanced to the agency account from the IFR Account. Funds in support of intercollegiate athletics may not be directly deposited to an agency account.

III. Audit

Audits will be conducted in accordance with appropriate SUNY, State, and NCAA Financial Audit Guidelines.
INTERCOLLEGIATE ATHLETICS PROGRAM
STATE UNIVERSITY INTERCOLLEGIATE ATHLETICS
AMERICAN EXPRESS CARD

Authority

The intercollegiate athletics program fiscal and accounting procedures at State-operated campuses of the State University of New York allow the payment of intercollegiate athletics team travel expenditures via the combined use of the State vouchering system, cash advance system, and the State University intercollegiate athletics credit card.

Specifically, the fiscal and accounting procedures state:

Coaches may receive travel reimbursement as authorized by the appropriate State contract.

Team travel expenses will be made according to per diem rates and procedures developed by the local intercollegiate athletics board and approved by the campus president.

Cash advances of up to $2,500 per team trip may be made to coaches to pay for team meal expenses while in travel status, parking fees, tolls and other miscellaneous travel expenses.

For team trips requiring overnight accommodations, it is expected that prior arrangements will be made with hotels/motels to allow for the payment of rooms via State voucher. In those instances where a hotel/motel will not accept a State voucher as payment, the use of the State University Intercollegiate Athletics American Express credit card is authorized. The card is to be used only for approved team travel expenses where such expenses cannot be readily accommodated through either a State voucher or cash advance.

Internal Control Procedures

The following procedures describe the proposed internal controls over the issuance, safeguarding, and use of the Intercollegiate Athletics American Express Card (Card).

Issuance and Safeguarding

It will be the responsibility of the athletic director to annually identify those coaches who will have the need for a Card based on the travel schedule of the team. Coaches should be identified in advance, preferably prior to the start of the Fall semester, so that Cards can be issued in a timely manner.

The athletic director will submit a list of coaches and related team schedules, along with completed Card applications to the Campus Business Officer (CBO). The CBO will review and forward the applications to American Express. Cards issued by American express will be returned to the CBO, where they will be compared to the record of cards requested and then forwarded to the athletic director to obtain the coach's name and the words "Campus Intercollegiate Athletics".
Once signed, the Cards will be kept in a locked safe (with restricted access) in the Division of Athletics at all times except when needed by coaches for travel.

The athletic director or his designee will have access to the Cards and the responsibility for issuing them to coaches.

Upon a coach's separation from State service, it will be the responsibility of the athletic director or his designee to cut the Card in half and return it to the CBO along with a memo indicating that the coach has terminated his/her employment with the University.

Use of the Card

Coaches may request use of the Card in writing in advance of the trip. (See example attached.) The request will be approved by the athletic director or his/her designee. Cards will be given to the coach by the athletic director or his/her designee on the day of the departure, but in no case, any earlier than the day before departure. Coaches must return the card to the athletic director or his/her designee on the day of return from the trip, but in no case, any later than the day after returning from the trip. Once returned by the coach, the Card will be kept in the locked safe.

The Card is to be used only for the purchase of team travel expenses. Authorized use of the Card includes the purchase of:

- hotel/motel accommodations for team travel when a hotel/motel will not accept payment via State voucher
- team meals while in travel status
- emergency transportation and miscellaneous expenses while in travel status

The Card cannot be used to purchase air fare or equipment under any circumstances. In addition, since University purchases are exempt from sales tax in New York State, tax cannot be included in purchases charged to the Card.

Upon return from the trip, the business manager of the Division of Athletics will send the original hotel/motel receipt, the original American Express charge receipt, and the approved request for use of the Card to the Travel Services Office after receipt of the invoice from American Express. The Travel Services staff will review the charges for propriety and process the paperwork required for payment.
TO:

FROM:

SUBJECT: Request for Authorization to Use the University at
Campus Intercollegiate Athletics American Express Card

As Coach of the ___________________________ team, I am requesting authorization for use of the University at Buffalo Intercollegiate Athletics American Express Card. The team will be traveling to ___________________________ on ___________________________. Hotel/motel accommodations have been arranged at the ___________________________ and this property will not accept payment via State voucher.

________________________________________

Authorized
INTERCOLLEGIATE ATHLETICS PROGRAM

CASH ADVANCE POLICY

AUTHORITY FOR THE PAYMENT OF TEAM TRAVEL EXPENDITURES

The Intercollegiate Athletics Program Fiscal and Accounting Procedures at State-Operated Campuses of the State University of New York allow the payment of intercollegiate athletics team travel expenditures via the combined use of the State vouchering system, cash advance system, and the State University Intercollegiate Athletics American Express Card.

Specifically, the Fiscal and Accounting Procedures state:

- Team travel expenses will be made according to per diem rates and procedures developed by the local Intercollegiate Athletics board and approved by the campus President.

- Cash advances of up to $2,500 per team trip may be made to coaches to pay for team meal expenses while in travel status, parking fees, tolls, and other miscellaneous travel expenses.

- For team trips requiring overnight accommodations, it is expected that prior arrangements will be made with hotels/motels to allow for the payment of rooms via State voucher. In those instances where a hotel/motel will not accept a State voucher as payment, the use of the State University Intercollegiate Athletics American Express Card is authorized.

- Each campus may apply to the American Express Credit Card Company for a State University Intercollegiate Athletics Corporate Card. The campus will establish written internal control procedures governing the assignment and specific use of the Card. The Card is to be used only for approved team travel expenses where such expenses cannot be readily accommodated through either a State voucher or cash advance.

Coaches are considered part of the team when traveling with the team; therefore, the cash advance policy described here will include coaches as well as student athletes.
INTERNAL CONTROL PROCEDURES

The following procedures describe the University at Buffalo internal controls over the issuance, use of, and accounting for cash advances.

ISSUANCE AND USE OF CASH ADVANCES

It will be the responsibility of the coach to determine the need for a cash advance based on team travel arrangements. Team travel expenses may be paid in cash if the vendor will not accept payment via the State vouchering system or the State University Intercollegiate Athletics Card. In addition, a per diem allowance for meals may be given to team members if meals will not be eaten as a group. In this situation, each individual receiving a per diem allowance for meals must complete and sign the Team Meal Statement, indicating that a meal allowance was received. Receipts are not required to support the per diem allowance.

Coaches may request a cash advance of up to $2,500 per team trip for team travel expenses while in travel status.

The amount of the advance will be determined by the coach and approved by the Director of Athletics based on the following:

- number of individuals traveling
- duration of travel
- destination
- arrangements to pay team meal expenses
- estimated expenses for parking fees, tolls, ground transportation, tips and gratuities, emergency purchases of equipment, and other appropriate travel related expenses.

If a cash advance is desired, the Application and Account for Travel Advance (Form AC 1214) must be completed and signed by the coach and the Director of Athletics. The Application and Account for Travel Advance should be filed with the Authorization for Travel and sent to the Travel Services Office at least one week prior to the date of departure. Five days prior to the date of departure, a check will be drawn, payable to the coach.

ACCOUNTING FOR CASH ADVANCES

It will be the responsibility of the coach to account for the full amount of the cash advance received. Original receipts, representing appropriate charges for team meal and other travel expenses, team meal statements, plus any remaining cash must equal the total amount of the advance. The coach must provide an accounting of the advance to Travel Services within ten days of the date of return from the trip.

Accounting Services and Records
August 1989
TEAM MEAL STATEMENT

(To Account for Meal Allowances While in Travel Status)

On ___________________ _______________________ the team traveled to ___________________ ___________________ for an intercollegiate sports competition. I was given a meal allowance of $______________ for ___________________ ___________________.

______________________________
Signature of Student Athlete

______________________________
Date
MEMORANDUM

To: Presidents, State University of New York

From: D. Bruce Johnstone, Chancellor

Subject: Intercollegiate Athletics Program Management Guidelines

At the May 24, 1988 State University Board of Trustees' meeting, the Board adopted Guidelines for the Establishment and Conduct of Campus Intercollegiate Athletics Boards (IAB) to monitor, review, and recommend policy for the Intercollegiate Athletics programs. The IAB is responsible to and reports to the campus president.

With this action, the Trustees provided each state-operated campus with an organization to govern intercollegiate athletics. The IAB Guidelines conform to the policies of the National Collegiate Athletic Association and provide for a campus committee to guide the program. The voting membership is assigned to faculty, administrators, and students and requires that no less than one third of the voting membership be students, and that a majority of the voting membership be faculty and administrators.

The IAB is responsible for reviewing and formulating recommendations to the campus president concerning the intercollegiate athletics budget. At the May meeting of the Trustees, they also requested that rule making procedures be initiated that would authorize the Chancellor or designee to approve a campus president's request for a campus intercollegiate athletics fee as a source of revenue in accordance with certain guidelines. On October 26, 1988, the Board of Trustees adopted an amendment to the University's tuition and fees schedule to provide for the intercollegiate athletics fee option and authorized the Chancellor to disseminate guidelines (Copy of Resolution 88-219, and Guidelines for Obtaining Approval of a Campus Athletics Fee Proposal are attached).

Currently, the intercollegiate athletics programs receive support from student activity fees administered by student governments; state appropriations; auxiliary services corporations; fundraising activities, particularly from corporate and alumni contributions; concessions; and gate receipts. With the responsibility for the administration of the athletics program now assigned to the campus president with the advice of the
IAR, the funding sources developed on each campus are expected to continue with the following understandings:

1. **State Appropriations**
   
The president shall determine the availability of state appropriations for all program expenses in accordance with Trustee policies. Funds shall be budgeted and expended by the campus president or designee after considering the recommendations of the Intercollegiate Athletics Board (IAB) and are expected to increase or decrease in accord with other basic state-supported activities unless there are significant changes in the intercollegiate athletics program, or unless special circumstances exist. These funds are used for coaches' salaries, equipment, maintenance, travel, and other expenses.

2. **Student Activity Fee**

   The amount of Student Activity Fee (SAF) funds available for the intercollegiate athletics program is determined by the student government. This amount is based upon the current year's budget, is expected to share in the basic increases afforded other programs supported by the student activity fee, and may increase further upon a decision of the student government to support an IAB recommendation to change the program significantly.

   With the adoption of the IAB Guidelines, the Board of Trustees has assigned responsibility for the administration of the intercollegiate athletics program to the campus president with the advice of the IAB. To meet the requirements of administrative control, all student activity funds appropriated for the support of intercollegiate athletics will be transferred to the intercollegiate athletics program income fund reimbursable accounts.

   Student government and campus administrators should explore ways of stabilizing the student activity fee revenue through such concepts as forward funding or multi-year funding agreements.

3. **Auxiliary Services Corporation (ASC)**

   On several campuses, the ASC contributes to the support of the intercollegiate athletics program through the auxiliary services corporation college program budget. Under these guidelines, these contributions are expected to continue.

4. **Fund Raising**

   Donations and in-kind services are received from various contributors. Booster clubs and alumni provide contributions on some
campsuses. The campus is expected to work through established procedures to continue such funding efforts. All such funds received for support of the intercollegiate athletics program, both restricted and unrestricted, shall be a part of the athletic program budget, reviewed by the IAB.

5. Gate Receipts and Concessions

Season ticket sales, gate receipts, guarantees, and radio/television revenues are expected to be budgeted and expended as a regular part of the budget of the intercollegiate athletics program.

6. Campus Intercollegiate Athletics Fee

When a campus intercollegiate athletics fee is requested by the campus president and approved by the Chancellor, the funds from this fee shall become a part of the intercollegiate athletics program budget. The amount of the fee is established administratively upon the advice of the IAB, and is expected to increase at a rate in accord with the inflationary adjustments provided to other campus programs unless there are significant changes in the intercollegiate athletics program. The initial amount of the fee shall be approximately equal to the current intercollegiate athletics expenditure for IA per student from the student activity fee except that the intercollegiate athletics fee cannot exceed $30 per semester per full-time student.

Part-time students will be charged the fee on a pro-rata credit hour basis. A full-time undergraduate student (12 semester credit hours or more) will be charged the full amount of the fee.

To establish the fee on campus, the president must demonstrate campus support for the fee pursuant to a written consultative process. Guidelines have been developed to aid in the planning of the consultative process and to obtain the Chancellor's approval for that process and the establishment of the fee.

Please expect to receive a follow-up memorandum from Vice Chancellor Frank G. Pogue regarding our plan to visit those campuses that may wish to have these new initiatives explained directly to members of your staff and students. In the meantime, if you have questions about the intercollegiate athletics policy discussions, please call Dr. Pogue at 518-443-5137 or Dr. J. Norman Hostetter, Associate Vice Chancellor at 518-443-5139.

Attachments
cc: Dr. Pogue
    Dr. Hostetter
    Executive Council
Guidelines for Obtaining Approval of the Campus Athletics Fee Proposal

SUNY Board of Trustees Policy requires that a request to the Chancellor from the campus chief administrative officer to establish a campus intercollegiate athletics fee demonstrates campus support pursuant to a written proposal for a consultative process prepared by the chief administrative officer and approved by the Chancellor.

The athletics fee request will be presented to the Chancellor in two stages. The first stage requires the campus chief administrative officer to submit a proposal to initiate a plan for the implementation of the intercollegiate athletics fee. This proposal will detail the consultative process and present the general campus plan that will govern the preparation of the final intercollegiate athletics fee request. The second stage is the submission of the actual results of the consultative process and the official request to establish the fee.

Two-Stage Process

1. Plan for Implementing an Athletics Fee

The campus consultative plan submitted to the Chancellor for approval shall be broadly based and may include consultation with the intercollegiate athletic board, the campus council, student governance organizations, faculty groups, public hearings and polls.

An undergraduate student referendum, conducted in accordance with the plan proposed by the campus president, must be one element of the required consultative process.

II. Request to Establish an Athletics Fee

The request submitted to the Chancellor shall include evidence of campus consultation and support for the establishment of an intercollegiate athletics fee.

A. The President must show evidence of campus support for an intercollegiate athletics fee, based on the results of the approved consultative process. The evidence for support (or lack thereof) will vary by campus, but the request should give special attention to the views of students. No single index of support, either for or against, should be considered controlling.

B. The president must specify the initial amount of the fee and its pro rata application to part-time students. The fee for full-time students shall not exceed $30 per semester.

C. The request shall include documentation of the establishment of an Intercollegiate Athletics Board according to University guidelines, along with assurance that all funds derived from the athletic fee will be deposited in and will be expended from an IFR account. The intercollegiate athletics budget will be approved by the campus president upon the advice of the Intercollegiate Athletics Board.

October 26, 1988
MEMORANDUM

May 28, 1986

To: The Board of Trustees

From: Clifton R. Wharton, Jr.

Subject: Authorization for Approval of Proposals for Intercollegiate Athletic Programs at State-Operated Campuses

I recommend that the Board of Trustees adopt the following resolution:

Resolved that the Chancellor be, and hereby is, authorized to approve proposals for changes in the level of National Collegiate Athletic Association (NCAA) or National Junior College Athletic Association (NJCAA) competition for the intercollegiate athletic program of a State-operated campus, provided that such proposals:

1. are based on a campus submission of a five-year operational and capital plan for intercollegiate athletics which includes projected expenditures and revenues and sources of funding;

2. demonstrate support for the plan based upon widespread consultation with campus and community constituencies;

3. recognize that financial support from alumni and the community will bear a major share of the costs;

4. stipulate that grants-in-aid, in addition to being administered in strict compliance with NCAA/NJCAA rules and regulations, will be supported exclusively from non-tax funds, which shall not include unrestricted endowment income of the State University of New York;
5. assure that equitable athletic opportunity will be provided for members of both sexes, so that no person, on the basis of sex, will be excluded from participation in, be denied the benefits of, or be subject to discrimination in the overall intercollegiate athletic program of the campus;

6. recognize that the operating budget for intercollegiate athletics will continue to be supported in part by funds appropriated by student associations from student fees, and that a separate student athletic fee will not be initiated by the campus administration to support the upgrading of intercollegiate athletics;

7. stipulate that any increases in State funding for the operational budget of intercollegiate athletics cannot come at the expense of academic programs and essential activities at a campus or by diverting funds from other SUNY campuses;

8. stipulate that any required changes in or additions to capital facilities to upgrade intercollegiate athletics cannot detract from the normal capital requirements of the campus or the capital needs of the State University system;

9. stipulate that the level of State operating and capital support for an upgraded intercollegiate athletic program cannot exceed the level that would have been provided for the existing grade of athletic competition at the campus; and

10. insure that all funds utilized in support of the intercollegiate athletic program will be allocated, administered, and expended directly under the authority of the chief administrative officer of the campus in strict compliance with NCAA/NJCAA regulations and State University guidelines for the establishment and conduct of campus intercollegiate athletics boards; and, be it further

Resolved that the Chancellor shall provide appropriate periodic reports to this Board on the status of all intercollegiate athletic program plans which may be approved pursuant to the provisions of this Resolution.
Background

This resolution outlines the new policy with respect to intercollegiate athletic competition by State-operated campuses at levels which involve the awarding of grants-in-aid on the basis of athletic ability. Under this new policy, a State-operated campus may obtain approval from the Chancellor for this type of change in the level of competition, provided the proposals meet the various conditions outlined herein. A revision of this Board's 1967 policy (Resolution 67-386, as last amended by Resolution 73-112, dated April 25, 1973) which prohibited athletic grants-in-aid is proposed in a separate resolution.