

Practice and Playing Season

Policies & Procedures



Playing and Practice Season Regulations

A member institution shall limit its organized practice activities, the length of its playing seasons and the number of its regular-season contests and/or dates of competition in all sports, as well as the extent of its participation in noncollegiate-sponsored athletics activities, to minimize interference with the academic programs of its student-athletes (NCAA Bylaw 17.01.1)

Each head coach is required to submit their Playing and Practice Season Declaration to the Compliance Office by July 1st each year.

Daily and Weekly Hour Limitations During the Playing Season

A student-athlete's participation in countable athletically related activities shall be limited to a maximum of four hours per day and 20 hours per week. No countable activities are permitted to be conducted between the hours of midnight at 5 AM. No class time is ever to be missed for practice activities.

Coaches are required to electronically submit weekly CARA logs each Monday. CARA logs should be submitted for any week school is in session or athletic activities take place. Logs will be reviewed by the compliance office and submitted for student-athletes' approval.

Weekly Hour Limitations Outside of Playing Season

A student-athletes participation in countable athletically related activities outside of the playing season shall be limited to a maximum of eight hours per week, of which no more than two hours per week may be spent on individual skill workouts. No countable activities are permitted to be conducted between the hours of midnight at 5 AM.

Countable athletically related activities include:

- Practice (can never be held immediately following competition)
- Individual workouts required or supervised by a coaching staff member
- Conditioning and weight lifting activities
- Setup of offensive or defensive alignments
- Chalk talks
- Film review
- Athletically related meetings or activities
- Competition (always counts as 3 hours)
- Required participation in camps, clinics, or community service projects
- On-Court or on-field activities called by a member of a team and confined primarily to members of that team that are considered as a requisite for participation in the sport (captain's practices.)
- Visiting the competition site in the sports of cross country and golf

Non-countable athletically related activities include:

- Training table or competition related meals
- Physical exams or treatment
- Dressing, showering, or taping
- Study table, tutoring sessions, or meetings with academic advisors
- Travel to and from practice and competition sites
- Public relations activities
- Serving as a student-host

Playing and Practice Season Declaration

The playing and practice [Season Declaration Form](#) is used to document the traditional and non-traditional segments of each sport. This form should be submitted by July 1st each year.

Coaches' Responsibilities:

- Complete and submit the Playing and Practice Season Declaration form to the compliance office by July 1st.
- Notify the compliance office of any changes.

Compliance Office Responsibilities:

- Review declarations and maintain team file.

IUPUI Schedule Approval Form

This form is used to declare all dates of outside competition for a given playing season. This sport specific form should be completed and submitted to the compliance office by July 1st each year.

Coaches' Responsibilities:

- Complete the schedule approval form, including missed class time information.
- Submit form to the compliance office and sport supervisor by deadline.
- Notify the compliance office of any changes.

Compliance Office Responsibilities:

- Review schedule approval forms to ensure schedules meet all NCAA regulations.
- Approve and forward to the academic advising office for approval of missed class time policy.

Academic Advising Office Responsibilities:

- Review class time missed due to competition.
- Approve or disapprove schedule.
- Forward form to Athletics Committee for final approval

Athletics Committee Responsibilities:

- Review each sport's schedule for NCAA limits and missed class time policy.
- Approve or disapprove each schedule.

Change of Schedule Form

This form should be submitted to request a change of schedule.

Coaches' Responsibilities:

- Complete change form in its entirety.
- Submit to compliance as soon as possible.

Compliance Office Responsibilities:

- Review changes to ensure all NCAA regulations are met.
- Forward form to business manager

Business Manager's Responsibilities:

- Review and approve additional budgetary needs.
- Forward to sport oversight.

Sport Oversight Responsibilities:

- Review and approve schedule changes.
- Notify all necessary parties (athletic trainers, game day workers).

Countable Athletic Related Activities (CARA) Log

The CARA log is used to document the number of hours of countable athletic related activities student-athletes participate in in a given week. The hour limitations for in-season CARA are four hours per day and 20 hours per week. Out of season, the weekly hour limitation is reduced to eight hours per week.

Coaches' Responsibilities:

- Determine how your week will be defined (Sun-Sat; Tues-Mon).
- Complete the daily and weekly hours for each week. Remember to mark off days.
- Electronically submit each CARA to the compliance office each week using the interactive PDF form.

Compliance Office Responsibilities:

- Review and monitor CARA logs.
- Maintain copies of all CARA logs.
- Submit logs to student-athletes for approval

Student-athletes' Responsibilities:

- Review and sign weekly CARA reports.
- Report any concerns or corrections to the compliance office.

Summit League Annual Participation Report

The Summit League participation report is used to track seasons of competition used by each athlete. At the end of each season, the sports information department will complete each team's participation report and forward it to the compliance office. Head coaches will be asked to review the report prior to its submission to the conference office.

Sports Information Department Responsibilities:

- Complete a participation form for each team at the end of their traditional season.
- Forward report to the compliance office.

Compliance Office Responsibilities:

- Have head coaches review report for accuracy.
- Update rosters to include seasons of competition used.
- Forward report to the Summit League office.

Travel Itinerary

The travel itinerary identifies those student-athletes and staff members who are traveling to an away contest. In addition, method of travel and hotel information is also documented.

Coaches' Responsibilities:

- Complete the travel itinerary for every away contest.
- Submit form to the athletics director, SWA, compliance office, business manager, athletic trainers, academic advisor, sports information, and administrative assistant at least three (3) days prior to departure.

Compliance Office Responsibilities:

- Review travel itinerary to ensure all student-athletes traveling are eligible.

Male Practice Player Roster Addition Form

The male practice player (MPP) roster addition form is used when a head coach of a women's team wishes to add a MPP to their roster. The form must be completed in its entirety and returned to the compliance office before the MPP will be permitted to complete all required NCAA paperwork and be placed on the roster.

Coaches' Responsibilities:

- Provide all MPPs with the roster addition form.
- Notify the compliance office of all possible MPP additions at the start of the academic year.

Student's Responsibilities:

- Meet with each department/individual listed on the MPP roster addition form and complete all requirements.
- Return completed form to the compliance office.
- Meet with compliance to complete all required NCAA paperwork PRIOR to participating in any practice activities.

Compliance Responsibilities:

- Verify all academic and enrollment information.
- Forward all information to the Eligibility Committee for practice certification.
- Forward completed MPP roster addition form to the Summit League office.