

9 Playing and Practice Seasons



This chapter includes information regarding the Playing and Practice Season area of the CA program, including:

- Academic Calendar Setup
- Accessing Playing and Practice Seasons
- List Screen
- Detail Screen
- Discretionary Periods screen (DI Football only)
- Summer Conditioning screen (DI Football only)
- Contests Screen

Academic Calendar Setup

- Before using the Playing and Practice Season area of the CA program, the user must first set up an Academic Calendar in the Setup area of the program.
- Information entered in this area is used on the Detail screen in the Playing Seasons area. This information must be entered to have the Playing Seasons area function correctly.
- Please note that there are "Example Calendar Summary" and "Example Calendar Detail" tabs in the Setup area to show the user how academic calendar information can be entered.

Date	Description
09/08/2002	Class Begin
10/04/2002	Columbus Day
12/07/2002 - 12/14/2002	Finals
12/15/2002 - 01/12/2003	Christmas Holiday
01/13/2003	Classes Resume
01/22/2003	MLK
03/25/2003 - 03/30/2003	Spring Break
05/07/2003 - 05/14/2003	Finals

Summary Detail **Example Calendar Summary** Example Calendar Detail

Add Date...

Date	Description	Type	Dorm Closed
09/08/2002	Class Begin	CLASSES	<input type="checkbox"/>
10/04/2002	Columbus Day	HOLIDAY	<input type="checkbox"/>
12/07/2002	Finals	FINALS	<input type="checkbox"/>
12/08/2002	Finals	FINALS	<input type="checkbox"/>
12/09/2002	Finals	FINALS	<input type="checkbox"/>

How to Add Academic Calendar Information

1. Click "Academic Calendar" under "Setup" in the Account Links menu on the left side of the screen.
2. Click the Detail tab to enter institution-specific calendar information.
3. Click the **"Add Date"** button.
4. A box appears to enter date information.

Please enter date information to be added

Date

End Date

Description

Type **CLASSES**

OK Cancel

- a. Enter the "Date" of the activity. If date range is entered using "Date" and "End Date" fields, all dates that fall within the range will appear on the Academic Calendar with the same designated description and type chosen.
- b. Enter the "Description" of the activity.

- c. Choose the "Type" (i.e., "Classes," "Finals," "Holiday," "Vacation," "Other") from the drop-down box.
 - d. Click the "**OK**" button to save the activity and return to the Detail screen in the Academic Calendar section.
 - e. Click the "**Cancel**" button to not save the activity and return to the Detail screen in the Academic Calendar section.
5. Indicate whether the institution's dorms are closed for each calendar activity added.

The screenshot shows a web interface with tabs for 'Summary', 'Detail', 'Example Calendar Summary', and 'Example Calendar Detail'. Below the tabs is a form with 'Add Date...' and 'Save' buttons. The main content is a table with the following data:

Date	Description	Type	Dorm Closed	
08/06/2013	Start of classes	CLASSES	No	Delete
09/02/2013	Labor Day	HOLIDAY	No	Delete
11/21/2013	Thanksgiving	HOLIDAY	Yes	Delete

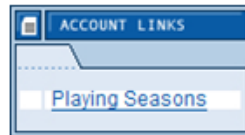
6. When done entering academic calendar information, click the "**Save**" button.

How to Delete Academic Calendar Information

1. Click "Academic Calendar" under "Setup" in the Account Links menu on the left side of the screen.
2. Click the Detail tab.
3. Click the "**Delete**" button that corresponds to the calendar activity to be removed.
 - a. Please note that after clicking the "**Delete**" button, a warning message does not appear before the calendar activity is removed.
 - b. If the "**Delete**" button is pressed mistakenly, the user can avoid deleting the activity by clicking off of the screen without clicking the "**Save**" button.
4. Click the "**Save**" button to delete the calendar activity.

Accessing Playing and Practice Seasons

The Playing and Practice Seasons screens described in this chapter are accessed by clicking "Playing Seasons" in the Account Links menu on the left side of the screen.



List Screen

- The List screen lists the sports for which playing seasons have been created.
- The List screen also shows the number of days in the season and the number of contests entered for each sport. Note that if the "Season Days" number is highlighted in red, this indicates that the limit has been exceeded for that sport. Pointing the cursor at the highlight will reveal the limit. Additionally, if the "Number of Contests" is highlighted in red, this indicates that the number of countable contests entered is not within the range of minimum and maximum contests prescribed by the legislation for that sport.

[List](#) [Detail](#) [Discretionary Periods](#) [Contests](#)
 Sport

Found: 8

Description	Season Days	Number of Contests
Field Hockey	112	0
Football	108	13
Men's Basketball	75	1
Women's Basketball	60	1
Women's Gymnastics	206	1
Women's Soccer	186	1
Women's Softball	143	2
Women's Tennis	59	1

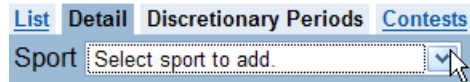
Limit is 12 -- Minimum is 9

Detail Screen

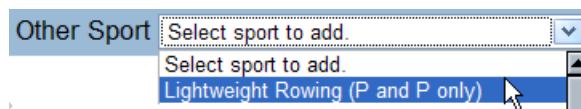
- The Detail screen shows the specific playing season for the sport.
- After a sport is selected, the Detail screen displays the calendar for that sport and allows the user to create segments.

How to Create a Playing and Practice Season

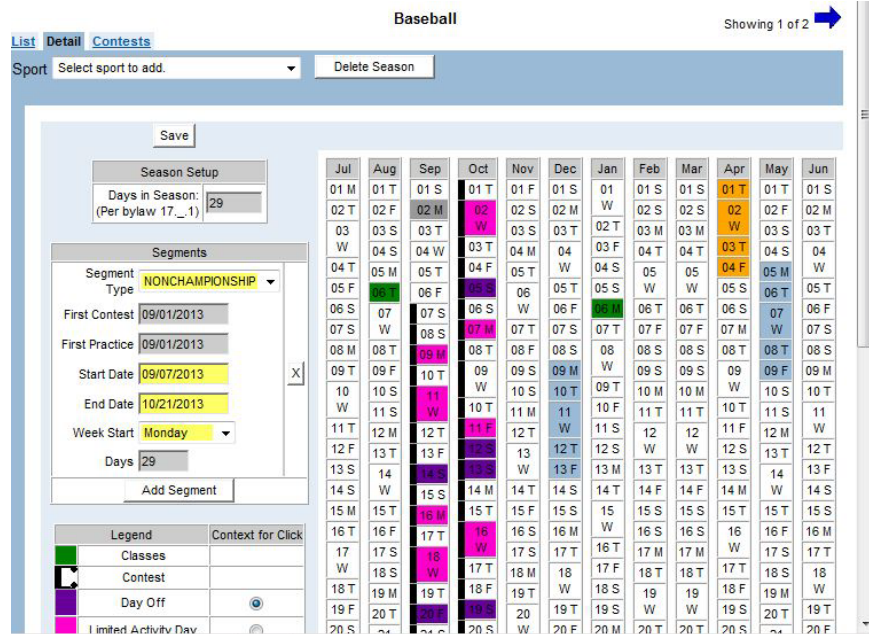
1. Click "Playing Seasons" in the Account Links menu on the left side of the screen.
2. Select a sport from the "Sport" drop-down box (or click the sport name in the list if it already exists).



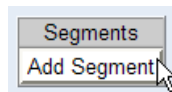
- a. Note that the sports listed are generated from the information provided in the Setup area on the Sport Sponsorship screen (see the Setup Information chapter for more information).
- b. There are some "Other" sports on the Sports Sponsorship screen in the Setup area that have been included specifically to be used in the Playing and Practice Seasons area (and not to assign student-athletes to these sports). These sport names were created to allow a sport to have a different length of season.
 - For example, institutions that sponsor both indoor and outdoor track are allowed to have a 156-day season (as opposed to the 144-day season for institutions that sponsor only one of those sports). Therefore, the following sport names are available as "Other Sports" and were created to accommodate the 156-day season in the Playing Seasons area: "Men's Track and Field (P and P only)," "Women's Track and Field (P and P only)" and "Mixed Track and Field (P and P only)." Note that the "Mixed" option can be used for those men's and women's programs that have the same season, if the user does not want to create two identical seasons.
 - A "Lightweight Rowing (P and P only)" option is also provided.



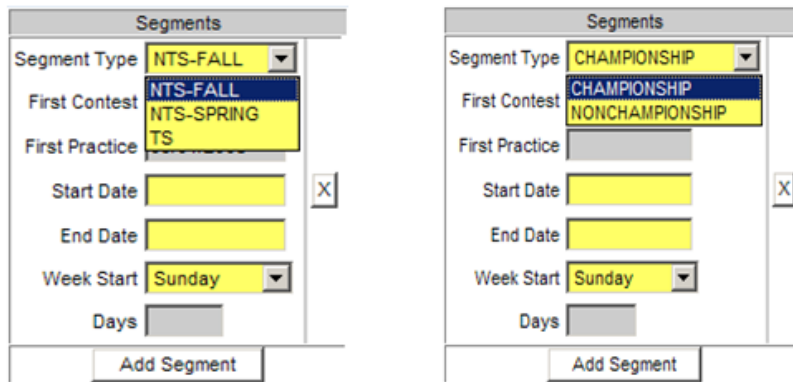
- In the sport of skiing, options for "Alpine" and "Nordic" are provided for use in the Playing Seasons area.
3. A Detail screen appears. Note that the calendar reflects the current academic year and is color-coded based on information entered in the Academic Calendar section of the CA program. The colors and their meaning are listed in the "Legend" box on the left side of the screen.



- a. Click the "Add Segment" button.



- b. A "Segment Type" drop-down box is available based upon current NCAA legislation by division for a particular sport [(e.g., Championship, Nonchampionship, Traditional (TS), Nontraditional (NTS)]. Select the appropriate segment type.



- c. If the sport is one in which practice opportunities are used to determine the first permissible date of practice, the "First Contest" field will be a required field.

- d. Once the first contest date is entered, press the "**Tab**" button on the keyboard or click away from the "First Contest" field. The CA program then calculates and enters the first permissible practice date.
- e. Place the cursor over the "First Practice" field for the CA program to show how each date/unit is counted.



Practice Calculation

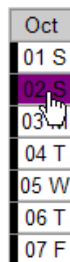
Practice Units/Opportunities: 42 Start Date: Fri Nov 14 12:00:00 EST 2014

Day	Counts As
Thursday 11/13/2014	1
Wednesday 11/12/2014	1
Tuesday 11/11/2014	1
Monday 11/10/2014	1
Sunday 11/9/2014	1
Saturday 11/8/2014	1
Friday 11/7/2014	1
Thursday 11/6/2014	1
Wednesday 11/5/2014	1
Tuesday 11/4/2014	1
Monday 11/3/2014	1
Sunday 11/2/2014	1
Saturday 11/1/2014	1
Friday 10/31/2014	1
Thursday 10/30/2014	1

- f. Some sports have set dates for starting and ending practice and competition for both championship and nonchampionship segments. Please refer to Figure 17-2 of the NCAA Manual for those dates.
- g. Enter the start of the season in the "Start Date" field and the end of the season in the "End Date" field. Note that the CA program may provide a warning message if the dates are outside of what is allowed by the legislation.
- h. The "Week Start" field is used to declare what constitutes a week for the institution.
This is necessary in order for the CA program to determine whether days off are given in the appropriate period.
- i. Click the "**Save**" button.
- j. A red line outlines the dates of the season. This line indicates a "Required Day Off Error" since a day off has not yet been indicated for each of the declared weeks.

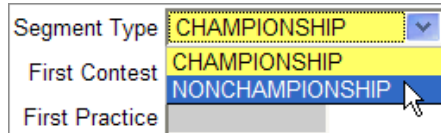
Jul	Aug	Sep	Oct	Nov
01 F	01 M	01 T	01 S	01 T
02 S	02 T	02 F	02 S	02 W
03 S	03 W	03 S	03 M	03 T
04 M	04 T	04 S	04 T	04 F
05 T	05 F	05 M	05 W	05 S
06 W	06 S	06 T	06 T	06 S
07 T	07 S	07 W	07 F	07 M
08 F	08 M	08 T	08 S	08 T
09 S	09 T	09 F	09 S	09 W
10 S	10 W	10 S	10 M	10 T
11 M	11 T	11 S	11 T	11 F
12 T	12 F	12 M	12 W	12 S
13 W	13 S	13 T	13 T	13 S
14 T	14 S	14 W	14 F	14 M
15 F	15 M	15 T	15 S	15 T
16 S	16 T	16 F	16 S	16 W
17 S	17 W	17 S	17 M	17 T
18 M	18 T	18 S	18 T	18 F
19 T	19 F	19 M	19 W	19 S
20 W	20 S	20 T	20 T	20 S
21 T	21 S	21 W	21 F	21 M
22 F	22 M	22 T	22 S	22 T
23 S	23 T	23 F	23 S	23 W
24 S	24 W	24 S	24 M	24 T
25 M	25 T	25 S	25 T	25 F
26 T	26 F	26 M	26 W	26 S
27 W	27 S	27 T	27 T	27 S
28 T	28 S	28 W	28 F	28 M
29 F	29 M	29 T	29 S	29 T
30 S	30 T	30 F	30 S	30 W
31 S	31 W		31 M	

- k. To select a day off, single click the date that will be taken off each week. The date will turn purple to indicate a day off, and the highlighted red (indicating a required day off error) for that week will turn black (indicating the playing season). Repeat this process for the entire segment.















- As a day off is selected for each week, the total days in the "Season Setup" box will decrease by one for each day off taken.
- Note that if more than one day off is indicated during a week that is not classified in the Academic Calendar section as "Vacation," "Holiday" or "Finals," then the "Days in Season" will not be reduced for more than one day per week.
- If the "Season Setup" box turns red, this indicates that the number of days in the season is over the legislated limit. To see the limit, place the cursor over the "Days in Season" field.

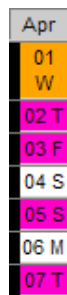
4. If the sport also has a nonchampionship (nontraditional) season, follow the steps above for creating a championship segment but choose "Nonchampionship" from the "Segment Type" field.



5. For Division I sports that have NCAA legislation regarding limited activity days (e.g. a day when skill-instruction activities are limited to review of game film) there is a limited activity day feature in the legend.

Legend	Context for Click
 Classes	
 Contest	
 Day Off	<input checked="" type="radio"/>
 Limited Activity Day	<input type="radio"/>
 Exempt Contest	
 Finals	
 Holiday	
 Acclimatization Period	
 Playing Season	
 Required Day Off Error	
 Vacation	
 Discretionary Period	

- a. Select "Limited Day Activity" by clicking on the radio button next to the field.
- b. Click the date on the detail calendar to select the day(s) in which limited activity days are being designated.
- c. Click the "Save" button.



Discretionary Periods Screen (Division I Football Only)

- For the sport of Division I football, the Discretionary Periods screen will be accessible by clicking on the tab once the sport has been created in the Playing Seasons area.
- Nine fields are available for users to indicate discretionary time.

How to Enter Discretionary Period Information

1. The "Preseason Practice Date for the Next Academic Year" field allows the user to track the date in which the discretionary period will begin.
2. The "Start Day of Period (MM/DD/YYYY)" section provides nine fields to declare discretionary time. Users should enter the first day of each declared week pursuant to permissible dates pursuant to Bylaw 17 for Division I football. The weeks can be entered in any order; however, if at least one of the dates entered in these nine fields does not allow for a full week (seven consecutive days) of discretionary time within the summer conditioning period, as calculated on the Summer Conditioning screen, an error message will display.
3. When done entering Discretionary Period information, click the "Save" button.

Summer Conditioning Screen (Division I Football Only)

For the sport of Division I football, the Summer Conditioning screen will be accessible by clicking on the tab once the sport has been created in the Playing Seasons area.

Football Showing 1 of 2

List Detail Contests **Discretionary/Summer**

Sport Select sport to add. Delete Season

Last Date of Academic Year (2013-14)	05/09/2014
First Date of Classes for Next Academic Year (2014-15)	<input style="background-color: yellow;" type="text"/>
First Contest of the Next Academic Year (2014-15)	<input style="background-color: yellow;" type="text"/>
First Permissible Date of Preseason Practice (2014-15)	<input style="background-color: gray;" type="text"/> Detail
Start Date of the Summer Conditioning Period	<input style="background-color: yellow;" type="text"/>
Last Date of Summer Conditioning Period	<input style="background-color: gray;" type="text"/>

Declare Discretionary Weeks (Enter the First Date of Each Week)

Week 1 - must be between January 1 and start of Summer Conditioning	<input style="background-color: yellow;" type="text"/>
Week 2 - must be between January 1 and start of Summer Conditioning	<input style="background-color: yellow;" type="text"/>
Week 3 - must be between January 1 and start of Summer Conditioning	<input style="background-color: yellow;" type="text"/>
Week 4 - must be between January 1 and start of Summer Conditioning	<input style="background-color: yellow;" type="text"/>
Week 5 - must be between January 1 and start of Summer Conditioning	<input style="background-color: yellow;" type="text"/>
Week 6 - must be between January 1 and start of Summer Conditioning	<input style="background-color: yellow;" type="text"/>
Week 7 - must be between January 1 and start of Summer Conditioning	<input style="background-color: yellow;" type="text"/>
Week 8 - must be between January 1 and start of Summer Conditioning	<input style="background-color: yellow;" type="text"/>
Week 9 - must be a seven consecutive day period during Summer Conditioning	<input style="background-color: yellow;" type="text"/>

1. The "Last date of academic year" field will be populated automatically based upon the Academic Calendar (set up by the user in the Setup area).
2. The user should enter a start date in the yellow required "Start date of period (MM/DD/YYYY)" field.
3. The "Discretionary Date" fields can then be populated by the institution.

[Note: If the date entered in the "Start date of period (MM/DD/YYYY)" field is equal to or earlier than the last date of the institution's academic year, the field will turn red and an error message will display.]

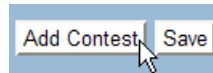
Contests Screen

- Contests for a sport may be added in the Playing Seasons area by clicking the Contest tab, or they may be added to a sport on the Sports Sponsorship screen in the Setup area.
- The Contest screen lists all of the contests entered for a particular sport, including the location of the contest, the opponent and whether the contest is a conference event.
- The CA program provides a running total of contests entered (championship and nonchampionship) and tracks whether the contest limitation for the sport has been exceeded.

Add Contest Save Total Contests: 16 CHAMPIONSHIP Segment Contests: 16 NONCHAMPIONSHIP Segment Contests: 0

How to Add Contests

1. Click "Playing Seasons" in the Account Links menu on the left side of the screen.
2. Click the sport in which contests will be added and a Detail screen will appear.
3. Click the Contests tab.
4. Click the "Add Contest" button.



5. A screen appears to enter the contests.

 A screenshot of the 'Contests' detail screen. At the top, there are tabs for 'List', 'Detail', and 'Contests', with 'Contests' selected. Below the tabs is a 'Delete Sport' button. The main content area has a header with 'Add Contest', 'Save', and 'Total Contests: 1'. Below this is a table with the following columns: Date, Opponent, Location, Conference Event, and an empty column. The table contains one row with the following data: Date: 09/04/2009, Opponent: Other University, Location: Home, Conference Event: No. There is a red background behind the date field. To the right of the row are 'More Info' and 'Delete' buttons. At the bottom of the table area, there are 'Add Contest', 'Save', and 'Total Contests: 1' buttons.

- a. Enter the "Date" (which is a required field), the "Opponent" and "Location" of the contest. Additional fields are also available for tracking contest information.
 - Note that the CA program reviews the declared playing and practice season and determines whether the date of the contest is within that season.
 - If a red background appears around the line of data entered, the contest is during a time in which contests are not allowed. To view the reason for the error, move the cursor over the red background. In the picture below, the tool-tip message indicates that "This contest is not scheduled in the defined season for this sport."

Date	Opponent	Location	Conference Event	
08/04/2008	Victory University	Away	No	More Info... Delete
09/02/2008			This contest is not scheduled in the defined season for this sport.	

- If a red background appears around the number of contests at the bottom of the Contest box, the minimum number of contests has not been met or the maximum number of contests has been exceeded.

Total Contests: 21 CHAMPIONSHIP Segment Contests: 21

- Indicate whether the contest is a "Conference Event" from the drop-down box.
- Click the **"More Info"** button to enter additional notes and exemptions (i.e., "Counter," "First Contest," "End of Season Contest") if applicable, and click the **"OK"** button.

More Information [X]

Notes

End Date

Counter Exemption

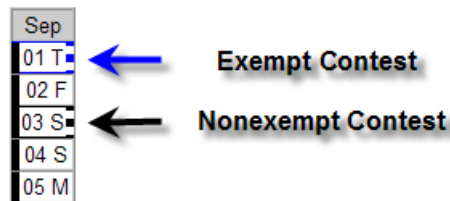
First Contest Exemption

End of Season Contest Exemption

OK

- The "Counter Exemption" field is used to identify contests that are exempt from counting within a sport's legislated maximum contest limits (e.g., foreign tour).
- The "First Contest Exemption" field is used to identify contests that may occur before the first permissible legislated date for competition (e.g., alumni contest, practice scrimmage).
- The "End of Season Contest Exemption" field is used to identify contests that may occur after the season but that are permissible exemptions (e.g., NCAA championships, football bowl game).

6. When done entering contest information, click the **"Save"** button.
7. Continue these steps to add the remaining contests for both the championship and nonchampionship seasons.
8. After adding and saving a contest, it is added to the Detail screen for the particular sport.
 - a. All exempt contests have a blue box around the date. All nonexempt contests have a black box around the date.



- b. The opponent for the contest is displayed when the cursor is placed over the contest date on the calendar if it was entered on the Contest screen.

How to Delete a Contest

1. Click "Playing Seasons" in the Account Links menu on the left side of the screen.
2. Click the sport for which a contest will be deleted.
3. Click the **"Delete"** button that corresponds to the contest to be removed.
 - a. Please note that after clicking the **"Delete"** button, a warning message does not appear before the contest is removed.
 - b. If the **"Delete"** button is pressed mistakenly, the user can avoid deleting the contest by clicking off of the screen without clicking the **"Save"** button.
4. Click the **"Save"** button to delete the contest.