

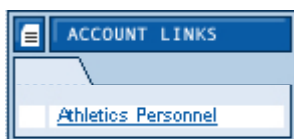
10 Athletics Personnel Information

This chapter includes information regarding the Athletics Personnel section of the CA program, including:

- Accessing Athletics Personnel Information
- Athletics Personnel List
- Athletics Personnel Detail
- Athletics Personnel Coaching Duties
- Athletics Personnel Administrative Duties

Accessing Athletics Personnel Information

- This section allows the user to track coaching and noncoaching personnel and duties. For Division I, it will also track whether the permissible number of coaches has been exceeded.
- The Athletics Personnel Information screen described in this chapter is accessed by clicking "Athletics Personnel" in the Account Links menu on the left side of the screen.



List Screen

- The List screen defaults to showing those personnel whose "Inactive" fields are left blank or marked "No" from the Detail screen. (See Detail Screen section in this chapter for more information). The List screen also includes personnel information such as their sports, the type of coach, the sport(s) they coach or jobs of noncoaching personnel and their email addresses.

List Detail Coaching Duties Administrative Duties							
New Coach							
Found: 11					Search...	Check All	Email List
Name	Sports	Type/Sports	Job/Sports	Email	Inactive		
01_Coach	WBW,WFH	Assistant(WBW) Head Coach(WFH)	Alumni Manager	1coach@email.edu	<input type="checkbox"/>	N	
02_Coach	MTE	Head Coach(MTE)			<input type="checkbox"/>	N	

- The List screen includes an index that separates the athletics personnel records into smaller groupings. When the mouse is placed over the title for each of the smaller groupings, the name of the first and the last coach or administrator in that grouping appears. The user may choose to view a selected group on the screen (e.g., 1-25).

Found: 27

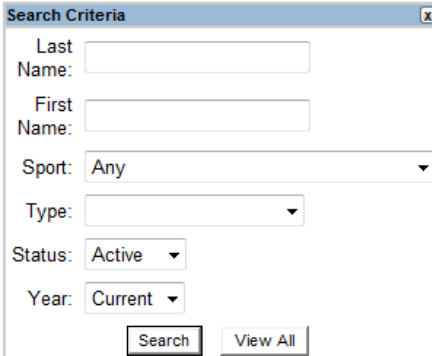
1-25 [26-27](#) [View All](#) [Next](#)

- The List screen includes a "Search" button that allows users to search for coaches or administrators.
- To view any screen for a coach or administrator who is already entered into the CA program, click the individual's name on the List screen of the Athletics Personnel section. This will open the Detail screen and allow access to all the screens in this section for that individual.

How to Search Athletics Personnel

The List screen includes a "**Search**" button that allows users to search for coaches or administrators by last name, first name, sport, and/or coach's type, status and year.

1. The following options are available from the "Status" field in the criteria box:
 - a. Choose "**Any**" to search for all athletics personnel in the current academic year (regardless of the individual's status ("Active", "Inactive" or null) on his or her Detail screen.
 - b. Choose "**Active**" to search for individuals who have been designated as "No" on the "Inactive" field on the Detail screen.
 - c. Choose "**Inactive**" to search for individuals who have been designated as "Yes" on the "Inactive" field on the Detail screen.
2. The following options are available from the "Year" field in the criteria box:
 - a. Choose "**Any**" to search for all athletics personnel ever entered and saved in the program.
 - b. Choose "**Current**" to search for only those athletics personnel in the current academic year.



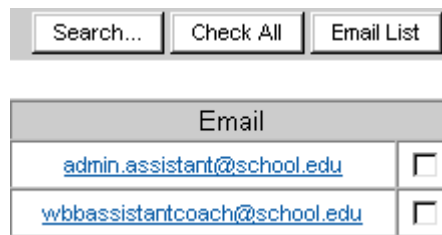
The screenshot shows a dialog box titled "Search Criteria" with a close button (X) in the top right corner. It contains the following fields and controls:

- Last Name:
- First Name:
- Sport: (dropdown menu)
- Type: (dropdown menu)
- Status: (dropdown menu)
- Year: (dropdown menu)
- Buttons: and

How to Email Athletics Personnel

To send an email message to a particular coach or administrator from the CA program, simply click the email address of the individual on the List screen. (This will automatically launch your electronic mail system and put the address into the "To" field.)

1. To send an email to multiple coaches or administrators, the user has two options.
 - a. To email all the coaches or administrators on the List screen:
 - Click the "**Check All**" button.
 - Click the "**Email List**" button to open a window that lists all of the email addresses chosen.
 - Open the respective electronic mail system (e.g., Lotus Notes, Microsoft Outlook).
 - Copy and paste these addresses into the "To" field of the email message. [Note: When pasting the names in the "To" field, semi-colons will not appear between the names until clicking the "Check Names" option or clicking the "To" option to the left of the entry box and then clicking "OK."]



- To email a group of coaches or administrators on the List screen: Click the box to the right of each email address for each coach or administrator who will receive the email. This will add a check in the box.
- Click the "**Email List**" button to open a window that lists all of the email addresses chosen.
- Open the respective electronic mail system (e.g., Lotus Notes, Microsoft Outlook).
- Copy and paste these addresses into the "To" field of the email message. [Note: When pasting the names in the "To" field, semi-colons will not appear between the names until clicking the "Check Names" option or clicking the "To" option to the left of the entry box and then clicking "OK."]

Detail Screen

- Note that the yellow data fields indicate required information and users will be unable to save the screen until all of the yellow data fields have been completed.

- Also note that from any screen in the Athletics Personnel section (other than the List screen) the blue arrows at the top of the page may be used to move to a different coach or administrator.

How to Add Athletics Personnel Information

1. Click "Athletics Personnel" in the Account Links menu on the left side of the screen.
2. Click the "New Coach" button located at the top of the screen.
3. A Detail screen appears.

The screenshot shows a web application interface for adding a new coach. At the top, there are navigation tabs: "List", "Detail", "Coaching Duties", and "Administrative Duties". Below these are two buttons: "New Coach" and "Delete Coach". The main form contains the following fields:

- First Name: Coach
- Last Name: 01
- Address1: [Empty]
- Address2: [Empty]
- City: [Empty]
- State: IN (dropdown)
- Postal Code: [Empty]
- Email: 1coach@email.edu
- Home Phone: [Empty]
- Mobile Phone: [Empty]
- Inactive: No (dropdown)
- Certification Date: [Empty]
- Passed Certification?: [Empty]
- Certification of outside income?: [Empty]
- Certification of compliance?: [Empty]
- Comments: [Empty text area]

A "Save" button is located at the bottom center of the form.

- a. Enter the required fields of "First Name" and "Last Name" and any other information the user's institution wants to track.
- b. The "Inactive" field allows a user to indicate one of the following statuses for their athletics personnel:
 - Select "Yes" if the individual is no longer coaching or is no longer a member of the staff.
 - Select "No" if the individual is an active staff member (coach or administrator) who should be included in the Coach Startup Tool's roll over process.
 - Leave the field blank if you do not want to track this information.

[Note: Those personnel whose "Inactive" fields are left blank or marked "No" will appear on the Athletics Personnel List screen by default. Those personnel designated

- as "Yes" (inactive) or whose "Inactive" field has been left blank will NOT appear in the Available column in the Coach Startup Tool's roll over process.]
- c. The "Passed Certification" field indicates whether the coach has passed the NCAA coaches certification test. If "no" is chosen, the CA program will provide a warning (on the Coaching Duties screen) when this individual is identified as recruiting off-campus. (Note that if the coach's name was chosen from the drop-down menu on the NCAA Coaches Certification test, the "passed certification" field will automatically be updated in the CA program with the appropriate test result of the coach.
 - d. The "Current Sports-Safety Training Certification? (First-aid, CPR and AED)" field has a drop-down box to select a Yes/No answer for tracking the sports-safety training status of respective coaches.
4. Click the **"Save"** button.
 5. The coach or administrator now will appear on the List screen.

How to Delete Athletics Personnel Information

1. Click the **"coach's or administrator's name"** on the List screen.
2. Click the **"Delete Coach"** button located at the top of the screen.
3. A message will appear asking "Are you sure you want to delete this record?"
 - a. Click the **"OK"** button to delete the coach or administrator. The coach or administrator will be removed and will no longer appear on the athletics personnel list.
 - b. Click the **"Cancel"** button to keep the coach or administrator.

Coaching Duties Screen

The Coaching Duties screen allows the user to track information related to the coach's sport(s).

The screenshot displays the 'Coaching Duties' screen. At the top, there are navigation tabs: 'List', 'Detail', 'Coaching Duties' (which is active), and 'Administrative Duties'. Below the tabs, there are two buttons: 'New Coach' and 'Delete Coach'. The main form area contains the following fields and controls:

- Sport:** A dropdown menu currently showing 'Women's Basketball'. To its right are buttons for 'Save', 'Add Sport...', 'Delete Sport', and 'Team Coach Totals...'.
- Type:** A dropdown menu currently showing 'Assistant'.
- Full Time?:** A checked checkbox.
- Off-Campus Recruiter?:** An unchecked checkbox.
- Temporarily Replaced?:** An unchecked checkbox.
- Comments:** A large text area for entering notes.
- Save:** A button located at the bottom center of the form.

How to Add Coaching Duties Information

1. Click the "**coach's name**" on the List screen.
2. Click the "**Coaching Duties**" tab to open the Coaching Duties screen.
3. Click the "**Add Sport**" button.
4. Select the "**Sport**" and the "**Type**" (e.g., "Head Coach," "Graduate," "Assistant") from the "Type" box, and click the "**Save**" button.

Sport	Type
Women's Archery	Head Coach
Women's Badminton	Undergraduate
Women's Basketball	Graduate
Women's Bowling	Restricted
Women's Cross Country	Assistant
Women's Equestrian	Volunteer
Women's Fencing	Strength/Conditioning
Women's Golf	Consultant
Women's Gymnastics	
Women's Ice Hockey	
Women's Lacrosse	
Women's Rifle	
Women's Rowing	
Women's Rugby	
Women's Skiing	
Women's Soccer	
Women's Softball	
Women's Squash	
Women's Swimming	
Women's Synchronized Swimming	

Save Cancel

5. A check mark will automatically appear in the "Full-Time" field once the screen is saved. If the coach is not full-time, click the "**box**" to remove the check mark.

Sport

Type

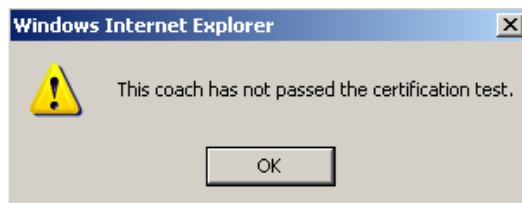
Full Time?

Off-Campus Recruiter?

Temporarily Replaced?

6. Click the "**Off-Campus Recruiter**" field if the coach will be responsible for any off-campus recruiting activities. This field tracks which coaches and the number of coaches recruiting off-campus. Note that certain messages may appear depending on the type of coach entered as well as the coach's certification test status.

- a. A message indicating "This coach has not passed the certification test" will appear if a "No" or blank line appears in the "Passed Certification" data field on the Detail screen.



- b. If the user saves the Coaching Duties screen for a coach who has not passed the certification test, a red statement indicating "This coach has not been certified" will remain on the screen next to the "Off-Campus Recruiter" field.

Off-Campus Recruiter? (This coach has not been certified.)

The "Temporarily Replaced" field is used to identify coaches who have been temporarily replaced. Placing a check box in this field will remove the coach from the overall total number of coaches in their coach type. On the replacement coaches "Coaching Duties" screen, remember to change the "coach type" field to the same "coach type" as the coach who is being replaced. Once the coach returns, remove the check mark from this field by clicking the box and change the "coach type" of the replacement. Note that a message will appear indicating that the user should ensure that the replacement coach is assigned the same coaching "Type" as the coach being replaced.

7. Click the "**Team Coach Totals**" button to view the type and number of coaches assigned to the sport, as well as the coaching limit for that particular sport. Please note that the "Limit" field is automatically filled in by the CA program to be the maximum limit allowed by NCAA legislation in that year for that sport in the respective division.

Team Coach Totals		
Coach Type	Limit	Count
Volunteer	1.0	0
Restricted	1.0	0
Head Coach/Assistant	2.0	2

- a. Click the "X" in the top right corner of the box to close.

- b. The **"Team Coach Totals"** button and the "Count" column will become red and highlighted if a coaching limit has been exceeded.

Sport Save Add Sport... Delete Sport **Team Coach Totals...**

Type

Team Coach Totals		
Coach Type	Limit	Count
Volunteer	1.0	0
Restricted	1.0	0
Head Coach/Assistant	2.0	3

8. Click the **"Save"** button.

How to Delete the Assigned Sport from a Coach.

1. Click the **"coach's name"** on the List screen.
2. Click the **"Coaching Duties"** tab to open the Coaching Duties screen.
3. If multiple sports have been entered for the coach, choose from the "Sport" drop-down box the correct sport to be deleted.
4. Click the **"Delete Sport"** button.
5. A message will appear asking "Are you sure you want to delete this record?"
 - a. Click the **"OK"** button to delete the sport for that coach. The sport will be removed from the selected academic year and will no longer appear in the "Sport" field.
 - b. Click the **"Cancel"** button to keep the sport for that coach.

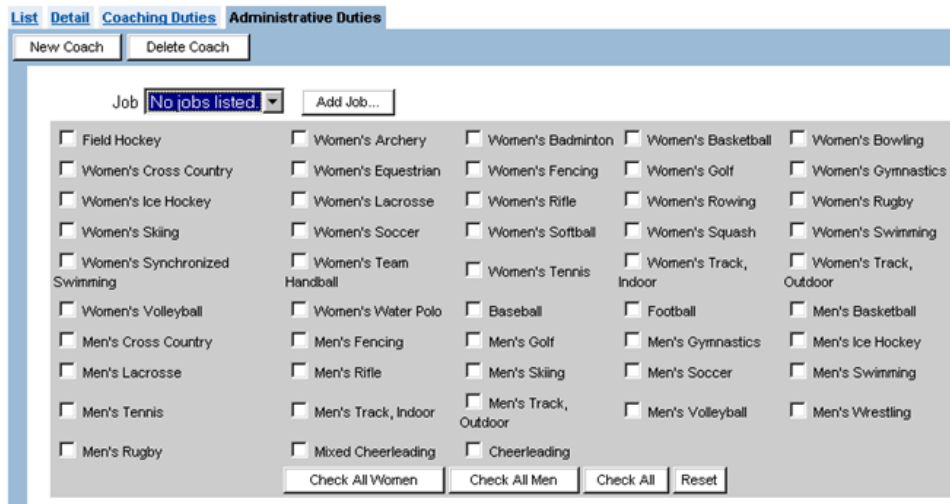
Administrative Duties Screen

- The Administrative Duties screen allows the user to track information related to the noncoaching duties of the coaches and administrators.
- Note that in order to assign duties on this screen, the user must first create "Job Codes" and "Descriptions" for those jobs in the Administrative Duties/Roles section of the Setup area.

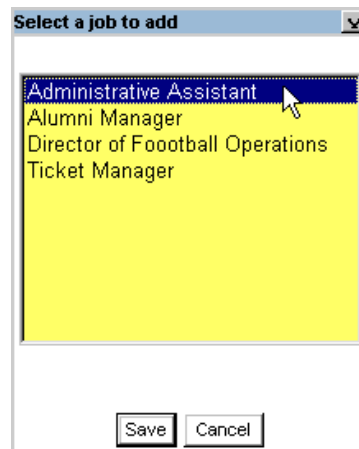
How to Add Administrative Duties Information

1. Click the administrator's name on the List screen.

- Click the Administrative Duties tab to open the Administrative Duties screen.



- Click the "Add Job" button. A list of jobs created by the user in the Administrative Duties/Roles section of the Setup area will appear in the "Select a job to add" box.



- Click the appropriate job to add and click the "Save" button.
- Click the box(es) next to the sport(s) for which the coach or administrator is responsible in that particular job (if applicable).

- a. Click the individual boxes for the applicable sports or click the buttons for "**Check All Women**," "**Check All Men**" or "**Check All**."

The screenshot shows a web interface for managing administrative duties. At the top, there is a dropdown menu for 'Job' set to 'Administrative Assistant', and three buttons: 'Save', 'Add Job...', and 'Delete Job'. Below this is a grid of sports with checkboxes. The sports are arranged in five columns and ten rows. The first five rows contain women's sports, and the last five rows contain men's sports. At the bottom of the grid, there are four buttons: 'Check All Women', 'Check All Men', 'Check All', and 'Reset'. A mouse cursor is pointing at the 'Check All Women' button. Below the grid, there is a 'Save' button.

Job	Save	Add Job...	Delete Job
<input checked="" type="checkbox"/> Field Hockey	<input checked="" type="checkbox"/> Women's Archery	<input checked="" type="checkbox"/> Women's Badminton	<input checked="" type="checkbox"/> Women's Basketball
<input checked="" type="checkbox"/> Women's Cross Country	<input checked="" type="checkbox"/> Women's Equestrian	<input checked="" type="checkbox"/> Women's Fencing	<input checked="" type="checkbox"/> Women's Golf
<input checked="" type="checkbox"/> Women's Ice Hockey	<input checked="" type="checkbox"/> Women's Lacrosse	<input checked="" type="checkbox"/> Women's Rifle	<input checked="" type="checkbox"/> Women's Rowing
<input checked="" type="checkbox"/> Women's Skiing	<input checked="" type="checkbox"/> Women's Soccer	<input checked="" type="checkbox"/> Women's Softball	<input checked="" type="checkbox"/> Women's Squash
<input checked="" type="checkbox"/> Women's Synchronized Swimming	<input checked="" type="checkbox"/> Women's Team Handball	<input checked="" type="checkbox"/> Women's Tennis	<input checked="" type="checkbox"/> Women's Track, Indoor
<input checked="" type="checkbox"/> Women's Volleyball	<input checked="" type="checkbox"/> Women's Water Polo	<input type="checkbox"/> Baseball	<input type="checkbox"/> Football
<input type="checkbox"/> Men's Cross Country	<input type="checkbox"/> Men's Fencing	<input type="checkbox"/> Men's Golf	<input type="checkbox"/> Men's Gymnastics
<input type="checkbox"/> Men's Lacrosse	<input type="checkbox"/> Men's Rifle	<input type="checkbox"/> Men's Skiing	<input type="checkbox"/> Men's Soccer
<input type="checkbox"/> Men's Tennis	<input type="checkbox"/> Men's Track, Indoor	<input type="checkbox"/> Men's Track, Outdoor	<input type="checkbox"/> Men's Volleyball
<input type="checkbox"/> Men's Rugby	<input type="checkbox"/> Mixed Cheerleading	<input type="checkbox"/> Cheerleading	<input type="checkbox"/> Men's Wrestling

Buttons: Check All Women, Check All Men, Check All, Reset

Save

- b. To change the sports that have been checked, click the "**Reset**" button, before clicking the "**Save**" button.
- c. After having clicked the "**Save**" button, click the check boxes for the individual sports to either add or remove the check marks.

6. Click the "**Save**" button.

How to Delete Administrative Duties Information

1. Click the administrator's name on the List screen.
2. Click the Administrative Duties tab to open the Administrative Duties screen.
3. If multiple jobs have been entered for the administrator, chose job to be deleted from the "Job" drop-down box.
4. Click the "**Delete Job**" button.
5. A message will appear asking "Are you sure you want to delete this record?"
 - a. Click the "**OK**" button to delete the job for that administrator. The job will be removed from the selected academic year and will no longer appear in the "Job" field.
 - b. Click the "**Cancel**" button to keep the job for that administrator.