SCHEDULING: EVENTS

Schedules are constructed for all sports with the goal of providing competitive equity while remaining within budgetary constraints and applicable University, Southeastern Conference and NCAA rules and regulations. Because of the popularity and revenue producing capability of the football, men's basketball, and women's basketball programs, priority is given to the scheduling requirements of these sports.

NCAA and Southeastern Conference Limitations

The NCAA and the Southeastern Conference place limitations on the timing, duration and number of contests played by varsity teams under their jurisdiction. Southeastern Conference regulations, in some instances, are more restrictive for the non-revenue sports, as it is for football and men's basketball. These limitations are fully defined in the Southeastern Conference Manual and in Bylaw 17 of the NCAA Manual.

Competitive Event Schedule Construction

The Associate Athletic Director coordinates the compilation of competitive event schedules for each respective sport. The Head Coach of each sport is normally required to assist in formulating a preliminary schedule of competitive events. The date for submitting these tentative schedules varies from year to year, but is announced by the Associate Athletic Director.

Note: Schedules for football and men's basketball Conference games are normally determined by the Director of Athletics, in conjunction with the SEC Office. However, the coaches for these sports may participate in the scheduling of non-conference events.

In addition to NCAA and SEC limitations, the following factors must be considered when constructing the schedule:

1. Income and expense involved for each contest (as determined by any guarantee versus estimated costs), and the potential impact on the allocated team budget;

2. Exclusion of exam week, concentrated study week (any exceptions must be approved by the Director of Athletics and, when necessary, the Athletic Council);

3. Class absences required for each contest (including both home and away events), especially when approaching mid-term and final examination periods;

4. Balance between number and spacing of home and away contests;
5. Balance between outstanding, average and weak opponents;

6. Coordination of away competitions to minimize time away from campus and travel costs;

7. Availability of facilities for home contests;

8. Competition dates for other prominent sports, tournaments and meets, and championship/bowl events; and

9. Establishment of favorable reciprocal agreements and existing commitments (see "Contracts for Events" below).

The final event schedule for each sport is prepared by the Administrative Assistant to the Assistant Athletic Director on the Schedule Form shown as Appendix 602A-2. The following information is included on the schedule:

- Opponent;
- Place;
- Facility;
- Date/Time;
- Departure date/time;
- Day(s) of the week;
- Total M-W-F classes to be missed;
- Total T-TH classes to be missed; and
- Return date/time.

Prior to submitting the final schedule for approval, the Associate Athletic Director analyzes the schedule for each sport to ensure that the schedule will not cause any student-athlete to miss more than 20% of the class periods in any course.
Schedule Approvals

The schedules are approved by the Head Coach, the Director of Athletics and the Athletic Council. Once approved, a sport's competition schedule is considered official, and may not be added to or changed in any manner without the expressed approval of the Athletics Council. Copies of the schedule are distributed to the Academic Center for Athletes, the Athletic Business Office, Athletic Physical Plant, Sports Information Office, Associate Athletic Director for Compliance, Coordinator of Travel, Manager of Game Management and Purchasing, Athletic Ticket Manager, Manager of LSU Field House, Director of the Assembly Center, Concessions Manager, Tiger Gift Center Manager, University Office of Accounting Services and the Head Coach.

Special arrangements regarding the academic needs of student-athletes may be required as a condition to approval for an event scheduled during the week of final examinations.

Master Schedule

In developing the master schedule, each facility is different and the timetable for football, men's basketball, and women's basketball are established. Then all other sports are scheduled with regard to facilities requirements (see Policy 604A, Facilities: Use, for additional information), and the schedules of visiting teams.

Facilities Scheduling

The Head Coach for each sport coordinates the scheduling of facilities for competitive events. When the home event is scheduled in a facility which is not controlled by the Department of Athletics, scheduling is accomplished through the University's facility manager. Since some of the facilities used by the Department may also be utilized for non-Departmental activities, it is important that every effort be made to ensure that the master schedule is accurate.

Schedule Changes

When a schedule change becomes necessary, the Head Coach should notify the Athletic Director's office, in writing, who initiates approval of the change by the Athletics Council. The schedule change is evaluated to determine how the date, time change and travel schedule may affect the student-athlete and the overall master schedule for the intercollegiate athletics program. Written notification of any change in the master schedule is distributed, as described below, for cancellation of a scheduled event.
At the time of the event, the Associate Athletic Director, in conjunction with the involved Head Coach, has the authority to cancel an athletic event. Written notification of cancellation is disseminated to the following:

1. Director of Athletics, Departmental staff and coaches;
2. University officials, if necessary;
3. The facility manager;
4. The game officials;
5. The event workers, including ancillary services;
6. The Spirit Coordinator and the Director of the Band, when appropriate;
7. The Manager of Game Management and Purchasing; and
8. The Supervisor of Concessions.

Contracts for Events

It is the policy of the University to honor all provisions agreed to in contracts entered into by the Department of Athletics. A contractual document is required for all intercollegiate sports competitions whether or not a guarantee is involved. The Director of Athletics is authorized to execute athletically related contractual agreements on behalf of the LSU Board of Supervisors.

The Contract, Southeastern Conference, Louisiana State University form (see Appendix 602A-3), is used for all athletic events, except football and the Football Contract is used for all football contests. For all events, Conference and non-Conference, agreements are initiated upon receipt of an approved schedule of competition for each sport.

Copies of all contracts are distributed as follows:

- Director of Athletics;
- The Athletic Business Manager;
- The Athletic Ticket Assistant Athletic Director;
- The University Accounting Office;
The Assistant Athletic Director for Communications;
The Coordinator of Travel;
The Head Coach of the designated sport; and
The Director of Game Management.

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