

**Department of Athletics**  
**Time Management Plan (TMP) Policy**  
**May 2019**

1. In order to insure that TMP's are developed through a collaborative process, at least one student-athlete representative from each team will meet with the coaching staff at the end of each competition season to review the proposed TMP for the following year. This representative's role in the collaborative process does not bestow the power to approve or disapprove the TMP; the coaching staff is responsible for its creation. However, the team's concerns will be taken seriously by the coaching staff and efforts will be made to include student-athlete input in the TMP.
2. TMP's will be created for the entire academic year and uploaded to ARMS. Mid-year adjustments may be necessary. If so, they will be updated in ARMS for the team and representative to review in advance.
3. The appearance of TMP's will be consistent for all sports.
4. When coaches make a change to the TMP they will give 48 hours' notice. When that is not possible (for example, because of a change in weather conditions) notice will be given as soon as possible. It is important that any changes to the TMP are communicated clearly and consistently by the coaches using ARMS to notify their teams.
5. It is preferable to post changes to the TMP first thing in the morning in ARMS.
6. When less than 24 hours' notice is given "in season," coaches cannot punish student-athletes for non-attendance. When less than 48 hours' notice is given "out of season," coaches cannot punish student-athletes for non-attendance. This policy is not applicable to circumstances beyond the coaches' control (i.e. weather conditions, last-minute institutional events, etc...)
7. At the end of the competition season, the Athletics Department will conduct an annual review of how well the TMP was followed, including the tracking of the number of changes made to the TMP. The student-athlete representative from each team will be involved in that annual review.