

**Miles College Athletics Department**  
**Compliance Policy and Procedure Manual**  
**2019-2020 Academic**  
**Year**



**CHAMPIONS MADE HERE.**

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## **Preface**

This manual establishes policies and procedures for the administration of intercollegiate athletics teams at Miles College. These policies and procedures are to be followed by all coaches, athletics department staff, and liaisons of campus offices assigned to help with athletics.

The policies and procedures stated in this manual are subject to change at the sole discretion of the intercollegiate athletics department. The Athletics Department reserves the right to modify, change, alter, add, or delete any provision of this manual. This manual does not constitute a contract, expressed or implied between the Athletics Department and coaches, staff or student-athletes. All coaches and athletics staff will be expected to follow other College policies, practices, and procedures. These include policies and procedures in the Human Resources handbook, applicable to non-academic employees, as well as the ones specific to the Athletics Department. To the extent that policies and procedures expressly differ from the terms and conditions of applicable written contracts, the contract provisions shall prevail.

Each Athletics staff member and campus liaison will be provided a copy of this manual and a NCAA Compliance Manual. The Athletics Department will provide to student-athletes a handbook that outlines policies from the Policy Manual most relevant to individual student-athletes.

## Missions and Philosophy

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### **Miles College Mission Statement**

“Miles College is a senior private, liberal arts Historically Black College with roots in the Christian Methodist Episcopal Church. The College through dedicated faculty cultivates students to seek knowledge that leads to intellectual and civic empowerment. Students are transformed through rigorous study, scholarly inquiry, and spiritual awareness, thereby enabling graduates to become responsible citizens who help shape the global society.”

### **Miles College Athletics Mission Statement**

The College endeavors to provide a program of intercollegiate athletics from which participating students can derive all the benefits that participation in competitive sports confers. The goal of the intercollegiate program is the same as that as the College’s academic programs: excellence. In this context, excellence includes commitment to the physical and emotional well-being and social development of student-athletes as well as to the development of their sense of citizenship, dedication to sportsmanship and fair play, the general conduct that brings credit to the College and is a source of pride and enthusiasm for all members of the Miles community.

The measure of excellent when applied to intercollegiate athletics means also a level of performance that frequently will produce winning seasons and the realistic opportunity to compete for team or individual championships. It requires that students engaged in intercollegiate athletics be students first, that they be admitted according to this criterion, that they progress satisfactorily towards a degree, and that their attrition and graduation rates as student-athletes be better than those of non-athletes.

Miles’ intercollegiate program shall be composed of regionally, and soon, nationally recognized sports that satisfy the follow criteria: they meet the needs, interest, and abilities of male and female students; they provide adequate institutional collateral benefits; they reflect due regard for the athletic traditions of Miles College as well as future promise; they fall within Miles’ abilities to provide appropriate facilities; they geographically allow Miles to schedule conveniently and competitively; and they fall within the financial capabilities of Miles College to fund adequately.

### **Athletics Department Philosophy**

Miles College’s Intercollegiate Athletics Program is an integral part of the institution’s total educational mission. Ten men and women’s sports are offered, providing diverse opportunities to accommodate students’ needs and varying interests. The College is a National College Athletics Association (NCAA) Division II institution, as well as a member of the Southern Intercollegiate Athletic Conference (SIAC). The Philosophy of Miles College Athletics embraces the NCAA Division II “Life in the balance” and the concept of the “student-athlete” being a “student” first, as well as the principles of ethnic diversity, gender equity and requirements of Title IX, and nondiscrimination based on sexual orientation. The physical and mental welfare of the student-athlete is of the highest importance. Fair play and sportsmanship are emphasized along with the strict compliance with the rules and regulations of the NCAA and SIAC.

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## MILES COLLEGE - AN NCAA MEMBER INSTITUTION

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**MAKE IT *YOURS***<sup>TM</sup>

### NCAA Division II Philosophy Statement

In addition to the purposes and fundamental policy of the National Collegiate Athletic Association, as set forth in Constitution

1, members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational well-being and academic success of the participating student-athlete is of primary concern. (*Revised: 1/14/08 effective 8/1/08*)

Higher education has lasting importance on an individual's future success. For this reason, the positioning statement for the division and the emphasis for the student-athlete experience in Division II is a comprehensive program of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletics competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.

Members support the following attributes in the belief that these attributes assist in defining the division's priorities and emphasize the division's position within the Association: Learning; Service; Passion; Sportsmanship; Resourcefulness; and Balance. The positioning statement and the attributes shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs, initiatives and policies by member institutions, conferences and the Division II governance structure.

Furthermore, a member of Division II believes in a set of common features, which assist in defining the division. Such features include exceptional teacher-to-student ratios that provide student-athletes with a quality education, a unique model of

staffing in which coaches provide additional services such as teaching and mentoring, and the development of community partnerships and student-athlete participation in community engagement activities. A member of Division II also believes in the following principles, which assist in defining the division: *(Revised: 1/14/97)*

- a) Promoting the academic success of its student-athletes, measured in part by its student-athletes graduating at least at the same rate as the institution's student body; *(Revised 1/12/04 effective 8/1/04)*
- b) That participation in intercollegiate athletics benefits the educational experience of its student-athletes and the entire campus community; *(Revised: 1/12/04 effective 8/1/04)*
- c) Offering opportunities for intercollegiate athletics participation consistent with the institution's mission and philosophy; *(Revised: 1/14/97, 1/12/04 effective 8/1/04)*
- d) That championships are intended to provide national-level competition among eligible student-athletes and teams of members institutions; *(Revised: 1/9/06 effective 8/1/06)*
- e) Preparing student-athletes to be good citizens, leaders and contributors in their communities; *(Revised: 1/12/04 effective 8/1/04)*
- f) Striving for equitable participation and competitive excellent, encouraging sportsmanship and ethical conduct, enhancing diversity and developing positive societal attitudes in all of its athletics endeavors; *(Revised; 1/14/97, 1/12/04 effective 8/1/04)*
- g) Scheduling the majority of its athletics competition with other members of Division II, insofar as regional qualification, geographical location and traditional or conference scheduling patterns permit; *(Revised: 1/14/97)*
- h) Recognizing the need to "balance" the role of the athletics program to serve both the institution (e.g., participants, student body, faculty-staff) and the general public (e.g., community, area, state); *(Revised: 1/12/04 effective 8/1/04)*
- i) Offering an opportunity for participation in intercollegiate athletics by awarding athletically related financial aid to its student-athletes; *(revised 1/14/97, 1/14/02, effective 8/1/02)*
- j) That institutional control is a fundamental principle that supports the education mission of a Division II institution and assumes presidential involvement and commitment. All funds supporting athletics should be controlled by the institution. The emphasis for an athletics department should be to operate within an institutionally approved budget and compliance with and self-enforcement of NCAA regulations is an expectation of membership; and *(Revised: 1/12/04 effective 8/1/04)*
- k) That all members of Division II should commit themselves to this philosophy and to the regulations and programs of Division II. *(Revised: 1/4/97)*

**NCAA mission**

What the brand wants to accomplish

To govern competition in a fair, safe, equitable and sportsmanlike manner, and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount.

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## DII positioning statement

Who we are

**Life in the balance.** Higher education has lasting importance on an individual's future success. For this reason, the emphasis for the student-athlete experience in Division II is a comprehensive program of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletic competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning opportunity provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.

## DII attributes

What we stand for



## Audience benefits

Key benefits of the DII experience

## Student-Athletes/Parents

- Participation in high-level athletic competition without an overemphasis of sports in student life

- Availability of faculty and sports staff in a personal setting
- With the broad, versatile range of experiences, student-athletes are more likely to find interest and value in school and therefore stay to graduate
- Upon graduation, the student-athlete will leave with broader experiences, skills and knowledge as resources for the future
- With personal setting and multiple areas of learning, student-athletes can have an impact with peers, community and school

## **DII Membership**

- Achieve educational mission and graduation success for student-athletes through a comprehensive program that provides path to graduation and develops broad skill set
- High-level athletic competition for institution, region, community and student-athlete without an overemphasis on sports at the institution
- Opportunity for personal mentoring, coaching, teaching with student-athletes
- Impact local community/develop key local relationships through participation in Division II national community- engagement program

## **General Public**

- High-level passionate athletic competition for local communities and region in an intimate, family-friendly environment
- Opportunities to interface face-to-face with student-athletes in different venues
- Positive impact in local communities and regional through Division II national program
- Show support for educational mission of student-athletes and development of youth

## **Key Stakeholders**

- Invest in the educational mission of student-athletes and development of youth into productive citizens
- Promote high-level athletic competition in local communities and region
- Impact local community/develop key local relationships through support of Division II national community engagement program

## **Division II features**

12 reasons to believe in Division II

1. **Graduation Rate.** Division II student-athlete graduation rate is consistently 10 to 15 percentage points higher than the total student body.
2. **Class Time.** Division II reorganization philosophy rewards the scheduling of local or regional opponents in the regular season, resulting in limited missed class time for student-athletes.
3. **Athletic Scholarships.** Many Division II student-athletes receive athletics scholarships and other forms of financial aid to pay for school.

4. **Personal Attention.** Student-athletes receive a quality education at Division II institutions that often feature an exceptional teach-to-student ratio.
  5. **Additional Assistance.** The Degree-Completion Scholarship Program provides deserving Division II student- athletes who have exhausted their collegiate eligibility with financial assistance.
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6. **National Championships Opportunities.** Division II features unparalleled opportunity for student-athletes to advance to national championship competition as a result of the division's general championship access ratios.
7. **Community Partnerships.** Division II has initiated national community partnership with the Make-A-Wish Foundation and Habitat for Humanity.
8. **Unique Fiscal Model.** Division II offers a unique intercollegiate athletics that redefines the institutional value for sponsoring sports and offering athletics scholarships.
9. **Innovative Solutions.** Division II encourages innovative policy and program decisions unique to the NCAA, such as the development of Division II National Championships Festivals and a national community-engagement program.
10. **Teacher/Coaches.** Many Division II coaches continue to provide other services for their institution and in the community, including teaching and mentoring.
11. **Proud Alumni.** Former Division II student-athletes include governors, senators, entertainers, corporate leaders and professional athletes.
12. **National Recognition.** Division II student-athletes have receives the NCAA's highest individual honors, including winning the Walter Byers Scholarship Award (the Association's top student-athlete) and the NCAA Woman of the Year Award.

# Athletics Department Goals, Statements, and Commitments

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## Athletics Department Goals

1. To operate an efficient and broad-based intercollegiate athletics program that provides equitable competitive opportunities for both male and female students.
2. To operate an athletics program consistent with the vision and mission of the institution.
3. To operate an athletics program that subscribes to and complies with the rules and regulations of Miles College, SIAC and NCAA.
4. To operate an athletics department that promotes student-athlete welfare.
5. To encourage the student-athletes not only to be active members in the MC community, but also in the entire regional community, through community service and community engagement projects.
6. To have student-athletes graduation rates better than those of the regular student body.

## Compliance Statement

As a member of the NCAA, Miles College is committed to complying with all rules and regulations of the NCAA in the conduct of its intercollegiate athletics department. The institution is responsible for monitoring all aspects of its athletics programs to ensure compliance and to identify and report to the NCAA any areas in which we may have failed to maintain compliance with the NCAA rules and regulations. In such cases, Miles College must fully cooperate with the NCAA and take the appropriate corrective measures, if necessary. This responsibility is a collective endeavor that is shared by the athletics department staff, student-athletes, other appropriate institutional personnel, and individuals and groups representing the athletics interests of the institution.

It is each individual's responsibility to ask questions, make no assumptions, and follow through on all compliance procedures and guidelines. Compliance with College, Conference, and NCAA rules can only be obtained when every individual presents a positive, practical, and ethical attitude towards compliance. By acknowledging our role in the institutional compliance, accepting responsibility for the integrity of our program, and making ourselves aware of the legislation, compliance with the College, Conference, and NCAA rules is assured.

The main responsibility of the Compliance Director is to ensure that members of Miles College and the Athletics Department understand and follow all College, Conference, and NCAA rules and regulations in an effort to prevent rules violations. This is established through education, interpretation, and through monitoring of procedures. Violations will occur, that is the nature of being an NCAA institution, but self-reporting violation is essential, encouraged and will aid the institution in maintaining integrity.

## Sportsmanship Statement

The NCAA and Miles College promote positive sports behavior by student-athletes, coaches, and spectators at all athletic events. We request cooperation by supporting the participants and officials at all contests in a positive manner. Profanity, racial, sexist, or other abusive comments or actions directed at officials, student-athletes, coaches, or team representatives will not be tolerated and will be grounds for removal from the athletics site.

## **Commitment to Gender Equity**

As a member of the NCAA, Miles College is committed to the principle of Cultural Diversity and Gender Equity as described in the NCAA Manual, bylaw 2.3. "It is the responsibility of each member institution to comply with federal and state laws regarding gender equity." It is the responsibility of the institution to establish and maintain an environment that values cultural diversity and gender equity among its student-athletes and intercollegiate athletics department staff.

## **Commitment to Nondiscrimination**

Miles College prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, or sexual orientation and any other class of individuals protected from discrimination under state or federal law in any aspect of the access to, admission, or treatment of students in its programs and activities, or in employment and application for employment. The College's policy includes prohibitions of harassment of students and employees, i.e., racial harassment, sexual harassment, and retaliation for filing complaints of discrimination.

The College is committed to compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act of 1968, the Equal Pay Act of 1963, Executive Order 11246 (1965), Title IX of the Education Amendments of 1972 and its regulations found at 34 C.F.R. part 106, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Vietnam-era Veterans Readjustment Act of 1974, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act of 1967, the Family and Medical Leave Act of 1993. Inquiries regarding federal laws may also be directed to: Office for Civil Rights, U.S. Department of Education, 61 Forsyth St. S.W., Suite 19T70, Atlanta, Ga.

30303; tel. (404) 974-9406.

## **Behavioral Codes, Policies, and Expectations**

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### **Code of Ethical Conduct**

The Principle of Ethical Conduct shall be a member institution's responsibility to apply and enforce. The Principles include

(but are not limited to):

1. Individuals employed by, or associated with, a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall deport themselves with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.
2. Conduct by a student-athlete or an institutional staff member that may be considered unethical includes, but is not limited to:
  - a. Refusal to furnish information relevant to investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;
  - b. Knowing involvement in arrangements for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
  - c. Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit;

- d. Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the individual's involvement in or knowledge of a violation of an NCAA regulation.
3. Student-athletes found in violation of the provisions of this regulation shall be ineligible for further intercollegiate competition, subject to appeal to the NCAA Eligibility Committee for restoration of eligibility. Institutional staff members found in violation of the provisions of this regulation shall be subject to disciplinary or corrective action as set forth in the NCAA enforcement procedure.
4. Staff members of a member institution's athletic department shall not accept compensation or gratuities of any kind whatsoever, either directly or indirectly, for representing a professional sports organization in the scouting or contacting of athletic talent or the negotiating of a contract. Any compensational arrangement between a professional sports organization and a college staff member (e.g., for scouting other professional teams or assisting the professional employer in coaching its team) shall be prima facie evidence of an indirect arrangement to assure the staff member's assistance in evaluating or procuring college talent.
5. Staff members of member institutions and others serving on the Association's committee or acting as consultants shall not, directly or by implication, use the Association's name or their affiliation with the Association in the endorsement of products or services.
6. Staff members of the athletic department of a member institution shall not knowingly participate, directly or indirectly, in the management, coaching, officiating, supervision, promotion or player selection of any all-star contest involving student-athletes which is not certified by the Association's Extra Events Committee.
7. Staff members of the athletic department of a member institution shall not represent, directly or indirectly, a student-athlete in the marketing of athletic ability **or** reputation to a professional sports team **or** professional sports organization and shall not receive compensation or gratuities of any kind, directly or indirectly, for such services.
8. Contractual agreements between a coach and an institution shall include the stipulation that the coach may be suspended for a period of time, without pay, or that the coach's employment may be terminated if the coach is found to be involved in deliberate and serious violations of NCAA regulations."

It is the responsibility of the Director of Athletics to make certain that coaches are aware of the College's insistence upon their adherence to these guidelines.

## **Internal Investigation Policy and Procedure**

### **Commitment to Compliance**

Miles College is committed to the principles of fair play, and personal and institutional integrity, and the guidelines that define amateur athletics. It is every staff member's responsibility to conduct the business of the Institution within the rules and regulations set forth by all associations of which we are members. No matter what one's position (secretary, support staff, part-time coach, assistant coach, full-time coach, intern, work-study student, etc.), it is our personal and collective obligation to always represent our student-athletes and Miles College in a manner that reflects a commitment to both the stated and implied philosophies and directives of all associations that govern our conduct. In conjunction with these expectations, anyone involved with a violation of institutional policy or NCAA legislation must submit in writing the circumstances surrounding the situation to either the Director of Athletics or the Compliance Director. Infractions must be



addressed with a high degree of institutional responsibility and clear conscience. Ignorance of the rules will be no excuse for noncompliance. Violations, regardless of the degree, become a matter of permanent record for the institution and are documented in the personnel file of the individual involved. All coaches and staff are responsible for knowing the policies in the Miles College Athletic Policy and

Procedure Manual, along with NCAA and SIAC Rules. Failure to report alleged violations will and can result in disciplinary actions pursuant to University policies and procedures.

### **Who Conducts the Internal Investigation?**

Once informed of an alleged violation, the Director of Athletics along with the Compliance Director will conduct a preliminary investigation to ascertain the basic facts surrounding the incident. The parties involved in the incident will be contacted directly and questioned about the matter.

### **Notification of Violation to NCAA and SIAC Conference**

If it has been determined that a violation has occurred, the Director of Athletics will immediately notify the Institution's President, Compliance Director, and FAR. The Compliance Director will assure that the violation is reported to the Conference Office the NCAA.

### **Procedures for Investigating a Violation**

The Director of Athletics and Compliance Director are responsible for determining whether the allegations or evidence indicates that a violation has occurred. Assistance from the FAR may be required to make this determination. After the facts have been reviewed and NCAA legislation has been applied, and it is determined that no violation has occurred, the Compliance Director will make a copy of the information in a permanent file. The file will contain: the date of the alleged violation and by whom it was reported, names of all persons involved, a chronology order of the actions taken by the Department of Athletics in the investigation, and the rationale for concluding that all allegations false or incorrect, or that the situation did not result in a violation of NCAA regulations.

After the facts have been reviewed and NCAA legislation has been applied, and it is found that a secondary violation may have occurred, the Director of Athletics and Compliance Director will begin an internal investigation. The Director of Athletics is responsible for overseeing all internal athletic department investigations. During the investigatory period, all individuals involved will be interviewed. Written notes of the interviews and investigation will be taken and kept on file. The Director of Compliance is to keep all investigation files in his/her office. The Director of Compliance is also responsible for keeping the Director of Athletics informed of all events surrounding the investigation.

At the conclusion of the investigation, the Director of Athletics and Director of Compliance will meet with the Institution's President to review the matter and determine the appropriate corrective actions that will be given to the individual(s) involved.

Once the corrective actions have been determined, Director of Compliance will prepare a written report. The report must be signed by the Director of Athletics. The self-report will include, at a minimum, the following information:

- The date and relevant timeline of the violation.
- The identities of the involved individuals (prospects, student-athletes, coaches, staff members, etc.) who played a role in the violation.
- How and when the institution became aware of the violation.
- An explanation of the circumstances surrounding the violation, including any mitigating factors.
- The cause(s) of the violation.
- A list of corrective and/or punitive actions taken by the institution in response to the violation.

The Director of Athletics is responsible for ensuring that all corrective actions are clearly communicated to the appropriate individuals and that they are carried out. Copies of all information communicated with the NCAA and/or the Conference Office are permanently filed in the Director of Compliance's Office.

While evaluating the facts during the internal investigation and the potential for a major violation is discovered, the Institution's President, Director of Athletics, Compliance Director, and other senior staff members will hold an immediate meeting to initiate an appropriate investigation. This meeting shall include the University's General Counsel, FAR and/or a

representative from the President's office. The NCAA and the Conference Office will be contacted as circumstances warrant.

## **Head Coach Compliance and Communication Policy**

This policy is intended to encourage conversations between Head Coaches, Director of Athletics, and Compliance. The responsibility for Institution Policies, Conference Policies, and NCAA rules compliance is shared by the various stakeholders on campus (e.g., presidents, directors of athletics, compliance, coaches). The guidance provided within this document is not required nor does it request coaches to write a policy or conduct training – it merely provides suggestions from the compliance staff in the areas of communication that coaches can use within the athletic department.

The action plan described below may assist the compliance staff and head coach in promoting an atmosphere of compliance and communication of his or her staff.

### **Communication**

A head coach should demonstrate a commitment to compliance through ongoing communication with his or her director of athletics, compliance staff and coaching staff regarding the eligibility of a student-athlete. The outline below was created to assist a head coach and compliance with implementing this plan.

Meet with the director of athletics to discuss his/her expectations for Institutional Policies, Conference Policies, and NCAA rules compliance.

#### **Points of Discussion:**

- Director of athletics' philosophy and expectations on rules compliance within the institution, conference and NCAA.
- Athletic Department's shared responsibility with compliance staff.
- Ensure a continued dialogue with the director of athletics to discuss the compliance environment and expectations (e.g., regularly scheduled meetings with minutes, etc.).
- Meet with the compliance director to discuss his/her expectations for NCAA rules compliance.

#### **Points of Discussion:**

- Communicate only with Head Coaches to discuss any issues or concerns involving prospective student-athletes and current student-athletes (e.g., initial eligibility, pre-enrollment, amateurism, etc.). There shall be no communication with the prospective student-athlete or current student-athlete and the Compliance Director regarding eligibility unless requested by the Compliance Director.
- Assistant coaches are not to request information regarding a prospective student-athlete or current student-athlete's eligibility from the Compliance Office, College Registrar, FAR, etc.).
- Compliance resources that is available for your program (e.g., LSDBi, Compliance Assistant, etc.).
- Discuss compliance expectations for submitting rules interpretations and waiver requests, and determine how to best resolve any disagreements over the eligibility of a student-athlete
- Communication between the coaching staff and compliance to discuss key issues facing the sport and program  
(e.g., agents, initial eligibility, pre-enrollment, amateurism, etc.).
- Discuss the written document provided to the head coach about his/her commitment to ethical conduct
- Program's ethical standards.
- Head coaches and assistant coaches required attendance to compliance meetings between the coaching staff and compliance staff

## **Medical Insurance Policy**

NCAA bylaws require that member institutions verify student-athletes have insurance coverage for athletically related injuries, with limits up to the deductible of the NCAA Catastrophic Injury Insurance Program (currently \$90,000), before they can practice or play. Student-athletes must understand the inherent risk involved in intercollegiate athletics. This risk can involve

serious physical or even fatal injuries. As a result, MC requires all student-athletes to have their own basic primary form of healthcare. Miles College provides an excess accident insurance policy which covers student-athletes; however, the student-athlete's insurance is primary (as such parental or personal insurance is the primary source for payment). Complete primary insurance information must be verified and on file in the Miles College Sports Medicine Department before a student-athlete

is allowed to participate in any countable athletically related activities. If you are utilizing the student insurance policy available through the Business office, please note, it does not cover athletic injuries. Athletic injuries will be submitted to the athletic insurance policy but may result in out of pocket expenses to you. In addition, student-athletes are covered by the catastrophic insurance policy supplied by the NCAA.

The secondary insurance policy will only cover injuries that occur during an official practice or game. It does not cover injuries that occur outside of the athletic department official events including intramurals, pick-up games, or captain's practices.

If at any time during the academic year a student-athlete's insurance policy becomes ineffective, he/she shall cease all countable athletically related activities immediately until a valid insurance plan can be verified. Violations of the bylaw are considered institutional violations and do not affect student-athlete eligibility.

## **TEAM TRAVEL POLICY**

### **Applicability**

- For purposes of this policy, athletic teams and staff members are defined as: Baseball, Men and Women's Basketball, Football, Men's Golf, Softball, Women's Outdoor Track, Men and Women's Cross Country, Women's Volleyball, Student Managers, Equipment Managers, Bookkeepers, Athletic Trainers, Head Coaches, Assistant Coaches, Volunteer Coaches, Videographers, Administrators, traveling as a part of a team listed above or any other such team as may be subsequently added to the Miles College Athletics Program.
- All students-athletes must be listed on a certified travel roster along with all assistant coaches and staff members for insurance purposes. The official roster must bear the signature of the Director of Compliance to ensure that each individual is in compliant with all NCAA and Institutional Policies.
  - All changes made to travel party must be submitted to the Director of Compliance within 48 hours of departure.
- Any student-athletes that have not been deemed eligible through the Director of Compliance shall not be permitted to travel. (Partial-Qualifiers, Non-Qualifiers, and those completing a year of residency).

### **Responsibility for Administration**

- The Miles College Director of Athletics shall be responsible for overall administration of this policy and shall assign a member of the athletics staff to be responsible for compliance, oversight and necessary record keeping. The Miles College Director of Athletics or his/her designee shall provide a copy of this policy to every coach; provide training to every coach; and maintain on file in the Athletic Department a signed certificate by each coach stating the coach has read and understands this policy.
- The Miles College Director of Athletics or his/her designee shall have the responsibility to verify the type of vehicle recommended for use for athletic travel is in compliance with this policy. Coaches are responsible for developing their season travel plans, to include recommended vehicle types, and gaining written approval from the appropriate associate athletic director in advance of the season or subsequent schedule change. Coaches will consider the type of travel necessary to comply with the institutional policy on missed

classes. Post-season travel shall be handled according to NCAA guidelines and approved by the Miles College Director of Athletics or his/her designee

## **Athletics Apparel Policy**

Miles College Athletics apparel is to be worn at all times when representing the institution. Student-Athletes are not allowed to wear any other institution's logo, uniform, etc. to any team functions such as practice; competitions; weight training, strength & conditioning, team meetings, film meetings, and training room visits. If the student-athlete does not comply with this policy, it will result in being ineligible for practice and competition.

## **Behavioral Conduct Policies**

1. At periodic meetings with coaches and administrators, emphasis will be placed on issues pertaining to the behavior and conduct of student-athletes.
2. All coaches shall establish written expectations of conduct for their student-athletes and file them in the Associate Athletic Directors' office.
3. Violations of expectations will be reported to the Associate Athletic Director and may result in suspensions from athletics teams.
4. The Associate Athletic Director will be notified by coaches of the disposition of all violations by any student-athlete.
5. No rules and regulations concerning behavior and conduct can violate MC, SIAC, or NCAA bylaws and policies.
6. All rules shall be in concert with the MC Athletics Code of Conduct.

## **Alcohol Policy**

Miles College Department of Intercollegiate Athletics does not condone the illegal or otherwise irresponsible use of alcohol. Furthermore, the Department of Intercollegiate Athletics adopts the following alcohol policy which:

1. Prohibits drinking, purchasing and/or providing alcohol for use by an underage student-athlete.
2. Prohibits consumption of alcohol in connection with any official intercollegiate athletic function.
3. Prohibits purchasing or providing alcoholic beverages for prospective student-athletes visiting the college regardless of whether the prospect has reached the legal drinking age.
4. Prohibits purchasing, providing or drinking alcoholic beverages by student-athletes hosting prospective student-athletes regardless of whether a student host has reached the legal drinking age.
5. Prohibits the abuse of alcohol by any administrator, staff member, coach or official athletic party when representing the college.
6. Holds the student-athlete accountable and subject to all college, department of athletics or team disciplinary action for any alcohol related incident in which he/she is involved.
7. Holds student-athletes, coaches, administrators and staff responsible for knowing the risks associated with alcohol use and abuse.
8. Obligates all student-athletes, coaches, administrators and staff to know relevant college, department policies and federal, state and local laws regarding the use of alcohol.
9. Obligates all student-athletes, coaches, administrators and staff to conduct themselves in accordance with these laws and policies.

Any violations of this policy will result in disciplinary action.



# Gambling/Sports Wagering

## Miles College Policy on Gambling Activities

### General Principle:

Individuals employed by (or associated with) Miles College, to administer, conduct or coach intercollegiate athletics, and all participating student-athletes, shall deport themselves with honesty and sportsmanship at all times. It is the intent of the Department of Athletics as a whole, as well as the individuals associated with it, that they shall represent Miles College by the honor and dignity of fair play, and the generally recognized high standards associated with wholesome competitive sports.

### Specific Policy:

Staff members of the department of athletics and student-athletes shall not knowingly:

- a. Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- b. Solicit a bet on any intercollegiate team;
- c. Accept a bet on any team representing the institution;
- d. Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value;  
or
- e. Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card, or any other method employed by organized gambling.

### Disciplinary Action

**Prospective or enrolled student-athletes** found in violation of the provisions of this regulation shall be ineligible for further intercollegiate competition, subject to appeal to the NCAA Academics/Eligibility/Compliance Cabinet for restoration of eligibility. **Institutional staff members** found in violation of the provisions of this regulation shall be subject to disciplinary

or corrective of the NCAA enforcement procedures, whether such violations occurred at Miles College or during the individual's previous employment at another NCAA member institution.

### The NCAA's Position on Gambling

The NCAA opposes all forms of legal and illegal sports wagering. Sports wagering has the potential to undermine the integrity of sports contests, and jeopardizes the welfare of student-athletes and the intercollegiate athletics community. Sports wagering demeans the competition and competitors alike by a message that is contrary to the purposes and meaning of "sport." Sports competition should be appreciated for the inherent benefits related to participation of student-athletes, coaches and institutions in fair contests, not the amount of money wagered on the outcome of the competition.

For these reasons, the NCAA membership adopted NCAA Bylaw 10.02 prohibiting athletic department staff members and student-athletes from engaging in gambling activities as they relate to intercollegiate or professional sporting events.

NCAA Bylaw 10.02 stipulates that staff members of the athletics department of a member institution and student-athletes shall not knowingly:

- a. Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- b. Solicit a bet on any intercollegiate team;
- c. Accept a bet on any team representing the institution; or

- d. Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

- e. This position includes internet gambling.
- f. Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

## **Hazing Policy**

The Department of Intercollegiate Athletics does not and will not condone any form of hazing related to student athletes on any intercollegiate athletic teams.

Hazing is defined as “any activity expected of someone joining a group that humiliates, degrades, abuses or endangers, or is illegal; regardless of the person’s willingness to participate. This does not include activities such as rookies carrying the balls and/or team equipment, team parties with appropriate games, or going out with your teammates, unless the atmosphere of humiliation, degradation, abuse or danger arises.”

It is expected that the coach/coaches of athletic teams in the Department of Intercollegiate Athletics will be aware of, have knowledge of, and impose sanctions over such activities. It is further expected that no such activity will be tolerated and that teams will abide by this department policy.

Administrators, coaches, team captains, and all athletes shall be expected to accept responsibility and act with integrity and civility with regard to this issue. This includes not only refraining from engaging in hazing activities; but also enforcing the sanctions placed on them and reporting to the administration any knowledge of such activities within the Department of Intercollegiate Athletics.

Failure to comply with both the letter and spirit of this policy may result in disciplinary action.

## **Personnel**

### **Mandatory Meetings**

Whenever mandatory meetings are called involving coaches, student athletes, and/or staff, all individuals to whom the specific meeting relates, are expected to be in attendance. Any absence requires prior approval from the appropriate administrator. Coaches will be held accountable for their respective student athletes’ attendance. Excused absences are restricted to work and/or class obligation, and illness that prevents class or practice attendance. Consequences for lack of attendance may include:

1. letter of reprimand in the personnel action file of the employee
2. loss of practice time for student athletes and/or coaches
3. additional attendance at required seminars or meetings

These meetings are called for the purpose of communication and education of department personnel and student athletes. The NCAA requires that, for Certification, each Division II institution sponsor certain types of these meetings. Attention to attendance is considered by the administration as a part of job responsibility.

### **Volunteer Personnel Procedure**

Many programs in the Department of Athletics use volunteer personnel as an important part of their function. The following procedures must be followed strictly in order for these volunteers to serve at MC:

1. The head coach/unit head should discuss volunteers with the AD, getting his/her approval prior to any work being done.

2. Following administrative approval, contracts must be completed by the coach and/or Director of Athletics Personnel for any/every volunteer. (This should include specific duties, especially those related to recruiting).
3. The contracts must be signed by the Director of Athletics prior to any work by volunteers. (The date of signatures must precede the date of work.)
4. Adherence to this procedure is required by each program; therefore, it is important to give the necessary approval process as much lead time as possible.

### **Sports Managers**

Miles College and the athletics department encourage the employment of MC students as sports managers within the following guidelines and procedures:

1. All sports managers must be full-time students at MC.
2. Sports managers must sign and enter the MC Drug Testing Program, and will be treated as a student-athlete regarding drug testing.
3. Sports managers may receive AGIA contingent upon the sport's budget.
4. Sports managers are not permitted to be involved in any coaching or recruiting activities (i.e. phone calls, providing transportation for prospects, etc.)
5. Sports managers are bound by the NCAA rules and regulations and the MC Student-Athlete Code of Conduct.

### **NCAA Rules and Regulations**

The provisions of this Policy are intended to be consistent with the Constitution, Operating Bylaws, Administrative Bylaws and Interpretations of the NCAA. Should any inconsistencies exist between the provisions of the Policy and the NCAA regulations, the NCAA provisions shall be controlling. Any issues covered by NCAA Rules and Regulations that are not specifically set forth in this Policy are incorporated herein by reference.

### **Responsibility Under This Policy**

While the Compliance Office is responsible for drafting, reviewing, amending, and updating this policy, and while the Director of Athletics is accountable for rules compliance, the ultimate responsibility for compliance with the above set policy shall rest upon all coaches, non-coaching staff members, student-athletes, and any other individuals falling under its provisions.

## **Compliance Committee**

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The Compliance Committee is to provide an administrative mechanism for ensuring institutional control and integrity in maintaining its athletics program is in compliance with all rules and regulations established by the NCAA, the SIAC, and by Miles College itself. This group meets to review and make recommendations about policies and procedures pertaining to recruitment, certification of initial and continuing eligibility, financial aid, etc. The NCAA defines institutional control as "administrative control" or "faculty control" or a combination of both. While compliance responsibilities are shared throughout the institution, the ultimate responsibility and authority of athletics reports directly to the President. However, the responsibilities are aided by the Faculty Athletics Representative, Athletics Administrators, and an administrative oversight system to ensure compliance. The committee will participate in rules education sessions on a regular basis. NCAA rules manuals and Compliance Policy and Procedure Manuals will be issued to all administrative personnel with athletics-related duties for your personal reference. If any questions arise, you are to refer back to the manuals or contact the Compliance Director or Faculty Athletics Representative for direction. These individuals, along with the President, Senior Women's Administrator, and Director of Athletics are the only persons authorized to contact the NCAA or Conference Office for Interpretations of rules and regulations. There are ten members of this committee. The members and their individual responsibilities are:

**Shauntan Brooks, Registrar**

- Oversees the production of grade reports used to monitor continuing eligibility and progress towards degree for all student-athletes
- Oversees evaluations of the academic record for transfer students
- Oversees certification of final semester exceptions
- Signs off on athletic certification of teams
- Assist in the monitoring of full-time enrollment
- Assist in the process of monitoring satisfactory progress and good academic standing
- Evaluate and determine all transfer credits accepted by the institution

**Bryranda Bandy, Financial Aid**

- Oversees the awarding of all athletics aid.
- Monitors all athletics aid, institutional aid, and outside aid awarded
- Assists the Compliance Director in monitoring for compliance with NCAA rules equivalency financial aid limits
- Assists the coaches and Compliance Director in processing the initial and annual renewal/non-renewal of all athletics grant-in-aid
- Assists coaches with packaging financial aid for prospective student-athletes and transfer student-athletes. Completes financial aid estimated packages upon request of Compliance Director
- Provide financial information to Compliance Coordinator for the NCAA squad lists.

**TBA (FAR)**

- Serves as a liaison between the athletics department, the faculty and administrator, and the president of the college
- Oversees compliance with NCAA and institutional athletics regulations
- Deals with issues involving the student-athlete experience
- Signs off on non-counters for squad lists
- Signs off on athletic certification of teams
- Conducts investigation of potential violations of NCAA or institutional athletics regulations
- With the Compliance Director, submits institutional appeals to the Student-Athlete Reinstatement Committee
- Uphold academic integrity and student-athlete welfare
- Ensure that academic services are available to student-athletes
- Oversee all NCAA waivers and secondary NCAA violations

**Cathy Flemming (CAT)**

- With the Compliance Director, assists student-athletes in registering for classes that will ensure they meet all progress- toward degree bylaws by maintaining classes within their degree plan

- Ensuring that all student-athletes have the proper advisor to maintain progress-towards degree regulations to meet NCAA standards and to increase the Graduation Rate (GRS) and Academic Success Rate of the student-athletes (ASR)
- Assists student-athletes in making arrangements for summer school
- Assist in the process of monitoring satisfactory progress and good academic standing

**Deborah Rodgers, Associate Athletic Director for Compliance**

- Responsible for the overall development, implementation, and review of the Miles College Compliance Program
- Coordinates all necessary paperwork with all coaches for athletics files
- Conducts team orientation before each sport's playing season

- Review of all student-athlete NCAA Compliance forms (Drug Testing Consent Form and Student Athlete Statement)
- Works transfer eligibility and transfer release requests
- Coordinates NCAA freshmen eligibility through the NCAA Eligibility Center
- Acts as the department liaison with the NCAA Eligibility Center
- Completes the Eligibility Checklist and the Squad Lists
- Oversees full-time enrollment status of student-athletes
- Oversees student-athlete initial and continuing eligibility and communicates status to coaches
- Assists in the processing of athletics financial aid
- Coordinates the education of student-athlete, coaches, and college personnel with regard to NCAA, conference, and institutional rules
- Reviews and audits all off-campus contact and evaluation requests
- Monitors permissible recruiting material with Bylaw 13
- Review academic transcripts and test scores to approve official visits provided in all sports
- Secures release for potential transfer students and facilitates release of student-athletes seeking a transfer (in consultation with Head Coach and Director of Athletics)
- Review and files monthly practice/competition logs and recruiting phone logs
- Maintains participation records and determines seasons of competition utilized by student-athletes
- Identifies potential rules violations and reports them to the Director of Athletics and the FAR
- Investigates potential rules violations and signs and submits rules violation reports to the conference and/or the NCAA
- Coordinates the National Letter of Intent (NLI) Program for athletes
- Coordinates the release of NLI signees
- Coordinates all conference and NCAA appeals with FAR
- Ensures compliance with all NCAA regulations
- Participates in the student-athlete exit interviews with the Director of Athletics and the FAR
- Acts as department liaison with Admissions, Financial Aid, CAT, and Registrar
- Maintains ongoing evaluations, along with Director of Athletics, of staff members' commitment to compliance
- Responsible for submitting all required NCAA reports and forms

#### **Reginald Ruffin, Director of Athletics (AD)**

- Oversees work of all coaches
- Provides leadership and advice to coaches regarding NCAA procedures and regulations
- Establishes commitment to rules compliance

- Ensures compliance with NCAA regulations
- Explains Certification of Compliance Form at full staff meeting in fall
- Selects administrators and coaches with integrity and history of rules compliance
- Approves use of institution's logo
- Facilitates prior approval of outside athletically-related income
- Demonstrates commitment to student-athletes
- Establishes organizational lines of authority and oversight and accountability
- Maintains ongoing evaluations, along with Compliance Director, of staff members' commitments to compliance
- Supports a comprehensive rules education program
- Arranges for periodic self-studies of Athletics Department

**Courtney Sankey, Office of Enrollment Management**

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- Facilitating the admissions process for the student-athletes
- Meeting with all prospective student-athletes and transfer student-athletes who visit officially and unofficially; upon coach's request.
- Assist with educating prospective student-athletes and members of the Enrollment Management Office about the NCAA Eligibility Center.
- Assisting with the final certification of all incoming student-athletes

**Barbara Palmer, Senior Women Administrator (SWA)**

- Performs the daily operations of the athletic department
- Encourage and promote the involvement of female administrators in the decision making process
- Assist in administration and governance of the athletics program
- Strategize and coordinates ways to support and manage gender equity and Title IX plans and issues.

**Verlanda Tate, Director of Human Resources**

- Foster and promote diversity and inclusion
- Responsible for carrying out annual monitoring and diversity audits for employees
- Promote inclusion as it relates to having respect and appreciation for the differences in ethnicity, gender, sexual orientation, etc., in the workplace.

**Miquelle Jones, Academic Assistant for Academic Affairs**

- Serves as the primary link between the committee and student services.
- Keep members of the committee abreast on the planning, implementing, and updates to the educational programs of Miles College.
- Provide the committee with updates on the strategic plan, the educational master plan, and the goals and objectives of the College.

**Other Compliance-Related Responsibilities**

**Sports Medicine/Athletics Training** – These individuals are responsible for awareness of the NCAA drug testing program and medical rehabilitation services, as well as contributing to educating student-athletes in these areas.

*The Sports Medicine Staff is responsible for the following:*

1. Monitoring compliance with Bylaw 14.2.5 regarding documentation for medical hardship waivers
2. Student-athlete and coaches' rule education regarding the use of banned substances and drug testing
3. Student-Athlete and coaches' rule education regarding NCAA and institutional insurance programs
4. Supervising and monitoring ineligibility for use of banned drugs
5. Reporting any revisions, additions, or cancellations of practices and/or games
6. Maintaining all records of student-athlete's primary health care insurance

**Head/Assistant Coaches** – These individuals are responsible for knowledge and implementation of NCAA rules and regulations, in the areas of amateurism, eligibility, recruiting, financial aid, playing and practice seasons, and awards and benefits. Coaches are expected to fully cooperate and participate in compliance-related policies and procedures, within College and NCAA guidelines.

*Coaches' responsibilities include:*

1. Attend and participate in monthly education meetings
  2. Review NCAA rules with student-athletes when necessary and reinforce the importance of compliance
  3. Facilitate the provisions of all information necessary to determine prospective student-athlete eligibility
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4. Provide complete off-campus contact and evaluation forms
5. Monitor the permissible number of contacts utilized
6. Provide complete and accurate expense reports
7. Provide complete and accurate required information for all official visits
8. Declare playing and practice seasons to the Compliance Director for review and approval
9. Ensure sport's compliance with NCAA rules related to playing and practice seasons including monthly athletic related activity and recruiting logs
10. Responsible for the actions of all assistant coaches and staff and the sport's compliance with NCAA rules
11. In cooperation with the Director of Athletics, monitor the scheduling process, verifying that the schedule meets NCAA and conference scheduling requirements
12. Annually pass the NCAA Recruiting exam
13. Initiate the renewal and non-renewal of athletically related financial aid process
14. Annually declare and receive approval from the Director of Athletics for athletically related income.
15. Maintain (activating and deactivating) PSAs and student-athletes on their IRL. Coaches will be solely responsible for making sure this information is up-to-date and current.

## Miles College Athletics Department Rules Education

### Bears Rules – “Ask before you Act”

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#### **Purpose**

Rules education is a critical part of the compliance program at Miles. Education and knowledge of college and NCAA rules is the first step in maintaining compliance and upholding the integrity of the college. Although coaches and staff are not expected to know every NCAA rules, they are expected to know the basic rules, to use the NCAA manual as a reference point, and to ask for interpretations before acting when the rules or situations seem unclear. Always **ASK BEFORE YOU ACT!** The rules education program is intended to prepare coaches and staff to identify areas where compliance problems may exist and to identify infractions, should they occur.

#### **Intent**

It is the intent of this policy to establish effective NCAA rules education programming and communication.

#### **Statement of Policy**

Miles College will have a comprehensive and thorough NCAA rules education program in order to effectively educate internal and external participants of our Division II Athletic Department.

#### **Procedures**

A primary function of the MC Athletic Department's Compliance Office is rules education. The Rules education effort is focused on providing compliance and NCAA rules information to athletic department administrative and coaching staff members, prospective and enrolled student-athletes and their families, as well as other MC personnel from College offices that work closely with the athletic department. It is important that the rules education program includes key institutional personnel (e.g., Admissions, Financial Aid, Registrar's Office, and Counseling, Advising, and Testing).

In addition to campus educational efforts, the Compliance Office addresses educational activities with athletics booster groups, alumni and other friends of the College to provide relevant NCAA rules information. The Athletic Department's Compliance Office advises representatives of the College's athletics interests (i.e. boosters) of their limited role through regular compliance columns featured in game programs, season ticket mailings and other publications.

The Compliance Office is responsible for annually coordinating an effective rules education program for Coaches, Student-athletes, Athletic Department staff members, College staff who have compliance responsibilities, and external participants (i.e. boosters). The methods for communicating rules education to these constituencies include, but are not limited to, the procedures listed below. Currently, MC targets the constituencies with NCAA Rules Education each academic year:

- **Coaches, Administrators, Staff:** The following are used for providing NCAA rules education to coaches, administrators and support staff:
  1. Weekly Administrative staff notices – Compliance Office provides relevant rules education through discussions and written reminders.
  2. Monthly Rules Seminars – Compliance office provides relevant rules education reminder through written handouts and discussion.
  3. Annual College President address and Certification form – At the beginning of August each academic year, the President of the College speaks to all athletic department staff members and coaches about the importance of NCAA rules integrity. The President annually reviews and signs the *Certification of Compliance for Institutions Form*.
  4. All Coaches and athletic department staff members annually review and sign the *Certification of Compliance for Institutions Form*.
  5. The Compliance office educates coaches and staff members of NCAA proposals and adopted legislation that are put in place through the NCAA governance process each academic year.
  6. Electronic mail memos for rules education – Issues and topics are sent to coaches and staff via e-mail memos.
  7. Written rules interpretations and responses – It is the policy of the athletic department that the Compliance Office responds in writing to NCAA rules questions.
  8. NCAA Regional Rules Seminars; NCAA Annual Convention – Athletic department and College staff members annually attend the NCAA Regional Rules Seminar and NCAA Annual Convention in order to receive up-to-date education on NCAA rules topics.
- **Student-Athletes:** The following means are used for providing NCAA Rules Education to student-athletes:
  1. Fall Squad Meetings – Each fall, the Compliance Office meets with each team to complete required NCAA forms and to review NCAA rules with the student-athletes.
  2. Spring Rules education meetings with each team – each spring, the Compliance Office meets with each team to review important rules updates and key reminders for summer activities.
  3. SACC Meetings – When possible, the Director of Compliance attends the monthly SAAC meeting in order to be available to field NCAA rules related questions or to present rules education topics. The MC SAAC reviews and provides feedback on proposals, as directed by the conference SAAC and national SAAC groups.
- **Boosters/Alumni:** The following means are used to provide rules education to MC Boosters and Alumni:
  1. Website – MC Athletic Department Website includes NCAA rules and definitions for boosters/alumni/fans.
  2. Meetings – Upon request, a representative of the MC Compliance Office will attend booster/alumni functions in order to provide NCAA rules overviews and discussions as it relates to booster/alumni knowledge of NCAA Student-athlete eligibility and the NCAA recruiting process.
- **College Staff:** The following means are used to provide NCAA rules education to institutional staff members (financial aid, registrar, admissions, CAT, housing, student affairs):
  1. NCAA rules interpretations requests and responses – it is the policy of the athletic department that the Compliance Office responds in writing to questions on NCAA rules. The lines of communication

between athletics (Compliance Office) and other departments provide open and important information exchange.

2. NCAA Regional Rules Seminars and other conferences – Representatives from Financial Aid, Registrar, Admissions, and CAT are strongly encouraged to annually attend the NCAA Regional Rules Seminar.

3. Monthly Rules Seminars – Compliance office provides relevant rules education reminder through written handouts and discussion.

### **Request for Rules Interpretations and questions**

For coaches that wish to make an interpretation request or have questions regarding a rule or eligibility of a student-athlete, all inquiries for such information need to be submitted in writing in an e-mail to [djones@miles.edu](mailto:djones@miles.edu), or if the inquiry was requested over the phone and/or in person and an answer to the inquiry was given, there still needs to be proper documentation of the inquiry in writing. Coaches will be responsible for this policy as it is imperative that the Compliance Office keeps tracks of all inquiries made by coaches and institutional personnel.

### **Monthly Bylaw Topics:**

1. September: Bylaws 12&14 – Amateurism & Eligibility Part I
2. October: Bylaws 12&14 – Amateurism & Eligibility Part II
3. November: Bylaw 13 – Recruiting
4. January: Bylaw 15 – Financial Aid
5. February: Bylaw 16 – Awards and Benefits
6. March: Bylaw 17 – Playing and Practice Seasons Part I
7. April: Bylaw 17 – Playing and Practice Seasons Part II

### **10.01.1 Honesty and Sportsmanship**

Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a

whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

### **10.1 Unethical Conduct**

Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member may include, but is not limited to, the following:

- Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;
- Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
- Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
- Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the individual's involvement in or knowledge of matter relevant to a possible violation of an NCAA regulation; or
- Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner").

### **10.4 Disciplinary Action**

Prospective or enrolled student-athletes found in violation of the provisions of this regulation shall be ineligible for further intercollegiate competition, subject to appeal to the Academics/Eligibility/Compliance Cabinet for restoration of eligibility. (See 10.3.1 for sanctions of student-athletes involved in violations of 10.3) Institutional staff members found in violation of the provisions of this regulation shall be subject to disciplinary or corrective action as set forth in Bylaw 19.5.2.2 of the NCAA

enforcement procedures, whether such violations occurred at the certifying institution or during the individual's previous employment at another member institution.

## **Compliance Policies and Procedures**

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### **Sports Camps & Clinics**

Miles College encourages the operation of sports camps and clinics as an opportunity for the institution to showcase its athletics programs and facilities; as well as exposing all campers to the institution. Miles College expects that camps be operated in a first-class, professional manner, and abide by all Institution, SIAC, and NCAA rules and regulations. Sports camps must be administered as a cooperative venture between the Athletics Department and the coach. The Director of Athletics is responsible for approving all requests to schedule sports camps.

#### **Procedures**

A coach that desires to hold a camp must provide an operating plan to the Athletic Director prior to the scheduled first day of the camp. The operating plan must provide the following information:

- Verification of Certificate of Insurance.
- An overview of the camp activities and schedule.
- A complete budget detailing the sources of revenue and anticipated expenses.
- The dates of the camp and the necessary facilities.
- A preliminary list of all coaches, student-athletes, and support staff with their anticipated compensation.
- A marketing plan detailing the promotion and advertising strategy for the camp.

A Medical Consent Form must be completed for each participant by his/her parent or guardian no later than the day of registration.

If Miles College student-athletes work at the camp/clinic, the Director of Athletics must give prior approval to the student-athlete's employment arrangement. The Director of Athletics, Director of Compliance, and Camp Director/Coach must sign a Student-Athlete Camp Employment Form for each student to be employed, at least one week prior to the start of camp.

#### **Procedures for Miles College Student-Athlete Employment at Institutional Camps and Clinics**

Specific procedures for student-athlete employment approval are subject to NCAA Bylaws and include:

- The Camp Director/Coach submits a written request for permission of named student-athletes to work summer camp to the Director of Compliance.
- The Director of Compliance reviews the request to employ these student-athletes and grant approval to work the summer camp according to NCAA rules.
- Student-athletes must perform duties of a general supervisory nature in addition to any coaching or officiating duties.
- Compensation must be at the "going rate" for comparable experience and is not paid on the basis of athletic reputation.
- A student-athlete does not participate in any organized practice activities during camp hours and before/after camp hours any activities must be during the declared playing season and counted within daily/weekly hour limitations.
- The Director of Compliance provides final approval and keeps a copy of the approved request for records.



- Upon approval, the Camp Director/Coach ensures that proper employment documentation is completed by each camp employee through Human Resources/Payroll (if necessary) at least one week prior to the start of camp.
- At the completion of camp, each camp employee receives a check issued from the sport-specific camp account at Miles College.
- A Financial Report Form for all sports camps and clinics is due to the Director of Athletics and/or Compliance Director within two weeks after the conclusion of each camp/clinic session.

The Athletic Director must review and approve each camp operating plan. No camp may be held without the written approval of an operating plan by the Athletic Director. All advertising and promotional materials used by a camp must be approved by the Compliance Director prior to their distribution.

## Recruiting

Recruiting is an integral part of the intercollegiate program. It is essential that all parties involved in the recruiting process have full understanding of the NCAA, conference, and institutional rules that apply to recruiting. Miles is committed to seeking talented student-athletes to represent the college by playing on its intercollegiate sports teams. Talent should be demonstrated through character development and academic achievement, as well as athletic performance.

### General Principles

This section of the manual is designed to assist coaches, athletic administrators, and other staff members involved in the recruitment of prospective student-athletes in understanding and applying NCAA recruiting regulations. Although this supplement provides controls in relationship to recruiting, it does not cover all aspects of the recruiting process, nor does it absolve coaches from their responsibility to abide by rules that apply to their specific sports. The records are monitored by the Compliance Director.

All Head Coaches and their assistants are required to follow all NCAA guidelines pertaining to recruiting. These are listed in the NCAA Manual under Bylaw 13. Coaches should become familiar with the recruiting practices outlined by the NCAA in Chapter 13 in the NCAA Division II Manual. They are expected to adhere to all NCAA rules in regards to recruiting. Blatant and/or consistent violations will lead to disciplinary action. Each year, all coaches must pass the NCAA Recruiting Certification Test. The certification test will be administered in June by the FAR. A coach must have a passing score before he/she can recruit off campus. Head coaches and their assistants are required to follow all Contact, Evaluation, Dead and Quiet Periods as it pertains to their sport.

### Official Visits

All high school or preparatory school prospective student-athletes must be registered with the NCAA Eligibility Center prior to an official visit and they must present a score from a(n) ACT, PSAT, SAT or PLAN (or PACT Plus) test. Providing any type of expense for a prospective student-athlete constitutes an official visit. Coaches must submit to the Compliance Director an **Official Visit Request Form** for all official visits. Consult with the Compliance Director for the guidelines to follow. Also, providing a student-athlete with transportation constitutes an official visit. An **Official Visit Itinerary** detailing the events of the official visit must be provided in advance to the Compliance Director for approval.

If a tryout is held in conjunction with an official visit, the time of the tryout shall be recorded on the appropriate official or unofficial visit form. Times shall not exceed 2 hours, there needs to be a physical on file, and no recruit may tryout more than once.

- **Student Host Instructions** – Prior to an official visit, the head coach must review the Student Host instructions with each student-athlete who will be serving as host. The student host will sign the **Host Agreement Form**, the head coach and the student host will sign the **Student-Athlete Host Receipt Form**, indicating review of the instructions, receipt of any student host entertainment money and review of the Official Visit Policy prior to the visit. After the visit, the head coach and student host will indicate how much of entertainment money was spent each day and any amount being returned to the coach. This information must be sent to the Compliance Director on the **Official Visit Record and Reimbursement Form** which must be signed by the head coach. These forms are to assure compliance with all NCAA recruiting regulations.

- **Student Host Regulations (official visits only)** – The following are required for a student-athlete to act as a student host:

1. The student-athlete must be enrolled full-time and be a Qualifier or Partial Qualifier, per NCAA regulations.
2. Only one student host may be provided a free meal if attending a restaurant.
3. The student host shall only receive money to entertain the prospect, the prospect's parents or spouse and the student host, or any staff member accompanying the prospect.
4. A maximum of \$30.00 per day will be provided to cover all entertainment expenses. An additional \$15.00 per day may be provided for each additional prospect being hosted by one student-athlete.
5. A student host may not purchase alcoholic beverages regardless of whether the host or the prospects are of legal drinking age.
6. No cash may be given to the visiting prospect.
7. A student host may not use entertainment funds to purchase gifts for the prospect.
8. A student host may not use transportation provided or arranged by a Miles staff member or booster of the athletics program
9. A student may not transport the prospect or friends/family more than **10 miles** from campus.
10. A student host should not allow recruiting conversations to occur, on or off campus, between a prospect and a booster.
11. A student host will be responsible for turning in any and all receipts the day after the visit

### **Off-Campus Recruiting**

In-person, off-campus recruiting contacts and telephone calls shall not be made with a prospective student-athlete or a prospective student-athlete's relatives or legal guardians before June 15 immediately preceding the prospective student-athlete's junior year in high school. (*Effective June 15, 2012*). There is no limitation on the number of in-person, off-campus recruiting contacts per prospective student-athlete. (*Effective June 15, 2012*).

For coaches making off-campus recruiting trips you will need to make sure you are observing the proper Contact, Evaluation, Quiet and Dead Periods. When making an off-campus recruiting trip you will need to complete a travel advance form. These are available in the Athletic Administrator's Office. Subsequent to your trip, you will need to complete a Travel Expense

Form and attach **ALL RECEIPTS FROM YOUR RECRUITING TRIP**. You will be responsible for all expenses spent on the recruiting visit. Expenses reports need to be complete and submitted to accounts payable within three days from the end of your trip. Failure to submit the report will result in future recruiting funds being denied. The use of institutional funds is for your own expenses, no meals are or expenses can be provided to prospective student-athletes or their relatives.

Each coach who is involved in recruiting is required to report all contacts, evaluations, and telephone calls to the Compliance Director. These are due on the last day of every month at. They can be submitted via electronic mail or in person. The records will be kept on file for five years. Failure to submit the logs will result in the coach's name being published in the recruiting report which will be submitted to the conference office and in the coach's file. Furthermore, funds for recruiting will not be issued until recruiting logs are up to date.

### **All Recruiting Coordinators and/or Coaches are to follow the guidelines listed below when recruiting prospective student athletes:**

- **Registration with the NCAA Eligibility Center.** Upon acceptance into candidacy by the NCAA, all Miles College recruited students will be required to register with the NCAA's Eligibility Center prior to arriving on campus for an official visit.

- **Transferring from a Two Year Institution.** For those who are transferring from a two year institution will need to submit a copy of their unofficial transcript(s) to the Associate Athletic Director for Compliance prior to his/her enrollment at Miles College. This is needed so that a pre-evaluation can be performed by the Associate Athletic Director for Compliance and the College Registrar.

- **Transferring from a Four Year Institution.** For those who are transferring from a four year institution must have written permission to contact from the previous institution's Director of Athletics or designee (13.1.1.2). The Associate Athletic Director for Compliance will then send out a tracer to the previous institution to determine transferable and participation/competition eligibility.
- **Pre-enrollment.** Information such as NCAA academic eligibility requirements (initial or transfer), admissions enrollment process, financial aid (i.e., scholarships), institutional policies and procedures, etc. is provided to the student-athlete during the recruitment process.
- **Eligibility Determination.** Under no circumstances shall a Head Coach/Assistant Coach discuss the final academic eligibility status with a prospective student-athlete during the recruiting process. The Associate Athletic Director for Compliance will communicate with Head Coaches only about the academic eligibility of a prospective student-athlete.

## Compliance with SIAC and NCAA Regulations

A thorough knowledge of and strict adherence to all pertinent SIAC and NCAA rules and regulations is vitally important when recruiting student-athletes. Violations, however unintentional, have resulted in adverse publicity and sanctions for many colleges and universities. All recruiting activities are governed by official guidelines and require accurate documentation and control by coaches and staff to ensure compliance. Coaches and administrative staff members involved in recruiting are responsible for upholding and enforcing applicable regulations. Moreover, each coach and administrative staff members have signed a Commitment to Compliance form which includes individuals who have knowledge of violations but fail to report them. The Associate Athletic Director for Compliance monitors any changes in recruiting rules and regulations and disseminates the information to the appropriate individuals. Coaches and administrative staff member are expected to read the NCAA Manual and Institutional Policy and Procedure Manuals, and other publications to stay informed, as well.

## Boosters, Faculty, Staff

A "Booster" or "Representative of Miles College" is someone who meets any of the following:

1. Is or has been a member of any organization promoting MC Athletics.
2. Has ever made a donation to the Athletics Department, men's or women's athletics program, or any booster organization.
3. Has ever helped to arrange or have provided employment to enrolled student athletes, prospects, or their parents and relatives.
4. Otherwise promoted the college's athletics program.
5. Once someone becomes a "Booster" (or "Representative of MC Athletics Interests"), he/she retains this status forever.

Boosters are prohibited from making in-person, off-campus recruiting contacts or telephone calls with a prospect or the prospect's relatives or legal guardians. They are prohibited from making any recruiting contact, even on-campus or by written communication. They may not contact a prospect's coach, principal, or counselor in an attempt to evaluate a prospect or visit the prospect's institution to pick up films or transcripts pertaining to the evaluation of the prospect. They may attend events where the prospect is present on his or her own initiative, as long as the "Booster" does not contact prospect of the prospect's parents or relatives. They may inform Miles College coaches of prospects in their area by contacting them and sending newspaper clippings with the names of particular prospects.

Faculty and staff are permitted to contact prospects only on-campus.

## Social Media

The NCAA has developed rules regarding social media sites such as Facebook, MySpace and Twitter, while fully recognizing the social media world is constantly changing and developing.

Divisions I and II look at social networking less in terms of the technology being used and more in terms of its recruiting impact. NCAA rules do not allow comments about possible recruits on an institution's social media page or a page belonging

to someone affiliated with the institution. In addition, these pages cannot feature photos of prospects and messages cannot be sent to recruits using these social media technologies other than through their e-mail function.

Since text messaging is impermissible, if a coach becomes aware that a recruit has elected to receive direct messages as text messages on a mobile device, the coach must cease communicating with the recruit through the social networking site. All other electronically transmitted correspondence including, but not limited to, text messaging, Instant Messenger, chat rooms or message boards [e.g., a user's wall] within a social networking Web site or through other services or applications remain impermissible.

### **Twitter**

Twitter has also become a popular recruiting tool in college athletics. Tweeting is permissible as long as coaches are not using it to contact individual prospective student-athletes and are abiding by the standard recruiting rules such as not discussing specific recruits or contacting them when it is not permissible.

### **Permissible forms of Communication**

Telephone calls to a prospective student-athlete [or the prospective student-athlete's relatives or legal guardian(s)] shall not be made before June 15 immediately preceding the prospective student-athlete's junior year in high school; thereafter, there shall be no limit on the number of telephone calls made by institutional staff members to a prospective student-athlete [or the prospective student-athlete's relatives or legal guardian(s)]. (*Effective June 15, 2012*).

Electronically transmitted correspondence (e.g., instant messaging, text messaging) shall not be sent to a prospective student-athlete [or the PSA's relatives or legal guardian(s) and coaches] before June 15 immediately preceding the PSA's junior year in high school. All electronically transmitted correspondence shall be sent directly to the prospective student-athlete and shall be private between only the sender and the recipient (e.g., no use of chat rooms, message boards, posts to "walls"). There shall be no limit on the number of electronic transmissions sent by institutional staff members to a PSA. (*Effective June 15, 2012*).

### **National Letter of Intent (NLI)**

The National Letter of Intent is a binding agreement between a PSA and an NLI member institution. For an NLI to be valid it must: 1. Be accompanied by an athletics financial aid agreement (aid from an athletics source); 2. Include the NCAA ID. The NCAA ID will be available once the PSA has registered with the NCAA Eligibility Center and has been placed on the

Institutional Request List (IRL). All junior college PSA's must also have an NCAA ID included on the NLI; 3. Not be signed prior to the signing dates for the applicable sport; 4. Include a parent or legal guardian signature if the PSA is under the age of

21, regardless of marital status; 5. Must be validated by the Conference Office to ensure that the NLI and AGIA are complete and meet all NLI and NCAA requirements.

The NLI must be signed within 14 days of the issue date (unless early signing period – deadline on final signing date). Institutions must file with the Conference office within 21 days of final signature. A coach or institutional representative may not hand deliver the NLI off campus or be present off campus at the time of signing. The NLI may be delivered express mail, courier services, regular mail, e-mail or fax. Prior to sending an NLI the Compliance Office must have all transcripts and tests scores of high school signees and all transcripts for junior college signees.

## **Eligibility**



All student-athletes' eligibility must be certified through the Compliance Office. There are three classifications of student-athlete eligibility:

1. Initial (freshman);

2. Continuing; and
3. Transfer.

In order to be eligible for intercollegiate competition, student-athletes must meet the regulations set forth in the NCAA bylaws.

### **Eligibility Center**

All student-athletes must be registered with the NCAA Eligibility Center. The only exception are for those student-athletes that entered a NCAA Division I or II school as a full-time student prior to the Fall of 2007.

### **Freshmen Eligibility**

For Freshmen to participate in intercollegiate athletics, they must be a Qualifier or Partial-Qualifier. All freshmen eligibility is determined by the NCAA Eligibility Center.

### **NCAA Eligibility Center – Initial Eligibility for Freshmen**

There is a four-step process in determining the eligibility status of freshmen through the NCAA Eligibility Center.

1. Student Request Form (SRF) – This form is available on the Eligibility Center website (eligibilitycenter.org). The prospective student-athlete should complete the online SRF at the end of his/her junior year of high school. The prospective student-athlete must have his/her high school mail a copy of his/her transcript to the Eligibility Center. The prospective student-athlete must also make sure his/her ACT/SAT scores are sent to the Eligibility Center directly from the testing agency. **Test scores will not be accepted on high school transcripts.** The PSA can enter the Eligibility Center's code on his/her SAT or ACT registration form. The code is 9-9-9-9.
2. NCAA Amateurism Certification Process – As part of the Amateurism Certification Process, each prospect will be asked to answer several questions regarding his or her sports participation history. Amateurism certification will not cover all areas of the NCAA Bylaw 12. The Compliance Director will be responsible for determining the amateur status of prospective student-athletes for the areas of the amateurism bylaws not covered by the amateurism certification process. In addition, the Compliance Director will be responsible for certifying compliance for all amateurism bylaws during the time period between the student-athlete's request for final amateurism certification and his or her initial enrollment
3. Institutional Request List (IRL) - The head coach must submit the name and birthday of each prospective student- athlete to the Compliance Director, or add the PSA to the IRL via the LSDBi portal on the NCAA Business Access Page. (A coach from each team has been granted permission to LSDBi and the Compliance Assistant). The Compliance Director will then attempt to add the prospective student athletes to an Institutional Request List (IRL) by entering them into the Eligibility Center internet web page. The Compliance Director will then notify the head coach as to whether or not the prospective student-athletes have a record filed with the Eligibility Center. If no record is filed with the Eligibility Center for a particular prospective student-athlete, then the head coach will need to notify the prospective student-athlete and resubmit the prospective student athlete's name and birthdate at a later date.
4. Status report - An Eligibility Center web status report will be given to the Head Coach once the student athlete's eligibility status has been received via the computer. This report will come from the Compliance Director and will notify the coach of the latest eligibility status for each student-athlete submitted.

There is no exception to this procedure, all freshmen (and transfers who require amateurism certification) must be certified through the Eligibility Center before they can compete. A student-athlete can practice (but not compete) for 45 days pending final certification from the Eligibility Center. For student-athletes to utilize this 45-day grace period, they

must already have submitted the required transcript and test score to the Eligibility Center. If the student-athlete is not certified within the 45-

day period, then he/she must stop practicing until he/she is certified. Competition is not permissible until the student-athlete is certified through the Eligibility Center had has complied with all other institutional and NCAA certification requirements.

## **NCAA Division II Freshmen Eligibility Standards**

All incoming freshmen student-athletes must register with the NCAA Eligibility Center.

### **Qualifier**

A qualifier can practice, compete, and receive athletics scholarship as a freshman; may serve as a student host for prospective student-athletes on official visits; can receive four complimentary admissions tickets for home or away contests in the student-athlete's sport.

#### **Requirements: High School Core Course Requirements:**

1. Graduate from high school
2. Have a GPA of 2.20 in 16 core courses
3. Earn the ACT/SAT score matching your core-course GPA on the Division II full qualifier sliding scale.
4. At least 3 years of English
5. At least 2 years of math
6. At least 2 years of natural science or physical science (including 1 lab)
7. At least 3 years of Additional (English, math, or natural/physical science)
8. At least 2 years of Social Science
9. At least 4 years of additional courses in any above area, or foreign language or comparative religion/philosophy

### **Partial-Qualifier**

A partial-qualifier can practice on campus, but cannot travel or compete; will have four years of eligibility remaining during college career; can receive institutional financial aid, including athletics aid; may serve as a student host for prospective student-athlete on official visits and can receive four complimentary admissions tickets for home or away contests in the student-athlete's sport.

#### **Requirements:**

1. Graduate from high school.
2. Successfully complete 16 core courses with a minimum GPA of 2.0; **OR** earn the ACT/SAT score matching your core- course GPA on the Division II partial qualifier sliding scale.

### **Non-Qualifier**

A non-qualifier during his/her freshman year, cannot practice, compete, travel, or participate in the conditioning or the weight-training program with the team; will have four years of eligibility remaining during college career; may not receive athletics aid during freshman year, but can receive regular need based financial aid if the school certifies that the aid was granted without regard to athletics ability; cannot serve as a student host for prospective-student athletes on official visits and cannot receive the four complimentary admissions tickets for contests in the student-athlete's sport.

#### **Requirements:**

1. Has not graduated from high school; **OR** Did not achieve the core-curriculum GPA **AND** did not achieve the SAT/ACT score required for a qualifier or partial qualifier.

### **Continuing Eligibility**

When certifying student-athletes for continuing eligibility, **only the student-athletes submitted by the head coach or recruiting coordinator will be certified.** Certification for student-athletes not on a team roster will not be conducted.

1. Coaches provide a list of all student-athletes expected to participate on their team.

2. The Compliance Director will conduct an eligibility check based on Bylaw 14 – Eligibility:
-

- a. Nine Hour Rule
  - b. Progress towards degree
  - c. 18 Hour Rule
  - d. Full-time enrollment
  - e. 10-Semester Rule
  - f. Four seasons of participation
  - g. Amateurism (Bylaw 12)
3. The Compliance Officer will update all eligibility information and notes on the Continuing Eligibility form that will be distributed to head coaches.
  4. The information will then be entered into the CAi for each student-athlete.

### **Transfer Eligibility**

When determining the type of transfer, always go to the most recent period of full-time enrollment.

1. A coach identifies the transfer student-athlete and contacts the Compliance Office with his or her name, date of birth, and the name of the institution from which he or she is transferring.
2. The Compliance Office contacts the transfer student's institution through a Transfer Release form. On the transfer release form, the institution provides accurate information regarding the student-athlete's academic and participation history.
3. The institution completes the Transfer Release form and returns it to the Compliance Office where it is reviewed and forwarded to the head coach.
4. The head coach is responsible for the PSA getting unofficial transcripts directly to the Director of Compliance. The Director of Compliance will not obtain transcripts from the registrar's office.
5. The Registrar's Office will obtain PSA's transcripts from admissions and then input the PSA's information into the AS400 system, including credit hours and transfer GPA.
6. The Compliance Director will certify the PSA based on information secured from the Transfer Release form and academic transcripts with SAT/ACT scores when a certification of eligibility form is received.
7. The final eligibility certification will come from the registrar's office.
8. Transfer student-athletes have a 45-day grace period to have their eligibility and amateurism final certified. For the student-athletes to utilize this grace period they must already be registered with the eligibility center and transcripts must already be on file in the compliance office.

## **Forms/Programs**

### **Student-Athlete Statement Form**

Each student-athlete signs this form at the initial team meeting prior to practice or competition each academic year. Before he/she signs this form the Summary of NCAA Regulations is reviewed by the student-athlete in a meeting with the Compliance Director. These forms are placed in the student-athlete's individual file in the AD's office.

### **Drug-Testing Consent Form**

Each student-athlete signs this form and the Buckley Amendment consent at the initial team meeting prior to practice or competition each academic year. If the student-athlete is a minor, this form must be signed by a parent or guardian. Each

student-athlete will be given a list of banned drug classes and notified that changes may be made during the academic year. These forms are placed in the student-athletes file in the AD's office.

### **Miles Athletics Drug Testing Program**

Each student-athlete signs this form at the initial team meeting prior to practice or competition each academic year. If the student-athlete is a minor, this form must be signed by a parent or guardian. Each student-athlete will be given a list of banned drug classes and notified that changes may be made during the academic year. Failure to participate in the program will render the student-athlete ineligible for practice and competition. These forms are placed in the student-athletes file in the AD's office.

### **Permission to Speak/Transfer Releases**

Whenever a student-athlete from another institution attempts to contact a coach regarding a possible transfer, no discussion of any kind can be held with that student-athlete until permission has been received from the institution from which he/she wants to transfer. To receive permission, the coach must make a request in writing to the Compliance Director, who will contact the institution on his/her behalf. Only when that institution advises the Compliance Director in writing that permission has been granted will the coach be allowed to speak to the student-athlete.

### **Squad Lists**

Squad lists (head count/equivalency sports) are compiled and updated by the Compliance Director continually. These are sent to the SIAC office before competition begins for each sport and updated at the end of the season and academic year. In addition, these are used for compiling graduation rates, NCAA revenue distribution, and financial aid.

### **Eligibility Status Report**

An eligibility status report, by squad, is completed, continually updated and sent to the sport coaches by the Compliance Director. A copy is sent to the head coach, training room, FAR, Conference Office and equipment manager. The Student-Athlete's eligibility is monitored from the time of admission to the Faculty Athletic Representative's certification and continually reviewed and updated during the academic year.

### **Two-Year Transfer Tracer**

This form is sent to the two-year transferring institution from MC to aid in establishing remaining eligibility of the transfer student-athlete.

### **Four-Year Transfer Tracer**

Per NCAA Bylaw 13.1.1.2, an athletics staff member or other representative of the institution's athletic interest shall not make contact with the student-athlete of an NCAA or NAIA four-year collegiate institution, directly or indirectly, without first obtaining the written permission of the first institution's athletics director (or an athletics administrator designated by the athletics director) to do so, regardless of who makes the initial contact.

### **Medical Insurance**

All student-athletes are required to have their own primary source of medical insurance. Student-athletes need to be prepared to show proof of insurance during the athletic department's scheduled physicals or within 48 hours thereafter.

### **General Information**

In order to practice or compete, a student-athlete must be enrolled as a full-time student. The registrar's office will confirm full-time enrollment weekly. Notice will be provided to the coach of any student-athletes that are registered for



less than a full time semester. Once a student-athlete drops below full-time they are immediately ineligible. Student-athletes will remain ineligible until they enroll in 12 credit hours and/or are reinstated by the NCAA.

Student-athletes that are not eligible may not dress or sit on the team bench during competition. Student-athlete eligibility meetings will be scheduled during each season and all student-athletes are required to attend.

## **Financial Aid**

Athletic grant-in-aid is provided to athletes on an annual basis. It is initiated by the coach and approved by the Compliance Director and then Financial Aid. Equivalencies are monitored by the financial aid office.

### **Renewals/Non-Renewals**

Non-renewals must be submitted to the Compliance Director no later than June 1. Renewals must initially be submitted by May 1 or a date designated by the financial aid office. All student-athletes being renewed must sign an NCAA athletic aid agreement prior to participation in intercollegiate athletics.

### **Hearings**

Hearing opportunities are provided to those student-athletes that wish to appeal their non-renewal or reduction of athletic-grant-in aid. Student-athletes must follow the process that is provided in writing by the financial aid office. A hearing must be **COMPLETED** within 30-days of the written request of the student-athlete.

### **Initials**

Initial awards will be submitted on a rolling basis to the Compliance Director throughout the summer, beginning at the conclusion of summer school. For those student-athletes that are freshmen, the aid will be sent to the financial aid office when they have received a final academic decision from the Eligibility Center. After the first week of registration for the fall and spring term, no additional athletic grant-in-aid will be submitted and no adjustments will be made except in extenuating circumstances. All initial student-athletes **must sign and complete the NCAA Athletic Grant-in-Aid Agreement.**

### **Academic Ineligibility/Disciplinary Actions/Voluntary Withdrawal from Team**

Any athlete not completing a season of competition due to academic ineligibility, disciplinary action or voluntarily quitting the team, may not receive an award from that sport from the Athletic Departments, its programs or coaches. It is the decision of the athletic grant-in-aid administrator whether or not to take away the award.

AGIA may be reduced or canceled during the period of the award if a student-athlete:

- Renders himself or herself ineligible for intercollegiate competition in any manner, which may include failure to meet academic requirements, signing with an agent, or any other that that would make a student-athlete ineligible.
- Voluntarily quits the team for personal reasons.
- Provides any fraudulent information on an application, letter of intent, or financial aid agreement.
- Engages in serious misconduct in violation of the law, NCAA rules, SIAC rules and/or MC rules.

AGIA may not be reduced or cancelled during the period of the award on the basis of:

- A student-athlete's athletics ability, performance, or contribution to a team's success.
- An injury that prevents the recipient from participating in intercollegiate athletics.
- Any other athletics related reason.

If a student-athlete voluntarily quits the team and is on aid, please have him/her sign the *Voluntary Quit Form* as a reminder that all AGIA will be taken away from their financial aid award.

## Playing and Practice Seasons

The playing and practice season for a particular sport is the period of time between the date of an institution's first officially recognized practice session and the date of the institution's last practice session or competition, whichever occurs later. An institution is permitted to conduct officially recognized practice and competition each academic year only during the playing season as regulated for each sport in accordance with the provisions of Chapter 17.

Each coach is responsible for submitting his/her declared playing and practice seasons for both the championship and non-championship segment for his/her sport. The playing seasons must be in accordance with the provisions of Chapter 17, and must be submitted to the Compliance Office no later than the third week of July. A date will be specified by the Compliance Director. For more information on declarations of the playing and practice season, see figure 1-1.

The Compliance office shall verify that the activities are within the acceptable limitations as specified by the NCAA rules and regulations. The Athletics Director shall approve all scheduled athletic contests and shall be charged with assuring that the limitations concerning playing and practice seasons are adhered to. This includes the maximums set forth in Bylaw 17 and the minimums set forth in Bylaw 20.

### Daily and Weekly Hour limitations

Inside the declared playing and practice 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, with at least one day off each week. Outside the playing season, during the academic year, student-athletes are limited to eight hours a week, of which not more than two hours per week may be spend on individual skill instruction, and at least two days off a week.

### Record of Individual Hour Limitations

Countable hours must be recorded on a daily basis for each student-athlete regardless of whether the student-athlete is participating in an individual or team sport. All logs must be submitted to the Compliance Director on Thursday by 1:00pm every week. Forms may be submitted online or in person. Teams that fail to submit their practice logs will be included in the Practice and Participation report and submitted to the conference office monthly. Furthermore, for each week a team fails to submit the required logs, an hour of countable athletically related activity will be reduced from the weekly limitation until the team is current on their logs.

### SIAC Participation Reports

Each head coach is responsible for completing (or assigning a designee to complete) the SIAC Participation forms. All student-athletes that are on an active roster are required to be listed on the SIAC Participation form for both conference and non-conference competition. These forms are due on Thursday of every week during the championship segment, and at the conclusion of the nonchampionship segment, if competition occurred.

## Tryouts

### Prospective Student-Athlete Tryouts

Tryouts must be conducted on our campus, but only under the following conditions:

1. Only one tryout per prospect.
2. The tryout may be conducted for high school seniors who are enrolled in a term other than the term in which the traditional season for the sport occurs or who have completed high school eligibility. If the prospect is a transfer student, his/her sport season must be completed. In the case of a four-year transfer, written permission must be granted from the previous school before he/she can be contacted.

3. The student must have medical insurance and must have had a physical examination within the preceding six months  
(the documentation for these must be provided prior to the tryout).

4. The head coach must complete a *Tryout Request Form* **and** *Tryout Waiver* and turn it into the Compliance Director prior to tryout.
5. The tryout may include tests to evaluate strength, speed, agility, and sport skills. Except for the sport of wrestling or football, the tryout may include competition.
6. Competition against an institution's team is permissible, if it occurs during the academic year and is considered a countable athletics activity.
7. The tryout is limited to two hours.
8. The institution may issue equipment or clothing, but must retrieve it at the conclusion of the tryout.
9. All tryouts must be reasonably scheduled ahead of time (5 days).

There will be no exception to this policy. All tryouts must be reasonably scheduled with a list of participants.

### **Enrolled Student-Athlete Tryouts**

Tryouts may be conducted for enrolled full-time students currently enrolled at the institution on its campus or site at which the institution normally conducts practice or competition during the regular academic year. If such a tryout occurs outside the declared playing and practice season, the following conditions apply:

1. Not more than one tryout per student per sport shall be permitted during any academic year;
2. The student must not have been recruited;
3. The student must be in good academic standing;
4. Prior to participation in a tryout, a student is required to undergo a medical examination or evaluation administered or supervised by a physician (e.g., family physician, team physician). The examination or evaluation must be administered within six months prior to participation in the tryout. The medical examination or evaluation may be conducted by an institution's regular team physician or other designated physician as a part of the tryout;
5. The time of the tryout activities (other than the physical examination) shall be limited to the length of the institution's normal practice period in the sport but in no event shall it be longer than two hours;
6. Competition against the member institution's team is permissible, provided such competition occurs during the academic year and is considered a countable athletically related activity;
7. The institution may provide equipment and clothing on an issuance-and-retrieval basis to a student during the period of the tryout;
8. Not more than three dates may be used to conducted tryouts in each sport; and
9. All tryouts must be reasonably scheduled ahead of time (5 days).

## **Game Day Preparation**

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### **Ticket Policy**

Men's and Women's Basketball: \$12.

Football:

- Season Tickets: \$75.00
- Regular Games: Adult Tickets - \$20.00    Children Tickets (7-11): \$10.00    Children under 6: Free

Homecoming: Adult Tickets - \$25.00    Children tickets (7-11): \$15.00    Children under 6: Free

- Parking: Hillside (Grilling): \$40.00      Homecoming: \$75.00
  - Reserved Tailgating (Hillside) \$150.00
  - Season Parking (No grilling): \$75.00
-

Baseball (Home games at Rickwood Field): \$6.00

All other sports are free admission.

### **Student Tickets**

Miles College students will be admitted free of charge with a valid student ID. Students must show their ID at the Student Window to receive a ticket.

### **Player Passes/Complimentary Admissions**

Players will have 2 passes for each home game. The student-athletes must sign the pass list as to who is arriving prior to the day of the game. Family, friends, etc. must go to the Will Call Window to receive a ticket. The list must be submitted to the coach 24 hours before the scheduled game time and then immediately submitted to the Athletics Director.

### **Lost, Stolen, or Destroyed Tickets**

The MC Athletic Department is not responsible for lost, stolen, or destroyed tickets. If the tickets are lost, attendees may purchase other tickets if they are available. Tickets will not be duplicated. All ticket sales are final.

### **Permissible Complimentary Admissions**

1. MC may provide four complimentary admissions per home contest to a student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest.
2. MC may provide a partial qualifier with four complimentary admissions per home contest in the sport in which the individual participates.
3. MC may provide each student-athlete who participates in or is a member of a team participating in an NCAA championship with six complimentary admissions to all contests at the site at which the student (or team) participates.
4. Complimentary admissions may be provided to members of MC's team for all contests in a tournament in which MC is participating, rather than only for the games in which MC participates. However, the contests must be at the site at which MC's team participates.
5. Complimentary tickets shall be distributed only to persons designated by the student-athlete who have identified themselves and signed a receipt. MC shall be responsible for this administrative procedure, and the student-athlete's eligibility shall be affected by involvement in action contrary to the provisions of bylaw 16.
6. A partial may receive a complimentary admission to all of the institution's regular-season home intercollegiate athletics contests during the first academic year of residence.
7. MC may provide admission for each student-athlete to all of the institution's regular-season home intercollegiate athletics contests in sports other than that in which the student-athlete is a participant, via a printed student-athlete pass or gate list. Proof of identity shall be required upon admission.
8. MC may provide four complimentary admissions to a student-athlete who is being recognized during an institution's regular season intercollegiate athletics contest in a sport other than that in which the student-athlete participates. Complimentary tickets shall be distributed only to family members of the student-athlete.

### **Complimentary admissions during an Official (Paid) Visit**

1. During the official visit, complimentary admissions to a campus athletics event may be provided only to a prospect and those persons accompanying the prospect on the visit and must be issued on an individual-game basis. Providing press box,



special seating boxes or bench areas is prohibited.

2. MC may provide complimentary admissions to a prospect for a postseason conference tournament only if the institution participates in the tournament and it is held on the institution's campus.

3. The provision of complimentary or reduced-cost admissions to prospects for an NCAA championship (all rounds) or other postseason contests constitutes excessive entertainment and is prohibited. The prospect may purchase these tickets only in the same manner as any other member of the general public.

4. An institution may reserve tickets, only for the use of immediate family members accompanying a prospect during an official visit, for seat locations adjacent to the complimentary seats being provided to the prospect. These tickets must be purchased at face value.

### **Complimentary admissions during an Unofficial (Nonpaid) Visit**

1. During an unofficial visit, MC may not pay any expenses or provide any entertainment except a maximum of three complimentary admissions to a campus athletics event in which the institution's intercollegiate team practices or competes. Such complimentary admissions are for the exclusive use of the prospect and those persons accompanying the prospect on the visit and must be issued on an individual-game basis. Providing press box, special seating boxes, or bench area is prohibited. (

2. MC may not reserve tickets (in addition to the permissible complimentary admissions) to be purchased by a prospect (or individuals accompanying the prospect) on an unofficial visit. Tickets may be purchased only in the same manner as any other member of the general public.

3. If MC schedules any regular season home games at a site located in a community other than its own, the host institution may provide a maximum of three complimentary admissions to only one such game for the exclusive use of a prospect and those persons accompanying the prospect. Tournament and postseason games are excluded.

4. MC may provide complimentary admissions to a prospect for a postseason conference tournament only if MC participates in the tournament and it is held on the institution's campus.

5. The provision of complimentary or reduced-cost admissions to prospects for an NCAA championship (all rounds) or other postseason contests constitutes excessive entertainment and is prohibited. The prospect may purchase tickets to such events only in the same manner as any other member of the general public.

### **Game Day Passes Policy**

#### **Media Passes**

Media passes will be administered and approved by the Director of Athletics or his designee. The Sports Information Director (SID) must submit a list of media personnel that is expected to attend the game no later than Noon on Wednesday. Media personnel must pick up their passes prior to game day beginning Thursday at 9:00am and not later than Friday at 2:00pm. No more than 15 Media Passes will be issued for each game.

#### **Sideline Passes**

Sideline passes will be administered and approved by the Director of Athletics or his designee. Personnel needing sideline passes must pick up their pass at the Will Call Window. The permitted number of sideline passes will be at the discretion of the Director of Athletics.



All Access passes will be administered and approved by the Director of Athletics and the President or his designee. People needing all access passes may pick them up 24 hours prior to game day. The permitted number of all access passes will be at the discretion of the Director of Athletics and the President.

## Student-Athlete Policies

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### **Student-Athlete Grievance Policy**

The goal of Department of Athletics is that all student-athletes are treated fairly, and believe that they have been treated fairly, with respect to all aspects of their student-athlete experience at Miles College. To this end, student-athletes have available to them policies and procedures through which they may file an appeal or a grievance in those circumstances they believe such actions are warranted. A student-athlete who is unsure about which of these policies or procedures should be followed is invited to discuss this matter with his or her head coach. Other sources of advice include the senior woman administrator, sport administrators, the faculty athletics representative, and the director of athletics. It should be emphasized that, in addition to any Department of Athletics policies and procedures, student-athletes may have available to them the normal college procedures that are available to all students. A student-athlete who wishes to obtain more information about these normal college procedures should contact the Dean of Student Affairs.

The policies and procedures described herein are designed primarily for the resolution of issues raised by student-athletes within the Department of Athletics, although in some cases appeals to groups outside of the Department of Athletics are also specified as part of the grievance procedures. It should be emphasized, however, that for any issue and at any stage in the grievance/appeals process summarized herein, a student-athlete may contact the faculty athletics representative for advice and assistance in seeking an appeal or resolution of a grievance. Further, at the request of the student-athlete, the faculty athletics representative may participate in any meeting involving the sport administrator or director of athletics. The faculty athletics representative is not an employee of the Department of Athletics and reports directly to the Senior Vice President's.

### **Preliminary Steps**

To initiate or pursue a grievance, the following steps must be observed before the tenth week of the fall or spring semester which follows the term in which the alleged grievance occurred.

1. The student-athlete should first discuss the matter with the person(s) directly involved, in an attempt to resolve the grievance through informal discussion.
2. If there is a resolution, the student-athlete should discuss the matter with the department chairperson to whom those directly involved report (or if the department chairperson is directly involved, with the school dean, if the school dean is involved, with the Vice President for Academic Affairs who shall attempt to mediate an informal resolution.)
3. If there is no resolution through the department chairperson, the student-athlete should discuss the matter with the school dean (unless the school dean is directly involved), who shall attempt to mediate an informal resolution.
4. If reconciliation has still not been achieved the student-athlete shall submit a formal grievance to the Dean of Academic Affairs. The formal grievance shall contain:
  - A brief narrative of the condition giving rise to the grievance;
  - A designation of the parties involved;
  - A statement of the remedy requested.



If the student-athlete protests a suspension by a coach or alleges any other violation of student rights, the student-athlete should request a meeting with the coach. If the problem is not resolved between the coach and the student-athlete, the student-athlete may ask for a meeting with the Director of Athletics.

If the grievance is not resolved after the meeting between the student-athlete and the Director of Athletics, the student-athlete is entitled to a hearing before the College Disciplinary Board or the Dean for Student Affairs, whichever the student-athlete chooses.

### **Family Educational Rights & Privacy Act (FERPA)**

The Family Educational Rights & Privacy Act (FERPA) or Buckley Amendment is a federal law that protects the privacy of student education records. Therefore, MC, including the Athletics Department, must have written permission from the student in order to release any information from a student's education record. The privacy act and permission requirement applies not only to parents and guardians, but also to the NCAA and SIAC.

Each year, student-athletes will be informed of their privacy rights and will be provided the opportunity to give their consent to disclose their education records to authorized representatives of MC, the SIAC, the NCAA and other outside parties. Per NCAA rules, a student-athlete may not be able to participate in intercollegiate competition unless they agree to disclose their educational records for the purpose of determining eligibility for intercollegiate athletics, eligibility for athletically related financial aid, for evaluation of school and team academic success, for awards and recognition programs highlighting student-athlete academic success, for purposes of inclusion in summary institutional information reported to the NCAA (and which may be publicly released by it), for NCAA longitudinal research studies, and for activities related to NCAA compliance reviews and athletic certification. Student-athletes will not be identified by name by the NCAA in any such published or distributed information.

FERPA does allow MC to disclose those records, without consent, to the following parties or under the following conditions:

1. School officials with legitimate educational interest
2. Other schools to which a student is transferring
3. Specified officials for audit or evaluation purposes
4. Appropriate parties in connection with financial aid to a student
5. Organizations conducting certain studies for or on behalf of the school
6. Accrediting organizations
7. To comply with a judicial order or lawfully issued subpoena
8. Appropriate officials in cases of health and safety emergencies
9. State and local authorities, within a juvenile justice system, pursuant to specific state law

### **Student-Athlete Parenting and Pregnancy policy**

The Miles College Athletic Department is committed to the personal health and development of all our members, and to the educational mission of our school. We strive to provide an environment that respects all pregnancy and parenting decisions and urges all participants to work cooperatively toward degree completion. This policy sets forth the protections that should be provided for pregnant and parenting students, including those with pregnancy related conditions. It also prohibits retaliation against any student or employee who complains about issues related to the enforcement of this Pregnancy Policy. We want to protect every student-athlete's physical and psychological health, and their ability to complete their education.

#### **Federal Laws**

Title IX of the Education Amendments of 1972 bars discrimination on the basis of sex, which includes the guarantee of equal educational opportunity to pregnant and parenting students. This means that our student-athletes cannot be discriminated against because of their parental or marital status, pregnancy, childbirth, false pregnancy,

termination of pregnancy, or recovery therefrom. In addition, other federal laws may protect a student's medical information. Some

actions that may be permissible under NCAA rules are impermissible under federal law, and our institution adheres to federal law.

**In order to comply with federal law:**

- Our athletics department will only require a pregnant or parenting student-athlete's physician to certify physical and emotional fitness as a condition for participating in athletics when such certification is required of student-athletes who experience other temporary disabilities.
- Our athletics department will allow a pregnant or parenting student-athlete to fully participate on the team, including team-related activities, unless the student-athlete's physician or other medical caregiver certifies that participation is not medically safe.
- Our athletics department will allow a pregnant student-athlete to continue to participate in a limited manner on the team, including all team-related activities, unless the student-athlete's physician or other medical caregiver certifies that partial participation is not medically safe.
- Medically necessary absences from team activities due to pregnancy shall be considered excused absences.
- No coach or other athletics department personnel shall suggest to any student-athlete that his or her continued participation on a team will be affected in any way by pregnancy or parental or marital status.
- Our athletics department will not allow a hostile or intimidating environment on the basis of pregnancy or parental status to exist. Acts or statements that are hostile towards pregnancy or parenting, or that shun or shame the student-athlete because she is pregnant or parenting will not be tolerated. Such conduct prevents an individual from effectively participating in, or denies a person the benefits of, the educational opportunities provided by this institution.
- Our athletics department will not terminate or reduce a student-athlete's athletics aid because of the student-athlete's pregnancy, marital or parental status during the term of the award.
- Students may take a medical pregnancy leave, and at the end of that leave they will be reinstated to the same status they had before the leave.
- Our athletics department will renew pregnant, formerly pregnant, or parenting student-athlete's aware, so long as the student-athlete is in good standing academically, remains engaged with our athletics department and meets NCAA eligibility standards. Returning students may be evaluated in the same manner as any other team member to determine their specific position on the team, such as starter or as a forward.
- Our athletics department will not permit the use of any written or verbal contract that requires a student- athlete to not get pregnant or become a parent as a condition of receiving an athletics award.
- Our athletics department will provide health benefits for pregnancy, including counseling, physical examinations, medical treatment, surgical expenses, medication, rehabilitation and physical therapy expenses and dental expenses, to the same degree that student-athletes who experience other temporary disabilities are provided these benefits. The Miles College athletics department's medical coverage policy for student-athletes can be found in Mrs. Barbara Palmer's office, located in the Windham-Knox Gymnasium.

- Our pregnant and formerly pregnant students who wish to continue to participate in athletics are entitled to assistance and rehabilitation on the same basis as such assistance is provided to student-athletes with other temporary disabilities.

**In order to assist our student-athletes:**



- Our athletics department will help the pregnant or parenting student-athlete plan for his or her continued academic progress, in accord with the college's educational mission.
- Our athletics department will help the student-athlete return to sport after pregnancy and during parenting, if the student-athlete so desires.
- Our athletics department will assist the student-athlete to access the pregnancy and parenting support resources available to all college students.
- Our athletics department will publish this Policy in the publicly available Student-Athlete Handbook, make this Policy available to student-athletes and their families on-line, and provide specific education on this Policy for all student-athletes and their families.
- Our athletics department, in conjunction with the team physician, the Faculty Athletics Representative, the Senior Women's Administrator, Team Certified Athletic Trainers and others designated by the President, will regularly review student-athlete pregnancy and parenting cases as they occur to monitor compliance with this Policy.

### **Reporting:**

- Our athletics department will not require any student-athlete to reveal pregnancy or parenting status. Our department will work to create an environment, which encourages the student-athlete to voluntarily reveal her pregnancy and his or her parenting status, in order for our institution to provide optimal support for physical and mental health with professional health care. The coach's attitude toward pregnancy and parenting can be pivotal in creating such an environment.
- No athletics department personnel will publicly release identifiable health information about pregnancy without written, timely authorization from the student-athlete.
- When a student-athlete reveals her pregnancy or parenting status to athletics personnel, they should direct the student-athlete to this Policy. They should reiterate the department's protection of the student-athlete's team membership status and financial aid. Athletics personnel should refer the student-athlete to the team physician, to the student-athlete's personal physician, or to the college-designated representative trained in providing information about pregnancy and parenting support options.
- Athletics personnel who suspect that a student-athlete is pregnant may report their concerns to the team physician, or to a college designated representative trained in providing information about pregnancy and parenting support options.
- Athletics personnel who suspect that a student-athlete is pregnant may report their concerns to the team physician or to a college designated representative trained in pregnancy and parenting support options.
- Teammates of pregnant student-athletes may report their concerns to the team physician or to a college designated representative trained in pregnancy and parenting support options.

### **Enforcement and Non-Retaliation:**

- Any member of the athletics department found to have violated this policy by threatening to withhold or withholding athletics participation or an athletics award, by harassing a student-athlete on the basis of pregnancy or parenting status, or by breaching medical confidentiality, will be subject to

disciplinary action, up to and including discharge or expulsion from the college. The athletics department will also take appropriate remedial action to correct the situation.

- Any member of the athletics department who becomes aware of conduct that violates this policy should report the conduct to an appropriate office, such as the Athletics Director, the Assistant Athletics Director for Compliance, or the Faculty Athletics Representative. The athletics department and college will make every effort to prevent public disclosure of the names of all parties involved, except to the

extent necessary to carry out the investigation.

Retaliation is specifically prohibited against anyone who complains about pregnancy or parental status discrimination, even if the person was in error about the lawfulness of the conduct complained about. This athletics department will take steps to prevent any retaliation against the individual who made the complaint.

### **Drug Testing Program**

The Department has instituted a drug screening by urinalysis for student-athletes engaged in intercollegiate athletics. The urine sample will be screened by an outside drug testing lab which will collect samples, test samples and deliver results in a coded manner to the Head Athletic Trainer, working under the direction of the Team Physician.

Each test will produce either a positive or negative result. A negative result means that either there is no drug present in the sample, or the level is so low that it is undetectable by the test. A positive result means that the drug test is present in the urine sample at a detectable level.

Any student-athlete refusing to be tested for drugs is considered as having a positive test result.

Except when prescribed by a qualified physician to treat an individual's medical condition, use of the following drugs, by a student-athlete is expressly prohibited and shall be a violation of the Department Policy team rules.

**Note: This list is not exhaustive**

<b>Barbiturates</b>	<b>Heroin</b>	<b>PCP (Angel Dust)</b>
<b>Chlorpromazine</b>	<b>Lysergic Acid</b>	<b>Quinine</b>
<b>Cocaine</b>	<b>Diethylamide (LSD)</b>	<b>Steroids</b>
<b>D-Amphetamine (Speed)</b>	<b>Meperidine</b>	<b>Tetrahydrocannabinol</b>
<b>Glutethimide</b>	<b>Morphine</b>	<b>(Marijuana)</b>

A sufficient amount of time will be given between testing. In regards to a positive drug test, there will be ample amount of time provided for the prior test levels to be absent from the body.

### **Reasonable Suspicion Screening**

A student-athlete may be subject to drug testing at any time the Athletic Director or his/her designee determines that there is individualized, reasonable suspicion to believe the student-athlete is using a prohibited drug. Reasonable suspicion may include, without limitation, the following:

1. Observed possession or use of substances appearing to be prohibited drugs;
2. Arrest or conviction for criminal offense related to the possession or transfer of prohibited drugs or substances;
3. Observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances. Among the indicators which may be used in evaluating a student-athlete's abnormal appearance, conduct or performance are:
  - Class Attendance
  - Significant GPA Changes
  - Athletic practice attendance
  - Increased injury rate or illness
  - Physical appearance changes
  - Academic/motivational level
  - Emotional condition
  - Mood changes

- Legal involvement

4. If suspected, the Athletic Director or his/her designee will notify the student-athlete, and the student-athlete must stay with a member of the Athletic Department staff until an adequate specimen is produced.

## **Sanctions for substance abuse**

### **First Offense:**

- The Athletic Director, Head Coach, and athlete will be notified by the Head Athletic Trainer.
- The athlete's parents will be notified.
- The athlete will be re-tested at each subsequent department random test for the following twelve month period.
- The athlete will be suspended from 20% (fractions will be rounded up) of the contest immediately. Following your positive drug test; this includes practice sessions during that time frame.

### **Second Offense:**

- The Athletic Director, Head Coach, and athlete will be notified by the Head Athletic Trainer.
- The athlete's parents will be notified.
- The athlete will be terminated from intercollegiate athletics.
- Revocation of Athletic Grant in Aid (AGIA).

## **Testing Cycle**

The regular 12-month „Testing Cycle“ for student-athlete drug screens will begin with the first day of the first summer session and end of the completion of finals for the following spring semester. If a student-athlete should test positive during a Testing Cycle, the athlete will be under the Penalties for a twelve month period from the date of the positive test.

## **Individual Team Drug Screen**

At a time randomly selected by the Athletic Training Staff, each athletic team will have a drug screen for all team members. At that time, all team members, excluding any team member previously testing during that years „Testing Cycle“ will be tested in accordance with Department Policy. All team members will still remain on the list for Random Testing until completion of Testing Cycle.

## **Summer Drug Screen**

Student-athletes that attend a summer session at Miles College and receive financial aid assistance from the Athletic Department will be tested at a time randomly selected by the Athletic Training Staff.

## **Appeals**

Student-athletes who test positive under the terms of the Miles College Policy will be entitled to a hearing with the Athletic Director or his/her designee following the imposition of any sanction. Requests for such a hearing must be made within forty-eight (48) hours of notification of a positive test results. If the forty-eight hours would end on a weekend or holiday, the request must be made by noon on the next business day. Requests must be made by noon on the next business day. Requests must be in writing and received by the Athletics Director.

The student-athlete may have an advocate or other representative present if the student-athlete so desires. However, the student-athlete must present his or her own case. The meeting should take place no more than seventy-two (72) hours after the written request is received. Either the student-athlete or the other parties involved may request an extension of time of the Athletic Director, who will consider whether to grant the extension upon a showing of good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test submitted to Miles College. The proceedings shall be confidential. The decision by the Athletic Director or his/her designee regarding the sanction to be imposed shall be final.

## **Test Results Security**

The Department of Athletics will make every effort to keep all results confidential.

## **NCAA Drug Testing**

Any student-athlete may be tested by the NCAA **at any time during the year.**

If the NCAA test confirms that the student-athlete used a banned drug, the NCAA declares the student-athlete ineligible for further participation in postseason and regular-season competition for (1) calendar year following the positive test and until

the student-athlete re-tests negative. Further, NCAA legislation specifies that student-athletes who test positive will lose at least one (1) season of competition or the equivalent of one (1) season during their period of ineligibility.

### **Use of Tobacco**

NCAA legislation prohibits the use of tobacco products by student-athletes, coaches and game official during practice and competition in all sports. A student-athlete using tobacco products during practice or competition is disqualified for the remainder of practice or competition.

### **Missed Class Policy**

Pursuant to NCAA Bylaw **3.2.4.14** the Athletic Department is required to establish policies and procedures for student-athletes that will miss class due to participation in intercollegiate athletics and athletics competition. The policy set forth is as follows:

All student-athletes and all students designated by the coaches as representatives, hereinafter referred to as "student- designee", of the athletic department (managers, trainers, book keepers, etc.), that participate in intercollegiate athletics and athletics competition, that must miss class due to such participation, will have their instructors notified, through the Compliance Director, of their absence from class. The student-athletes and student-designees are responsible for procuring all assignments that will be missed, and rescheduling all tests that will be missed.

Furthermore, when rescheduling tests and turning in missed assignments, it is the responsibility of the student-athletes and student-designees to turn in the missed assignments and reschedule the tests within the timeframe allotted by the instructor. While it is the responsibility of the student-athlete and student-designee to reschedule the tests and submit assignments, it is the responsibility of the instructor to allow them to do so. The instructor must be accessible, and must provide a meaningful opportunity for the student-athletes and student-designees to make up all tests and assignments.

Any problems procuring assignments or making up tests will be reported directly to the Compliance Director. The Compliance Director will report any issues directly relating to the instructors to the Faculty Athletic Representative. The Faculty Athletic Representative will conduct and handle all correspondences with the instructors.

All excused absences will be sent via e-mail at least 24-hours prior to the intercollegiate competition, unless extenuating circumstances ensue. All coaches are required to submit their excused absence list 48-hours prior to intercollegiate competition.

### **Mandatory Meetings/Activities Policy**

Whenever mandatory meetings or activities are called, student athletes are expected to be in attendance. Any absence requires prior approval from the appropriate administrator.

Coaches will be held accountable for their respective student athletes' attendance. Excused absences are restricted to work

and/or class obligation, and illness that prevents meetings or activity attendance. Consequences for lack of attendance may include:

1. Ineligible for Practice
2. Ineligible for Competition
3. Reduction/Cancellation of Athletics Aid

These meetings and activities are called for the purpose of communication and education of student athletes. The NCAA requires that, for Certification, each Division II institution sponsor certain types of these meetings. Attention to attendance is considered by the administration as a part of the student-athletes responsibility.

## **Mission**

The Sports Medicine Department at Miles College delivers the highest quality (sports medicine) services to our student-athletes. The mission is to provide medical coverage to the intercollegiate athletics programs included prevention, education, evaluation, treatment, rehabilitation and administration of all athletic injuries. The sports medicine team consists of all licensed and certified personnel.

## **Service Policy**

The department will provide services to any students that are members, officially on the roster, of all intercollegiate varsity teams during the competitive season. Students who fall outside of these guidelines will need to seek other health care options. In-season athletes have priority over athletes that are out of season. Injuries that are not in conjunction with intercollegiate athletics at Miles will not be rendered eligible for claims.

## **Confidentiality Statement**

Sports medicine personnel will not discuss the health status of student-athletes beyond the health services except in cases if immediate danger or serious harm to someone. The student-athlete must authorize the release of medical information. This includes speaking with the student-athlete's parents, if the student is eighteen years of age or older. Sports medicine personnel must obtain the student-athletes permission to speak to his/her parents regarding their medical condition.

## **Insurance**

The MC Athletics Department requires that all student-athletes have acceptable primary insurance coverage, which will cover athletic related injuries as a condition to participate in intercollegiate athletics. The MC Athletics Department's secondary insurance policy provides coverage for student-athletes for incidents that occur while participating in supervised and official conditioning, practices, or contests. Travel to and from these supervised and official activities is also covered, as well as student-athletes practicing and competing at an away site.

All non-emergency and non-athletic related injuries and illnesses should be handled by outside physicians of the student-athletes choice. Any exceptions must be authorized by one of the certified athletic trainers. There is little to no charge for on-site treatment, but special tests, prescriptions, and any services provided through referral to outside medical providers will be charged to the student-athlete and it will be his/her responsibility to pay for these services.

## **Communication**

Communication regarding a student-athlete's injury, treatment, and/or rehabilitation is critical. The student-athlete must be aware of the nature of their injury and/or illness, as well as the coach and appropriate administrators. When explaining the injury and/or illness to a coach, reasons surrounding the treatment and/or rehabilitation must be given and they must be clearly understood by the coaches and coaching staff. All treatment decisions made by the certified athletic trainers shall be followed by all coaches, there will be no exceptions.

## **Sports Participation Clearance – Initial/Transfer Student-Athletes**

The Sports Medicine Department must screen all student-athletes in order to participate in intercollegiate athletics. All requirements must be fully completed before the student-athlete may practice (including weight training and cardiovascular conditioning). Student-athletes will not be partially cleared by the sports medicine staff. It is the student-athlete's responsibility to refrain from participation or conditioning programs until fulfilling all requirements. It is the responsibility of the head coach to inform the student-athlete of the teams selected physical examination date and to insure that all student-athletes are cleared for participation.



## **Sports Participation Clearance – Continuing**

The Sports Medicine Department must screen all student-athletes in order to participate in intercollegiate athletics. After an initial full physical examination, continuing student-athletes will have their medical records updated by the athletic training staff in the spring of each academic year.

## **Medical Hardship Waiver**

A student-athlete may be granted an additional year of competition by the SIAC for reasons of “hardship.” Hardship is defined as an incapacity resulting from an injury or illness that has occurred under **ALL** the following conditions:

1. The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any two-year or four-year collegiate institution;
2. The injury or illness results in an incapacity to compete for the remainder of that playing season; and
3. The injury or illness occurs when the student-athlete has not participated in more than two contests or dates of competition (whichever is applicable to that sport), 20 percent of the institutions completed contests or dates of competition or 30 percent of the maximum permissible number of contests or dates of competition in his or her sport.

Student-athletes may request a medical hardship waiver in any season, played at MC, that they sustained an incapacitating injury. Once a student-athlete requests a medical hardship waiver, the appropriate SIAC paperwork will be initiated. The criteria for administration of a Hardship Waiver include:

- **Nature of Injury/Illness:** It is not necessary for the incapacitating injury or illness to be the direct result of the student’s participation in the institution’s organized practice or game competition. It is only required that the student-athlete becomes a student-athlete by reporting for regular squad practice or after attending the first day of classes.
- **Medical documentation:** Contemporaneous medical documentation from a physician or medical doctor that establishes the student-athlete’s inability to compete for the remainder of the playing season as a result of an injury or illness shall be submitted with the hardship-waiver request. Chiropractic records do not constitute medical documentation for the purposes of administering a hardship-waiver request. For circumstances involving psychological or mental illnesses, the required contemporaneous or other appropriate medical documentation may be provided by an individual who is qualified and licensed to diagnose and treat the particular illness.
- **Percent Calculation:** The following requirements apply in determining the percent calculation under this waiver provision:
  - The denominator in the percent calculation shall be based on the institution’s number of completed varsity contests or date of competition or the maximum number of contests or dates of competition set forth in Bylaw 17 for the applicable sport. If the number of completed contests or dates of competition is used, exempted events in Bylaw 17 are included in the percent calculation, except for discretionary exemptions in the applicable sport.
  - Any computation of the percent limitation that results in a fractional portion of a contest or date of competition shall be rounded to the next whole number.
  - For purposes of the percent calculation, postseason competition conducted after the completion of the institution’s regular season schedule and conference tournament shall not be included.

## **Student-Athlete Advisory Committees (SAACs)**

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A student-athlete advisory committee (SAAC) is a committee made up of student-athletes assembled to provide insight on the student-athlete experience. The SAAC also offers input on the rules, regulations and policies that affect student-athletes' lives on NCAA member institution campuses.

Presently, there are separate national SAACs for NCAA Divisions I, II and III. NCAA legislation mandates that all member institutions have SAACs on their respective campuses. Further, NCAA legislation requires that all member conferences have SAACs.

### **History of the NCAA Student-Athlete Advisory Committee**

An Association-wide SAAC was adopted at the 1989 NCAA Convention and was formed primarily to review and offer student-athlete input on NCAA activities and proposed legislation that affected student-athlete welfare.

The initial national committee was comprised of student-athletes from all membership divisions for the purpose of ensuring that the student-athlete voice was one that accounted for the myriad of educational and athletics experiences of both female and male student-athletes at all NCAA member institutions. In August 1997, the NCAA federated along divisional lines. The federation caused the SAAC to expand to three SAACs representing NCAA Divisions I, II and III.

Each national divisional committee is comprised of both female and male student-athletes charged with the responsibility of assisting in the review of NCAA proposed legislation and representing the voice of the student-athlete in the NCAA governance structure. This is accomplished by providing student-athlete input on issues related to student-athlete welfare that are division-specific. (Federation has increased student-athlete participation in the governance process of intercollegiate athletics by increasing the number of SAAC members from the former Association-wide committee of 28 student-athletes to a sum total of 79 members serving on the national Divisions I, II, and III committees).

The input of the respective Divisions I, II and III SAACs continues to be sought by a variety of constituencies within the Association. Student-athlete committee members have the opportunity to speak with their respective NCAA Management Councils, and the Divisions II and III SAACs continue to speak to legislative issues on the NCAA Convention floor.

National SAACs (Divisions I, II and III) at a glance:

- Generate a student-athlete voice within the NCAA structure.
- Solicit student-athlete response to proposed NCAA legislation.
- Recommend potential NCAA legislation.
- Review, react and comment to the governance structure on legislation, activities and subjects of interest.
- Actively participate in the administrative process of athletics programs and the NCAA.
- Promote a positive student-athlete image.

### **Mission Statement of the National SAACs**

"The mission of the National Collegiate Athletic Association Student-Athlete Advisory Committee is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare and fostering a positive student- athlete image."

### **Miles College Student-Athlete Advisory Committee (SAAC)**

The mission of the Miles College SAAC is to enhance the entire student-athlete experience by providing opportunity, protecting the athlete, and fostering a positive image. This committee will strengthen communication between the student- athletes, the entire athletics staff and the college as a whole.

The SAAC is composed of a student-athlete representative (preferably a sophomore) from every intercollegiate team. The SAAC meets every three weeks and provides a forum for team representatives to voice their concerns on a wide range of issues that are important to the student-athlete population.

Through their participation, SAAC members are afforded many responsibilities and opportunities, such as:

- Promote communication between athletics administration and student-athletes
- Provide a voice for student-athletes
- Encourage participation in community projects and campus organizations

- Promote special events for student-athletes
- Communicate information to teammates
- Participate in opportunities to enhance leadership skills

- Promote a positive student-athlete image



## Appendix

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