

## **Chapter One**

### **University Mission Statement**

Lipscomb University is a private coeducational institution whose principal focus is undergraduate education in the liberal arts and sciences, combined with a number of pre-professional fields and master's degree programs. Its primary mission is to integrate Christian faith and practice with academic excellence. This mission is carried out not only through classroom instruction but also by involvement in numerous services to the church and the larger community.

Lipscomb University is committed to promote Christian faith and practice:

- by requiring regular Bible classes for all students;
- by employing teachers who are firmly committed to the worldview and lifestyle of biblical Christianity; and
- by providing specially-designed programs, activities, and worship experiences which strengthen the desire to be faithful, knowledgeable, and mature Christians.

The university is committed to provide excellent educational opportunities through undergraduate and graduate programs:

- by introducing students to great thinkers and ideas of human history;
- by acquainting students with some of the significant accomplishments of humanity as expressed in the arts and sciences;
- by helping students develop an awareness and knowledge of diverse cultures;
- by assisting students in the choice or enhancement of a vocation and by equipping students for honorable professions;
- by fostering a lifestyle of economic responsibility and accountability;
- by empowering students with the ability to think critically and to communicate effectively in writing and in speaking; and
- by encouraging students to develop a balanced approach to life in which they will incorporate activities that promote intellectual, physical, psychological, social, and spiritual well-being.

The university is committed to serve the church, the community, and the world:

- by providing opportunities for Christians to participate in events designed to strengthen the church;
- by enhancing awareness of humanitarian needs;
- by serving the immediate community and the world through participation in appropriate service activities; and
- by encouraging the development of socially-responsible citizens.

## **Chapter Two**

### **Athletics Mission and Philosophy**

#### **Mission Statement**

The Lipscomb University athletics program exists to:

- complement the educational process with quality competition conducted in a Christ-like spirit;
- recruit, educate and graduate student-athletes who embrace the mission and ideals of the university;
- build campus life and morale; and
- enhance the image and visibility of the university.

#### **Philosophy**

The basic ideal of Lipscomb University is the development of the Christian personality, and it is to that end that the program of intercollegiate athletics is wholeheartedly dedicated. The mission of the athletics department is to design and conduct a program of intercollegiate athletics that will favorably influence student morals without violating any principles of sound educational practice. Athletics should be a unifying experience providing social interaction for all groups interested and involved in the work of the university. Every effort is made to provide teams which represent the university in the highest traditions of sportsmanship and achievement and which will attract the enthusiastic support of students, faculty and alumni.

The athletics program is maintained as a vital component of the student body. The admission, academic standing and academic progress of student-athletes are consistent with the policies and standards adopted by the university for the student body in general. Student-athletes are provided an educational environment conducive to the development of the whole person--intellectually, socially, spiritually, physically, and morally. The student-athletes are provided an opportunity and encouraged to progress toward the degree of their choice and have the opportunity to develop their athletic abilities in an environment consistent with high standards of scholarship, sportsmanship, leadership, and institutional loyalty. It is further recognized that the Lipscomb University athletics program will abide by all rules and regulations as set forth by the institution, the National Collegiate Athletics Association (NCAA) and the Atlantic Sun Conference.

## Chapter Three

### Sports Sponsorship and Organizational Membership

#### Sports Sponsorship

Lipscomb University sponsors athletic teams in the following 17 intercollegiate sports:

##### Men's Teams

Baseball  
Basketball  
Cross Country  
Golf  
Soccer  
Tennis  
Track and Field (Outdoor)  
Track and Field (Indoor)

##### Women's Teams

Basketball  
Cross Country  
Golf  
Soccer  
Softball  
Tennis  
Track and Field (Outdoor)  
Track and Field (Indoor)  
Volleyball

#### Organizational Membership

The membership of Lipscomb University in national and conference organizations demands adherence to both the spirit and technical intent of the rules and regulations of those organizations. Knowledge of and compliance with all legislative and regulatory requirements are the responsibility of every administrator and staff member at this institution.

Lipscomb became a provisional member of the National Collegiate Athletic Association (NCAA) Division I on September 1, 1999. Provisional membership is limited to a four-year period. On September 1, 2003, Lipscomb University was admitted to active membership in the NCAA Division I.

Lipscomb accepted conference affiliation with the Atlantic Sun Conference in October, 2001. The A-Sun Conference, headquartered in Macon, Georgia, consists of 11 public and private institutions located in the southeastern United States. Lipscomb University is compatible with other A-Sun institutions in regard to academic standards, financial aid regulations, and level of athletic competition.

The Atlantic Sun Conference membership consists of:

Belmont University  
Campbell University  
East Tennessee State University  
Florida Gulf Coast University  
Jacksonville University  
Kennesaw State University

Lipscomb University  
Mercer University  
North Florida University  
University of South Carolina Upstate  
Stetson University

## **Chapter Four**

### **Duties and Responsibilities of Athletic Administrators**

#### **Management Group**

The Director of Athletics, Associate Director of Athletics, Assistant Director of Athletics for Academics and Senior Women's Administrator, Assistant Director of Athletics for Compliance, Director of Marketing, and the Director of Media Relations form the Athletic Department Management Group. The Management Group will hold weekly meetings to discuss administrative and management issues affecting the department.

#### **Director of Athletics**

The Director of Intercollegiate Athletics is responsible to the President of the university for the managerial functions of planning, organizing, directing, staffing and controlling the activities of the Lipscomb University Athletics Department. He provides managerial direction and coordination of activities of the department, including budget preparation and receipt and disbursement of funds, and of other required business activities related to athletics, in direct cooperation with and subject to the policies and procedures of the university. In carrying out these responsibilities the Director shall:

- Plan, direct and coordinate scheduling of intercollegiate athletic programs, in compliance with university, National Collegiate Athletic Association (NCAA), and Atlantic Sun Conference policies and regulations.
- Provide managerial direction and leadership for department promotional activities for all intercollegiate sports in cooperation with university-wide public relations and publicity programs.
- Represent the university, and especially the Athletics Department, in professional, civic, charitable and alumni events. Provide supervision, leadership, and assistance in athletic fundraising. He and his staff may solicit funds and other resources only with the full cooperation of the University Development Office.
- Provide leadership for and supervision of compliance with rules and regulations by coaches, friends, and supporters of the university.
- Exercise general responsibility for maintaining and upgrading, as needed, intercollegiate athletic facilities.
- Establish administrative policies and procedures that aid in achieving athletic goals while maintaining sound academic standards.
- Be responsible for effective communications and involvement with students, faculty, alumni and other interested constituencies of the university in matters relating to intercollegiate athletics.
- Make recommendations to the President in the selection, performance, evaluation and dismissal of athletics personnel.

- Serve in an advisory capacity to the President and performs other duties incidental to the work as Director of Athletics and as assigned by the President.

The Director of Athletics reports to the President.

### **Associate Director of Athletics**

The primary responsibilities of the Associate Director of Athletics are:

- Oversee and assist in coordinating and implementing athletic fundraising initiatives, particularly the Bison Club and basketball season ticket sales.
- Supervise ticket office staff with emphasis on season ticket sales, alumni outreach, customer service, and season ticket holder cultivation and retention.
- Team with Sports Marketing and Media Relations to design, publish, and distribute season ticket renewal forms and season ticket brochures.
- Other duties as assigned by the Director of Athletics.

The Associate Director of Athletics reports to the Director of Athletics.

### **Assistant Director of Athletics for Academics and Senior Women's Administrator**

The primary responsibilities of the Assistant Director of Athletics for Academics and Senior Women's Administrator are:

- To focus on the welfare of student-athletes, particularly in the areas of academic support and life skills. To oversee the area of student-athletes' academic advising.
- Provide general advising services to all student-athletes.
- Serve as Department of Athletics liaison with the faculty and take an active role in university matters (i.e., serve on committees).
- Serve as student-athletes' advocate in dealings with the university faculty, staff, and administration.
- Keep the faculty informed of the student-athletes' absences due to competition.
- Provide student-athletes with additional resources to address their special needs (i.e., learning disability testing, tutors, mentoring).
- Educate student-athletes, in conjunction with the Assistant Athletic Director for Compliance, about the university's and NCAA's academic regulations
- Assist in monitoring satisfactory academic progress and declaration of majors/minors under NCAA legislation.
- Coordinate the registration process for student-athletes with the Registrar's office.
- Implement and coordinate Life Skills Program.
- Oversee the study hall.
- Coordinate selection, hiring, and assignment of tutors.

- Monitor academic progress and distribute and collect progress reports on all student-athletes.
- Provide sports offices with academic progress reports on all student-athletes throughout the year. Prepare reports to coaches on student-athletes' academic progress.
- Confer with the Assistant Athletic Director for Compliance about the initial eligibility and transfer eligibility of prospective student-athletes.
- Confer with the Director of Athletics about the number of classes missed due to athletic schedules.
- Oversee the procedure for student-athletes receiving textbook vouchers to purchase and return books, in conjunction with the Assistant Athletic Director for Compliance, Student Accounts, and university bookstore personnel.
- Administer the Special Assistance Fund and Student-Athlete Opportunity Fund.
- Sponsor the Student Athlete Advisory Committee.
- Serve as the university's Senior Women Athletics Administrator.
- Review and monitor Title IX Rules and Regulations as well as departmental gender equity policies and goals.
- Serve on Athletic Eligibility Certification Committee.
- Assist in development of, in conjunction with the Faculty Athletics Representative, and administer any APR Academic Improvement Plans necessary for sports teams in need
- Other duties as assigned by the Director of Athletics.

The Assistant Director of Athletics for Academics and Senior Women's Administrator reports to the Director of Athletics.

### **Assistant Director of Athletics for Compliance**

The duties of the Assistant Director of Athletics for Compliance include but are not limited to:

- Oversee the monitoring of individual and institutional financial aid limits; NCAA legislation compliance by Department of Athletics Staff; NCAA Championship student-athletes' eligibility and availability certification; submission of requests for approval of hardships; and coordination of athletic release requests from other institutions and granting of student-athletes' athletic releases for Lipscomb University.
- Oversee athletics staff to ensure the university's continued compliance with NCAA rules.
- Educate coaches, staff, and community on university and NCAA regulations by preparing educational materials and conducting compliance meetings.

- Monitor student-athletes' satisfactory academic progress under NCAA legislation and certify their eligibility for intercollegiate athletics practice and competition in accordance with NCAA regulations.
- Monitor the student-athletes' declaration of majors/minors.
- Serve on the Athletic Eligibility Certification Committee.
- Coordinate the prospective student-athlete admission process. Review prospects' transcripts for admissibility to the university.
- Approve and monitor all official visits.
- Monitor recruiting records by meeting with coaches and reviewing contact, evaluation, and telephone logs.
- Serve as the university's liaison with the NCAA and the Initial-Eligibility Clearinghouse.
- Serve as the liaison between the Offices of Admission, Financial Aid, and the university Registrar and the Department of Athletics.
- Administer National Letter of Intent and grant-in-aid.
- Monitor financial aid sources and maintain squad lists with the NCAA Compliance Assistance software.
- Monitor student-athletes' employment.
- Monitor camps and clinics.
- Issue and receive student-athletes' transfer releases.
- Provide coaches and staff with rules interpretations as needed.
- Monitor playing and practice season declarations and weekly practice reports.
- Investigate and report violations of NCAA legislation to appropriate entity(ies).
- File appeals and waiver requests as needed.
- Assist in collection and input of APR data, in conjunction with the Registrar, and responsible for submission of APR data
- Responsible for collection, input and submission of GSR data
- Responsible for monitoring APR penalties when applicable
- Responsible for sharing APR data with athletic coaching staff
- Responsible for sharing EADA data with all Lipscomb employees and students each fall semester after submitting latest data to the government
- Responsible for administering and monitoring amateurism questionnaires for all incoming student-athletes when fall semester begins
- Other duties as assigned by the Director of Athletics.

The Assistant Director of Athletics for Compliance reports to the Director of Athletics.

### **Director of Athletics Marketing**

The primary responsibilities of the Director of Athletics Marketing are:

- Direct the development and implementation of a comprehensive marketing plan for revenue generation and image enhancement, especially through the Bison Club, basketball season ticket sales and corporate sponsorships.
- Oversee the design and production of all athletic publications.
- Coordinate with other departmental personnel the activities and updates of the athletics website.
- Provide designated sports information oversight and assistance.
- Provide game management and operational assistance at designated events.
- Assist with supervision of student interns and employees.
- Other duties as assigned by the Director of Athletics.

The Director of Athletics Marketing reports to the Director of Athletics with lines of communication to the Director of Media Relations.

### **Director of Athletics Media Relations**

The primary responsibilities of the Director of Athletics Media Relations are:

- Coordinate and direct the activities of the sports information staff which provides public and media relations for all fifteen (15) university-sponsored intercollegiate sports.
- Serve as spokesman for the department when the situation warrants and coordinate community relations and speaking engagements.
- Oversees Sports Information Office and design and upkeep of athletics website.
- Serve as chief liaison between the media and the Department of Athletics.
- Supervise the writing and circulating of news releases to the media and other appropriate outlets.
- Develop the content and publication of game programs.
- Write and edit sports publications including media guides, magazines, recruiting brochures and special publicity pieces.
- Coordinate day-of-game operations for all sports.
- Generate feature story ideas for news media which promote Lipscomb University intercollegiate athletics and enhance the university's athletics profile.
- Maintain statistics and records.
- Serve as liaison between the Lipscomb University Department of Athletics and other universities, conferences and organizations.
- Provide operational assistance for designated contests and functions.
- Other duties as assigned by the Director of Athletics.

The Director of Athletics Media Relations reports to the Director of Athletics with lines of communication to the Director of Athletics Marketing.

### **Coordinator of Athletics Media Relations and Marketing**

The primary responsibilities of the Coordinator of Athletics Media Relations and Marketing are:

- Coordinate day-of-game operations for designated sports.
- Provide game management and operational assistance at designated events and functions.
- Establish and maintain partnerships with corporate sponsors.
- Identify potential corporate sponsors, develop proposals, and secure contracts.
- Manage corporate sponsors and promotional relationships.
- Other duties as assigned.

The Coordinator of Athletics Media Relations and Marketing reports jointly to the Director of Athletics Marketing and the Director of Athletics Media Relations.

### **Coordinator of Athletics Promotions**

The primary responsibilities of the Coordinator of Athletics Promotions are:

- To increase the number of tickets sold by researching the market, creating relationships, and developing programs that target special groups;
- Coordinate all game promotions using student interns and volunteers;
- Serve as liaison to the Student Government Association and other student organizations;
- Other duties as assigned.

### **Head Strength and Conditioning Coach**

The primary responsibility of the Head Strength and Conditioning Coach is to design, implement and monitor safe and effective strength and conditioning programs for all sports. Responsibilities include, but are not limited, to the following:

- Oversee the strength and conditioning programs for all student-athletes.
- Work with sports medicine staff to rehab student-athletes following injury.
- Supervise strength and conditioning staff.
- Maintain all machines and free weight equipment in the weight room.
- Schedule the use of the weight room.
- Purchase new equipment and supplies.
- Other duties as assigned.

The Head Strength and Conditioning Coach reports to the Director of Athletics.

## **Chapter Five**

### **Duties and Responsibilities of Coaches**

- All head coaches report directly to the Director of Athletics.
- It is expected that coaches in all sports will exhibit support of Lipscomb University's Christian mission in their behavior at all times and represent the university on the highest professional level with dignity, integrity, and strength of character.
- The head coach is responsible for all administrative and organizational aspects of an NCAA Division I program within the mission of the university and the Athletic Department.
- It is expected that the coach will hold academic requirements and pursuits as a matter of highest priority and will actively engage student-athletes to succeed academically and acquire a degree. They also must treat the academic requirements necessary for progress toward a degree as a matter of highest priority for the student-athletes in their charge and must actively encourage them to succeed academically and graduate.
- All coaches must be thoroughly familiar with and comply with all university, NCAA and Atlantic Sun Conference policies, rules and regulations. Failure to abide by these policies will result in appropriate disciplinary action, including possible suspension or termination.
- The coach directly supervises all assistant coaches, players, and managers.
- The coach is also responsible for adhering to budget limits and guidelines; recruiting student-athletes; adhering to NCAA, conference and university regulations in regard to recruiting, admissions standards and eligibility; monitoring student-athlete academic progress; scheduling athletics practices and contests; and establishing effective media relations.
- It is expected that the coach will assist in sports promotional and fundraising activities and serve as a representative of the university to the outside community when appropriate.
- Coaches are expected to exhibit a high level of expertise in their professional fields.
- Coaches should be sensitive to final examination schedules for the athletes when scheduling their practice sessions.
- Coaches must also respect the rights and dignity of each student-athlete.
- All assistant coaches are directly responsible to the head coach in their respective sports and are subject to the same expectations stated above.

### **Team Rules and Regulations**

Each coach shall make clear to the student-athletes in his or her charge the acceptable and expected standards of behavior and conduct for student-athletes. Each coach also will make clear that appropriate disciplinary action will be enforced when these standards are not observed.

It is the responsibility of the coach that student-athletes realize their responsibilities. A student-athlete must realize and understand that he or she is an amateur athlete and that

financial aid has strict limitations as governed by the university, the conference and the NCAA. The student-athlete also must realize that as an athlete representing an intercollegiate sport, he or she is much more visible than the average student. It is important that the student-athlete has a sense of responsibility to represent his or her sport in the classroom and on the campus in a manner that will reflect credit on athletes in general, and certainly on his or her team in particular.

The head coach in conjunction with the Compliance Office must brief his or her squad on university, Atlantic Sun Conference, and NCAA rules and regulations prior to practice or on the first day of practice. It is required that summaries of these rules be furnished to student-athletes in writing to prevent misunderstandings.

Coaches must advise their teams that the university prohibits any connection with gambling and/or gambling interests by Department of Athletics personnel, including student-athletes. Officials of the university, Department of Athletics personnel, and students (athletes or non-athletes) are directed to report any solicitation to become a party to sports bribery. Failure to report such incidents will be regarded as a serious offense and will be cause for appropriate disciplinary action.

### **Scheduling**

A tentative team schedule for the upcoming year is prepared and then forwarded to the Director of Athletics and the Assistant Director of Athletics for Academics for approval before being considered final. Consideration will be given to the players' missing as few classes as possible.

Once the schedule has been approved, the head coach will give the schedule to the Administrative Assistant no later than July 1<sup>st</sup> so that game contracts for events can be prepared and sent to opponents.

### **Outside Employment**

Any employment of a full-time, twelve-month coach on a full- or part-time basis outside the university must have prior approval by the Director of Athletics and the President.

### **Fundraising**

Coaches wishing to solicit support for programs, sports or clinics must review these plans with the Director of Athletics before contacting any individual or business (support being defined as cash goods or services).

## **Chapter Six**

### **Budget and Financial Procedures Policy**

#### **Budget**

- The budget of the Department of Athletics is designed to serve not only as an aid in determining the expenditure level for each area of operation, but also as the basis for management control of operations and performance.
- All expenditures must be made in accordance with the policies of the Department of Athletics and the university. It is the responsibility of all personnel in the Department of Athletics spending university funds to inform themselves of all applicable rules and regulations to assure expenditures conform with university and Department of Athletics policies.
- Coaches and staff members who are delegated budget responsibility will prepare a preliminary budget annually for funds necessary to conduct their programs when requested by the Director of Athletics. Every effort will be made to obtain the funds requested, provided they are justifiable, reasonable, and can be contained in the overall budget. All coaches and staff members must operate their respective programs within the funds allocated.
- Adherence to predetermined budgetary limits is mandatory, although the ultimate responsibility of sound fiscal management is that of the Director of Athletics.
- Coaches and staff members who are delegated budget responsibility will receive a monthly budget statement from the university's Business Office. There are certain budget items over which coaches may have limited control (such as scholarship and game expenses). In those areas coaches do control, it is recommended that they plan ahead, affixing priorities to their most urgent needs.
- When budgets are near depletion in a sport or in the total Intercollegiate Athletics Program, funds may be restricted in an effort to prevent total depletion prior to the end of the fiscal year (May 31).

#### **Annual Audit**

The Department of Athletics will be the subject of an annual compliance audit to be performed in accordance with NCAA regulations. Compliance with all rules and regulations governing finances and the actions of the Department of Athletics will be reviewed and a report submitted to the President.

#### **Cell Phone Policy**

The Department of Athletics will provide cell phone service to full-time employees that require it. Determination of who qualifies for cell phone service is determined by the Director of Athletics and/or the Assoc. Director of Athletics for Compliance and Budgets. The Department of Athletics will provide up to \$50 for the purchase of a cell phone. If a cell phone costing more is desired by the qualified employee, the additional cost above \$50 is the employee's responsibility. General voice, data, and texting charges will be covered by the

Department of Athletics. Additional services will be the responsibility of the qualified employee. However, additional services (international, etc.) may be covered but only through pre-approval from the Director of Athletics and/or the Assoc. Director of Athletics for Compliance and Budgets.

Please remember that while driving a moving vehicle it is prohibited to text when using a university service provided cell phone. Also, while driving a moving vehicle it is recommended to use a hands-free device (on a university service provided cell phone).

### **Purchase Orders**

- Items in excess of \$1,000 may not be ordered or received before obtaining a purchase order.
- To purchase any type of item, such as equipment, please provide to the Director of Athletics' Administrative Assistant the following information:
  - Name of vendor
  - Complete address of vendor
  - The number of items
  - Stock or identification number
  - Description
  - Cost per item
  - Amount for shipping

### **Check Requests**

For expenditures in excess of \$500 and less than \$1,000, a check request must be submitted to the Director of Athletics' Administrative Assistant for approval by the Director of Athletics.

Head coaches are authorized to approve check requests for less than \$500 or department purchasing cards may be used.

### **Expense Reports**

Expense reports are used for claiming expenses for travel only, and not for purchasing equipment or other items without prior approval. Corporate travel cards are never to be used for personal expenses.

When filing an expense report for either team travel or recruiting, personnel must have receipts and provide a clear explanation for all expenses being claimed.

## **Chapter Seven**

### **Transportation Policies**

#### **Individual Travel**

##### **General**

All Department of Athletics staff (coaches, staff and administration) are subject to the guidelines contained in this section. Travel includes recruiting, travel to meetings of organizations and conferences, travel to clinics, etc.

##### **Meals**

Meal expenses are allowable only if the individual is at least 50 miles away from the Lipscomb University campus.

##### **Lodging**

Individuals are expected to use moderately priced hotels and motels (such as Holiday Inn, Ramada Inn or Quality Inn) when traveling. Coaches and staff traveling together are expected to be housed two to a room.

##### **Transportation**

Actual costs of coach air fare, train fare, bus fare, or automobile travel may be claimed if one of those methods of travel is used. Air travel to points within Tennessee is prohibited.

- Transportation costs by air, train, or bus must be supported by original receipts.
- If a privately owned vehicle is used for travel, mileage will be reimbursed at the regular university mileage rate.

##### **Other Expenses**

Other expenses at the place of the traveler's destination that may be reimbursed include:

- Registration fees for clinics and conferences. A receipt must be submitted for these expenses.
- Parking, taxi and other ground transportation fares between the airport/station and hotel may be claimed to the extent that they are reasonable. Expenses must be supported by receipts.

## **Automobile Rental**

Automobiles may be rented when it is economically feasible. Cars rented should be no larger than mid-size. Also, **DECLINE** all optional insurance offered by the rental car company.

## **Team Travel**

### **General**

All athletic team travel is subject to the guidelines contained in this section. This includes travel to regular season events, post-season events, and invitational events (state, regional and national).

### **Meals**

Meal expenses are allowable only if the team is away from campus during the regular meal hours or if at-home competition directly conflicts with the regular meal hours.

### **Lodging**

Teams traveling are expected to use moderately priced hotels and motels when traveling. Team members should be housed at least two per room (or three per room if so dictated by room costs or budget restraints). Coaches traveling together should, where feasible, be housed two per room.

### **Transportation**

Transportation of teams is subject to the same guidelines as those of individual travel. However, van and bus travel are expected to be the primary means of travel for teams. Departmental policy is that team members and coaches stay with the team during team travel. If a team member departs with a team, that team member returns with the team, unless authorized by the head coach in advance.

Charter bus is the preferred mode of transportation for teams traveling to away contests unless the competition is within a 75-mile radius of the campus. Within a 75-mile radius, van travel is authorized. Van travel is also authorized if the size of the travel party is such that a charter bus is impractical. Generally speaking, travel parties exceeding 16 (and using 2 vans) are expected to travel by a charter bus.

Airline travel is the preferred mode of transportation when travel time via ground transportation would exceed 6 hours one way.

It is important to note that transportation costs represent a significant portion of a team's travel budget. Coaches should exercise good judgment in preparing a schedule of contests to assure that travel expenses are within the team travel budget.

## **Use of Motor Vehicles on University Business**

### **Applicability**

These guidelines apply not only to the operation of vehicles owned or leased by the university, but also apply to the operation of personal vehicles when used in the conduct of university business.

### **General**

Vehicle operators are expected to obey all traffic laws and otherwise exercise due care in the operation of the vehicle. Unless expressly authorized, students are prohibited from driving. To assure the safety of all university staff, faculty and students, safety belts should be worn at all times by drivers and all passengers in vehicles owned or leased by the university. This also applies to the operation of privately owned vehicles while used in the conduct of university business. The driver of the vehicle is responsible for insuring compliance by all occupants of the vehicle.

When a personal vehicle is used in the conduct of university business, the vehicle owner's personal liability insurance policy provides the first line of coverage in the event of an accident. The university's insurance provides excess coverage when, and if, the owner's insurance coverage is exhausted.

### **Team Travel**

Because team travel involves the transportation of large numbers of individuals, the university and the personnel who supervise such trips take on special responsibilities. When a commercial carrier is employed, many of the responsibilities are assumed by the carrier, but they remain with the university if the travel takes place in vehicles owned or leased by the university or in vehicles owned or leased by the participants themselves.

- The Head Coach, Assistant Coach or Athletic Staff member is responsible for the safe conduct of the trip. He/She is expected to exercise his/her authority as a university official to assure that the vehicle is operated in a safe and lawful manner.
- The Head Coach, Assistant Coach or Athletic Staff member is also responsible for seeing that vehicles are not occupied beyond their capacity. Overcrowding may be construed as an unsafe condition and should always be avoided.

## **Chapter Eight**

### **NCAA Rules Interpretation, Certification and Compliance**

## **Institutional Statement of Commitment**

The university President has clearly set forth the university's policy regarding rule infractions. This policy reads as follows:

Lipscomb University is committed to academic integrity, institutional control and rules compliance in all matters relating to intercollegiate athletics.

- All prospective student-athletes must be admitted through the Office of Admission and must meet the admissions requirements stated in the university's catalog. Student-athletes enrolled in the university will meet all satisfactory academic progress requirements established by the university and administered by the academic deans. Failure to meet satisfactory academic progress will result in the loss of athletics eligibility and could result in the loss of athletics-related grant-in-aid.
- Lipscomb University has an NCAA Compliance Program that insures NCAA legislation is interpreted and enforced correctly and with consistency. All NCAA violations will be reported to the Atlantic Sun Conference or NCAA.
- Student-athletes who violate NCAA rules will be declared athletically ineligible.
- Athletics administrators and coaches acknowledge in their employment contracts that rules compliance is a condition of employment. Failure to comply with NCAA rules may be cause for termination of employment.
- At the beginning of each academic year, the Director of Athletics shall meet with all Department of Athletics members and personally emphasize the importance of rules compliance (including, but not limited to: NCAA, Atlantic Sun and institutional rules) and the consequences associated with noncompliance.

## **Individual Responsibilities**

- **Director of Athletics** - The Athletics Director, through the Assistant Director of Athletics for Compliance, is responsible for the overall development, implementation, and review of the Lipscomb University NCAA Compliance Program.
- **Assistant Director of Athletics for Academics** - The Assistant Director of Athletics for Academics is responsible for monitoring all academic issues concerning student-athletes.
- **Faculty Athletics Representative** – The Faculty Athletics Representative is the liaison between the Athletics Department and the faculty.
- **Compliance Coordinator** - The Assistant Director of Athletics/Compliance is hereafter in this article referred to as the Compliance Coordinator. The Compliance Coordinator is responsible for coordinating the education, interpretations, and monitoring procedures of all areas. Specifically, the Compliance Office shall handle all eligibility matters, administer all NCAA and Atlantic Sun Conference forms and coordinate the implementation of all other compliance matters through the following individuals who also have specific compliance responsibilities:

- **Financial Aid Counselor** (a designee of the Director of Student Financial Aid). This individual monitors the day-to-day procedures applicable to financial aid and is the liaison to the Compliance Coordinator.
- **Admissions Counselor** (a designee of the Director of Admissions). This individual monitors the day-to-day procedures concerning admission standards for student-athletes and is the liaison to the Compliance Coordinator.
- **Registrar**. This individual monitors academic satisfactory progress of all student-athletes and is the liaison to the Compliance Coordinator.
- **Director of Media Relations**. This individual monitors the day-to-day procedures in place dealing with institutional publications, promotions involving student-athletes, and publicity surrounding the recruitment of prospective student-athletes and is the liaison to the Compliance Coordinator. [See Appendix E, NCAA Guidelines for Sports Information Personnel]
- **Head Athletics Trainer**. This individual monitors the day-to-day procedures regarding drug testing and the medical and rehabilitation expenses provided student-athletes and is the liaison to the Compliance Coordinator.
- **All Staff Members**. Ultimately, every employee of the Department of Athletics is responsible to see that his/her conduct is in compliance with all NCAA, Atlantic Sun Conference and institutional rules and regulations. All staff members are responsible for knowing the basic rules involving their particular areas. If there is any doubt as to the permissibility of a particular act, the staff member is responsible for asking for an interpretation before proceeding with the act. While honest mistakes are made, ignorance is no excuse.

## Education

- Coaches
  - The Compliance Office has primary responsibility for educating coaches.
  - The Compliance Office conducts periodic meetings with coaches on compliance issues. The Compliance Office informs coaching staffs of upcoming evaluation, contact, or signing periods; provides relevant rule interpretations; and discusses and reviews any recruiting issues, financial aid, eligibility and other questions.
  - The Compliance Office is responsible for providing coaches with written education materials as appropriate. Many of these written educational materials will be generated from the Atlantic Sun Conference office, but the Compliance Coordinator is responsible to see that the materials get to the appropriate coaches.
  - All coaches will be provided with access to the current NCAA manual.
  - All coaches will be provided access to a subscription to *The NCAA News*.
  - The Compliance Office shall coordinate a rules orientation program for new coaches.
  - The Compliance Office shall be responsible for getting all proposed Atlantic Sun Conference and NCAA legislation to the head coaches for their feedback prior to the vote on such legislation.

- Staff Members
  - The Compliance Office shall have primary responsibility for the education of staff members regarding all compliance matters. Where applicable, this shall be done through the individual with specific compliance responsibilities in a particular department (e.g. if the information deals with a complimentary admission issue, through the Associate Director of Athletics.)
  - Appropriate staff members shall attend the annual rules meeting conducted by the Atlantic Sun Conference and/or an NCAA regional compliance seminar.
  - Individuals with specific compliance responsibilities in a particular department or area shall be responsible for educating staff members in their department or area of relevant rules and interpretations.
  - The Compliance Office shall be responsible for providing written educational materials and interpretations to the appropriate staff members as needed.
- Student-Athletes
  - The Compliance Office shall conduct a rules seminar with all student-athletes (broken down by sport as necessary) at the beginning of each year.
  - The Compliance Office is responsible for providing student-athletes with e-mails regarding relevant rules and interpretations as needed.
- "Boosters"
  - The Compliance Coordinator shall have primary responsibility for the education of representatives of the university's athletics interests.
  - The Compliance Coordinator shall be responsible to see that the "booster" information in this manual goes out to all known representatives of the university's athletics interests annually.
- Prospects
  - The Compliance Office shall have primary responsibility for educating prospects, their families, and high schools. Specifically, the Compliance Coordinator shall insure that all coaches:
    - Provide the NCAA clearinghouse web address ([www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)).
    - Send a graduation rate report with all letters confirming official visits.
    - Contact prospects, families and high schools to disseminate information as needed.

## **Interpretations**

- All staff members and coaches shall direct rule questions and interpretations to the Compliance Office.
- If the appropriate staff member cannot provide an adequate interpretation, then the Compliance Office shall contact the Atlantic Sun Conference (A-Sun) for an official interpretation.
- If the A-Sun is unsure about a particular interpretation, then the Compliance Office or the A-Sun shall contact the NCAA to get an official interpretation.

- Once an official interpretation has been issued, the questions and answers shall be communicated to the individual who originally asked the question and to anyone else who could be affected by the interpretation.

### **Responding to Potential Infractions**

- Each year all coaches and appropriate staff members are required to sign the NCAA Certification of Compliance For Staff Members of Athletics Departments form. In doing this, the individual signing the form certifies to the President of the university that he/she has reported any known violations of NCAA legislation involving Lipscomb University. Accordingly, all staff members are required to report any potential violations of NCAA, Atlantic Sun Conference or institutional rules and regulations to either the Director of Athletics or the Compliance Coordinator.
- As soon as possible, after immediately reporting a potential infraction, the individual must report all relevant information (preferably in writing) to the Compliance Office. The reporting staff member will have then fulfilled his/her reporting obligation and the matter will be out of his/her hands, other than to provide additional information as necessary.
- After receiving the initial information, the Compliance Office shall conduct a preliminary review of the matter and, after consulting with the Director of Athletics, determine what further investigative action is warranted. Depending on the nature of the potential infraction, the Director of Athletics will determine whether to involve outside counsel in an investigation.
- All individuals associated with the university are expected to fully cooperate with any review, whether conducted from within the Athletics Department or by outside counsel.
- If a secondary violation is confirmed, the university, after consulting with the Atlantic Sun Conference office, will impose its own penalties and report all findings and penalties to the Atlantic Sun Conference and NCAA.
- Potential violations disclosed by a public source shall be reported to the Atlantic Sun Conference and NCAA as determined by the Director of Athletics, after consulting with the Compliance Office.
- As soon as possible after a potential infraction has been reported, the Compliance Office shall report the information to the President and Faculty Athletics Representative, via the Director of Athletics.
- If the confirmed infraction is considered "major," the university will submit to the Atlantic Sun Conference and NCAA a detailed report with the goal being to set forth specific reasons that will justify the NCAA Committee on Infractions' accepting the university-imposed penalties and foregoing the required penalties set forth in the NCAA enforcement procedures.
- Any staff member found to have knowingly violated an NCAA rule will be subject to the termination of his/her employment.
- Any student-athlete found to have been knowingly involved in a major NCAA rules infraction will be immediately declared ineligible, and no appeal will be made by the university for restoration of such eligibility.
- Any student-athlete found involved in a secondary rule infraction will be immediately declared ineligible. After consulting with the Atlantic Sun Conference office and assessing its own penalty upon the ineligible student-

athlete, the university will initiate a request for restoration of the student-athlete's athletics eligibility.

## **Chapter Nine**

### **Recruiting Policies**

This chapter, designed to assist university personnel including athletics staff members in following NCAA and university rules, will outline policies and procedures regarding recruiting. It is each coach's responsibility to learn the rules and abide by them. All bylaws cited in this chapter may be found in Bylaw 13 of the current NCAA Manual. Ignorance of the rule is not an acceptable excuse. Please keep in mind that for NCAA rules the best reference is still the NCAA Manual.

The NCAA requires extensive documentation on recruiting. The NCAA Guide to Rules Compliance states: "if a question arises about the recruitment of a prospect or the recruiting practices of a particular coach, it is the responsibility of the Athletics Department to have up-to-date records with complete information about the recruitment of a particular prospect. The records should be subjected to review and maintained at a location with limited access."

### **Coaches' Compliance Responsibilities for Recruiting**

- Know and apply NCAA, Atlantic Sun and university rules.
- Observe and comply with recruiting calendars and periods (contacts, quiet period, dead period, phone calls, etc.).
- Submit up-to-date recruiting records (contacts, evaluations, phone calls, official visits, etc.).
- Attend scheduled compliance meetings.
- Provide prospects with permissible printed recruiting materials.
- Provide Admissions Office with transcripts for evaluation.
- Provide graduation report information to prospect, parent, coach, and counselor.
- Provide accurate information to prospect regarding initial eligibility and university admission requirements.
- Secure Letter of Intent and financial aid agreement.
- Insure that prospect completes university application in timely manner.

### **Permissible Recruiters**

- Only authorized coaching staff members may contact or evaluate prospects off-campus.
- An institutional staff member may not recruit off-campus unless they have a passing score on the annual recruiting examination. Certification each year runs through July 31 of the academic year one is certified.

- A university faculty or staff member may write prospects but can only meet with a prospect on the university campus.
- A student-athlete may not receive transportation or expenses to recruit a prospect, except on those occasions when they serve as a host for an official paid visit.
- A representative of athletic interests (i.e., “booster”) may not evaluate or contact a prospect at any time.
- Bylaw 11.7.5.1 outlines the limit of institutional coaching staff members who may recruit off campus at any one time.

Baseball	2
Basketball	3
Golf	1
Soccer	2
Tennis-Men	1
Tennis-Women	2
Cross Country	2
Volleyball	2
Track	2
Softball	2

### **Contacts and Evaluations**

- A contact is any face-to-face encounter between a prospect or the prospect’s parents and an institutional staff member.
- An evaluation is any off-campus activity designed to assess the athletic ability or the academic qualifications of a prospect, including ANY visit to a prospect’s educational institution even if no contact occurs.
- A “recruiting opportunity” is either a contact or an evaluation.
- Women’s Basketball is allowed five (5) recruiting opportunities for each prospect, with no more than three (3) contacts allowed.
- All other sports are allowed seven (7) recruiting opportunities, with no more than a total of three (3) contacts allowed.
- In men’s basketball, the institution is limited to 130 recruiting days (Bylaw 13.1.8.5). In women’s basketball, the institution is limited to 85 recruiting days (Bylaw 13.1.8.6). In softball, the institution is limited to 50 evaluation days (Bylaw 13.1.8.11). In women’s volleyball, the institution is limited to 80 evaluation days (Bylaw 13.1.8.12). If two coaches are evaluating the same day, two evaluation days have been used. Recruiting days and evaluation days are

tracked on the off-campus recruiting form which is due at the beginning of each month (refer to the recruiting calendar handouts for more specific information).

- Contacts are specific to the institution. If the athlete is being recruited by more than one university team, the university is allowed a maximum of three contacts with that prospect.
- Evaluations are specific to the sport. If the athlete is being recruited by more than one university team, each university sport is allowed the maximum number of evaluations.
- Any number of evaluations made during the same calendar day shall count as one evaluation.
- Any number of contacts made during the same calendar day shall count as one contact.
- Contacts and evaluations should be recorded on the Individual Recruitment Records.
- A visit (without contact) by a coaching staff member to the prospect's educational institution counts as an evaluation for ALL prospects in that sport at that educational institution.

### **Telephone Calls**

- In sports other than basketball, an authorized coaching staff member may call a prospect on or after July 1 following completion of the prospect's junior year. Only one phone call per week may be initiated.
- In men's basketball an authorized coaching staff member may make one phone call per month to a prospect on or after June 15 of the prospect's sophomore year through July 31 of the their junior year. Beginning August 1 of the prospect's senior year an authorized staff member may make 2 phone calls per week.
- In women's basketball an authorized coaching staff member is allowed to call a prospect once during the months of April and May of the prospect's junior year. One call may be made on or after June 1 through June 20 and one call may be made between June 21 and June 30 of the junior year. For the month of July, there is a limit of three more calls, while still following the once-a-week format.
- A prospect may call an institutional staff member, at the prospect's expense, at ANY time.
- A prospect may call the coach collect or on the university toll-free line after July 1 following completion of the prospect's junior year.
- There are four exceptions to the limit of one phone call per week:

1. Unlimited phone calls during the five days immediately preceding an official campus visit to the university. If the visit is cancelled, there would not be a violation. However, a report shall be filed noting the reason for cancellation.
2. Unlimited phone calls the same calendar day as a permissible contact (i.e., home visit).
3. Unlimited phone calls on the initial date for the signing of the National Letter of Intent, and during the two days immediately following the initial day of signing.
4. Unlimited phone calls on the calendar day after a prospect has signed the Letter of Intent.

All voice-related exchanges (phone call, video phone, Internet phone, etc.) with prospects are considered phone calls. All text-based messages (e-mail, fax, chat room, instant messenger, paging, text messaging, etc.) are considered correspondence.

### **Recruiting Materials**

A prospect may not receive printed recruiting materials until September 1 at the beginning of the prospect's junior year. In men's basketball, recruiting materials may be sent at the end of the prospect's sophomore year.

The following list contains materials which may be sent or given to a recruit. If an item does not appear on the list, it cannot be sent or given. Please review Bylaw 13.4.1 (a) through (h).

- General correspondence
- Business cards
- Camp brochures (may be sent prior to September 1 of prospect's junior year)
- Questionnaires
- NCAA educational information (may be sent prior to September 1 of prospect's junior year)
- Game programs (may not be mailed and may not include a poster)
- Athletic publications (media guide or recruiting manual)
- Non-athletic publications available to all students

If the prospect requests information prior to September 1 of the prospect's junior year, a member of the coaching staff may respond in writing but is limited to citing NCAA legislation and referring the prospect to Admissions.

### **Unofficial Visit**

Whenever a coach and a prospect agree in advance for the prospect to come to visit the university on an unofficial visit, the Unofficial Visit Form should be completed by the coach and forwarded to the Compliance Office. This does not need to be done for visits that are not prearranged or if a prospect is only coming to receive a complimentary admission to an event. In men's basketball, there can be no unofficial visits in the month of July. Official visit policies are discussed in Chapter Ten.

### **Recruiting Logs**

- The recruiting logs (off-campus recruiting form and individual recruitment records) are sheets designed to monitor recruiting activities: phone calls, evaluations, and contacts with prospects. Every coach who performs recruiting duties, on or off campus, must fill out these sheets.
- These logs are to be **completed every month** of the year, and **turned in at the beginning of each month. The logs must be signed.** The compliance office will review the forms and inform each sport's coaching staff of their number of recruiting/evaluation days they have used (if applicable). Also, if a particular prospect is nearing his/her limit of recruiting opportunities, the compliance office will notify the coaching staff.
- A copy of the recruiting logs can be found in the Appendix.

### **Entertainment of High School and Junior College Coaches**

- Entertainment of high school or junior college coaches is confined to providing a maximum of two complimentary admissions to a home athletics event. It is not permissible to provide food or refreshments, room expenses, or the cost of transportation to and from campus.
- An institution may not reimburse a high school or junior college coach for expenses incurred in transporting a prospect to visit the campus.
- An institution may not provide material benefits such as a gift bearing the university logo, payment for the coach's personal expenses (or anyone else responsible for teaching or directing an activity in which a prospect is involved), arrangements for transportation for the coach, or gifts in conjunction with a coaching clinic.

### **Admissions and Graduation Rates Data**

The NCAA annually publishes admissions and graduation-rate data on an institution-specific basis. Institutions must provide such information to prospects and to prospects' parents upon request or at the earliest opportunity during the recruiting process subsequent to the institution's first arranged in-person encounter with the prospect or the prospect's parents or, at the latest, the day prior to the prospect's signed acceptance of the institution's written offer of admission and/or financial aid, whichever is earlier.

## **Recruiting Model**

### **Student-Athlete**

- Submits application materials to university.
- Submits official test scores to Office of Admissions.
- Learns recruiting regulations.
- Makes official/unofficial visit.
- Signs letter of intent/financial aid agreement.
- Registers with Clearinghouse.

### **Assistant Director of Athletics for Compliance**

- Maintains official visit records.
- Administers documentation for official visit.
- Reviews permissible recruiting materials.
- Monitors recruiting activities.
- Conducts rules education sessions for participants in the recruiting process.
- Monitors on- and off-campus recruiting records.
- Acts as primary contact for Clearinghouse.
- Provides legislative interpretations.
- Performs initial review of prospect's academic credentials.
- Confirms prospect's submission of official application and eligibility materials to appropriate academic authority.
- Reviews coaches' recruiting records periodically.
- Coordinates education of all persons involved in recruiting process.
- Reviews recruiting practices and procedures.

### **Admissions Official**

- Assists in initial review of prospect's academic credentials.
- Reviews prospect's application.
- Makes admissions decision.

### **Coach**

- Maintains copies of recruiting records.
- Maintains list of recruited prospects.
- Maintains off-campus recruiting records.

- Maintains official and unofficial visit records.
- Obtains academic credentials.
- Educates prospect and parents on admissions requirements.
- Secures prospect's letter of intent/financial aid agreement.
- Cooperates in periodic review of recruiting records (e.g., contacts, evaluations, expense statements).

## **Chapter Ten**

### **Official Visit Policies and Procedures**

Official recruiting visits are campus visits (funded in whole or part by the university) made by prospects who are interested in attending Lipscomb University. It is the intent of this policy to establish specific guidelines and procedures concerning these visits. This policy is being developed by senior management of the athletic department, as well as the chief executive officer (CEO).

The philosophy of Lipscomb University athletics is to recruit prospects that have the potential to succeed academically and athletically. Further, all prospective student-athletes should understand that the Lipscomb University athletics program exists to:

- Complement the educational process with quality competition conducted in a Christ-like spirit;
- Recruit, educate and graduate student-athletes who embrace the mission and ideals of the university;
- Develop and promote character, maturity, leadership and sportsmanship as well as athletics excellence;
- Build campus life and morale; and
- Enhance the image and visibility of the university.

The following are specific policies concerning prohibited activities during official visits.

- Use of alcohol during an official visit will not be tolerated. Not only is it prohibited for minors, but it is Lipscomb University policy that no student use alcohol in any way. The following statements are taken directly from the Lipscomb University Student Handbook: “All students, regardless of age, must refrain from the purchase, possession or consumption of alcoholic beverages in any circumstance – and may not possess alcoholic beverage containers ... In addition, students are not to patronize bars or other establishments/events whose principal purpose is the serving of alcohol.”
- No criminal activity will be tolerated on an official visit. This type of behavior is also prohibited for students of Lipscomb University. The following statement is taken directly from the Lipscomb University Student Handbook: “Violating local, state or federal law may subject students to criminal and/or civil penalties in addition to disciplinary action under this Code of Conduct.”
- Drugs or sex (including strippers or gentlemen’s clubs) cannot be used as recruiting devices for an official visit. This type of behavior is also prohibited for students of Lipscomb University. The following statements are taken directly from the Lipscomb University Student Handbook: “Students must not purchase, possess, use, or sell any illegal drugs or controlled substances ... In addition, students must not possess materials that may be considered drug paraphernalia ... All students should practice the highest standards of modesty and sexual morality. Sexual immorality of any kind, whether intercourse is or is not involved, will be subject to discipline. ... Students must not patronize establishments providing service or entertainment that is obviously at odds with Christian character and the values of the university. Of particular concern are establishments/entertainment that are sexually oriented or provocative in nature (e.g., strip clubs, exotic dancing, etc.).”
- Gambling is prohibited on an official visit. This type of behavior is also prohibited for students of Lipscomb University. The following statements are

taken directly from the Lipscomb University Student Handbook: “University students must refrain from any kind of gambling. Students should also be aware that gambling, in most forms, is illegal in the state of Tennessee.”

The following are NCAA rules that must be adhered to concerning official visits.

- The prospect may make an official visit on or after the opening day of classes of their senior year.
- A freshman who is enrolled at a two-year college who is not a qualifier may not make an official visit until they have completed one year at the two-year college.
- A prospect may make a total of five official visits to D-I and D-II institutions combined, including only one visit to Lipscomb.
- Basketball is allowed to have a maximum of 12 prospects make official visits. Baseball is allowed to have a maximum of 25 prospects make official visits.
- Bylaws 13.7.2 and 13.7.2.1 define the 48-hour limitation on the official visit. The main points are:
  1. The visit begins when the prospect arrives on campus. A team is allowed to bring a prospect in late in the evening, put the prospect in a hotel, and start the visit the next morning.
  2. When the prospect arrives on campus, the 48-hour period begins. The prospect must leave the campus within 48 hours. If the prospect stays in the area, the university may not pay for any other expenses, **INCLUDING** any return transportation.
- A prospect may not make an official visit and then remain at the university to enroll in classes.
- The prospect and the parents are allowed to receive meals, housing, and entertainment. The parents may not receive paid air transportation to the campus, but may be reimbursed for mileage if they drive the prospect to the campus. Siblings or friends accompanying the prospect may not receive meals, housing, or entertainment.
- The high school or junior college coach may not receive transportation, meals, or off-campus entertainment, but may receive a complimentary ticket to an athletic event on campus.

There are certain procedures that must be followed when bringing a prospect on campus for an official visit. The following are those responsibilities that are expected of coaches and student hosts.

- Head and assistant coaches are expected to communicate the standards set forth in this policy to prospects on official visits. This includes pre-communication of these policies to prospects and his/her parents/legal guardians before his/her visit.
- The academic component of attending Lipscomb University must be communicated during all official visits. This can be accomplished by setting up meetings with professors in the prospect's interested area of study. A meeting could also be set up with the Assistant Director of Athletics for Academics. If those avenues are not available during a particular visit, it is the responsibility of the head coach to convey the academic expectations.
- It is required that an itinerary of the prospect's schedule during his/her visit be kept. Any unstructured time or curfews should be duly noted on the itinerary.
- Forms of entertainment used on the official visit are the responsibility of the student host and, ultimately, the head coach. The prohibited forms of entertainment are noted earlier in this policy. Normal forms of entertainment include, but are not limited to: reasonably priced restaurants, movies, bowling, miniature golf, etc. Excessive entertainment (high priced restaurants, etc.) is not allowed per NCAA rules.
- Student hosts (when utilized) are required to read and sign a statement of his/her responsibilities before the official visit in question. Also, if you desire to use a non-student-athlete as your student host, you must receive pre-approval from the athletics director or his/her designee.

The required forms and receipt policies for official visits are as follows:

- Secure a transcript (official or unofficial). If a recruit visits without a transcript, the university must report a violation.
- Secure a test score from a PSAT, SAT, ACT, or PLAN test taken on a national testing date. The score must be received from the high school, the testing center, or the NCAA Clearinghouse. The score CANNOT be received from the prospect.
- A summary must be sent to the prospect describing the pertinent official visit policies.
- The student host (if being utilized) must read and sign the student host form before the visit.
- Submit the official visit pre-approval form and the four previously listed items no later than 24 hours prior to the visit.
- After the visit, submit the official visit form with receipts of all expenses (flight info, mileage, meals, entertainment, etc.), including student host receipts, and a list of attendees at all meals.

Please refer to the official visit forms in the back of this manual (which includes a checklist).

Any potential violations of official visit rules and policies will be dealt with in the same manner that all potential violations are handled. If it is a specific NCAA rule that is violated and it is listed on the Level II Secondary Violation Penalty Schedule, it will be addressed appropriately. If it is not on the Penalty Schedule, the Compliance Office will confer with the A-Sun Office to administer the proper sanctions.

## **Playing and Practice Seasons**

All references to bylaws and information on playing and practice seasons may be found in Bylaw 17 of the current NCAA Manual.

### **Student-Athletes' Playing and Practice Regulations**

- Time limits for Countable Athletically Related Activities
  - Maximum: 4 hours per calendar day/ 20 hours per week
  - Day Off: Mandatory one day per week
  - Competition/Game: 3 hours allowed regardless of actual time (practice NOT allowed after game)
  - Class Time: No class time can be missed for practice activities except when a team is traveling to an away contest and the practice is in conjunction with the contest
- Countable Athletically Related Activity (4 hours a day/ 20 hours a week)
  - COMPETITION ACTIVITIES: All competition and any associated athletically related activities on the day of competition count as three hours regardless of actual duration of these activities. Practice may not be conducted following competition except between contests, rounds, or events during a multi-day or multi-event competition (e.g. doubleheaders in softball or baseball, rounds of golf in a multi-day tournament).
  - PRACTICE ACTIVITIES: Any practice activity that is mandatory (called by coaching staff or captains).
  - WEIGHT TRAINING/CONDITIONING ACTIVITIES: Any required weight training or conditioning held at the direction of or supervised by an institutional staff member.
  - MEETINGS: Any team meeting initiated by any member of the coaching staff regarding athletically related matters (e.g., chalk talks and lectures on strategies or film).
  - PHYSICAL FITNESS CLASSES: Participation in a physical fitness class conducted by a member of the athletics staff as specified in Bylaw 17.02.12.2 (b), unless the class is listed in the institution's catalog and open to all students.
  - FILM OR VIDEOTAPE: Film or videotape reviews of athletics practice or contests required, supervised, or monitored by institutional staff members.

- CAMPS, CLINICS, OR WORKSHOPS: Required participation in camps, clinics, or workshops.
- INDIVIDUAL WORKOUTS: Individual workouts required or supervised by a member of the coaching staff.
- OTHER: On-court or off-court activities called by any member or members of a team and confined primarily to members of that team that are considered as requisite for participation in that sport (e.g., captain's practice).

These countable athletically related activities are prohibited on one calendar day per week (required day off) except during preseason practice that occurs before the first day of classes or the first scheduled contest, whichever is earlier.

A travel day or vacation day can be considered as a day off, provided no countable athletically related activities occur during that day.

- Noncountable Athletically Related Activities
  - Training table or competition-related meals
  - Physical rehabilitation
  - Dressing, showering, or taping
  - Athletics Department academic study hall or tutoring sessions
  - Meetings with coaches on non-athletic matters
  - Travel to and from practice or competition
  - Medical examination or treatments
  - Fundraising activities
  - Recruiting activities (e.g., serving as a student host for prospective student-athletes during official visits)
  - Promotional activities related to the student-athlete's sport; all promotional activities should be pre-approved using the promotional activities form.
  - Participation in regular physical education classes, with or without credit, that are listed in the institution's catalog and open to all students, except as noted in Bylaw 17.02/12/1-(h).

- Voluntary individual workouts, provided these workouts are not required or supervised by coaching staff members, except that such activities may be monitored for safety.
  - Individual consultation with a coaching staff member initiated voluntarily by a student-athlete, provided the coach and student-athlete do not engage in athletically related activities.
  - Use of an institution's athletics facilities (which may be reserved for student-athletes during the academic year but not during the summer) by a student-athlete, provided the activity is not supervised by or held at the direction of any member of the institution's coaching staff.
  - Involvement of an institution's strength and conditioning staff with enrolled student-athletes either in a supervisory capacity for the institution's weight training facilities or assisting in conditioning programs. Such assistance may be provided only if the strength and conditioning staff member, even if a countable coach, performs the strength and conditioning duties on a department-wide basis.
- Weekly Hour Limitation – Outside of Declared Playing Season

Participation is allowed in only the following two activities outside of the declared playing season. These activities are limited to a maximum of 8 hours per week.

- Required weight training and conditioning activities held at the direction of or supervised by a coaching staff member.
- Required individual workouts up to two hours per week per student-athlete.

## **Playing and Practice Seasons**

### **Date of First Practice and Competition**

Bylaw 17.02.11 explains how to calculate the first day of practice for those days using "practice opportunities."

- All Sundays are excluded from the count.
- Count 1 for each day beginning with the first day of class.
- Count 1 for each day classes are not in session in the week of the first scheduled contest (the six days, excluding Sunday, preceding the date of competition, even if one or more days fall into different calendar weeks).
- Count 2 for each other day in the preseason practice period, except for any days during preseason when all institutional dormitories are closed, the team leaves campus, and practice is not conducted.

Each team should turn in the playing season dates form which can be found in the Appendix. This will document the first day of practice and the two segments of the season.

### **Practice Logs and Countable Hours**

In accordance with Bylaw 17.02.1, a Countable Hour Practice Sheet must be completed reflecting the amount of hours the team or individual has spent during the week in activities that constitute “countable practice hours.”

A copy of the form can be found in the Appendix. This sheet must be turned in each week on the day of the weekly head coaches meeting. The head coach and a member of the team will verify the hours.

Please review Bylaw 17.1.5 for more specific information on how to count these hours. Below is some general information:

- During the playing season, a student-athlete may engage in a maximum of four hours per day and a maximum of twenty hours per week.
- A day off is required once per calendar week. A travel day (with no countable activities) may be counted as a day off. A canceled or postponed event (i.e., a rainout) may be counted as a day off.
- Outside of the playing season, a student-athlete may engage in a maximum of eight hours per week, with no more than two hours per week spent on skill instruction. Also, two days off are required per week. The skill instruction is limited to a maximum of four athletes per session, at ANY time in ANY facility before September 15 and after April 15. The entire team may participate at one time in individual skill instruction between September 15 and April 15.
- A day is defined as a calendar day. A week is defined as any seven consecutive days, to be determined by the team. Once that sequence is determined (i.e., Friday to Thursday), it may not be changed.
- The day of competition counts as three hours, regardless of the actual duration of the activities.
- No class time shall be missed for practice events except when a team is traveling to an away contest and the practice is in conjunction with that contest.

## **Chapter Twelve**

### **Drug Testing Policy and Procedures**

PLEASE NOTE: COACHES IN EACH SPORT MAY HAVE ADDITIONAL POLICIES THAT ARE STRICTER THAN DEPARTMENTAL POLICIES CITED HEREIN.

#### Drug Policy

Drug use (excluding normal use of over-the-counter drugs such as aspirin and those drugs prescribed by a physician to treat a specific medical condition) is detrimental to the student-athlete and is prohibited.

#### Program

The Department of Intercollegiate Athletics at Lipscomb University firmly believes that the use of drugs (excluding normal use of over-the-counter drugs such as aspirin and those drugs prescribed by a physician to treat a specific medical condition) can be detrimental to the physical and mental well-being of its student-athletes, can seriously interfere with the performance of individuals as students and as athletes and can be extremely dangerous to the student-athlete and his/her teammates participating in athletic competition and practice. In light of these beliefs and concerns, the department has implemented a drug policy and is committed to a program to assist and benefit the student-athletes at Lipscomb University. A mandatory screening program has thus been instituted.

As a condition of participation in intercollegiate athletics at Lipscomb University, all student-athletes are required to sign a form stating they have read, understand and agree to comply with the drug policy and the consequences of any positive tests. This policy is reviewed with student-athletes at the beginning of each fall semester or the point at which a student-athlete commences his or her participation in intercollegiate athletics at Lipscomb University.

The basic goal of the drug program is prevention of drug use; however, education and assistance with drug-related problems are key components of the program.

#### Goals of the Program

1. To generally educate Lipscomb University student-athletes concerning the problems of drug use.
2. To educate any student-athlete identified with a problem regarding the use of drugs as it may affect the athlete and his/her team and teammates.
3. To provide a common mechanism for the detection and treatment of specific cases of drug use.

4. To provide reasonable safeguards to insure that every student-athlete is medically fit to participate in athletic competition.
5. To prevent drug use by Lipscomb University student-athletes.
6. To identify any student-athlete who may be using drugs and to identify the drug(s).
7. To encourage the prompt treatment of drug dependency.

### Implementation of Program

At the beginning of the academic year, a presentation will be made to all intercollegiate athletic teams at Lipscomb University to outline and review the department's drug policy. A copy of this policy will be provided to each student-athlete. Each student-athlete will thereafter be asked to (1) sign a copy of the policy acknowledging receipt of a copy of this policy; (2) execute voluntary consent to the urinalysis testing required by the program; and (3) sign a statement authorizing the release of test results to a limited group of individuals.

Student-athletes and their parents/legal guardians are encouraged to ask questions or make suggestions at any time regarding this program. The Lipscomb University Athletics Department is committed to the success of this program and expects student-athletes to be equally committed.

### Frequency of Testing

To ensure fairness and efficiency of the testing program, testing notification will come from the department's appointed drug testing coordinator. Tests will be administered on a random basis and may, or may not, be announced in advance. Tests may be administered at any time throughout the year. The number, timing and other procedures for testing shall be determined by the Lipscomb University Athletics Department in consultation with Baptist Sports Medicine. However, according to institutional policy, if a student is suspected of drug use, he or she may be asked to submit to testing.

### Testing Method

The drug testing shall consist of collecting a urine sample from the student-athlete under the supervision of a laboratory technician from Baptist LabPlus or such other agency as the Athletics Department may deem appropriate. Each urine sample shall be analyzed using such tests as the Athletics Department may deem appropriate for the presence of screened drugs. The testing agency shall report all test results to the administrator of the program. For purposes of this program, a positive result shall mean a test result which indicates, in the opinion of the outside agency performing such testing, the presence of one or more of the drugs on the NCAA's banned list. The student-athlete will be immediately notified of a positive test result.

Appropriate precautions will be taken to assure and maintain the accuracy and confidentiality of the test results including the maintenance of a documented chain of specimen custody to insure the proper identification and integrity of the sample throughout the collection and testing process. Additionally, precautions will be taken to assure the randomness of the subsequent testing.

### Action On Positive Test Results

In the event of a positive test result, the Head Trainer will notify the Athletic Director, the Head Coach, an authorized physician, Senior Woman's Administrator, Faculty Athletic Representative, Dean of Students, and Compliance Officer.

All student-athletes whose positive test result is confirmed will be subject to, but not limited to, the following disciplinary actions (please remember that this is for athletic purposes; additional sanctions may apply from the Lipscomb University Student Code of Conduct).

#### **First Offense**

1. The student-athlete will be tested as often as deemed necessary.
2. The student-athlete may be required to attend counseling and evaluation sessions.
3. The student-athlete may be required to perform 40 hours of community service work, to be completed within two months of notification of the test result.
4. The student-athlete may be suspended for 25% of the total competitive sport season, which will carry over to the following season if necessary. Any additional suspension time will be determined by the athletics director and/or head coach.

#### **Second Offense**

1. The student-athlete will be dismissed from the team immediately and his/her scholarship will be terminated.

PLEASE NOTE: OFFENSES ARE CUMULATIVE DURING THE STUDENT'S TENURE AT LIPSCOMB UNIVERSITY AND FAILURE TO APPEAR OR PROVIDE A SAMPLE MAY BE TREATED AS A POSITIVE TEST RESULT.

## **Chapter Thirteen**

### **Medical Policies**

#### **Injuries and Team Participation**

It is the policy of the university Athletics Department that the health and physical welfare of every student-athlete be given top priority in any decision about playing time. The team physician or athletic trainer will allow no student-athlete who has suffered an incapacitating injury to practice or play until given clearance. If the injury is considered serious enough to have career-ending potential, then the clearance to practice/play must be in writing by the team physician.

#### **General Policies**

- The university reserves the right to exclude a student-athlete from competition if there is any doubt at all as to the student-athlete's physical condition or ability to compete.
- All student-athletes must consult one of the Athletic Trainers before seeing a physician. Only an athletic trainer familiar with the athlete and the injury may make an appointment for the athlete to see a doctor.
- The only exception to the above procedure is when a coach, on a road trip without an athletic trainer, feels that there is an emergency that needs immediate attention.
- If an athlete seeks medical attention without authorization from the athletic trainer, the costs will not be covered by the university Athletics Department insurance policy.
- A student-athlete should not consult outside medical attention (i.e., podiatrist, chiropractor, etc.) for an athletically related injury without direct referral from the team physician.

#### **Insurance**

- Because the medical insurance provided by the university Athletics Department is an "excess coverage policy," all student-athletes are expected to be covered by the health insurance of their parents/legal guardians.
- The university Athletics Department insurance forms, sent to each student-athlete in August, and given to those who join a team after the mailing, must be completed and signed by the student-athlete and/or parents/legal guardian (if under the age of 18) before he or she will be allowed to participate in any practice or competition.

## **Physicals**

Every student-athlete must have a physical performed by the team physician, as arranged by the athletic trainer, before he or she may participate in any practice or competition. The athletic training staff will arrange the schedule for team physicals after consulting with the coach for available times.

## **Medical Questionnaires**

A medical questionnaire has been prepared for each student-athlete to identify his/her medical and injury history. The questionnaire is to be filled out prior to the time the student-athlete is given his or her physical. The questionnaire will be used by the physician and the athletic training staff to determine possible areas of concern.

## **Orthopaedic Treatment**

Student-athletes will receive orthopaedic treatment only if all other means of diagnosis and therapy have been exhausted by the athletic trainer. Any bills incurred from missed physical therapy sessions will be the sole responsibility of the student -athlete.

## **Emergency Hospital Visits**

An appointment with a physician for treatment of injuries must be made by one of the athletic trainers and will only be for injuries that are a direct result of an organized practice or game. The student-athlete will be responsible for all costs and payments which he/she incurs as a result of injury or illness not associated with intercollegiate athletics.

## **Emergency Procedures for All Practices and Competitive Sites**

In order to make certain that our coaches and student-athletes have the best possible coverage, the athletic trainers have established the following principles and guidelines.

**\*\* It is the responsibility of the coaching staff to know and follow these policies\*\***

## **Emergency Procedures Recommendations**

### **DURING PRACTICE**

- Coaches and athletes should NEVER move an injured player if the injured player is UNCONSCIOUS, UNRESPONSIVE, or UNCERTAIN OF THE INJURY.
- If an athletic trainer is not readily available, call the athletic training room.
- In a non-emergency situation, the athletic trainer will evaluate the injury and give treatment as necessary.
- If an ambulance is needed, a coach or player should call 911 and/or follow the emergency action plans posted at their respective venue

- A member of the Athletics Department staff, preferably an athletic trainer, will follow or ride along with the ambulance to the hospital.
- A member of the Athletics Department staff, preferably a coach or athletic trainer, will contact the family concerning the status of the injured player.

#### DURING A GAME

- Coaches and athletes should NEVER move an injured player if UNCONSCIOUS, UNRESPONSIVE, or UNCERTAIN OF THE INJURY.
- An athletic trainer should be the first on the court or field to assist an injured player. If the player can be moved, student-athletes may help transport the injured player to the sideline for further evaluation.
- If a physician is needed, game management personnel will escort him/her to the floor or field.
- If an ambulance is needed, game management personnel will call 9-1-1 or ask a Campus Safety Officer at the game to contact dispatch for an ambulance. The emergency action plan posted for the respected venue must be followed.
- Game Event Staff will assist with crowd control of fans, players, and coaches. In addition, the Game Event Staff will assist Campus Safety in directing the ambulance from outside streets to the injured athlete as listed on the emergency action plan.
- A member of the Athletics Department staff, preferably an athletic trainer, will follow or ride along with the ambulance to the hospital.
- A member of the Athletics Department staff, preferably a coach or athletic trainer, will contact the family regarding the status of the injured player.

# Lipscomb University Athletics

## Lightning Safety Policy

### General Policy

### Lightning Safety Tips

### Script for conversing with officials

### Guardian Angel Detector Instructions for Use

### Flash to Bang Lightning Detection Method

### PA of Inclement Weather

### Compliance Statement

Lightning is a dangerous phenomenon. Athletic teams that practice and compete outdoors are at risk when the weather is inclement. The Athletic Training staff has developed a lightning safety policy to minimize the risk of injury from a lightning strike to Lipscomb University athletes, coaches, support staff, and fans. To monitor lightning the Athletic Training staff will utilize both the Flash-Bang method AND a Skyscan Lightning Detector. Our policy is in accordance to the NCAA recommendations regarding lightning safety.

**GENERAL POLICY:** A member of the Athletic Training Staff (certified or student staff) will monitor the weather and make the decision to suspend activity in the event of imminent lightning. Exceptions will be made for golf and cross country, whereby the head coach will have the ability to suspend activity in the absence of a member of the Athletic Training staff. The decision to suspend activity will be based on:

Two subsequent readings on the Sky Scan Lightning Detector in the 8-20 mile range regardless of the presence of visible lightning. (This device is portable and will be in the possession of the athletic training staff member.)

and/or

Utilization of the Flash-Bang method revealing lightning within 6 miles (a 30 second count between the flash of lightning and the bang of thunder).

**I. PRIOR TO COMPETITION:** A member of the Athletic Training staff will greet the officials, explain that we have a means to monitor the lightning, and offer to notify the officials during the game if there is imminent danger from the lightning.

**II. ANNOUNCEMENT OF SUSPENSION OF ACTIVITY:** Once it is determined that there is danger of a lightning strike, the Athletic Training staff member will notify the head coach and or official and subsequently (via horn or whistle) summon athletes from the playing field or court.

**III. EVACUATION OF THE PLAYING FIELD:** Immediately following the announcement of suspension of activity all, athletes, coaches, officials and support personnel are to evacuate to an enclosed grounded structure.

If you are unable to reach shelter immediately, seek a flat area (do not choose an open area where you will be the highest object) or a ditch without water, crouch down wrapping your arms around your knees, lower your head and wait for the storm to pass.

**REMEMBER:** an automobile, golf cart, or open shelter may not protect you from a lightning strike so these are not adequate shelters.

### **At Lipscomb University**

Baseball Game or Practice: Evacuate to Allen Arena (south entrance)

Softball Game or Practice: Evacuate to Student Activities Center (SAC)

Soccer Game or Practice : Evacuate to Allen Arena (south entrance) or SAC

Tennis Game or Practice : Evacuate to Allen Arena (south entrance) or SAC

Track & Field Meet or Practice : High School weight room / under home side stands

Cross Country Race or Practice: Suitable Structure, ditch without water, group of trees\*

Golf Match or Practice: Clubhouse, restroom, ditch without water, group of trees\*

Golfers: drop your golf clubs and remove your shoes. Metal conducts electricity.

\*Athletes should not stand in groups or near a single tree. There should be 15 ft between athletes. (NLSI, 2000)

**Away Events:** A member of the Athletic Training Staff will discuss emergency procedures and emergency shelter with the home team athletic trainer and report this information to the coaches and team.

**IV. EVACUATION OF THE STANDS:** During a competition once the official signals to suspend activity, a member of the Sports Information staff will announce via the PA system: 1) Fans are advised to immediately seek shelter in an enclosed grounded shelter, 2) **REMEMBER:** an automobile, golf cart, or open-sided shelter may not protect you from a lightning strike so these are not adequate shelters.

**V. RESUMPTION OF ACTIVITY:** Activity may resume once a member of the Athletic Training staff gives permission. This decision will be based on:

-Two consecutive readings of lightning strikes 20-40 miles away on the Sky Scan Lightning Detector.

and/or

-Thirty minutes AFTER the last lightning strike within a 6-mile range using the Flash-Bang method.

## OTHER LIGHTNING SAFETY TIPS

There should be no contact with metal objects (bleachers, fences, golf clubs, bats)

Single trees and standing in a group should be avoided.

If there is no other shelter you **may** seek refuge in a hardtop vehicle. It is not the rubber tires that protect from lightning; it is the hard top metal roof that dissipates the lightning around the vehicle. (NCAA, 1999)

The existence of blue skies and/or absence of rain are not protection from lightning. Lightning can strike 10 miles from the rain shaft. (NCAA, 1999)

### DO NOT LIE FLAT ON THE GROUND

Avoid using a land line telephone.

Persons who have been struck by lightning do not carry an electrical charge. Therefore, you can provide care. CPR is what is most often required. Be sure to move the victim to a safe location.

If in a forest, seek shelter in a low area under a thick grove of small trees.

## SCRIPT FOR CONVERSATION WITH AN OFFICIAL

Hello, my name is \_\_\_\_\_. I am a member of the Lipscomb University Athletic Training Staff. I would like to speak with you regarding our lightning safety procedures. On site we have a lightning detector which I will use to monitor lightning. In accordance to NCAA recommendations, lightning detected within 8-20 miles is considered to pose an imminent threat. Per LU's lightning safety policy, when the lightning detector reveals 2 consecutive strikes within the 8-20 mile range OR the flash/bang method reveals lightning less than 6 miles we strongly recommend suspending activity until the danger of a lightning strike has passed. We have a communication system to inform all participants and any fans.

## DIRECTIONS FOR USING THE SKY SCAN LIGHTNING DETECTOR

Prior to practice or competition, monitor weather forecast to include calling local agencies for up to date information.

Monitor the weather for the following: sudden decrease in temperature, increase in air movement, sudden increase in humidity, visible dark clouds (though these do not have to be present for a lightning strike to occur)

Communicate with officials and/or head coach prior to activity about potential for bad weather and our monitoring system.

Locate the Sky Scan in an area removed from other electronic devices or machinery, which could cause a false triggering.

The Sky Scan is designed to work in vertical position.

Turn the unit on.

Press the tone button to activate the warning tone. (This must be done every time the lightning detector is turned on.)

Each time the Sky Scan detects a lightning stroke it emits an audible warning tone for **1 second** (it is not very loud so if there is ANY chance of bad weather you must have the Sky Scan out where you can see and hear it).

Following the beep the lightning Range Indicator column will light up for approximately 3 seconds. The single indicator corresponding to the range of the detected stroke will blink for approximately 25 seconds.

Activity will be suspended when:

The Sky Scan registers 2 consecutive lightning strokes within the 8-20 mile range

and/or

The Flash-Bang method reveals lightning within a 6 mile range (30 second or less count between the flash of lightning and the bang of thunder)

Once you have determined that there is imminent danger of a lightning strike, communicate to the head coach and/or head official.

Evacuate the field and stands to an enclosed-grounded building. REMEMBER, a golf cart, automobile, or open shelter does not provide protection from a lightning strike.

If there is no available shelter IE, cross-country or golf, each individual should see an area that is flat and in the open. Crouch down wrapping your arms around your knees and remain in that position until the danger of lightning has passed.

Activity may be resumed only IF the danger of a lightning strike is no longer present. This decision to resume activity is to be made by a member of the Athletic Training Staff.

The Sky Scan can also detect severe weather conditions (high winds, tornadoes, etc) that may pose a threat to human life. The severe weather audible warning lasts for 15 seconds and the corresponding indicator on the unit lights up.

#### FLASH-BANG Lightning Detection Method

This method of lightning detection should be used in conjunction with the Sky Scan

1. Prior to practice or competition, monitor weather forecast to include calling local agencies for up to date information.

Watch for the flash of lightning.

Begin to count (one, one thousand, two one thousand . . .)

Stop counting when you hear the bang of thunder.

Take this number and divide by 5. This will give you an approximation of how far away the lightning is (5 seconds = 1 mile). EXAMPLE: You see a flash of lightning and you begin to count. You reach 45 before you hear the bang of thunder.  $45 \div 5 = 9$ . The lightning would be approximately 9 miles away. Using this method you would suspend activity with lightning at or within 6 miles.

Activity is resumed with the permission of a member of the Athletic Training Staff 30 minutes after the last lightning detected at or within 6 miles.

A condensed version of this method should be located where athletes using the facility without supervision of a coach, athletic trainer, etc can monitor the lightning for themselves and evacuate to shelter. See next page.

#### Lightning Detection Procedures for Athletes during Non Supervised Activities

Examples: athletes using facilities in the off season, or outside of regular practice hours

Lightning is a dangerous phenomenon. Athletic teams that practice and compete outdoors are at risk when the weather is inclement. The safest measure to take is to proceed indoors whenever you see thunderclouds forming and remain until the storm passes. Just because you can not see lightning does not mean you are not at risk if you are outdoors. Other warning signs of impending bad weather include: sudden decrease in temperature, sudden change in humidity, increase in air movement, and visible dark storm clouds (though these are not always present during a lightning strike). The Athletic Training staff has a lightning detection policy in place for practices and games; however, we are aware that athletes often use LU's athletic facilities when there is no supervision by the coaches. In the event athletes are using the facilities without supervision, the Athletic Training staff would like to educate you and encourage you to use FLASH-BANG method to monitor the proximity of the lightning. THE FLASH-BANG Method is an approximation of the distance of the lightning NO METHOD OF LIGHTNING DETECTION CAN DETECT EVERY STRIKE.

The Flash-bang method of lightning detection:

#### 1. Auditory: Flash-to-Bang Theory

To use this method, count the seconds from the time the Lightning "flash" is sighted to when the clap of thunder "bang" is heard. Divide this number by five to obtain how far away (in miles) the lightning is occurring. For example, if fifteen seconds are counted between seeing the "flash" and

hearing the "bang", fifteen divided by five equals three. Therefore, the lightning flash is approximately three miles away.

- Each five seconds equal one mile

- If the time between seeing the "flash" and hearing the "bang" are between 15-30 seconds (3-6 miles), teams should take precautions and seek shelter.

\*The National Severe Storms Laboratory recommends that by the time the spotter obtains a "flash-to-bang" count of fifteen seconds, all individuals should have left the athletic site and reached "safe shelter."

#### COMPLIANCE STATEMENT

As a member of the Lipscomb University Athletic Department, I attest that I have read, understand, and will adhere to the aforementioned lightning safety policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Lipscomb University Over the Counter drug protocol**

First and foremost over the counter medications are those, which are readily available and without prescription can be obtained by the general public. It is with this understanding that the following protocol is written.

**To be eligible to obtain OTC medications from the Lipscomb University Athletic Training staff, the patient must meet the following criteria;**

- 18 Years of age
- No known allergies to type of medication requested
- Being of sound mind
- Not under influence of any other substance
- Not currently taking other prescription (NSAID or Analgesic) if that is the type of medication requested
- Not currently taking any other medication that may react with medication being requested (As on warning label of medication being requested)
- Able to read information on label of medication packet
- No history of reactions to similar medications being requested (e.g. history of allergy to aspirin, and requesting Ibuprofen)

**\*\*Also the medications themselves must meet specific criteria as follows\*\***

- Labeled for individual distribution
- Having a clear expiration date on package and that date not having passed (E.g. 03-01 the drug cannot be used after 3-31-01 and must be disposed of)
- Clearly marked with name of drug (trade and chemical name)
- Amount of drug in package (mg. Etc.)
- Instructions clearly readable including dosage and frequency of use
- Contraindications of use of medication clearly readable
- Clear readable lot number
- Package must be clean and undamaged

**\*\*Other Considerations\*\***

- At no time is any medication to be taken and counted out of a bulk bottle and given to an athlete
- At no time is an Athletic Trainer to suggest any dosage of the medication other than that, which is indicated by the instructions on the package
- Medications should not be mixed (e.g. Tylenol and Advil both used at same time)
- If giving more than one dose (package) the Athletic Trainer must ensure accountability of those medications. As an athlete might return and request more before the original dose should have been used if additional medication is given this may create an "overdosing" situation
- Ensure that no drug sharing is taking place

## **Chapter Fourteen**

### **Student-Athletes**

#### **General Requirements for Student-Athletes**

All student-athletes are expected to exhibit support of Lipscomb University's Christian mission in their behavior at all times, uphold university policies, and represent the university with dignity, integrity, and strength of character. Consult the end of this section for the Atlantic Sun Conference sportsmanship policy that all student-athletes are expected to adhere to.

All university requirements for admission to and retention of student status apply equally to athletes.

Student-athletes should familiarize themselves with the academic regulations of the university, of their respective colleges, and of the departments from which they take courses, to be knowledgeable of the requirements for their particular degree.

Student-athletes are expected to attend the classes in which they are enrolled, turn in all class assignments, and take all course examinations. The university catalog specifies that "any student who misses the equivalent of three weeks of any course is subject to being removed from that course." Non-athletically related absences may jeopardize their standing on the team and scholarships, and excessive absences in chapel and University Bible will result in probation and ineligibility to compete.

Student-athletes are expected to keep their professors apprised of any absences due to competitions well in advance of days they will miss class, to make arrangements prior to the absence to make up exams and assignments, and to make up missed work quickly. Appointment times for making up exams and other work are at the discretion of the professor. A student-athlete must never tell a professor that he/she cannot make up the work at the time the professor designates because that time conflicts with a scheduled practice time. If the makeup is scheduled during practice time, the athlete must inform his/her coach ahead of time that practice will be missed due to making up coursework.

The Office of the Registrar reports the academic performance of each student-athlete enrolled at Lipscomb University at the end of each term. The Assistant Director of Athletics for Academics keeps the athlete's coach advised of academic progress. The coach will be told that the athlete's cumulative or term grade point average has placed him/her on the Provost's List, the Honor Roll, academic warning or academic probation.

Credit may be allowed for courses completed at other colleges and universities, including interim summer terms, to determine athletic eligibility of a student-athlete enrolled at Lipscomb. If a currently enrolled student-athlete wishes to take a course(s) at another college or university and transfer them back to Lipscomb, he/she must obtain and complete the approval form for those courses available at the Registrar's Office. That office must pre-approve the course(s) before it/they can be accepted for transfer credit.

To determine athletic eligibility, credit will not be allowed for extension, credit-by-examination, and correspondence courses completed at other universities.

### **Complimentary Tickets**

#### **Student-Athletes Bylaw 16.2.1**

Student-athletes may receive up to four complimentary admissions to home and away contests in their sport. The tickets may be provided to individuals designated by the student-athlete only through a pass list. Hard tickets may not be issued. The person using the complimentary ticket must present an ID in order to gain admission. He or she may be given a ticket stub or some other form of ID designating a seat. There is no restriction on who may be designated to receive the complimentary admissions. Student-athletes or those receiving the complimentary admission may not receive payment for the ticket or exchange it for an item of value.

### **Housing of Student-Athletes**

If a student-athlete receives a full grant-in-aid scholarship, it is expected that he or she will be assigned to university housing. Anyone eligible to live off-campus by university policy may do so. Institutional financial aid however may not be used to cover off-campus expenses.

### **Policy on Supervised Study Program for Student-Athletes**

All athletes are given an opportunity to improve their academic standing through participation in a staff supervised study program. This program makes available qualified tutors and other academic support services to student-athletes. The Assistant Director of Athletics for Academics will provide current information on the program through the coaches.

### **Policy on Student-Athletes' Use of University Telephones and Other Equipment**

Student-athletes may not use Department of Athletics or Lipscomb University long distance telephone codes. They may not make telephone calls from their residence halls or other locations and charge to departmental or university codes.

### **Policy on Employment**

Student-athletes may work and earn wages for employment within or outside the University. The rate of pay must be commensurate to that of like employees in the specific job and cannot be based on athletics reputation. There are forms for the student-athlete and his/her employer that must be filled out and approved by the Asst. AD – Compliance when the employment is secured by the student-athlete. Those forms are located in the Appendix of the Student-Athlete Handbook.

## **Policy on Student-Athletes' Injury Hardships**

NCAA regulations provide that a student-athlete may be granted an additional year of competition for "hardship," defined as that incapacity resulting from injury or illness provided certain conditions are met. Applications for injury hardship will be completed (with all required attachments) and submitted to the Assistant Director of Athletics for Compliance immediately following completion of the season or at the end of the school year in the prolonged seasonal sports.

## **Policy on Departmental Student-Athlete Database Information**

A completed and updated Student-Athlete Database Information Form on every student-athlete will be submitted to the Office of Sports Information at the start of every season of competition. Changes will be submitted as they occur during the season. The Compliance Office will be notified immediately when a student-athlete leaves or quits the team and when a student-athlete is added to the team.

## **Policy on Reporting Redshirt Status**

At the end of each sports season the head coach will provide the Compliance Office a listing of all team members who participated in any games against outside competition during the previous season. Any team member not on the list will be considered a redshirt.

## **Travel Policy for Injured, Ineligible and Redshirt Student-Athletes**

Student-athletes that are ineligible for competition or with injuries that preclude them from participating in intercollegiate athletics competition are restricted from any team travel. Student-athletes who are redshirting (and otherwise eligible) will typically be barred from team travel. Exceptions to this policy must be approved by the Director of Athletics.

## **Checkout Procedure for Student-Athletes Leaving a Team**

When a student-athlete decides to leave his/her team, the coach sets up a meeting to fill in the coach's portion of the Checkout Procedure Form (see Appendix), to tell the player that his/her athletic weight room privileges have been revoked, and to instruct the player to meet first with the Athletic Director and then with the Assistant Athletic Director for Academics and the Assistant Athletic Director for Compliance. The athlete is informed that failure to complete this checkout procedure could result in his/her transcript's being held.

Once the player contacts the Athletic Director, he meets with the athlete if he believes that is warranted. He passes the form on to the Assistant Athletic Director for Academics who covers any necessary academic issues with the athlete and insures that scholarship athletes who have received a textbook voucher follow the procedure for returning their textbooks to the bookstore (see Appendix). The athlete then meets with the Assistant Athletic Director for Compliance who addresses any pertinent compliance matters and

asks for the completion of any necessary forms. The Compliance Officer completes the process by informing the following personnel, sending a copy of the completed form to the Athletic Director, and filing one in the Compliance Office, indicating on each copy the date the entire checkout procedure was completed: the Associate Athletic Director, the Director of Media Relations, the Insurance Coordinator, the Head Athletic Trainer, the Supervisor of the Athletic Weight Room, and the Financial Aid Office.

### **Textbook Policy/Procedure for Athletes Receiving Athletic Textbook Voucher**

Any student-athlete who is to receive an athletic textbook voucher to purchase books based on the terms of his/her athletic scholarship should obtain a voucher at the beginning of each semester from Student Accounts. That voucher is turned in to the university bookstore when the books are purchased, and the bookstore informs Student Accounts, Financial Aid, and the Assistant Athletic Director for Academics of the title and cost of each book purchased by an athlete.

By the end of finals week each semester the student-athlete returns those books to the bookstore and brings a receipt listing the buyback price for each to the Assistant Athletic Director for Academics. (Certain books may be kept temporarily or bought at the buyback price by the athlete—see the Textbook Policy in the Appendix.)

If the books listed on the receipt do not match those on the list received from the bookstore near the beginning of the semester (and the Assistant Athletic Director has not been informed why), the athlete's student account will be charged the original price of any books not returned. Athletic scholarship money cannot be applied to those charges.

Athletes designated to receive an athletic textbook voucher are required to sign a contract agreeing to abide by the terms of this policy (see Appendix).

### **Sportsmanship Policy**

The following is taken from the Atlantic Sun Conference Manual. All Lipscomb athletes are expected to follow this policy.

Atlantic Sun Conference athletics competition exists in order to foster sportsmanship and personal development as well as competitive excellence. The conference believes that there has been a general erosion of standards of acceptable conduct for coaches, athletes and fans at intercollegiate athletics events recently. In order to improve the overall standards of behavior by which all people in athletics treat each other, the conference believes it is time to renew our commitment to integrity, ethical behavior, and fair play by establishing and enforcing higher standards of conduct across all sports. In order to achieve this goal, the conference hereinafter outlines the responsibilities of those groups and individuals associated with our intercollegiate athletics programs.

Respect for the game in which the student-athlete participates also demands respect for the opponent. Student-athletes must treat opponents with sportsmanship. Taunting and baiting of opponents as well as trash talking will not be tolerated. The opportunity to

represent an A-Sun institution is a privilege which is accompanied by the responsibility to behave with dignity and class on and off the floor/field.

Any use of foul or abusive language by a coach or by a student-athlete in any contest involving a A-Sun member institution will not be tolerated and will **automatically** result in appropriate sport-specific penalties for unsportsmanlike conduct.

## **Chapter Fifteen**

### **Admissions and Initial Eligibility Procedures**

#### **Admission to Lipscomb**

Eligibility certification:

Initial eligibility for potential freshmen student-athletes:

1. All prospective students that wish to participate in intercollegiate athletics are informed that they must register with the Clearinghouse their senior year of high school.
2. At the end of the year, the high school submits a final transcript showing proof of graduation.
3. All coaches provide a list of students they are recruiting to the Compliance Coordinator. Those names are then submitted to the Clearinghouse and placed on an Institutional Request List.
4. The student must receive acceptance of admission from the university based on the same standards that the admission office evaluates all prospective students to Lipscomb University.
5. Once all of the required information has been received from the high school, the student is certified (or not certified) to compete in NCAA Division I by the NCAA Clearinghouse and Lipscomb University is notified of the decision.
6. The Lipscomb Athletics Eligibility Certification Committee (Admissions Counselor, Registrar, Asst. AD – Academics, Compliance Coordinator, Athletics Director, Faculty Athletics Representative) certifies that the clearinghouse information on the Eligibility Checklist is accurate; the Admissions Office is the final authority for certifying initial eligibility.

Initial eligibility for potential international freshmen student-athletes:

1. All international prospects must file an application with the university Admissions Office and be accepted for admission.
2. He/she must also register with the NCAA Clearinghouse and be certified.
3. Amateurism questionnaires (from the prospect and the prospect's coach, if possible) must be submitted to the NCAA Clearinghouse for certification.
4. The International prospect's I-20 will not be issued until he/she has been certified for financial aid, practice and competition and the disclosure of any federal tax liability.
5. Also, the I-20 will not be issued until all institutional rules and regulations have been met (refer to the university catalog).

Initial eligibility for transfer student-athletes:

1. A release form from the previous institution must be obtained by the Compliance Coordinator, for the student transferring from a four year institution.
2. Once a release is obtained, transcripts are submitted in the following order: Office of Admission Transcript Analyst, Compliance Coordinator, Assistant Director of Athletics for Academics, and Registrar Office.
3. Contingent on the transfer hours accepted relative to applicable NCAA and institutional regulations, the student-athlete's eligibility is determined.
4. The Admission Office accepts the student-athlete under the same standards set forth for all transfer students. In many cases, the student is accepted to the University before being identified as a student-athlete.
5. The Lipscomb Athletics Eligibility Certification Committee (Admissions Counselor, Registrar, Asst. AD – Academics, Compliance Coordinator, Athletics Director, Faculty Athletics Representative) certifies that the information on the Eligibility Checklist is accurate; the Registrar, Janet Cates, is the final authority for certifying transfer eligibility.

### **Amateurism Procedures**

Amateurism for all prospective student-athletes is monitored by the NCAA Eligibility Center up until the day said PSA is final certified. After that point in time, it is the responsibility of each member school to properly monitor amateurism until said PSA enrolls full-time at the member school. An amateurism questionnaire will be administered and monitored by the Assistant Director of Athletics for Compliance to each incoming PSA at the beginning of each fall semester.

## Chapter Sixteen

### Student-Athlete Eligibility Guidelines

#### Academic and Athletic Eligibility

The following guidelines are a compilation of the minimum requirements for academic eligibility set forth by the NCAA, the Atlantic Sun Conference, and the Lipscomb University catalog.

Please note that all references to bylaws listed below may be found in the NCAA Manual, Bylaw 14.

To be academically eligible to play any sport on the intercollegiate level, each student-athlete must meet the following requirements:

- **Good Academic Standing** – A student in good academic standing is one who is making satisfactory academic progress and who has met all financial obligations to the university.

A Lipscomb student-athlete on university *academic probation* is not eligible to compete while on probation. An upper-class student-athlete at Lipscomb whose cumulative grade point average (GPA) falls below 2.0 will be placed on academic probation. When an athlete goes on academic probation, his or her institutional financial aid is automatically forfeited. If the student-athlete does not improve his or her academic record the next semester, he or she will be subject to *suspension* from the university.

Student-athletes admitted on probation (both transfers and returning students) fall under the same guidelines.

First-time freshman student-athletes (29 hours or less transferred in) whose GPA for the first semester is below 2.0 are placed on *academic warning*. Student-athletes on academic warning may practice with their team and may compete. If they do not raise their cumulative GPA to 2.0 by the end of their next semester, they are placed on academic probation and become ineligible to compete while on probation. Students on Academic Warning are required to participate in Turning Point, a program designed to assist students attempting to recover from difficult academic situations. (Further explanation of academic probation and academic warning is found in the university catalog.)

A student-athlete who fails daily Bible or University Bible is automatically placed on *Bible probation* for the succeeding semester and is ineligible to compete until that probation is removed. (See the explanation of Bible probation in the university catalog.)

A student-athlete who exceeds the allotted number of absences for university chapel is automatically placed on *chapel probation* for the following semester and may not compete during the period of that probation. The university

Student Handbook explains the other possible penalties of being on *chapel probation* and ways to remove it.

In the event the student-athlete is officially suspended from the university, he or she will be ineligible to participate in intercollegiate athletics. Consult the university catalog for further information on reasons students are suspended, the consequences, and the appeals process.

**Minimum NCAA Academic Requirements for those entering a collegiate institution full-time ON OR AFTER August 1, 2003**

Maintain full-time status as a student during the season/semester of participation. Be enrolled in at least a minimum full-time program (not less than 12 hours).

- Maintain satisfactory progress To be eligible to compete, a student-athlete must:
  - Satisfactorily complete 24 hours of academic credit during the first academic year, 18 of which must come during the regular academic year (as opposed to the summer).
  - Satisfactorily complete 18 hours of academic credit each academic year after the initial year of enrollment.
  - Satisfactorily complete 6 hours of academic credit in a regular academic term of enrollment to be eligible for the next semester.
  - Designation of degree program. By the beginning of the student-athlete's third year of enrollment, the student must designate a degree program of studies leading towards a bachelor's degree, including transfer students.

Thereafter, the student-athlete must make satisfactory progress towards that degree.

- Student-athletes who entered Lipscomb or any other college on or after August 1, 2003 must meet the following percentage of degree and cumulative GPA requirements:
  - (a) A student entering his or her fifth semester (third year) of collegiate enrollment must have successfully completed at least 40 percent of the course requirements in the student-athlete's specific degree program and present a cumulative GPA of 2.00.
  - (b) A student-athlete who is entering his seventh semester (fourth year) of enrollment must have successfully completed at least 60 percent of the course requirements of his or her specific degree requirements and present a cumulative GPA of 2.00.
  - (c) A student-athlete entering his or her ninth semester (fifth year) of enrollment must have successfully completed at least 80 percent of the course requirements of his or her specific degree requirements.

## **Additional Regulations Affecting Satisfactory Progress**

- (1) Remedial, tutorial or non-credit courses may be used only if they meet all the following criteria:
  - (a) Courses must be considered prerequisites for specific courses acceptable for any degree program.
  - (b) Courses must be given same weight as others in determining a student's status for full-time enrollment.
  - (c) Such courses shall not exceed 6 semester hours, and the courses must be taken during the student's first academic year of collegiate enrollment.
- (2) Incomplete Grades – A student receiving an incomplete grade may utilize the course in question to fulfill the minimum satisfactory progress requirements subject to the following conditions:
  - (a) The “I” must be removed by the first day of classes of the following semester.
  - (b) The course may be counted during the term in which the student initially enrolled in the course.
- (3) Repeated Courses – Credit for repeated courses may be used only under the following conditions:
  - (a) A course repeated due to an unsatisfactory initial grade may be utilized only once, and only after it has been satisfactorily completed.
  - (b) Credit for a course that may be taken several times shall be limited by university regulations.
- (4) Prior Approval - Summer Courses at Other Institutions. Prior approval from the Registrar's Office, in conjunction with the appropriate department chair, is required if courses taken at another college or university are to be utilized in determining the student's academic status.

## **Minimum Academic Requirements for Graduation**

Students must meet all of the requirements covered in the university catalog in order to qualify for graduation. Degree candidates at Lipscomb must complete a minimum of 132 semester hours (please refer to the University Undergraduate Catalog concerning the awarding of financial aid beyond 132 attempted hours) with a minimum GPA of 2.0 overall, 2.0 in their major, and 2.0 in their minor, on all work taken at Lipscomb. At least 25 percent of the credit hours required for any degree program must be earned in course

work at Lipscomb. In addition, the last 30 hours of work on a degree must be done in residence at Lipscomb except upon written approval of the Provost. For other stipulations, see the “Requirements for Graduation” section of the university catalog.

## **Academic Honesty**

The university expects students to be honest in their academic work. Academic dishonesty is viewed as an ethical issue and a violation of the principles of justice and personal responsibility inherent in the university’s ideals as expressed in its Statement of Mission and Goals. In particular, students must refrain from plagiarism, cheating, and collusion in connection with examinations and must acknowledge fully all sources and all assistance received in work submitted to the faculty for evaluation.

Lipscomb’s student-athletes are expected to adhere to the university’s Academic Honor Code as set out in the university Student Handbook. Any infractions/violations on the part of a student-athlete which are reported by a faculty member or appropriate administrator to the Athletics Department will subject that athlete to possible punishment from the Athletics Department in addition to penalties imposed by a faculty member, the Honor Code Council, and/or the Office of Campus Life—and may endanger the athlete’s continued participation in Lipscomb’s intercollegiate athletics program.

For further information on academic policies and procedures, consult Chapter Eighteen.

## **Eligibility Model**

### **Student-Athlete**

- Maintains satisfactory progress/good academic standing
- Provides continuing eligibility information to coach
- Reports academic difficulties
- Communicates with academic support staff and coaches

### **Academic Support [Assistant Director of Athletics for Academics]**

- Provides academic resources
- Maintains copies of academic records
- Communicates with academic advisors regarding satisfactory progress/academic standing
- Reviews full-time enrollment
- Tracks nonparticipating student-athletes
- Requests evaluation reports from student-athletes’ professors
- Provides evaluation reports to coaches
- Educates student-athletes on eligibility requirements
- Updates coaches on eligibility status at end of academic term
- Co-certifies Eligibility Checklists for each squad
- Assist in development of, in conjunction with the Faculty Athletics Representative, and administer any APR Academic Improvement Plans necessary for sports teams in need

## **Compliance Coordinator**

- Reviews coaches' participation rosters
- Determines remaining seasons of competition and other general eligibility
- Educates coaches on eligibility requirements
- Informs coaches on eligibility problems
- Monitors eligibility requirements
- Co-certifies Eligibility Checklists for each squad
- Assist in collection and input of APR data, in conjunction with the Registrar, and responsible for submission of APR data
- Responsible for collection, input and submission of GSR data
- Responsible for monitoring APR penalties when applicable
- Responsible for sharing APR data with athletic coaching staff
- Responsible for administering and monitoring amateurism questionnaires for all incoming student-athletes when fall semester begins

## **Coach**

- Submits participation roster to compliance coordinator
- Informs compliance coordinator of roster revisions
- Assists in monitoring academic progress

## **Academic Advisor**

- Advises student-athletes (e.g., degree requirements, proposed class schedules and institutional standards)
- Communicates academic problems to academic support personnel

## **Official from Registrar's Office**

- Generates and reviews information:
  - fall-to-fall credits
  - term enrolled
  - degree application of current credits
  - academic standing
  - degree declaration
  - cumulative degree credits
- Approves off-campus summer courses [in coordination with academic departments]
- Determines eligibility status
- Responsible for inputting eligibility data into the Compliance Assistant (which also prepares the data for APR collection purposes)
- Co-Certifies Eligibility Checklists for each squad
- Confirms degree application of credits and degree declaration

### **Official from the Admissions Office**

- Ensures proper admission procedures
- Assists in updating admission status of prospects
- Receives final clearinghouse reports
- Responsible for reviewing clearinghouse status
- Co-certifies Eligibility Checklists for each squad

### **Official from the Financial Aid Office**

- Ensures proper institutional procedures for financial aid
- Reviews all financial aid for student-athletes
- Co-certifies Squad Lists for each squad

### **Faculty Athletics Representative**

- Responsible for reviewing overall eligibility of all student-athletes
- Co-Certifies Eligibility Checklists and Squad Lists for each squad
- Assist in development of, in conjunction with the Assistant Director of Athletics for Academics, any APR Academic Improvement Plans necessary for sports teams in need

### **Director of Athletics**

- Co-Certifies Eligibility Checklists and Squad Lists for each squad

### **Change In Eligibility Status**

NCAA Bylaw 14.1.10 reads as follows:

“If a student-athlete’s academic eligibility changes at the end of a quarter or semester, the student-athlete shall become eligible or ineligible to compete on the date his or her eligibility is officially certified by the appropriate institutional authority. In a case in which the student becomes eligible at the end of the term, the earliest date on which the student can become eligible to compete is the day after the date of the last scheduled examination listed in the institution’s official calendar for the term that is ending. In a case in which the student becomes ineligible, the ineligibility shall become effective not later than the first day of classes of the following semester or quarter. In any case, if the student-athlete is academically eligible to compete at the time of the student-athlete’s or the institution’s first participation in an NCAA championship, he or she shall remain eligible for the remainder of the championship.”

It has been confirmed by the Atlantic Sun Conference and the NCAA that it is permissible to certify student-athletes individually between terms. To further clarify, one can become eligible at the end of a regular term and another can become ineligible at the

beginning of the next regular term. Both affected student-athletes would then be able to compete between regular terms. It will be this institution's policy to follow NCAA Bylaw 14.1.10 for competition eligibility between regular terms.

### **APR/GSR Processes – Improvement Plans, Monitoring Penalties and Sharing Data**

The Academic Progress Rate (APR) data collection is done every fall semester 6 weeks after classes begin. The Registrar is responsible for inputting all academic data into the Compliance Assistant software. The data is then uploaded into the APR data program by the Assistant Director of Athletics for Compliance. Before submission, the data is reviewed by all members of the Athletics Eligibility Certification Committee. It is then submitted to the NCAA by the Asst. AD – Compliance. Graduation Success Rate (GSR) data is due June 1 of every year. The Asst. AD – Compliance is responsible for collecting, inputting and submitting that data each year. If a sports team falls below 925 during any 4-year data cohort, an APR Improvement Plan is required. The Assistant Director of Athletics for Academics and the Faculty Athletics Representative are responsible for developing the plan. The Asst. AD – Academics is responsible for monitoring the Improvement Plan. Any penalties incurred from a sub-925 APR score are implemented and monitored by the Asst. AD – Compliance. Also, sharing of APR data with all coaches is done by the Asst. AD – Compliance shortly after submission of the APR data in the fall semester.

## **Chapter Seventeen**

### **Athletic Scholarships**

#### **General Information**

- NCAA rules and regulations pertaining to the awarding of financial aid, including athletic scholarships, can be found under Bylaw 15. Institutional rules and regulations concerning the awarding of financial aid can be found in the university catalog. Please consult your recent NCAA manual and your university catalog for any information not covered in this section.
- It is important to remember that a coach initially has the authority to make a recommendation on the awarding, cancellation or reduction of an athletic scholarship, but the final decision rests with the Athletics Director and the Director of Financial Aid.
- An athletic scholarship can cover only the following elements:
  - Tuition, up to 18 units in the fall and spring semesters only (more than 18 units per semester could be covered in specific approved circumstances).
  - On-campus room
  - On-campus board
  - Required institutional fees (only these fees will be covered: Technology, SGA, Graduation)
  - Required course-related books (each coach may set his/her own limit; however, \$400 is used for equivalency computations)
- An athletic scholarship is renewable each year and should be signed no later than the beginning of each academic year. If one is not signed, the financial aid office is authorized to grant that particular athletic scholarship based on the athletic scholarship report received from the compliance office, as long as it is done before classes begin or practice begins, whichever is earlier.
- It is every coach's responsibility to review his/her scholarship amounts. This is very important prior to the beginning of each academic year.
- Please consult an Athletics Scholarship Contract for all requirements and restrictions with regard to awarding scholarships.
- Those sports that are classified as equivalency sports must be mindful of staying below the maximum equivalency. (See chapter on Division I Requirements in this manual.) The equivalency value for each student-athlete is the combination of athletics aid and countable financial aid (university grant, SEOG, work-study,

etc.). Be sure to consult with the Assistant Athletic Director for Compliance if you have any concerns with the equivalencies for your sport.

### **Awarding an Athletic Scholarship to a Prospective Student-Athlete**

Each coach is responsible for the following when offering a prospective student-athlete a scholarship:

- to have two originals of the athletics scholarship contract and the National Letter of Intent prepared.
- to have all appropriate signatures on all documents before they are sent to the prospective student-athlete.
- to instruct the prospective student-athlete to return one original of the athletics scholarship contract and the National Letter of Intent to the Department.
- to then give the original of the scholarship contract and Letter of Intent to the Administrative Assistant of the Director of Athletics; copies will be made for the financial aid office, coach and Assistant Athletic Director for Compliance; then, the Assistant Athletic Director for Compliance will fax a copy of each document to the A-Sun office. Until the copy of the letter of intent is sent to the conference office, the scholarship is not official.

### **Renewal of Athletic Scholarship Contracts for Returning Student-Athletes**

Each head coach is responsible to make sure the following procedure is completed by the end of spring semester or before the student-athletes leave campus (for those S-A's that are required to be here to finish their playing season). The NCAA deadline for notification of renewal/reduction/non-renewal is July 1<sup>st</sup>.

- Once you have determined the value of the athletic scholarship for the returning student-athlete, inform the Assistant Athletic Director for Compliance so that the athletic scholarship report can be updated.
- Then give the updated report to the Administrative Assistant with instructions to prepare two originals of the athletics scholarship contract for the upcoming year.
- The student-athlete and head coach sign both originals; give one copy to the student-athlete immediately and the other original to the Administrative Assistant. The Administrative Assistant will make a copy for the financial aid office and the Assistant Athletic Director for Compliance.
- In accordance with NCAA rules, the renewal letters must be sent by the financial aid office no later than **July 1<sup>st</sup>**.
- In accordance with institutional rules, when beginning a semester with more than 132 attempted hours of credit, a scholarship extension must be requested of the

financial aid office for a student-athlete to receive his/her institutional academic and memorial scholarships.

- In accordance with institutional rules, when enrolled in less than a full-time program of studies (which can only be done in the semester the student-athlete is graduating), a load exception must be requested of the financial aid office for a student-athlete to receive his/her athletics and/or institutional scholarships.

### **Changes in Scholarship Amounts**

- If a student-athlete leaves school or quits the team, this must be immediately reported to the following individuals:
  - Director of Athletics
  - Assistant A.D. for Academics
  - Assistant A.D. for Compliance
  - Director of Media Relations
  - Head Athletic Trainer
  - Head Strength Coach
- Any request for increases in athletics scholarships must be made before practice or classes begin (whichever occurs first).

### **Request for Withdrawal of an Athletic Scholarship**

If you have provocation to request the withdrawal of an athletic scholarship currently being awarded to a student-athlete, you must verify one of the following:

- The student-athlete renders him or herself ineligible for competition
  - Provide, in writing, your request of withdrawal to the Asst. AD for Compliance
  - The request will be forwarded to the financial aid office for removal
- The student-athlete voluntarily withdraws from the team.
  - Provide, in writing, the reasons why the student-athlete withdrew, along with the date of the withdrawal. This documentation should be addressed to the Athletics Director and copies given to the Assistant Athletics Director for Compliance.

- The student-athlete's athletics scholarship will be withdrawn the next semester or immediately under certain circumstances.
- The head coach wishes to cut the student-athlete from the team.
  - Because an athletic scholarship is awarded for the academic year, a head coach wishing to cut a student-athlete from the team without disciplinary reasons or a violation of the Athletics Scholarship Contract will not be able to cancel the scholarship.
  - The head coach must document the reason(s) for the request to cut the student-athlete. This documentation should be addressed to the Athletics Director and copies given to the Assistant Athletics Director for Compliance.
  - The student-athlete has the right to request a hearing once notified by the Director of Financial Aid that the scholarship will not be renewed.
  - If the student-athlete does request a hearing and wins his/her appeal, the scholarship will be re-awarded.
  - If the student-athlete does not request a hearing within 30 days of receiving the letter from the Director of Financial Aid, then, and only then, the head coach may consider that scholarship available for the upcoming academic year.
- The student-athlete is dismissed for disciplinary reasons.
  - A student-athlete may be dismissed from the team for disciplinary reasons based on written team rules that have been distributed to all team members.
  - A student-athlete may also be dismissed for non-athletic reasons, such as disciplinary action on the part of the university.
  - Before a student-athlete is dismissed, the Athletics Director must be consulted.
  - If it is agreed that the scholarship should be withdrawn and the student-athlete dismissed from the team, a letter from the Athletics Director will be forwarded to the Director of Financial Aid recommending the withdrawal of the scholarship.
  - A letter will be sent by the Director of Financial Aid informing the student-athlete of the recommendation to withdraw the scholarship and the effective date of said withdrawal.

- The student-athlete has 30 days from receipt of the letter to request a hearing. If the student-athlete requests a hearing and wins his or her appeal, the scholarship will be reawarded.
- Otherwise, the scholarship will be withdrawn at the end of the semester or as determined by the Director of Financial Aid.

### **Maymester, Junemester and Summer Session Scholarships**

Scholarships do not normally include summer session attendance. In circumstances in which a student-athlete wishes to attend or must attend summer school to sustain progress toward a degree or to maintain academic eligibility for continued sports participation, scholarship support may be recommended by the coach and approved by the Athletics Director.

Please refer to NCAA Bylaw 15.2.7 for regulations governing summer financial aid. Also, please refer to the university catalog for institutional regulations governing summer financial aid.

## **Chapter Eighteen**

### **Student-Athlete Grievance Policies**

#### **Student-Athlete Responsibilities**

Participation in the Lipscomb athletics program is a privilege and each student-athlete is expected to behave according to the rules of his or her sport and of the University. In addition, the conduct of all student-athletes shall reflect the fact that by virtue of their participation in student athletic programs sponsored by Lipscomb, student-athletes are expected to exhibit a higher standard of behavior than might be expected of other students and to avoid conduct that is likely to appear improper.

#### **Student-Athlete Rights**

Each student-athlete at Lipscomb has the right to be treated with fairness and respect. Student athletic programs are first and foremost an educational experience and the safety, good health and well-being of the student-athlete is a top priority of the Lipscomb athletic program.

#### **Student-Athlete Grievance Procedure**

When a student-athlete believes that any of his or her rights have been violated by a member of the athletic department staff, the student should ordinarily attempt to resolve the matter by making an informal complaint to the person involved.

If the problem is not resolved to the student-athlete's satisfaction by contacting the person involved or if the student-athlete does not feel comfortable addressing the concern with the person involved, one of the following individuals can be consulted about options for resolution of the problem: Director of Athletics, Assistant Director of Athletics/SWA, Assistant Director of Athletics/Compliance, Associate Director of Athletics, Faculty Athletics Representative.

Note: Issues regarding playing time, position on team, etc. are not grievable under this policy.

When the grievance involves a non-renewal or reduction of financial aid or refusal to grant a transfer release, please refer to the following additional formal grievance procedures.

#### **Financial Aid Appeals**

When the grievance involves a non-renewal or reduction of financial aid, the institution is required by NCAA bylaws to notify the affected student-athlete in writing that he/she has the opportunity for a hearing before a financial aid appeals committee. Once the matter is heard by the financial aid appeals committee, the decision is considered final. The following are the procedures that the financial aid appeals committee follows.

## **Financial Aid Appeals Committee Procedures**

As per NCAA Bylaw 15.3.5.1.1, the institution shall notify in writing each student-athlete that has not had his/her athletic financial aid renewed (or has been reduced) for the ensuing academic year of the opportunity for a hearing before the institutional agency making the award. This financial aid appeals committee shall have established reasonable procedures for promptly hearing such a request. The responsibility for conducting such a hearing cannot be delegated to the university's athletics department or its faculty athletics committee. The decision to renew or not renew the financial aid is left to the discretion of the institution, to be determined in accordance with its normal practices for students generally. The following are guidelines that shall be followed for each case:

- The committee shall be chaired by the director of financial aid. The chairperson shall, at his/her discretion, name the other committee members, which shall be any university employee (except athletics department employees). The committee shall not be restricted in its size.
- Each committee member shall be familiar with NCAA Bylaw 15.3 of the NCAA Division I Manual.
- The committee shall give each side involved in each case the opportunity to be heard (the student-athletes and/or his/her parents, in addition to the head coach of the sport involved).
- The committee, at its discretion, may hear the appeal in a variety of communication forms (in writing, in person, by telephone, by videoconference, etc.). However, once the method of communication has been established for that particular case, that method shall be used to hear both sides.
- Once a decision for a particular case has been reached, the committee chair (or its designee) shall inform each side involved in writing.

## **Refusal of Transfer Release Appeals**

When the grievance involves a refusal of a transfer release, the institution is required by NCAA bylaws to notify the affected student-athlete in writing that he/she has the opportunity for a hearing before a transfer release appeals committee. Once the matter is heard by the transfer release appeals committee, the decision is considered final. The following are the procedures that the transfer release appeals committee follows.

As per NCAA Bylaw 13.1.1.3.1, the institution shall notify in writing any student-athlete that has been denied permission to speak with another four-year institution concerning a subsequent transfer of his/her opportunity for a hearing before an institutional committee outside of the athletics department. This transfer appeals committee shall have established reasonable procedures for promptly hearing such a request. The decision to grant permission or not is left to the discretion of this committee. The following are guidelines that shall be followed for each case:

- The committee shall be chaired by the Dean of Students. The chairperson shall, at his/her discretion, name the other committee members, which shall be any university employee (except athletics department employees). The committee shall not be restricted in its size.

- Each committee member shall be familiar with NCAA Bylaw 13.1.1.3 of the NCAA Division I Manual.
- The committee shall give each side involved in each case the opportunity to be heard (the student-athlete and/or his/her parents, in addition to the athletics director or head coach of the sport involved).
- The committee, at its discretion, may hear the appeal in a variety of communication forms (in writing, in person, by telephone, by videoconference, etc.). However, once the method of communication has been established for that particular case, that method shall be used to hear both sides.
- Once a decision for a particular case has been reached, the committee chair (or its designee) shall inform each side involved in writing.

## **Chapter Nineteen**

### **Academic Support Program/Academic Policies and Procedures**

#### **Main Goals**

The main goals of the Academic Support Program for Athletics (ASPA) are as follows:

- To ensure that student-athletes take advantage of the education offered at Lipscomb University and fulfill their responsibilities as students.
- To help acclimate student-athletes to the academic expectations, curriculum, and standards of a university.
- To inform student-athletes of the requirements necessary for completion of degrees within their eligibility time span.
- To help student-athletes clarify their career goals and prepare themselves to pursue satisfying careers.
- To help student-athletes feel comfortable with their roles as outstanding athletes on a campus with a strong academic orientation.
- To sensitize the university's academic community to the situation of the student-athlete and to emphasize the need for faculty members to support student-athletes in becoming an integral part of the academic community.

### **University, Athletics Department and NCAA Rules and Regulations**

#### **Academic Advising**

- Each student-athlete must have a faculty academic advisor in the department in which he/she is majoring. These advisors are available to assist students with academic planning and course scheduling. However, the ultimate responsibility for fulfilling all academic requirements rests with the individual student-athlete.
- To work effectively with academic advisors, student-athletes are advised to:
  - Be aware of all academic requirements for their major, minor, and General Education program and for the university's Writing Program and Bible requirements
  - Maintain a checklist of all of those requirements.
  - Plan schedules for each semester and future semesters with their academic advisor with attention given to practice schedules and season of sport.

- Maintain regular contact with their advisor. Schedule appointments well in advance of deadlines (i.e., adding and dropping courses, registration).

### Placement Tests

- All new undergraduate students in the university (both freshmen and transfer students) are eligible to take placement tests in math and foreign languages to determine the appropriate level of courses for them to take. Students whose ACT score places them in Developmental English are allowed to write an essay during the first week of classes to be assessed by the English faculty. Their assessment determines if the student is then allowed to enroll in the Lipscomb Seminar instead.
- NOTE: Placement tests may be taken only once.

### Credit Load for Undergraduate Student-Athletes

- Each student-athlete should carry a normal class load, enrolling in 14-16 semester hours as much as is feasible.
- The Athletics Department will place an athletic hold on the records of all participating student-athletes. This means that student-athletes will not be able to drop classes without the approval of the Assistant Athletic Director for Academics.
- To remain academically eligible, student-athletes must not drop below 12 semester hours. Dropping a course should always involve careful consideration, not only because it may negatively impact an athlete's eligibility right away but also may interfere with satisfactory progress toward degree requirements.
- Exceptions to full-time status may be made if the student-athlete is a graduating senior in his or her last semester and needs fewer than 12 semester hours to graduate.
- The ASPA is not responsible for classes canceled due to financial obligations of the student. All fines, fees, insurance payments, deposits and other financial obligations are the responsibility of the student though the ASPA may be consulted if problems arise.

### Early Class Selection (Priority Registration)

- Through the cooperation of the Registrar's Office, all student-athletes are given an early appointment time to register via the university website during the Early Class Selection period. School ambassadors, resident assistants, and honors students are given the same privilege.

- For that early appointment time to be beneficial, each student-athlete must meet with his/her academic advisor during the designated advising period prior to Early Class Selection to work out a course schedule and obtain the sheet which provides the PIN number needed to register and the designated appointment time.
- Each student-athlete must remove all holds on his account before attempting to register. (Note: an **athletic hold** simply marks an athlete for a priority appointment time and does not need to be removed.)
- To take advantage of this system, the student-athlete must access the website and select courses as soon as his/her specified appointment time allows.

#### Closed Classes/Classes Requiring the Instructor's Permission

- Permission to enroll in a closed class or one requiring the instructor's permission must be obtained from the instructor who will perform an override for that class and that individual student in the computer before the student can register online for the course.

#### The Drop/Add Procedure

- Student-athletes are responsible for adding and dropping of classes when necessary. Student-athletes should meet with the ASPA first and are required to obtain the professor's signature, that of their academic advisor, and that of the Assistant Athletic Director for Academics on the Drop/Add form obtained from and returned to the Registrar's Office.
- Student-athletes are responsible for knowing the deadlines for dropping and adding classes. After published deadlines, no changes in class schedules are permitted.

#### Responsibilities in the Classroom/Chapel/University Bible

- Student-athletes must alert their professors on the first day of class that they are athletes and provide each with a travel/competition schedule.
- Student-athletes must attend class and complete assignments. The university catalog specifies that "any student who misses the equivalent of three weeks of any course is subject to being removed from that course." Absences which are not athletically related may jeopardize the athlete's standing on the team and scholarships.
- Excessive absences in chapel and University Bible will result in probation and ineligibility to compete.

- Student-athletes are to make arrangements prior to each athletically-related absence to make up exams and assignments and to make up missed work quickly. Appointment times for making up exams and other work are at the discretion of the professor. A student-athlete must never tell a professor that he/she cannot make up the work at the time the professor designates because that time conflicts with a scheduled practice time. If the makeup is scheduled during practice time, the athlete must inform his/her coach ahead of time that practice will be missed due to making up coursework.

## Graduation

- Students planning to graduate at the end of a particular semester must notify the Graduation Office by the end of the first week of that semester.
- Failure to file the intent to graduate form in the Graduation Office by that deadline may result in a delay in graduating. Students who fail to meet the deadline also do not qualify for graduation honors.

## **An Introduction to University Tutoring**

The ASPA is in place to serve the university's many talented athletes and is committed to providing the best possible service. In turn, student-athletes are asked to exhibit the same respect, effort, and striving for excellence in their academic endeavors that they show in their respective arenas of competition.

Tutorial assistance is available to all student-athletes at the university. It is necessary for all student-athletes to realize that tutorial services are a privilege, not a right, and that such a privilege can be lost if the student repeatedly comes unprepared to these sessions.

## **Description of ASPA Tutorial Services**

Tutoring is available to all student-athletes at the university Writing Center and Math Lab. The Writing Center provides tutoring on any kind of writing assignment, and the Math Lab provides help with all math courses. Information on locations and hours for the semester may be obtained from the English and math departments respectively.

Student-athletes are encouraged to use these services. In addition, they may be referred based on their academic performance.

One-on-one tutoring/personal tutoring is available to student-athletes with special needs or concerns through the ASPA.

- Tutors will be chosen based on their knowledge of and ability to communicate about the subjects most often encountered by university athletes for a particular semester. In some situations, a student-athlete may be better served by the

tutoring services of an academic department or by consulting with his/her professor(s).

### **ASPA Expectations for Tutoring Sessions**

- The ASPA expects student-athletes to:
  - Show up for their tutoring sessions on time and ready to study.
  - Be prepared with questions about completed work as previously agreed upon between the tutor and student.
  - Give the tutor proper respect and value his/her time and effort.
- ASPA expects the tutor to:
  - Come to every session prepared and ready to devote his/her full attention to the student's needs.
  - Understand the challenges faced by student-athletes.
  - Communicate effectively with the student in regards to the subject at hand.
  - Place the responsibility on the student to complete his/her own work and in no way serve as a substitute for the student's academic efforts.
- ASPA Attendance Policy
  - The student-athlete and tutor should be on time to all sessions. Failure to attend a session without notifying the tutor beforehand and/or repeated tardiness may lead to the student-athlete's forfeiting tutorial privileges.

### **Policies for Athletic Study Hall**

#### Philosophy and Objectives

The Athletic Department study hall time is set aside for serious studying and completion of course assignments. By taking advantage of this opportunity, the student-athlete learns to manage his/her time well and to balance the demands of academics and athletics more successfully.

#### Study Hall Policies

In order to create a quiet atmosphere in which athletes can study productively, the following policies must be followed by everyone participating:

1. *Signing in/out.* Student-athletes will be required to sign in and out. For a few weeks the athlete will write the time he/she entered study hall and the time left on a sheet of paper designated for his/her team.

Once we put a scanner in place, the student-athlete will sign in and out using his student ID card with a barcode on it.

2. *Other academic activities which will count for study hall.*

For study hall purposes, **a week is defined as from Sunday through Saturday.**

*Tutoring:* time spent being tutored at another time and location can count as study hall hours as long as that is pre-approved by the Assistant Athletic Director/Academics

(Dr. Garner). On Friday of the week in which the tutoring took place, the student-athlete must bring a sheet of paper to Dr. Garner listing the number of hours spent in tutoring that week with the signature of the official Athletic Department tutor to attest to the authenticity of those hours.

*Attending the Writing Center/Math Lab/B.A.S.S. tutoring programs:* time spent being tutored in these university programs can count toward study hall hours. On Friday of the week in which the student-athlete was tutored by one of these programs, he/she must bring a sheet of paper to Dr. Garner which specifies the program in which he/she received help, the date(s) and time(s), and the total amount of time spent that week being tutored in that program. Again a tutor in that program must sign the sheet to verify the accuracy of that information.

*Attending a recital/art exhibit/lecture or other organized academic program as part of a class*

*requirement:* Attending these types of programs will also fulfill all or part of the study hall hour

requirement for the week. In order to receive “study hall” credit, bring Dr. Garner documentation signed by a coordinator of the event (if your professor is not in attendance) or

your professor. Ask that person to name the event, its date, and the amount of time you were there.

**Failure to give Dr. Garner the appropriate documentation on the Friday of the week**

**In which you participated in one or more of these academic activities will mean the**

**hours spent will not be credited to your weekly study hall hour requirement.**

3. *Other academic activities which do not count as time spent in the departmental study hall in Burton but may count for your team's study hall at your coach's discretion*

- a. library research
- b. working on group projects required for a class
- c. studying with another student

*Penalty for failure to meet your required study hall hours for the week:*

Any athlete who fails to complete the number of hours of study hall required for him/her during any given week will be reported to his/her coach. Again, a week is defined as from Sunday through Saturday.

**That athlete will not be allowed to participate in the team's practices until the number of hours is made up under the supervision of the coach.**

4. *Athletic Department's policy on makeup tests:* Makeup tests are to be arranged between the professor and yourself. **Study hall time is not to be used for that purpose.**

5. *Policies governing the atmosphere of the study hall itself:*

a. Do not come to study hall without the **appropriate materials needed to study**. There will be no computers available in the room, although you may bring your own laptop. Be sure to bring textbooks, paper, writing utensils, notes, syllabi, assignment instructions, and other items you need to work on your assignments and devote the time to concentrated study. Remember to bring plenty of work to occupy your time.

**Anyone who sleeps or fails to study during study hall will not be credited with any time spent there.**

b. The study hall must be **quiet** and is not therefore the appropriate place to socialize, laugh, converse, goof off with one's friends, work together on assignments, or be tutored.

If you think you will be tempted to socialize with your neighbor, separate yourself from your teammates and friends.

c. Nor is study hall the place to hold a cell phone conversation. All **cell phones** must be turned off while you are in study hall and placed out of reach so that you are not tempted to give yours attention.

d. You may use **headphones** to listen to music, but the music must be kept at a **low enough volume that those around you cannot hear it**. The study hall supervisor will ask you to turn it down if it is too loud.

e. **No food, tobacco products, or non-academic reading or writing materials** are allowed.

f. Since as an athlete you need to remain hydrated, you may bring **bottled water** to study hall.

Be sure to quietly throw the bottle in the trash can when you leave study hall.

**No other drinks will be allowed.**

g. Students will be **entering and leaving study hall** throughout the evening. Be respectful of other people studying, and enter and leave the room quietly, shutting the door quietly behind you.

**As you get settled to study**, please do so as quietly as possible so that you do not disturb others.

**While you are in study hall, you may need to take a break. However please limit yourself to leaving and re-entering the study hall only one or two times during the time you spend there.**

**THE ATHLETIC DEPARTMENT PERSONNEL ARE RESPONSIBLE FOR MAINTAINING AN ENVIRONMENT CONDUCTIVE TO EFFECTIVE STUDY FOR ALL WHO ATTEND THE STUDY HALL. THEREFORE ANY STUDENT-ATHLETE WHO VIOLATES ANY OF THE ABOVE POLICIES WILL BE ASKED TO LEAVE THE STUDY HALL AND WILL BE REPORTED TO HIS/HER COACH FOR APPROPRIATE DISCIPLINARY ACTION.**

Study hall policies pertain to any upperclass student-athlete with a cumulative GPA below 2.5 and any freshman student-athlete with a cumulative GPA below 3.5.

### **Career Counseling**

It is very important for every student-athlete to have a career goal. The ASPA in conjunction with the university's Academic Support Services staff assists student-athletes in choosing an academic major and potential career.

### **Campus Activities and Functions**

The university offers a variety of student clubs and associations. These student organizations are an important part of the educational experience that students receive at the university. All student-athletes are strongly encouraged to become familiar with the extra-curricular learning opportunities available through these clubs and organizations.

### **Personal Guidance Counseling**

Personal problems can affect a student-athlete's performance on and off the field. If assistance is needed, the Assistant Athletic Director for Academics should be contacted. Referrals to staff members in the university Counseling and Health Centers may then be made, and any information will be kept strictly confidential.

## **Chapter Twenty**

### **Media Relations**

#### **Media Relations for Student Athletes**

- Student-athletes have a responsibility to the university, their coaches and teammates to cooperate with the media.
- The opportunity to deal with the media is a learning experience in developing communication skills that can be helpful not only during their intercollegiate career but in future professional and business careers.
- Student-athletes should never agree to a telephone interview unless the Media Relations Office or the Director of Athletics has coordinated the arrangements. This will assist the student-athletes in avoiding contact with unauthorized persons who may attempt to gain and use information for gambling purposes.
- It is very important for the student-athlete to be on time for scheduled personal interviews or in returning telephone calls arranged by the Media Relations Office.
- In personal interviews, the student-athlete should not answer a question if he/she does not wish to respond to it. If there is any doubt about the propriety of answering a certain question, the student-athlete should simply say, "I do not wish to reply to that question."
- If a student-athlete is uncomfortable with the questions, answers, or general tone of the interview, he/she should call a halt to the interview and seek counsel with the Director of Athletics or with Media Relations personnel.
- The perception of an individual, the team, or the university by the media is developed by the impressions made through the interview, feature stories, and the athlete's personal decorum.

## Chapter Twenty-One

### Athletic Weight Room Policies

The weight room facility is limited to use by current student-athletes, coaches, staff, and classes. Use of the facility by any other individual is prohibited. This facility is subject to legal limitations and must be used under the supervision of a qualified individual.

- Prior to participation, all athletes and users must have a physical.
- Prior to participation, all athletes and users must attend an orientation on weight room policies, common risks in training, proper execution of various exercises, and the possible consequences of policy violations and improper lifting techniques.
- Athletes are to use the workouts designed for their team.
- If an athlete has an injury, he/she should obtain a modified workout program.
- Athletes must wear proper lifting attire (shirts & shoes-tied) at all times. No jeans, sandals, flip-flops, jewelry (loose necklaces, hanging earrings) or open toed shoes.
- All athletes must bring dry shirts to change into if practice jersey is sweaty.
- Athletes should not wear muddy shoes from fieldwork or practice. (no cleats)
- Athletes should show respect for equipment and facilities at all times: no feet on walls, leaning on mirrors, or walking across platforms. Any spitting on the floor or the fountain or defacing the facility will result in immediate disciplinary action.
- No equipment is to leave the weight room at any time. No equipment is to be brought into the weight room at any time. Utility benches are not to be moved.
- No plates are to be left on bars or machines. Return plates, dumbbells, bars, ropes, etc. to their proper storage racks.
- Athletes are not to set bars, dumbbells, or plates on benches.
- Athletes should move weights from the racks to the machines and bars only. They should never set plates on the floor or lean them against equipment or walls.
- Athletes should not drop or throw weights or dumbbells.
- Athletes should wipe off benches when finished using them if necessary.
- Athletes must follow correct chalk procedure at all times.
- No food, gum, tobacco, drinks, or banned substances allowed in the facility.
- No crude comments or horseplay in the facility. Show respect at all times.
- Staff controls radio and TV settings. Athletes are not allowed in offices at anytime.
- Supervisors are not responsible for personal belongings that are lost or stolen.
- If you do not know how to use a piece of equipment or perform a certain lift *ask!*
- Athletes must perform all squats in a squat rack, all power (Olympic) lifts on a platform (use only bumper plates), and all dumbbell work in the dumbbell area.
- Always use collars and spotters when necessary.
- Limited use of weight belts. Belts of any type are not allowed on equipment.
- All concerns and maintenance needs should be reported to the Strength Coach.
- Be on time for scheduled workouts and call if going to miss.
- Former athletes must have their programs approved and must sign a waiver form.



Athletic Weight Room Policy Individual Waiver

I \_\_\_\_\_, have received and understand the

Lipscomb University Strength & Conditioning Athletic Weight Room  
Policies

set forth herein. An injury that occurs in the strength facility is the sole  
responsibility of the user, and Lipscomb University or the strength staff is  
not held liable.

Signed by user: \_\_\_\_\_

Signed by Strength Coach: \_\_\_\_\_

Date: \_\_\_\_\_

## **Chapter Twenty-Two**

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

#### **Athletics Department Staff Responsibilities**

All staff members, especially coaches, are responsible to make certain that the following happens:

- Every team is required to have two student-athletes represent their team on the Student-Athlete Advisory Committee and at all meetings.
- Every coach is required to identify a community charity with which to align the student-athletes and perform community service at a minimum of once a year.
- It is important that every staff member, especially head coaches, actively support the activities associated with the SAAC.

#### **Student-Athlete Advisory Committee**

This committee has two representatives from each varsity team who meet once a month to discuss and review policies and issues pertinent to the student-athlete of Lipscomb University. The members should also plan activities to encourage support of all the teams and to benefit the Lipscomb community outside athletics and the Nashville community.

The committee:

- acts as a liaison between the Athletic Department and the student-athletes. It serves as a forum to address the concerns and needs of student-athletes and facilitates communication regarding rules changes, deadlines and programs.
- publishes a newsletter during the school year to keep student-athletes informed about current issues and events and rules changes, to honor special achievements and to feature special educational articles.
- organizes and promotes social activities and service projects to build camaraderie among all the athletes.
- helps facilitate each team's community service efforts and organizes service of its own to both the Lipscomb community and Nashville.

## Chapter Twenty-Three

### Special NCAA Student-Athlete Funds

#### Special Assistance Fund

Annually, the NCAA provides funds to each member institution to assist student-athletes who demonstrate financial need. The guiding principles of the fund are to meet the student-athletes' needs of an emergency or essential nature for which financial assistance otherwise is not available.

- In addition, to be eligible for these funds, a student-athlete must:
  - Have filed for financial aid;
  - Have demonstrated financial need; and
  - Have unmet financial need.
- The following student-athletes are eligible to apply for funds:
  - Pell-eligible student-athletes (except non-qualifiers in their initial year of residence), including student-athletes who have exhausted their athletics eligibility (Dolan Grant recipients) or no longer are able to participate because of medical reasons.
  - Student-athletes who are receiving countable athletically related financial aid and who have demonstrated financial need as determined by an analysis conducted consistent with federal methodology or the methodology used for all students at the institution.
  - For a foreign student-athlete, an official foreign student athlete advisory entity of the institution outside the Athletics Department must certify in writing that the student-athlete has financial need.
- The following are permissible uses of the fund:
  - Cost of clothing and other essential expenses (not entertainment) up to \$500 for Pell-eligible student-athletes and full and partial grant-in-aid student-athletes who demonstrate financial need.
  - Cost of expendable academic course supplies (e.g. notebooks and pens) and rental of no-expendable supplies (e.g. computer equipment and cameras) that are required for all student enrolled in the course. However, required textbooks may NOT be purchased.
  - Medical and dental costs not covered by another insurance program (e.g. premiums for optional medical insurance, hearing aids, vision therapy, and off-campus psychological counseling).

- Costs associated with a student-athlete or a student-athlete's family emergencies.
- Following are restrictions on the use of the fund:
  - Financing any portion of an institutional grant-in-aid that could have been awarded to the student-athlete is prohibited. Specifically, the fund may not be used for:
    - tuition
    - any portion of housing costs on- or off-campus
    - any portion of board costs on- or off-campus
    - student fees
    - course related books
  - Non-qualifiers may not receive special assistance funds during their first academic year in residence.
  - Entertainment expenses for student-athletes are not permissible
  - The purchase of disability, illness or injury insurance to protect against the loss of potential future professional sports earnings is not permissible.
- The maximum amount for non-emergency requests will be \$500.
- First priority will be given to student-athletes receiving an athletic scholarship who are recipients of Pell Grants and have unmet need.
- To apply for this fund, see the Assistant Athletics Director for Academics.
- An international student-athlete applying for the funds must have demonstrated financial need and be approved by the International Admissions Director.
- Once the funds have been awarded and received, each recipient must provide original receipts. The receipts must be from appropriate vendors that provide clothing and essential expenses. Each receipt must have:
  - The name of the store
  - The date of the purchase
  - An itemized list of each purchase
  - The price per item

- Total amount of sale
- If appropriate receipts are not provided, the amount of unsubstantiated funds must be reimbursed by the student-athlete.
- Any student-athletes not providing receipts by the end of the academic year totaling the amount received will not be eligible for the assistance fund the following year. In addition, the amount received will be deducted from his or her athletic scholarship for the next academic year if not reimbursed by the student-athlete.

### **Student-Athlete Opportunity Fund**

The Student-Athlete Opportunity Fund is intended to provide direct benefits to student-athletes or their families as determined by our conference office, the Atlantic Sun. The fund shall be used to assist student-athletes in meeting financial needs that arise.

All student-athletes, including international, are eligible to receive SAOF benefits, regardless of whether they are grant-in-aid recipients, have demonstrated need or have either exhausted eligibility or no longer participate due to medical reasons. Additionally, student-athletes receiving monies from the Special Assistance Fund may also receive SAOF benefits. Prospective student-athletes shall not be eligible for SAOF funds (except for prospects receiving summer financial aid prior to full-time enrollment).

SAOF monies may not be used for the following:

- Salaries and benefits
- Grants-in-aid (other than summer school) for student-athletes with remaining eligibility
- Capital improvements
- Stipends

## **Chapter Twenty-Four**

### **Student-Athlete Exit Interviews**

The Department of Athletics conducts Exit Interviews as required by the NCAA Constitution. Article 6 Section 3.2 reads as follows:

- 6.3.2 Exit Interviews. The institution's director of athletics, senior woman administrator or designated representatives (excluding coaching staff members) shall conduct exit interviews in each sport with a sample of student-athletes (as determined by the institution) whose eligibility has expired. Interviews shall include questions regarding the value of the students' athletics experiences, the extent of the athletics time demands encountered by the student-athletes, proposed changes in intercollegiate athletics and concerns related to the administration of the student-athletes' specific sports.

Each student-athlete who is exhausting his/her eligibility will, at the end of his/her sport's season, complete and return a written survey about his/her experience as a student-athlete, in the particular sport participated in and within the athletics program overall. (A copy of the survey is found in the Appendix.)

Each athlete is encouraged to set up a thirty-minute appointment with the athletic administrator who oversees his/her specific sport to discuss his/her experiences, perceptions as a student-athlete, and any concerns.

### **Coach Exit Interviews**

The Director of Athletics will conduct exit interviews of coaches. The Annual Athletically Related Income Form must be filled out before a coach leaves. Also, in men's basketball, the Annual Financial Disclosure Form must be submitted before leaving.

## **Chapter Twenty-Five**

### **Guide for Family and Friends of Lipscomb University, Athletics**

#### **The National Collegiate Athletic Association**

The National Collegiate Athletic Association, commonly known as the NCAA, is the national governing body for amateur collegiate sports in the United States. As a member in good standing of the NCAA, Lipscomb University is obligated to abide by NCAA rules and regulations governing the eligibility, amateur status and recruiting of student-athlete. Under these rules, boosters of the university are just as responsible for rules compliance as are our coaches and staff members. Thus, the Department of Athletics must take every effort to educate those supporting our program.

#### **Who are Lipscomb University's Boosters?**

'Booster' is the common term for individuals the NCAA defines as 'Representatives of Athletics Interests.' You are considered a booster if you belong to the Bison Club/Champions Club or other athletic support groups for Lipscomb athletics; contribute to Lipscomb's athletics program in any way; are involved in any manner in providing benefits to enrolled student-athletes or their families (e.g., summer jobs); or are involved in promoting Lipscomb athletics program.

As a booster, Lipscomb University is responsible for anything you do relating to prospective and enrolled student-athletes, their families or friends, whether it is by accident or on purpose. Once you become a booster, you remain so indefinitely.

#### **Rules governing prospective student-athletes**

*Definition of a Prospective Student-Athlete:* A prospective student-athlete or prospect is any student who has started classes for the ninth grade. It is possible for a younger student to be considered a prospect under certain conditions so it is best to treat all young student-athletes as prospects. A prospect remains a prospect even after signing a National Letter of Intent to attend a particular institution or enrolling in a preparatory school or junior college. Additionally, any student enrolled in a four-year college who has been given a release to transfer is considered a prospect and all applicable NCAA legislation applies. An individual remains a prospect and all NCAA legislation regarding prospects applies until (a) the individual reports for regular squad practice, (b) the individual officially registers and is enrolled, or (c) the prospect attends a class in any regular term.

- In Division I you are prohibited from making in-person on- or off-campus recruiting contacts with, writing to, or calling prospects or their relatives or legal guardians. A contact is any face-to-face encounter with a prospective student-athlete or his or her parents/legal guardians during which any dialogue occurs in excess of an exchange of greeting. Any face-to-face encounter which is prearranged and which takes place on the grounds of the prospect's

- school or at the site of competition or practice is considered a contact, regardless of the conversation that occurs.
- You may not entertain, buy a complimentary meal for, transport to on- or off-campus events, or expend any funds on the prospect or his or her guardians, relatives, or friends.
  - Contacts between a prospect and you related to permissible preenrollment activities (e.g., summer employment arrangements) after the prospect signs the National Letter of Intent are permissible.
  - You may view a prospect's contest on your initiative, subject to the understanding that you may not contact the prospect. You are prohibited from contacting the prospect's coach, principal, or counselors in an attempt to evaluate the prospect, as well as from visiting the prospect's school to pick up film or transcripts pertaining to the evaluation of the prospect's academic or athletics ability.
  - You may contact a Lipscomb University coach if you know of a talented student-athlete who might benefit our program or who is already interested in attending Lipscomb. Feel free to send recommendation letters, newspaper clippings or similar information about prospects to coaches.
  - You may not contribute to the payment of registration fees for prospects to attend sports summer camps.
  - You may not mail anything including newspapers, clippings, posters, programs, etc. to prospects or their families.
  - You may not transport, entertain, or provide expenses for a high school, preparatory school, or two-year college coach.
  - You may not contact a prospect electronically, i.e., on instant messenger, web board, chat room, text messaging, e-mail, etc.

### **Rules governing currently enrolled student-athletes**

- Unless expressly authorized by NCAA legislation, you may not make any special arrangement or provide any special inducement for a student-athlete. Simply put, you cannot treat an athlete any different from a nonathlete. Inducements (extra benefits) that are prohibited include but are not limited to the following: cash, loans, promise of employment after college, special discounts or payment arrangements on loans; involvement in arrangement for free or reduced charges for professional or personal services; use of an automobile; providing transportation to or from a summer job or to any other site; signing or co-signing a note for a loan; the loan or gift of money or other tangible items (e.g., clothes, cars, jewelry, electronic/stereo equipment); guarantees of bond; any financial aid other than that administered by the institution; and the promise of financial aid for postgraduate education, free or reduced cost housing arrangements.
- You may not allow a student-athlete to use a phone or credit card without charge or at a reduced cost.
- You may provide summer employment provided the student-athlete is paid only for work actually performed and at a rate commensurate with the going rate in that locality for similar services. Transportation related to the job may not be provided unless it is provided to all employees in that particular job.

- You may provide an occasional family home meal. The meal must be provided in an individual's home and must be restricted to infrequent and special occasions. The meal must be pre-approved by the Asst. AD for Compliance.
- You may not buy Christmas, birthday, or other gifts or provide awards for athletic performance to any student-athlete.

### **What if there is a violation?**

Violations of NCAA legislation will result in the ineligibility of the involved prospect/student-athlete at Lipscomb. In addition, multiple violations can jeopardize an entire program. Provisions of extra benefits can result in the institution being placed on probations or forfeiture of games, revenues, and/or championships. As a booster, you may be given certain benefits or privileges associated with your contributions; any such benefits or privileges may be withheld if you engage in conduct that is determined to be a violation of NCAA legislation.

### **The Lipscomb University Compliance Team**

The Compliance Team at Lipscomb consists of all members of the Department of Athletics and administrators throughout the university. The Compliance Office is staffed by John Ezell, Assistant Director of Athletics for Compliance. He is available to answer questions as they arise. Our motto is, ask before you act.

## **Chapter Twenty-Six**

### **NCAA Guidelines for Lipscomb Faculty & Staff**

#### **The National Collegiate Athletic Association**

The National Collegiate Athletic Association, commonly known as the NCAA, is the national governing body for amateur collegiate sports in the United States. As a member in good standing of the NCAA, Lipscomb University is obligated to abide by NCAA rules and regulations governing the eligibility, amateur status and recruiting of student-athlete. Under these rules, faculty and staff of the university are just as responsible for rules compliance as are our coaches and athletics department staff members. Thus, the Department of Athletics must take every effort to educate all employees of the university.

#### **Representative of Athletics Interest (“Booster”)**

'Booster' is the common term for individuals the NCAA defines as 'Representatives of Athletics Interests.' You are considered a booster if you belong to the Bison Club or other athletic support groups for Lipscomb athletics; contribute to Lipscomb's athletics program in any way; are involved in any manner in providing benefits to enrolled student-athletes or their families (e.g., summer jobs); or are involved in promoting Lipscomb athletics program. Once you become a booster, you remain so indefinitely.

Each member institution of the NCAA must be responsible for the conduct of its intercollegiate athletics program. Part of that responsibility includes responsibility for the acts of independent agencies, organizations and individuals that the institution's executive administration, its athletic administration, or an athletics department staff member knows is promoting the institution's intercollegiate athletics program.

#### **Recruitment of Prospective Student-Athletes**

There may be times when a faculty or staff member is asked to or volunteers to be involved in the recruiting of a prospective student-athlete (prospect). Below is an explanation of what the NCAA allows a faculty or staff member to do and prohibits from doing. To understand these regulations, one must first know the terms the NCAA manual uses in its recruiting rules.

First, a contact is any face-to-face encounter between a prospect or the prospect's parents, relatives or legal guardian(s) and an institutional staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting. Any face-to-face encounter that is pre-arranged or takes place at the site of the prospect's educational institution or an organized competition involving the prospect or his or her educational institution is also deemed a contact.

Second, a prospect may come to the campus on either an official visit or unofficial visit. An official visit is one financed in whole or in part by the university while an unofficial one takes place at the prospect's own expense.

## Do's

- admissions office personnel may contact (in-person, call, or write) prospects at any time as part of the university's regular admissions program
- university staff members may write prospects, but may not include information regarding athletics until after September 1 of the prospect's junior year in high school
- university staff members may make telephone calls to prospects for athletic purposes, but you must confer with the coach of the prospect's sport before making the call to ensure NCAA rules are being followed
- if a prospect initiates a call to a university staff member, the staff member may speak to the prospect if the call does not regard athletic recruiting; any questions about Lipscomb athletics must be referred to the athletics department
- faculty members may meet with prospects for athletic recruiting purposes, but only on campus
- any university staff member may host a luncheon or dinner at his/her own home for a prospect on an official visit, provided the meal is on a scale comparable to those of normal student life, is not excessive, and occurs on only one occasion during the prospect's official visit; also, on an official or unofficial visit, university staff members may eat with the prospect and his/her parents on-campus

## Don'ts

- university staff members may not make arrangements for, give, or offer to give a prospect or the prospect's relatives or friends any gift, benefit or other inducement (e.g., cash, merchandise, loans, or free or reduced-cost housing)
- university staff members may not provide enrolled student-athletes with any benefit or make any special arrangement for a student-athlete that generally is not available to other members of the student body
- university staff members may not provide or arrange for the payment of expenses incurred by a prospect's friends or relatives to visit campus (that includes the use of an automobile for the prospect or student host)
- university staff members may not provide a prospect or his/her parents or friends with any expenses during an unofficial visit

## Student-Athlete Academic Requirements

The following section is the information that is made available to all academic advisors concerning NCAA and Lipscomb academic requirements for student-athletes.

### NCAA Requirements for Student-Athletes

**Course Load.** *Fall and Spring Semesters:* An athlete must be enrolled full-time in order to compete and practice. Therefore each athlete must take a minimum of 12 hours per each fall and spring semester. Classes taken for institutional credit (remedial or developmental) do count as part of that load (see further explanation below). Correspondence courses do not count in that load.

The 12-hour load is a minimum; a load of 14-15 hours will work for most athletes, but those whose records indicate academic struggle in the past should be placed in 12 hours. However they should be advised that taking only 12 hours per semester will inhibit their satisfactory progress toward a degree in the future and that taking summer courses will probably become necessary (*see the discussion of satisfactory degree progress below*).

*Summer load:* The NCAA requires that an athlete complete 24 semester hours before his/her second year of collegiate enrollment and that 18 of those 24 hours be earned during the regular academic year. In other words, the athlete cannot fail more than 6 hours during the fall and spring semesters combined and remain academically eligible to play his/her second year. He/she *may use only 6 hours of completed summer work* to satisfy the required 24 hours.

However, if the full 24 hours has been successfully completed during the regular academic year, there are no limitations on the number of summer hours that can be taken.

**Remedial/Developmental/Institutional Credit Courses.** The NCAA states the following:

- (a) The courses must be considered by the institution to be prerequisites for specific courses acceptable for any degree program;
- (b) The courses must be given the same weight as others in the institution in determining the student's status for full-time enrollment;
- (c) Noncredit courses may not exceed the maximum institutional limit for such courses in any baccalaureate degree program (or the student's specific baccalaureate degree program once a program has been designated); and
- (d) For those students first enrolled in the certifying institution beginning with the 2003-04 academic year, the credit in **such courses shall not exceed six-semester or nine-quarter hours, and the courses must be taken during the student's first academic year of collegiate enrollment.**

**Student-Athlete's Good Standing in the University.** The NCAA now requires that a student-athlete *must earn a minimum of 6 hours in a regular academic semester of enrollment to be eligible for the next semester.*

The NCAA also requires that a student-athlete be in good standing at the university in order to compete. **Therefore being placed on any form of probation at Lipscomb will make the athlete ineligible to play during the semester he/she is on probation.** A student-athlete on probation may practice with his/her team but may not participate in any athletic competitions. The following forms of probation apply:

Academic Probation: for dropping below a 2.0 cumulative graduation GPA

Bible Probation: for failing the Bible course required of all full-time Lipscomb students each semester

Chapel Probation: for exceeding each student's allotted 9 absences in MWF chapel

University Bible Probation: for exceeding each student's allotted 6 absences in TR University Bible and/or failing University Bible

Disciplinary Probation: imposed by the Office of Student Services for violating a university rule(s)

**Student-Athlete's Academic Requirements Beyond the Freshman Year:** The following NCAA requirements re an athlete's **satisfactory progress** toward completing a degree and **declaring a major need to be considered from the beginning of his/her college career**. Please discuss these with your student-athlete advisee.

Satisfactory Progress toward Completing a Degree. The NCAA requires that each student-athlete make satisfactory progress toward completing a degree and has defined satisfactory progress for each year of the athlete's athletic eligibility beyond the second.

At Lipscomb **degree requirements** include the total number of hours in the student's major and minor added to the number of hours of General Education courses required for a B.A. or B.S. plus the number of Bible hours required for the individual student to graduate and any electives needed to reach 132 hours.

#### Satisfactory Progress Rules for Those Entering College Fall 2003 or After

- By the athlete's **3rd year of eligibility** (or the 3rd year from the semester he/she entered college), **40%** of his/her specific degree requirements should be completed.
- By the **4th year of eligibility**, **60%** of his/her specific degree requirements.
- By the **5th year of eligibility**, **80%** of his/her specific degree requirements.

For student-athletes whose degree program is designated a five-year program in the catalog or whose degree program requires a minimum of 150-semester hours the percentages are **33%** by the 3<sup>rd</sup> year, **50%** by the 4<sup>th</sup> year, and **67%** by the 5<sup>th</sup> year.

**The student-athlete needs to be taking a sufficient number of hours along the way before reaching his/her 3<sup>rd</sup> year of eligibility in order to meet these requirements.**

#### Repeated and Non-Traditional Courses

Note re *repeated courses*: Credit for courses that are repeated may be used by a student to satisfy the minimum academic progress requirements only under the following conditions:

- (a) A course repeated due to an unsatisfactory initial grade may be utilized only once, and only after it has been satisfactorily completed;
- (b) Credit for a course that may be taken several times (e.g., a physical education activities course) shall be limited by institutional regulations; and

(c) Credits earned in courses that may be taken several times may not exceed the maximum institutional limit for credits of that type for any baccalaureate degree program (or for the student's specific baccalaureate degree program once a program has been designated).

Note re *correspondence courses or extension courses from another institution*:

(a) A student-athlete may not use a correspondence course to meet the minimum 12-hour enrollment requirement.

(b) Correspondence, extension and credit-by-examination courses taken from an institution other than the one in which a student-athlete is enrolled as a full-time student shall not be used in determining a student's academic standing or progress toward degree.

Note re *distance-learning courses*: Credit hours earned via distance learning (e.g., Internet courses) may be used to meet all progress toward degree requirements provided:

(a) Evaluation of student's work is conducted by the appropriate academic authorities in accordance with the institution's established academic policies; and

(b) The course is available to any student at the certifying institution and is reflected on the certifying institution's transcript.

Declaring a Major (and Minor). The student-athlete also needs to bear in mind from the beginning that he/she is required by the NCAA to declare a major by the beginning of the **3rd year of eligibility** (again, the 3rd year from the semester he/she entered college). That rule differs from Lipscomb's policy of declaring a major at 57 hours, and in this case, we must go by the NCAA rule.

For those planning to pursue majors with large numbers of hours (for example, any teaching major) or majors where it is very important to take courses (and prerequisites) in the right sequence, it is crucial that they start taking courses with those majors in mind even as a freshman. If the freshman student-athlete is having a hard time making a decision about a potential major, you might suggest that he/she go to the Counseling Center to take interest/strengths tests which will identify majors that match his/her interests and strengths.

**Once a student-athlete has declared a major and minor, then the 24 hours he/she must successfully complete every academic year has to be earned in courses that will fulfill that student's specific degree plan.** In other words those courses have to fulfill requirements for the declared major and minor, General Education requirements for a B.A. or B.S. degree, and Lipscomb's required Bible hours. **Additionally the total number of hours the student has successfully completed toward his/her specific degree must reach the benchmarks noted above to fulfill satisfactory progress**

requirements (25% of the degree plan's total hours by the 3rd year of eligibility; 50% by the 4th year; and 75% by the 5th year).

If the specific degree plan allows room for **electives** (the required number of hours is less than the 132 total required to graduate from Lipscomb), then those electives will count toward satisfactory progress. However the student must take only the number of hours of electives his/her degree plan allows for (132 hours minus the total number of hours for the declared major, minor, Gen Ed, and Bible = the number of elective hours allowable in that degree plan).

If however that student's degree plan involves a large number of hours in the major and minor, the number of required hours to graduate will exceed 132 and there is no room to take electives. In those cases courses that do not fulfill a specific degree requirement (major, minor, Gen Ed, and Bible) cannot be counted toward satisfactory progress.

**Changing the Major and Minor.** Changing the major and minor could therefore negatively impact satisfactory progress. When the student-athlete is contemplating a change, consider as you advise him/her whether

- 1) the old and new major/minor are roughly equivalent in the number of hours required
- 2) there is some overlapping of courses from the old to the new
- 3) the sequencing of courses in the major/minor and the frequency of their being offered are workable in light of the satisfactory progress requirements.

**Please remind the student-athlete that he/she should never start taking classes toward a new major/minor without following the Registrar's procedures for officially declaring a new major/minor.** If classes toward a major/minor that has not been officially declared are taken, those courses cannot be counted in the 24 hours that must be successfully completed each year toward the specific declared degree plan.

### **The Lipscomb University Compliance Team**

The Compliance Team at Lipscomb consists of all members of the Department of Athletics and administrators throughout the university. The Compliance Office is staffed by John Ezell, Assistant Director of Athletics for Compliance. He is available to answer questions as they arise. All questions regarding academic requirements should be directed to Dr. Lin Garner, Assistant Director of Athletics for Academics. Our motto is, ask before you act.

## **Chapter Twenty-Seven**

### **NCAA Guidelines for Media Relations Personnel**

The information presented below is designed to give Media Relations personnel an overview of NCAA legislation that applies to their area of operations. It is a summary of applicable legislation. The NCAA Manual should be consulted for more information.

#### **Permissible Printed Recruiting Materials**

The university may not provide recruiting materials to a prospect (including general correspondence related to athletics) until September 1 at the beginning of the prospect's junior year in high school. The university is permitted to provide only the printed materials listed below to prospects, their parents/legal guardians, coaches or any other individual responsible for teaching or directing an activity, in which a prospect is involved. The university is not permitted to provide prospects with any recruiting materials not listed below (e.g., films, video tapes, newspaper clippings):

- Correspondence. Correspondence includes letters, blank postcards issued by the US Postal Service, and institutional note cards. Such correspondence cannot include pictures of Department of Athletics personnel or enrolled student-athletes. Greeting cards may not be sent to prospects. Other than letterhead, all correspondence must be black ink on white paper.
- NCAA Educational Information. This includes any educational information published by the NCAA (e.g., NCAA Guide for the College-Bound Student-Athlete). This information may be provided prior to September 1 at the beginning of the junior year in high school.
- Preenrollment Information. Any necessary preenrollment information regarding orientation, conditioning, academics, and practice activities may be sent to a prospect who has signed a National Letter of Intent. In sports not using the NLI, such material may be sent to anyone who has been officially accepted.
- Nonathletic Publications. Such publications that are available to all students may be sent to prospects, including admission information or video tapes.
- Questionnaires. Questionnaires may be sent prior to September 1 at the beginning of the prospect's junior year.
- Summer Camp Brochures. Brochures may be provided prior to September 1 at the beginning of the prospect's junior year.
- Game Programs Game programs may not be sent to prospects. They may be provided only during official and unofficial visits. They may not include posters.
- Athletic Publications. In addition to the game program, the university may produce either a recruiting brochure or a media guide (but not both) and send it to prospects. The publication may have only one color ink inside.

University staff members may respond to a prospect's letter requesting information from the athletic department prior to September 1 at the beginning of the prospect's junior year

in high school. The written response may not include information that would initiate the recruitment of the prospect or information related to the athletic program. None of the materials listed above may be sent except NCAA educational material, questionnaires, and summer camp brochures.

The university may not develop a separate media guide or recruiting brochure to send to the media or alumni.

An NCAA member conference may not provide recruiting materials to prospects.

### **Videotapes**

The university may show a highlight film/videotape to a prospect or the prospect's coach but may not send it to or leave it with the prospect or coach. Highlight films/videotapes are game clips that contain informational material that is related to a particular event or sports season. Any narration on the highlight film/videotape must relate specifically to the event or sports season.

### **Promotional Activities by Student-Athletes**

#### **Name-the-Player Contest**

A student-athlete may not permit the use of his or her name or picture in a name-the-player contest conducted by a commercial business for the purpose of promoting the business.

#### **Athletic Equipment Ads**

A student-athlete's name or picture may not be used by an athletics equipment company or manufacturer to publicize the fact that the university's team uses its equipment.

#### **Promotional Contests**

A student-athlete, prospect, or member of either's family may not receive a prize for winning a promotional activity (e.g., making a half-court basket, being involved in a money scramble) held in conjunction with the university's intercollegiate competition unless the prize is won through a random drawing in which all members of the general public are eligible to participate.

#### **Institutional, Charitable, Educational, Nonprofit Promotions**

The university or recognized entity thereof (e.g., fraternity, sorority, or student government organization), a member conference or a noninstitutional charitable, educational, or nonprofit agency may use a student-athlete's name, picture, or appearance to support its charitable or educational activities or to support activities considered incidental to the student-athlete's participation in intercollegiate athletics, provided the following conditions are met:

- The student-athlete receives written approval to participate from the Director of Athletics;
- The specific activity or project in which the student-athlete participates does not involve cosponsorship, advertisement, or promotion by a commercial agency other than through the reproduction of the sponsoring company's officially registered trademark or logo on printed materials such as pictures, posters, or calendars. The company's emblem, name, address, and telephone number may be included with the trademark or logo. Personal names, messages, and slogans (other than officially registered trademark) are prohibited;
- The student-athlete does not miss class;
- All monies derived from the activity or project go directly to the university, member conference, or charitable, educational, or nonprofit agency;
- The student-athlete may accept legitimate and normal expenses from the university, member conference, or charitable, educational, or nonprofit agency related to participation in such activity, provided it occurs within the state or, if outside the state, within a 100-mile radius of the university's campus;
- The student-athlete's name, picture, or appearance is not used to promote the commercial ventures of any nonprofit agency;
- Any commercial items with names or pictures of student-athletes may be sold only at outlets controlled by the charitable or education organization (e.g., location of the charitable or educational organization, site of charitable event during the event) or the university at which the student-athlete is enrolled, and
- The student-athlete and an authorized representative of the charitable, educational, or nonprofit agency sign a release statement ensuring that the student-athlete's name, image, or appearance is used in a manner consistent with the requirements of this section.

### **Publicity of Prospects**

#### **Comments Prior to Signing**

Before a prospect signs a National Letter of Intent or Grant-in-Aid, the university may comment publicly only to the extent of confirming its recruitment of the prospect. The university may not comment generally about the prospect's ability or the contribution that the prospect might make to the institution's team. The university may not comment in any manner as to the likelihood of the prospect's signing with the university.

#### **Institutional Broadcasts**

A prospect may not be interviewed during the broadcast or telecast of a university intercollegiate contest. The university may not permit a station telecasting a game to show a videotape of competition involving high school, prep school, or two-year college players.

#### **Prospect's Visit**

The university may not publicize or arrange for publicity of a prospect's visit to campus.

## **Introduction of Prospects**

The university may not introduce a visiting prospect at a function (e.g., the university's sports award banquet or an intercollegiate athletic contest) that is attended by media representatives or open to the general public.

## **Intent to Enroll**

The university may not publicize or arrange for publicity of a prospect's intention to accept its offer of financial aid.

## **Photos of Prospects**

The university may photograph a prospect during a campus visit. The photograph may then be used in the university's permissible publicity and promotional activities (e.g., press release, media guide), but the photograph may not be given to the prospect.

## **Announcement of Signings**

The university may publicize a prospect's commitment to attend the university only after the prospect signs the university's written offer of admission and/or financial aid. Such publicity may be released to media forms at the institution's discretion. However, an institution is prohibited from purchasing or receiving commercial advertising to be used to identify a prospect by name or picture. There are no limits on the number of occasions that an institution may release such information.

Press conferences to announce a signing may be arranged independently by the prospect or his/her family, provided there is no arrangement or involvement whatsoever by the university or representatives of its athletic interests.

University staff members are expressly prohibited from personal contact with media representatives at the site of the signing or at any other prearranged site when a prospect accepts an offer made by the institution.

The university is responsible for signings on-campus. Any contact by the media with prospects on campus during the time the prospect signs a National Letter of Intent or Grant-in-Aid shall be considered to be prima facie evidence of institutional involvement in arranging media involvement. Such an arrangement is prohibited.

## **Promoting Prospects**

The university and representatives of its athletic interests may not finance, arrange for, or use recruiting aids (e.g., newspaper advertisements, bumper stickers, message buttons) designed to publicize its interests in a particular prospect.

## **Radio and Television**

### **Radio or TV Show Appearances By Prospects or Noninstitutional Coaches**

The university shall not permit a prospect or a high school, college preparatory, or two-year college coach to appear, be interviewed, or otherwise be involved (in person or via film, audio tape, or video tape) on:

- A radio or television program conducted by the university's coach;
- A program in which the university's coach is participating, or
- A program for which a member of the university's athletics staff has been instrumental in arranging for the appearance of the prospect or coach or related program material.

### **High School, College Prep or Two-Year College Broadcast**

A member of the university's athletics staff may not serve as an announcer or commentator for a high school, college preparatory school, or two-year college contest. He or she may not appear (in person or by means of film, audio tape, or videotape) on a radio or television broadcast of such contest.

### **Prospects on Institutional Broadcasts**

A prospect may not be interviewed during the broadcast or telecast of a university inter-collegiate contest. The university may not permit a station telecasting a game to show a video-tape of competition involving high school, prep school, or two-year college players.

### **Radio and TV Appearances by Student-Athletes**

If a student-athlete's appearance on radio or TV is related in any way to athletics ability or prestige, he/she may not receive any compensation for that appearance. The student-athlete may not make any endorsement, expressed or implied, or any commercial product or service. The student-athlete may receive legitimate and normal expenses directly related to the appearance, provided it occurs within a 30-mile radius of the campus. The university may provide expenses for such an appearance in the general locale of an away-from-home competition.

### **Expenses from Media**

A magazine or other media enterprise may pay transportation expenses to a particular location (outside a 30-mile radius of the community in which the student-athlete's institution is located) in order to take a picture of or write a story about a student-athlete only if the photograph or story is in conjunction with the receipt of an establishment award at that location.

## **Miscellaneous**

### **Schedule Cards**

An advertisement on the university's wallet-size playing schedule that include the name or picture of a student-athlete, may include language other than the commercial product's name, trademark, or logo, provided the commercial language does not appear on the same page as the picture of the student-athlete.

## Chapter Twenty-Eight

### NCAA Division I Membership Requirements

#### Maximum Scholarship Limits

<u>Sport</u>	<u>Equivalencies</u>	<u>Head Count</u>
Women's Basketball		15
Men's Basketball		13
Volleyball		12
Women's Tennis		8
Men's Soccer	9.9	
Women's Soccer	14	
Baseball	11.7	
Men's Cross Country	5	
Women's Cross Country	6	
Men's Tennis	4.5	
Women's Golf	6	
Men's Golf	4.5	
Men's Track	12.6	
Women's Track	18	
Softball	12	

#### Contests and Participants

Sport	Minimum Contests	Maximum Contests	Minimum Participants
Basketball	25	28**	
Volleyball	19	28*	
Tennis	12	25*	5
Soccer	11	20**	
Baseball	27	56**	
Cross Country	6	7*	5
Golf	8	24*	5
Track	6	18*	14
Softball	27	56**	

\* Dates of Competition

\*\*Contests

#### Scheduling Requirements

In sports other than football and basketball used to meet the Division I sports sponsorship criteria, a member of Division I shall schedule and play 100 percent of its contests against Division I opponents to meet the minimum number of contests specified above. The institution shall schedule and play at least 50 percent of its contests beyond that number against Division I opponents. **Conference Rules:** In Basketball, all but two (2) games must be against Division I opponents and the two non-D-I games cannot be against NAIA opponents. In Baseball and Softball, all but four (4) games must be against Division I opponents.

## **Chapter Twenty-Nine**

### **Sports Camps**

University employees who want to sponsor summer athletic camps must do so in accordance with the following policy:

- Letters of application (dates, type, etc.) should be filed with the Athletics Director and final approval must be received no later than three months prior to the anticipated start date of the camp/clinic.
- The camp director must sign a statement that he/she understands all NCAA and Lipscomb University camp/clinic rules.
- A balance sheet of post-camp actual revenues and expenditures must be submitted to the Athletics Director. A complete listing of all camp/clinic employees must be submitted including duties and salaries.
- Advertisements for the camp (i.e., brochures) must be pre-approved by the Assistant Athletics Director for Compliance.
- Any student-athletes that wish to be employed at camp must sign an employment form and be pre-approved for employment by the Athletics Director.
- Prospects who are high school athletics award winners cannot be employed in a camp or clinic.
- Discounts cannot be given to specific campers, however discounts can be given to groups of campers of like manner. The general group discount schedule is as follows: 10 campers - \$50 off; 15 campers - \$100 off. Other group discounts are: former coaches (that coached a university team for 20 years or more) children/grandchildren are eligible for free admission to all camps.

## **Chapter Thirty**

### **Lipscomb Athletic Booster Clubs**

The Bison Club and Athletic Associates serve as the official booster clubs for the Department of Intercollegiate Athletics at Lipscomb University.

Everyone that is employed by the Department of Athletics is responsible for helping raise funds for these two groups. There are no bylaws or officers of the clubs. Institutional control is assured by the Athletic Director, Associate Athletic Director and the Assistant Athletic Director for Compliance. All contributions are channeled by the Athletic Director to the Development Office and Accounting Department and are subject to the annual independent audit. This audit report is given to the President of the university.