



Staff Manual

Dear Staff Member:

Welcome to Alabama A&M University and the intercollegiate athletics program! I am delighted and pleased to welcome you as a member of our team! Alabama A&M University is committed to hiring outstanding individuals who will provide a positive environment and opportunity for our most important asset- our students.

This policy manual and staff handbook is meant to provide important information for you, as an employee, about our intercollegiate athletics program. Please note that the Alabama A&M University human resources department will provide you with the information packets, which serve as official university orientation documents. This manual is meant to go a step further and familiarize you with information and facts about our department that are important for you to know.

We are ready to support you in any way we can- we want you to be successful and believe this manual serves as an important first step in being a member of our department of intercollegiate athletics team!

Here's to your success at Alabama A&M University! We look forward to working with you. Go Bulldogs!

Sincerely,

Bryan Hicks
Director of Athletics



TABLE OF CONTENTS

<u>ATHLETICS PERSONNEL & SAAC</u>	6
• ATHLETIC STAFF DIRECTORY	7
• COACHING STAFF	8
• ACADEMIC ADVISORY COMMITTEE	9
<u>UNIVERSITY & SWAC MISSION STATEMENTS</u>	10
• UNIVERSITY MISSION STATEMENT	11
• MISSION & PURPOSE OF SWAC	13
<u>AAMU ATHLETIC DEPARTMENT</u>	15
• MISSION STATEMENT	16
• PHILOSOPHY & PURPOSE	17
<u>ATHLETIC DEPARTMENT JOB DESCRIPTIONS</u>	18
<u>UNIVERSITY POLICY & PROCEDURES</u>	35
• EMPLOYMENT	36
• DRUG FREE & ALCOHOL FREE WORKPLACE POLICY	36
• NON-DISCRIMINATION & ANTI-HARASSMENT POLICY	37
• REPORTING INCIDENTS OF SEXUAL HARASSMENT	38
• PURCHASING	39
<u>ATHLETICS POLICIES & PROCEDURES</u>	43
• OFFICE HOURS	44
• DRESS CODE	44
• STAFF MEETINGS	44
• PERFORMANCE EVALUATION	44
• STAFF RETREAT	44
• FUNDRAISING	44
• TERMINATION	45
• CONFIDENTIALITY	45
• TRAVEL	46
• BUDGETS	46
• FINANCE	47
• CONTRACTS & SCHEDULING	50
• TELEPHONE CALLS	50
• USE OF TEAM EQUIPMENT	50
• USE OF ELMORE GYM AND RELATED AREAS	50
• ATHLETIC TRAINING ROOMS	51
• WEIGHT ROOMS	51
• GENDER EQUITY	51
• ELIGIBILITY CERTIFICATION AND MONITORING PROCEDURES	51
• ATTENDANCE REPORTING AND CLASS ROLL VERIFICATION	52

<u>NCAA BYLAWS</u>	53
• PHYSICAL HARDSHIPS	54
○ HARDSHIP WAIVER AND ADMINISTRATION OF HARDSHIP WAIVER	
• RED SHIRTING	54
• ATHLETIC COMPETITION	54
• CERTIFICATION OF BEGINNING FALL TERM	55
• SATISFACTORY PROGRESS	55
• WAIVER PROCEDURES	55
• CALCULATION OF GPA	55
• DETERMINATION OF SEASONS OF COMPETITION	56
• GPA ENTERING DI	56
• GPA PROVISION	56
<u>FINANCIAL AID</u>	57
• PROVISIONS & PROCEDURES	58
<u>STUDENT-ATHLETE INFORMATION</u>	62
• ANNUAL ALL ATHLETE MEETING	63
• AMATEURISM	63
• PROFESSIONAL SPORTS	63
• OUTSIDE COMPETITION	63
• CONDITIONING CLASS	63
<u>CONDUCT & TRAINING RULES & GUIDELINES</u>	65
<u>NCAA ETHICAL CODE</u>	68
• CODES 10.01-10.4	69
• ELIGIBLE VERIFIABLE PROGRAMS OF STUDY	71
• FULL TIME ENROLLMENT/VERIFICATION CRITERIA	71
• GUIDELINES: MISSED CLASS DURING EXAMINATIONS OR COMPETITION	72
• CAREER COUNSELING SERVICES	72
<u>GENERAL SPORTS INFORMATION</u>	73
• SCHEDULING ATHLETE CONTESTS	74
• RECRUITING HIGH SCHOOL ATHLETES	74
• VISITING HIGH SCHOOL COACHES & ADMINISTRATION	74
• COMPLIMENTARY TICKETS/SEASON PASS	74
• CAMPUS VISITATION	75
• REPORTING TO CAMPUS FOR PRACTICE/ COMPETITIONS	75
• PUBLICITY	75
• PROMOTIONS	75
• ATHLETIC ACHIEVEMENT AWARDS	75
• END OF SEASON REPORTS/ RECOMMENDATIONS	75
<u>COMPLIANCE POLICIES & PROCEDURES</u>	77
• AAMU COMPLIANCE DEPARTMENT	78
• RECRUITING	78

- INITIAL ELIGIBILITY 80
- CONTINUING ELIGIBILITY 80
- FUNDRAISING & PROMOTIONAL ACTIVITIES 82

WEBSITES FOR ALL FORMS **87**

APPENDIX A **90**

- COPIES OF ALL FORMS 91

Athletics Personnel
&
Student Athletic
Advisory Committee
(SAAC)

Athletics Staff Directory

Bryan Hicks
Director of Athletics

Ann Benshoff
Administrative Assistant

Dr. Renae Myles
*Senior Women's Administrator & Director of
Business Operations*

Dana Gillis
Director of Compliance

Adam Osburn
Assistant Director of Compliance

Waylon Sims
Coordinator of Academic Enhancement

LaDonna Lumbus
Academic Enhancement

Brandon Willis
Sports Information Director

Oralia Washington
Assistant Sports Information Director

Dr. Larry McDaniel
Faculty Athletics Representative

Tourischeva Stubbs
Ticket Manager

Ronald Reeves
Ticket Operations Assistant

Jessie Zucnick-Kimbugwe
Head Athletic Trainer

Terry Smith
Assistant Athletic Trainer

Anne Rogers
Olympic Sports

Coaching Staff

Head Coaches

Nedra Brown
Volleyball

Frank Davies
Women's Soccer

Nakeya Hall
Softball

Willie Hayes
Men's Basketball

Mitch Hill
Baseball

Dexter Holt
Men's Basketball

James Spady
Football

Alex McIntyre
Bowling

Willis Mbandi
M/W Tennis

Josh Oliver
Men's Golf

Kim McKenzie-Seals
M/W Track & Field
Women's Cross-Country

Assistant Coaches

Bryan Cummings
Football

Phil Dorn
Football

Andy Fuller
Assistant Head Coach

Rashad Harris
Football/Strength & Conditioning

LaDale Hayes
Baseball

Andrew Lee
Strength & Conditioning

Ashley Leslie
Football

Terry Palmer
Women's Basketball

Brent Pradia
Football

Elaine Powell
Women's Basketball

Matthew Sanders
Football/Recruiting

Willie Totten
Football

James Wright
Men's Basketball

**ATHLETICS ADVISORY COMMITTEE
(2013-2014)**

Dr. Larry McDaniel	Chair/Faculty Athletics Representative
Bryan Hicks	Director of Athletics
Dr. Renae Myles	Assistant Director of Athletics/ Senior Women's
Administrator	
Dana Gillis	Director of Compliance
Brenda Williams	Director of Registrar Office
Waylon Sims	Academic Advising Coordinator
(Vacant)	Admissions Office
Theresa Mitchell	Financial Aid Office
Zacairi Turner	Financial Aid Office
Eugene Tasié	Learning Resources Center
Dr. Edward Bond	History Professor
Linda Skeete	Office of Retention and Academic Support
Sundance Knox	Accounts Receivables
Ashley Simmons	Director of International Programs

University
&
SWAC
Mission Statements

UNIVERSITY MISSION STATEMENT

The Mission and Vision of Alabama Agricultural and Mechanical University are consistent with the Strategic Plan of the University, Focus 2015: Blueprints to Excellence.

“Alabama Agricultural and Mechanical University reflects the uniqueness of the traditional land-grant institution combining teaching, research, service, liberal arts, and vocational fields. The University offers baccalaureate, masters, and doctoral level degrees that are compatible with the times to all qualified and capable individuals who are interested in further developing their technical, scientific, professional, and scholastic skills and competencies. The University operates in the three-fold function of teaching, research, extension and other public service. Alabama A&M University, a center of excellence, provides an educational environment for the emergence of scholars, scientists, leaders, critical thinkers, and other contributors to a global society.”

Alabama A&M University has strived to stay committed to its mission through:

1. The excellence in education and the creation of a scholarly environment in which inquiring and discriminating minds may be nourished.
2. The education of students for effective participation in local, state, regional, national, and international societies.
3. The search for new knowledge through research and its applications.
4. The provision of a comprehensive outreach program designed to meet the changing needs of the larger community.
5. The programs necessary to address adequately the major needs and problems of capable students who have experienced limited access to education.
6. The integration of state-of-the-art technology into all aspects of University functions.

In cooperation with businesses, industry, governmental agencies, and other private and community-based institutions, Alabama A&M University provides a laboratory where theory is put into practice in a productive environment.

The vision of Alabama A&M University is to be recognized globally as a world-class, land-grant, comprehensive university with a focus on:

- Expanding doctoral offerings in education, science and engineering;
- Increasing research, scholarly publications and other scholarly activities;
- Enhancing the University’s academic environment;
- Expanding extension/outreach/public service activities; and
- Creating and implementing a national model for student retention/graduation with emphasis on students with limited educational access.

This vision is supported philosophically by core values which stress inclusiveness, scholarship, diversity, leadership, and service. The six core values are:

- Leadership
- Engagement
- Access
- Diversity
- Scholarship
- Integrity

The Mission, Vision, and Core Values give rise to the following opportunities for the University:

- Expand the University's marketing strategies to increase alumni, corporate, and foundation giving as well as governmental agencies opportunities.
- Improve internal marketing to ensure that students, faculty, and staff are acquainted with the services provided by the University and establish Alabama A&M as a "student friendly" campus.
- Provide a more focused and expanded approach to international collaborations.
- Strengthen interdisciplinary and interdepartmental collaborations.
- Expand and enhance the University's technological infrastructure to increase the integration of technology in the classroom and distance learning opportunities.
- Pursue aggressively external funding opportunities that will facilitate the University's ability to deliver quality services and enhance endowments.
- Expand collaboration with the Huntsville technical community.
- Position Alabama A&M as the "Community's University."
- Strengthen and expand graduate degree programs.
- Develop a national model for meeting the needs of students who are not academically prepared when they begin their enrollment in institutions of higher learning.
- Develop promotional materials to advertise and expand Alabama A&M University's first-rate areas of study such as teacher education, forestry, and engineering.
- Expand the reach to non-traditional students and underserved populations through distance learning.
- Develop and implement a comprehensive approach to strengthen the University's undergraduate program.
- Develop and implement fiscal processes that align resource allocations with the University's priorities.
- Fortify the University's governance structure and revisit the University's organizational and administrative structure.
- Create an environment and administrative structure that values, nurtures, and promotes professional growth for the University's entire population including students, faculty, and staff

THE MISSION AND PURPOSE OF THE SOUTHWESTERN ATHLETIC CONFERENCE

The Southwestern Athletic Conference, Inc. (the "SWAC", the "Conference") is organized exclusively for the purpose of encouraging, promoting, advancing, and conducting intercollegiate sports activities and other recreational and not-for-profit activities among the members of the Conference. Its purposes are:

1. To uphold the principles of institutional control of, and responsibility for all collegiate sports conducted by the members of this organization in conformity with the Constitution and Bylaws hereof;
2. To stimulate and improve intercollegiate athletic sports;
3. To comply with satisfactory standards of scholarship and amateur standing and good sportsmanship;
4. To preserve and maintain the collegiate athletic records of the members of the Southwestern Athletic Conference, and make them available upon request;
5. To cooperate with other amateur athletic organizations in the promotion and conduct of intercollegiate athletic contests;
6. To maintain fiscal management; and
7. To legislate through Bylaws or Resolutions on subjects of general concern to the membership.

The members of the conference are committed to the philosophy of maintaining intercollegiate athletics as an integral part of the overall educational program. To this end, the conference believes in and subscribes to the fundamental principles of amateurism, institutional control, sound academic standards, financial aid, recruiting, and ethical conduct that govern intercollegiate athletics, and the *enforcement of rules and regulations* as adopted by the [National Collegiate Athletic Association](#).

History at a Glance

In 1920, eight men representing six colleges from the state of Texas met to discuss collegiate athletics and the many challenges that face their respective institutions. By the time the session in Houston had concluded, they had founded an athletic league that has slowly become one of the leading sports associations in the world of collegiate athletics, the Southwestern Athletic Conference.

The founding fathers of the original "Super Six" were C.H. Fuller of Bishop College, Red Randolph and C.H. Patterson of Paul Quinn, E.G. Evans, H.J. Evans and H.J. Starns of Prairie View A&M, D.C. Fuller of Texas College and G. Whitte Jordan of Wiley College.

Member Schools (10)

Alabama A&M University	"Bulldogs"	Huntsville, AL
Alabama State University	"Hornets"	Montgomery, AL
Alcorn State University	"Braves"	Alcorn State, MS
Univ. of Arkansas at Pine Bluff	"Golden Lions"	Pine Bluff, AR
Grambling State University	"Tigers"	Grambling, LA
Jackson State University	"Tigers"	Jackson, MS
Mississippi State University	"Delta Devils"	Itta Bena, MS
Prairie View A&M University	"Panthers"	Prairie View, TX
Southern university	"Jaguars"	Baton Rouge, LA
Texas Southern University	"Tigers"	Houston, TX

Sports Sponsored (16)

Women (9)

Basketball
Bowling
Cross Country
Indoor Track & Field
Outdoor Track & Field
Soccer
Softball
Tennis
Volleyball

Men (7)

Baseball
Basketball
Football
Golf
Indoor Track & Field
Outdoor Track & Field
Tennis

Alabama A&M University Athletic Department

ATHLETIC DEPARTMENT MISSION STATEMENT

The Alabama A&M Department of Athletics fully embraces the University's mission and enacts its policies, procedures, and initiatives with both the letter and spirit of "Service is Sovereignty."

The administration and staff of the Department of Athletics espouses a student-centered philosophy, which ranks academic achievement as the number one priority for its student-athletes. Toward this end, the Department of Athletics is committed to providing a comprehensive and inclusive intercollegiate and intramural athletics program for men and women, which further promotes the academic, sportsmanship, and total development of the student-athlete.

Further, the Department is committed to working cooperatively with other constituents of the University to ensure the production of competent and ethical contributing graduates who are capable of making the transition from university life to the workplace and into today's multicultural society.

Embodied within this mission is the concept of an effective athletics program which values success in competition, success in academic and personal development of student-athletes, success in graduating student-athletes, success in fully maintaining compliance with the rules of the National Collegiate Athletic Association (NCAA), the Southwestern Athletic Conference (SWAC), and Title IX.

The University is further committed to a program of staff development in providing minorities the opportunity for full employment and development in the athletics program.

DEPARTMENT OF INTERCOLLEGIATE ATHLETICS PHILOSOPHY AND PURPOSE

Intercollegiate athletics represent a characteristic unique to American higher education. In American society there is a belief that athletics has a decided worth for the student who wants to develop and display their talents in a competitive setting with other students. Alabama A&M University shares in this belief and the grand experiment of having athletics in higher education. The philosophy of the athletics program is to provide the student-athlete a competitive learning experience in an academic environment, which will lead ultimately towards the completion of a degree.

The athletics program is one means of promoting the university and is a service to both the campus (participants, student body, faculty, staff) and the general public (community, area, state). The athletic program is considered a means of fostering the development of the whole person, sportsmanship, and positive societal attitudes in student-athletes.

The university is dedicated to providing an educationally based inter-collegiate athletic program that provides:

- Spiritual, emotional, recreational and competitive learning experiences
- A high level of physical fitness, healthful living and self-expression through physical activity
- An academic-oriented commitment for developing sound character and good sportsmanship
- A clear line of demarcation between college athletics and professional sports
- A sound basis for building great sports programs without sacrificing academic excellence
- A full compliance approach to NCAA and SWAC rules and regulations
- A program assuring equal opportunity for all students and complies with federal regulations regarding nondiscrimination

The intercollegiate athletic program has determined that in order to realize these and other expectations it must have strong commitments for:

- Providing professional staff members with a thorough orientation to the university's goals and expectations
- Providing an education to each student-athlete rather than merely the financial assistance to obtain an education
- Meeting the number of athletic participants and athletic contests for all sports programs that are comparable to other competitive Division I universities
- Affording adequate numbers of athletic grant-in-aid awards
- Scheduling contests in a manner which permits athletes and coaches opportunities to attain optimal levels of excellence
- Providing a source of wholesome entertainment and fellowship between and among college and community constituents

Athletics Department Job Descriptions

STAFF STRUCTURE-DEPARTMENT OF ATHLETICS

At the head of the department of athletics is the Director of Athletics, who reports to the President. Reporting to the Director of Athletics are:

- Senior Woman Administrator
- Director of Compliance and Legal Affairs (Secondary reporting official; Reports directly to the president)
- Sports Information Director
- Head Athletic Trainer
- Director of Academic Enhancement
- All Head Coaches
- Director of Marketing

All assistant coaches report directly to their respective head coaches.

Job Descriptions

1. Director of Athletics

The Director of Athletics (AD) is responsible for all athletic programs, business affairs, marketing and promotions, public relations, development, external relations, internal affairs, personnel, and funds of the athletic program in accordance with University policies and procedures. The AD fosters the highest standards of integrity and compliance in all Athletic Department programs and operations and instills the same among coaches and student athletes, and assures that the integrity of the University's athletics is at the highest level. The AD supports an environment for the academic success of student-athletes, and advances an athletics program that is nationally competitive in all sports. The AD is familiar with NCAA rules and regulations, leads by example, and displays leadership in athletic administration, fundraising, marketing, and community affairs. The AD is committed to a learning-centered academic environment. The AD has clearly articulated his vision and philosophy of the role of intercollegiate athletics in University life based upon five (5) principles:

- The Student-Athlete is at the heart of our athletics programs
- To be good stewards of our fiscal and capital resources
- To be compliant
- To win
- To exude class in all we do

The Director of Athletics will answer directly to the University President and is a member of the President's Cabinet.

Duties and Responsibilities:

- Provides leadership that adheres to the highest standards of integrity, ethics, and compliance in all athletic, academic, and business matters.
- Implements policies that provide supervision and guidance in all areas related to the intercollegiate athletic program.
- Continues to enhance a premier organization that executes the business of Division I athletics while also being a committed partner with the academic community.

- Implements plans, policies, procedures, and programs that are in compliance with the University, Conference, NCAA rules and regulations, applicable state and federal laws, and which promote the mission of the Department, as well as the University's high standard of academic excellence and the general welfare of student-athletes.
- Conducts athletic programs in accordance with legislation of the National Association of Intercollegiate Athletics, the Southwestern Athletic Conference, and the Association of Intercollegiate Athletics for women.
- Prepares and monitors the athletic budget, including the purchase of all major equipment items for athletics.
- Communicates with all members of the University community, including alumni.
- Markets athletic programs and the University to both internal and external constituencies, as well as raise funds for the athletic program in general with assistance from and in coordination with University Advancement.
- Ensures an environment that is committed to the best interests of student-athletes consistent with their educational, ethical, social, and physical development.
- Hires all head coaches and senior administrators to maintain the highest quality athletic program in all sports.
- Is responsible for the marketing, sales and promotion of all saleable aspects of the athletic program.
- Fosters a commitment to diversity and inclusiveness throughout all levels of the Department of Athletics.
- Develops a clear vision and strategic plan that will ensure the Department has a competitive advantage in fundraising, facilities development, and the recruitment, retention, and promotion of student-athletes and athletic personnel.
- Cultivates endowment and donor relationships in order to establish sustainable excellence. Makes sound decisions with regard to all Department matters, including financial and human resources, strategic planning, facility planning and development, and public relations and marketing.
- Promotes and protects the Department's financial self-sufficiency in a manner consistent with the university's mission, vision, and operating policies and procedures.
- Serves as the primary spokesperson of the Department promoting the philosophy and mission of the intercollegiate athletics program with faculty and staff members, students, alumni, sports media, and the general public during public relations opportunities.
- Understands and communicates the value of athletics to the overall mission and strategic plan of the University to both internal and external constituencies.
- Develops a staff of head coaches and trainers that are nationally recognized for their coaching and training records and their contributions to both their profession and to the academic well-being of student athletes.
- Supports the professional development of members of the administrative and coaching staff, promoting their accomplishments and establishing positive morale and relationships.
- Engages and communicates with the academic community of the University, including students and members of the faculty, staff, and administration.
- Performs other duties as may be assigned by the President.

2. Administrative Assistant to the Director of Athletics

This individual is responsible for daily office procedures; keeping the director's calendar and assisting the director in scheduling of meetings; assists with controlling the budget; the director's travel; limited assistance to non-revenue sports without clerical help; and participation in public and fund-raising events.

Duties and Responsibilities:

- Compose drafts of reports and letters for the supervisor's review, transmits replies to routine correspondence on the supervisor behalf
- Assists in arranging meetings of the unit's staff or faculty and serves as recording secretary at such meetings
- Establishes and maintains accurate and current files of letters, reports, records, and other documentary materials and ensures that information in these files is kept confidential
- Answers the phone, places calls, makes appointments and reservations, receives visitors, and functions as an office receptionist
- Performs general office management duties and recommends methods for improving office procedures

3. Senior Women's Administrator

The Senior Woman Administrator is the highest-ranking female administrator involved in the conduct of Alabama A&M University's (AAMU) intercollegiate athletics programs. It is the SWA's responsibility to participate in the management and supervision of all athletics programs and activities of AAMU with specific emphasis on gender equality, minority equity and student-athlete welfare. The SWA reports directly to the Director of Athletics.

Duties and Responsibilities:

- Acts as a key decision-maker instrumentally involved with the athletics department
- Participates on senior management team (administration and governance of the athletics program)
- Develop strategies to support and manage gender equity and Title IX plans and issues
- Develop and implement a gender equity action plan for the university's intercollegiate athletics program
- Help recruit and recommend hiring of key departmental personnel
- Assist with fund raising; provide input and assist with the management of financial and other resources of the athletics department
- Provide specific and general supervision for various sports
- Serve as a spokesperson for the needs and interests of women within the intercollegiate athletics department and the community
- Should maintain active membership in appropriate professional organizations
- Should serve as a role model for student-athletes, educating them on issues affecting intercollegiate athletics
- Represents AAMU at meetings, conferences, and conventions on the local, regional, and national level as it relates to intercollegiate athletics

- Organizes and conducts training, seminars and workshops for university personnel and student-athletes
- Ensures student-athletes and other individuals and groups representing the institution's athletics activities comply with applicable NCAA/SWAC rules and regulations

4. Director of Compliance

The Director of Compliance for Athletics reports directly to the University President and is responsible for managing the day-to-day operations of Alabama A&M University's (AAMU) Athletics Compliance Program. Specifically, the Director of Compliance for Athletics is responsible for implementing and monitoring systems and practices that create a culture of compliance related to NCAA rules and regulations. The Director of Compliance is responsible for ensuring that student-athletes, coaches, and athletics department personnel are educated on NCAA rules and regulations governing their respective areas of participation.

Duties and Responsibilities

- Abides by and enforces NCAA and SWAC compliance rules and regulations.
- Provides NCAA and SWAC compliance rules and Athletically-related University rules and regulations education to coaches and staff.
- Conducts seminars and meetings and provides written communication dealing with NCAA rules and interpretations.
- Tracks, compiles, circulates and explains any new NCAA legislation to coaches and departmental staff members.
- Institutes procedures to use when requesting NCAA rules interpretations.
- Researches questions and provides answers to coaches and staff on the application of NCAA and SWAC rules and regulations.
- Develops and implements a program to inform members of outside athletic support groups of NCAA rules and regulations which affect them.
- Reviews Departmental financial aid procedures and certification of eligibility procedures to ensure compliance in those areas.
- Performs compliance audits of all sports and relevant activities (e.g. summer camps, awards, student-athlete employment, and complementary tickets) on a routine basis.
- Processes NCAA Waivers regarding eligibility and incidentals.
- Works closely with Recruiting Staff to provide oversight to recruiting efforts.
- Monitors and reviews all recruiting activities for adherence to legislative guidelines.
- Coordinates meetings and activities dealing with student athletes and professional athletes.
- Develops departmental policies and procedures for interfacing with professional sports agents and oversees activities for adherence to legislative guidelines.
- Leads and manages the compliance staff.
- Oversees and monitors contacts between recruiters and prospective student-athletes to include oversight of official visits.
- Coordinates NCAA violations and investigation reporting.
- Acts as University liaison to NCAA and SWAC Compliance representatives and the University FAR.

- Other responsibilities as required or assigned.

5. Assistant Director of Compliance

The Assistant Director of Compliance for Athletics assists the Director of Compliance in implementing and monitoring systems and practices that create a culture of compliance and integrity related to NCAA processes and procedures. The Assistant Director of Compliance assists in managing the daily operations of Alabama A&M University's Athletic Compliance Program and also educates student-athletes, coaches, and athletic personnel on NCAA rules and regulations.

Duties and Responsibilities:

- Educates, monitors, and enforces NCAA and SWAC rules and regulations
- Monitors and reviews NCAA, SWAC, and institutional paperwork in terms of student-athlete initial eligibility and certification
- Initiates NCAA certification process for student-athletes
- Conducts NCAA Rules Education Program
- Reviews and determines status of students-athletes in regards to financial aid, amateurism, recruitment, eligibility, and certification
- Proficiency with CAi, LSDBi, NCAA Eligibility Center, National Letter of Intent Program
- Monitors squad lists, athletic scholarships limits, student-athlete employment, recruiting, camps and clinics, countable activity logs, declaration of seasons, and participation reports
- Reviews documentation related to practice and playing season for each sport
- Contributes to the overall success of the AAMU athletics department by performing other duties and responsibilities as assigned by the Director of Compliance and/or the Director of Athletics

6. Administrative Compliance Assistant

Performs and/or oversees a variety of associated administrative, fiscal, staff support, and planning activities, some of which require advanced or specialized knowledge and skills, such as budget administration and control, equipment, facilities, and inventory management, specialized recordkeeping and database management, and/or specified information-gathering projects and tasks. Coordinates and facilitates meetings, program functions, and/or special events, as appropriate. Trains and oversees lower graded staff and/or students.

Duties and Responsibilities:

- Oversees and/or performs a range of diverse administrative activities for the department or organizational unit; serves as a central point of liaison with other departments and external constituencies in the resolution of a variety of day-to-day matters concerning the unit.
- Manages Compliance Assistant computer program.

- Utilizes knowledge and understanding of underlying operational issues to create, compose, and edit technical and/or administrative correspondence and documentation.
- Assists in administrative problem solving, program/project planning, development, and execution of stated goals and objectives.
- Researches information, compiles statistics, and gathers and computes various data; prepares special and/or one-time reports, summaries, or replies to inquiries, selecting relevant data from a variety of sources.
- Monitors, reconciles, and assists with fiscal administration for the unit, including but not limited to budgets, funding, grants, contracts, payroll, employment, travel, and/or purchasing; may assist with fiscal planning, including participating in seeking alternate sources of funding.
- Provides and/or oversees support activities for the unit such as answering telephones, assisting and resolving problems and inquiries of visitors, review and control of incoming and outgoing correspondence, and follow-up on operational commitments.
- Schedules appointments and maintains calendars; schedules, coordinates and facilitates meetings, facilities usage, events, and/or travel arrangements, as required.
- Establishes, updates, and maintains unit's files, inventories, and records; implements and maintains data management systems, as required.
- Leads and guides the work of lower level staff, and supervises student employees as appropriate; may participate in hiring decisions and performance appraisal.
- Performs miscellaneous job-related duties as assigned.

7. Athletic Academic Counselor

Performs advising, counseling and monitoring services related to the academic progress and continuing eligibility of student-athletes.

Duties and Responsibilities:

- Assists in monitoring student-athletes' academic progress to ensure eligibility for Intercollegiate Athletics programs; assists in maintaining records and preparing academic progress reports and summaries.
- Advises and counsels student athletes.
- Assists in the implementation of support programs to meet student athletes' needs.
- Assists in performing general public relations activities at various functions related to Intercollegiate Athletics programs.
- Performs related duties as assigned

8. Athletic Academic Advisor

Performs advising, counseling and monitoring services related to the academic progress and continuing eligibility of student-athletes.

Duties and Responsibilities:

- Assists in monitoring student-athletes' academic progress to ensure eligibility for Intercollegiate Athletics programs; assists in maintaining records and preparing academic progress reports and summaries.

- Advises and counsels student athletes.
- Assists in the implementation of support programs to meet student athletes' needs.
- Assists in performing general public relations activities at various functions related to Intercollegiate Athletics programs.
- Performs related duties as assigned

9. Faculty Athletic Representative (FAR)

The Faculty Athletic Representative (FAR) is a member of Alabama A&M University's (AAMU) faculty who holds faculty rank and does not occupy an administrative or coaching position in the Athletics Department. The FAR provides oversight and advice in the administration of AAMU's Athletics Program. The FAR has three primary roles:

- Ensure Academic Integrity
- Facilitate Institutional Control of Athletics
- Enhance the Student-Athlete Experience

The following is a summary, though not exhaustive list of duties and responsibilities of the FAR's functions contained within the position's three primary roles:

Ensure Academic Integrity

The FAR works closely with the Administrator for the Department of Athletics and Academic Enhancement Program, to ensure that the academic integrity of the relationship between the student-athlete and the institution is maintained. Associated duties include:

- Review admissions profiles of recruited student-athletes
- Review courses and academic programs selected by student-athletes
- Review cumulative academic progress of student-athletes, to include declaration of majors, grade point averages and credit hours
- Review graduation rates
- Ensure that AAMU has effective mechanisms in place to evaluate whether Student-athletes have met academic eligibility requirements for practice, intercollegiate competition and financial aid as established by the NCAA, the SWAC and AAMU.
- In conjunction with the Academic Enhancement Coordinator, ensure that academic services, i.e., tutorial, academic advising, and other programs for the academic progress of our student-athletes are available

Facilitate Institutional Control of Intercollegiate Athletics

Institutional control of intercollegiate athletics is a campus-wide responsibility. The FAR works with the Director of Compliance and the Athletics Director to administer the athletic compliance program at AAMU. The FAR in conjunction with the Director of Compliance and the Athletics Director ensure:

- Oversight of compliance-related activities undertaken within the Athletics Department
- Coordination of compliance related activities across campus units outside the Department of Athletics (Financial-Aid, Admissions, Registrar's Office, etc.)

- Plays a central role in inquiries of alleged or suspected rules violations and reviews infraction reports submitted to the SWAC and to the NCAA.
- All secondary and major violations of NCAA and SWAC rules are properly reported.
- Represents AAMU in dealing with the SWAC regarding:
 - Acquiring and promoting a better understanding of NCAA regulations and how they affect conference members
 - Discussions regarding NCAA violations involving member schools of the SWAC and how to best maintain ethical standards of conduct
 - Review and discussion of conference schedules to assess their impact on the academic welfare of student-athletes (emphasizing final examination time)
 - Discussions on the voting position of the SWAC at the NCAA convention
 - Discussions in determining recipients of academic honors within the SWAC

Enhance the student-athlete experience

The FAR will promote and ensure an environment that promotes a balance between academics, athletics, and the social lives of student-athletes which affords them opportunities to enjoy the full range of collegiate experiences generally available to all students. The FAR performs the following duties:

- Meet with all student-athletes to inform them of the role of the FAR as an independent source of counsel, assistance and information
- Encourage and facilitate interaction between student-athletes and the mainstream of institutional activities
- Review travel and competition schedules (to minimize missed class time)
- Review athletic scholarship cancellations or reductions, which may inappropriately limit opportunities for student-athletes to complete their degree programs
- Review policies and procedures to monitor the hourly and weekly limitations on athletically-related activities
- Facilitate student-athlete participation on athletics boards and committees
- Ensure that counseling, evaluation and other career-planning services are made available to student-athletes

Advisory Role

In addition to the roles of the FAR as set forth above, the FAR shall assume an advisory and reporting role with respect to the academic preparation and performance of student-athletes. In this role, the FAR shall have access to information regarding all aspects of the university's athletics program, including the budget. Duties include and are not limited to the following:

- Meet regularly with the University President
- Meet regularly with the Director of Athletics
- Represent the university as a delegate at the annual NCAA convention
- Prepare annual budget submission for the office of the FAR
- Chairs the Athletics Advisory Committee
- Make regular reports to the university faculty

- Coordinates the nomination process for NCAA post-graduate scholarship
- Attends one of the regional NCAA training seminars
- Attends SWAC conference meetings
- Other duties as assigned by the President of the university

10. Athletic Advisory Committee

The duties and responsibilities of the athletics advisory committee are performed through a sub-committees consisting of members to be appointed May of each year.

Sub-committees:

- A. Recruitment
- B. Athletic Scholarship
- C. Academic/advisement
- D. Athletic housing
- E. General administration/competition
- F. External affairs

Committee membership

The AAC shall consist of the following classes of membership:

- A. Standing committee members
 - a. FAR- Chair
 - b. Director of Athletics
 - c. Director of Compliance for Athletics
 - d. Academic Advisory Counselor
- B. Appointed Committee Members
 - a. Staff (4)
 - b. Faculty (3)
 - c. Alumni (1)
 - d. Community-at-large (1)
 - e. Student (1)

NOTE: THE ATHLETICS ADVISORY COMMITTEE SHALL SELECT FROM AMONG ITS MEMBERS A VICE-CHAIR

Appointment of members to the AAC

Once each academic year during the month of May, the president shall solicit from the vice presidents of administrative units their preferences for assignment to the AAC during the academic year. In developing its list of recommendations for filling vacancies on the committee, each vice president should consider those potential members indicating an interest in serving on the committee, the expertise of potential members, and overall membership balance. To achieve the overall balance on the committee and the level of expertise desired, potential members who have not expressed an interest in serving may also be considered for membership.

- a. The president, in consultation with the provost/vice president for academic affairs and faculty shall appoint one faculty member to serve as FAR and to chair the AAC for a

period of time to be determined by the president. In addition, three other faculty members shall be recommended to serve for a period of three years on a rotational basis.

- b. The president, in consultation with all vice presidents, shall solicit through the staff senate, four members to serve on the committee for a period of three years on a rotational basis. In order to maintain expertise and balance in the committee, at least two members must be from the area of business and financial affairs.
- c. The president, through the vice president for research and development, shall solicit through the director of alumni affairs one alumnus and one community-at-large member to serve on the committee for a period of three years.
- d. The president, through the vice president for student affairs and the student government association, shall solicit three student members to serve on the committee for a period of one year.

Meeting Schedule

The AAC shall meet monthly during the calendar year. Unless otherwise stated, monthly meetings shall be held on the second Tuesday of each month, and at a time and place to be designated by the president or chair of the AAC. Additional meetings shall be held as needed.

12. Sports Information Director

The sports information director is the official resource person for all media-related activities. In addition, the sports information director is responsible for the official statistical data released publicly and kept in the university's sports archives; and for monitoring athletic participation. The SID reports directly to the AD.

Duties and Responsibilities:

- Meet all requests from opponent universities for update information, brochures, press guides, schedules, and general information for each sport
- Send game results to media
- File accurate, complete statistical reports on each sport to the conference and national offices
- Prepare and help negotiate rate for publications
- Release special stories on announcements, appointments, and promotions of athletic staff personnel and student-athletes
- Additional duties assigned by the AD

13. Sales Manager for Athletic/Cultural Events

Manage and coordinate the business and services programs of AAMU ticket sales for athletic and cultural events; assigns, seats, and sells tickets using an automated ticket system; processes cash, credit card and check sales; balances cash register and maintains appropriate sales records. Work on an on-call or casual basis as needed for specific events; supervise and participate in the sale of tickets for athletic and cultural events and in the maintenance of related accounts and

records. The sales manager reports directly to the Associate Athletic Director for Business Affairs.

Duties and Responsibilities:

- Supervise and participate in sales of tickets for AAMU through window operations and mail orders; answer inquiries and assist customers with selection and purchase of tickets; assist in determining seat locations for individuals and special groups
- Order tickets in accordance with seating capacity and number of performances; coordinate ticket sales with other institutions or outside agencies to ensure compliance with contracts regarding revenue distribution
- Manage handling of cash revenue, ticket inventory, and final reconciliation of games and cultural events.
- Coordinate and participate in public relations activities such as the production of brochures, bulletins, newsletters, and other publications; assist client organizations regarding press releases, advertising, communications with customers, and timetables for publicity.
- Monitor, verify and reconcile all accounts for events with detailed financial statements.
- Prepare regular and special ticket sales audits and reports to reflect revenue and attendance at scheduled events and to determine overages and shortages of available tickets.
- Assist in making travel arrangements for events scheduled away from the university.
- Train and supervise student assistants ensuring proper distribution of assignments and adequate staffing of the ticket office for scheduled events.

14. Head Coaches

All head coaches are responsible to the AD in all matters related to the conduct of their respective sports. All coaches (Head and Assistant) shall comply with all university, conference, regional, and national policies, rules, and regulations as it pertains to sporting events. The assistant coaches report directly to the head coaches, who in turn report to the AD.

Duties and Responsibilities:

- Monitor compliance of applicable rules and regulations of the NCAA in the conduct of its intercollegiate athletics programs for student athletes, including but not limited to eligibility certification, investigation and self-reporting of violations and monitoring of financial aid.
- Ensures student athletes and other individuals and groups representing the institution's athletics department comply with the applicable NCAA rules
- Responsible for the discipline, personal appearance, conduct, image and general behavior of assistant coaches and players.
- Act as the official spokesman on matters of policy, news releases, and all matter pertaining to the news media such as public appearances by coaches, speaking engagements, television appearances for coaches or players.
- Represents their perspective team at the conference and national levels.
- Ensures athletes attend classes

- Approves and submits athletic award letters to proper authorities.
- Prepares proposed budgets for their sport.
- Organize and conduct team practice sessions.
- Works with the AD and administrative assistants on travel details
- Orders equipment for their respective team within conference and institutional guidelines
- Should enhance professional growth by attending clinics, workshops, etc.
- Works with the sports information director in regard to team pictures and news releases
- Works with AD for scheduling of athletic events
- Works in conjunction with the sports medicine department and strength and conditioning departments to ensure optimal performance of student-athletes
- Responsible for conduct of student athletes on road trips
- Responsible for any other details of his/her sport assignments by the AD

15. Assistant Coaches

Duties and Responsibilities:

- Responsible for assisting in the recruiting, organizing, motivating, and counseling of athletes
- Monitor student athlete class attendance, study hall, grades, commencement ceremonies and travel
- Serve as a role model for student athletes
- Assist with discipline, personal appearance, conduct, image, and general behavior of all student athletes recruited and signed.
- Act as a consultant and schedule team travel.
- Responsible for assuring athletes maintain academic eligibility and records of participation are kept and forwarded to the proper agencies and authorities
- Aid in maintenance and accountability of equipment

16. Administrative Secretary

The administrative secretary is assigned to provide clerical assistance to the sports of baseball, basketball (men & women), cross country/track and field, men soccer and volleyball.

Duties and Responsibilities:

- Assisting in the purchasing process; arranging team travel; monitoring of budgets; processing athletic scholarships; composition of correspondence; provide clerical assistance in the recruiting process; daily office procedures
- Organize and implement procedures for executing various administrative assignments
- Compiles factual information for files, records, publications and other sources and tabulates this information in accordance with standardized report forms
- Reviews incoming correspondence in order to alert the supervisor more promptly to matters of special concern or interest and in order to transmit routine correspondence to the appropriate office for action.
- Composes drafts of reports and letters for the supervisor's review, transmits replies to routine correspondence on the supervisor's behalf

- Assists in arranging meetings of the units' staff or faculty and serves as recording secretary at such meetings.
- Establishes and maintains accurate and current files of letters, reports, records, and other documentary materials, and ensures that information in these files is kept confidential.
- Answers the phone, places calls, makes appointments and reservations, receives visitors, and functions as an office receptionist.
- Performs any other duties that may be assigned by the immediate supervisor

17. Executive Secretary

The executive secretary is assigned to clerical assistance to the football staff. He/she also helps with clerical assistance for men's golf and tennis (men/women).

Duties and Responsibilities:

- Assisting in the purchasing process; arranging team travel; monitoring of budgets; processing athletic scholarships; composition of correspondence; provide clerical assistance in the recruiting process; daily office procedures.
- Organize and implement procedures for executing various administrative assignments
- Compiles factual information for files, records, publications and other sources and tabulates this information in accordance with standardized report forms.
- Reviews incoming correspondence in order to alert the supervisor more promptly to matters of special concern or interest and in order to transmit routine correspondence to the appropriate office for action.
- Composes drafts of reports and letters for the supervisor's review, transmits replies to routine correspondence on the supervisor's behalf.
- Assists in arranging meetings of the unit's staff or faculty and serves as recording secretary at such meetings.
- Establishes and maintains accurate and current files of letters, reports, records, and other documentary materials and ensures that information in these files is kept confidential.
- Answers the phone, places calls, makes appointments and reservations, receives visitors, and functions as an office receptionist.
- Performs any other duties that may be assigned by the immediate supervisor

18. Equipment Manager

The equipment manager is responsible for the ordering, storage, maintenance, security, issuance and inventory of all team-related equipment in the sport of football. All practice and/or game uniform materials are kept in the equipment-room area for storage, laundry, and inventory. The manager is responsible for reporting any un-returned equipment to the head coach.

Duties and Responsibilities:

- Maintains records of all equipment and controls inventory
- Assists in and makes recommendations on the purchasing of athletic equipment and uniforms in accordance with needs of coaches, teams, and recreational programs.
- Keeps head coach informed regarding available merchandise and current prices through contact with salesmen and vendors.

- Issues equipment and uniforms to football team, coaches, managers, etc. and accounts for the return and condition of the equipment.
- Provides special equipment for televised events to meet needs of television crew.
- Investigates feasibility and cost of major repairs, renovations, and/or addition and advises department accordingly.

19. Head Athletic Trainer

The administration of the training room is the responsibility of the head trainer and assistants. Each athletic trainer is responsible to the student athletes in all matters pertaining to injury prevention, rehabilitation, and physical well-being. The AT reports to the AD.

Duties and Responsibilities:

- Official liaison between Huntsville Hospital Therapy and Sports Center and TOC (The Orthopedic Center).
- Provide athletic training services for the Alabama A&M University's athletic department.
- Prevention, evaluation, treatment, referral, and rehabilitation of injuries/illnesses to Alabama A&M University student-athletes.
- Provide work direction to other certified athletic trainers (ATC's), including assisting in employee selection (Assistant ATC, Graduate ATC's , and student workers), scheduling, and assigning work, reviewing work of other ATC's and providing input to performance evaluations.
- Provide training and supervision for the assistant and graduate assistant ATC's and student workers.
- Assign ATC's and student workers to sports programs and ensure proper coverage for practices, home events, and team travel.
- Develop and propose program policies and procedures to the athletic administration for implementation, ensuring compliance with provisions of the applicable NCAA, OSHA, and HIPPA.
- Monitor all injury reports and rehabilitation plans and progress. Advise and consult athletic administration on all major injuries and treatment not covered by student-athlete's insurance.
- Supervise, review, and verify injury reports and medical records and take appropriate action as required. Ensure proper maintenance and confidentiality of all medical records.
- Recruit and maintain local physicians to serve as team physicians and medical consultants, and to assist with pre-participation physical examinations, and act as a liaison to all medical consultants, specialists, and medical service providers.
- Consult with team physicians for guidance on the treatment of the injured student-athletes and report on their progress.
- Report on the status of injured student athletes to coaching staff and periodically meet to identify and discuss problem areas.
- Coordinate final decisions on return of injured athletes to participation with team physicians.
- Direct and supervise the daily operation of the Athletic Training Room.
- Maintain a detailed and accurate inventory log and proper storage of all prescription medications.

- Work in conjunction with the athletic director's office and Business and Finance Department with regards to organizations and administration of the department's budget, including the inventory, developing bid lists, ordering, receiving, and maintenance of all athletic training room supplies and equipment.
- Develop and maintain a Sports Medicine Handbook (policy & procedure) Manual for staff and student workers.
- Establish and enforce the rules that govern the athletic training room.
- Share in the responsibility of athletic training room maintenance and upkeep.
- Cooperate with Sports Information Department and the local newspaper with regards to the status of injured athletes while at the same time communicating with student-athletes on what information they would like to be released regarding their injuries.
- Supervise the organization and administration of an Exposure Control Plan for Blood borne Pathogens as dictated by the state of Alabama and the Occupational Safety and Health Administration (OSHA).
- Work in conjunction with the strength and conditioning staff concerning the strength, conditioning, and flexibility of student athletes, nutritional issues, supplements/ergogenic aids, injury prevention, exercise technique, and rehabilitation of injured student-athletes.
- Maintain a good working relationship with physical facilities.
- Coordinate any and all insurance matters with current insurance company, providers, athletes, and Athletic Director as needed.

20. Assistant Athletic Trainer

Supervise and coordinate Alabama A&M sports medicine program, including, but not limited to: injury prevention, evaluation, management, and treatment of athletic injuries short term and long term rehabilitation of athletic injuries, education and counseling of student-athletes, and athletics related health care administration in consultation with and under the supervision of the Team physician(s) and other qualified medical personnel. The Assistant Athletic Trainer reports directly to the Head Athletic Trainer

Duties and Responsibilities:

- Provide athletic training services for the Alabama A&M University's athletic department.
- Prevention, evaluation, treatment, referral, and rehabilitation of injuries/illnesses to Alabama A&M University student-athletes.
- Provide work direction to other certified athletic trainers (ATC's), including assisting in employee selection (Graduate ATC's , and student workers), scheduling, and assigning work, reviewing work of other ATC's and providing input to performance evaluations.
- Supervise, review, and verify injury reports and medical records and take appropriate action as required. Ensure proper maintenance and confidentiality of all medical records.
- Consult with team physicians for guidance on the treatment of the injured student-athletes and report on their progress.
- Report on the status of injured student athletes to coaching staff and periodically meet to identify and discuss problem areas.
- Coordinate final decisions on return of injured athletes to participation with team physicians.
- Direct and supervise the daily operation of the Athletic Training Room.

- Maintain a detailed and accurate inventory log and proper storage of all prescription medications.
- Establish and enforce the rules that govern the athletic training room.
- Share in the responsibility of athletic training room maintenance and upkeep.
- Cooperate with Sports Information Department and the local newspaper with regards to the status of injured athletes while at the same time communicating with student-athletes on what information they would like to be released regarding their injuries.
- Supervise the organization and administration of an Exposure Control Plan for Blood Borne Pathogens as dictated by the state of Alabama and the Occupational Safety and Health Administration (OSHA).
- Work in conjunction with the strength and conditioning staff concerning the strength, conditioning, and flexibility of student athletes, nutritional issues, supplements/ergogenic aids, injury prevention, exercise technique, and rehabilitation of injured student-athletes.
- Official Drug Site Coordinator for NCAA drug free sport.

University Policies and Procedures

THE FOLLOWING SECTIONS ARE IN CONJUNCTION WITH THE STAFF HANDBOOK PROVIDED BY ALABAMA A&M UNIVERSITY. FOR THE COMPLETE HANDBOOK, PLEASE VISIT:

[HTTP://WWW.AAMU.EDU/ADMINISTRATIVEOFFICES/HRSERVICES/DOCUMENTS/AAMU%20STAFF%20HANDBOOK%20-%20SEPTEMBER%2016%202011.PDF](http://www.aamu.edu/administrativeoffices/hrservices/documents/aamu%20staff%20handbook%20-%20september%2016%202011.pdf)

EMPLOYMENT

The Department of Athletics will consider the qualifications of each applicant, including education, training, skills, and work experience. No employee or prospective employee will be discriminated against because of race, color, religion, national origin, age, ancestry, gender, disability, sexual orientation, or veteran status.

Hiring of staff is the responsibility of the Athletic Director, upon recommendation of other staff members when applicable. It is understood that department personnel will be the best technically prepared people available for their respective positions. For professional employees, the Athletic Director recommends appointments to the President for approval.

The Department of Athletics is dedicated to maintaining the integrity of intercollegiate athletics. The department is committed to observing institutional, NCAA, and Southwestern Athletic Conference rules and regulations. Administrators will work closely with the NCAA Compliance and Enforcement offices to screen all candidates for coaching positions to ensure the applicant has not been involved in past NCAA major rules violations.

Each coach must be knowledgeable of the rules and regulations of the NCAA and SWAC, including changes and new interpretations. A coach must not knowingly or deliberately violate, or allow the violation of, those rules and regulations.

DRUG-FREE AND ALCOHOL-FREE WORK PLACE POLICY

Alabama A&M University is committed to providing employees drug-free and alcohol-free workplace. As such, all employees are required to comply with the Office of Human Resources Procedure No. 6.2, Personnel Drug and Alcohol Abuse Prevention. The University prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by any employee on its property or as part of any of its activities. Employees who violate this policy are subject to the full range of criminal penalties including fines and imprisonment. In order to comply with federal law, the University requires that an employee notify a supervisor in writing of any criminal drug statute conviction no later than five (5) days after such conviction. The University must notify any federal contracting agency within ten (10) days of having received notice that an employee engaged in the performance of such contract has had a criminal drug statute conviction for a violation occurring in the work place.

Smoking Policy:

1. Prohibited Smoking Areas

Smoking is prohibited in all University owned buildings and residence halls on the campus of Alabama A&M University. All buildings are designated as non-smoking areas. Individuals are

also prohibited from smoking or carrying lighted cigars, cigarettes, or pipes in any indoor facility, enclosed bus stops and University-owned or controlled vehicles.

2. Areas in which Smoking is permitted

Smoking is permitted only in designated areas outside of University buildings provided that these areas are located at least thirty (30) feet from doorways, windows and ventilations systems to prevent smoke from entering buildings and facilities, and have been clearly designated as “smoking areas.” The Facilities Department will determine the number and location of designated smoking areas and will provide receptacles for disposal of smoking materials. Smokers are reminded that improper disposal of smoking materials is a fire hazard and considered littering, which may subject the offender to a fine.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

The University is committed to a work environment in which all individuals are treated with respect and dignity. Therefore, discrimination or harassment based on age, race, gender, color, religion, national origin, disability, genetic information, sexual orientation, covered veteran status, or any other characteristics protected under state, federal, or local law will not be tolerated. This policy applies to all applicants, employees, guests, vendors, and persons doing business with the University. These policies specifically prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to the University. (an outside vendor or customer).

Sexual harassment, which is one type of prohibited harassment, is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual’s employment;
- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual’s employment; or
- Such conduct has the purpose or effect of interfering with an individual’s work performance or creates an intimidating, hostile, or offensive working environment.
- Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Examples of conduct prohibited by this policy include, but are not limited to:
 - Unwelcome sexual flirtation, advances, or propositions;
 - Verbal comments related to an individual’s age, race, gender, color, religion, national origin, disability, or sexual orientation;
 - Explicit or degrading verbal comments about another individual or his/her appearance;
 - Commentary about an individual’s body, sexual prowess or sexual deficiencies;
 - Leering, catcalls or touching;
 - Insulting or obscene comments or gestures;
 - The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer or cell phone (for example, emails or texts);
 - Any sexually offensive or abusive physical conduct;

- The taking of or the refusal to take any personnel action based on an employee's submission to or rejection of sexual overtures; and
- Sexually suggestive cartoons or jokes, whether displayed in the workplace, written, verbally stated, or exchanged via email, text messaging, instant messaging, or any other form of communication.

Harassment on the basis of race, color, religion, national origin, age, disability, sexual orientation or citizenship status, or any other characteristic protected by law, is also strictly prohibited.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail or text messaging).

The University strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position within the institution. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. Individuals who believe they have experienced conduct that is contrary to the University's policy, or who have concerns about such matters should report their complaints or concerns to their immediate supervisor or the Human Resources Director as soon as possible after the offending conduct occurs so that rapid and constructive action may be taken.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome, and requesting that the conduct be discontinued immediately. Any reported incident will be investigated by the Director of Human Resources or his/her designee promptly, thoroughly and impartially. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given the University's obligations to investigate and act upon reports of such harassment. Confidentiality will be maintained throughout the investigation of any complaint to the extent possible, while remaining consistent with the goal of conducting a thorough investigation and implementing corrective action, as appropriate. Appropriate actions will be taken by the University to stop and remedy any such conduct, including the possibility of interim measures being taken during a period of investigation.

Retaliation or discrimination of any kind against an employee who makes a good faith report of a suspected incident of harassment or discrimination, or who cooperates in an investigation is prohibited. However, if after investigating any complaint of unlawful discrimination, the University determines that an employee intentionally provided false information regarding a complaint and/or intentionally provided false information during the investigation of a complaint, disciplinary action may be taken, up to and including termination. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.

REPORTING INCIDENTS OF SEXUAL HARASSMENT

An individual who has experienced sexual harassment shall immediately report that fact to his/her immediate supervisor, or if the immediate supervisor is the subject of the complaint, the report will be made to the Director of Human Resources. Supervisors are responsible for notifying the Director of Human Resources, who serves as the University's Affirmative Action Officer for personnel matters, of the filing of a sexual harassment complaint by an employee. An investigation will be conducted upon receipt of verbal or written complaint.

PURCHASING

The Purchasing Department prides itself on the ability to meet the needs of our University community. We are responsible for the timely and efficient purchase of goods and services to ensure that the educational and research goals of Alabama Agricultural and Mechanical University are met, while maintaining the highest level of professionalism and integrity.

The Purchasing Department strives for excellence in serving the University community with courteous and dedicated assistance to all of our customers. If you have any questions or comments, please feel free to contact us. Our office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. We look forward to hearing from you. The Purchasing Department maintains a listing of small disadvantaged and minority businesses. If you are in need of a listing please contact the Purchasing Department.

Authorities

Under the direction of the Vice President for Business and Finance, the Purchasing Department has been vested with the sole authority to obligate University funds to outside vendors; therefore, procedures must assure honesty, integrity, and fairness.

Emergencies/Rush

Departments can process emergency Requisitions by following the instructions in your "Requisition Workbook". Indicate "Rush" in the document text line and list the Requisition number. Contact purchasing after all approvals have been obtained at 372-5227.

Expediting Problem/Status/Changes to Purchase Order

A Change Order is required when an adjustment or alteration is made to a Purchase Order. Contact the Purchasing Department on the Purchase Order when you:

- * Have questions about your Purchase Order
- * Receive incorrect or damaged merchandise
- * Receive duplicate/unordered shipments
- * Need shipping information/return merchandise
- * Check delivery status of the Purchase Order
- * Make changes to the Purchase Order

Dealing with Vendors

Departments are encouraged to seek information on products and services from vendor representatives. They are a valuable source of information. The Purchasing Department should also be advised of needs so they can assist in locating vendors and developing a purchasing plan. To help you in dealing with vendor representatives and to help you avoid some common pitfalls, the following guidelines are suggested:

1. Advise the Purchasing Department in advance of contacting vendors. The Purchasing Department can provide information.
2. Contact more than one vendor whenever possible. The more alternatives you have, the better.
3. Give equal information to all vendors so each has an equal opportunity to compete.
4. Discuss all aspects of the needs. Use a life cycle approach. Consider what happens after the department owns the equipment. Where does the vendor's responsibility end? What about maintenance? Operational skills? Repair?
5. State on your Requisition a complete description of the item and attach all pertinent information about the suggested vendor and any product literature.
6. Do not commit the University by telling a salesperson he or she has the order. Only an approved Purchase Order can commit funds for the University.
7. NEVER accept payments or gifts from vendors.
8. Guard against overreaction to a vendor created crisis (e.g., "Price goes up next month."; "This is the last one in stock.").
9. Don't wait until the last minute to submit your Requisition. The more time Purchasing and the vendor have to process the purchase, the better the job can be done for you.
10. NEVER place orders that are the result of unsolicited phone calls to you. Such items have been found to be overpriced and inferior in quality.

Frequently Asked Questions for Purchasing Department

- How do I obtain a vendor number for a vendor not on the vendor listing?
Download the Vendor Request Form from the Purchasing Website, fill in the Information needed to add a new vendor, the name of the vendor, the address of the vendor, the telephone number of the vendor, and the Federal tax identification number or social security number (if the vendor is an individual). Requests for new vendors or changes in vendor name and address may be brought to the Purchasing Department or faxed to extension 5223.
- What purchases must be bid?
The State of Alabama Competitive Bid Law requires that purchases for like items exceeding \$7,500 to be purchased during a fiscal year must be bid.
- What is an open purchase order?
An open purchase order is used when the budget manager expects frequent small purchases to the same vendor.
- Who has the authority to sign a contract for the University?
The President, Vice President for Business and Finance, and the Director of Purchasing.
- Can I amend a purchase order?
Quantities or prices for items on the original purchase order may be increased, but new items cannot be added to a purchase order after the purchase order has been issued. Shipping/freight charges are not considered new items.
- How do I find a vendor number?
In Banner Self Service, use Code Lookup at the bottom of the requisition form (change type to "Vendor"). In Administrative Banner, use form FTMVEND.
- How do I determine what expenditure object code to use for a purchase?

In Banner Self Service, use Code Lookup at the bottom of the requisition form (change type to “Account”). In Administrative Banner, use Form FTMACCT. Call the Purchasing Department if assistance is needed.

- Can a purchase order be charged to more than one budget unit or object code?
Yes

EARLY ORDER SCHEDULE
TRAVEL

Baseball	July through Dec.	Golf-Bus	September
Baseball	May through June	Soccer-Bus/Air	January
Basketball	Apr. through Sept.	Soccer-Hotel	January
Basketball-Bus	May	Softball	May through June
Basketball-Hotel	May	Tennis	May through June
Bowling	May through June	Tennis	Oct. through Feb.
Cross Country-Bus	May	Track/Tennis-Bus	September
Football	Dec. through May	Track	Oct. through Feb.
Football-Bus	January	Volleyball	Dec. through May
Football-Hotel	January	Volleyball-Bus	May
Golf	May through June		

Major supply orders must be ordered as specified at certain times of the year as indicated above. A notice is mailed from the Purchasing Office each year indicating the mass purchase dates. Requisitions and purchase orders must be completed on all items regardless of the item or amount of money involved. Our guideline is simply: “If it costs money, a purchase order is required.”

Staff should visit the Purchasing Office or assigned secretary if questions arise regarding purchases of equipment or supplies.

Each head coach has an equipment budget and is responsible for staying within those figures.

Accounts Payable

PAYABLE DATES - Please refrain from submitting your payable documentation on the payable date, you will **NOT** receive a check the next day.

VENDOR PAYABLES DISTRIBUTION LIST:

Vendor Name	Contact Name	Phone Number
A-H	Frances Barnett	372-4580
I-P	Angela Strickland	372-4895
Q-Z	Fran Crowe	372-4892

Responsibilities include: Vendor invoices, outstanding purchase orders (encumbrances), selective requisitions

Direct Payments (payments without purchase) go directly to **Angela Strickland**

Direct Payables include:

- Cash Advances

- Requisitions
- Itemized invoices
- Receipts
- Reimbursement for notarized travel request forms with signatures
- Petty cash
- Consultant payments (not paid through payroll)

All documentation submitted must be originals and have authorized signatures on them. When they are delivered to accounts payables they are logged in to the central database.

Athletics Policies and Procedures

OFFICE HOURS

The office hours of the department of athletics will conform to those of the university. Those hours are from 8 AM- 5PM, Monday through Friday with one hour for lunch. A regular schedule is a five day, 40 hour week, but time will frequently vary. All coaches, when not recruiting or on official university business, must observe office hours as stated by the university. Employees are to be prompt for work, meetings, and all commitments relative to the operation of the department. If Staff Members have outside commitments (or other occasions to out of the office) and will not be in during the above-mentioned hours, the assigned secretary (or immediate supervisor) should be notified of how and where to reach the employee. In addition, expected return time should be reported.

STAFF DRESS CODE

The basic philosophy of the Department of Athletics is to dress for what you do. An important meeting with a potential booster, university administrator, or business will call for a professional appearance, while casual attire in the office is acceptable. When traveling with a team, coaches and staff should wear Alabama A&M University attire.

STAFF MEETINGS

All head coaches and administrative staff shall meet regularly at the discretion of the Athletic Director. Attendance at all staff meetings is mandatory. Absences must be approved in advance by the appropriate administrator except in emergency situations.

PERFORMANCE EVALUATION

All employees of the Department of Athletics are evaluated annually in accordance with the policies and procedures outlined by the Office of Human Resources. The Athletic Director will evaluate each Head Coach, Athletic Trainer, Sports Information Director, Academic Enhancement Administrator, and Department Secretaries. Each Head Coach, along with the Athletic Director, will evaluate their assistants. The President evaluates the Athletic Director.

STAFF RETREAT

The Department of Athletics shall meet each summer for a staff retreat to discuss issues relevant to the NCAA, SWAC, team building, professional development and day-to-day operations. The emphasis of this retreat will be on the evaluation and long-term planning. The site and length of the retreat will be determined by the Athletic Director. All recommended agenda items shall be submitted to the Director of Athletics office by staff members at least one month prior to the retreat.

FUNDRAISING

All staff is expected to extend themselves in the continual process of selling AAMU and our total athletic program. We solicit broad, positive, moral and financial support as a total family. And will benefit together from successes we achieve through the support ventures.

Under no circumstances are individual staff members allowed to solicit support for specific purposes or sports unless approved by the AD.

Source of funds:

- Athletic Community Resource Group (ACRG)
- Gate receipts
- Guarantees
- University general funds
- AAMU foundation funds
- Special scholarship funds
- AAMU Bulldog Club
- Conference sharing formula
- Concessions
- Program sales and advertising
- Playoff and television income
- Alumni
- Entry fees
- Corporate sponsorships

Contractual agreements between a coach and an institution shall stipulate that the coach annually reports all athletically related income from sources outside the institution, (including but not limited to, income from annuities, sports camps, housing benefits, complimentary ticket sales, television and radio programs, and endorsement or consultation contract with athletic shoe, apparel, or equipment manufacturers) through the AD to the institution’s chief executive officer.

TERMINATION

In the event of employment termination an employee:

- Submit a letter of resignation to the AD
- Obtain, complete, sign and return a termination checklist from the office of human resources
- Return all university keys to the immediate supervisor
- Clean all work areas of personal items. Correspondence, recruiting information, game plans, and such materials are office records and shall not be removed upon termination.
- Return all issued university paraphernalia, if requested by immediate supervisor or the director.

CONFIDENTIALITY

Athletics involves much privileged or confidential information. The staff must not discuss privileged or confidential information with anyone outside of the department or appropriate staff members. It is our responsibility also to safeguard the confidential information of our student-athletes such as social security numbers and/or birth dates to prevent identity theft. In addition, the student-athletes grades are matters of confidentiality. All work/information must be contained within the department, not released or discussed in any public environment.

While media plays a key component to the operations of the athletic department, staff members are prohibited from “leaking” information to the media. All releases of information to

the media will be handled by the AD or the sports information director in conjunction with the director of public relations for the university. The department of athletics is subject to public scrutiny; therefore, the internal operations dealing with personnel issues and other sensitive subjects as discussed amongst the staff members must be kept confidential. Any staff member found to be in violation of this policy is subject to severe disciplinary actions, included, but not limited to, written reprimand, suspension, and termination.

TRAVEL FOR BUSINESS/RECRUITING/TEAM

Each department personnel must leave an itinerary for off-campus trips. Specifically, information regarding location, emergency contact phone numbers, team travel roster (if applicable), and dates of travel must be reported. If reimbursement is expected, secure the proper forms from the assigned secretary.

TRAVEL REQUESTS

Travel requests are mandatory for all off-campus trips during regular business hours, including team travel. The only exception is for trips made during vacation time, but is helpful to the office staff to know when an employee is leaving and returning.

STAFF TRIPS

- Travel requests for all official athletic travel during office hours are required and must be submitted two weeks prior to the trip.
- Travel request forms must be completed if you wish to request funds for travel
- Staff members may pay for the travel expenses and submit the receipts for reimbursement **within 48 hours** of return from the trip. It is important to be extremely accurate on the travel expense forms, and to be informed of certain expenses that are not allowable reimbursements according to the university and state laws.
- Regardless of the method of financing travel, a requisition for payment and/or reimbursement must be completed immediately upon return.
- All staff travel must be approved by the AD.

TEAM TRIPS

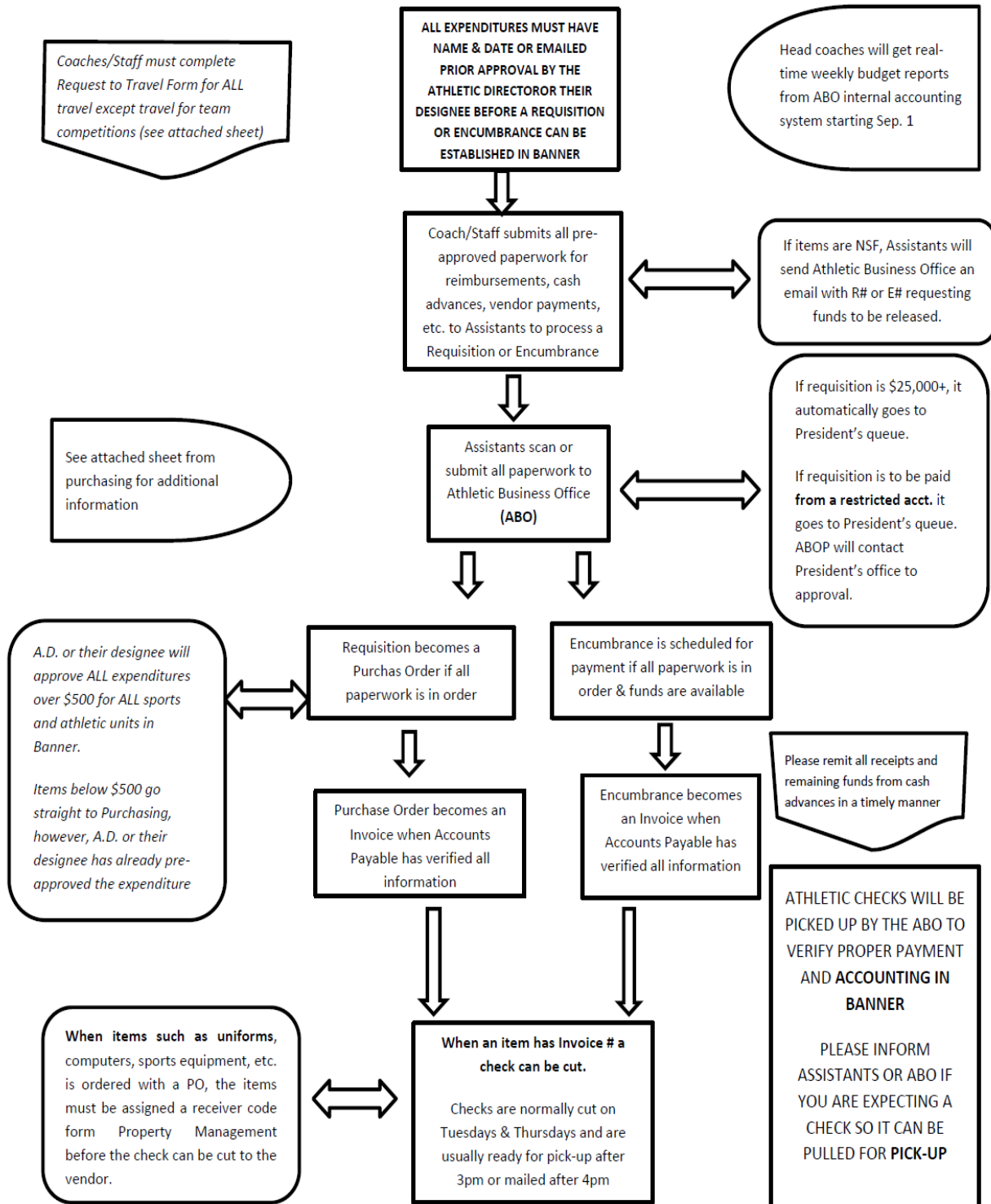
- All team travel must be coordinated and approved through the AD.
- Each head coach will make all travel arrangements and sleeping accommodations.
- Athletic advances for meals and emergencies on road trips are permissible (see the assigned secretary for assistance)
- Athletics may sign for advanced money to be used for meals only.
- Receipts must be signed, and the vendor's address clearly indicated.
- Expense report forms must be completed immediately upon return and in all cases within 48 hours.
- Only student athletes on the approved SWAC eligibility list with approval signatures shall travel with the team.

BUDGETS

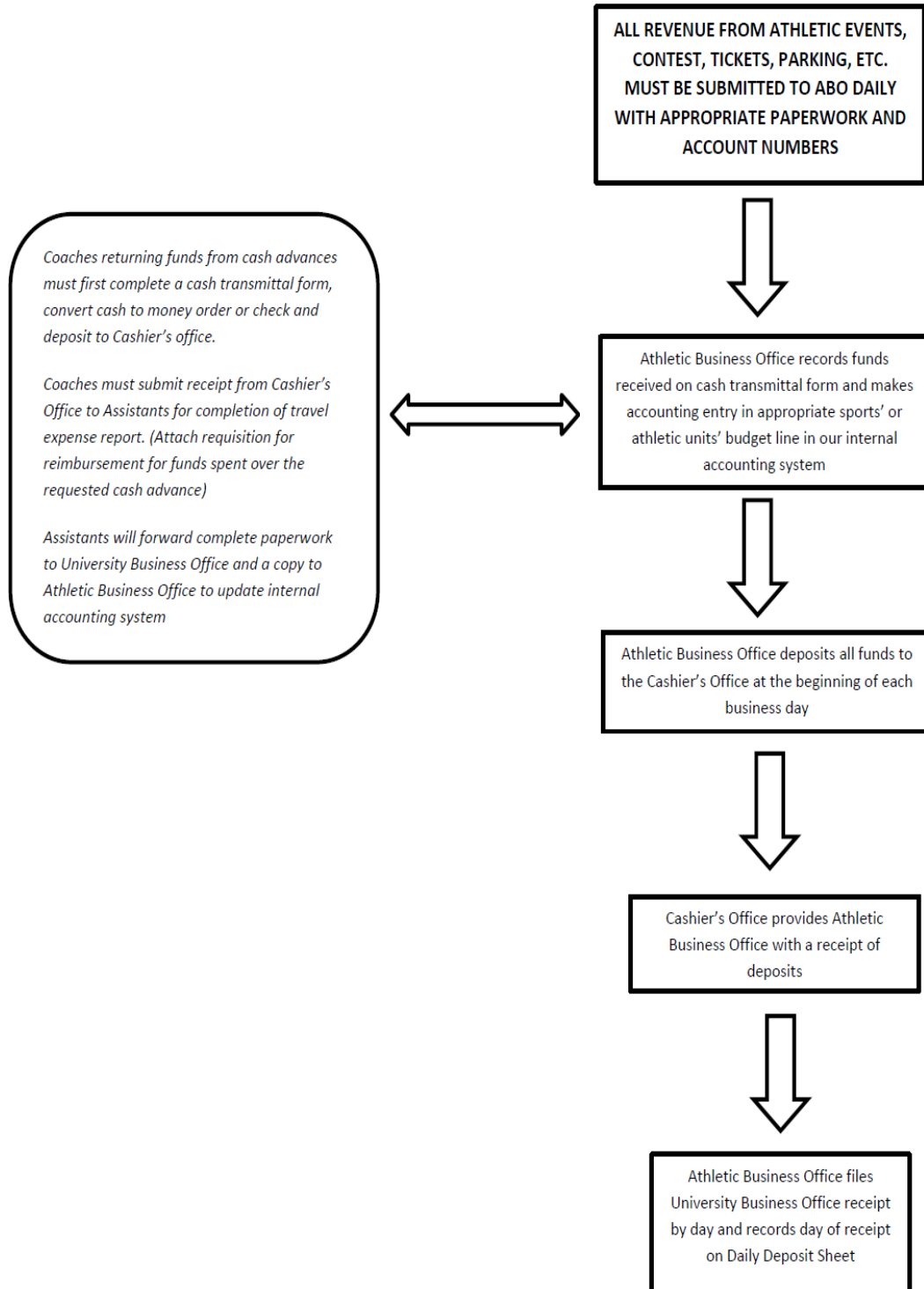
All departments work within university approved budgets. The fiscal year runs from October 1 through September 30. All budget recommendations should be entered into SPOL

(Strategic Planning Online) during the spring of each year. All staff members are expected to maintain expenditures within their budgets.

Athletics Budget- Purchasing- Accounts Payable Procedure

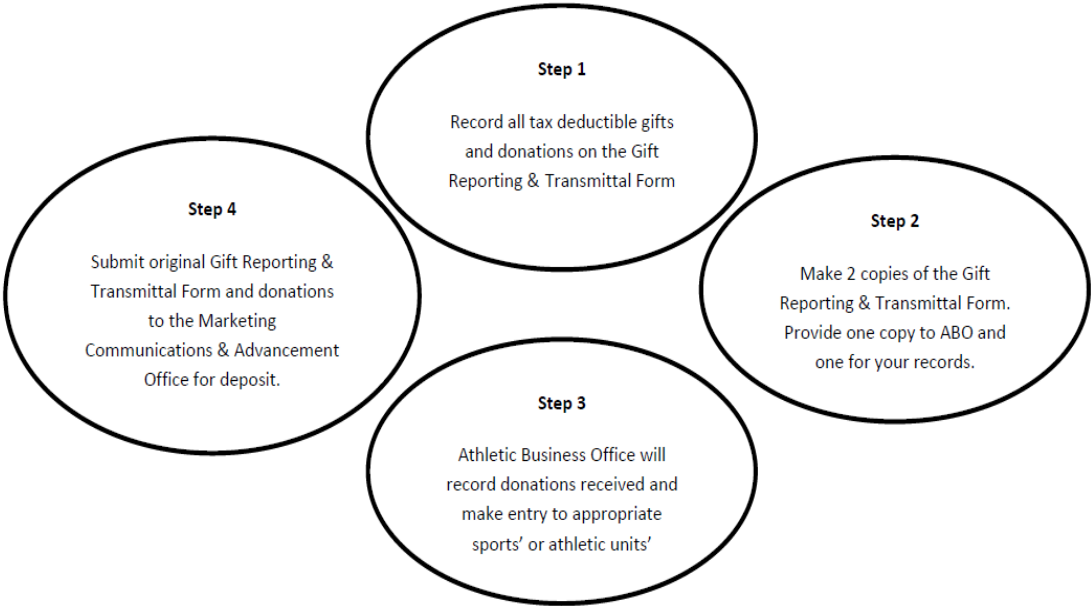


Athletics Budget- Revenue/Deposits Procedure

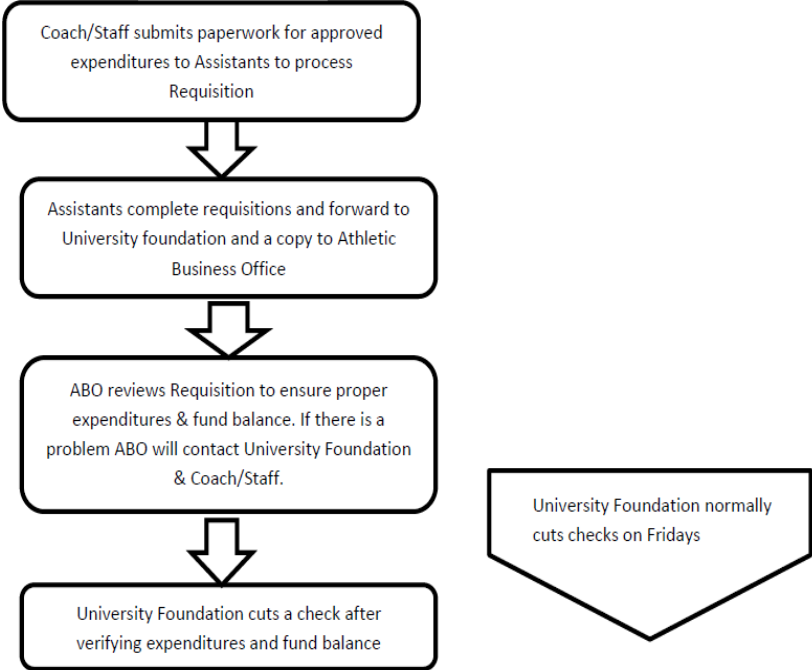


Athletics Advancement/ Foundation- Deposits & Withdrawal Procedures

Deposits



Withdrawals



CONTRACTS AND SCHEDULING

All head coaches are responsible for scheduling their sport. Although some sports schedules are mostly completed by the SWAC office, the AD is the final authority on all sports schedules. The coach must schedule within the guidelines of the NCAA and SWAC, as well as the policies of the department.

Procedure to complete task, includes the following:

- Prepare a tentative schedule.
- Coordinate use for the facilities with other sports programs to ensure eliminating any conflicts.
- Attach a budgetary documentation/justification to present all to the AD for approval.
- Approved schedules will be returned to the head coach for preparation and distribution.

All marketing activities for any of the sports programs (directly or indirectly related) must be submitted to and approved by the director. Ideas are welcomed and will be shared with other interfacing areas of the university. All guarantees or other financial arrangements should be approved by the AD in advance of the contest. Guarantee payments should be made payable to the agreed upon group listed on the game contract.

TELEPHONE CALLS

Emails should be used whenever possible in our normal business communications as proof of official documentation. The telephones are for business purposes and should only be used when necessary.

Act Line

We have access to a state-wide act system. A directory is available online on the voice communications page. The Act Line is for departmental business only; no personal calls are to be made. Student-athletes are not allowed to use the Act Line! Use of athletic department telephones is not part of their grant-in-aid award privileges.

USE OF TEAM EQUIPMENT

Department equipment shall not be issued prior to time that tryout groups are trimmed to near squad size in various sports; and at no time prior to the official beginning of each sport's season. The equipment manager or head coach shall establish procedures and control all team equipment, or supervise the individual in charge of issuing and collecting equipment. All equipment must be collected at the close of each sport season. The end of the sport season is defined as the date of the last official sanctioned conference or playoff competition.

USE OF ELMORE GYMNASIUM AND RELATED AREAS

All requests must be submitted in writing and approved by the department chair of health and physical education through the AD. The department chair reports to the dean of the school of education, who in turn reports to the VP's office and aligned officers (VP and President of academic affairs), have priority. Athletic related requests must be reviewed and approved by the AD.

Physical education classes, athletic activities, and intramural activities must be planned accordingly. Where conflicts are foreseen, a conference with the physical education department chair should be scheduled immediately. If additional assistance is warranted, the dean of education and VP of academic affairs will be included.

Head coaches using the facility are encouraged to share their schedules with the various offices mentioned. Each of the offices mentioned are encouraged to extend the same courtesy.

ATHLETIC TRAINING ROOMS

AAMU is fortunate to have two athletic training rooms. The main athletic training room is located in the Council Training Building. A smaller satellite athletic training room is located in Elmore Gym by the football locker room. All health care management for student athletes and cheerleaders is the responsibility of the team physician and athletic training staff.

The Sports Medicine Department strives to provide our student athletes with the best health care possible. We are here to render a service to our student athletes that will help them achieve the maximum level of their capabilities in the safest possible manner. This health care includes, but is not limited to, prevention, evaluation, treatment, and rehabilitation of injuries or illnesses sustained during practice or competition. In addition, the Sports Medicine Department will provide the services necessary to make it an integral part of the college and surrounding community.

It will be the policy of this training room to afford each student athlete with professional and timely administered medical attention. We will not discriminate against any person on the basis of race, color, gender, creed, religion, nationality, age, disability, military status, sexual orientation or any other status protected by law.

The use of the athletic training facilities and supplies is for AALU athletic events only. Whenever possible, all intercollegiate teams will travel with an athletic trainer, wither staff or graduate student, unless otherwise arranged by the head athletic trainer.

WEIGHT ROOM

AAMU athletic department utilizes two weight room facilities. The first facility is located upstairs in Elmore gym and is managed by Coach Andre Lee. The second facility is located in the football field house and is managed by Coach James Hester. The purpose of these facilities is to assist student athletes in their efforts to improve their athletic ability and to provide the edge needed to compete physically at the Division I level.

GENDER EQUITY

AAMU is committed to fully comply with the provisions of Title IX for the education amendments of 1972. Title IX is based on the premise that:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

ELIGIBILITY CERTIFICATION AND MONITORING PROCEDURES

Full Time Enrollment

Each head coach is responsible for keeping abreast with the attendance and enrollment status of all student-athletes under his/her supervision. Each head coach is expected to impress upon all student-athletes the importance of being eligible to compete by enrolling in a minimum of 12 credit hours per semester and completing those hours. Communication with the student and their academic advisor is an absolute must.

Eligibility Lists

Each head coach is responsible for submitting to the director of athletic compliance a squad list of first-time and returning student-athletes. This list must be accurate, alphabetical and shall include the complete name of each student-athlete. The time for submitting this information is provided by the director. This list is then distributed to the director of admissions, director of financial aid and the registrar. The information received from these offices is then classified into three categories: qualifiers, partial qualifiers, and non-qualifiers. Regular evaluations (according to each athlete's categorical assignment) are prepared by the compliance director and AD, then forwarded to each respective head coach until a summative/final evaluation results.

Once final determinations are made, each head coach is required to use the departmental form letters to notify each student-athlete regarding their eligibility status. Each head coach may provide any additional information if he/she desires or feels warranted doing so. After preparing the appropriate letter(s), the head coach is required to send a copy to the AD. The director is required to retain a copy for the athletics department files. Procedurally, the NCAA squad list and SWAC eligibility forms are completed by the compliance office. The director through input from the compliance office determines athletic eligibility. The director of admissions and student financial aid are responsible only for providing accurate information based on official records.

The eligibility and compliance director will provide the sports information director a list of all eligible athletes. The sports information director may disperse this information to news media reps only with the approval of the director.

ATTENDANCE REPORTING AND CLASS ROLL VERIFICATION

AAMU has a "no-show and attendance verification" procedure. This procedure is to comply with federal financial aid regulations. Financial aid recipients at AAMU may become ineligible for funds by not attending at least one class session for courses that meet once a week. For classes that meet two or more times per week, students must attend at least two class sessions. Students who do not meet these criteria are not entitled to keep their financial aid award. The established no-show and attendance verification procedure will enable AAMU to adjust financial aid awards before funds are issued to students (thereby eliminating liability for both the university and the student).

NCAA Bylaws

Physical Hardships

Each Head Coach must submit a request to the Head Athletic Trainer to determine if the student-athlete can qualify for this particular status as outlined by the NCAA (Bylaw 14.2.5 and 14.2.5.2 (pg. 127)).

Bylaw 14.2.5. Hardship Waiver

A student-athlete may be granted an additional year of competition by the Conference or the Eligibility Committee for reasons of ‘hardship’. Hardship is defined as an incapacity resulting from an injury that occurred under all of the following conditions:

- a) The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any two-year or four-year collegiate institution (Revised 1/10/92, effective 8/1/92)
- b) The injury or illness occurs prior to the competition of the first half of the traditional playing season in that sport (measured by the number of completed contests or dates of competition rather than scheduled contests or dates of competition or calendar days and result in incapacity to compete for the remainder of the traditional season.
- c) The injury or illness occurs when the student-athlete has not participated in more than two events or 20 percent (whichever number is greater) of the institution’s completed events in his/her sports for student-athletes in Divisions I and II. Only competition (excluding scrimmages and exhibition contests in Divisions I and II) against outside participants during the traditional season, or, if so designated, during the official NCAA Championship playing season in that sport (e.g., spring, baseball, fall, soccer), shall be countable under this limitation in calculating both the number of events in which the student-athlete has participated and the number of competed events during that season in the sport (revised 1/10/92).

Bylaw 14.2.5.2 Administration of Hardship Waiver

The hardship waiver shall be administered by the member conferences of the Association or, in the case of an independent member institution, by the Eligibility Committee.

Red Shirting

Each Head Coach must submit a list of names to the Athletic Director and Director of Compliance for review and approval. Each athlete must be eligible for practice and competition and listed on the Conference Eligibility List. This information must be submitted to the SWC Commissioner’s Office. The Director of Athletics and each Head Coach will sign and submit this information as required.

14.2.5.2 Athletic Competition

Competition shall be considered ‘organized’ if any of the following condition exist: Competition is scheduled and publicized in advance, official score is kept, individual or team standing are maintained, official timer or game officials are used, admission is charged, teams are regularly formed or team rosters are predetermined, squad members are dressed in team uniforms, or a team is privately or commercially sponsored, promoted or administered by an individual, and organization or other agency shall be considered organized Bylaw 17.02.8(Effective 8/1/99).

14.5.5.2 Certification at Beginning of Fall Term

A student-athlete's eligibility under either satisfactory-progress option (per 14.5.4) shall be determined on the basis of the student's academic record in existence at the beginning of the fall term of the regular academic year. If the student-athlete is ineligible under the provisions of the satisfactory-progress legislation at the fall term, eligibility may be reinstated at the beginning of any other regular term of that academic year based upon:

- Satisfactory completion of a cumulative total of semester or quarter hours of academic credit that is equivalent to an average of at least 12 semester or quarter hours during each of the previous academic terms in academic years in which the student-athlete has been enrolled in a term or terms or
- Satisfactory completion of 24 semester or 36 quarter hours of academic credit since the beginning of the certifying institution's preceding regular two semester, semesters, or three quarters

14.4.2 Satisfactory Progress

To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall maintain satisfactory progress toward a baccalaureate or equivalent degree at that institution as determined by the regulations of that institution. As a general requirement, 'satisfactory progress' is to be interpreted at each member institution by the academic authorities that determine the meaning of such phrases for all students, subject to controlling legislation of the conference(s) or similar association of which the institution is a member. Additional specific satisfactory-progress requirements for student-athletes in institutions in Division II and I are set forth in section 14.5 (see 3.2.4.10 regarding the obligations of members to publish their satisfactory-progress requirements for student-athletes).

14.5.2.2 Waiver Procedures

The NCAA Academic Requirements Committee shall have the authority to authorize waivers of the degree-requirement provisions of this legislation based upon objective evidence that demonstrates circumstances which warrant the waiver of the normal application of this regulation. The committee shall establish the process for granting such waivers and shall report at least annually to the NCAA Council and to the membership the actions taken in summary aggregate form (Adopted 1/10/92, Effective 8/1/92, Revised 1/16/93).

14.6.4.4.3.2 Calculation of Grade Point Average for Transferable Credit

Grades earned in all courses that are normally transferable to an institution shall be considered in determining the qualitative grade-point average for meeting transferable degree. Only the last grade earned in a course that has been repeated shall be included in the grade point average calculations, with a cumulative minimum grade-point average of 2.000 (see 14.6.4.4.3.2) and spent at least two semesters or three quarters in residence at the two-year college (excluding summer sessions).

14.5.4.2.2.4 Determination of Seasons of Competition

Any competition in a season shall count as a season of competition for purposes of this legislation. The following provisions also shall apply (adopted: 1/10/92)

- Hardship Years. Years for which the student-athlete was granted a hardship per 14.2.5 shall be included in determining the number of seasons of competition in which a student-athlete has participated.
- Noncompetition/Redshirt Years. Years in which the student-athlete does not compete shall not be considered in calculating the number of seasons of competition.
- Transfer Students. Years in which the student-athlete does not compete shall not be considered in calculating the number of seasons of competition.
- Multisport Participant. The grade-point average necessary for a multisport participant shall be determined on the basis of the number of seasons completed in the sport in which the student-athlete has competed in the most seasons of competition.

14.5.4.2.2.1 Calculation of Grade-Point Average for Student-Athletes Entering a Division I Institution

For those student-athletes first entering a Division II institution subsequent to the 1988-89 academic years, the cumulative minimum grade-point average must be achieved at the certifying institution and shall be based on the method used by the institution in such calculations. (Adopted 1/4/88, Effective 8/1/89, revised 1/10/91).

14.5.4.2.2.3 Additional Grade-Point Average Calculation Provisions:

- Summer School Courses. Summer school courses shall be utilized in determining whether the student-athlete has achieved the minimum grade-point average
- Pass/Fail Grades. Pass/Fail grades shall not be utilized in determining the minimum grade-point average

Financial Aid

FINANCIAL AID PROVISIONS & PROCEDURES

The following procedures must be followed in processing grants-in-aid for student-athletes. Appropriate forms are available from the assigned Secretary or the Administrative Assistant.

New students (entering freshmen or transfer) must complete:

- Application of Admission
- Application for Athletic Grant-In-Aid
- Application for Dormitory Housing (for those students who are required to reside in a dorm)
- Athletic Insurance Forms
- NCAA Student-Athlete Statement

The appropriated Head Coach will notify a student who has been rejected for admissions and for financial aid. A communication from the Admissions Office relative to admission status and the Student Financial Aid Office relative to financial aid status will also be sent.

Athletic Grant-In-Aid Agreement

Agreements may be issued at any time prior to or after aid approval has been received. Contracts will NOT be allowed to go out without a specific return date indicated. Regardless of when issued, the contract is valid only if the applicant is approved for aid and admission (no International Student will be issued an I-20 Form unless academically eligible and designated as such by the Eligibility and Compliance Officer and the Director of Athletics). Currently enrolled student-athletes recommended for aid must follow the above procedures except, of course, applying for admission.

Specific Guidelines for Determining and Offering Aid

A NCAA Squad Lists represents the working document used to plan, constantly evaluate, and issue the number of athletic grant-in-aids to be awarded. The Director of Compliance oversees this process in conjunction with the Athletics Director. The steps that each Head Coach are required to follow are presented. Prior to the close of the current agreement period, the following procedures will be implemented:

- Personal interviews between the Head Coach and the student-athletes must be scheduled at the convenience of both parties. This interview is to be followed up by a written communication from the Head Coach to the student confirming the conversation.

A memorandum will be submitted to the AD listing student-athletes in the categories listed below. Complete names with middle initials of students, alphabetically, will be used.

Categorical designations may include:

- Student-athletes recommended to receive aid in the same amounts as for the previous semester year
- Student-athletes recommended for aid changes, with those changes included
- Student-athletes recommended for non-renewal of aid
- Any other comments or explanations

The AD approves and recommendations from the Head Coach. The Head Coach will prepare the following:

- Letter of Renewal or Non-Renewal of aid, whichever is appropriate (under signature of the Director of Student Financial Aid)
- New contracts for student-athletes recommended for changes in aid

The entire procedure must be completed prior to the final day of examinations for the semester in which the current aid agreement expires. Each student-athlete must receive written notification of aid status for the ensuing term or prior to the close of the current semester of enrollment. If the evaluation period is at the close of the academic year, the following applies:

- Written notification of non-renewal recommendations must be mailed to each student-athlete involved prior to the close of the academic year. This should follow a personal conference between the Head Coach, the student-athlete involved, and the Director, not after the fact.
- New aid agreement forms must be mailed to student-athletes prior to July 1st (and before the close of the current academic year if possible), for the following fall semester.
- First-Time Aid Agreement Forms to incoming students must be issued prior to payment of fees of the student's first semester in attendance.

University regulations stipulate the following about financial aid:

- Only the Student Financial Aid Director and the Comptroller may make offers of or issue financial aid
- Head Coaches may only recommend for financial aid
- The Director of Athletics may only approve the recommendations submitted by each Head Coach
- A student-athlete is entitled to a hearing before the Financial Aid Committee to contest the recommendation of non-renewal. Student-athletes must contest the recommendation of non-renewal within two weeks of notification

Procedures Used in Conjunction with NCAA Squad List:

- Each Head Coach must schedule an appointment with the Director of Compliance and the Faculty Athletics Representative any time prior to January 1st of each year.
- Each Head Coach must identify (in writing) those athletic grant-in-aid recipients whose eligibility has either expired or who will graduate with no exception of being invited back the following year for full participation.
- Each Head Coach must submit a list of athletes whose grant-in-aid awards will not be recommended for renewal. (Note: New procedures must be followed prior to notifying the athletes that fall into this category.)

The first items listed above constitute the actual number of first-time awards that can be issued to each Head Coach. By April 1st of each year, each Head Coach shall submit to the Director a full report of grant-in-aid awards to be issued for the ensuing academic year. This report shall include first-time and continuing student-athletes.

- The Director of Athletics shall review all recommendations throughout the year and make recommendations to the Director of Student Financial Aid for approving the insurance of athletic grant-in-aid awards.
- The Director of Athletics shall forward to the Director of Student Financial Aid a copy of the NCAA Squad List prior to the start of each season of competition and any revisions thereafter.
- Special care must be taken by each Head Coach not to exceed the number of awards of their financial equivalency when requesting grant-in-aid letters. A Coach who violates this rule may be terminated.
- All athletic grant-in-aid awards will be forwarded to the Director of Athletics, Comptroller, and Director of Student Financial Aid for approval and signature.
- The Director of Athletics shall receive the signed grant-in-aid awards from the Director of Student Financial Aid and then submit the agreements to the Head Coach.
- Each student-athlete and their parent(s)/guardian(s) shall sign the grant-in-aid agreement, three of which must be returned and distributed to the Athletics Director, Head Coach, and the Student Financial Aid Office.

Note: Returning student-athlete lists must be finalized by June 30th, unless there are some extenuating circumstances, please do not wait until the final hour.

General Guidelines for Issuing Aid

The following general policy allows flexibility in issuing aid on a semester basis. Graduation of aid is not permissible during the period of award.

- Entering freshmen receive agreements for one academic year's duration.
- Seniors receive agreements for one semester academic year, depending upon their individual status. The general rule is for the academic year. The EXCEPTION is semester, and the Director must specifically approve these cases on an individual basis.
- Sophomores and Juniors receive or one academic year awards.
- The evaluation periods for aid to currently enrolled student-athletes will be prior to the beginning of payment of fees for each academic term. Once a semester begins, student-athletes may not be placed on aid until the next evaluating period (the next semester).
- Renewal and non-renewal of aid procedures

Graduation of Financial Aid

NCAA regulations do not allow aid to be graduated during the period of award. In other words, aid may not be increased, decreased, or taken away during the period of agreement between the University and the individual student-athletes unless the student-athletes quits the team.

If a student-athlete falls below the minimum progress rule standards established for credits passed and the grade-point average, the aid will automatically be lost. The student should, however, be notified immediately in writing by the Head Coach. If a student-athlete has committed a violation of established written University or Athletic Department sport regulations, a recommendation may be made to the appropriate University committees for action, which could include graduation of aid. If such action is contemplated, the student-athlete must be

advised by the Head Coach of their right to due process, which would consist of the following procedures:

- Conferences between the Head Coach involved and the Director
- Opportunity for hearing between the student-athlete involved, the Head Coach, and the Director of Compliance.
- Written recommendations from the Head Coach to the Director with all available details of the incident
- Recommendations forwarded to the Financial Aid appeals Committee by the Director requesting action
- Opportunity for hearing before appropriate committees for the student-athlete involved

Additional Year for Financial Assistance

NCAA rules for additional financial assistance to an athlete whose years of eligibility has expired. Such awards are possible, provided there is availability of funds in each budgeted account. Fifth (5th) year-students received tuition ONLY. Sixty (6th)-year students must work for assistance.

Institutional Work-Study Program

Many student-athletes are involved with the Department on a Work-Study program. Care must be taken to follow NCAA rules and regulations regarding, recruited student-athletes. Do not confuse this with the Federal Work-Study Program.

Book Loan Program

Each Head Coach is responsible for supervising proper issuance of books loaned to athletic grant-in-aid recipients. Special care must be taken to comply with the terms of each athletic grant-in-aid agreement and NCAA rules.

Each Head Coach is required to submit to the Director of the Bookstore an invoice/book voucher for purchasing books and imminent supplies only. This process must be done at the beginning of each semester.

Student-Athlete Information

Annual All-Athlete Meeting

At the beginning of the fall semester, an all-athlete meeting will be held to disseminate appropriate administrative information and departmental regulations. At this time, required institutional, conference, and NCAA forms will be filled out. Among the details completed at this meeting are:

NCAA Forms	Discussion of:	AAMU Forms
Rules & regulations information	NCAA rules & regulations	Vehicle registration
Student-athlete statement	AAMU policy and procedures	Job monitoring
Drug testing form	Academic progress/retention	Player information sheet
	Initial & continuing eligibility	HIPPA

Amateurism

NCAA athletes may not receive compensation in any form for play or participation in their sport. All SWAC and NCAA rules are specific in this regard and each Staff Member must be fully aware of governing details.

Professional Sports

NCAA rules are specific in this regard. An NCAA athlete renders himself/herself ineligible for participation immediately upon acceptance of any money, signing or promising to sign a sports contract to represent any sports team, or placed him/her on a professional (pro) draft list. It is sound advice for anyone involved with these circumstances to come in and visit with the Head Coach and Director of Athletics prior to and during any deliberations regarding professional teams. There are provisions whereby a student-athlete may be a professional in one and be eligible in another.

Any student-athlete on athletic aid who signs a professional contract immediately relinquishes his/her athletic aid. It is advisable to have the athlete negotiate his/her pro contract for enough extra compensation to cover the amount of the financial aid relinquished.

Outside Competition

A student-athlete in any sport other than basketball who participates during the academic year as a member of any outside team in any non-collegiate, amateur competition becomes ineligible for intercollegiate competition in that sport for the remainder of the year and for the next academic year, unless restored to eligibility prior to that time by the Committee on Student-Athlete Reinstatement. A student-athlete is permitted to practice on such a team.

Conditioning Class

Off-season conditioning will be held (if organized to any degree) in conjunction with a physical conditioning class offered by intramurals. An assigned staff person will instruct such classes. This included member of the coach staff.

All conditioning activities must be in compliance with NCAA regulations, which are itemized below:

- Attendance by any student-athlete is voluntary
- The classes are open to any student of the institution

- Class hours and programs have been publicized in appropriate publications and/or on the proper bulletin board of the institution
- Sessions are limited to a total of eight hours per week
- No equipment in the sports is used, including specialized shoes
- Teaching of fundamentals or techniques in the sport is prohibited
- Instruction in the sport is prohibited (including walking through offensive or defensive plays)
- Showing of videos for instruction in the sport is prohibited
- Class or activity sessions are conducted only in areas in which normal physical education activities or student recreation courses are conducted
- Organization of participants in the class or program, as well as any activities conducted therein, based upon player positions(s) or offensive and defensive units are prohibited. In the sport of football, clocking dummies, machines, sleds and like equipment shall not be used, and contact and combative activities or drills of any kind (e.g., boxing, wrestling, and men's basketball) shall be prohibited.

Conduct & Training Rules & Guidelines

Each Head Coach is to establish guidelines for conduct training (alcohol, drugs, tobacco, steroids, etc.) within the sport assigned. Such rules or guidelines should be in writing, approved by the Director, and not in conflict with the rules and regulations set forth for all athletes in our program or all students at AAMU. These guidelines should be reviewed annually with staff and players and a signed acknowledgement of receipt of the guidelines shall be on file. A copy of each team's rules and regulations shall be forwarded to the Chair of the Student Financial Aid Appeals Committee prior to the beginning of each academic school year.

Coaches should establish regular and emergency counseling procedures, including annual and periodic review. Areas to be discussed in these counseling sessions should include:

- Conducting one's self within the guidelines of written team rules
- Refraining from involvement in activities or conduct which would discredit or embarrass the individual, family, the sports team, and the University
- Supporting institutional activities designed to contribute to individual overall growth and development

If problems appear, the following general approaches should be used:

- Gather the facts
- Talk to all parties involved

Consult the Director's office for advice and to hear proposed options and recommendations as listed below:

- Minor Infractions or Incidents - basically handled by coaching staff, while keeping the Director informed
- Issues –handled privately, non-public
- Private Reprimand – with or without probation; less than a week or not missing competition
- Suspension – less than a week; no competition missed; with or without practice restrictions
- Major Incidents, Infractions or Repeat Offenses – these warrant a consultation/hearing and review between the Head Coach of the sport and the Director's office. One other Head Coach or a Trainer may also be called in on the issue.

Any or all of the above steps could be included or involved in minor infractions or an incident.

Could also warrant:

- Public reprimand, with or without probation
- Recommendations to appropriate committee for withdrawal of part or whole financial aid; or limitation, restriction or loss of any other benefits or privileges
- Inform the student-athletes of findings, recommendations, or actions

Non-conformance by student-athletes to established guidelines may warrant action by any of the governing areas and could result in any or all of the following:

- Right to a Hearing/Appeal to the Director, Hearing Group designated by the Director, or other appropriate University channels

A file should be kept on all counseling sessions, particularly if a problem exists. Document all conversations, activities, actions, dates, time, subject, etc. If there is a problem, the counseling sessions should be followed by written confirmation.

Severity and/or frequency of incidents will dictate appropriate action. When immediate action seems necessary and consultation with Director's office is unavailable, always 'suspend' (rather than dismiss), pending hearings on the matter.

NCAA Ethical Conduct

In recent years, the NCAA has set forth and established rules concerning ethical conduct of its member institutions and all its participants as stated below:

10.01 General Principle

10.01.1 Honesty and Sportsmanship. Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

10.02 Definitions and Applications

10.02.1 Sports Wagering. Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize. (Adopted: 4/26/07 effective 8/1/07)

10.02.2 Wager. A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner) in exchange for the possibility of gaining another item of value. (Adopted: 4/26/07 effective 8/1/07)

10.1 Unethical Conduct

Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member (e.g., coach, professor, tutor, teaching assistant, student manager, student trainer) may include, but is not limited to, the following: (Revised: 1/10/30, 1/9/96, 2/22/01)

- a) Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;
- b) Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or enrolled student-athlete;
- c) Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid; (Revised 1/9/96)
- d) Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation; or
- e) Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner"). (Adopted: 1/9/96)
- f) Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 31.2.3.5; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law; (Adopted: 8/4/05, Revised: 5/6/08)

- g) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or an institution's admissions office regarding an individual's academic record (e.g., schools attended, completion of coursework, grades and test scores); (Adopted: 4/27/06, Revised: 10/23/07)
- h) Fraudulence or misconduct in connection with entrance or placement examinations; (Adopted: 4/27/06)
- i) Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or (Adopted: 4/27/06)
- j) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status. (Adopted: 1/8/07, Revised: 5/9/07)

10.2 Knowledge of Use of Banned Drugs

A member institution's athletics department staff members or others employed by the intercollegiate athletics program who have knowledge of a student-athletes use at any time of substance on a list of banned drugs, as set forth in Bylaw 31.2.3.1, shall follow institutional procedures dealing with drug abuse or shall be subject to disciplinary or corrective action as set forth by Bylaw 19.6.2.2.

10.3 Sports Wagering Activities.

The following individuals shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition:

- a) Staff members of an institution's athletics department;
- b) Nonathletic department staff members who have responsibilities within or over the athletics department (e.g., chancellor or president, faculty athletics representative, individual to whom athletics reports);
- c) Staff members of a conference office; and
- d) Student-athletes.

10.3.1 Scope of Application.

The prohibition against sports wagering applies to any institutional practice or any competition (intercollegiate, amateur or professional) in a sport in which the Association conducts championship competition, in bowl subdivision football and in emerging sports for women. (Adopted: 4/26/07 effective 8/1/07)

10.3.1.1 Exception.

The provisions of Bylaw 10.3 are not applicable to traditional wagers between institutions (e.g., traditional rivalry) or in conjunction with particular contests (e.g., bowl games). Items wagered must be representative of the involved institutions or the states in which they are located. (Adopted: 4/26/07 effective 8/1/07)

10.3.2 Sanctions.

The following sanctions for violations of Bylaw 10.3 shall apply:

- a) A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins ("point shaving") or who

participates in any sports wagering activity involving the student-athlete's institution shall permanently lose all remaining regular-season and postseason eligibility in all sports. (Revised: 4/26/07 effective 8/1/07)

- b) A student-athlete who participates in any sports wagering activity through the Internet, a bookmaker or a parlay card shall be ineligible for all regular-season and postseason competition for a minimum period of one year from the date of the institution's determination that a violation occurred and shall be charged with the loss of a minimum of one season of eligibility. If the student-athlete is determined to have been involved in a later violation of any portion of Bylaw 10.3, the student-athlete shall permanently lose all remaining regular season and postseason eligibility in all sports. (Revised: 4/26/07 effective 8/1/07)

10.4 Disciplinary Action.

Prospective or enrolled student-athletes found in violation of the provisions of this regulation shall be ineligible for further intercollegiate competition, subject to appeal to the Committee on Student-Athlete Reinstatement for restoration of eligibility. (See Bylaw 10.3.2 for sanctions of student-athletes involved in violations of Bylaw 10.3.)

Institutional staff members found in violation of the provisions of this regulation shall be subject to disciplinary or corrective action as set forth in Bylaw 19.9 of the NCAA enforcement procedures, whether such violations occurred at the certifying institution or during the individual's previous employment at another member institution. (Revised: 1/10/90, 4/27/00 effective 8/1/00, 4/26/07 effective 8/1/07)

ELIGIBLE-VERIFIABLE PROGRAMS OF STUDY

Each Head Coach is required to submit to the Director's Office prior to each academic year a list of verifiable curriculum date on each student-athlete under supervision. Special care must be taken to avoid having a student-athlete major in 'Athletic Eligibility'.

Each Head Coach is also required to and expected to obtain from each faculty advisor assigned to their student-athletes, a designation of their degree program. NCAA legislation stipulates that by the beginning of the third year of enrollment (fifth semester or seventh quarter), and thereafter, the student-athlete shall make satisfactory progress toward that specific degree. This provision shall be applicable to the eligibility not only of a continuing student, but also of a transfer student from a four-year or two-year collegiate institution, who is entering his/her third year of collegiate enrollment, even if the student has not yet completed an academic year in residence or utilized a season of eligibility in a sport at the certifying institution. (See 14.5.5.3 and 14.5.5.1.1)

FULL TIME ENROLLMENT/VERIFICATION CRITERIA

Each Head Coach has the responsibility of monitoring the number of credit hours carried by student-athletes under their direction as well as the credit courses. A student-athlete must be enrolled as a full-time student and in at least 12 semester credit hours during their season of competition. Otherwise, the student-athlete is not eligible. The 12 credit hours must be acceptable coursework of a prescribed program of study here at the University.

The Head Coach must inform the Director and student-athletes in writing if the matter is not resolved in accordance with University procedures.

GUIDELINES: MISSED CLASS TIME & COMPETITION DURING EXAMINATION PERIODS

Each Head Coach (or designee) is required to notify the Office of Counseling & Development regarding all classes missed due to athletic contests scheduled on or away from campus and any disabling injury as a result thereof. This may be done with the assistance of the Academic Enhancement Office. Each student-athlete must personally meet with the instructor or in conjunction with the Coach or Advisor to make arrangements to fulfill course requirements.

CAREER COUNSELING SERVICES

The University has a general studies program and counseling services that are available to all students. Each Head Coach should contact the program directors for special assistance. A review and evaluation of services rendered (including student follow-up), should be conducted by each Coach.

General Sports Information

SCHEDULING ATHLETIC CONTESTS

All Head Coaches are responsible for scheduling their sport. Although some sports schedules are mostly completed by the SWAC Office, the Director is the final authority on all sports schedules. The procedure used to complete this task, includes the following:

- Prepare a tentative schedule
- Coordinate use of the facilities with other sports programs to ensure eliminating any conflicts
- Attach a budgetary documentation/justification to present all to the Director for approval
- Approved schedules will be returned to the Head Coach for preparation and distribution

RECRUITING HIGH SCHOOL ATHLETES

During the official visit, complimentary admission to a campus athletics event may be provided only to the prospect, the prospect's parents/legal guardian(s), or spouse in keeping in compliance with NCAA Bylaws. These requests must be channeled through the Director's office in writing as early in the game week as possible.

VISITNG HIGH SCHOOL COACHES & ADMINISTRATION

Upon request by Wednesday (or three days prior to contest) of game week, we will admit visiting High School Coaches, Administrators, and their spouses. Any NCAA rule that may pertain to this particular population of guest will be observed. All Athletic Department personnel should make any NCAA violations that pertain to this matter known to the Director immediately.

COMPLIMENTARY TICKETS/SEASON PASSES

A request for complimentary tickets/passes should be prepared by the Head Coach and the Assigned Secretary, and then approved by the Director prior to distribution in accordance with NCAA guidelines. Our policy is to keep this list as minimal as possible.

- Reserved ticket requests are handled in the same way as listed above
- Staff should use sound judgment in making a request

Other

We will provide appropriate complimentary tickets to other campus personnel as determined by the Director. Generally, those will be for persons assisting with game administrations. Special guest requests will also be considered.

Only the Director can approve an unusual expenditure.

Press Passes

The Sports Information Director is responsible for the working press and its' seating assignment, the Director assigns additional seating. NO CHILDREN ALLOWED in press areas.

The working press (in accordance with NCAA, CoSIDA, and SWAC recommendations) will be assured an environment conducive to a high degree of productivity.

We also honor the Alabama High School Athletic Association card for one free admission to a contest. These people should also be directed to the pass gate for admission.

CAMPUS VISITATIONS

Sports that have recruiting budgets are allowed to have a prospective student-athlete visit our campus at the University's expense, within the guidelines prescribed by governing agencies. Prior to the student-athletes' official visit to the University campus, the ACT/SAT tests must be previously taken, and the student's core curriculum evaluated.

NCAA allows prospects to visit the campus ONLY ONCE at someone else's expense. If a person other than the prospect pays for this allowable visit, that person must accompany the prospect to the campus. Prospects may visit as many times as desired at their own expense. NCAA requires member institutions to notify, in writing, those student-athletes who will be invited to receive expense-paid visits of the limitations involved. This invitation/notification SHALL occur at least five-calendar day in advance of the visit.

REPORTING TO CAMPUS FOR PRACTICE/COMPETITION

Under NO circumstance will any athlete be allowed to practice or compete unless they have (1) been officially admitted to the University, (2) classified as being academically eligible, (3) completed and passed a physical examination, and completed the required insurance form.

PUBLICITY

The Sports Information Director is responsible for all publicity activity, and should be kept fully informed by the Head Coaches. The Director should be kept abreast of any unusual developments or activities not previously reviewed for implementation.

PROMOTIONS: CONTRACT, PROPOSALS & SIGNED

All marketing activities for any of the sports programs (directly or indirectly related) must be submitted to and approved by the Director. Ideas are welcomed and will be shared with other interfacing areas of the University.

ATHLETIC ACHIEVEMENT AWARDS

There are three types of awards: NCAA, SWAC, and Institutional. The University is responsible for the latter only.

END OF SEASON REPORTS/ RECOMMENDATIONS

The following must be submitted to the Sports Information Director immediately at the conclusion of each season:

- Participation Report – An alphabetical list showing each athlete who participated in a game/meet/match. Attached must be back-up material showing how the participation list was determined. **MUST BE SUBMITTED TO THE DIRECTOR AS DOCUMENTATION USED TO COMPLETE NCAA CERTIFICATION OF COMPLIANCE FORM 89-2**
- Season Record Report – A report of the dates, places, opponents, outstanding individuals

and team accomplishments

Compliance Policies & Procedures

Alabama A&M Compliance Department

Under **NO** circumstances will student-athletes be allowed to compete unless they have (1) been officially admitted to the University, (2) classified as being academically eligible by the Compliance Staff, (3) be certified through the Eligibility Center (academically and amateurism), and (4) completed and passed a physical examination along with applicable insurance coverage.

Alabama A&M University shall not permit a recruited or non-recruited student-athlete to represent the institution unless he/she meets all eligibility requirements and Alabama A&M has properly certified the student-athlete's eligibility.

At the beginning of each academic year, (fall semester) an all-athlete meeting will be held to disseminate appropriate administrative information and departmental regulations.

Before the start of each team's season there will be a meeting held with the Compliance Department. At this time, ALL NCAA, SWAC and institutional forms will be completed.

Throughout the academic year, there will be Rules Education meetings for the Athletic Department (Coaches and Staff) to discuss and review rules and regulations set forth by the NCAA.

RECRUITING

Each head coach is responsible for evaluation/scouting and recruiting activities in their respective sports. Conference and NCAA regulations governing these activities must be followed. All staff members are expected to be informed and govern their activities accordingly.

Forms that require specific information for both activities have been prepared. Remember that we evaluate/.scout and recruit athletes not towns/cities. In addition, all academic information must be forwarded to the office of admissions and the AD. Internally, each head coach and staff is expected to abide by the procedures listed below:

Evaluation/Scouting Trips

- Contact high school or junior college coaches in your area(s) of recruiting for names of prospective student-athletes who may qualify for participation.
- Make an appointment to meet with the high school counselor regarding the students' academic programs of study.
- Submit a written report (using the evaluation/scouting prospective student athletes form) upon return from each trip regarding the prospective student-athletes evaluated/scouted during a practice/scheduled athletic event or from information and materials shared by the respective coach. This information will be (1) shared with the admissions office, (2) is an absolute must for reimbursement.
- Request travel to attend an athletic contest by indicating the information required of the evaluation/scouting prospective student athletes form.

Recruiting

- Each prospective student-athlete must submit 1) a transcript from their high school, college or university they are attending, 2) be registered with the NCAA clearinghouse, 3) PSA must be placed on the institutions IRL. All of the previously mentioned must be submitted along with the proper visitation form 72 hours prior to their arrival.

- Contact the high school or junior college counselor for either a follow-up or first time evaluation regarding the prospective student athlete. (using the NCAA academic courses form)
- Submit a written report (using the recruiting report form) to the director upon return from each recruiting trip. (This report is an absolute must for reimbursement)

Any solicitation of a prospective student-athlete or a prospective student-athlete's relatives (or legal guardians) by an institutional staff member or by a representative of the institution's athletics interests for the purpose of securing the prospective student-athlete's enrollment and ultimate participation in the institution's intercollegiate athletics program.

An official visit to a member institution by a prospective student-athlete is a visit that is financed in whole or in part by the member institution.

Sports that have recruiting budgets are allowed to have a prospective student-athlete visit campus at the University's expense, within the guidelines prescribed by the NCAA. Prior to the prospective student-athlete's arrival for an official visit, the Compliance Department must have received and approved the **Official Visit recruiting Form accompanied with a copy of the prospective student-athlete's transcript(s), test scores and NCAA ID number at least 72 hours in advanced.**

The National Collegiate Athletic Association allows prospects to visit the campus only once at the Institution's expense. Prospects may visit as many times as desired at their own expense.

13.6.7.2 Complimentary Admissions. During the official visit, a maximum of three complimentary admissions to a home athletics event at any facility within a 30-mile radius of the institution's main campus in which the institution's intercollegiate team practices or competes may be provided to a prospective student-athlete. Such complimentary admissions are for the exclusive use of the prospective student-athlete and those persons accompanying the prospective student-athlete on the visit and must be issued only through a pass list on an individual-game basis. Such admissions may provide seating only in the general seating area of the facility used for conducting the event. Providing seating during the conduct of the event (including intermission) for the prospective student-athlete or those persons accompanying the prospective student-athlete in the facility's press box, special seating box(es) or bench area is specifically prohibited. (Revised: 1/10/90 effective 8/1/90, 1/11/94, 10/28/97, 11/1/00, 4/26/01 effective 8/1/01, 4/24/03, 1/9/06, 4/24/08 effective 8/1/08)

An unofficial visit to a member institution by a prospective student-athlete is a visit made at the prospective student-athlete's own expense. The provision of any expenses or entertainment valued at more than \$100 by the institution or representatives of its athletics interest shall inquire the visit to become an official visit.

13.7.2.1 General Restrictions. During an unofficial visit, the institution may not pay any expenses or provide any entertainment except a maximum of three complimentary admissions (issued only through a pass list) to a home athletics event at any facility within a 30-mile radius of a member institution's main campus in which the institution's intercollegiate team practices or competes. Such complimentary admissions are for the exclusive use of the prospective student-athlete and

those persons accompanying the prospective student-athlete on the visit and must be issued on an individual-game basis. Such admissions may provide seating only in the general seating area of the facility used for conducting the event. Providing seating during the conduct of the event (including intermission) for the prospective student-athlete or the prospective student-athlete's parents (or legal guardians) or spouse in the facility's press box, special seating box(es) or bench area is specifically prohibited.

(Revised: 1/10/90 effective 8/1/90, 1/11/94, 4/24/03)

INITIAL ELIGIBILITY PROCEDURE

Each student-athlete who enters any university has to be considered eligible by either the NCAA Eligibility Center, for freshman prospects or the Certifying Officer, for transfer student-athletes. Determining which entity will decide initial eligibility depends on whether the incoming athlete is a new freshman or a transfer student. The following procedures describe how a freshman or a transfer student-athlete becomes eligible.

True Freshman

In the case of a "true freshman," an Institutional Request List (IRL) form must be completed. (Section) The form may be completed on line at www.ncaaEligibilityCenter.org. A "hard copy" IRL request should be completed to avoid any data entry errors. A "hard copy" IRL will not be processed without the social security number, the date of birth of the prospect as well as the home address and the high school's name and address. The following will then occur:

1. Coach should identify prospective student-athlete (PSA) to the Director of Compliance through the "Hard Copy" IRL form.
2. Prospective Student-Athlete must submit a Student Release form (SRF) with the applicable fee to the Eligibility Center. (International prospects must complete a unique application form that may also be accessed through the web site listed above.)
3. The NCAA Eligibility Center notifies The University of the PSA's qualifying status through web status reports via the NCAA Eligibility Center web site or through regular mailings.
4. Certifying Officer will certify the PSA based on information secured from the NCAA Eligibility Center

CONTINUING ELIGIBILITY PROCEDURE

All student-athletes who wish to compete for Alabama A&M University (AAMU) in an NCAA sports program must maintain progress towards a baccalaureate or equivalent degree as determined by the University, subject to controlling legislation of the Southwestern Athletic Conference (SWAC) and applicable NCAA legislation – NCAA Bylaw 14.4.1 (Progress Toward Degree Requirements).

The AAMU Registrar serves as the final authority for certifying continuing eligibility of student-athletes.

The step-by-step process for certification of continuing eligibility subsequent to their initial semester of enrollment is as follows:

- Preliminary rosters are compiled based on participation records for the previous year and a list of expected new student-athletes received from coaches.
- Rosters are entered onto eligibility certification forms for each sport (SWAC Eligibility Certification Forms¹).
- Transcripts depicting progress-towards-degree are generated from the Banner information management system for all Alabama A&M University (AAMU) student-athletes. The student-athletes whose records are to be checked have been identified by the Office of Compliance as having remaining eligibility (as determined through eligibility worksheets and participation records prepared on an annual basis by the Office of Compliance and Coaches participation lists).
- Based on the review of transcripts generated at appropriate intervals, a Compliance Eligibility Worksheet is filled out. The eligibility worksheet merges data into appropriate form for each student-athlete, based upon the time of year the eligibility certification is to be completed and the set of NCAA academic requirements that apply to each individual student-athlete. The information used to complete the eligibility worksheet comes from transcript information generated by the AAMU Banner information management system.
- The information entered into the eligibility worksheet verifies that the Hours, GPA, and Percentage-Towards-Degree requirements have been met.
- Notations are made on the Eligibility Worksheet regarding student-athletes who red-shirted during the previous year, transferred or denotes any extraordinary circumstances.
- Student-athletes determined to have met Progress-towards-degree requirements are listed on the Continuing Eligibility Certification Form (SWAC requirement).
- The certification form is reviewed by the Director of Compliance/Assistant Director of Compliance. The form is sent to the head coach for review and approval and is also reviewed and approved by the AD and the FAR. Once the Continuing Eligibility Certificate has been signed by all relevant entities, it is submitted to the AAMU Office of the University Registrar for certification. Once the Registrar's Office has certified the information submitted on the Continuing Eligibility Certification Form for a particular sports team, the Director of Compliance submits the continuing certification form to the SWAC Office of Compliance. Copies of the Continuing Eligibility Certification Forms are kept on file in the office of the AD and the Office of Compliance.
- The Academic Enhancement Center staff works with student-athletes to ensure that a minimum of 12 credit hours is taken each semester by all students. The Enhancement Center staff tracks the credit hours taken by each student-athlete and those students falling below 12 credit hours are reported to the head coaches and the Office of Compliance.

¹ See Appendix _____
Revised March 2014

FUND-RAISING & PROMOTIONAL ACTIVITIES

Approval of Outside Activities

Prior approval is required anytime a team will be involved in a fundraising, community service or promotional activity outside the university. An “Outside Activity Approval Form” must be completed by the head coach and forwarded to the Compliance Coordinator a minimum of 7 days prior to the date of the activity. The activity must be approved by the Compliance Coordinator and the Athletic Director in or for the team and/or coach to participate.

Participation of Student-Athletes in Fund-Raising and Promotional Activities

Student-athletes are permitted to be involved in promotional and fundraising under certain conditions. Other than those activities below, student-athletes are not permitted to participate in fund-raising or promotional activities or to allow their picture or name to be used in such a manner.

1. NCAA regulations permit a member institution or recognized entity thereof, e.g., fraternity, sorority or student-government organization, a member conference or a non-institutional charitable, educational or nonprofit agency to use the student-athlete’s participation in intercollegiate athletics, provided the following conditions are met:
2. The student-athlete receives prior written approval from the Athletic Director to participate in the activity, subject to the limitations on playing and practice seasons.
 - a) The activity does not involve co-sponsorship, advertisement or promotion by a commercial agency other than through the reproduction of the sponsoring company’s officially registered regular trademark or logo on printed materials. The company’s emblem, name, address and telephone number may be included with the trademark logo. Personal names, messages and slogans (other than an officially registered trademark) are prohibited.
 - b) The student-athlete does not miss class to participate.
 - c) All money derived from the activity goes directly to the member institution, member conference or the charitable, educational or nonprofit agency related to participation in such activity.
 - d) The student-athlete’s name, picture or appearance is not used to promote the commercial ventures of any nonprofit agency.
 - e) Any commercial items with the names or pictures of student-athletes may be sold only at outlets controlled by the charitable or educational organization, e.g., location of the charitable or educational organization, site of the charitable event during the event, or the member institution in which the student-athlete is enrolled.
 - f) The student-athlete and an unauthorized 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 these requirements.
 - g) The appearance, name or picture of an enrolled student-athlete may be used to promote the fundraising activities of an institution or a charitable, educational or nonprofit organization at the location of a commercial establishment, provided the commercial establishment is not a co-sponsor of the event and the student-athlete does not promote the sale of a commercial product in conjunction with the fundraising activity.

Participation of Department of Athletics Staff Members in Fund-Raising and Promotional Activities

NCAA regulations prohibit Department of Athletics staff members from using the institution's name or logo in the endorsement of commercial products or services for personal gain without prior approval from the President. Department of Athletics Staff members also may not be compensated by an individual or commercial business for assistance in the promotion and/or distribution of sale items (e.g., calendars, pictures, etc.) bearing the names or pictures of student-athletes.

Team Fund-raising Activities

Coaches who want to hold fund-raising activities in order to raise money to support various team activities, e.g., spring training trip, must receive prior written approval from the Compliance Staff and Director of Athletics.

Team Promotional Activities

No promotional activities at athletics contests are to be held without prior notification and approval from the Compliance Staff and the Director of Athletics.

Fund-Raising and Promotional Activity Forms

- Marketing and Promotional Material Student-Athlete Authorization to be completed by each student-athlete at the fall team meeting each year.
- Letter and Release Statement for Fund-Raising? Promotional Activity to be sent to any organization/agency sponsoring a fund-raising/ promotional activity in which any Alabama A&M University student-athlete is a participant.
- Outside Activity Approval Form- Submit to Compliance Office two weeks prior to the event.

12.5 PROMOTIONAL ACTIVITIES

12.5.1 Permissible.

12.5.1.1 Institutional, Charitable, Education or Nonprofit Promotions. A member institution 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: (Revised:

1/11/89, 1/10/91, 1/10/92)

- a) The student-athlete receives written approval to participate from the director of athletics (or his or her designee who may not be a coaching staff member), subject to the limitations on participants in such activities as set forth in Bylaw 17; (Revised: 1/11/89, 4/26/01)
- b) The specific activity or project in which the student-athlete participates does not involve co-sponsorship, advertisement or promotion by a commercial agency other than through the reproduction of the sponsoring company's officially registered regular trademark or logo on printed materials such as pictures, posters or calendars. The company's emblem, name, address, telephone number and website address may be included with the trademark or logo. Personal names, messages and slogans (other than an officially registered trademark) are prohibited; (Revised: 1/11/89, 1/10/91, 5/6/08)
- c) The name or picture of a student-athlete with remaining eligibility may not appear on an institution's printed promotional item (e.g., poster, calendar) that includes a reproduction of

- a product with which a commercial entity is associated if the commercial entity's officially registered regular trademark or logo also appears on the item; (Adopted: 11/12/97)
- d) The student-athlete does not miss class; (Revised: 1/11/89)
 - e) All moneys derived from the activity or project goes directly to the member institution, member conference or the charitable, educational or nonprofit agency; (Revised: 1/11/89, 1/10/92)
 - f) The student-athlete may accept actual and necessary expenses from the member institution, member conference or the charitable, educational or nonprofit agency related to participation in such activity; (Revised: 1/11/89, 1/10/92, 4/28/05)
 - g) The student-athlete's name, picture or appearance is not used to promote the commercial ventures of any nonprofit agency; (Adopted: 1/10/92)
 - h) Any commercial items with names, likenesses or pictures of multiple student-athletes (other than highlight films or media guides per Bylaw 12.5.1.7) may be sold only at the member institution at which the student-athletes are enrolled, the institution's conference, institutionally controlled (owned and operated) outlets or outlets controlled by the charitable, educational or nonprofit organization (e.g., location of the charitable or educational organization, site of charitable event during the event). Items that include an individual student-athlete's name, picture or likeness (e.g., name on jersey, name or likeness on a bobble-head doll), other than informational items (e.g., media guide, schedule cards, institutional publications), may not be sold; and (Adopted: 1/16/93, Revised: 1/9/96, 4/27/06 effective 8/1/06)
 - i) 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. (Revised: 1/11/89, 1/10/92)

12.5.1.1.2 Promotions Involving Commercial Locations/Sponsors. A member institution, a member conference or a charitable, educational or nonprofit organization may use the appearance, name or picture of an enrolled student-athlete to promote generally its fundraising activities at the location of a commercial establishment, provided the commercial establishment is not a cosponsor of the event and the student-athlete does not promote the sale of a commercial product in conjunction with the fundraising activity. A commercial establishment would become a cosponsor if the commercial establishment either advertises the presence of the student-athlete at the commercial location or is involved directly or indirectly in promoting the activity. (Adopted: 1/10/92)

12.5.1.1.6 Effect of Violations. The following violations of Bylaw 12.5.1.1 shall be considered institutional violations; however, the student-athlete's eligibility shall not be affected: (Adopted: 1/14/97, Revised: 4/26/07, 10/29/09)

- a) An institution, without the student-athlete's knowledge or consent, uses or permits the use of the student-athlete's name or picture in a manner contrary to Bylaw 12.5.1.1;
- b) A violation in which the only condition of the legislation not satisfied is the requirement to obtain written approval from the director of athletics (or his or her designee who may not be a coaching staff member), provided the approval would have been granted if requested; or
- c) A violation, in which the only condition of the legislation not satisfied is the requirement that the student-athlete and an authorized representative of the charitable, educational or nonprofit agency sign a release statement, provided the release statement would have been signed if such a request had been made.

12.5.1.4 Congratulatory Advertisement. It is permissible for a student-athlete's name or picture, or the group picture of an institution's athletics squad, to appear in an advertisement of a particular business, commercial product or service, provided: (Revised: 5/21/08)

- a) The primary purpose of the advertisement is to publicize the sponsor's congratulations to the student-athlete or team;
- b) The advertisement does not include a reproduction of the product with which the business is associated or any other item or description identifying the business or service other than its name or trademark;
- c) There is no indication in the makeup or wording of the advertisement that the squad members, individually or collectively, or the institution endorses the product or service of the advertiser;
- d) The student-athlete has not signed a consent or release granting permission to use the student-athlete's name or picture in a manner inconsistent with the requirements of this section; and
- e) If the student-athlete has received a prize from a commercial sponsor in conjunction with participation in a promotional contest and the advertisement involves the announcement of receipt of the prize, the receipt of the prize is consistent with the provisions of Bylaw 12.5.2.3.3 and official interpretations. (Revised: 11/1/07 effective 8/1/08)

12.5.2 Nonpermissible.

12.5.2.1 Advertisements and Promotions after Becoming a Student-Athlete. After becoming a student-athlete, an individual shall not be eligible for participation in intercollegiate athletics if the individual:

- a) Accepts any remuneration for or permits the use of his or her name or picture to advertise, recommend or promote directly the sale or use of a commercial product or service of any kind; or
- b) Receives remuneration for endorsing a commercial product or service through the individual's use of such product or service.

12.5.2.1.1 Exceptions. The individual's eligibility will not be affected, provided the individual participated in such activities prior to enrollment and the individual:

- a) Meets the conditions set forth in Bylaw 12.5.1.3 that would permit continuation of such activities; or
- b) Takes appropriate steps upon becoming a student-athlete to retract permission for the use of his or her name or picture and ceases receipt of any remuneration for such an arrangement.

12.5.2.1.2 Improper Use of Student-Athlete's Name or Picture. If an institution, without the student-athlete's knowledge or consent, uses or permits the use of the student-athlete's name or picture in a manner contrary to Bylaw 12.5.2.1, the violation shall be considered an institutional violation; however, the student-athlete's eligibility shall not be affected. (Adopted: 1/11/97)

12.5.2.2 Use of a Student-Athlete's Name or Picture without Knowledge or Permission. If a student-athlete's name or picture appears on commercial items (e.g., T-shirts, sweatshirts, serving trays, playing cards, posters) or is used to promote a commercial product sold by an individual or agency without the student-athlete's knowledge or permission, the student-athlete (or the institution acting on behalf of the student-athlete) is required to take steps to stop such an activity in order to retain his or her eligibility for intercollegiate athletics.

Such steps are not required in cases in which a student-athletes photograph is sold by an individual or agency (e.g., private photographer, news agency) for private use. (Revised: 1/11/97, 5/12/05)

12.5.2.3.3 Promotional Contests. Receipt of a prize for winning an institutional or non-institutional promotional activity (e.g., making a half-court basketball shot, being involved in a money scramble) by a prospective or enrolled student-athlete (or a member of his or her family) does not affect his or her eligibility, provided the prize is won through a random drawing in which all members of the general public or the student body are eligible to participate. (Revised: 1/9/96 effective 8/1/96, 3/25/05, 6/12/07)

12.5.2.4 Other Promotional Activities. A student-athlete may not participate in any promotional activity that is not permitted under Bylaw 12.5.1. (Adopted: 11/1/01)

12.5.3 Media Activities.

- a) *During the Playing Season.* During the playing season, a student-athlete may appear on radio and television programs (e.g., coaches' shows) or engage in writing projects when the student-athlete's appearance or participation is related in any way to athletics ability or prestige, provided the student-athlete does not receive any remuneration for the appearance or participation in the activity. The student-athlete shall not make any endorsement, expressed or implied, of any commercial product or service. The student-athlete may, however, receive actual and necessary expenses directly related to the appearance or participation in the activity. A student-athlete participating in media activities during the playing season may not miss class, except for class time missed in conjunction with away-from-home competition or to participate in a conference-sponsored media day. (Revised: 1/16/93, 1/14/97, 1/9/06, 4/27/06)
- b) *Outside the Playing Season.* Outside the playing season, a student-athlete may participate in media activities (e.g., appearance on radio, television, in films or stage productions or participation in writing projects) when such appearance or participation is related in any way to athletics ability or prestige, provided the student-athlete is eligible academically to represent the institution and does not receive any remuneration for such appearance or participation. The student-athlete may not make any endorsement, expressed or implied, of any commercial product or service. The student-athlete may, however, receive legitimate and normal expenses directly related to such appearance or participation, provided the source of the expenses is the entity sponsoring the activity. (Revised: 1/16/93, 1/14/97)

Websites for Forms

Banner Information Center

<http://www.aamu.edu/campuslife/pages/myaamu.aspx>

Banner Self Service

http://ssb.erp.aamu.edu:9010/PROD/twbkwbis.P_WWWlogin

Catastrophic and Emergency Notification Plan

<http://www.aamusports.com/documents/2011/7/11/Email%20Catastrophic%20Incident%20and%20Emergency%20Notification%20Plan.pdf>

Change of Order Request Form

http://www.aamu.edu/administrativeoffices/business-and-finance/purchasing/Documents/Change_Order.pdf

Compliance Forms

http://www.aamusports.com/sports/2010/4/15/COMP_0415102826.aspx?path=comp

Division I Manual

<http://www.ncaapublications.com/p-4322-2013-2014-ncaa-division-i-manual.aspx>

Drug Testing Policy (Institutional)

<http://www.aamusports.com/documents/2011/7/11/Drug%20Testing%20Program%202011-12%20email.pdf>

Emergency Action Plans

<http://www.aamusports.com/documents/2011/7/11/Emergency%20Action%20Plan%20Email.pdf>

Human Resources Forms

<http://www.aamu.edu/administrativeoffices/hrservices/pages/forms.aspx>

Information Technology Work order Request:

<http://198.180.132.230/EITS/RequestServices.asp>

Lightening Policy

<http://www.aamusports.com/documents/2011/7/11/Lightning%20Policy.pdf>

Partial Shipment Form

http://www.aamu.edu/administrativeoffices/business-and-finance/purchasing/Documents/Purchasing_Partial_Shipment_Form.pdf

Purchasing Forms Bid Check list

<http://www.aamu.edu/administrativeoffices/business-and-finance/purchasing/Documents/Bid%20Checklist.pdf>

Registrar's Office Forms

<http://www.aamu.edu/administrativeoffices/registrar/pages/forms.aspx>

Vendor Application

http://www.aamu.edu/administrativeoffices/business-and-finance/purchasing/Documents/Purchasing_Corrected_Vendor_Application_1_.pdf

Vendor Request form

http://www.aamu.edu/administrativeoffices/business-and-finance/purchasing/Documents/VENDOR_REQUEST_SURVEY_FORM%20%283%29.pdf

ANNEX

Table of Contents

<u>COACHES FORMS</u>	92
• CAMPS AND CLINICS	93
• COACHING DESIGNATION	100
• OUTSIDE INCOME	101
• PERSONNEL	102
• REQUEST TO TRAVEL	114
<u>RECRUITING</u>	115
• COMPLIMENTARY TICKETS- UNOFFICIAL VISIT	116
• COMPLIMENTARY TICKETS- OFFICIAL VISIT	117
• OFFICIAL VISIT FORM	118
• OFFICIAL VISIT NOTIFICATION FORM	119
• UNOFFICIAL VISIT FORM	120
• RECRUITING PERSONS DAYS LOG (MBB & WBB)	121
• RECRUITING SUMMARY	122
• STUDENT HOST APPROVAL FORM	124
• STUDENT-ATHLETE RELEASE FORM	126
• TELEPHONE RECRUITING LOG	127
• TRANSFER CHECKLIST	128
• TRYOUT APPROVAL FORM	129
<u>FINANCIAL AID</u>	130
• GRANT-IN-AID	131
• REQUEST FOR SUMMER AID	135
<u>ELIGIBILITY</u>	137
• PLAYING AND PRACTICE SEASON (INDIVIDUAL SPORTS)	138
• PLAYING AND PRACTICE SEASON (TEAM SPORTS)	139
• STUDY HALL POLICY	140
• WAIVER REQUEST FORM	141

Coaches Forms

CAMPS and CLINICS

General Guidelines

- may occur on or off an institution's campus

Revised March 2014

- in basketball, must be conducted on campus or within a 100-mile radius of campus
- in football, must be conducted within the state or, if outside the state, within a 50-mile radius of campus
- must be open to any and all entrants (limited by number, age, grade level and/or gender)
- not permissible to provide free or reduced admission to high-school, preparatory school, two-year college athletics award winner or PSA (perspective student-athlete) being recruited by your institution
- may invite specific PSAs provided the institution legitimately advertises the camp
- may operate a team camp provided the institution legitimately advertises the camp
- PSAs may receive apparel, merchandise or an award provided the cost of the apparel, merchandise or award is included in the admissions fees for the camp or clinic
- Interaction between PSAs and coaches employed by compliance is not subject to recruiting calendar restrictions
- Written or verbal offer of financial aid is prohibited to PSAs at the camp or clinic
- Setting up official visits are prohibited at camps or clinics
- Men's basketball coaches may engage in recruiting conversations with the PSAs during institution's men's basketball camp or clinic

Restrictions on Timing of Camp (Basketball Time Period)

- Institutional camps and clinics can be conducted during the following months:
 - **June**
 - **July**
 - **August**
 - Any calendar week (Sunday through Saturday) that include days of those months

Football Time Period

- Two 15-consecutive day periods in the months of June and July;
 - Or any calendar week (Sunday through Saturday) that includes days of those months
 - In Championship subdivision football [FBS], and institution's camp or clinic may be conducted only during the months June, July or August or any calendar week (Sunday through Saturday) that includes days of those months

All Other Sports Time Period

- Anytime during the year. **NEVER** during a dead period.
Alabama A&M University Athletic Compliance Office

CAMPS/CLINICS CHECKLIST

Submit the following forms to Compliance **BEFORE** the beginning of camp:

Revised March 2014

- Camp/Clinic Description Form
- Camp brochure and Camp Schedule
- Group Discount Policy
- Student-Athlete Camp Employee List

Return the following forms to Compliance **WITHIN ONE WEEK** of the end of camp:

- Outside Coaches Camp Employee List
- Student-Athlete Employment forms (to be signed prior to the first day of camp)
- Free/Reduced Admission List



Alabama A&M University

Name of Camp/Clinic:

Sport:

Date(s):

Location:

Who is responsible for running the camp/clinic:

Other A&M staff members involved with the camp/clinic:

Description of camp/clinic:

_____ (Please attach a schedule of activities)

Age Group:

Projected # of Participants:

Restrictions on participants (*if any*):

Methods of soliciting participants:

(attach copies of advertisement, brochures and internet links)

Will any individuals be specifically invited? (*Explain*)

Cost of registration fee:

Will any discounts be available?

On what basis?

Will any awards or mementos be given? (*Describe*):

ALABAMA A&M UNIVERSITY

INSTITUTIONAL CAMP/CLINIC STUDENT-ATHLETE EMPLOYMENT

Revised March 2014

Name:

Sport:

Date of Camp:

Camp Position:

Duties:

By signing this agreement, I affirm the following:

- I will perform duties that are of a general supervisory character;
- Compensation provided to me will be commensurate with the going rate for camp or clinic counselors of like teaching ability and camp or clinic experience and may not be paid on the basis of the value that I may have for the employer because of the athletics reputation or fame that I have achieved. There are no varying levels of compensation for me based on the level of my athletics skill;
- If I only lecture or demonstrate at a camp/clinic, I may not receive compensation for my appearance at the camp/clinic;
- I will not participate in organized practice activities other than during the playing season in my sport.

Signature of Student-Athlete

Date

**ALABAMA A&M UNIVERSITY
OUTSIDE COACHES CAMP EMPLOYEE LIST
(High-School, Preparatory-School, or Two-Year College)**

SPORT:

SESSION NAME:

CAMP DATES:

COACH	SCHOOL	DUTIES	COMPENSATION

This is to certify that all coaches listed above will receive compensation that is commensurate with the going rate for camp counselors of like teaching ability and camp experience and that the coaches are not paid on the basis of the value the coach may have for the employer because of the coach's reputation or contact with prospect.

Signature of Camp Director

Date



ATHLETICS

Coaching Staff Designation

Sport: _____

As of: _____

Head Coach: _____

Assistant 1: _____

Assistant 2: _____

Assistant 3: _____

Student Assistant Coach : _____

Football Only:

Graduate Assistant: _____

All Other Sports:

Volunteer Coach: _____

Administrative Staff: _____

Student Worker(s): _____

Manager(s): _____

Outside Consultant(s) and Description of Work to be Performed:

Head Coach Signature

Date

Please notify Compliance should your staff change.

Modified Oct 2013

OUTSIDE INCOME – ACTUALLY RECEIVED

Name: _____ Position/Title: _____

Date: _____ Academic/ Calendar Year: _____ 2012 _____

NCAA Bylaw 11.2.2: Contractual agreements, including letters of appointment, between a full-time and part-time athletics department staff member (excluding secretarial and clerical personnel) and an institution shall include the stipulation that the staff member is required to provide a written detailed account annually to the president or chancellor for all athletically related income and benefits from sources outside the institution. In addition, the approval of all athletically related income and benefits shall be consistent with the institution's policy related to outside income and benefits applicable to all full-time or part-time employees.

Please list the actual amounts that you received in money and/ or merchandise during the past year. *If you are under a contract, please only list any outside income that you receive from those sources below that are not already included in your contract.*

SOURCE:	INCOME:
1. Speaking Engagements	\$ _____
2. Salary Supplements (from outside Athletic Department)	\$ _____
3. Endorsements or Consultation Contracts	\$ _____
a. Athletic Shoes	\$ _____
b. Apparel	\$ _____
c. Equipment	\$ _____
4. Television Appearance or Commercials	\$ _____
5. Radio Appearances or Commercials	\$ _____
6. Local Sports Clubs	\$ _____
7. Income from Corporations in Exchange for Charitable Work	\$ _____
8. Annuities	\$ _____
9. Sports Camps/Clinics	\$ _____
10. Housing Benefits	\$ _____
11. Country Club Dues	\$ _____
12. Complimentary Ticket Sales	\$ _____
13. Complimentary Automobile	\$ _____
14. Other (Please Specify):	\$ _____

I did not receive any athletically related outside income this past year. Purposefully not declaring such is a violation of NCAA legislation and could result in termination. (Please check box if appropriate)

I certify that all the information provided above is accurate and in compliance with all NCAA, conference and institutional regulations governing outside income. I understand my obligation to disclose all sources of outside athletically related income pursuant to NCAA Bylaw 11.2.2 and realize failure to do so accurately is a violation of NCAA legislation and could result in termination of employment.

Staff Member's Signature

Date



Modified Oct 2013

Revised March 2014

PERSONNEL: Information for Volunteer Coaches

- **Coach, Volunteer**

In sports other than football and basketball, a volunteer coach is any coach who does not receive compensation or remuneration from the institution's athletics department or any organization funded in whole or in part by the athletics department or that is involved primarily in the promotion of the institution's athletics program (e.g., booster club, athletics foundation association). The following provisions shall apply:

- The individual is prohibited from contacting and evaluating prospective student-athlete off campus or from scouting opponents off campus and may not perform recruiting coordination functions (see Bylaw 11.7.1.2).
- The individual may receive a maximum of two (2) complimentary tickets to home athletic contests in the coach's sport.
- The individual may receive complimentary meals incidental to organized team activities (e.g., pre- or post-game meals, occasional meals, but not training table meals) or meals provided during a prospective student-athlete's official visit, provided the individual dines with the prospective student-athlete.

Additional Information for Volunteer Coaches

Volunteer Coaches May Not ...

- Receive or place calls to perspective student-athletes.
- Write, e-mail, text or otherwise communicate with prospective student-athletes in writing.
- Receive any on- or off-campus meals during unofficial visits. A head or assistant coach may not purchase an otherwise impermissible meal for a volunteer coach on- or off-campus.
- Receive expenses for non-competition related travel, such as for conventions or professional development.
- Travel with an assistant or head coach who is evaluating and/ or contacting prospective student-athletes.
- Coach or be involved in the same sport at a high school.
- Provide prospects or student-athletes any extra benefits, such as lodging, meals and/ or transportation.
- Receive cash bonuses, stipends or gifts related to their volunteer coaching position from the athletic department, the head coach or any outside groups, including booster clubs.
- Own or be employed by sports camps that are not operated in compliance with NCAA rules and regulations.
- Provide lessons to prospective student-athletes, unless under a permissible NCAA tryout exception.
- Receive a complimentary meal in conjunction with a prospect's unofficial visit.
- Receive complimentary admission to a A&M contest in a sport other than their own (for example, to attend a football game during a prospect's visit).

Volunteer Coaches May ...

- Purchase additional game tickets at face value.
- Receive apparel that is incidental to coaching (i.e., shoes, shirts and/ or jackets).
- Receive the same awards as student-athletes for participation in championship events.
- Receive parking expenses associated with practice and/ or competition.
- Travel with the team and be reimbursed for necessary and actual expenses incurred while traveling with the team (i.e., meals, lodging).
- Assist the coaching staff with administrative duties.
- Assist the coaching staff with on-campus recruiting (i.e., touring facilities).
- Use an additional vehicle for transporting prospective student-athletes to/ from the bus or train station or nearest major airport for an official visit and/ or the prospect's initial arrival at the institution to attend classes or orientation.

Volunteer Coaches- Benefits

I. Compensation/ Remuneration	Permissible?
A. Compensation or remuneration from athletics department	No
B. May receive camp compensation from athletics department	Yes
C. May receive camp compensation from source other than athletic department	Yes
D. Employment outside athletics department arranged by the institution	Yes
E. May receive compensation from institution for duties actually performed outside athletics department, from source outside athletics department	Yes
II. Benefits	
A. Complimentary- ticket limits	2 (home contest in coach's sport)
B. Complimentary meals incidental to organized team activities, other than training table meals, or in conjunction with official visits	Yes
III. Expenses	
A. Away games	Yes
B. Parking expenses associated with practice and/ or competition	Yes

Alabama A&M University Athletics Compliance Office
Volunteer Coach Agreement
(Sports other than Football and Basketball)

Volunteer Coach: This form to be completed and signed by the volunteer coach, details your agreement to be a volunteer coach at the Alabama A&M University.

NCAA Bylaw 11.01.5 Coach, Volunteer. "In sports other than football and basketball, a volunteer coach in any coach who does not receive compensation or remuneration from the institution's athletic department or any organization funded in whole or in part by the athletics department or that is involved primarily in the promotion of the institution's athletics program (e.g., booster club, athletics foundation association). The following provisions shall apply: (Revised: 1/10/92 effective 8/1/92, 4/26/01 effective 8/1/01).

- (a) The individual is prohibited from contacting and evaluating prospective student-athletes off campus or from scouting opponents off campus and may not perform recruiting coordination functions (Bylaw 11.7.1.2). (Revised: 1/16/93, 1/11/94, 5/26/06)
- (b) The individual may receive a maximum of two complimentary tickets to home athletic contests in the coach's sport. (Revised 1/16/93)
- (c) The individual may receive complimentary meals incidental to organized team activities (e.g., pre- or postgame meals, occasional meals, but not training table meals) or meals provided during a prospective student-athlete's official visit, provided the individual dines with the prospective student-athlete. (Adopted: 4/29/07 effective 8/1/04; Revised: 1/10/05, effective 8/1/05)

Further, the individual may receive compensation from outside the athletics department for performing duties for another department or office of the institution provided:

- o The compensation received for those duties is commensurate with that received by others performing those same or similar assignments;
- o The time devoted to those duties is consistent with the time devoted to others receiving commensurate compensation for the same or similar assignments; and
- o The individual is qualified for and is performing the duties for which the individual is compensated

11.7.1.2 Recruiting Coordination Functions.

All recruiting coordination functions (except routine clerical tasks) must be performed by the head coach or one or more of the assistant coaches who count toward the numerical limitations in Bylaw 11.7.4. Such functions include: (Revised: 4/27/06 effective 8/1/06)

- (a) Activities involving athletics evaluation and/or selection of prospects;
- (b) Making telephone calls to or receiving telephone calls from perspective student-athletes (or perspective student-athletes' parents, legal guardians or coaches); and (Revised: 12/12/06)
- (c) Preparation of general recruiting correspondence (including electronic correspondence) to prospective student-athletes (or prospective student-athletes' parents or legal guardians). (Revised: 12/12/06)

Name of Volunteer Coach:

Sport:

Home Address:

Phone Number:

Term and year serving as a Volunteer Coach: (circle all that apply) Fall Spring 20_

ACCEPTANCE:

My signature below indicates:

- I agree that the head coach or appropriate administrator shall determine the duties and responsibilities of this position.
- I agree to abide by ALL the rules and regulations of the Alabama A&M University, SWAC and the NCAA.
- I understand that under NCAA Bylaws, I am prohibited from the aforementioned activities

Signature of Volunteer Coach: _____

Date: _____

Signature of Head Coach: _____

Date: _____

APPROVAL:

Signature of Athletic Director: _____

Date: _____

Compliance Office Signature: _____

Date: _____

Personnel

11.1 Definitions and Applications

11.1.1 Bonus. A bonus is a direct cash payment over and above an athletics department staff member's institutional salary in recognition of a specific and extraordinary achievement (see Bylaw 11.3.2.3)

11.1.2 Coach, Head or Assistant. A head or assistant coach is any coach who is designated by the institution's athletics department to perform coaching duties and who serves in that capacity on a volunteer or paid basis. *(Revised: 1/10/91 effective 8/1/92)*

11.1.3 Coach, Graduate Assistant. A graduate assistant coach is any coach who has received a baccalaureate degree and has either received his or her first baccalaureate degree or has exhausted athletics eligibility (whichever occurs later) within the previous seven years and qualifies for appointment as graduate assistant under the policies of the institution. The following provisions shall apply: *(Revised: 1/10/91, 1/10/92, 1/9/06 effective 8/1/06, 12/15/06, 1/8/07, 4/29/10 for new appointments)*

- (a) The individual shall be enrolled in at least 50 percent of the institution's minimum regular graduate program of studies, except that during his or her final semester or quarter of the degree program, he or she may be enrolled in less than 50 percent of the institution's minimum regular program, provided he or she is carrying (for credit) the courses necessary to complete the degree requirements. If the individual fails to complete all degree requirements during the term in which he or she is enrolled in less than 50 percent of the institution's minimum regular program, the result shall be an institutional violation per Constitution 2.8.1. An institution may appoint a midyear replacement graduate assistant coach who is enrolled in less than 50 percent of the institution's minimum regular program of studies (or is not yet enrolled), provided the graduate assistant coach has been accepted for enrollment in a graduate program beginning with the next regular academic term; *(Adopted: 1/8/07 effective 8/1/07, Revised: 1/16/10 effective 8/1/10)*
- (b) The individual may not receive compensation or remuneration in excess of the value of a full grant-in-aid for a full-time student, based on the resident status of that individual, and the receipt of four (4) complimentary tickets to the institution's intercollegiate football and basketball games;
- (c) Graduate and postgraduate financial assistance administered outside the institution (e.g., NCAA postgraduate scholarship) shall be excluded from the individual's limit on remuneration, provided such assistance is awarded through the established and continuing program to aid graduate students and the donor of the assistance does not restrict the recipient's choice of institutions; *(Adopted 1/11/89)*
- (d) The individual may not serve as a graduate assistant coach for a period more than two years except that if the individual successfully completes 24-semester or 36-quarter hours during the initial two-year period, the individual may serve as a graduate assistant coach for a third year. The Legislative Council Subcommittee for Legislative Relief may approve a waiver of these limitations based on the fact that the student's services as a coach and enrollment as a graduate student were interrupted for reasons that are unrelated to athletics, or to personal or family finances, and that beyond the control of the institution or the coach. Such a waiver may not be granted solely to permit the completion of the graduate program; *(Revised: 1/16/93, 11/1/07 effective 8/1/08)*
- (e) Compensation for employment from a source outside the institution during the academic year shall be excluded from the individual's limit on remuneration, provided the institution does not arrange such employment and the compensation is for work actually performed. The member institution may not arrange on- or off-campus employment opportunities except for summer employment, which is permissible regardless of whether the student remains enrolled in the graduate program during the summer;

- (f) A graduate student coach may accept employment benefits available to all institutional employees (e.g., life insurance, health insurance, disability insurance), as well as expenses to attend the conventions of the national coaches associations in football and rowing, without the value of those benefits being included; *(Revised 11/1/01 effective 8/1/02, 1/9/06 effective 8/1/06)*
- (g) The institution may provide actual and necessary expenses for the individual's spouse and children to attend a licensed postseason football game or an NCAA championship in football or, in women's rowing for the season ending tournament(s) specified in Bylaw 17.15.5.3-(b); and *(Revised 1/9/06 effective 8/1/06)*
- (h) The individual may not evaluate or contact prospective student-athletes off campus, regardless of whether compensation is received for such activities. The individual may not perform recruiting coordination functions (see Bylaw 11.7.1.2); however, it is permissible for a graduate assistant coach to make telephone calls to and receive telephone calls from perspective student-athletes, provided the coach has successfully completed the coaches' certification examination per Bylaw 11.5.1.1. *(Revised: 1/9/96 effective 8/1/96, 5/26/06)*

11.01.3.1 Replacement of Graduate Assistant Coach. The compensation or remuneration set forth in Bylaw 11.01.3 Shall be charged against an academic year. Once the amount is set forth in Bylaw 11.01.3-(b) is paid to a graduate assistant coach for that academic year, additional funds may not be spent on a replacement until the start of the next academic year, even though the graduate assistant coach leaves the institution's athletic program during the academic year. *(Adopted: 1/11/94, Revised: 1/9/06 effective 8/1/06, 12/15/06, 1/8/07, effective 8/1/07)*

Graduate Assistant Coach Agreement

11.1.3 Coach, Graduate Assistant. A graduate assistant coach is any coach who has received a baccalaureate degree and has either received his or her first baccalaureate degree or has exhausted athletics eligibility (whichever occurs later) within the previous seven years and qualifies for appointment as graduate assistant under the policies of the institution. The following provisions shall apply: *(Revised: 1/10/91, 1/10/92, 1/9/06 effective 8/1/06, 12/15/06, 1/8/07, 4/29/10 for new appointments)*

- (a) The individual shall be enrolled in at least 50 percent of the institution's minimum regular graduate program of studies, except that during his or her final semester or quarter of the degree program, he or she may be enrolled in less than 50 percent of the institution's minimum regular program, provided he or she is carrying (for credit) the courses necessary to complete the degree requirements. If the individual fails to complete all degree requirements during the term in which he or she is enrolled in less than 50 percent of the institution's minimum regular program, the result shall be an institutional violation per Constitution 2.8.1. An institution may appoint a midyear replacement graduate assistant coach who is enrolled in less than 50 percent of the institution's minimum regular program of studies (or is not yet enrolled), provided the graduate assistant coach has been accepted for enrollment in a graduate program beginning with the next regular academic term; *(Adopted: 1/8/07 effective 8/1/07, Revised: 1/16/10 effective 8/1/10)*
- (b) The individual may not receive compensation or remuneration in excess of the value of a full grant-in-aid for a full-time student, based on the resident status of that individual, and the receipt of four (4) complimentary tickets to the institution's intercollegiate football and basketball games;
- (c) Graduate and postgraduate financial assistance administered outside the institution (e.g., NCAA postgraduate scholarship) shall be excluded from the individual's limit on remuneration, provided such assistance is awarded through the established and continuing program to aid graduate students and the donor of the assistance does not restrict the recipient's choice of institutions; *(Adopted 1/11/89)*
- (d) The individual may not serve as a graduate assistant coach for a period more than two years except that if the individual successfully completes 24-semester or 36-quarter hours during the initial two-year period, the individual may serve as a graduate assistant coach for a third year. The Legislative Council Subcommittee for Legislative Relief may approve a waiver of these limitations based on the fact that the student's services as a coach and enrollment as a graduate student were interrupted for reasons that are unrelated to athletics, or to

personal of family finances, and that beyond the control of the institution or the coach. Such a waiver may not be granted solely to permit the completion of the graduate program; (Revised: 1/16/93, 11/1/07 effective 8/1/08)

- (e) Compensation for employment from a source outside the institution during the academic year shall be excluded from the individual's limit on remuneration, provided the institution does not arrange such employment and the compensation is for work actually performed. The member institution may not arrange on- or off-campus employment opportunities except for summer employment, which is permissible regardless of whether the student remains enrolled in the graduate program during the summer;
- (f) A graduate student coach may accept employment benefits available to all institutional employees (e.g., life insurance, health insurance, disability insurance), as well as expenses to attend the conventions of the national coaches associations in football and rowing, without the value of those benefits being included; (Revised 11/1/01 effective 8/1/02, 1/9/06 effective 8/1/06)
- (g) The institution may provide actual and necessary expenses for the individual's spouse and children to attend a licensed postseason football game or an NCAA championship in football or, in women's rowing for the season ending tournament(s) specified in Bylaw 17.15.5.3(b); and (Revised 1/9/06 effective 8/1/06)
- (h) The individual may not evaluate or contact prospective student-athletes off campus, regardless of whether compensation is received for such activities. The individual may not perform recruiting coordination functions (see Bylaw 11.7.1.2); however, it is permissible for a graduate assistant coach to make telephone calls to and receive telephone calls from perspective student-athletes, provided the coach has successfully completed the coaches' certification examination per Bylaw 11.5.1.1. (Revised: 1/9/96 effective 8/1/96, 5/26/06)

Football Graduate Assistants: Only the two on-the-field coaching graduate assistants may be considered countable coaches. All other graduate assistants are not permitted to be involved in any type of coaching activities. A countable coach must count against coaching limits as soon as the individual participates (in any manner) in the coaching of the intercollegiate team in practice, games or organized activities directly related to that sport, including any organized staff activity directly related to that sport.

BASIC INFORMATION

Name of Graduate Assistant: _____

Sport _____

Alabama A&M Student ID# _____

Term and Year Serving as Graduate Assistant: Fall Spring Year(s) _____

NOTE: PLEASE ATTACH A RESUME AND GA JOB DESCRIPTION TO THIS AGREEMENT

ACCEPTANCE

My signature below indicates the following:

- 1) I agree that the head coach or appropriate administrator shall determine the duties and responsibilities of this position and that I meet all the criteria as a graduate assistant coach under Bylaw 11.01.3.
- 2) I agree to abide by all the rules and regulations set forth by Alabama A&M University's Athletic Department, SWAC and NCAA.
- 3) I understand that under NCAA Bylaws, I am prohibited from:
 - o Contacting or evaluating prospective student-athletes off campus
 - o Scouting opponents off campus
 - o Receiving any compensation form the athletic department except as noted in Bylaw 11.01.3.

Signature of Graduate Assistant: _____

Date: _____

Signature of Head Coach: _____

Date: _____

APPROVAL:

Signature of Athletic Director: _____

Date: _____

Signature of Compliance Director: _____

Date: _____

11.1.4 **Coach, Undergraduate Student Assistant.** An undergraduate student assistant coach is any coach who is a student-athlete who has exhausted his or her eligibility in the sport or has become injured to the point that he or she is unable to practice or compete ever again, and who meets the following additional criteria: *(Revised: 1/12/04 effective 8/1/04, 4/29/10 effective 8/1/07)*

- (a) Is enrolled at the institution at which he or she most recently participated in intercollegiate athletics; *(4/29/10 effective 8/1/10)*
- (b) Is enrolled as full-time undergraduate student in his or her baccalaureate degree program (see Bylaw 14.1.8.2), except that during his or her final semester or quarter of the baccalaureate degree program, he or she may be enrolled in less than a full-time degree program of studies, provided he or she is carrying (for credit) the necessary to complete the degree requirements: *(Revised: 1/12/04 effective 8/1/04, 8/11/09, 4/29/10 effective 8/1/10)*
- (c) Is receiving no compensation or remuneration from the institution from the institution other than the financial aid that could be received as a student-athlete and expenses incurred on road trips that are received by individual team members; and *(Revised: 1/9/96)*
- (d) Is not involved in contacting and evaluating prospective student-athletes off campus or scouting opponents off campus and does not perform recruiting coordination functions (see Bylaw 11.7.1.2.2). *(Revised: 5/26/06)*

11.1.6 **Manager.** A manager is an individual who performs traditional managerial duties (e.g., equipment, laundry, and hydration) and meets the following additional criteria: *(Adopted: 1/16/10 effective 8/1/06)*

- (a) The individual shall be a full-time undergraduate or graduate student (see Bylaws 14.1.8.2 and 14.1.8.2.1.4), except that during his or her final semester or quarter of a degree program, he or she may be enrolled in less than a full-time program of studies, provided he or she is carrying (for credit) the courses necessary to complete the degree requirements;
- (b) The individual may participate in limited on-court or on-field activities during practice (e.g., assist with drills, throw batting practice) or competition (e.g., assist with warm-up activities) involving student-athletes on a regular basis;
- (c) The individual shall not provide instruction to student-athletes;
- (d) The individual shall not participate in countable athletically related activities (e.g., practice player) except as permitted in Bylaw 11.01.6-(b); and
- (e) In baseball, the individual shall forfeit any remaining eligibility in the sport at the institution at which the individual serves as a manager. *(Adopted: 4/29/10 effective 8/1/10)*

11.1.7 Supplemental Pay. Supplemental pay is the payment of cash over and above an athletics department staff member's institutional salary by an outside source for the purpose of increasing that staff member's annual earnings (see Bylaw 11.3.2.2).

Student Assistant Coach Agreement

Student Assistant Coach: This form details your agreement to be a student-athlete coach at Alabama A&M University.

11.01.4 Coach, Undergraduate Student Assistant. An undergraduate student assistant coach is any coach who is a student-athlete who has exhausted his or her eligibility in the sport or has become injured to the point that he or she is unable to practice or compete ever again, and who meets the following additional criteria: *(Revised: 1/12/04 effective 8/1/04, 4/29/10 effective 8/1/07)*

- (a) Is enrolled at the institution at which he or she participated in intercollegiate athletics;
- (b) Is participating as a student coach within the five year period that they are eligible (see Bylaw 14.2)
- (c) Is completing the requirements for his or her baccalaureate degree or graduate program;
- (d) Is a full-time student (see Bylaw 14.1.8.2 and 14.1.8.2.1.4), unless during his or her final semester or quarter of the baccalaureate program, per Bylaw 14.1.8.2.1.3;
- (e) Is receiving no compensation or remuneration from the institution other than the financial aid that could be received as a student-athlete and expenses incurred on road trips that are received by individual team members; and
- (f) Is not involved in contacting and evaluating prospective student-athletes off campus or scouting opponents off campus and does not perform recruiting coordination functions (see Bylaw 11.7.1.2).

BASIC INFORMATION

Name of Student Assistant: _____

Sport: _____

Student ID Number: _____

Term Serving as Student Assistant: Fall Spring Year of Enrollment: _____

Have you exhausted your eligibility? YES: NO:

ACCEPTANCE

My signature below indicates the following:

1. I agree that the head coach or appropriate administrator shall determine the duties and responsibilities of this position and that I meet all the criteria as a student assistant coach under Bylaw 11.01.4.
2. I agree to abide by all the rules and regulations set forth by Alabama A&M University's Department of Athletics, the SWAC and NCAA.
3. I understand that under NCAA bylaws, I am prohibited from:
 - Contacting or evaluating prospective student-athletes off campus
 - Scouting opponents off campus
 - Receiving any compensation from the athletics department except as noted in Bylaw 11.01.4 (e).

Signature of Student Assistant: _____

Date: _____

Signature of Head Coach: _____

Date: _____

APPROVAL:

Signature of Athletic Director: _____

Date: _____

Signature of Compliance Officer: _____

Date: _____

11.1 CONDUCT OF ATHLETICS PERSONNEL

11.1.1 Honesty and Sportsmanship. Individuals employed by or associated with a member institution to administer, conduct or coach intercollegiate athletics shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports (see Bylaw 10 for more specific ethical conduct standards).

11.1.2 Responsibility for Violations of NCAA Regulations. Institutional staff members found in violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures, whether such violations occurred at the certifying institution or during the individual's previous employment at another member institution.

11.1.2.1 Responsibility of Head Coach. It shall be the responsibility of an institution's head coach to promote an atmosphere for compliance within the program supervised by the coach and to monitor the activities regarding compliance of all assistant coaches and other administrators involved with the program who report directly or indirectly to the coach. *(Adopted: 4/28/05)*

11.1.3 Use of Association Name or Affiliation. Staff members of member institution and others serving the on the Association's committees or acting as consultants shall not use, directly or by implication, the Association's name or their affiliation with the Association in the endorsement of products or service.

11.1.4 Representing Individuals in Marketing Athletics Ability/Reputation. Staff members of the athletics department of a member institution shall not represent, directly or indirectly, any individual in the marketing of athletics ability or reputation to an agent, a professional sports team or a professional sport organization, including receiving compensations for arranging commercial endorsements or personal appearances for former student-athletes, except as specified in Bylaw 11.1.4.1, and shall not receive compensation or gratuities of any kind, directly or indirectly, for such services. *(Revised: 1/10/92 effective 1/11/94)*

11.1.4.1 Exception—Professional Sports Counseling Panel and Head Coach. An institution's professional sports counseling panel or a head coach in a sport may contact agents, professional sports teams or professional sports organizations on behalf of the student-athlete to the institution's professional sports counseling panel. If the institution has no such panel, the head coach shall consult with and report his or her activities to the president or the chancellor [or an individual or group (e.g., athletics advisory board) designated by the president or the chancellor]. *(Revised: 11/1/01 effective 8/1/02, 3/8/06)*

11.1.5 Use of Tobacco Products. The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use. *(Adopted: 1/11/94 effective 8/1/94, Revised: 1/10/95, 1/14/97 effective 8/1/97)*

11.4 EMPLOYMENT OF HIGH SCHOOL, PREPARATORY SCHOOL, OR TWO-YEAR COLLEGE COACHES, OR OTHER INDIVIDUALS ASSOCIATED WITH PROSPECTIVE STUDENT-ATHLETES

11.4.1 High School, Preparatory School or Two-Year College Coach. An institution may not employ a high school, preparatory school or two-year college coach who remains a coach in the same sport at the high school, preparatory school or two-year college. This provision does not preclude employment of a high school, preparatory school or two-year college coach in a different sport. Men's and women's teams in the same sport are considered different sports even if the athlete from the opposite gender is playing on a high school, preparatory school or two-year college men's or women's team, provided the team is classified as a separate team (as opposed to a "mixed" team) by the appropriate institution or the state high school, preparatory school or two-year college governing body. (See Bylaw 13.12.2.2 for regulations relating to the employment of high school, preparatory school or two-year college coaches in institutional camps or clinic.) *(Revised: 1/10/91, 3/16/07, 1/16/10)*

11.4.1.1 Contract for Future Employment. An institution is permitted to enter into a contractual agreement with a high school, preparatory school or two-year college coach for an employment opportunity that begins with the next academic year, provided the employment contract with the member institution is not contingent upon the enrollment of a prospective student-athlete's and the coach does not begin any coaching duties (e.g., recruiting, selection of coaching staff) for the member institution while remaining associated with high school, preparatory school or two-year college.

11.4.2 Individual Associated with a Prospective Student-Athlete—Men's Basketball. In men's basketball, during a two-year period before a prospective student-athlete's anticipated enrollment and a two-year period before a prospective student-athlete's anticipated enrollment and a two-year period after the prospective student-athlete's actual enrollment, an institution shall not employ (or enter into a contract for the future employment with) an individual associated with the prospective student-athlete in any athletics department non-coaching staff position. *(Adopted: 1/16/10; a contract signed before 10/29/09 may be honored)*

Modified Oct 2013



ATHLETICS

Compliance Request to Travel/Participate

(Submit this form 7 days prior to travel)

Date of Submission: _____ **Dates of Travel:** _____

Travelers Name: _____ **Name of Event:** _____

Location (City/State) of Event: _____

What is the nature of the activity (Check all that apply):

- Recruiting SWAC Event/Meeting Guest Speaking Fundraising
- Alumni Event Community Service Revenue Generating Camp/Clinic
- Other: _____

Description: _____



Anticipated Expenses

(Attach proof of price that are subject to reservation)

\$ _____ Airfare \$ _____ Hotel (include taxes) \$ _____ Rental/Fuel

\$ _____ Registration Fees \$ _____ Membership Fees \$ _____ Meals

\$ _____ Other: _____

\$ _____ **TOTAL** **Are you requesting reimbursement?** Yes _____ No _____



Required Signatures

___ Yes ___ No Supervisor: _____ Date: _____

___ Yes ___ No Compliance: _____ Date: _____

___ Yes ___ No Budget: _____ Date: _____

___ Yes ___ No Athletic Director: _____ Date: _____

Modified Oct 2013

Revised March 2014

Recruiting

Bylaw 13



ALABAMA A&M UNIVERSITY
Office of Compliance

OFFICIAL VISIT: COMPLIMENTARY ADMISSIONS

COACH: This form is used to comply with NCAA Bylaw 13.7.2.1, which defines and restricts complimentary admissions.

NCAA Bylaw 13.7.2.1 General Restrictions. During an unofficial visit, the institution may not pay any expenses or provide any entertainment except a maximum of three complimentary admissions (issued only through a pass list) to a campus athletics event in which the institution's intercollegiate team practices or competes. Such complimentary admissions are for the exclusive use of the prospect and those persons accompanying the prospect on the visit and must be issued on an individual-game basis. Such admissions may provide seating only in the general seating area of the facility utilized for conducting the event. Providing seating during the conduct of the event (including intermission) for the prospect or the prospect's parents [or legal guardian(s)] or spouse in the facility's press box, special seating box(es), or bench area is specifically prohibited. (Revised: 1/10/90 effective 8/1/90, Revised: 1/11/94)

 Requesting Sport

 Requesting Coach

TICKET OFFICE: We are requesting that the names below be placed on a pass list for the following game:

Sport	Opponent	Date of Game	Budget Number
1. Prospect	Guest 1:		
	Guest 2:		
2. Prospect	Guest 1:		
	Guest 2:		
3. Prospect	Guest 1:		
	Guest 2:		
4. Prospect	Guest 1:		
	Guest 2:		
5. Prospect	Guest 1:		
	Guest 2:		
6. Prospect	Guest 1:		

Modified Oct. 2013



ALABAMA A&M UNIVERSITY
Office of Compliance

UNOFFICIAL VISIT: COMPLIMENTARY ADMISSIONS

COACH: This form is used to comply with NCAA Bylaw 13.7.2.1, which defines and restricts complimentary admissions.

NCAA Bylaw 13.7.2.1 General Restrictions. During an unofficial visit, the institution may not pay any expenses or provide any entertainment except a maximum of three complimentary admissions (issued only through a pass list) to a campus athletics event in which the institution's intercollegiate team practices or competes. Such complimentary admissions are for the exclusive use of the prospect and those persons accompanying the prospect on the visit and must be issued on an individual-game basis. Such admissions may provide seating only in the general seating area of the facility utilized for conducting the event. Providing seating during the conduct of the event (including intermission) for the prospect or the prospect's parents [or legal guardian(s)] or spouse in the facility's press box, special seating box(es), or bench area is specifically prohibited. (Revised: 1/10/90 effective 8/1/90, Revised: 1/11/94)

Requesting Sport _____ Requesting Coach _____ Budget Account _____

TICKET OFFICE: We are requesting that the names below be placed on a pass list for the following game:

Sport	Opponent	Date of Game	Budget Number
1. Prospect	Guest 1:		
	Guest 2:		
2. Prospect	Guest 1:		
	Guest 2:		
3. Prospect	Guest 1:		
	Guest 2:		
4. Prospect	Guest 1:		
	Guest 2:		
5. Prospect	Guest 1:		
	Guest 2:		
6. Prospect	Guest 1:		
	Guest 2:		

Official Visit Notification Form

Coach: _____

Sport: _____

1	PSA's Name:		SSN :
	Home Address:		
	Date of Official Visit:	Code Sent:	Compliance Approval:
2	PSA's Name:		SSN :
	Home Address:		
	Date of Official Visit:	Code Sent:	Compliance Approval:
3	PSA's Name:		SSN :
	Home Address:		
	Date of Official Visit:	Code Sent:	Compliance Approval:
4	PSA's Name:		SSN :
	Home Address:		
	Date of Official Visit:	Code Sent:	Compliance Approval:
5	PSA's Name:		SSN :
	Home Address:		
	Date of Official Visit:	Code Sent:	Compliance Approval:
6	PSA's Name:		SSN :
	Home Address:		
	Date of Official Visit:	Code Sent:	Compliance Approval:
7	PSA's Name:		SSN :
	Home Address:		
	Date of Official Visit:	Code Sent:	Compliance Approval:
8	PSA's Name:		SSN :
	Home Address:		
	Date of Official Visit:	Code Sent:	Compliance Approval:
9	PSA's Name:		SSN :
	Home Address:		
	Date of Official Visit:	Code Sent:	Compliance Approval:

Attach high school transcript and test scores for each prospective student-athlete named above and return to Compliance Office.

A PSA is not eligible for an official visit until Compliance has given final approval. This form must be completed and turned in to the Compliance Office five (5) days prior to the student-athletes visit.

Modified Oct. 2013



**Alabama A&M University
Office of Athletic Compliance
Unofficial Visit Form**

NCAA Bylaw 13.7.1 – Number Permitted: A prospective student-athlete may visit a member institution’s campus at his or her expense an unlimited number of times. A prospective student-athlete may make unofficial visits before his or her senior year in high school.

13.7.1.1 – Exception – Men’s Basketball. In men’s basketball, a prospective student-athlete may not make an unofficial visit during the month of July; however, a prospective student-athlete is permitted to make an unofficial visit during July beginning the calendar day after he has signed a National Letter of Intent or the institution’s written offer of admission or financial aid, or the institution has received a financial deposit from the prospective student-athlete in response to an offer of admission.

13.7.1.2 – Exception – Women’s Basketball. In women’s basketball, a prospective student-athlete may not make unofficial visits during the July evaluation periods.

NCAA Bylaw 13.7.2.1 General Restrictions. During an unofficial visit, the institution may not pay any expenses or provide any entertainment except a maximum of three complimentary admissions (*issued only through a pass list*) to a home athletics event at any facility within a 30-mile radius of a member’s institution’s main campus in which the institution’s intercollegiate team practices or competes. Such complimentary admissions are for the exclusive use of the prospective student-athlete and those accompanying him/her on the visit and must be issued on an individual-game basis. Such admissions may provide seating only in the general seating area of the facility used for conducting the event. Any other seating arrangement provided by complimentary admissions is prohibited.

Name of Prospect: _____	Date: _____
Sport: _____	High School/ Junior College: _____
Home Address: _____	City/State/Zip: _____
Phone Number: _____	Email: _____
Accompanying Guest(s): (1) _____ (2) _____	
Did prospect attend any AAMU athletics events? <input type="checkbox"/> Yes <input type="checkbox"/> No Event(s): _____	
<i>NCAA Bylaw 13.5.3 – Only transportation allowed during an unofficial visit is to view practice and competition sites in the prospective student-athlete’s sport and other institutional facilities. Transportation to attend a home athletics contest at a local facility is also permitted granted an institutional staff member accompanying the prospective student-athlete during such a trip.</i>	

By signing below, I certify that I have read, understood, and have had the opportunity to ask questions about this form. I also certify that I have paid for all expenses (transportation, meals, etc.) associated with this unofficial trip to AAMU.

Print: _____ **Signed:** _____ **Date:** _____
Prospective Student-Athlete Prospective Student-Athlete

To be completed by AAMU Coaching Staff:

The information listed above is truthful and accurate to the best of my knowledge and abilities. I have made every appropriate effort to obtain information in relation to each question. To my knowledge, no NCAA, Conference or AAMU regulations have been broken.

Signed: _____ **Date:** _____
Head Coach

****Reminder – Prospects on unofficial visits may not be housed at off-campus apartments with current student-athletes.**

Modified Oct 2013



Alabama A&M University
Office of Athletic Compliance

Recruiting- Person Day Log
MBB & WBB Only

This form shall be used to document compliance with NCAA Bylaws 13.02.7, 13.02.7.1 and 13.02.8 which limit the number of permissible recruiting-person days for Men's and Women's Basketball.

NCAA Bylaw 13.02.7 & 13.02.8 Recruiting Person Days- Men's & Women's Basketball

In basketball, a recruiting-person day is defined as one coach engaged in an off-campus recruiting activity of a men's basketball prospective student-athlete, including a prospective student-athlete who has signed a National Letter of Intent (or the institution's written offer of admission and/or financial aid), on one day (12:01a.m. to midnight); two coaches engaged in recruiting activities on the same day shall use two recruiting-person days.

- 1.) Men's basketball staff members shall not exceed 130 recruiting person-days during the academic year contact and evaluation periods. (Adopted: 4/28/05 effective 8/1/05, Revised: 3/27/07, 5/9/08)
- 2.) Women's basketball staff members shall not exceed 100 recruiting-person days during the academic year contact and evaluation periods. (Adopted: 4/28/05 effective 8/1/05, Revised 1/8/07, 3/27/07, 5/9/08)

NCAA Bylaw 13.02.7.1 Tournament Application

Each day of a tournament or tier of a tournament in which a coach engages in off-campus activity shall count as a separate recruiting-person day. (Adopted: 12/12/06)

Coach	Date	Location	Comment
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			



RECRUITING SUMMARY (INDIVIDUAL)

COACHING STAFF: This form, to be completed by you, summarizes the recruiting process for a prospect.

NCAA Bylaw 13.1.6 permissible number of contacts; 13.1.8 limitations on number of evaluations--all sports; 13.4 recruiting materials; 13.7 official (paid) visit; 13.8 unofficial (nonpaid) visit

_____ High School Senior _____ 2-4 Transfer _____ 4-4 Transfer _____ 4-2-4 Transfer

Address _____ Phone number _____

Mother _____ Father _____ Recruiting coach _____

High school _____ High school coach _____ High school principal _____

High School address _____ Phone number _____

EVALUATIONS during _____ academic year (limit four--except for football, basketball, and ice hockey)

Date	Location	Opponent	Coach(es) Observing

CONTACT RECORD (limit three--except for football, basketball, and ice hockey)

Date	Coach(es)	Site

ON-CAMPUS VISITS

Date of paid visit _____ Name of prospect's host _____

_____ Date(s) of unpaid visit

MATERIALS PROVIDED TO PROSPECT

Sport questionnaire: _____ No _____ Yes Date _____

Academic admissions materials (non-athletics): _____ No _____ Yes Date _____

Media guide or recruiting brochure: _____ No _____ Yes Date _____

Student-athlete handbook: _____ No _____ Yes Date _____

Playing schedule card: _____ No _____ Yes Date _____

Summer camp brochure: _____ No _____ Yes Date _____

Modified Oct. 2013

Revised March 2014

Photocopied press clippings: ___ No ___ Yes Date _____
NCAA educational information: ___ No ___ Yes Date _____
Other: _____ ___ No ___ Yes Date _____



ATHLETICS

Student Host Approval Form

Print PSA Name _____ Sport _____

Student-Athlete Host Name (Day One) _____

Student-Athlete Host Name (Day Two) _____

Acting as a student-athlete host is an important service to FIU and the Department of Intercollegiate Athletics. While serving as a student-athlete host, appropriate conduct within institutional, Sun Belt and NCAA guidelines are expected and required of you. If you do not abide by these guidelines stated below, you may be subject to prescribed sanctions.

You must be enrolled as a full-time student.

- A maximum of **\$30** per day may be provided to cover the entertainment expenses for you, the prospective student-athlete and his/her parent(s) (legal guardian(s)) or spouse. Other student-athletes may assist with hosting the prospective student-athlete as well. You may be provided an additional **\$15** per day for each additional prospective student-athlete entertained by you.
- You may not use entertainment funds to purchase, or otherwise provide the prospective student-athlete with, gifts of value (e.g., souvenirs, t-shirt, hat, etc.).
- No cash may be given to the visiting prospective student-athlete or anyone else accompanying him/her.
- You are responsible for having your prospective student-athlete on time for all appointments.
- You may not use or provide to the prospective student-athlete alcohol or illegal substances during an official visit.
- You may not entertain the prospective student-athlete by attending a gentleman's club or providing an opportunity for a sexual encounter (e.g., strip club, escort service, etc.).
- You may not put the prospective student-athlete and anyone accompanying him/her in any compromising situation.
- During all times, including unstructured time periods, of the official visit, you must adhere to all NCAA, SWAC and AAMU policies.
- You may not use a coach's car or any other institutional vehicle to provide transportation to the prospective student-athlete. A coach can, however, provide you and the prospective student-athlete with a ride during an official visit.
- You may not transport the prospective student-athlete or anyone accompanying him/her more than 30 miles from AAMU.
- You should not allow recruiting conversations to occur on or off campus between the prospective student-athlete and a representative of AAMU's athletics interests (e.g., boosters). If an unplanned meeting occurs, only an exchange of a greeting (e.g., hello) is permissible.
- You may receive a complimentary admission when accompanying a prospect to an AAMU athletics event.
- You may receive a complimentary meal when attending a meal with the prospective student-athlete. *Only one host can attend a meal with the PSA that is paid for by AAMU.*



ATHLETICS

MUST BE COMPLETED PRIOR TO OFFICIAL VISIT

I certify that I have read the above instructions and hereby acknowledge the receipt of S _____ for the purpose of hosting the above named prospective student-athlete.

Student-Athlete Host Signature

Date

If a second student-athlete host was used:

I certify that I have read the above instructions and hereby acknowledge the receipt of S _____ for the purpose of hosting the above named prospective student-athlete.

Student-Athlete Host Signature

Date

I certify that I have reviewed the FIU recruiting policies as well as the student-athlete host guidelines with the above named student-athlete prior to the start of the visit.

Head Coach Signature

Date

MUST BE COMPLETED AT CONCLUSION OF OFFICIAL VISIT

I certify that I met with the head coach (or his/her designee) at the conclusion of the official visit and have reviewed all activities that occurred during the visit and verify that I have abided all of the stated guidelines.

Student-Athlete Host Signature (Day 1)

Date

Student-Athlete Host Signature (Day 2, if different from day 1) Date

I certify that I have met with the student-athlete host at the conclusion of the official visit and have reviewed all activities that occurred during the official visit.

Head Coach Signature

Date



Alabama A&M University Athletics
 Compliance Office
Student-Athlete Release Form



Student-Athlete: _____ Sport: _____ Date: _____

Instructions: The above student-athlete has expressed an interest in contacting and/or transferring to another institution. Please check all appropriate boxes designating the action(s) that should be taken regarding this request.

Permission to Contact (Bylaw 13.1.1.3)

- A request for permission to contact another NCAA or NAIA four-year institution regarding a possible transfer does not constitute a voluntary withdrawal justifying a reduction or cancellation of athletics aid per Bylaw 15.3.4.2(d).
- If permission is not granted, a second NCAA or NAIA four-year institution shall not encourage the transfer and that institution shall not provide athletics aid to the student-athlete for one academic year per Bylaw 13.1.1.3.
- Any delay or denial of a request for permission to contact requires written notification from the Compliance Office to the Student - athlete of his/her opportunity for a hearing to appeal the decision per Bylaw 13.1.1.3.1.

- I grant permission for this student - athlete to contact other institutions.
- I DO NOT grant permission for this student-athlete to contact other institutions.
- I limit this student-athlete's permission to contact to the following institutions and/or to the following time period (e.g., at the conclusion of semester/year for APR eligibility purposes):

One-Time Transfer Exception (Bylaw 14.5.5.2.10)

- ALL COACHES, including basketball and football, must complete this section in case the student-athlete is interested in transferring to a non-Division I, FCS or NAIA institution or satisfies the nonrecruited student exception per Bylaw 14.5.5.2.10(a).
- Failure to grant the one-time transfer exception requires the student-athlete to fulfill a residence requirement of one full academic year at the second NCAA or NAIA four-year institution per Bylaw 14.5.5.2.10(d) unless the student-athlete satisfies one of the other transfer exceptions set forth in Bylaw 14.5.5.2.
- Any delay or denial of a request to use the one-time transfer exception requires written notification from the Compliance Office to the student-athlete of his/her opportunity for a hearing to appeal the decision per Bylaw 14.5.5.2.10(d).

- I grant this student-athlete use of the one-time transfer exception to any institution.
- I DO NOT grant this student-athlete use of the one-time transfer exception to any institution.
- I limit this student-athlete's use of the one-time transfer exception to the following institutions and/or to the following time period (e.g., at the conclusion of semester/year for APR eligibility purposes):

NLI Release (Applicable only if the student-athlete signed an NLI and is in his/her first year of residence at AAMU)

- If a student-athlete fails to fulfill the terms of the NLI by not attending the signing institution for one academic year, he/she is subject to the is in his/her first year of residence at SJSU) NLI Basic Penalty, which requires the student-athlete to lose one season of competition in all sports and to serve one academic year in residence at the next NLI institution before competing.
- Complete Release permits the student-athlete to attend any NLI institution without being subject to the NLI Basic Penalty.
- No Release keeps the NLI intact, whereby the student-athlete will be subject to the NLI Basic Penalty. In this situation, the student-athlete may appeal to the NLI Policy and Review Committee for a release.

Removing the NLI Recruiting Ban allows the student-athlete to have contact with coaches at other NLI institutions without granting a Complete Release. The recruiting Ban would be lifted for all NLI institutions and cannot be restricted.

- Complete Release
- No Release –Reason: _____
- Remove NLI Recruiting Ban (If checking this option, must also check the No Release option above)

Signature of Head Coach: _____ **Date:** _____

Academic Eligibility Coordinator (Applicable only if student-athlete is on athletics aid): The Head Coach has been advised of any implications or ramifications this student-athlete's transfer may have on his/her sport's APR.

Signature: _____ **Date:** _____

Modified Oct 2013



**AAMU Office of Athletic Compliance
Transfer Student Recruitment Process Checklist**

Student Athlete Name: _____ Expected A&M Enrollment Date: _____

Sport: _____ Responsible Coach: _____

Type of Transfer (circle): 2-4 4-4 4-2-4 other: _____

Name of **ALL** Colleges/ Universities Attended: _____

STEP	COMPLETION DATE	INITIAL (REQUIRED)
(1) Discuss with PSA current major and major(s) student interested in pursuing at Alabama A&M University. Note: This is the time to explain to students the NCAA eligibility requirements and encourage them to give you options for majors.		
(2) Obtain ALL official transcript(s) from 2-year and/ or 4-year institutions previously attended by PSA.		
(3) Provide any initial eligibility information (Initial year of college enrollment, NCAA ID, qualifier or non qualifier; recruited or non-recruited) known about the PSA. PSA's prospective major must be approved at this time.		
(4) Provide PSA transcript(s) to Academic Enhancement staff for evaluation.		
(5) Academic Enhancement staff takes transcripts to Admissions to determine number of hours the University will accept for admissions purposes from PSA. Note: Must be completed FIRST.		
(6) After Admissions evaluation is complete, Academic Enhancement takes courses accepted by Admissions to the Department's selected by the PSA to determine number of hours to be accepted for that major.		
(7) Academic Enhancement provides Compliance Staff with a report of the number of total hours that will be accepted by the University and the total that will be accepted by the School/ Department (course substitution form)		
(8) Compliance Staff evaluates final report from Academic Enhancement to determine what compliance rules apply.		
(9) Compliance Staff informs Coach how to advise PSA regarding his/her eligibility if (s)he selects A&M.		

Modified Oct. 2013

Revised March 2014

Financial Aid

Bylaw 15



Athletic Grant-in-aid Award Agreement

Name:

Sport:

Date:

Social Security Number:

Student ID Number:

I understand that I am to receive a grant-in-aid from Alabama A&M University for:

Awarded for the Academic Term(s):

1) Tuition & Fees Room & Board Books:

Initial Continuing In-State Out-of-State

2) I understand that I must meet (a) athletic eligibility requirements of NCAA, SWAC and (b) enroll before the grant becomes effective.

3) I must (1) apply for Pell Grant prior to April 1 of each calendar year and (2) have the eligibility index determined and on file in the Office of Student Financial Aid by June 1.

4) I agree that I will observe the training rules and regulations (set forth by the governing body/institution) for the team of which I am a member.

5) I agree that I will observe the rules and regulations of the Alabama A&M University Student Handbook.

6) I understand that if I am injured during practice, or in a game, and cannot continue to participate as determined by the teams' physician, my grant will continue through the current academic year.

7) I understand that if I voluntarily leave the team, my grant will be terminated at the end of the current semester in which I am enrolled.

8) I understand that I must attend all classes, practices, and/or meetings, and maintain academic standards as required by the University and the academic accrediting agencies.

9) I understand that if I qualify for additional financial assistance (ie.. Pell grant and the total amount of my athletic grant and other financial assistance exceeds the budget standards set forth by the Student Financial Aid Office of Alabama A&M, my grant will be adjusted within the budget standards according to federal guidelines which pertains to the total financial aid amount allowed.)

10) I understand that this grant can be voided by the University upon recommendation of the head coach of the sport for which the grant-in-aid is awarded, if I fail to abide by the agreements of 2,4,5, or 8 listed above.

Signatures

Head Coach:

Date:

Compliance Director:

Date:

Athletic Director:

Date:

Financial Aid Director:

Date:

Acceptance

Student-Athlete

Date:

Parent/Guardian:

Date:

Address:

Telephone Number:

Email Address:



ALABAMA A&M UNIVERSITY
Office of Compliance



APPLICATION FOR SUMMER ATHLETIC AID

STUDENT-ATHLETE: This application, when approved by the Office of Athletic Compliance and the appropriate director or designee, allows money from Alabama A&M University to be distributed to you for summer school.

NCAA Bylaw 15.2.8 Summer Financial Aid

Summer financial aid may be awarded only to attend the awarding institution's summer term, summer school, or summer-orientation program, provided the following conditions are met: (Revised 1/10/90)

- (a) The student has been in residence a minimum of one term during the regular academic year.
(b) The student is attending a summer term, summer school or summer-orientation program and financial aid is administered pursuant to Bylaw 15.2.8.1.2, 15.2.8.1.3 or 15.2.8.1.4; or (Revised:1/10/90, 1/10/92)
(c) The student is a two-year or four-year college transfer student and is receiving aid to attend the awarding institution's summer orientation program. (Adopted 1/10/92)

Part A: To Be Completed by Student-Athlete

Student-Athlete Sport Date

Note: Summer aid is awarded at the discretion of the head coach and athletic director. Factors that may be considered in deciding to award the aid include availability of resources, eligibility, graduation, scheduling issues, or course issues in your major. The amount of aid awarded for summer cannot exceed the amount received during the school year. If you received a half scholarship during the school year, summer aid cannot exceed that award. Note that award allocation will be determined based on the total funds available for summer disbursement and may be less than the amount of the award you received during the year.

Ten hours is the maximum number of hours that may be earned during the summer.

I plan to enroll in _____ hours for the summer session.

What is your reason for requesting summer aid? (i.e., to graduate in summer or fall, repeat a fail or dropped course, etc.)

Four horizontal lines for writing the reason for requesting summer aid.

Printed name of student-athlete Date

Student-Athlete Signature

... Continued from front

15.2.8 General Stipulations. A student-athlete who is eligible for institutional financial aid during the summer is not required to be enrolled in a minimum full-time program of studies. However, the student-athlete may not receive financial aid that exceeds the cost of attendance in that summer term. A student-athlete may receive institutional financial aid based on athletics ability (per Bylaw 15.02.4.1) and educational expenses awarded (per Bylaw 15.2.6.4) up to the value of full grant-in-aid, plus any other financial aid cost of attendance. (Revised: 4/29/04, effective 8/1/04, 5/26/09, 1/15/11 effective 8/1/11)

Part B: To Be Completed by Head Coach

NOTE: Student must earn 18 hours during the reg

1. Has this student maintained full-time status during each semester of this academic year? Yes ___ No ___
2. Are the credits for eligibility (e.g. hours, GPA)? Yes ___ No ___.
3. Are credits for Percentage of Degree requirements? Yes ___ No ___
4. Are the credits necessary for make-up of remedial/noncredit courses? Yes ___ No ___
5. Are the credits necessary to meet admissions standards for degree program? Yes ___ No ___

Comments:

Credits to date: _____ Cumulative GPA to date: _____ Degree Program: _____

Total hours anticipated after spring semester _____ Years of eligibility used _____

Signature of Head Coach

Date

Part C: To Be Completed by Compliance

Student-athlete received athletics aid during current school year at _____ % and may receive up to that amount of countable aid during the summer.

Signature of Compliance Office

Date

Part D: To Be Completed by Financial Aid/Athletics Director

Source of funding will be _____ and _____

Total amount for summer _____

Signature of Athletics Director

Date

Signature of Financial Aid Director

Date

Modified Oct 2013

Eligibility

Bylaw 14



ATHLETICS
LENGTH OF PLAYING & PRACTICE SEASON FOR INDIVIDUAL SPORTS
2013-2014

	Min # of Contest/Dates of competition	Max # of Contests/Dates of competition	Max # of contest/Dates per S.A.	Minimum Number of Participants
W Bowling	8	32	32	5
Cross Country	6	7*	7	5
Golf	8	24	24	5
Tennis	12	25*	25	5
Track & Field	6	18*	18	14

* Check manual for additional information regarding playing season.

- 1. First dates of conditioning: _____
- 2. First date of practice: _____
- 3. First date of competition: _____
- 4. Definition of a week: Begins on Sunday and ends on Saturday _____
- 5. Max Length of Playing Season: (days) _____

Championship Segemnt: From: _____ To: _____ Total # of Days: _____
 From: _____ To: _____ Total # of Days: _____

Other Segemnt: _____

I certify that the sport of _____ is in compliance with applicable NCAA Playing Practice Seasons for the 2013-2014 year

Head Coach Signature: _____ Date: _____

Compliance Signature: _____ Date: _____

** (NCAA Manual pg 205-268 are for information regarding your respected sports season)**



ATHLETICS
LENGTH OF PLAYING & PRACTICE SEASON FOR TEAM SPORTS
2013-2014

	Min # of Contests/Dates of competition	Max # of Contests/Dates of competition	Max # of contest/Dates per Student	Number of Participants
Baseball	27	56	56	35 Max
Basketball	25	27 or 29 *	27 or 29	
Football	9	11*	12	95 Max
Soccer	11	20*	20	
Softball	27	56*	56	
Volleyball	19	28 *	28	

* Check manual for additional information regarding playing season.

- 1. First dates of conditioning: _____
- 2. First date of practice: _____
- 3. First date of competition: _____
- 4. Definition of a week: Begins on Sunday and ends on Saturday _____
- 5. Max Length of Playing Season: (days) _____

Championship Segemnt: From: _____ To: _____ Total # of Days: _____
 From: _____ To: _____ Total # of Days: _____

Other Segemnt: _____

I certify that the sport of _____ is in compliance with applicable NCAA Playing Practice Seasons for the 2013-2014 year

Head Coach Signature: _____ Date: _____

Compliance Signature: _____ Date: _____

** (NCAA Manual pg 205-268 are for information regarding your respected sports season)**



Study Hall Policy

022312-1

The Athletic Affairs Committee (AAC) collaborates with the Department of Athletics in order to preserve and enhance the academic welfare of student-athletes at Alabama A&M University. The following policy was adopted by the AAC and the Athletics Department to guide in the planning and the implementation of athletic teams' schedules, travel plans and class times as it relates to academics. While individual teams may choose a more restrictive policy, it must not be more lenient than this policy, or the university's policy.

The main focus of the Study Hall program is to help student athletes at Alabama A&M University develop consistent and suitable study patterns by providing a structured setting to work on class assignments and to provide academic assistance before academic problems arise. Study Hall not only functions as a supervised study time in a student athlete friendly environment but also serves as a way to help students organize their time more efficiently. Study Hall is a positive experience aimed at helping students become academically successful at Alabama A&M University. Study hall is open to all student athletes.

- Make sure to sign when you enter the Academic Enhancement Center for study hall purposes, and sign out when you leave. You will not be given credit if you sign into study hall and leave to go receive treatment in the training room. When you sign into study hall, you are to do just that, study, receive tutoring, complete assignments and etc.
- All freshmen and transfer student-athletes are required to complete 6-8 hours of study hall hours per week during their first academic year at Alabama A&M University.
- ALL student-athletes with a GPA below 2.5 are required to complete a minimum of 6 hours per week of study hall
- ALL student-athletes with a GPA below 2.0 are required to complete a minimum of 8 hours per week

(Modified Oct 2013)



ATHLETICS

Waiver Request Form

Coach Requesting Waiver _____ Sport _____

Type of Waiver Requesting _____ Year waived _____

Student-Athlete Name _____ NCAA ID# _____

Yr. in School: _____ Fr. _____ So. _____ Jr. _____ Sr. _____ 5th Yr. _____ Student ID# _____

Is Student-Athlete a Transfer? Yes No
If yes, from what college/university? _____ Yr. of transfer? _____

Was Student-Athlete Recruited? Yes No if yes, exact date that recruitment began: _____

Was Student-Athlete eligible for Practice Competition Both Neither last academic year?

Please provide substantial reasons for requesting waiver (i.e., mitigating circumstances, background information):

Multiple horizontal lines for providing reasons for requesting waiver.

Head Coach Signature: _____ Date: _____

Faculty Advisor Rep Signature: _____ Date: _____

Sports Medicine Signature: _____ (For Medical Hardship Waivers ONLY)

NOTE: Please attach all necessary documents to this request

FOR COMPLIANCE USE ONLY----- DO NOT WRITE BELOW BOX

Approved to submit to the NCAA? Yes No Required documents submitted? Yes No

Referenced Bylaw: _____ Date Submitted to NCAA: ____/____/____

Compliance Staff Print _____ Date _____

Compliance Signature _____ Date _____

Modified Oct 2013

Revised March 2014